

# Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris  
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13<sup>th</sup> September 2021

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 20<sup>th</sup> September 2021 at 7.30pm at Clayton Brook Village Hall, Bamber Bridge, PR5 8HL.

Just to advise you that building will be cleaned and the room would be set up with social distancing measures in place. Masks will be required to be worn on entry to the building unless you have an exemption. Hand sanitiser, gloves, wipes and masks will be available for use on the premises.

Please do remember your documents and or iPads/Laptops as no spare copies will be available.

The number of people allowed within the hall is low so therefore if anyone wishes to attend please let me know because if we go above the recommended number allowed (23 people in total) we will regretfully have to turn residents away.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tracy Morris', written over a faint 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> July 2021 (Attached)**
- 5. Clerk's Report (Report Attached)**
- 6. Approval Given by Chorley Council to Co-opt of Parish Councillor (East Ward)**  
Proposal to advertise vacancy on Parish website and in Winter Edition of Parish Newsletter
- 7. Review of Committee Membership**  
Requirement of Members on Communications and Finance Committees
- 8. Retirement of Project Officer with effect from 31<sup>st</sup> October 2021**  
Proposal to have review/appointment working group and selection panel
- 9. Management Agreement / KPI Report Back Lane Woods**  
To approve the Management Agreement/KPI to then send on to The Lancashire Wildlife Trust for Negotiation/Signing
- 10. Winter Newsletter cost of Design/Print and Distribution**  
Proposal to agree contract in the amount of £3,195.00
- 11. Christmas Tree Purchase Installation and Lighting**  
Proposal to approve purchase of Christmas Tree, delivery and installation and lighting (Budget £7,500 - spend so far £5,378) Also possible permanent 'grotto' extension lighting with remaining £2122



#### CLW PC AGENDA

### **12. Christmas Tree Switch On Event**

To agree to holding event on Saturday 27<sup>th</sup> November 2021 and to approve subsidy to the Lord Nelson of 50% (for refreshments) up to a ceiling of £500.00 (Overall event budget £1000 – with £450.00 already allocated)

### **13. OAP Lunch Provision 2021**

To agree to hold a revised OAP lunch. Reduced numbers possibly over two days (up to 50 per day) at the function hall at the Ley Inn at £15.50 per head (Budget £1600)

### **14. Wildflower Meadows Fund Allocation 2022**

To Approve the allocation of £3,000 to the Chorley Wildflower Meadows Project 2022 (Locations to be finalised with Chorley Council and PC)

### **15. Cunnery Meadow MUGA Lighting/Footpath Lighting Play Area Update (MUGA bill around £65.00per year reconnection £1,300 one off cost)**

To update Members on ongoing issues and costs for ongoing work and Plans going Forward



## CLW PC AGENDA

### 16. Accounts for Payment

All accounts include VAT where applicable. Late Accounts List (To be tabled at Meeting)

