

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING**  
**HELD ON MONDAY 21<sup>st</sup> FEBRUARY 2022 AT 7.30PM**  
**AT CLAYTON BOOK VILLAGE HALL**

**PRESENT:** Councillor Mr P Gabbott (Chairman)  
Councillor Mrs C Billouin  
Councillor Ms C Bromilow  
Councillor Mrs G Charlesworth  
Councillor Mr M Clifford  
Councillor Mr D Clough  
Councillor Ms J Cronshaw  
Councillor Mrs D Dowrick  
Councillor Mrs S Edwards-Williams  
Councillor Mrs L Farnworth  
Councillor Mr S Lowe  
Councillor Mrs G Ormston  
Councillor Mr D Rogerson  
Councillor Mr N Whitham (14)

**In Attendance:** Councillor Mr A Cullens (LCC County and Borough Councillor)  
PC Mr C Seddon  
4 Residents  
Mrs L Gallagher (Admin Assistant)  
Mrs TD Morris (Clerk)

<b>ACTION</b>
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**WELCOME**

All the participants were welcomed to the meeting.

**8400 APOLOGIES**

Apologies were received and accepted for Councillor Mr S Maddock

**8401 DECLARATION OF INTEREST**

Councillor P Gabbott declared an interest as a sitting Executive Member for Housing at Chorley Councillor and on the Planning Committee. Councillor M Clifford declared an interest as County Councillor for Clayton and Whittle and the Chorley Council Champion of the Environment and Green Spaces.

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



**8402 PUBLIC PARTICIPATION**

**Clayton-le-Woods Bowling Club**

3 questions were submitted to the Parish Council prior to the meeting regarding Clayton-le-Woods Parish Bowling Green. The Chairman answered the questions on behalf of the Parish Council and the floor was opened for Members and the residents to respond.

**1. Use of the Hut**

The hut would remain closed as the toilets cannot be used as a public toilet for legal and logistical reasons. The Ley Inn Pub next door has toilet facilities which should be utilised as part of an ongoing mutually beneficial arrangement.

**2. Maintenance of the Bowling Green**

The Bowling Green has been maintained by a Green Keeper of many years experience and Chorley Council have visited the green as stated that it was up to acceptable municipal standard.

**3. Future of Lease Agreement**

It was advised the Parish Council had no control of the lease beyond the date of 2026 and any plans regarding the land would be decided by the landowner.

It was agreed that parish council would take the queries under advisement.

**8403 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 17<sup>th</sup> JANUARY 2022**

It was RESOLVED that the minutes of the ordinary parish meeting held on Monday 17<sup>th</sup> January 2022 were deemed correct and were duly signed by the Chairman.

**8404 MATTERS ARISING (CLERKS REPORT)**

The Clerks report was circulated to the Members prior to the meeting. The report was received with thanks.

Chairman's Signature.....



**8405 ENVIRONMENT COMMITTEE MEETING HELD ON 26<sup>TH</sup> JANUARY 2022**

**1.Hanging Baskets 2022**

The Clerk advised the Members that Lancashire County Council (LCC) had regulations regarding the installation of hanging baskets which was different than in previous years and the Clerk had yet to find a basket that would comply with the regulations. Also with stress tests required on each lamp post over 7 years old the costs and multiple weekly watering required on the smaller baskets the cost would be greatly increase over the budget.

Councillor M Clifford suggested that the Parish Council move towards street level displays located around the village as an alternative but this would need to be in place for next year.

After due discussion it was agreed to continue to investigate whether a solution could be found and for the Environment Committee to meet to decide on the best course of action in this case.

Clerk

**2.Back Lane Woods Report (Resident Concerns 3 County Close)**

The Admin Assistant was thanked for her thorough report on the recent Back Lane Woods site visit which was attended by several Parish Councillors.

Councillor N Whitham raised a concern regarding an overhanging branch and it was agreed that the situation be dealt with appropriately.

**4.Safety Concerns Raised by Resident at 3 County Close**

The Members were provided with correspondence from the Lancashire Wildlife Trust (WLT) which confirmed the arborist and the WLT had reinspected the trees in question and deemed them safe as they posed a very low risk at the present time.

Councillor M Clifford proposed that it would be prudent to lightly trim the branches on trees on the perimeter of County Close.

Proposal 1: To submit planning application to lightly trim the tree branches on perimeter of County Close.

