

**CLAYTON-LE-WOODS PARISH COUNCIL**

**MINUTES OF THE ORDINARY PARISH MEETING  
HELD ON MONDAY 15<sup>th</sup> JANUARY 2024 7.30PM  
AT THE PARISH COUNCIL COMMUNITY MEETING ROOMS/OFFICE**

**PRESENT:** Councillor Mr P Gabbott (Chairman)  
Councillor Mr A Balderstone  
Councillor Mr M Clifford  
Councillor Mr D Clough  
Councillor Mrs S Edwards-Williams  
Councillor Mr A Halliday  
Councillor Mr S Maddock  
Councillor Mr E Shannon  
Councillor Mr N Whitham  
Councillor Mrs A Willis (10)

**In Attendance:** Ms Gemma Stokes (Chorley Schools Sports Partnership)  
Mrs TD Morris (Clerk)  
Mrs L Gallagher (Admin Assist)

**Members of the Public:** None

**ACTION**

**8732 WELCOME**

All the participants were welcomed to the meeting.

**8733 APOLOGIES**

Apologies were received and accepted from Councillors G Ormston, D Dowrick and B Ward-Smith. (3)

**8734 DECLARATION OF INTEREST**

Councillor M Clifford as County Councillor for Clayton and Whittle Deputy Chair of Education, Chorley Councillor Champion of Open Spaces and Member of the Licensing Committee and Director of Cuerden Valley Trust. Councillor N Whitham Chorley Councillor on Planning Committee. Councillor A Balderstone as a Member of Clayton-le-Woods Bowling Team/Club.

**Chairman's Signature**.....



**8735 PUBLIC PARTICIPATION**

**Chorley Schools Sports Partnership**

The Chairman introduced Ms Gemma Stokes from the Chorley Schools Sports Partnership to the Meeting. She reported on the success of the Christmas Programme and what the plans were for the forthcoming year. She looked forward to working in partnership with the Parish Council over the coming months.

It was RESOLVED to assist Chorley Schools Sports Partnership in publicity and possible funding for community projects. (Cllr M Clifford abstained due to LCC involvement.)

Gemma Stokes was thanked for her report and she left the meeting at this point.

**8736 TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 20<sup>th</sup> November 2023**

It was RESOLVED to approve the minutes of the Ordinary Meeting held on Monday 20<sup>th</sup> November 2023 which was duly signed by the Chairman.

**8737 MATTERS ARISING (CLERKS / ADMIN ASSIST REPORT)**

The Clerk and the Admin Assistant gave a verbal reports which were received with thanks.

It was RESOLVED unanimously to minute the following tribute to the late Councillor Glenda Charlesworth:

“I have looked through our records and Cllr Glenda Charlesworth had served on the Parish Council for over 32 years until her passing away on 30<sup>th</sup> December 2023. She had served as both Chair and Vice Chair during that time.

Lately Glenda designed our current logo and worked tirelessly on the Play and Leisure and Finance Committee. She also was our first point of contact as checker of the Parish Newsletter.

Of course, Cllr Charlesworth genuinely enjoyed ploughing through all the Parish planning applications providing a detailed and knowledgeable monthly report.”

By Mrs Tracy Morris Clerk to the Council.

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

It was noted that at the next FPC meeting proposals would be tabled regarding having a lasting memorial for Cllr Charlesworth. There will also be a newsletter article in the Summer issue.

FPC FEB

The Clerk will inform the necessary authorities of the subsequent Parish Councillor vacancy in Clayton South East Ward.

Clerk

**8738 REPORTS**

**1. Environment Committee held on 9<sup>th</sup> January 2024.**

1.1 The Members received and noted the draft minutes. Councillor M Clifford gave a detailed report which was received with thanks.

1.2 It was noted that the Christmas tree and street lamp lights had been vandalised which had been reported to the Police. The uplighters had failed and would be repaired shortly.

Clerk

1.3 It was proposed that Cllrs D Clough and M Clifford continue the liaison with Chorley Council and the Police with ongoing progress with the CCTV installation at Cunnery Meadow and Manor Road.

MC/DC

**2. Finance Committee held on 9<sup>th</sup> January 2024.**

2.1 The Members received and noted the minutes the Income and Expenditure Statement and Budget for 2024/25. Councillor D Clough tabled the recommendations from the Finance Committee.

2.2 The recommendation from the Finance Committee to set the Precept for 2024/25 at £30.00 for a Band D Property.

It was RESOLVED to set the Precept for 2024/25 at £30.00 for a Band D Property.

