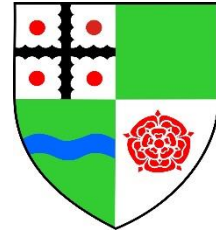


# Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris  
239A Preston Road, Clayton-le-Woods, Chorley, PR6 7PY  
Telephone: 01257 264854  
Mobile: 07715 637345

Email: [clerk@claytonlewoodsparishcouncil.org.uk](mailto:clerk@claytonlewoodsparishcouncil.org.uk)  
[www.claytonlewoodsparishcouncil.org.uk](http://www.claytonlewoodsparishcouncil.org.uk)



12<sup>th</sup> June 2023

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 19<sup>th</sup> June 2023 at 7.30pm at the Parish Council Community Meeting Room/Office 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mrs Tracy Morris', with a long horizontal flourish extending to the right.

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 Ordinary Parish Council Meeting held on Monday 15<sup>th</sup> May 2023 (Attached)**
- 5. Clerk's and Admin Assistants Reports (To Follow)**
- 6. Parish Council Elections – 5 Vacancies (4 Clayton Brook and 1 West)**  
Propose date for interview potentially 3 candidates (Interviews prior to next FPC Meeting)
- 7. AUDIT 2022/23**  
**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 (AGAR)**  
To consider and sign off the AGAR
  - 1. External Audit (Attached)**
    - Section 1 (Declaration Sign off)
    - Section 2 (Accounts Sign Off)
- 8. Reports**
  1. Meeting with Bowling Green Team Members on Tuesday 23<sup>rd</sup> May 2023 with Cllr S Edwards Williams and the Clerk (Notes attached)
    - 1.1 Requested use of Parish Council Crest on Bowling Team Letterhead
    2. Communications Committee Meeting held on Thursday 25<sup>th</sup> May 2023
    3. Play and Leisure Committee Meeting held on Thursday 25<sup>th</sup> May 2023
      - 3.1 Request for Volunteers at the Summer Fair
      - 3.2 Request for Members to join Scarecrow Festival Working Group
      - 3.3 Request for Members to join the Christmas Light Switch On Event (Budget Approval of £1,500)
      - 3.4 Proposal for "Friends of" CLW Bowling Green /or Working Group
      - 3.5 Proposal to hold a Schools Bowling Competition
    4. SPID Installation Update
  - 1. Accounts for Payment**  
*All accounts include VAT where applicable. Late Accounts List (To be tabled at Meeting)*
    - 1. Payments May/June 2023 (See Overleaf)**



