

# Clayton-le-Woods Parish Council

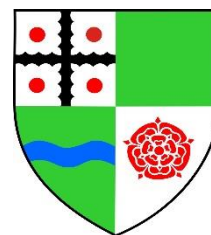
Clerk to the Council: Mrs Tracy Morris  
Chorley Business and Technology Centre, Reception Block,  
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[www.claytonlewoodsparishcouncil.org.uk](http://www.claytonlewoodsparishcouncil.org.uk)



9th November 2020

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 16<sup>th</sup> November 2020 at 7.30pm via Zoom.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tracy Morris', written over a horizontal line.

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 19<sup>th</sup> October 2020 (Attached)**
5. **Clerk's Report (Matters Arising)**
6. **Events**
  - 6.1 Summer Fair 2021 (Proposed Date 26<sup>th</sup> June 2021)
  - 6.2 Remembrance Service Report attended by the Chairman
  - 6.3 Installation of Christmas Tree Update by Chairman
7. **Reports**
  - 7.1 Back Lane Woods Update
  - 7.2 Holiday Hunger/Food Parcels Update by Project Officer
  - 7.3 Website Development
  - 7.4 External Audit Report (Documents to follow)
  - 7.5 Cunnery Meadow Footpath
  - 7.5 Mendip Road/Cunnery Meadow Tree Reports

## 8. Chairman's Allowance 6 months in arrears (£250.00)

## 9. 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)*

| <b>Paym't Method/ Chq No.</b> | <b>November 2020 Accounts</b>   | <b>£</b>          |
|-------------------------------|---|-------------------|
| S/O                           | Lengthsmen (5 no.) Salary Paid by Standing Order                              | 837.12            |
| B/T                           | Lengthsmen CD Back Pay  | 488.32            |
| S/O                           | Employee (1) Salary Paid by Standing Order                                    | 1516.11           |
| D/D                           | Employee (1) / Employer Pension Contribution                                  | 620.92            |
| S/O                           | Employee (2) Salary Paid by Standing Order                                    | 717.78            |
| B/T                           | HMRC Tax/NI Quarterly Payment   | 1872.22           |
| B/T                           | Cllr M Clifford Chairman's Allowance (6 Months)                               | 250.00            |
| 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                           | Easy Websites Ltd. Rebuild of Website to Comply with Accessibility Guidelines | 360.00            |
| D/D                           | O2 Telefonica Monthly Fee for Parish Phone                                    | 36.13             |
| 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                           | PKF Littlejohn LLP Annual External Audit Fee                                  | 720.00            |
| B//T                          | Envirocare Ltd Maintenance of parish flowerbeds                               | 50.00             |
| B/T                           | Envirocare Ltd Monthly Fee Grass Cutting of Parish Sites                      | 753.61            |
| B//T                          | Envirocare Ltd Tree and Perimeter Work Cunnery Meadow                         | 252.00            |
| B/T                           | Conservation Contracts NW Ltd Fiddlers Lane Path Repair Work                  | 3701.70           |
| B/T                           | Poppy Signs Leonora Carrington Information Board and Signage (£36.00)         | 1074.68           |
| B/T                           | Food Parcel Orders (17)   | 521.00            |
| B/T                           | Green Man Marketing Design Print and Delivery of Parish Newsletter            | 3115.00           |
| B/T                           | Stringfellow Ltd Repaint 2 no. Parish Repaint 2 no. Benches Clayton Brook     | 696.00            |
| B/T                           | ACE Workwear Work wear for Lengthsmen (Mar 2020)                              | 141.74            |
| B/T                           | Safe Choice Packaging Doggy Bags x 8000                                       | 264.00            |
|                               |   |                   |
|                               | <b>Total without Late Accounts</b>  | <b>£18,629.40</b> |
|                               |   |                   |

|     |   |                   |
|-----|---|-------------------|
|     | <b>Income</b>   | <b>£</b>          |
| B/T | CIL Receipt 1 <sup>st</sup> April – 30 <sup>th</sup> September 2020 | 35707.46          |
|     | <b>Total</b>  | <b>£35,707.46</b> |

## 10. To discuss and make decisions on Planning Applications

Applications can be viewed on the Chorley Council website via the following link:

<https://planning.chorley.gov.uk/online-applications/search.do?action=weeklyList>

1. Application no. [20/00881/FULHH](#) Creation of a driveway to the front of the property. Location [297 Preston Road Clayton-Le-Woods Chorley PR6 7PY](#)

2. Application no. [20/01135/FULHH](#) Part two storey / part single storey side extension linking dwelling to existing detached garage. Location [2 Ash Field Clayton-Le-Woods Chorley PR6 7QP](#)

3. Application no. [20/01146/TPO](#) Application for works to protected trees - Chorley BC TPO 6 (Clayton-le-Woods) 2007: T1 Oak - Prune branches overhanging road, driveway and garden; T2 Cherry - prune branches overhanging road, driveway and garden; and T3 Monkey Puzzle - Remove lower branches over lawn. Location [38 Lancaster Lane Clayton-Le-Woods Leyland PR25 5SN](#)

4. Application no. [20/01147/FULHH](#) Two storey side extension and erection of new side boundary wall (following demolition of garage). Location [207 Higher Meadow Clayton-Le-Woods Leyland PR25 5RR](#)

5. Application no. [20/01172/FUL](#) S73 application to remove condition 7 of planning permission 12/00211/FUL (New stand alone, galvanised steel canopy to provide a sheltered loading area serving the existing home shopping unit and repositioning of service yard gate) to allow deliveries to and from the site 24 hours a day, seven days a week. Location [Asda Superstore Clayton Green Centre Drive Clayton-Le-Woods Chorley PR6 7JY](#)

6. Application no. [20/01181/TPO](#) Application for works to protected trees - Chorley BC TPO 6 (Clayton-le-Woods) 2007: T1 Oak - Fell; and T4 Willow - Crown lift to 3 metres above ground level, crown reduce away from boundary trees by 1.5 metres. Location [28 Lancaster Lane Clayton-Le-Woods Leyland PR25 5SN](#)

**11. Correspondence**

Donation request from Defibrillator Group £1,800  
(Northwest Ambulance Service Posters/Key rings for Schools as part of  
How to Save a Life Campaign)

**12. Proposed Christmas 2020 Office Closure**

To agree closure of the Parish Council Offices: (4 days)  
Tuesday 24<sup>th</sup> December 2020, Tuesday 29<sup>th</sup> – Thursday 31<sup>st</sup> Dec 2020  
Re-open Monday 4<sup>th</sup> January 2021

**13. Date for Next Meeting**

The next full parish council meeting is proposed to be held on Monday 18<sup>th</sup>  
January 2021

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