

**CLAYTON-LE-WOODS PARISH COUNCIL**

**MINUTES OF THE ORDINARY PARISH MEETING  
HELD ON MONDAY 18<sup>th</sup> NOVEMBER 2024 4 AT 7.30PM  
AT THE PARISH COUNCIL COMMUNITY MEETING ROOM/OFFICE  
AT 239A PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY**

**PRESENT:** Councillor Mrs B Ward-Smith (Chair)  
Councillor Ms I Amahwe  
Councillor Mr M Clifford  
Councillor Mr D Clough  
Councillor Mr A Halliday  
Councillor Mr S Maddock  
Councillor Mr N Whitham (7)

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

**Members of the Public:** None

**WELCOME**

The Vice Chairman opened the meeting and welcomed all who were in attendance.

**8887 APOLOGIES**

Apologies were received and accepted for Councillors Mr D Cook and Mrs G Ormston.

**8888 RESIGNATIONS**

The Clerk informed the meeting that she had received formal resignations from Cllrs Mr M Lee, Mrs K Wardle, Mrs A Willis.

The Clerk would undertake the necessary paperwork to advertise the subsequent vacancies

Clerk

**8889.1 THE ELECTION OF CHAIRMAN (DUE TO RESIGNATION OF MR M LEE)**

1.Cllr Mrs B Ward-Smith proposed that she wished to be considered for election of Chair of CLW Parish Council. This was seconded and put to a secret ballot.

By a majority vote it was RESOLVED that Councillor Mrs B Ward-Smith be duly elected as Chair until the General meeting in May 2025.

Clerk

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



**8889.2 RESIGNATION OF VICE CHAIRMAN CLLR MR S MADDOCK**

Cllr Mr S Maddock duly stood down as Vice Chairman with immediate effect. He was thanked for stepping in at a difficult time.

FPC/Clerk

It was agreed that the election of Vice Chairman would be deferred until the next FPC meeting.

**8890 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 and Member of the Licensing Committee and Director of Cuerden Valley Trust. Councillor Mr N Whitham Chorley Councillor and Member of the Planning Committee.

**8891 PUBLIC PARTICIPATION**

None was indicated.

**8892 TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 21<sup>ST</sup> OCTOBER 2024**

It was RESOLVED to approve the minutes of the Ordinary Meeting held on Monday 21<sup>ST</sup> October 2024 which was duly signed by the Chairman.

**8893 MATTERS ARISING (CLERK'S REPORT)**

The Clerks report was received with thanks.

**8894 EVENTS REPORTS**

**1.REMEMBRANCE Sunday and Armistice Day Service Report (Cllr S Maddock)**

Cllr S Maddock gave a verbal report regarding the two events that occurred recently. It was noted that the events went relatively smoothly. The Armistice Day Service was particularly moving with most of the local schools sending representatives laying hand made wreaths. There will always be room for improvement for 2025. The Members thanked Cllr Maddock for his report.

Chairman's Signature.....



**2.Update on Christmas Light Switch On Event - Saturday 30<sup>th</sup> November 2024 from 6pm - Spend on Switch On £1,500 (Cllr M Clifford)**

Cllr M Clifford gave an update on the upcoming Switch On Event and the arrival of the Christmas tree from Dunblane. The installation mesh tinsel and fencing were all going to be in place prior to the Switch On.

It was noted that the floodlights were not operational. It was hoped that they would be repaired in time for Christmas.

Cllr Clifford invited all the Members to attend along to the event with their families and friends. There would be singers a DJ and selection boxes for the children. Anyone who was able to volunteer as a marshall or help with serving food.

It was RESOLVED to delegate the funds for the possible floodlight repair to the Clerk (Up to £750) and to approve the budgetary spend of £1,500 on the Switch On Event.

Clerk

**3.Christmas Tree Installation/Lights Spend £9,000 (Cllr M Clifford)**

It was RESOLVED to spend up to £9,000 on the Christmas Tree installation adjacent lights and dismantling in the New Year.

**4.Update on OAP Meal £2,300 in Budget**

The plans for the over 55 Christmas meal were discussed in detail. It was noted that the uptake for the meal was extremely low at this stage in comparison to previous years. Also there had been issues with publicity and planning which will be reviewed in the New Year.

It was RESOLVED to donate £2,300 to Chorley Buddies to provide the over 55's Christmas Buffet along with entertainment.

Clerk

It was requested that the Clerk make the appropriate arrangement for the donation.

It was requested by the Members that a full report be drawn up by the Co-ordinator at Chorley Buddies and that the Co-ordinator be invited to the next Parish Council Meeting to be questioned about future endeavours and what could have been improved.

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

**5. Warm Space Initiative Report 2024**

The Clerk reported that the Warm Space Initiative has run successfully for a year however, the numbers have been disappointingly low but the membership has been very consistent from the outset. It was also noted that there were a number of other provisions being offered locally which made it difficult to have high numbers at any event.

After due consideration the Parish Council decided to hold the Warm Space Initiative in abeyance after the Christmas break subject to the new staff appointment being made.

