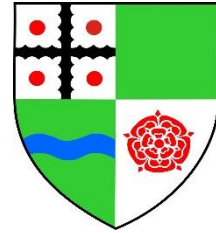


Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris
239A Preston Road, Clayton-le-Woods, Chorley, PR6 7PY
Telephone: 01257 264854
Mobile: 07715 637345

Email: clerk@claytonlewoods-pc.gov.uk
Website: www.claytonlewoods-pc.gov.uk



10th July 2024

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 15th July 2024 at 7.30pm at the Parish Council Community Meeting Room/Office 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Prior to the main meeting you are invited at 7.00pm to a co-option interview for Mr Mark Lee for a Clayton West Parish Councillor vacancy. Please can you arrive promptly if you wish to attend. (The Letter of Intent has been emailed to Members)

Yours sincerely,

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

Mrs Tracy Morris
Clerk to the Council



Agenda

- 1. To receive and accept apologies**
- 2. Election of Chairman for 2024/25**
(Councillor Peter Gabbott to remain in Chairman until certain investigations have been completed)
- 3. Declaration of Interest**
- 4. Public Participation (None Indicated)**
- 5. To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 17th June 2024 (Attached)**
- 6. Clerk's Report (To Follow)**
- 7. Approval from Chorley Council to Co-opt for Cllr Mrs D Dowrick who Resigned in May 2024**
- 8. Co-Option Vote For Mr Mark Lee (Clayton West)**
- 9. Reports:**
Summer Fair 22nd June 2024 Councillor Mark Clifford - Events Manager (Working Group Report To Follow)



CLW PC AGENDA

10. Accounts for Payment

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

1. Payments June/July 2024

Clayton-le-Woods Parish Council

10 July 2024 (2024-2025)

PAYMENTS LIST

Vouch e	Date	Bank	Description	Supplier	NET	VAT	Total	
110	18/06/2024	Natwest Bank	Phones/Broadband	O2	S	39.55	7.91	47.46
107	18/06/2024	Virgin Money	Marquee Hire Summer Fai	CK Marquees and Furni	S	2,915.00	583.00	3,498.00
106	19/06/2024	Virgin Money	Sundries	Amazon (1)	S	32.49	6.50	38.99
93	19/06/2024	Natwest Bank	Pension	LCC	Z	4,417.49		4,417.49
104	20/06/2024	Virgin Money	Summer Fair Crafts	Scouts	Z	172.73		172.73
105	20/06/2024	Virgin Money	Voucher Summer Fair	Asda	Z	100.00		100.00
113	20/06/2024	Petty Cash	Float Summer Fair	Post Office	Z	500.00		500.00
114	20/06/2024	Virgin Money	Float Summer Fair	Post Office	Z	5.00		5.00
116	21/06/2024	Virgin Money	Float Summer Fair	Post Office	Z	7.99		7.99
101	21/06/2024	Virgin Money	Sundries	Asda	Z	10.74		10.74
102	21/06/2024	Virgin Money	Sundries	Screwfix	S	24.99	5.00	29.99
115	21/06/2024	Petty Cash	Float Summer Fair	Post Office	Z	500.00		500.00
97	28/06/2024	Virgin Money	Office Cleaning	G Lloyd	Z	72.00		72.00
100	28/06/2024	Virgin Money	Counselling Service	The Therapy Company	Z	160.00		160.00
98	28/06/2024	Virgin Money	Reimbursement	Clir Steve Maddock	S	8.33	1.67	10.00
99	28/06/2024	Virgin Money	CLW Bowling Green Maint	Kevin Bond	Z	118.33		118.33
92	01/07/2024	Virgin Money	Temporary Staff	Temporary Admin Ass	Z	861.00		861.00
96	03/07/2024	Virgin Money	Grass Cutting/Open Space	Envirocare Maintenanc	S	781.25	156.25	937.50
95	05/07/2024	Virgin Money	Counselling Service	The Therapy Company	Z	320.00		320.00
94	08/07/2024	Virgin Money	Reimbursement	Clir Mark Clifford	S	34.38	6.88	41.26
117	15/07/2024	Natwest Bank	Website/Email Managemer	Easy Websites	S	66.00	13.20	79.20
120	15/07/2024	Natwest Bank	Phones/Broadband	O2	S	36.36	7.27	43.63
122	15/07/2024	Virgin Money	Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
126	15/07/2024	Virgin Money	Phones/Broadband	BT	S	49.59	9.92	59.51
124	15/07/2024	Virgin Money	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
128	15/07/2024	Virgin	CLW Bowling Ren	Aquarius		49.00		49.00
129	15/07/2024	Virgin Money	CLW Bowling Green Maint	Kevin Bond	Z	118.33		118.33
118	15/07/2024	Virgin Money	Salary	Employee 01	E	2,432.74		2,432.74
123	15/07/2024	Virgin Money	Salary	Employee 02	E	1,036.08		1,036.08
127	15/07/2024	Virgin Money	Salary	Lengthsmen CD	X	87.20		87.20
121	15/07/2024	Virgin Money	Salary	Lengthsmen ME	E	348.80		348.80
119	15/07/2024	Natwest Bank	Pension	LCC Pension Employer	E	899.66		899.66
125	15/07/2024	Virgin Money	Grass Cutting/Open Space	Envirocare Maintenanc	S	848.43	169.69	1,018.12
Total						17,137.63	984.12	18,121.75

