

Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris
Chorley Business and Technology Centre, Reception Block,
East Terrace, Euxton, Chorley. PR7 6TE.

Telephone: 01257 264854

Mobile: 07715 637345

Email: clerk@claytonlewoodsparishcouncil.org.uk

www.claytonlewoodsparishcouncil.org.uk



8th November 2021

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 15th November 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.

Co-Option Interview

You are invited to a co-option interview which will commence at 7.00pm prompt at Clayton Brook Village Hall.

There will be one candidate for consideration for the vacant position in East Ward.

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



CLW PC AGENDA

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 18th October 2021 (Attached)**
5. **Clerk's Report (Report Attached)**
6. **Co-option of Councillor for Vacancy in East Ward**
To consider the co-option of a Councillor for the East ward subsequent to interview and ballot.
7. **SPID Location – Consultation**
Neighbour Concerns of current proposed location on Lancaster Lane
8. **Events Update**
 1. Remembrance Service Report attended by the *Chairman*
 2. Update on Christmas Tree Installation/Flood Lights (*Cllr M Clifford*)
 3. Update Christmas Light Switch On Saturday 27th November 2021 (*Clerk/Cllr S Edwards-Williams*)
 4. Update on OAP Christmas Meal at the Ley In on Monday 6th and Tuesday 7th December 2021 (*Clerk*)
9. **Chairman's Allowance 6 months in arrears (£250.00)**
To approve the Chairman's Allowance as agreed in the budget.



CLW PC AGENDA

10. Accounts for Payment

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

1. Payments

1.1 November 2021

Voucher	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
211	Yorkshire Bank	B/T	Lengthsmen Workwear	ACE Workwear	Z	40.45		40.45
212	Yorkshire Bank	B/T	Expenses	Employee 02	Z	54.00		54.00
213	Yorkshire Bank		Donation	Royal British Legion	Z	20.00		20.00
228	Yorkshire Bank	D/D	Rent/Room Hire	Chorley Business and T	S	337.00	67.40	404.40
229	Natwest Bank	D/D	Website/Email Managerr	Easy Websites	S	73.00	14.60	87.60
230	Natwest Bank	S/O	Salary	Lengthsmen JI	E	106.92		106.92
231	Natwest Bank	S/O	Salary	Lengthsmen DH	E	178.20		178.20
232	Natwest Bank	S/O	Salary	Lengthsmen DM	E	213.84		213.84
233	Yorkshire Bank	S/O	Salary	Employee 01	E	1,589.45		1,589.45
234	Natwest Bank	D/D	Pension	LCC Pension Employee	E	577.36		577.36
235	Natwest Bank	D/D	Phones/Broadband	O2	S	18.56	3.71	22.27
236	Yorkshire Bank	S/O	Salary	Lengthsmen ME	E	285.12		285.12
237	Yorkshire Bank	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	73.33	14.67	88.00
238	Yorkshire Bank	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
239	Yorkshire Bank	D/D	Phones/Broadband	BT	S	49.59	9.92	59.51
240	Yorkshire Bank	S/O	Salary	Lengthsmen CD	X	71.28		71.28
241	Yorkshire Bank	B/T	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00		49.00
242	Yorkshire Bank		Newsletter	Green Man Marketing	Z	3,195.00		3,195.00
243	Yorkshire Bank	B/T	Advert	Indeed Advertising Ag	Z	400.00		400.00
244	Yorkshire Bank	B/T	Christmas Light Switch o	Asda	S	100.87	20.17	121.04
245	Yorkshire Bank	B/T	Office Supplies	Post Office	Z	18.97		18.97
246	Yorkshire Bank	B/T	Chairman's Expenses	Clir P Gabbott	Z	250.00		250.00
Total						7,709.44	131.97	7,841.41

