

CLAYTON-LE-WOODS PARISH COUNCIL

**MINUTES OF THE ORDINARY PARISH MEETING
HELD ON MONDAY 18th SEPTEMBER 2023 7.30PM
AT THE PARISH COUNCIL COMMUNITY MEETING ROOMS/OFFICE**

PRESENT: Councillor P Gabbott (Chairman)
Councillor Mr M Clifford
Councillor Mr D Clough
Councillor Mrs D Dowrick
Councillor Mrs S Edwards-Williams
Councillor Mr S Lowe
Councillor Mr S Maddock
Councillor Mrs G Ormston
Councillor Mr N Whitham (9)

In Attendance: 5 Members of the Public
Mrs TD Morris (Clerk)

8686 WELCOME

All the participants were welcomed to the meeting.

8687 APOLOGIES

Apologies were received and accepted from Councillor Mrs G Charlesworth. It was noted that Councillor Mr N Whitham would be arriving later due to having a conflicting meeting.

8688 DECLARATION OF INTEREST

Councillor M Clifford as County Councillor for Clayton and Whittle and Chorley Councillor Champion of Open Spaces and a Governor for Cuerden Valley Trust. Councillor D Dowrick as an employee at Lancashire County Council.

8689 PUBLIC PARTICIPATION

The Chairman welcomed Mr B Foote the Acting Chairman and other Members of the Community Bowling Team. Mr Foote stated that he withdrew his question about the re-instatement of the gates at the bowling green as the planned maintenance work on the green was due to take place during the Winter time and not September as previously stated.

ACTION

Chairman's Signature.....



8690 BOWLING GREEN WORKING GROUP

Councillor M Clifford proposed that the issue of change of ownership be dealt with in the first instance.

1.To Request a Formal Response to Change of Ownership of Bowling Green to the Community Team

Mr Foote responded that the Community Team would discuss this issue at the Annual General Meeting which would take place in December 2023.

It was requested that the Clerk provide report of the annual running costs for the Bowling Green for their information.

Clerk

2. Bowling Green Working Group

The Chairman stated that he agreed to the setting up of the Working Group and he volunteered to be the liaison for the working group. He did however state that maintenance work should be undertaken by a recommended contractor for health and safety and insurance purposes.

It was agreed that the Parish Council would go ahead with the setting up of a Bowling Green Working Group alongside the issue of ownership.

Chairman

4 members of the public left at this point

8691 TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 17th JULY 2023

It was RESOLVED to approve the minutes of the Ordinary Meeting held on Monday 17TH July 2023.

8692 MATTERS ARISING (CLERKS /ADMIN ASSIST REPORT)

The Clerk gave a verbal report which was received with thanks.

It was requested that the Admin Assistant email her reports to the Members.

AA

8693 REPORTS

1.Communications Committee Meeting held on Wednesday 6th September 2023

Councillor S Lowe gave a verbal report regarding the recent meeting. It

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

was noted that the Facebook following was growing. Also the Winter newsletter was discussed and the design printing and distribution cost was signed off. The next meeting was scheduled for Wednesday 18th October 2023.

8.2 SPID Units

8.3 Summer Clayton Cup Bowls Competition

The Chairman proposed to defer the following items to future meetings due to the absence of the Admin Assist to report in person.

It was agreed to defer these items until the following meeting.

8694 SCARECROW FESTIVAL 2023

It was noted that there was a low number of entries for 2023. However it was agreed to run the competition for this year and to review the scope of the competition next year.

P/L

8695 GRANT REQUEST

1. Shop Mobility General Requests to Parish Councils for Funding

It was RESOLVED to delegate this request to the Management Committee as this would be seen as a nominal sum.

MGT

2. St Johns Church Christmas Adventure £100 (Clayton Brook)

It was RESOLVED to provide a grant of £100 to St Johns Church Christmas Adventure.

It was requested that the Clerk make the necessary arrangements to make the payment.

Clerk

8696 WARM SPACE INITIATIVE

After due discussion it was RESOLVED to budget for £150.00 towards resources for the warm space initiative.

It was requested that the Officers look to online free sites to request equipment and resources. A request of support would also be circulated to the Members once the details of the initiative were finalised.

AA/Clerk

Chairman’s Signature.....



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8697 WINTER NEWSLETTER 2023

It was RESOLVED that the contract be approved at a cost of £4,199.00 including VAT.

8698 TRANSFER OF FUNDS FROM VIRGIN TO NATWEST

After due consideration it was RESOLVED to transfer £25,000 from the Virgin Account to the Natwest Account.

