

**CLAYTON-LE-WOODS PARISH COUNCIL**

**MINUTES OF THE ORDINARY PARISH MEETING  
HELD ON MONDAY 17<sup>th</sup> JUNE 2024 7.30PM  
AT THE PARISH COUNCIL COMMUNITY MEETING ROOM/OFFICE  
AT 239A PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY**

**PRESENT:** Councillor Mr P Gabbott (Chairman)  
Councillor Mr M Clifford  
Councillor Mr D Clough  
Councillor Mr A Halliday  
Councillor Mr S Maddock (Vice Chairman)  
Councillor Mrs G Ormston  
Councillor Mr E Shannon  
Councillor Mrs B Ward-Smith  
Councillor Mrs K Wardle  
Councillor Mr N Whitham  
Councillor Mrs A Willis (11)

**In Attendance:** Mrs TD Morris (Clerk/Responsible Financial Officer)

**Members of the Public:** None

**8819 WELCOME**

The Chairman welcomed all participants to the meeting.

**8820 APOLOGIES**

There were no apologies.

**8821 ELECTION OF CHAIRMAN 2024/25**

No election was held but a Member did put himself forward. This was noted and the Clerk stated that she would liaise with the Member to ensure that they understood the full scope of the role before a formal election was held.

It was noted that Councillor Peter Gabbott would remain Chairman until a replacement was elected.

**8822 DECLARATION OF INTEREST**

Councillor M Clifford as Member of Lancashire Combined Fire Authority, County Councillor for Clayton and Whittle, Deputy Chair of Education, Chorley Councillor Champion of Open Spaces and Member of the Licensing Committee and Director of Cuerden Valley Trust. Councillor Mr N Whitham Chorley Councillor Member of the Planning Committee.

**ACTION**

**CLERK**

**Chairman's Signature**.....



**8823 PUBLIC PARTICIPATION**

There was no public participation.

**8824 TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 20<sup>th</sup> MAY 2024**

It was RESOLVED to approve the minutes of the Ordinary Meeting held on Monday 20<sup>th</sup> May 2024 which was duly signed by the Chairman.

**8825 MATTERS ARISING (CLERK’S REPORT)**

The Clerks report which had been distributed prior to the meeting was received with thanks.

**8826 CO-OPTION VOTE FOR COUNCILLOR IRENE AMAHWE (CLAYTON SOUTH EAST)**

After a secret ballot it was RESOLVED to co-opt Councillor Irene Amahwe to the vacancy in the Clayton South East Ward.

It was requested that the Clerk inform Councillor Amahwe of the decision and summon her to the next parish Council meeting.

CLERK

**8827 AUDIT 2023/24**

**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 (AGAR)** To consider and sign off the AGAR for 2023/24.

- 1. Internal Audit (Attached)**
- 2. External Audit (Attached)**
  - Section 1 (Declaration Sign off)
  - Section 2 (Accounts Sign Off)

The Members were provided with the AGAR prior to the meeting and were given a full verbal report by the Clerk and the Chairman regarding Section 1 and Section 2.

1.After due consideration it was RESOLVED to sign off Section 1 of the AGAR.

This was duly signed off on behalf off the Parish Council by the Chairman and the Clerk.

Chairman’s Signature.....



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2. After due consideration it was RESOLVED to sign off Section 2 of the AGAR.

This was duly signed off on behalf of the Parish Council by the Chairman having been signed off prior to the meeting by the Clerk.

It was requested that the Clerk make the normal arrangements to send all the relevant paperwork to the external auditor for their scrutiny and to publish the audit information for 2023/24 on the website as required by law.

CLERK

**8828 REPORTS**

**1. Report on War Memorial Committee D-Day Commemorative Service on Thursday 6<sup>th</sup> June 2024.**

Councillor S Maddock gave a full verbal report regarding the Commemorative Service hosted by the War Memorial Committee which was attended by some 70+ residents and several veterans and school representatives.

The feedback from the residents was very positive and it was hoped that another event of a similar nature would be held for the commemoration of the Victory in Europe Day in May 2025.

It was also noted that the War Memorial Committee had plans to develop the site over the next few years to open the site up for the use of the community.

Councillor S Maddock was thanked for his report.

