

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

**PRESENT:** Councillor Mr P Gabbott (Chairman)  
Councillor Mr M Clifford  
Councillor Mr D Clough  
Councillor Mrs S Edwards-Williams  
Councillor Mr S Lowe  
Councillor Mrs G Ormston  
Councillor Mr D Rogerson  
Councillor Mr N Whitham  
Councillor Mr S Maddock (9)

**In Attendance:** Councillor Mrs M Le Marinel  
Mrs L Gallagher (Admin Assistant)  
Mrs TD Morris (Clerk)  
4 Residents

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

All the participants were welcomed to the meeting.

**8500 APOLOGIES**

Apologies were received and accepted for Councillor C Billouin, Councillor L Farnworth, Councillor J Cronshaw, Councillor G Charlesworth, Councillor C Bromilow and Councillor D Dowrick (6)

**8501 DECLARATION OF INTEREST**

Councillor P Gabbott declared an interest as a sitting Executive Member for Housing at Chorley Council 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.

**8502 PUBLIC PARTICIPATION**

**Clayton-le-Woods Bowling Club**

Questions were submitted to the Parish Council prior to the meeting regarding Clayton-le-Woods Parish Bowling Green.

Mr D Lees read a statement on behalf of Clayton-le-Woods Bowling Club and a copy was submitted to the Clerk. A copy of the Parish

Clerk

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



CLW PARISH COUNCIL MINUTES

Council Complaints and Grievance procedure was requested by Mr D Lees.

It was agreed that Parish Council would take the queries under advisement and provide the necessary information to Mr Lees.

**8503 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 21<sup>st</sup> February 2022 were deemed correct and were duly signed by the Chairman.

**8504 MATTERS ARISING (CLERKS REPORT)**

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

**8505 NEW OFFICE 2 PROPOSALS**

Cllr P Gabbott explained that the GP Surgery was currently on a temporary licence whilst awaiting a lease agreement to be drawn up and we had also been offered a temporary licence.

The options tabled by Cllr P Gabbott were either to sign for new office on temporary licence or the Clerk and Admin Assistant pack up the current office and work from home until lease agreement was drawn up which could take several months.

The Clerk advised she had spoken to the solicitor who had raised some queries about the temporary licence which Chorley Council had resolved this satisfactorily.

Cllr M Clifford proposed to accept the temporary licence which would mean we could handover and move in on Tuesday 22<sup>nd</sup> March 2022.

It was RESOLVED to accept the temporary licence. It was requested that the Chairman and the Clerk sign the necessary documents.

Clerk/  
Chairman

**8506 FINANCE COMMITTEE MEETING HELD ON THURSDAY 27<sup>TH</sup> FEBRUARY 2022**

1. Whittle and Clayton War Memorial Committee Precept/Levy £3,500. It was RESOLVED to pay the Precept in the amount of £3,500 to the

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

Whittle and Clayton War memorial Committee.

It was requested that the Clerk arrange for payment as soon as is practicable.

3. Report on War Memorial Committee. It was RESOLVED to carry out the actions on the report.

It was requested that the Clerk circulate the report as soon as is practicable to the appropriate parties

Clerk

4. Salary Reviews

4.1. Lengthsman increased from £8.91 to £9.50 from 1<sup>st</sup> April 2022. £736.32 increase per annum (National Minimum Wage).

It was RESOLVED to accept this increase and for the Clerk to action the change as soon as is practicable.

Clerk

4.2. Clerk and Administrative Assistant Cost of Living increase by National Joint Council 1.75% (£465.25 back pay).

It was RESOLVED to accept this cost of living increase and for the Clerk to action this as soon practicable.

Clerk

*The Clerk and the Administrative Assistant left the meeting at this point.*

4.3. Clerk's Annual Appraisal – this was discussed in camera.

It was agreed that the annual appraisal would take place as soon as was practicable.

