

**CLAYTON-LE-WOODS PARISH COUNCIL**

**MINUTES OF THE ORDINARY PARISH MEETING  
HELD ON MONDAY 15<sup>th</sup> JULY 2024 7.30PM  
AT THE PARISH COUNCIL COMMUNITY MEETING ROOM/OFFICE  
AT 239A PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY**

**PRESENT:** Councillor Mr P Gabbott (Chairman)  
Councillor Ms I Amahwe  
Councillor Mr M Clifford  
Councillor Mr D Clough  
Councillor Mr S Maddock (Vice Chairman)  
Councillor Mrs G Ormston  
Councillor Mrs B Ward-Smith  
Councillor Mrs K Wardle  
Councillor Mrs A Willis (9)

**In Attendance:** Mrs TD Morris (Clerk/Responsible Financial Officer)

**Members of the Public:** 1 (Mr D Cook)

**8830 WELCOME**

The Chairman welcomed Councillor Irene Amahwe to her first meeting and all other participants/resident.

**8831 APOLOGIES**

Apologies were received and accepted for Councillor Mr A Halliday, Councillor Mr E Shannon and Councillor Mr N Whitham (3).

**8832 ELECTION OF CHAIRMAN 2024/25**

The Members were informed that Councillor Peter Gabbott would continue on as Chairman at the present time due to an ongoing internal investigation which would be discussed under confidential items at the end of the meeting.

**8833 DECLARATION OF INTEREST**

Councillor M Clifford as Member of Lancashire Combined Fire Authority, County Councillor for Clayton and Whittle, Chorley Councillor, Champion of Open Spaces, Member of the Licensing Committee and a Director of Cuerden Valley Trust. Councillor Mr N Whitham Chorley Councillor and Member of the Planning Committee.

**ACTION**

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



**8834 PUBLIC PARTICIPATION**

Mr D Cook was given dispensation to speak during the meeting.

Mr Cook introduced himself and asked whether there could be an ad hoc litter picking group run during the Summer break.

Councillors M Clifford and S Maddock explained the insurance, risk assessment and first aid rules which preclude an ad hoc group running during the Summer break without a nominated Councillor.

The Clerk stated that Mr Cook was more than welcome to sign out equipment and litter pick by himself.

Mr Cook thanked the Members for the opportunity to speak to the Council.

**8835 TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 17<sup>th</sup> JUNE 2024**

It was RESOLVED to approve the minutes of the Ordinary Meeting held on Monday 17<sup>th</sup> June 2024 which was duly signed by the Chairman. *(With the revision of minute 8822 Declaration of Interest deleting that Cllr M Clifford was Deputy Chair of Education as he recently stood down from this role)*

**8836 MATTERS ARISING (CLERK'S REPORT)**

The Clerks report which had been distributed prior to the meeting was received with thanks.

**8837 APPROVAL FROM CHORLEY COUNCIL TO CO-OPT TO REPLACE CLLR D DOWRICK**

The Members were informed that approval had been given from the elections office at Chorley Council to co-opt regarding the vacancy left by the resignation of Cllr D Dowrick.

**8838 CO-OPTION VOTE FOR MR MARK LEE (WEST WARD)**

Mr M Lee had been interviewed by the Members prior to the meeting.

After a secret ballot it was RESOLVED to co-opt Mr Mark Lee to the vacancy in the Clayton West.

Chairman's Signature.....



It was requested that the Clerk inform Mr Mark Lee of the decision and summon him to the next Parish Council meeting.

CLERK

**8839 REPORTS**

**2. Summer Fair Ongoing Report**

Cllr M Clifford relayed to the Members that a review meeting had been held regarding the Summer Fair 2024. A report of the meeting had been circulated to the Members for their information. A number of issues/ideas that had been highlighted which had been noted and/or would be incorporated into the plans for next years event.

All the Members were thanked by Councillor M Clifford for volunteering their time and making the Summer Fair such a great success. The feedback from the community had been incredibly positive overall.

The Clerk wished to give a special vote of thanks to Cllrs M Clifford and S Maddock for their tireless efforts this year. Especially in the light of the inclement weather over the last few weeks which led to the site having to be totally rearranged at the last minute.

Its believed that the new configuration was even better than the original plan and would be developed further for next year.