1.2 December 2021

PAYMENTS LIST

Voucher	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
214	Yorkshire Bank	D/D	Rent/Room Hire	Chorley Business and T	S	337.00	67.40	404.40
215	Natwest Bank	D/D	Website/Email Managerr	Easy Websites	S	73.00	14.60	87.60
216	Natwest Bank	S/O	Salary	Lengthsmen JI	E	106.92		106.92
217	Natwest Bank	S/O	Salary	Lengthsmen DH	E	178.20		178.20
218	Natwest Bank	S/O	Salary	Lengthsmen DM	E	213.84		213.84
219	Yorkshire Bank	S/O	Salary	Employee 01	E	1,589.45		1,589.45
220	Natwest Bank	D/D	Pension	LCC Pension Employee	E	577.36		577.36
221	Natwest Bank	D/D	Phones/Broadband	O2	S	6.07	1.21	7.28
222	Yorkshire Bank	S/O	Salary	Lengthsmen ME	E	285.12		285.12
223	Yorkshire Bank	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	73.33	14.67	88.00
224	Yorkshire Bank	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
225	Yorkshire Bank	D/D	Phones/Broadband	BT	S	49.59	9.92	59.51
226	Yorkshire Bank	S/O	Salary	Lengthsmen CD	X	71.28		71.28
227	Yorkshire Bank	B/T	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00		49.00
Total						3,617.66	109.30	3,726.96



CLW PC AGENDA

2.Receipts October / November 2021

Voucher	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
21	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.49		0.49
22	Yorkshire Bank	B/T	Advert	Dave's Cycle Repairs	X	25.00		25.00
24	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.49		0.49
25	Yorkshire Bank	B/T	Rebate	Yorkshire Bank	Z	1.05		1.05
26	Yorkshire Bank	B/T	Rebate	Yorkshire Bank	Z	0.16		0.16
27	Yorkshire Bank	B/T	Rebate	Yorkshire Bank	Z	0.90		0.90
28	Yorkshire Bank	B/T	CIL	Chorley Council	Z	10,864.99		10,864.99
				Total		10,893.08		10,893.08

3. Bank Reconciliation October 2021

To Receive the Bank Reconciliation Report to be Signed off by Cllr C Bromilow.

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.Application no: 21/01204/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton East, Brindle And Hoghton Proposal: First floor side extension over existing garage Location: 1 Fern Meadow, Clayton-le-Woods, Chorley, PR6 7RN

2.Application no: 21/01197/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Single storey rear extension Location: 94 Watkin Road, Clayton-le-Woods, Chorley, PR6 7PX

3.Application no: 21/01253/FULHH Case Officer: Mike Halsall - 01257 515226 Ward: Clayton West And Cuerden Proposal: Retention of existing single storey rear extension and detached garage Location: 467 Preston Road, Clayton-le-Woods, Chorley, PR6 7JD

4.Application no: 21/01254/FULHH Case Officer: Mike Halsall - 01257 515226 Ward: Clayton West And Cuerden Proposal: Retention of existing single storey rear extension Location: 469 Preston Road, Clayton-le-Woods, Chorley, PR6 7JD

5.Application no. 21/01307/DIS Case Officer Mike Halsall - 01257 515226 Ward Clayton East, Brindle And Hoghton. Proposal: Application to discharge conditions 7 (tree planting) and 15 (SAP assessment) attached to planning permission 16/00886/FUL - Redevelopment of site to create 4 two bedroom houses together with additions of residents parking, private drives and boundary treatment on Land South West Of 7 Three Nooks Bamber Bridge. Location: Land South West Of 7 Three Nooks Bamber Bridge

6.Application no. 21/01305/DIS Case Officer Mike Halsall - 01257 515226 Ward Clayton East, Brindle And Hoghton. Proposal: Application to discharge conditions 7 (replacement tree planting) and 15 (SAP assessment) attached to planning permission 16/00884/FUL - Redevelopment of site to create 6 two bedroom houses to create 6 two bedroom houses together with additions of residents parking, private drives and boundary treatment. Location: Land North Of 73 Daisy Meadow Bamber Bridge