2. Payments August 2024

PAYMENTS LIST

Vouch e	Code	Bank	Description	Supplier	NET	VAT	Total	
130	ICT	Natwest Bank	Website/Email Managemer	Easy Websites	S	66.00	13.20	79.20
136	Phone	Virgin Money	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
133	Phone	Natwest Bank	Phones/Broadband	O2	S	36.36	7.27	43.63
135	Office Rental	Virgin Money	Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
138	Phone	Virgin Money	Phones/Broadband	BT	S	49.59	9.92	59.51
140	Bowling Green Lease	Virgin	Bowling Green R	Aquarius		49.00		49.00
141	Bowling Green General Repairs	Virgin Money	CLW Bowling Green Maint	Kevin Bond	Z	118.33		118.33
137	Grass Cutting/Maintenance	Virgin Money	Grass Cutting/Open Space	Envirocare Maintenanc	S	848.43	169.69	1,018.12
131	Employee 1	Virgin Money	Salary	Employee 01	E	2,432.74		2,432.74
139	Lengthsmen	Virgin Money	Salary	Lengthsmen CD	X	87.20		87.20
134	Lengthsmen	Virgin Money	Salary	Lengthsmen ME	E	348.80		348.80
132	Pension Costs	Natwest Bank	Pension	LCC Pension Employer	E	899.66		899.66
Total						5,020.28	216.91	5,237.19