It was requested that the Clerk contact Chorley Council to inform them of the Precept Request. £155,786.00 + £11,458 (Deprivation Grant) = £167,244.00.

Clerk

The budget and Income and Expenditure Statements for 2024/25 will be published on the Parish Council website and in the 2024 Newsletters.

Clerk

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

The Annual Residential Precept Bands for 2024/25 were as follows:

CLAYTON-LE-WOODS PARISH COUNCIL ANNUAL PRECEPT BANDING 2024/25								
(Disabled Relief) Band A	Band A	Band B	Band C	<b>Band D</b>	Band E	Band F	Band G	Band H
5/9ths	6/9ths	7/9ths	8/9ths	<b>9/9ths</b>	11/9ths	13/9ths	15/9ths	18/9ths
£16.67	£20.00	£23.33	£26.67	<b>£30.00</b>	£36.67	£43.33	£50.00	£60.00

**2.3 Ongoing Bank Security/Mandate**

It was agreed that the bank mandates and security be reassessed after the death of Councillor Glenda Charlesworth. It was requested that the Clerk investigate the matter and come back to the Finance Committee with the recommendations.

FIN

**3. Approval of Summer Fair 2024 Outline Spend Budget £10,563.25 (See Attached Report) Approval of Marquee Hire Cost £3,950.00 + VAT**

3.1 It was RESOLVED to approve the outline spend of £10,563.25 for the summer Fair 2024.

AA

3.2 It was RESOLVED to approve the contract for the Marquee hire for the Summer Fair 2024 at a cost of some £3,950.00 + VAT.

Clerk

**4. Approval of Christmas Light Switch on Date 2024 (Sat Nov 23<sup>rd</sup>/30<sup>th</sup> 2024)**

4.1 It was RESOLVED to agree that the date for the Christmas Light would be Saturday 30<sup>th</sup> November 2024.

AA/Clerk

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

**8739 ACCOUNTS FOR PAYMENT**

The Parish Council RESOLVED to approve the following accounts for payments:

**1. Payments December 2023 and January 2024**

**PAYMENTS LIST**

Voucher	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
306	Virgin Money		Utility Bill	Eon	L	144.04	7.20	151.24
308	Virgin Money		Christmas Sundries	Home Bargains	S	9.39	1.88	11.27
308	Virgin Money		Christmas Sundries	Home Bargains	S	15.81	3.16	18.97
307	Virgin Money		Christmas Light Switch o	Matt Phillips	Z	180.00		180.00
311	Virgin Money		Christmas Sundries	Morrisons	S	127.50	25.50	153.00
310	Virgin Money		Sundries	Jubilee Service Station	S	1.90	0.38	2.28
311	Virgin Money		Christmas Sundries	Morrisons	Z	17.00		17.00
309	Virgin Money		Tinsel Christmas Tree	The Range	Z	7.92		7.92
313	Virgin Money		Entertainment	Just Gorge	Z	200.00		200.00
311	Virgin Money		Christmas Sundries	Morrisons	Z	2.90		2.90
316	Virgin Money		Reimbursement	Cllr S Edwards-Williams	Z	5.00		5.00
315	Virgin Money		Entertainment	Chorley Silver Band	Z	150.00		150.00
318	Virgin Money		CLW Bowling Green Mair	Kevin Bond	Z	120.00		120.00
316	Virgin Money		Reimbursement	Cllr S Edwards-Williams	Z	34.65		34.65
319	Virgin Money	000233	Donation	Chorley and South Ribl	Z	100.00		100.00
323	Virgin Money		Christmas Sundries	Asda	Z	60.00		60.00
323	Virgin Money		Christmas Sundries	Asda	Z	57.00		57.00
322	Virgin Money		Sundries	B&M Bargains	Z	6.00		6.00
321	Virgin Money		Sundries	Post Office	Z	5.39		5.39
341	Virgin Money		Play Area General Repai	JTW Management Ltd	S	595.00	119.00	714.00
325	Virgin Money		Expenses	Employee 02	Z	46.17		46.17
324	Virgin Money	B/T	Sundries	Morrisons	Z	23.00		23.00
324	Virgin Money	B/T	Sundries	Morrisons	Z	16.00		16.00
317	Virgin Money	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
339	Natwest Bank	D/D	Website/Email Managem	Easy Websites	S	66.00	13.20	79.20
336	Virgin Money		Sundries	Asda	Z	9.40		9.40
345	Virgin Money		Office Supplies	Amazon	S	12.46	2.49	14.95
337	Virgin Money		Doggy Bin Bags/Dispens	Polybags Ltd	S	494.41	98.88	593.29
338	Virgin Money		Utility Bill	Advanced Collection Sy	L	575.11	28.76	603.87
338	Virgin Money		Utility Bill	Advanced Collection Sy	S	102.66	20.53	123.19
342	Virgin Money		Utility Bill	Eon	L	52.60	2.63	55.23
344	Virgin Money		Utility Bill	NPower	L	166.06	8.30	174.36
347	Virgin Money		OAP Christmas Meal	The Ley Inn (Cuerden)	Z	1,190.00		1,190.00
346	Virgin Money		Internal Auditor Fee	Alan Platt	Z	150.00		150.00
327	Virgin Money	S/O	Salary	Lengthsmen ME	E	348.80		348.80
334	Virgin Money	S/O	Salary	Employee 01	E	1,801.54		1,801.54
335	Virgin Money	S/O	Salary	Employee 02	E	1,119.55		1,119.55
326	Natwest Bank	D/D	Phones/Broadband	O2	S	36.36	7.27	43.63
329	Virgin Money	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
330	Virgin Money	D/D	Phones/Broadband	BT	S	46.95	9.39	56.34
328	Virgin Money	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
332	Virgin Money	B/T	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00		49.00
343	Virgin Money		Christmas Sundries	Tesco	S	13.75	2.75	16.50
348	Virgin Money		Christmas Tree Installati	City Illuminations	S	1,755.00	351.00	2,106.00
349	Virgin Money		Christmas Tree Installati	City Illuminations	S	1,140.00	228.00	1,368.00
331	Virgin Money	S/O	Salary	Lengthsmen CD	X	87.20		87.20
333	Virgin Money		Office Cleaning	Diamond Domestic	S	72.00	14.40	86.40
<b>Total</b>						<b>11,374.36</b>	<b>976.88</b>	<b>12,351.24</b>