#### 1. Payments August/September 2021

Voucher	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
158	Yorkshire Bank	B/T	Office Supplies	Asda	S	9.50	1.90	11.40
159	Yorkshire Bank	B/T	Flowerbed Maintenance	MS Landscapes	Z	450.00	0.00	450.00
160	Yorkshire Bank	B/T	Hanging Basket Contrac	Plantscape Ltd	S	5,161.10	1,032.22	6,193.32
161	Yorkshire Bank	B/T	Rent/Room Hire	Chorley Self Storage Lt	S	73.33	14.67	88.00
162	Yorkshire Bank	B/T	ICT	Wizard Computer Servi	S	40.00	8.00	48.00
163	Natwest Bank	S/O	Salary	Lengthsmen JI	E	106.92	0.00	106.92
164	Natwest Bank	S/O	Salary	Lengthsmen DH	E	178.20	0.00	178.20
165	Natwest Bank	S/O	Salary	Lengthsmen DM	E	213.84	0.00	213.84
166	Yorkshire Bank	D/D	Rent/Room Hire	Chorley Business and T	S	337.00	67.40	404.40
167	Natwest Bank	D/D	Website/Email Managem	Easy Websites	S	73.00	14.60	87.60
168	Natwest Bank	S/O	Salary	Lengthsmen JI	E	106.92	0.00	106.92
169	Natwest Bank	S/O	Salary	Lengthsmen DH	E	178.20	0.00	178.20
170	Natwest Bank	S/O	Salary	Lengthsmen DM	E	213.84	0.00	213.84
171	Yorkshire Bank	S/O	Salary	Employee 01	E	1,554.35	0.00	1,554.35
172	Natwest Bank	D/D	Pension	LCC Pension Employee	E	577.36	0.00	577.36
173	Natwest Bank	D/D	Phones/Broadband	O2	S	6.07	1.21	7.28
174	Yorkshire Bank	S/O	Salary	Lengthsmen ME	E	285.12	0.00	285.12
175	Yorkshire Bank	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	73.33	14.67	88.00
176	Yorkshire Bank	S/O	Salary	Employee 02	E	737.55	0.00	737.55
177	Yorkshire Bank	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
178	Yorkshire Bank	B/T	Grass Cutting/Open Spa	Envirocare Maintenanc	S	628.01	125.60	753.61
179	Yorkshire Bank	D/D	Phones/Broadband	BT	S	49.59	9.92	59.51
180	Yorkshire Bank	S/O	Salary	Lengthsmen CD	X	71.28	0.00	71.28
181	Yorkshire Bank	B/T	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00	0.00	49.00
182	Yorkshire Bank	000194	Office Supplies	Chorley Business and T	E	7.92	0.00	7.92
183	Yorkshire Bank	B/T	Office Supplies	Post Office	E	10.20	0.00	10.20
184	Yorkshire Bank	B/T	Audit	PKF Littlejohn LLP	S	400.00	80.00	480.00
<b>Total</b>						<b>11,599.13</b>	<b>1,371.69</b>	<b>12,970.82</b>

#### 3. Receipts August/September 2021

Voucher	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
17	Yorkshire Bank	B/T	Rebate	Yorkshire Bank	Z	0.60	0.00	0.60
18	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.49	0.00	0.49
<b>Total</b>						<b>1.09</b>	<b>0.00</b>	<b>1.09</b>

### 17. 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: 21/00955/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton East, Brindle And Hoghton Proposal: Replacement conservatory roof including extended canopy (retrospective) Location: 18 Carr Meadow, Bamber Bridge, Preston, PR5 8HS



#### CLW PC AGENDA

2.Application no: 21/00985/FULHH Case Officer: Faye Cass Ward: Clayton West And Cuerden Proposal: Erection of a single storey rear extension (following demolition of conservatory). Location: 27 Lancaster Lane, Clayton-Le-Woods, Leyland, PR25 5SN

3.Application no: 21/00991/FULHH Case Officer: Faye Cass Ward: Clayton West And Cuerden Proposal: Erection of a single storey front, side (following demolition of garage) and rear extension. Alterations to fenestration. Location: 10 Bay Tree Road, Clayton-Le-Woods, Chorley, PR6 7JW

4.Application no: 21/00989/FULHH Case Officer: Faye Cass Ward: Clayton West And Cuerden Proposal: Erection of a single storey extension (following demolition of existing conservatory). Location: 11 Windflower Drive, Clayton-Le-Woods, Leyland, PR25 5RG

5.Application no: 21/01035/NOT Case Officer: Chris Smith - 01257 515223 Ward: Clayton West And Cuerden Proposal: Notification of intention to upgrade existing telecommunications equipment including an upgrade of existing ground-based equipment and equipment attached to existing tower along with associated works Location: Orange PSC, Telecommunication Mast Site LA0246, Greenbank Farm, Wigan Road, Clayton-Le-Woods