**2. Summer Fair Ongoing Report and Request for Volunteers**

Councillor M Clifford provided the Parish Council with a comprehensive update regarding the planning for the annual Summer Fair. It was noted that due to the inclement weather over the last few weeks there were parts of the Manor Road School field that were very boggy and unusable for the upcoming Summer Fair.

It was planned that Cllrs S Maddock and M Clifford along with the Clerk would come up with various contingencies going forward. At the present time the Summer Fair would still be going ahead.

Chairman's Signature.....



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The Councillors were encouraged to sign up to volunteer and go on the various rotas that would be distributed by the Clerk. Everyone was encouraged to contribute in some way. The Air Cadets and Scouts were going to assist as usual.

**8829 REPLACEMENT LENGTHSMAN**

1.Request to recruit a resident of Lisieux Hall to replace one of Lengthsmen that resigned last year.

2.Costs involved 6 hours per week at £12.00 per hour over 52 weeks = £3744 plus work wear = £200 total spend £3944 per annum.

After due consideration it was RESOLVED to appoint a new Lengthsman as soon as was practicable with the support from staff at Lancashire County Council.

It was requested that the Clerk make the necessary arrangements with LCC to appoint the new member of staff.

**CLERK**

Chairman’s Signature.....



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**8830 ACCOUNTS FOR PAYMENT**

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

**1. Payments May/June 2024**

12 June 2024 (2024-2025)

**PAYMENTS LIST**

65	Virgin Money		Sundries	Sprintprint	S	40.00	8.00	48.00
58	Virgin Money		Sundries	Asda	S	29.79	5.96	35.75
50	Virgin Money		Office Cleaning	G Lloyd	X	72.00		72.00
49	Virgin Money		Utility Bill	Water Plus	S	6.55	1.31	7.86
49	Virgin Money		Utility Bill	Water Plus	Z	35.88		35.88
51	Virgin Money		CLW Bowling Green Maint	Kevin Bond	Z	118.33		118.33
48	Virgin Money		Summer Fair	Extinguisher Hire Ltd	S	150.00	30.00	180.00
61	Virgin Money		Insurance Premium	Zurich Municipal	Z	3,365.56		3,365.56
66	Virgin Money		Hanging Basket Contract	G Burley & Sons	S	4,092.80	818.56	4,911.36
59	Virgin Money		Sundries	Asda	S	22.17	4.43	26.60
60	Virgin Money		Sundries	Ryman Ltd	S	34.97	6.99	41.96
70	Virgin Money		Summer Fair	Just Gorge	Z	200.00		200.00
71	Virgin Money		Summer Fair	North West First Aid	S	453.75	90.75	544.50
72	Virgin Money		Summer Fair	Churchill Security Ltd	S	219.00	43.80	262.80
73	Virgin Money		Summer Fair	Wigan Ukelele Band	Z	175.00		175.00
74	Virgin Money		Summer Fair	Pink Vintage	Z	350.00		350.00
75	Virgin Money		Summer Fair	Leyland Morris Men	Z	70.00		70.00
76	Virgin Money		Summer Fair	Paul Conner	Z	300.00		300.00
77	Virgin Money		Summer Fair	Preston Concert Band	Z	200.00		200.00
78	Virgin Money		Summer Fair	Magician	Z	100.00		100.00
79	Virgin Money		Summer Fair	Hocus Pocus Face Pain	Z	260.00		260.00
81	Virgin Money		Characters x 2 Summer Fe	Lancashire Ice Queen f	Z	250.00		250.00
82	Virgin Money		Summer Fair	Funcast Character Com	S	350.00	70.00	420.00
83	Virgin Money		Summer Fair	Chorley Van Rental	Z	300.00		300.00
84	Virgin Money		Summer Fair	Rebecca Gibson	Z	250.00		250.00
80	Virgin Money		CLW Bowling Green Maint	East Riding Turf Care	S	46.09	9.22	55.31
80	Virgin Money		CLW Bowling Green Maint	East Riding Turf Care	S	45.10	9.02	54.12
80	Virgin Money		CLW Bowling Green Maint	East Riding Turf Care	Z	189.00		189.00
85	Virgin Money		Summer Fair	Poppywood Alpacas	Z	635.00		635.00
86	Virgin Money		Summer Fair	NWC Marquees	S	3,950.00	790.00	4,740.00
87	Virgin Money		Summer Fair	Manchester Ska Foundi	Z	1,500.00		1,500.00
88	Virgin Money		Summer Fair Leaflets	Sprintprint	S	55.00	11.00	66.00
68	Virgin Money		HMRC NI/Tax	HMRC	Z	2,059.17		2,059.17
52	Natwest Bank	D/D	Website/Email Managemer	Easy Websites	S	72.60	14.52	87.12
67	Virgin Money		Newsletter	Green Man Marketing	S	725.00	145.00	870.00
55	Natwest Bank	D/D	Phones/Broadband	O2	S	36.36	7.27	43.63
57	Virgin Money	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
63	Virgin Money		Summer Fair Leaflets	Sprintprint	Z	340.00		340.00
64	Virgin Money		Summer Fair Leaflets	Sprintprint	S	50.00	10.00	60.00
62	Virgin Money		Management Fee Back Lan	The Lancashire Wildlife	S	8,550.00	1,710.00	10,260.00
53	Virgin Money	S/O	Salary	Employee 01	E	1,722.67		1,722.67
69	Virgin Money		Salary	Temporary Admin Ass	Z	861.00		861.00
56	Virgin Money	S/O	Salary	Lengthsmen ME	E	348.80		348.80
54	Natwest Bank	D/D	Pension	LCC Pension Employer	E	899.66		899.66
<b>Total</b>						<b>33,607.92</b>	<b>3,801.16</b>	<b>37,409.08</b>