MGT

4.4. Clerk's request for Job Evaluation – this was discussed in camera.

It was agreed that the job evaluation would be conducted by 5 nominated Councillors led by Councillor Peter Gabbott.

Cllr P Gabbott/  
Clerk

4.5. Clerk's request for NALC Job Evaluation – cost of £250.00. It was RESOLVED to accept this and that this request be implemented

*The Clerk and Administrative Assistant re-entered the meeting and were advised of the resolutions to be passed.*

**8507 REQUEST TO MAKE PAYMENT IN LIEU OF HOLIDAYS TO CLERK**

The Clerk has requested for the Council to pay 5 days in lieu of holidays to Clerk 2021/22 as 13 days holidays left to take by 31<sup>st</sup> March 2022 due to work commitments at a cost of £336.01 plus costs.

Chairman's Signature.....



After due consideration it was RESOLVED to pay the Clerk 5 days in lieu of holidays.

Cllr D Clough highlighted the importance for the Clerk to take her annual leave for her health and wellbeing in the future.

**8508 HANGING BASKETS 2022 (QUEEN'S PLATINUM JUBILEE YEAR)**

Cllr P Gabbott stated the Clerk has done extensive research and managed to get competitive prices for stress testing and the watering contract. We have joined with Whittle-le-Woods Parish Council on the watering contract to obtain a discounted price. This cost includes 16 additional lampposts.

Cllr M Clifford explained that stress testing was a topic discussed at a recent Cabinet Meeting.

Cllr M Clifford advised it has been announced that a fund would be increased for County Councillors to £500 to support Jubilee activities. Cllr M Clifford suggested he request £500 and possibly use Cllr A Cullens allocation also and use this to support the Summer Fair which could become a Queens Jubilee Summer Fair Gala. Any funds left from Summer Fair budget could be used to pay for overspend on the Hanging Baskets.

The Clerk stated she will write to Cllr M Clifford and Cllr A Cullens to request the £500 grant.

Clerk

It was RESOLVED to apply for both £500 grants totalling £1000.

**8509 REPORT ON COMMUNICATIONS COMMITTEE MEETING HELD ON MONDAY 7<sup>TH</sup> MARCH 2022**

As Cllr L Farnworth was absent, Cllr P Gabbott provided the report.

1. Cllr P Gabbott explained that as the budget for the newsletter had been cut that the costs meant the Parish Council could do an 8 page Summer Newsletter on Shared delivery at a cost of £2,990 (less adverts).

It was RESOLVED to accept the proposal to issue a Summer newsletter at a cost of some £2990 (less adverts).

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

- 2. Cllr P Gabbott advised that it had been proposed that the Parish Council ask Lancashire Wildlife Trust to speak to the Annual Parish Meeting taking place on Monday 25<sup>th</sup> April 2022.

The Clerk advised she has asked John Lamb to do a 20 minute presentation to provide the Council with an update on Back Lane Woods. It was RESOLVED to accept this proposal.

**8510 REPORT ON PLAY AND LEISURE COMMITTEE MEETING HELD ON THURSDAY 10<sup>TH</sup> MARCH 2022**

- 1. Cllr S Edwards-Williams provided an update. The Parish Council accepted her report with thanks.

The Admin Assistant added that a Go-Kart vendor had been sourced to replace the Crazy Golf which provided an income in previous years. An agreement of 20% of takings from the Go-Karts and his toy stall was agreed at the Committee Meeting.

The Admin Assistant added that an online Survey had been created and posted on Facebook for 1 week and had closed on Monday 21<sup>st</sup> March 2022. 20 responses had been received and she would collate the results for the next Committee Meeting.

AA

**8511 ACCOUNTS FOR PAYMENT**

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

**1. Payments March 2022**

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

PAYMENTS LIST

Table with 10 columns: Voucher, Date, Bank, Cheque No, Description, Supplier, VAT Type, Net, VAT, Total. Lists 30 payment entries and a total row.