## CLW PC AGENDA

Voucher	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
57	16/05/2023	Virgin Money		Utility Bill	NPower	L	226.19	11.31	237.50
59	05/06/2023	Virgin Money		Grass Cutting/Open Spa	Envirocare Maintenan	S	848.43	169.69	1,018.12
60	05/06/2023	Virgin Money		CLW Bowling Green Mair	Kevin Bond	Z	300.00		300.00
61	05/06/2023	Virgin Money	B/T	Phones/Broadband	O2	S	36.36	7.27	43.63
62	05/06/2023	Virgin Money		Christmas Tree Installati	City Illuminations	S	611.35	122.27	733.62
63	31/05/2023	Virgin Money	B/T	Utility Bill	Water Plus	S	6.24	1.25	7.49
63	31/05/2023	Virgin Money	B/T	Utility Bill	Water Plus	Z	15.33		15.33
64	31/05/2023	Virgin Money	B/T	Insurance Premium	Zurich Municipal	X	3,089.42		3,089.42
65	31/05/2023	Virgin Money		Office Cleaning	Diamond Domestic	S	108.00	21.60	129.60
70	05/06/2023	Virgin Money		Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
71	24/05/2023	Virgin Money		Summer Fair	The Workplace Depot	S	213.28	42.66	255.94
72	01/06/2023	Virgin Money		Utility Bill	Eon	S	11.09	2.22	13.31
73	25/05/2023	Virgin Money		Sundries	Amazon (1)	S	8.74	1.75	10.49
74	24/05/2023	Virgin Money		Sundries	Ebuyerhub Ltd	S	9.99	2.00	11.99
75	30/05/2023	Virgin Money		HMRC NI/Tax	HMRC	Z	2,524.85		2,524.85
76	25/05/2023	Virgin Money		Summer Fair	Asda	Z	112.00		112.00
77	25/05/2023	Virgin Money		Summer Fair	John Harrison Sports LI	Z	65.00		65.00
78	25/05/2023	Virgin Money		Summer Fair	C & W Berry Ltd	S	148.66	29.74	178.40
79	25/05/2023	Virgin Money		Sundries	JD Pharma Ltd	Z	10.48		10.48
80	06/06/2023	Virgin Money		Phones/Broadband	Three Business Service	S	8.04	1.61	9.65
81	26/05/2023	Virgin Money		Advert	Facebook	Z	12.00		12.00
82	24/05/2023	Virgin Money		Sundries	KM Online	S	7.32	1.46	8.78
83	25/05/2023	Virgin Money		Sundries	Duplica Content Stuc	S	33.28	6.68	39.96
84	14/06/2023	Virgin Money	B/T	Summer Fair	Lancashire Marquee Hii	S	2,787.00	557.40	3,344.40
85	14/06/2023	Virgin Money	B/T	Summer Fair	Extinguisher Hire Ltd	S	150.00	30.00	180.00
86	14/06/2023	Virgin Money		Summer Fair	Poppywood Alpacas	Z	500.00		500.00
87	14/06/2023	Virgin Money		Newsletter	Green Man Marketing	S	3,499.17	699.83	4,199.00
88	14/06/2023	Virgin Money		Summer Fair	Hocus Pocus Face Paini	Z	250.00		250.00
89	14/06/2023	Virgin Money		Characters x 2 Summer	Lancashire Ice Queen F	Z	180.00		180.00
90	14/06/2023	Virgin Money	B/T	Summer Fair	Churchill Security Ltd	S	228.00	45.60	273.60
91	14/06/2023	Virgin Money		Summer Fair	North West Portables	S	680.00	136.00	816.00
92	14/06/2023	Virgin Money	B/T	Cunnery Meadow Play A	Commercial Tarmacdar	S	2,816.67	563.33	3,380.00
93	14/06/2023	Virgin Money		Signage	Poppy Signs Ltd	S	186.93	37.39	224.32
94	14/06/2023	Virgin Money		Utility Bill	NPower	L	116.68	5.83	122.51
95	14/06/2023	Virgin Money		Summer Fair	Wigan Ukelele Band	Z	175.00		175.00
96	14/06/2023	Virgin Money		Summer Fair	Magician	Z	100.00		100.00
97	14/06/2023	Virgin Money		Summer Fair	Chorley Silver Band	Z	150.00		150.00
98	14/06/2023	Virgin Money		Summer Fair	Bolton Caledonia Pipe E	Z	350.00		350.00
99	14/06/2023	Virgin Money		Summer Fair	Leyland Morris Men	Z	50.00		50.00
100	14/06/2023	Virgin Money		MC Summer Fair	Daniella Wallace	Z	275.00		275.00
101	14/06/2023	Virgin Money		Summer Fair	Just Gorge	Z	200.00		200.00
102	14/06/2023	Virgin Money	B/T	Summer Fair	Gocableties Ltd	S	20.56	4.11	24.67
103	14/06/2023	Virgin Money	B/T	Summer Fair	Innov8 GB Ltd	S	23.11	4.62	27.73
104	07/06/2023	Virgin Money		Banner Labels/Printing	Sprintprint	S	40.00	8.00	48.00
104	07/06/2023	Virgin Money		Banner Labels/Printing	Sprintprint	S	25.00	5.00	30.00
104	07/06/2023	Virgin Money		Banner Labels/Printing	Sprintprint	Z	335.00		335.00
104	07/06/2023	Virgin Money		Banner Labels/Printing	Sprintprint	Z	44.00		44.00
104	07/06/2023	Virgin Money		Banner Labels/Printing	Sprintprint	S	25.00	5.00	30.00
105	05/06/2023	Virgin Money		Summer Fair	Duplica Content Stuc	S	16.65	3.33	19.98
106	05/06/2023	Virgin Money		Sundries	Ebuyerhub Ltd	S	9.99	2.00	11.99
107	05/06/2023	Virgin Money		Summer Fair	Amazon (1)	S	5.00	1.00	6.00
108	19/06/2023	Virgin Money		Expenses	Employee 02	Z	17.24		17.24
109	19/06/2023	Natwest Bank	D/D	Website/Email Managemr	Easy Websites	S	81.00	16.20	97.20
110	19/06/2023	Natwest Bank	S/O	Salary	Lengthsmen JI	E	130.80		130.80
111	19/06/2023	Natwest Bank	S/O	Salary	Lengthsmen DH	E	218.00		218.00
112	19/06/2023	Natwest Bank	S/O	Salary	Lengthsmen DM	E	261.60		261.60
113	19/06/2023	Virgin Money	S/O	Salary	Employee 01	E	1,722.67		1,722.67
114	19/06/2023	Natwest Bank	D/D	Pension	LCC Pension Employee	E	899.66		899.66
115	19/06/2023	Natwest Bank	D/D	Phones/Broadband	O2	S	36.36	7.27	43.63
116	19/06/2023	Virgin Money	S/O	Salary	Lengthsmen ME	E	348.80		348.80
117	19/06/2023	Virgin Money	S/O	Rent/Room Hire	Chorley Self Storage Lt	S	76.67	15.33	92.00
118	19/06/2023	Virgin Money	S/O	Salary	Employee 02	E	1,036.08		1,036.08
119	19/06/2023	Virgin Money	D/D	Phones/Broadband	Three Business Service	S	7.50	1.50	9.00
120	19/06/2023	Virgin Money	B/T	Grass Cutting/Open Spa	Envirocare Maintenan	S	848.43	169.69	1,018.12
121	19/06/2023	Virgin Money	D/D	Phones/Broadband	BT	S	49.59	9.92	59.51
122	19/06/2023	Virgin Money	S/O	Salary	Lengthsmen CD	X	87.20		87.20
123	19/06/2023	Virgin Money	B/T	CLWBG Monthly Rent	MRE Belbroughton Ltd	X	49.00		49.00
124	19/06/2023	Virgin Money		Office Cleaning	Diamond Domestic	S	64.00	12.80	76.80
125	14/06/2023	Virgin Money		Summer Fair	Facebook	Z	17.00		17.00
126	14/06/2023	Virgin Money		Summer Fair	Facebook	Z	9.90		9.90
<b>Total</b>							<b>27,682.98</b>	<b>2,777.99</b>	<b>30,460.97</b>