Clerk

**8895 ACCOUNTS FOR PAYMENT**

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

**1. Payments October/November 2024**

**PAYMENTS LIST**

Vouch	Code	Bank	Descrip tion	Supplier	TYPE	Net	Total	
248	Office Rental	Virgin Money	Office Cleaning	Gillian Lloyd	Z	72.00	72.00	
231	Christmas Tree	Virgin Money	Christmas Tree Installati	Elveden Farms Ltd	S	3,675.00	735.00	
232	Christmas Tree	Virgin Money	Installation/Dismantling C	City Illuminations	S	1,520.00	304.00	
233	Christmas Tree	Virgin Money	Christmas Tree Installati	City Illuminations	S	2,340.00	468.00	
234	Christmas Tree	Virgin Money	Replacement Christmas T	City Illuminations	S	744.35	148.87	
218	ICT	Natwest Bank	D/D	Website/Email Managem	Easy Websites	S	66.00	13.20
221	Phone	Natwest Bank	D/D	Phones/Broadband	O2	S	39.55	7.91
224	Phone	Virgin Money	D/D	Phones/Broadband	Three Business Ser	S	7.50	1.50
226	Phone	Virgin Money	D/D	Phones/Broadband	BT	S	49.59	9.92
223	Office Rental	Virgin Money	S/O	Rent/Room Hire	Red Rose Storage L	S	69.33	13.87
247	Utility Bills	Virgin Money		Utility Bill	Eon	L	56.22	2.81
228	Bowling Green Lease	Virgin	B/T	CLWBG Monthl	Aquarius	X	£49.00	49.00
229	Bowling Green General Repairs	Virgin Money		CLW Bowling Green Main	Kevin Bond	Z	118.33	118.33
219	Employee 1	Virgin Money	S/O	Salary	Employee 01	E	2,760.48	2,760.48
222	Lengthsmen	Virgin Money	S/O	Salary	Lengthsmen ME	E	384.00	384.00
227	Lengthsmen	Virgin Money	S/O	Salary	Lengthsmen CD	X	96.00	96.00
230	Lengthsmen	Virgin Money		Salary	Employee	Z	240.00	240.00
220	Pension Costs	Natwest Bank	D/D	Pension	LCC Pension Employ	E	898.14	898.14
225	Grass Cutting/Maintenance	Virgin Money	B/T	Grass Cutting/Open Spa	Envirocare Mainteni	S	781.25	156.25
<b>Total</b>						<b>13,966.74</b>	<b>1,861.33</b>	<b>15,828.07</b>

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

2. Payments November/December 2024

PAYMENTS LIST

Table with 9 columns: Vouch, Description, Bank, Description, Supplier, T, Net, V, Total. Lists various payments including ICT, Office Rental, Bowling Green Lease, and Pension Costs.

The following receipts were noted:

2.Receipts October 2024

RECEIPTS LIST

Table with 6 columns: Vouch, Date, Description, Bank, N, Total. Lists two receipts for Bank Interest.

8896 PLANNING APPLICATIONS

It was RESOLVED to make no comment on the following applications.

1.Application no: 24/00888/DIS Case Officer: Mr Iain Crossland - 01257 515903 Ward: Clayton West And Cuerden Proposal: Application to discharge condition 17 (details of streets proposed for adoption) attached to planning permission 20/00377/FULMAJ (Erection of 115 dwellings with associated parking, landscaping, drainage, pump station, layout of roads and footways and other associated works) Location: Land Adjoining Cuerden Residential Park, Nell Lane, Cuerden

2.Application no: 24/00905/MNMA Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Minor non-material amendment to planning permission ref: 23/00996/FULHH (Single storey side/rear extension) to change roof tiles to grey smooth tile. Location: 76 Hunters Road, Clayton-le-Woods, Leyland, PR25 5TT

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

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6.Application no: 24/00938/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Single storey detached outbuilding to form annexe ancillary to main dwelling. Location: 10 Glenmore, Clayton-le-Woods, Chorley, PR6 7TA.

**8897 CORRESPONDENCE**

**Chorley Council Letter**

Cllr M Clifford stated that Chorley Council had kindly offered to donate daffodils to the Parish Council and other Community Groups. He had donated the PC's bulbs to Cuerden Valley Community Group who will plant the bulbs within the park.

MC

**8898 MOTION TO EXCLUDE PRESS AND PUBLIC AND STAFF**

It was RESOLVED to exclude press public and the Clerk due to staffing issues.

*The Clerk left the meeting at this point.*

Chairman's Signature.....



**8899 REPORT OF A COMPLAINT AND ONGOING INVESTIGATION**

*This matter was deemed confidential.*

It was RESOLVED that no further was to be taken in this case and that the complainant would be informed of the decision of the Parish Council by the Chair of the Council.

**Chair**

**ANNUAL NATIONAL PAY AWARD FOR CLERK/ADMIN STAFF 2024/25**

It was RESOLVED to enact the 2024/25 National Joint Council Pay Award backdated to 1<sup>st</sup> April 2024.

It was requested that the Clerk make the suitable payments.

**Clerk**

**8900 DATE OF NEXT MEETING**

The next full parish council meeting was scheduled to be held on Monday 9<sup>th</sup> December 2024 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY. (Monday 19<sup>th</sup> January 2025 would be scheduled New Year Meeting)

After due consideration the Members RESOLVED to cancel the meeting scheduled for December 2024 and to hold their next meeting on 19<sup>th</sup> January 2025. The venue and time as scheduled.

**Clerk**

Chairman's Signature.....