A vote was taken 2 for and 11 against and 1 abstention

Therefore that proposal was defeated.

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

Proposal 2: To agree with the recommendation of the WLT and take no further action at the present time.

A vote was taken 11 for 2 against and 1 abstention.

This proposal was passed.

It was requested that the Clerk inform the resident of the decision.

Clerk

**3. Speed Indicator Device (SPID) Update**

The Members were informed that due to changes in the regulations at LCC Highways the specification of the SPID device has to be reviewed.

It was requested that the SPID Working Group meet as soon as the advice comes through from LCC regarding the revised SPID specification.

SPID WG

**8406 FINANCE COMMITTEE MEETING HELD ON THURSDAY 27<sup>TH</sup> JANUARY 2022**

**1. Annual Review of Asset Register 2021/22 (Distributed Prior to the FPC meeting)**

Councillor D Clough noted that the Asset Register had been reviewed there were a few minor changes. The Asset Register was noted and approved.

**2. Annual Financial Risk Assessment Report 2021/22 (Distributed Prior to the FPC meeting)**

Councillor D Clough stated that a few changes had been made in light of the new office but nothing was deemed high risk. The Annual Financial Risk Assessment was noted and approved.

**3. Appointment of Internal Auditor Initial Fee £150.00 +VAT**

The Clerk stated that she was happy to work alongside Mr Alan Platt who she had worked with over the last 7 years.

It as agreed that the Clerk approach the Alan Platt to offer him the appointment.

Clerk

Chairman’s Signature.....



**4.Holiday Hunger Residual Fund Allocation (Proposal £900 split between 6 schools)**

It was agreed that the residual amount of the Holiday Hunger Fund be shared between the 6 local schools and ringfenced for parents with hardship issues.

Clerk

It was requested that the Clerk make the necessary arrangements to inform and distribute the funds.

**8407 OFFICE FURNITURE BID EUXTON PARISH COUNCIL**

The Councillors received an opening bid for the furniture that was being left in the Euxton Office by Euxton parish Council who were in the process of moving into the location.

It was agreed to delegate the negotiation to the Clerk with a figure of around £500.00 which was deemed reasonable.

Clerk

**8408 CIL HALF YEARLY REPORT**

It was noted that the amount in reserve stood at some £27,181.28 at the present time. There had been no external applications at the present time.

**8409 PLAY AND LEISURE COMMITTEE HELD ON 1<sup>ST</sup> FEBRUARY 2022**

**1.Skate Park Development – CIL Allocation**

The Committee had recommended that all of the outstanding CIL allocation be used as matched funding to raise the necessary funds to refresh the local skate park at Clayton Green.

After due deliberation it was RESOLVED to allocate some £25,000 from the CIL budget to the Skate Park Project.

It was requested that the Play and Leisure Committee draft the relevant CIL Application in due course.

P&L

**2. Summer Fair Entrance Fee Increase**

Councillor S Edwards-Williams reported that the Play and Leisure Committee wished to increase the entrance fee to the summer Fair 2022 from £1.00 to £2.00 so that the budgetary expectation to move towards cost neutral could be attained.

Chairman’s Signature.....



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After due deliberation it was RESOLVED that the cost of entry to the Summer Fair 2022 be raised from £1.00 per person to £2.00 per person.

It was noted that children under 16 years old would still have free entry.

8410 ACCOUNTS FOR PAYMENT

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

1. Payments 2021

PAYMENTS LIST

Table with 9 columns: Voucher, Bank, Cheque No, Description, Supplier, VAT Type, Net, VAT, Total. Lists various payments including HMRC NI/Tax, Sundries, Christmas Tree Installation, Tens Licence, Office Supplies, Defib Equipment, Christmas Light Switch, Phones/Broadband, Salaries, Pension, Website/Email Management, Rent/Room Hire, and Monthly Rent.

The following Receipts were noted:

3. Receipts for January 2022

RECEIPTS LIST

Table with 9 columns: Voucher, Bank, Receipt No, Description, Supplier, VAT Type, Net, VAT, Total. Lists Bank Interest and Refund.

4. Bank Reconciliation as of 31st January 2022

The Bank Reconciliation Report was received and noted by the Members and signed off by Councillor C Bromilow.

Chairman’s Signature.....