## CLW PC AGENDA

### 2.Receipts May 2023

Voucher	Date	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
24	16/05/2023	Virgin Money		Summer Fair	Northern Wolf Dog Wa	Z	10.00		10.00
25	22/05/2023	Virgin Money		Summer Fair	Taysha Manifold	Z			
26	22/05/2023	Virgin Money		Summer Fair	Little Knit	Z	50.00		50.00
27	24/05/2023	Virgin Money		Summer Fair	Blind Tiger Inns	Z			
28	24/05/2023	Virgin Money		Summer Fair	Jeni's Cupcakes	Z	25.00		25.00
29	24/05/2023	Virgin Money		Summer Fair	Jewellery Studio No 5	Z			
30	30/05/2023	Virgin Money		Summer Fair	Martin's Whippy	Z	50.00		50.00
31	30/05/2023	Virgin Money		Summer Fair	Dalesview Partnership	Z			
32	30/05/2023	Virgin Money		Summer Fair	Kristinna	Z	25.00		25.00
33	30/05/2023	Virgin Money		Summer Fair	Box Bar Company	Z			
35	30/05/2023	Virgin Money		Summer Fair	Fairy Houses and More	Z	50.00		50.00
36	05/06/2023	Virgin Money		Summer Fair	Vincent's Solicitors	Z			
37	31/05/2023	Virgin Money		Summer Fair	Cheeky Cheesecake Cl	Z	25.00		25.00
38	31/05/2023	Virgin Money		Summer Fair	Nature's Pets	Z			
39	19/05/2023	Virgin Money		Precept	Chorley Council	Z	166,210.00		166,210.00
40	26/05/2023	Virgin Money		Refund	Amazon (1)	Z			
41	30/05/2023	Virgin Money		Refund	Amazon (1)	S	33.30	6.66	
43	17/05/2023	Virgin Money		Summer Fair	Pooch Perfect	Z	10.00		10.00
44	06/06/2023	Virgin Money		Summer Fair	Flying Pig Pizza Compai	Z			
46	12/06/2023	Virgin Money		Summer Fair	Turkish Grill	Z	25.00		25.00
47	13/06/2023	Virgin Money		Summer Fair	Little Knit	Z			
48	14/06/2023	Virgin Money		Summer Fair	Forbe's Estate Agent	Z	25.00		25.00
49	19/06/2023	Natwest Bank	B/T	Bank Interest		X			0.49
						<b>Total</b>	<b>166,845.78</b>	<b>6.66</b>	<b>166,852.44</b>

### 9. 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. 23/00417/FUL. Proposal: Section 73 application to vary condition no.3 (opening hours) of planning permission ref:18/00228/FUL (Change of use from retail shop (Use Class A1) to hot food takeaway (Use Class A5)) to allow opening between 08:00 and 17:00 Sunday to Thursday and between 08:00 and 18:00 Friday and Saturday. Location: Gourmet Takeaway Chorley 327 Preston Road Clayton-Le-Woods Chorley PR6 7PY

### 10. Correspondence

None Indicated



#### CLW PC AGENDA

### **11. Date for Next Meetings**

The next full parish council meeting is proposed to be held on Monday 17<sup>th</sup> July 2023 at 7.30pm at the Parish Council Community Meeting Room 239A Preston Road, Clayton-le-Woods, Chorley PR6 7PY.

#### **Committee Meeting /WG Schedule**

- Summer Fair Working Group Meeting 20<sup>th</sup> June 2023 at 6.30pm at the Lord Nelson
- War Memorial Committee on Wednesday 28<sup>th</sup> June 2023 at 7.00pm at Whittle Village Hall