

# 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](mailto:clerk@claytonlewoodsparishcouncil.org.uk)

[www.claytonlewoodsparishcouncil.org.uk](http://www.claytonlewoodsparishcouncil.org.uk)



8th March 2021

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 15<sup>th</sup> March 2021 at 7.30pm via Zoom.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tracy Morris', is written over a faint, light-colored signature line.

Mrs Tracy Morris  
Clerk to the Council

## Agenda

- 1. To Consider the Co-option of a Parish Councillor (North Ward)**
- 2. To receive and accept apologies**
- 3. Declaration of Interest**
- 4. Public Participation (None Indicated)**
- 5. To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 15<sup>th</sup> February 2021 (Attached)**
- 6. Clerk's Report (Matters Arising)**



## CLW PC AGENDA

### 7. Reports

- Back Lane Woods Update (noticeboard options up to £4,225)
- Holiday Hunger/Food Parcels/ Covid -19 Fund Update (End of Year Update £1,426 underspend plus £2500 in covid fund)
- Summer Fair 2021 Update (Report Enclosed)
- Newsletter Summer 2021 (Timetable)
- Scarecrow Festival Poll Update (Report Enclosed)
- Proposed Dog Bag Dispenser Locations (4)
- Waste Bin Provision (2no. cost around £500)

### 8. Approval of Disciplinary and Grievance Policies as Recommended by Management Committee (Policies Distributed)

### 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)*

#### Payments March 2021

Cheque No	Description	Supplier	Net	VAT	Total
B/T	Office Supplies	Post Office	18.12	0.00	18.12
D/D	Rent/Room Hire	Chorley Business and T	337.00	67.40	404.40
D/D	Website/Email Managem	Easy Websites	73.00	14.60	87.60
D/D	Phones/Broadband	O2	6.00	1.20	7.20
S/O	Rent/Room Hire	Chorley Self Storage Lt	73.33	14.67	88.00
D/D	Phones/Broadband	Three Business Service	7.50	1.50	9.00
D/D	Phones/Broadband	BT	49.39	9.88	59.27
B/T	Subscription	Google	13.32	2.67	15.99
S/O	Salary	Lengthsmen CD	69.76	0.00	69.76
S/O	Salary	Lengthsmen JI	104.64	0.00	104.64
S/O	Salary	Lengthsmen DH	174.40	0.00	174.40
S/O	Salary	Lengthsmen DM	209.28	0.00	209.28
S/O	Salary	Employee 01	1,516.11	0.00	1,516.11
D/D	Pension	LCC Pension Employee	560.86	0.00	560.86
S/O	Salary	Lengthsmen ME	279.04	0.00	279.04
S/O	Salary	Employee 02	717.78	0.00	717.78
<b>Total</b>			<b>4,209.53</b>	<b>111.92</b>	<b>4,321.45</b>

#### Receipts March 2021

Description	Supplier	Net	VAT	Total
VAT Credit	HMRC	0.00	24,299.90	24,299.90
Bank Interest	Natwest Bank	0.50	0.00	0.50
<b>Total</b>		<b>0.50</b>	<b>24,299.90</b>	<b>24,300.40</b>



CLW PC AGENDA

**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: 21/00090/FULHH

Proposal: Single storey side/rear extension and rear dormer (following demolition of existing conservatory)

Location: 59 Lancaster Lane, Clayton-le-Woods, Leyland, PR25 5SP

2. Application no: 21/00165/FULHH

Proposal: Part two storey, part single storey side extension including non-habitable room accommodation in the roof

Location: 19 Forsythia Drive, Clayton-le-Woods, Chorley, PR6 7DF

3. Application no: 21/00216/FULHH

Proposal: Conversion of integral garage to habitable room accommodation

Location: 2 Bernwood Crescent Clayton-le-Woods Leyland PR25 5PN

4. Application no: 21/00219/FULHH

Proposal: Single storey rear extension

Location: 27 Kellet Avenue Clayton-le-Woods Leyland PR25 5TE

5. Application no: 21/00219/FULHH

Proposal: Single storey rear extension

Location: 27 Kellet Avenue, Clayton-Le-Woods, Leyland, PR25 5TE

6. Application no: 21/00216/FULHH

Proposal: Conversion of integral garage to habitable room accommodation

Location: 2 Bernwood Crescent, Clayton-Le-Woods, Leyland, PR25 5PN

**11. Correspondence**

1. Consultation on Chorley Open Space, Sport and Recreation Strategy (OSSR) Action Plan 2020-2036 (Closing Date 29<sup>th</sup> March 2021)

<https://chorley.gov.uk/article/1737/Planning-policy-consultations-and-news>

2. Resident Issue over Parking Whinfell Close, Clayton-le-Woods, PR25 5AL (Taylor Wimpey Home)

3. Resident Issue - Pot Holes on Clayton Brook Road

4. Resident Issue - Drop Kerbs on Clayton Brook Parade

5. Bowland Mountain Rescue Donation Request

6. Nature in Lockdown Email Distribution Request



CLW PC AGENDA

**12. Annual Parish Meeting 19<sup>th</sup> April 2021 (Prior to FPC Meeting)**

To agree date and format of Annual Meeting for Residents

**13. Date for Next Meeting**

The next full parish council meeting is proposed to be held on Monday 19<sup>th</sup> April 2021 at 7.30pm via Zoom

**14. Motion to Exclude Press and Public on Item 15 (Salary Review for Staff)** Staff to leave meeting at point

**15. Salary Review for Staff With Effect From 1<sup>st</sup> April 2021**

**Report from the Management Committee following Staff Appraisal**

Lengthsmen (5) National Minimum Wage Increase from £8.72 to £9.21 (£611.52 per year)

Employee 1 (£1,397.49 per year)

Employee 2 (£195.89 per year)

**Environment Committee.** Please stay on Zoom at the end of this FPC meeting to discuss the noticeboard choices for recommendation to the next meeting.

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