CLW PC AGENDA

7.Application no. 21/01306/DIS Case Officer Mike Halsall - 01257 515226
Ward Clayton East, Brindle And Hoghton. Proposal: Application to discharge conditions numbered 7 (tree planting) and 15 (SAP assessment) attached to planning permission 16/00885/FUL which was for the redevelopment of site to create 4 two bedroom houses together with addition of residents parking, private drives and boundary treatment on Land between 63 Homestead and 86 Homestead. Location: Land North West Of 65 Homestead Bamber Bridge

8.Application no. 21/01304/DIS Case Officer Mike Halsall - 01257 515226
Ward Clayton East, Brindle And Hoghton. Proposal: Application to discharge conditions 8 (lighting design strategy for biodiversity) and 16 (SAP assessment) attached to planning permission 16/01134/FUL - Redevelopment of site to create 4 two bedroom houses together with addition of parking, private drives and boundary treatment. Location Land North Of 21 Woodfield Bamber Bridge

9.Application no. 21/01279/FULHH Case Officer Chris Smith - 01257 515223
Ward Clayton West And Cuerden. Proposal First floor side extension and single storey rear extension (following demolition of conservatory) Location 2 Glenmore Clayton-le-Woods Chorley PR6 7TA

10.Application no. 21/01287/PDE Case Officer Eleanor McCleary - 01257 515176
Ward Clayton West And Cuerden Proposal Notification of a proposed single storey rear extension measuring 3.6m in depth, with eaves height of 2.45m and a maximum height of 2.87m (following demolition of existing conservatory) Location 5 Hampson Avenue Clayton-le-Woods Leyland PR25 5TH

11.Application no. 21/01288/FULHH Case Officer Eleanor McCleary - 01257 515176
Ward Clayton West And Cuerden Proposal Single storey rear extension (following the demolition of existing conservatory) Location 2 Juniper Croft Clayton-le-Woods Chorley PR6 7UF

12.Application no. 21/01262/FUL Case Officer Mike Halsall - 01257 515226
Ward Clayton West And Cuerden Proposal Extension to existing care home Location Veedale Care Home Back Lane Clayton-le-Woods Chorley PR6 7EU

12. Reports

1. Update on Part-Time Administrative Assistant Appointment (In Clerks Report)
- 2 Back Lane Woods Update Report (Attached)
- 3.New Office Update (Possible Completion Date/Notice Period)
- 4.Office Closure dates Christmas 2021 (Proposed 4 days 24th December 2021 to Monday 3rd January 2022) Office re-opens on Tuesday 4th January 2022

13. Correspondence

- 1.Request for a Bench on Spring Meadow (Cllr L Farnworth)
- 2.Email Regarding "Custodian Trustee" Status at Spring Meadow Community Centre



CLW PC AGENDA

14. Arrangements for Staff/Members Christmas Meal Monday 13th December 2021 at 7.00pm at the Woodsman Pub

15. Date for Next Meeting (s)

1. The next full parish council meeting is proposed to be held on Monday 17th January 2022 at 7.30pm at Clayton Brook Village Hall.
2. To Schedule Finance Committee Meeting and Committee Consultations regarding the budget for 2022/23

FPC Calendar Dates:

No FPC Meeting Scheduled in December 2021

Monday 17th January 2022

Monday 21st February 2022

Monday 21st March 2022

Monday 25th April 2022 (FPC/Annual Parish Meeting)

Monday 16th May 2022 (FPC/ Annual General Meeting)

Diary Dates:

- Saturday 27th November 2021 at 6.30pm Christmas Light Switch On (onto The Lord Nelson Pub for mulled wine, Vimto, mince pies and pizza slice)
- Monday 6th December 2021 and Tuesday 7th December 2021 at the Ley Inn Pub Back Lane (Lunch starts at 1pm prompt)