

Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris
Chorley Business and Technology Centre, Reception Block,
East Terrace, Euxton, Chorley. PR7 6TE.

Telephone: 01257 264854

Mobile: 07715 637345

Email: clerk@claytonlewoodsparishcouncil.org.uk

www.claytonlewoodsparishcouncil.org.uk



8th July 2020

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 13th July 2020 at 7.30pm via zoom.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tracy Morris', is written over a faint, illegible printed name.

Mrs Tracy Morris
Clerk to the Council

Agenda

1. **To receive and accept apologies**
2. **Declaration of Interest**
3. **Public Participation (None Indicated)**
4. **To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 16th March 2020, Wednesday 25th March 2020 Thursday 2nd July 2020 (copies attached)**
5. **Clerk's Report (Matters Arising)**
6. **Reports**
 1. **Finance Committee Meeting Held on Tuesday 7th July 2020**
 - To note the Internal Auditor's Report 2019/20 and action the recommendations (copy attached)
 - Recommendation to approve the AGAR to be signed off by the Clerk and Chairman (copy attached)
 - Recommendation for covid-19 fund £5,000
 - Report on Food Parcel Project £2,500 and to match fund £2,500 from covid-19 fund

- To approve the automatic pay increment for the Project Officer (please see confidential item in Finance Committee minutes) £873.00 pa pro rata

7. Chorley Council Emergency Tree Plan Consultation Document

The proposal is to work with Chorley Council to identify sites that the Parish Council own that are suitable for tree planting

8. Accounts for Payment.

Each account has been checked and countersigned by the nominated Councillor. All accounts include VAT where applicable. Late Accounts List (To be tabled at Meeting)

Paym't Method/ Chg No.	July 2020 Accounts	£
S/O	Lengthsmen (5 no.) Salary Paid by Standing Order	837.12
S/O	Employee (1) Salary Paid by Standing Order	1,482.53
D/D	Employee (1) / Employer Pension Contribution	545.86
S/O	Employee (2) Salary Paid by Standing Order	690.58
B/T	Chorley Business and Technology Centre Monthly Office Rental	404.40
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support.	80.40
D/D	O2 Telefonica Monthly Fee for Parish Phone	35.77
B/T	BT Business Bill Office Phone and Broadband	59.27
D/D	Three Telephone Monthly Fee Parish Phone (2)	9.00
S/O	Chorley Self Storage Monthly Rental	88.00
B/T	Envirocare Ltd Maintenance of Parish Sites	700.01
B//T	Envirocare Ltd Maintenance of parish flowerbed	50.00
B/T	Envirocare Ltd Maintenance of Annual Clearance/Tidy of Flowerbeds	384.00
B/T	Chorley Council Annual Bin Collection CLW Bowling Green	120.00
B/T	Zoom Video Communications Inc. Annual fee for Zoom Access	143.88
B/T	Allan Fielden Reimbursement of Cost of Multi-tool Purchase CLW Bowling Green	149.00
B/T	Avast Computer Security Two Year Renewal Fee	59.99
B/T	Conservation Contracts North West Ltd Hedge Planting Bankside Footpath Project (CIL)	563.23
B/T	McColl's Stationery	9.03
B/T	Defib Store Replacement Defibrillator Pads	98.40
	Total without late Accounts	£6,510.47

9. To discuss and make decisions on Planning Applications

Applications can be viewed on the Chorley Council website via the following link <http://planning.chorley.gov.uk/online-applications/>.

1. Application no: [20/00539/CLPUD](#)

Proposal: Application for a Certificate of Lawfulness for 2no. proposed rear dormers

Location: [Wyndom, Wigan Road, Clayton-Le-Woods, Leyland, PR25 5SD](#)

2. Application no. [20/00583/TPO](#)

Proposal: Application for work to a protected tree - Chorley BC TPO 1 (Clayton-le-Woods) 1984 Oak (T17) - Reduce by 30%.

Location: [92 Greenwood Bamber Bridge Preston PR5 8JX](#)

3. Application no. [20/00619/TPO](#)

Proposal: Application for work to a protected tree - Chorley BC TPO 6 (Clayton-le-Woods) 2007 Silver Birch T1 - Crown reduce by 20%. Thin crown by removing deadwood, duplicating branches and crossing branches. Crown lift to 3 Metres above ground level.

Location: [82 Lancaster Lane Clayton-Le-Woods Leyland PR25 5SP](#)

4. Application no. [20/00584/PDE](#)

Proposal: Notification of a proposed single storey rear extension measuring 6m in depth, with eaves height of 3m, and a maximum height of 3.8m (following demolition of existing conservatory)

Location: [Windward Moss Lane Clayton-Le-Woods Leyland PR25 4SE](#)

5. Application no. [20/00625/FULHH](#)

Proposal: Detached double garage; external alterations, including render, associated with conversion of the existing attached garage to habitable accommodation

Location: [11 Fern Meadow Clayton-Le-Woods Chorley PR6 7RN](#)

6. Application no. [20/00626/FULHH](#)

Proposal: Two storey rear extension

Location: [6 The Heathers Bamber Bridge Preston PR5 8LJ](#)

7. Application no. [20/00599/FULHH](#)

Proposal: Part conversion of integral double garage to habitable room accommodation

Location: [8 Grange Close Clayton-Le-Woods Leyland PR25 5SJ](#)

8. Application no. [20/00625/FULHH](#)

Proposal: Detached double garage; external alterations, including render, associated with conversion of the existing attached garage to habitable accommodation

Location: [11 Fern Meadow Clayton-Le-Woods Chorley PR6 7RN](#)

9. Application no. [20/00626/FULHH](#)

Proposal: Two storey rear extension

Location: [6 The Heathers Bamber Bridge Preston PR5 8LJ](#)

10. Application no. [20/00599/FULHH](#)

Proposal: Part conversion of integral double garage to habitable room accommodation

Location: [8 Grange Close Clayton-Le-Woods Leyland PR25 5SJ](#)

10. Correspondence

- Request for a memorial plaque to be installed on a Parish owned bench at Meadowbank pond.

11. Dates for Next Meetings

The next full parish council meeting has been agreed to be held on Monday 21st September 2020.

Note: If any member of the public wishes to attend the zoom meeting please contact the Clerk for further details.