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

**PAYMENTS LIST**

Voucher	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
350	Virgin Money	VOID	Reimbursement	Clr S Edwards-Williams	Z			
360	Virgin Money		Zoom License	Zoom Video Communica	S	129.90	25.98	155.88
361	Virgin Money		Expenses	Employee 02	Z	5.04		5.04
358	Virgin Money		Utility Bill	Water Plus	S	5.37	1.29	6.66
358	Virgin Money		Utility Bill	Water Plus	Z	44.28		44.28
358	Virgin Money		Utility Bill	Water Plus	Z	34.05		34.05
359	Virgin Money		Summer Clayton Cup Eq	Bowls Buddies LLP	Z	789.97		789.97
357	Virgin Money		Training	Lancashire Association	Z	30.00		30.00
353	Virgin Money		Christmas Tree Installati	City Illuminations	S	380.00	76.00	456.00
354	Virgin Money		Christmas Tree Installati	City Illuminations	S	585.00	117.00	702.00
351	Virgin Money		Utility Bill	Eon	L	60.12	3.01	63.13
363	Virgin Money	S/O	Salary	Employee 01	E	1,801.54		1,801.54
352	Virgin Money		Play Area Annual Repair	Wicksteed	S	1,522.57	304.51	1,827.08
368	Virgin Money	S/O	Salary	Employee 02	E	1,119.55		1,119.55
366	Virgin Money	S/O	Salary	Lengthsmen ME	E	348.80		348.80
364	Natwest Bank	D/D	Pension	LCC Pension Employer/	E	1,170.39		1,170.39
362	Natwest Bank	D/D	Website/Email Managerr	Easy Websites	S	85.80	17.16	102.96
355	Virgin Money		Play Area Inspection	Chorley Council	S	2,778.60	555.72	3,334.32
356	Virgin Money		Sundries	Amazon	S	43.34	8.67	52.01
356	Virgin Money		Sundries	Amazon	S	22.46	4.49	26.95
365	Natwest Bank	D/D	Phones/Broadband	O2	S	36.36	7.27	43.63
369	Virgin Money	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
370	Virgin Money	D/D	Phones/Broadband	BT	S	46.95	9.39	56.34
367	Virgin Money	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
372	Virgin Money	B/T	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00		49.00
371	Virgin Money	S/O	Salary	Lengthsmen CD	X	87.20		87.20
373	Virgin Money		Office Cleaning	Diamond Domestic	S	36.00	7.20	43.20
<b>Total</b>						<b>11,296.46</b>	<b>1,154.52</b>	<b>12,450.98</b>

The following receipts were noted:

**2. Receipts November/December 2023 and January 2024**

**RECEIPTS LIST**

Voucher	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
77	Virgin Money		Bank Interest	Virgin Money	Z	0.01		0.01
76	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	35.25		35.25
78	Virgin Money		Reimbursement	Clerk	Z	22.30		22.30
80	Natwest Bank		VAT Credit	HMRC	Z	39,305.23		39,305.23
79	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	35.63		35.63
81	Virgin Money		Warm Space Grant	LCC	Z	150.00		150.00
<b>Total</b>						<b>39,548.42</b>		<b>39,548.42</b>

Chairman's Signature.....