8699 ACCOUNTS FOR PAYMENT

The Parish Council RESOLVED to approve the following accounts for payments:

1. Payments August/September 2023

PAYMENTS LIST

Voucher	Bank	Description	Supplier	VAT Type	Net	VAT	Total
162	Virgin Money	HMRC NI/Tax	HMRC	Z	1,791.78		1,791.78
163	Virgin Money	Scarecrow Festival	Sprintprint	S	11.90	2.38	14.28
164	Virgin Money	Utility Bill	Eon	L	9.83	0.49	10.32
165	Virgin Money	Utility Bill	Water Plus	S	6.67	1.33	8.00
165	Virgin Money	Utility Bill	Water Plus	Z	28.35		28.35
166	Virgin Money	Expenses	Employee 02	Z	17.10		17.10
167	Virgin Money	Sundries	Post Office	Z	8.80		8.80
168	Virgin Money	Play Area General Repai	Envirocare Maintenanc	S	60.00	12.00	72.00
169	Virgin Money	Premises Licence	Chorley Council	Z	100.00		100.00
170	Virgin Money	Lengthsmen Workwear	Workwear Express Ltd	S	69.54	13.91	83.45
171	Virgin Money	Salary	Employee 01	E	1,722.67		1,722.67
172	Virgin Money	Salary	Employee 02	E	1,064.41		1,064.41
174	Natwest Bank	Salary	Lengthsmen JI	E	130.80		130.80
175	Virgin Money	Salary	Lengthsmen ME	E	348.80		348.80
176	Virgin Money	Salary	Lengthsmen CD	X	87.20		87.20
178	Virgin Money	CLWBG Monthly Rent	Mercia Real Estate	Z	49.00		49.00
183	Virgin Money	Utility Bill	NPower	L	122.50	6.12	128.62
187	Virgin Money	CLW Bowling Green Mair	Envirocare Maintenanc	S	720.00	144.00	864.00
190	Virgin Money	Play Area General Repai	Stringfellow Building Cc	S	200.00	40.00	240.00
191	Virgin Money	New Office	Forbes Solicitors	S	800.00	160.00	960.00
192	Virgin Money	CLW Bowling Green Mair	Kevin Bond	Z	300.00		300.00
Total					7,649.35	380.23	8,029.58

Chairman's Signature.....



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PAYMENTS LIST

Voucher	Bank	Description	Supplier	VAT Type	Net	VAT	Total
173	Virgin Money	Utility Bill	Water Plus	S	8.58	1.72	10.30
173	Virgin Money	Utility Bill	Water Plus	Z	35.34		35.34
177	Virgin Money	PAT Testing Annual	JMP Electrical Services	S	64.00	12.80	76.80
179	Virgin Money	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
180	Natwest Bank	Website/Email Managem	Easy Websites	S	81.00	16.20	97.20
181	Natwest Bank	Pension	LCC Pension Employer/	E	1,141.60		1,141.60
182	Natwest Bank	Phones/Broadband	O2	S	6.07	1.21	7.28
184	Virgin Money	Donation	Bowel Cancer UK	Z	88.00		88.00
185	Virgin Money	Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
186	Virgin Money	Grass Cutting/Open Spa	Envirocare Maintenanc	S	848.43	169.69	1,018.12
189	Virgin Money	Utility Bill	Water Plus	S	6.45	1.29	7.74
189	Virgin Money	Utility Bill	Water Plus	Z	32.97		32.97
196	Virgin Money	CLW Bowling Green Mair	Kevin Bond	Z	300.00		300.00
197	Virgin Money	Office Cleaning	Diamond Domestic	S	64.00	12.80	76.80
198	Virgin Money	Play Area Inspection	ROSPA Play Safety	S	382.00	76.40	458.40
199	Virgin Money	CLW Bowling Green Mair	C & W Berry Ltd	S	83.78	16.75	100.53
200	Natwest Bank	Website/Email Managem	Easy Websites	S	66.00	13.20	79.20
201	Natwest Bank	Salary	Lengthsmen JI	E	130.80		130.80
202	Virgin Money	Salary	Employee 01	E	1,722.67		1,722.67
203	Natwest Bank	Pension	LCC Pension Employer/	E	1,141.61		1,141.61
204	Natwest Bank	Phones/Broadband	O2	S	36.36	7.27	43.63
205	Virgin Money	Salary	Lengthsmen ME	E	348.80		348.80
206	Virgin Money	Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
207	Virgin Money	Salary	Employee 02	E	1,036.08		1,036.08
208	Virgin Money	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
209	Virgin Money	Grass Cutting/Open Spa	Envirocare Maintenanc	S	848.43	169.69	1,018.12
210	Virgin Money	Phones/Broadband	BT	S	49.59	9.92	59.51
211	Virgin Money	Salary	Lengthsmen CD	X	87.20		87.20
212	Virgin Money	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00		49.00
213	Virgin Money	Office Cleaning	Diamond Domestic	S	64.00	12.80	76.80
214	Virgin Money	Play Area General Repai	ESPPLAY	S	1,379.00	275.80	1,654.80
Total					10,270.10	831.20	11,101.30

Chairman's Signature.....