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

**8840 ACCOUNTS FOR PAYMENT**

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

**1. Payments June/July 2024**

**Clayton-le-Woods Parish Council**

10 July 2024 (2024-2025)

**PAYMENTS LIST**

Voucher	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	Clr 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 Maintenano	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	Clr Mark Clifford	S	34.38	6.88	41.26
117	15/07/2024	Natwest Bank	D/D Website/Email Managemen	Easy Websites	S	66.00	13.20	79.20
120	15/07/2024	Natwest Bank	D/D Phones/Broadband	O2	S	36.36	7.27	43.63
122	15/07/2024	Virgin Money	S/O Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
126	15/07/2024	Virgin Money	D/D Phones/Broadband	BT	S	49.59	9.92	59.51
124	15/07/2024	Virgin Money	D/D Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
128	15/07/2024	Virgin	CLW Bowling Rer	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	S/O Salary	Employee 01	E	2,432.74		2,432.74
123	15/07/2024	Virgin Money	S/O Salary	Employee 02	E	1,036.08		1,036.08
127	15/07/2024	Virgin Money	S/O Salary	Lengthsmen CD	X	87.20		87.20
121	15/07/2024	Virgin Money	S/O Salary	Lengthsmen ME	E	348.80		348.80
119	15/07/2024	Natwest Bank	D/D Pension	LCC Pension Employer	E	899.66		899.66
125	15/07/2024	Virgin Money	B/T Grass Cutting/Open Space	Envirocare Maintenano	S	848.43	169.69	1,018.12
<b>Total</b>					<b>17,137.63</b>	<b>984.12</b>	<b>18,121.75</b>	

**2. Payments August 2024**

**PAYMENTS LIST**

Voucher	Code	Bank	Description	Supplier	NET	VAT	Total	
130	ICT	Natwest Bank	D/D Website/Email Managemen	Easy Websites	S	66.00	13.20	79.20
136	Phone	Virgin Money	D/D Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
133	Phone	Natwest Bank	D/D Phones/Broadband	O2	S	36.36	7.27	43.63
135	Office Rental	Virgin Money	S/O Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
138	Phone	Virgin Money	D/D Phones/Broadband	BT	S	49.59	9.92	59.51
140	Bowling Green Lease	Virgin	B/T Bowling Green Rt	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	B/T Grass Cutting/Open Space	Envirocare Maintenano	S	848.43	169.69	1,018.12
131	Employee 1	Virgin Money	S/O Salary	Employee 01	E	2,432.74		2,432.74
139	Lengthsmen	Virgin Money	S/O Salary	Lengthsmen CD	X	87.20		87.20
134	Lengthsmen	Virgin Money	S/O Salary	Lengthsmen ME	E	348.80		348.80
132	Pension Costs	Natwest Bank	D/D Pension	LCC Pension Employer	E	899.66		899.66
<b>Total</b>					<b>5,020.28</b>	<b>216.91</b>	<b>5,237.19</b>	

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

The following receipts were noted:

**3.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
<b>Total</b>						<b>5,562.26</b>	<b>5,562.26</b>

Chairman's Signature.....



**8841 PLANNING APPLICATIONS**

It was RESOLVED to make no comment on the following applications:-

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.

**8842 CORRESPONDENCE**

**1.Police Commissioner – Public Consultation RE Future Policing**

The Chairman informed the Members that they could comment on the public consultation and that the Clerk would provide the appropriate link.

CLERK

**2.Donation Request from Whittle and Clayton Scouts for New Tent (Application to Follow £1760 full cost - 50% Cost £823.50 other 50% from Whittle PC).**

After due consideration it was RESOLVED to donate £823.50 to the Whittle and Clayton Scout Group for the purchase of a new tent.

It was requested that the Clerk implement the payment as soon as is practicable.

CLERK

**3.Donation Request from Clayton-le-Woods Singers New Music Folders £280.50 50% - £140.25.**

After due consideration it was RESOLVED to donate £140.25 towards the purchase of new music folders.

It was requested that the Clerk implement the payment as soon as is practicable.

CLERK

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

**8843 MOTION TO EXCLUDE PRESS AND PUBLIC AND STAFF**

It was RESOLVED to exclude press and public and staff due to confidential staffing matters.

**8844 STAFFING REPORT**

- 1. Staffing Update (Employee 2)
- 2. Temporary Admin Cover Timesheet and Ongoing Costs £192.00  
Plus request to pay at Pt 14 (£14.21)
- 3. Incident Investigation by Forbes Solicitors – See Clerks Report (£1,500 retainer)

*These items were deemed confidential.*

**8845 DATE OF NEXT MEETING**

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

Chairman's Signature.....