**8740 PLANNING APPLICATIONS**

The Members received a report regarding the planning applications that were scrutinised by the management Committee during the Christmas break. This report was noted.

**January 2024 Planning Applications:**

1.Application no: 23/01104/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Part two storey side extension, part single storey side/front extension including low level roof extending over existing bay window (following demolition of existing garage/utility room) Location: 60 Glenmore, Clayton-Le-Woods, Chorley, PR6 7TB.

2.Application no: 24/00005/NOT Case Officer: Chris Smith - 01257 515223 Ward: Clayton East, Brindle And Hoghton Proposal: Notification of intention to install 1no. 10m high wooden pole for the provision of fixed line broadband electronic communications apparatus Location: 538 Preston Road, Clayton-Le-Woods, Chorley, PR6 7EB.

It was RESOLVED to make no comment on the current planning applications.

**8741 CORRESPONDENCE**

**1. McDonalds Initial Public Consultation**

The Members considered the comments and reactions from the local community. Following on from the discussion the Parish Council instructed the Clerk to make the following Comments to the Managing Consultants:

Clerk

- 1.1 For CCTV to be installed at the premises and that McDonalds give full co-operation to the Police regarding any anti-social incidents.
- 1.2 For the litter picking to be conducted up to a ¼ mile radius form the restaurant.
- 1.3 For the flow of traffic around the proposed restaurant be reversed for a better outcome.

**2. LCC Devolution Consultation**

The Chairman explained the issues of the consultation and stated that if any Member had a comment to make they could do so via the link which had been circulated by the Clerk.

Members

**3. Invitation Letter to the Chorley Mayors Charity Ball**

The invitation had been circulated to members and was noted.

Chairman’s Signature.....



**4. CLW Bowling Team/Club Request (Access to Community Bowling Green)**

1.The Members were informed that the CLW Bowling Team/Club had requested exclusive access to the community bowling green on match days.

It was RESOLVED to allow exclusive access to the CLW Bowling Team to the community bowling green on match days. (8 in favour 1 abstention 1 against (10))

Clerk

It was requested that the Clerk inform the Chairman of the Bowling Team in due course.

2.There was a request for volunteers for membership of the Bowling Green Working Group. If anyone was interested to contact the Clerk or Chairman.

Clerk/PG

**8742 EXCLUSION OF PRESS AND PUBLIC AND STAFF**

It was RESOLVED to exclude press, public and staff due to a job evaluation proposal.

*2 Members of Staff left the meeting at this point.*

**8743 JOB EVALUATION PROPOSAL FOR POST OF CLERK/RFO**

Following the discussion in camera it was reported to the Clerk that the Members had agreed to go ahead with the job evaluation by the National Association of Local Councils (NALC)/ Society of Local Council Clerks (SLCC). For the process to be delegated to the Management Committee for further action.

MGT/Clerk

*2 Members of Staff re-entered the meeting at this point.*

**8744 CO-OPTION OF PARISH COUNCILLOR**

The Members held a secret ballot following a co-option interview.

It was RESOLVED to co-opt Ms Karen Wardle as a Parish Councillor to the vacancy within the West Ward.

It was requested that the Clerk inform the candidate of the decision as soon as was practicable.

Clerk

Chairman's Signature.....





CLW PARISH COUNCIL MINUTES

**8745 SKATE PARK VIREMENT OF FUNDS TO MEADOWBANK**

It was agreed to delegate the power to the Clerk to make virement of CIL funds from the Skate Park to the Meadowbank play area.

Clerk

**8746 DATE OF NEXT MEETING**

1.The next full parish council meeting is scheduled to be held on Monday 19<sup>th</sup> February 2024 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

2.Schedule Finance Committee Meeting for Audit 2023/24 Preparation.

DC/Clerk

3.Academic Clayton Cup Working Group Wednesday 24<sup>th</sup> January 2024 at 7.00pm at the Lord Nelson. All Welcome.

Chairman’s Signature.....