Chairman's Signature.....



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The following receipts were noted:

2. Receipts May 2024

RECEIPTS LIST

8	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	70.59	70.59
9	Virgin Money		Summer Fair	Costco	Z	25.00	25.00
10	Virgin Money		Summer Fair	House of Little Things	Z	25.00	25.00
11	Virgin Money		Summer Fair	Fat Candy Sweets	Z	50.00	50.00
12	Virgin Money		Summer Fair	Tropic	Z	25.00	25.00
13	Virgin Money		Summer Fair	The Candyman	Z	25.00	25.00
14	Virgin Money		Summer Fair	Luxury Rattan Direct Lt	Z	50.00	50.00
15	Virgin Money		Summer Fair	Shaka Shack	Z	25.00	25.00
16	Virgin Money		Summer Fair	Rub A Dub Soap / Gra	Z	25.00	25.00
17	Virgin Money		Summer Fair	Creations by Wittzi	Z	25.00	25.00
18	Virgin Money		Summer Fair	Brownall Plant Nursery	Z	25.00	25.00
19	Virgin Money		Summer Fair	Cosy Homes	Z	25.00	25.00
20	Virgin Money		Summer Fair	Martin's Whippy	Z	50.00	50.00
21	Virgin Money		Summer Fair	Vintage Ice Cream Exp	Z	25.00	25.00
22	Virgin Money		Summer Fair	Foodinajar	Z	25.00	25.00
					<b>Total</b>	<b>495.59</b>	<b>495.59</b>

8831 PLANNING APPLICATIONS

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

1.Application no: 24/00385/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton East, Brindle And Hoghton Proposal: Detached outbuilding (following demolition of existing outbuilding) Location: 370 Preston Road, Clayton-le-Woods, Chorley, PR6 7JE.

2.Application no: 24/00386/LBC Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton East, Brindle And Hoghton Proposal: Application for listed building consent for the removal of existing door in the south facing gable wall, and replacement with a new timber casement window with matching stone-sill and external stonework Location: 586 Preston Road, Clayton-le-Woods, Chorley, PR6 7EB.

3.Application no: 24/00402/CLPUD Case Officer: Mrs Hannah Roper - 01257 515230 Ward: Clayton West And Cuerden Proposal: Application for a certificate of lawfulness for the use of a (Use Class C3a) dwelling as a children's care home for a maximum of two children, with a maximum of two carers on site, working on a rota basis (Use Class C2) Location: 63 Cunnery Meadow, Clayton-le-Woods, Leyland, PR25 5RN.

