

Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris
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10th May 2022

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 16th May 2022 at 7.30pm at the Parish Council Community Meeting Room/Office 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Please do remember your documents and or iPads/Laptops as no spare copies will be available.

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



Agenda

- 1. To receive and accept apologies**

- 2. Declaration of Interest**

- 3. Public Participation**

- 4. To Approve the Minutes of the Annual Parish Meeting held on Monday 25th April 2022 (Attached)**

- 5. To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 25th April 2022 (Attached)**

- 6. Clerk's Report (Attached)**

- 7. Reports**
 1. Summer Fair 2022 Report
 2. Clayton Cup 2022
 3. Social Media Update (Twitter/Instagram)
 4. SPID Location Update
 5. Parish Newsletter Summer 2022

- 8. To Approve Costs for 8 page Newsletter**
Design/Print/Deliver £3,385.00 +VAT (based on Solus)

- 9. To Approve Back Pay to Previous Employee (GE)**
NJC Pay Award 1st April 2022 – 31st October 2021 (£114.24)

- 10. To Approve Cllr P Gabbott Chairman's Allowance 6 Months**
From Dec-May 2022 (£250.00)



CLW PC AGENDA

11. Accounts for Payment

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

1. Payments May 2022

PAYMENTS LIST

Voucher	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
26	16/05/2022	Natwest Bank	D/D	Website/Email Managem	Easy Websites	S	76.00	15.20	91.20
27	16/05/2022	Natwest Bank	S/O	Salary	Lengthsmen JI	E	114.00		114.00
28	16/05/2022	Natwest Bank	S/O	Salary	Lengthsmen DH	E	190.00		190.00
29	16/05/2022	Natwest Bank	S/O	Salary	Lengthsmen DM	E	228.00		228.00
30	16/05/2022	Yorkshire Bank	S/O	Salary	Employee 01	E	1,601.05		1,601.05
31	16/05/2022	Natwest Bank	D/D	Pension	LCC Pension Employee	E	587.46		587.46
32	16/05/2022	Natwest Bank	D/D	Phones/Broadband	O2	S	43.48	8.70	52.18
33	16/05/2022	Yorkshire Bank	S/O	Salary	Lengthsmen ME	E	304.00		304.00
34	16/05/2022	Yorkshire Bank	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	73.33	14.67	88.00
35	16/05/2022	Yorkshire Bank	S/O	Salary	Employee 02	E	935.12		935.12
36	16/05/2022	Yorkshire Bank	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
37	16/05/2022	Yorkshire Bank	D/D	Phones/Broadband	BT	S	61.87	12.37	74.24
38	16/05/2022	Yorkshire Bank	S/O	Salary	Lengthsmen CD	X	76.00		76.00
39	16/05/2022	Yorkshire Bank	B/T	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00		49.00
43	26/04/2022	Yorkshire Bank	B/T	Sundries	Amazon (1)	S	10.79	2.16	12.95
44	27/04/2022	Yorkshire Bank	B/T	Office Supplies	Screwfix	S	14.16	2.83	16.99
45	16/05/2022	Yorkshire Bank	B/T	Hanging Basket Contrac	Altitude Services	S	1,136.70	227.34	1,364.04
46	16/05/2022	Yorkshire Bank	B/T	Office Supplies	Direct 365Online	S	56.11	11.22	67.33
47	16/05/2022	Yorkshire Bank	B/T	ICT	Microsoft	Z	108.00		108.00
48	16/05/2022	Yorkshire Bank	B/T	Office Supplies	Chorley Business and T	Z	15.84		15.84
49	16/05/2022	Yorkshire Bank	B/T	Office Cleaning	Diamond Domestic	Z	32.00		32.00
50	16/05/2022	Yorkshire Bank	B/T	Newsletter	Green Man Marketing	S	1,890.00	378.00	2,268.00
51	16/05/2022	Yorkshire Bank	B/T	Newsletter	Green Man Marketing	Z	1,495.00		1,495.00
52	16/05/2022	Yorkshire Bank	B/T	Chairman's Expenses	Cllr P Gabbott	Z	250.00		250.00
53	16/05/2022	Yorkshire Bank	B/T	Salary	Employee 02	Z	114.24		114.24
54	16/05/2022	Yorkshire Bank	B/T	Parish Insurance	Zurich Municipal	X	2,685.05		2,685.05
Total							12,154.70	673.99	12,828.69

2. Receipts April 2022

RECEIPTS LIST

Voucher	Date	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
3	29/04/2022	Yorkshire Bank	B/T	Precept	Chorley Council	Z	128,505.00		128,505.00
4	29/04/2022	Yorkshire Bank	B/T	Grant	Chorley Council	Z	11,458.00		11,458.00
6	30/04/2022	Natwest Bank	B/T	Bank Interest	Natwest Bank	X	0.49		0.49
Total							139,963.49		139,963.49

3. Bank Reconciliation at 30th April 2022 (See Attached Report)



CLW PC AGENDA

12. 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: 22/00406/FUL Proposal: Single storey rear extension
Location: Oak Mount Sheep Hill Brow Clayton-Le-Woods Chorley PR6 7ES

13. Correspondence

1. War Memorial Committee Letter – Response to WG Report
2. Letter from Mr D Lees (Bowling Club) – Response
3. 7 County Close – Request for Access for a digger to build a retaining wall.

14. Date for Next Meeting

The next full parish council meeting is proposed to be held on Monday 20th June 2022 at 7.30pm at the Parish Council Community Meeting Room/Office 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Committee Meeting /WG Schedule

- Finance Committee Meeting to be Arranged (Cllr D Clough)
- Summer Fair Working Group Meeting to be Arranged (Cllr M Clifford)
- Play and Leisure Committee Meeting to be Arranged (Cllr S Edwards-Williams)
- Communications Committee Monday 23rd May 2022 at 7.00pm
- SPID Working Group to be Arranged (Cllr M Clifford)