6.Application no: 21/01043/TEL Case Officer: Chris Smith - 01257 515223 Ward: Clayton East, Brindle And Hoghton Proposal: Prior approval application under Part 16, Class A of The Town and Country Planning (General Permitted Development) (England) Order 2015 for the installation of 1no. 20 metre monopole, wraparound Cabinet at base and associated ancillary works Location: VODAPHONE LTD, Telecommunication Mast Site No 35101, Clayton Green Road, Clayton-Le-Woods

7.Application no: 21/01026/DIS Case Officer: Chris Smith - 01257 515223 Ward: Clayton East, Brindle And Hoghton Proposal: Application to discharge condition nos. 4 (ecology), 5 (spoil deposits), 6 (invasive plant species), 8 (method statement), 9 (landscaping), 10 (levels) of planning permission ref: 20/01373/CB3 (Creation of a natural flood management / attenuation feature on open space off Clover Field in Carr Brook Linear Park) Location: Land To The East And West Of, Clover Field, Clayton-Le-Woods Applicant: Mrs Lindsey Blackstock - Civic Officers, Union Street, Chorley, Lancs, PR7 1AL

8.Application no: 21/01029/FULHH Case Officer: Chris Smith - 01257 515223 Ward: Clayton West And Cuerden Proposal: First floor side/rear extension, two storey rear extension, single storey extension to side (eastern) elevation and single storey front extension Location: 24 Higher Meadow, Clayton-Le-Woods, Leyland, PR25 5RS

9.Application no: 21/00942/FUL Case Officer: John Daniel Jaques Ward: Clayton West And Cuerden Proposal: Erection of two storey dwelling and detached single storey garage with associated driveway Location: Land Adjacent To 37, Back Lane, Clayton-Le-Woods



## CLW PC AGENDA

10. Application no: 21/01055/FULHH Case Officer: Faye Cass Ward: Clayton East, Brindle And Hoghton Proposal: Erection of a single storey front extension, two-storey side extension including garage and single storey rear extension. Change of roof from hip to gable ended, erection of a roof dormer on the rear elevation and 3no. rooflights on the front elevation. Location: Homeleigh, Preston Road, Clayton-Le-Woods, Chorley, PR6 7EH

### *11. For Information Only Parish Council Application*

Application no: 21/01064/TPO Case Officer: Bill Whisker - 01257 515642 Ward: Clayton West And Cuerden Proposal: Application for works to protected trees - Chorley BC TPO 13 (Clayton-le-Woods) 1984: Various works as detailed in the tree surveys submitted; and canopy reduction of an oak obstructing the roof and gutters at 1 Back Lane. Location: Woodland Adjacent To Woodside Avenue And, Back Lane, Clayton-Le-Woods Applicant: Mr Cowell - Lancashire Wild Life Trust, Brockholes Reserve, Preston, PR5 0AG,

## **18. Reports**

- 1. Completion of the External Audit 2020/21 with 'No Comment' (Report Attached)**
- 2. Planning Report under Delegated Powers for July/August 2021(Attached) Plus Report for September 2021**
- 3. Finance Committee Minutes dated 9<sup>th</sup> September 2021 (Attached)**
- 4. Environment Committee Minutes dated 13<sup>th</sup> September 2021 (Attached)**
- 5. Play and Leisure Committee Minutes dated 26<sup>th</sup> August 2021 (Attached)**
- 6. Food Parcel Update Remaining £1000 in budget (Possible Partnership with Chorley Buddies)**

## **19. Correspondence**

1. Email from Resident regarding Grass Verges Management
2. Request for a Bench on Spring Meadow

## **20. Motion to Exclude Press and Public (Due to Commercially Sensitive Information)**

## **21. To Consider the Heads of Terms Document for New Parish Council Office/Meeting Room from Chorley Council**

Rental £10,920 per annum + VAT for up to 30 years increasing at RPI annually

## **22. Date for Next Meeting**

The next full parish council meeting is proposed to be held on Monday 18<sup>th</sup> October 2021 at 7.30pm at Clayton Brook Village Hall.