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4.Application no: 24/00390/TPO Case Officer: Bill Whisker - 01257 515642  
Ward: Clayton West And Cuerden Proposal: Application for works to a protected tree - Chorley BC TPO 6 (Clayton-le-Woods) 1999: Prune branches from No.2 Beech trees overhanging into 4 Chiltern Meadow, back to the boundary. Location: 4 Chiltern Meadow, Clayton-le-Woods, Leyland, PR25.

5.Application no: 24/00414/DIS Case Officer: Chris Smith - 01257 515223  
Ward: Clayton West And Cuerden Proposal: Application to discharge condition 13 (assurance of dwelling emission rates) attached planning permission ref: 14/00951/OUTMAJ (Outline application for up to 220 dwellings with associated open space and landscaping, with all matters reserved except for access) Location: Land North Of Lancaster Lane And Bounded By Wigan Road And Shady Lane, Lancaster Lane, Clayton-le-Woods.

6.Application no: 24/00421/FULMAJ Case Officer: Mr Iain Crossland - 01257 515903  
Ward: Clayton West And Cuerden Proposal: Section 73 application to vary conditions 2, 3, 5, 6, 7, 8, 11, 14, 16 and 22 attached to planning permission 20/00377/FULMAJ (Erection of 115 dwellings with associated parking, landscaping, drainage, pump station, layout of roads and footways and other associated works), and as amended by 23/00274/MNMA and 24/00295/MNMA, in order to substitute approved house types with a reduction in dwelling numbers and associated modifications to internal roads, landscaping, boundary treatments and associated infrastructure. Location: Land Adjoining Cuerden Residential Park, Nell Lane, Cuerden Applicant: Rowland Homes Ltd - Farington House, Stanifield Business Park, Stanifield Lane, Application no: 24/00421/FULMAJ Case Officer: Mr Iain Crossland - 01257 515903  
Ward: Clayton West And Cuerden Proposal: Section 73 application to vary conditions 2, 3, 5, 6, 7, 8, 11, 14, 16 and 22 attached to planning permission 20/00377/FULMAJ (Erection of 115 dwellings with associated parking, landscaping, drainage, pump station, layout of roads and footways and other associated works), and as amended by 23/00274/MNMA and 24/00295/MNMA, in order to substitute approved house types with a reduction in dwelling numbers and associated modifications to internal roads, landscaping, boundary treatments and associated infrastructure. Location: Land Adjoining Cuerden Residential Park, Nell Lane, Cuerden.

7.Application no. 24/00454/FUL. Proposal: Location: Erection of a detached dwelling with means of access. Southworths Farm Wigan Road Clayton-le-Woods Leyland PR25 5SB.

**8832 CORRESPONDENCE**

**Donation Request from Ley Inn to contribute up to 50% of cost towards the installation of a defibrillator at the Pub.**

The Clerk informed the meeting that the pub were looking to replace a defibrillator that had been owned by another party which no longer had

Chairman’s Signature.....



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any association with the pub. To that end they were looking to hold a fund raiser during the Summer holidays and had requested financial support from the Parish Council.

The parish Council noted the importance of portable defibrillators and their life saving properties for the community.

After due consideration it was RESOLVED to assist in the fund raising efforts by offering up to 50% of the cost of the provision of a defibrillator.

It was requested that the Clerk inform the Ley Inn of the decision and liaise with the Manager at the Ley Inn to ensure that the fund raising was done within the strict charity rules. There would be a cap on the donation of some £2,000.

CLERK

**8833 MOTION TO EXCLUDE PRESS AND PUBLIC AND STAFF**

It was RESOLVED to exclude press and public due to confidential staffing matters.

**8834 STAFFING REPORT**

- 1.Staffing Update (Employee 2)
- 2.Temporary Admin Cover Timesheet and Ongoing Costs (£861.00)

*These items were deemed confidential.*

**8835 DATE OF NEXT MEETING(S)**

- 1.The next full parish council meeting is scheduled to be held on Monday 15<sup>th</sup> July 2024 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.
- 2.Summer Fair Working Group Meeting to be held on Tuesday 18<sup>th</sup> June 2024 at **6pm** at the Lord Nelson Pub. All Welcome.

Chairman’s Signature.....