## 8411 PLANNING APPLICATIONS

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

1.Application no: 22/00065/NOT Case Officer: Chris Smith - 01257 515223 Ward: Clayton East, Brindle And Hoghton Proposal: Notification of intention to install 1no. 9m high pole for the provision of fixed line broadband electronic communications apparatus Location: 25 Whittle Park, Clayton-Le-Woods, Chorley, PR6 7RQ

2.Application no: 22/00056/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Single storey side/rear extension (following demolition of existing conservatory). Location: 7 Windflower Drive, Clayton-Le-Woods, Leyland, PR25 5RG

3.Application no: 22/00079/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton East, Brindle And Hoghton Proposal: Two storey side extension (following demolition of existing side conservatory and garage) Location: 2 Croft Meadow, Bamber Bridge, Preston, PR5 8HX

4.Application no: 22/00081/FUL Case Officer: Mr Iain Crossland - 01257 515903 Ward: Clayton East, Brindle And Hoghton Proposal: Erection of two storey building containing seven self contained supported living units, staff living unit and communal areas, and one individual detached bungalow, along with associated driveway and parking following demolition of existing buildings Location: Higher Morris Farm, 595 Preston Road, Clayton-Le-Woods, Chorley, PR6 7EB

5.Application no: 22/00070/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton East, Brindle And Hoghton Proposal: Replacement roof to existing single storey rear extension Location: 18 Carr Meadow, Bamber Bridge, Preston, PR5 8HS

6.Application no: 22/00030/FULHH Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Single storey rear extension Location: 16 Kielder Gardens, Clayton-Le-Woods, Leyland, PR25 5AB

7.Application no: 22/00128/FULHH Case Officer: Mrs Hannah Roper - 01257 515230 Ward: Clayton West And Cuerden Proposal: Single storey extensions to the front, rear and side and conversion of existing garage to habitable accommodation. Replace all windows and doors with new grey coloured UPVC and render the external elevations with a K-Render system in an off-white colour. Location: 63 Manor Road, Clayton-Le-Woods, Chorley, PR6 7JR

The Chairman thanked Councillor G Charlesworth for all her hard work in scrutinising each application in detail.

Chairman's Signature.....



**8412 REPORTS**

**1.Update on New Office/Meeting Room**

The Clerk informed the meeting that she had not received a definite hand over date. Neither had she received the lease agreement. It was hoped that the new office/meeting room would be ready to occupy by the next Parish Council meeting.

**2. War Memorial Committee Review – Working Group**

It was noted that the document could not be read by a number of Members. It was agreed to delegate the scrutiny of the report to the next Finance Committee meeting.

FSB

**8413 CORRESPONDENCE**

**1.Clayton Brook Community Clean Up Day 10th March 2022**

The Clerk informed the Members that Places for People were organising a clean up day on Clayton Brook which included picking up from residents a number of skips and general litter picking.

It was agreed that the Parish Council would loan out litter picking equipment for use by the community and also alert the weekly litter picking team that they could volunteer on the day if they wished.

MC/  
Clerk

**2.Manor Road /Fiddlers Lane Lighting Project**

It was noted that there had been a request from residents regarding the installation of foot path lights the footpath between Manor Road and Fiddlers Lane.

The members understood the need, however there was not enough CIL funding or money in the budget to undertake such a scheme at the present time.

It was requested that the Clerk inform the resident of the decision and Cllr M Clifford put forward this project as a neighbourhood scheme in the next financial year.

MC/  
Clerk

**3.Spring Meadow Traffic Calming**

Councillor L Farnworth raised a concern that had been relayed by residents about the first bend on Spring Meadow being very difficult to navigate.

Councillor M Clifford advised that he was aware of the issue and that he was going to keep the area under review.

Chairman’s Signature.....





CLW PARISH COUNCIL MINUTES

**8414 DATE OF NEXT ORDINARY PARISH MEETING**

It was RESOLVED that the next ordinary Parish Council meeting is to be held on Monday 21<sup>st</sup> March 2022 at 7.30pm with the venue to be confirmed.

Clerk

**Committee Meeting /WG Schedule**

- Finance Committee Meeting 3<sup>rd</sup> March 2022 at 7.0pm via Zoom
- Environment Committee (Date to be Tabled by Cllr Mark Clifford)
- Communications Committee Meeting proposed date Monday 7<sup>th</sup> March 2022 via Zoom
- Summer Fair Working Group Wednesday 23<sup>rd</sup> February 2022 at 7.00pm at the Lord Nelson

Chairman’s Signature.....