The following receipts were noted:

2. Receipts February 2022

RECEIPTS LIST

Table with 10 columns: Voucher, Date, Bank, Receipt No, Description, Supplier, VAT Type, Net, VAT, Total. Lists 3 receipt entries and a total row.

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.

8512 PLANNING APPLICATIONS

1.Application no: 22/00172/CLPUD Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Application for a certificate of lawfulness for a proposed single storey rear extension (following demolition of existing conservatory) Location: 90 Glenmore, Clayton-Le-Woods, Chorley, PR6 7TB.

2.Application no: 22/00216/CLPUD Case Officer: Eleanor McCleary - 01257 515176 Ward: Clayton West And Cuerden Proposal: Application for a certificate of lawfulness for a proposed single storey rear extension Location: 34 Wychwood Grove, Clayton-Le-Woods, Leyland, PR25 5AS.

Chairman's Signature.....



CLW PARISH COUNCIL MINUTES

3.Application no: 22/00215/FULHH Case Officer: Mrs Hannah Roper - 01257 515230 Ward: Clayton East, Brindle And Hoghton Proposal: Two storey front extension following demolition of existing porch Location: 97 Homestead, Bamber Bridge, Preston, PR5 8BD.

4.Application no: 22/00244/FULHH Proposal: Single Storey rear extension, 2no. front roof dormer extensions and 1 no. rear roof dormer extension to facilitate the provision of first floor living accommodation, rear balcony and demolition of detached garage Location: 2 Levens Drive, Clayton-le-Woods Leyland PR25 5SS.

5.Application no: 22/00228/MNMA Proposal: Minor non material amendment to planning permission ref21/00163/FUL (Erection of two detached dwellings) involving the addition of dormer windows and alterations to door openings and fenestration. Location: green Bank House Wigan Road Clayton-le-Woods Leyland PR25 5SB.

After due consideration it was RESOLVED to make no comment on the above applications.

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

**8513 CORRESPONDENCE**

**1.Clayton Cup 2022**

The Clerk stated that the 7 schools who take part in The Clayton Cup had been contacted and they had responded stating they would like it to take place after 13<sup>th</sup> June 2022.

Cllr M Clifford raised a concern that this is close to the Summer Fair and the Clerk and Admin Assistant would not have time to plan the Clayton Cup due to the demands for the Summer Fair preparation.

The Clerk suggested that the Clayton Cup be held during July before the schools close for the holidays. This course of action was tabled and agreed by the Members.

It was requested that the Clerk contact the Heads and formulate a plan of action going forward.

Cllr P Gabbott suggested we could see what else we could done as the £200 budget for the Clayton Cup is never fully spent.

AA/Clerk

P/L

**2.CIL Funds - Banking**

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

The Clerk explained that Chorley Council have been in touch as they wish to know if the Parish Council could bank the residual CIL funds in 2022/23. It was noted that Chorley Council currently hold these funds.

Cllr P Gabbott proposed that Chorley Council hold onto the funds as the majority is allocated already.

It was RESOLVED to advise Chorley Council to hold onto the funds in 2022/23.

**8515 DATE OF NEXT MEETING**

It was RESOLVED that the next ordinary Parish Council meeting is to be held on Monday 25<sup>th</sup> April 2022 at 7.30pm at the Parish Council Community Meeting Room/Office, 239A Preston Road, Clayton-le-Woods, Chorley, PR6 7PY.

The Annual Parish Meeting is scheduled for Monday 25<sup>th</sup> April 2022 at 7.00pm prior to the main meeting above. A letter of invitation will be sent to the members separately.

**Committee Meeting /WG Schedule**

- Summer Fair Working Group Thursday 31<sup>st</sup> March 2022 at 7.00pm at the Lord Nelson Pub (All Welcome)
- Play & Leisure Committee Meeting Thursday 14<sup>th</sup> April 2022 at 7:00pm.
- Communications Committee Meeting Monday 23<sup>rd</sup> May 2022 at 7:00pm.

Clerk

Chairman's Signature.....