CLW PC AGENDA

Receipts June/July 2024

RECEIPTS LIST

Vouch e	Date	Bank	Description	Supplier		NET	Total
9	12/06/2024	Virgin Money	Summer Fair	Costco	Z	25.00	25.00
10	12/06/2024	Virgin Money	Summer Fair	House of Little Things	Z	25.00	25.00
11	12/06/2024	Virgin Money	Summer Fair	Fat Candy Sweets	Z	50.00	50.00
12	12/06/2024	Virgin Money	Summer Fair	Tropic	Z	25.00	25.00
13	12/06/2024	Virgin Money	Summer Fair	The Candyman	Z	25.00	25.00
14	12/06/2024	Virgin Money	Summer Fair	Luxury Rattan Direct Lt	Z	50.00	50.00
15	12/06/2024	Virgin Money	Summer Fair	Shaka Shack	Z	25.00	25.00
16	12/06/2024	Virgin Money	Summer Fair	Rub A Dub Soap / Gra	Z	25.00	25.00
17	12/06/2024	Virgin Money	Summer Fair	Creations by Wittzi	Z	25.00	25.00
18	12/06/2024	Virgin Money	Summer Fair	Brownall Plant Nursery	Z	25.00	25.00
19	12/06/2024	Virgin Money	Summer Fair	Cosy Homes	Z	25.00	25.00
20	12/06/2024	Virgin Money	Summer Fair	Martin's Whippy	Z	50.00	50.00
21	12/06/2024	Virgin Money	Summer Fair	Vintage Ice Cream Exp	Z	25.00	25.00
22	12/06/2024	Virgin Money	Summer Fair	Foodinajar	Z	25.00	25.00
23	22/06/2024	Virgin Money	Summer Fair	Sharon Curzon Paintba	Z	50.00	50.00
51	26/06/2024	Virgin Money	Summer Fair Money	Residents CLW	Z	2,085.00	2,085.00
52	26/06/2024	Petty Cash	Float Summer Fair	Residents CLW	Z	1,000.00	1,000.00
53	26/06/2024	Virgin Money	Fairground	Scott Parkinson	Z	650.00	650.00
54	28/06/2024	Virgin Money	Float Summer Fair	Residents CLW	Z	13.20	13.20
55	30/06/2024	Virgin Money	Float Summer Fair	Residents CLW	Z	460.06	460.06
56	30/06/2024	Virgin Money	Float Summer Fair	Residents CLW	Z	29.00	29.00
25	10/07/2024	Virgin Money	Summer Fair	Box Bar Company	Z	100.00	100.00
26	10/07/2024	Virgin Money	Summer Fair	Vincent's Solicitors	Z	10.00	10.00
27	10/07/2024	Virgin Money	Summer Fair	The Thai Food Van	Z	50.00	50.00
28	10/07/2024	Virgin Money	Summer Fair	Taysha Manifold	Z	25.00	25.00
29	10/07/2024	Virgin Money	Summer Fair	Stranded Birds	Z	50.00	50.00
30	10/07/2024	Virgin Money	Summer Fair	Dalesview Partnership	Z	10.00	10.00
31	10/07/2024	Virgin Money	Summer Fair	Russel Bretherton Milk	Z	20.00	20.00
32	10/07/2024	Virgin Money	Summer Fair	Maryyam's Food Hut	Z	25.00	25.00
33	10/07/2024	Virgin Money	Summer Fair	Peter Johnson	Z	25.00	25.00
34	10/07/2024	Virgin Money	Summer Fair	Jeni's Cupcakes	Z	25.00	25.00
35	10/07/2024	Virgin Money	Summer Fair	Kristinna	Z	25.00	25.00
36	10/07/2024	Virgin Money	Summer Fair	Blind Tiger Inns	Z	100.00	100.00
37	10/07/2024	Virgin Money	Summer Fair	Falafel Express	Z	50.00	50.00
38	10/07/2024	Virgin Money	Summer Fair	Forest Fire	Z	25.00	25.00
39	10/07/2024	Virgin Money	Summer Fair	Handmade by Helen B	Z	25.00	25.00
40	10/07/2024	Virgin Money	Summer Fair	Martha's Kitchen	Z	25.00	25.00
41	10/07/2024	Virgin Money	Summer Fair	Flying Pig Pizza Comp	Z	50.00	50.00
42	10/07/2024	Virgin Money	Summer Fair	Artful Crafter	Z	25.00	25.00
43	10/07/2024	Virgin Money	Summer Fair	AM's Delicious Dessert	Z	25.00	25.00
44	10/07/2024	Virgin Money	Summer Fair	Howarth's Cheese	Z	25.00	25.00
45	10/07/2024	Virgin Money	Summer Fair	No Ordinary BBQ Shac	Z	25.00	25.00
46	10/07/2024	Virgin Money	Summer Fair	Desi Punjabi Cuisine U	Z	25.00	25.00
47	10/07/2024	Virgin Money	Summer Fair	C & W Berry Ltd	Z	10.00	10.00
48	10/07/2024	Virgin Money	Summer Fair	Cuerden View 2 U	Z	50.00	50.00
49	10/07/2024	Virgin Money	Summer Fair	Hidden Treasures by H	Z	25.00	25.00
Total						5,562.26	5,562.26



CLW PC AGENDA

11. 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.Reference: 24/00505/FULHH. Proposal: Two storey side extension and single storey rear extension Location: 37 Back Lane Clayton-le-Woods Chorley PR6 7QE.

2.Reference: 24/00517/CLPUD. Proposal: Application for certificate of lawfulness for the construction of a new pump store to the rear elevation of the Cuerden Valley Park Visitor Centre Location: Cuerden Valley Park Trust, Visitor Centre, Berkeley Drive, Cuerden, Bamber Bridge, Preston, PR5 6BY.

3.Reference: 24/00562/FULHH. Proposal: Single storey side/rear extension Location: 13 Oak Vale Drive Clayton-le-Woods Chorley PR6 7YF

4.Reference: 24/00564/FULHH Proposal: Single storey rear extension Location: 6 Ash Field Clayton-le-Woods Chorley PR6 7QP

12. Correspondence

1. Police Commissioner – Public Consultation RE Future Policing
2. Donation Request from Whittle and Clayton Scouts for New Tent for World Scout Jamboree being Held in the Lakes UK from 3rd August 2024 (Application to Follow £1760 full cost - 50% Cost £823.50 other 50% from Whittle PC)
3. Donation Request from Clayton-le-Woods Singers New Music Folders £280.50 50% - £140.25 (Application to Follow)

13. Motion to Exclude Press and Public

Due to Sensitive Staffing Information.

14. Staffing Report

1. Staffing Update (Employee 2)
2. Temporary Admin Cover Timesheet and Ongoing Costs £192.00 Plus Request for Pay at Pt 14 £14.21 up from £12.00 Living Wage
3. Incident Investigation by Forbes Solicitors – See Clerks Report (£1,500 retainer)



CLW PC AGENDA

15. Date for Next Meetings

1. The next full parish council meeting is scheduled to be held on Monday 16th September 2024 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Please note there is NO scheduled Meeting in August 2024