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The following receipts were noted:

2. Receipts July/August 2023

RECEIPTS LIST

Voucher	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
57	Virgin Money		Bank Interest	Virgin Money	Z	4.79		4.79
58	Virgin Money		Utility Bill Credit	NPower	S	153.68	30.74	184.42
59	Virgin Money		Donation	Bowel Cancer UK	Z	88.00		88.00
60	Virgin Money		Refund Van Hire	Chorley Van Rental	Z	100.00		100.00
61	Petty Cash		Cash Deposit	Residents CLW	Z	2,794.00		2,794.00
62	Virgin Money		Bank Interest	Virgin Money	Z	0.40		0.40
63	Petty Cash		Cash Deposit	Residents CLW	Z	79.75		79.75
64	Virgin Money		Insurance Claim Paymer	Zurich Municipal	Z	3,280.00		3,280.00
65	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	11.34		11.34
66	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	10.32		10.32
Total						6,522.28	30.74	6,553.02

8700 PLANNING APPLICATIONS

It was RESOLVED to make no comment on the following applications:

1.Reference: 23/00680/CLPUD Proposal: Application for a certificate of lawfulness for a proposed single storey rear extension Location: 26 Darwin Drive Clayton-Le-Woods Leyland PR25 5AP.

2.Reference: 23/00664/FULHH Proposal: Proposed single storey rear extension to from sunroom. Location: Crow Trees Lodge Gough Lane Bamber Bridge Preston PR5 6AQ.

3.Reference: 23/00665/LBC Proposal: Proposed single storey rear extension to from sunroom. Location: Crow Trees Lodge Gough Lane Bamber Bridge Preston PR5 6AQ.

4.Reference: 23/00711/FULHH Proposal: Single storey front extension Location: 12 Kiln Croft Clayton-Le-Woods Chorley PR6 7UD.

5.Reference: 23/00720/P3PA Proposal: Prior approval application under Schedule 2, Part 3, Class Q (a and b) of The Town and Country Planning (General Permitted Development) (England) Order 2015 for the proposed change of use of 1no. agricultural building to 2no. dwellinghouses and associated building operations Location: Lower Wood End Farm Back Lane Clayton-Le-Woods Chorley PR6 7EX.

6.Reference: 23/00619/TPO Case Officer: Bill Whisker - 01257 515642 Ward: Clayton West And Cuerden Proposal: Application for work to a

Chairman’s Signature.....



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protected tree - Chorley BC TPO 13 (Clayton-le-Woods) 1984: T1 Elm - lateral reduction of branches by 2 metres to maintain a sufficient clearance from property. Location: 71 Watkin Road, Clayton-Le-Woods, Chorley, PR6 7PU.

7.Reference: 23/00669/DIS Case Officer: Chris Smith - 01257 515223 Ward: Clayton East, Brindle And Hoghton Proposal: Application to discharge condition nos. 8 (ground levels), 9 (boundary treatments) and 14 (landscaping) of planning permission ref: 22/01198/FUL (Erection of 2no. detached dwellings, formation of associated driveway and erection of detached garage (following demolition of detached garage)) Location: Wellfield, Gough Lane, Bamber Bridge, Preston, PR5 6AQ.

8.Reference: 23/00731/FULHH Proposal: Single storey side/rear extension attached to existing attached garage and conversion of attached garage to habitable accommodation Location: 3 Ashdown Drive Clayton-Le-Woods Chorley PR6 7SQ

9. Reference: 23/00738/CLPUD Proposal: Application for a certificate of lawfulness for the use of a (Use Class C3a) dwelling house as a children's home for a maximum of two children (up to 18 years in age), with 24hr care provided by two carers on site and one manager, working on a rota basis (Use Class C2). Location: 1 Manor Road Clayton-Le-Woods Chorley PR6 7JG .

10.Reference: 23/00675/PDE Proposal: Notification of a proposed single storey rear extension measuring 4.04m in depth, with eaves height of 2.4m, and a maximum height of 3.975m (following demolition of existing conservatory) Location: 62 Cedar Field Clayton-Le-Woods Chorley PR6 7RW.

8701 CORRESPONDENCE

1. Email from Community Bowling Team

The Chairman stated that there had been an email from the Community Bowling Team in which they stated that they had noticed various birds pecking holes in the bowling green. They had requested that this be investigated as to whether any measures could be used to stop the wildlife.

The Clerk had contacted Chorley Council and was awaiting a response.

Clerk

Chairman's Signature.....



2. Lengthsman Update

It was reported that one of the Lengthsman who had left the employ of the Parish Council and found a new job at a café nearby and was happy in his new situation. The Members wished him well for the future.

A member of the public left the meeting at this point

Councillor N Whitham entered the meeting at this point

8702 CO-OPTION OF PARISH COUNCILLORS

Following an interview and secret ballot it was RESOLVED to co-opt the following individuals onto the Parish Council.

- 1.Mr Allan Balderstone (West)
- 2.Mr Adam Halliday (Clayton Brook)
- 3.Mrs Barbara Ward Smith (Clayton Brook)
- 4.Mrs Avril Willis (Clayton Brook)

This would leave one vacancy in Clayton Brook.

It was requested that the Clerk make the necessary arrangements to inform the candidates and to send out the necessary paperwork. They will be invited to attend their first meeting in October.

Clerk

8703 DATE OF NEXT MEETING

The next full parish council meeting is scheduled to be held on Monday 16th October 2023 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Committee Meeting /WG Schedule

- Events Working Group Meeting date to be scheduled
- Communications Committee Meeting 18th October 2023 at 7.00pm

Chairman’s Signature.....