

**CLAYTON-LE-WOODS PARISH COUNCIL**

**MINUTES OF THE ORDINARY PARISH MEETING  
HELD ON MONDAY 19<sup>th</sup> JUNE 2023 7.30PM  
AT THE PARISH COUNCIL COMMUNITY MEETING ROOMS/OFFICE**

**PRESENT:** Councillor Mrs S Edwards-Williams (Acting Chairman)  
Councillor Mr M Clifford  
Councillor Mr D Clough  
Councillor Mr S Lowe  
Councillor Mr S Maddock  
Councillor Mrs G Ormston (6)

**In Attendance:** Mrs TD Morris (Clerk)  
Mrs L Gallagher (Administrative Assistant)

|             |                                                                                                                                                                                                                         | <b>ACTION</b> |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>8657</b> | <b>WELCOME</b><br><br>All the participants were welcomed to the meeting.                                                                                                                                                |               |
| <b>8658</b> | <b>APOLOGIES</b><br><br>Apologies were received and accepted from Councillor P Gabbott, Councillor G Charlesworth and Councillor D Dowrick. It was noted that Councillor N Whitham were absent.                         |               |
| <b>8659</b> | <b>DECLARATION OF INTEREST</b><br><br>Councillor M Clifford as Lancashire County Councillor and as a Governor at Cuerden Valley Trust.                                                                                  |               |
| <b>8660</b> | <b>PUBLIC PARTICIPATION</b><br><br>There was no public participation at the meeting.                                                                                                                                    |               |
| <b>8661</b> | <b>TO APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON MONDAY 15<sup>th</sup> MAY 2023</b><br><br>It was RESOLVED to approve the minutes of the Annual parish Meeting held on Monday 15 <sup>TH</sup> May 2023. |               |
| <b>8662</b> | <b>MATTERS ARISING (CLERKS AND ADMIN ASSISTANT REPORT)</b><br><br>Both reports were received with thanks.                                                                                                               |               |

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



**1.Lengthsmen Update**

The Members were informed of an accident which took place last Thursday. Th accident had been recorded and the police were involved as it was seen as a disability hate crime. The Clerk would keep the Members informed of any developments.

Clerk

The Clerk Stated that she had been contacted by a parent acting on behalf of one of the Lengthsmen. Due to lack of support the employee would no longer be able to work as a Lengthsman. Therefore the contract of employment would be ended on 30<sup>th</sup> June 2023. Lisieux Hall had been contacted regarding this issue but there was no funding available for one to one support.

**2.Scarecrow Festival**

There had been a request that Whittle-le-Woods Parish Council join in partnership for the Scarecrow festival this year.

The Members had no objections and requested that the Clerk liaise with the Clerk from Whittle PC to inform them of the decision.

Clerk

**8663 PARISH COUNCIL ELECTIONS (CO-OPTIONS)**

It was noted that there were a number of expressions of interest but none had formally put there names forward for co-option at the present time.

It was agreed to wait to see what the response was once the Parish Newsletter had been circulated. Any interviews could then be scheduled for the meeting in September 2023.

Clerk

**8664 AUDIT 2022/23 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 (AGAR)**

The Clerk explained to the Members that the Internal Audit was completed and that Section 1 and Section 2 of the form was required to be signed off by the Members. The Clerk then gave a detailed explanation of each section.

It was RESOLVED that Section 1 and 2 of the Audit be signed off by the Acting Chairman

It was requested that the Clerk submit the required forms to the External Auditor in due course.

Clerk

Chairman’s Signature.....



**8665 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)**

It was stated that there was a request for the Parish Crest to be used on the CLW Community Bowling Team letterhead. After due deliberation it was agreed not to have the Bowling Team use the crest on their letterhead as there maybe confusion as to the relationship between the Parish Council and the Team.

It was requested that the Clerk inform the Bowling Team in due course.

Clerk

**2. Communications Committee Meeting held on Thursday 25<sup>th</sup> May 2023**

Councillor S Lowe reviewed the Minutes and this was received with thanks.

**3. Play and Leisure Committee Meeting held on Thursday 25<sup>th</sup> May 2023**

The Acting Chair confirmed that the minutes had been circulated prior to the meeting.

**3.1 Request for Volunteers at the Summer Fair**

The Acting Chairman wished to have minuted that Parish Councillors have committed not only to meetings but to support events and projects. It was hoped that each Councillor would do their best to support events and projects going forward.

A list was circulated around the meeting so that the Councillors could sign up to volunteer.

**3.2 Request for Members to join Scarecrow Festival Working Group**

The Members were encouraged to join the Working Group. Councillor S Lowe agreed to be part of the judging team.

Chairman's Signature.....



**3.3 Request for Members to join the Christmas Light Switch On Event (Budget Approval of £1,500)**

It was RESOLVED that the budget be approved.

As previously the Members were encouraged to join the Christmas Light Switch On Working group.

**3.4 Proposal for “Friends of” CLW Bowling Green /or Working Group**

There was a discussion regarding the future of the Bowling Green as regards the Community Bowling Team taking over the day to day management. It was agreed not to take any further action until a decision had been made by the Bowling Team.

It was requested that the Clerk keep the Members advised of any progress.

Clerk

**3.5 Proposal to hold a Schools Bowling Competition**

After due deliberation it was agreed to contact the local schools to see whether they wished to have something arranged and what this may entail. Once the schools have reported back to the Council a decision can be made as to holding the event next year. It was also noted that this would have to be fitted into a slot which the office staff could accommodate as well as the schools.

The Admin Assistant would report back on this issue next month.

AA

**4. SPID Installation Update**

This was reported on in the Admin Assistants report. There were still some technical issues with the SPIDs which will be hopefully resolved in due course.

AA

**8666 ACCOUNTS FOR PAYMENT**

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

- 1. Payments May/June 2023

Chairman’s Signature.....



CLW PARISH COUNCIL MINUTES

| 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 Maintenanc   | 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 Stur    | S        | 33.28            | 6.68            | 39.96            |
| 84           | 14/06/2023 | Virgin Money | B/T       | Summer Fair               | Lancashire Marquee Hli  | 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 Pain   | Z        | 250.00           |                 | 250.00           |
| 89           | 14/06/2023 | Virgin Money |           | Characters x 2 Summer     | Lancashire Ice Queen I  | 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 Tarmacadan   | 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 B | 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 Giorge             | 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 Stur    | 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)              | Z        | 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 Managem     | 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 Maintenanc   | 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            |
| 121          | 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> |

Chairman's Signature



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The following receipts were noted:

2. Receipts May/June 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> |

8667 PLANNING APPLICATIONS

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

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

2) Application no. [23/00501/DIS](#)

**Proposal:** Application to discharge condition nos. 5 (surface water drainage scheme) and 7 (drainage management and maintenance plans) of planning permission ref: 22/01039/FUL (Erection of a coffee shop with drive thru facility and associated works) **Location:** Asda Superstore Clayton Green Centre Drive Clayton-Le-Woods Chorley PR6 7JY

3) Application no. [23/00486/P3PAO](#)

**Proposal:** Prior approval application under Schedule 2, Part 3, Class Q (a and b) of The Town and Country Planning (General Permitted Development) (England) Order 2015 for the proposed change of use of 2no. agricultural

Chairman's Signature.....



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buildings to 5no. dwellinghouses and associated building operations  
**Location:** Lower Wood End Farm Back Lane Clayton-Le-Woods PR6 7EX

**4) Application no. 23/00494/FULHH**

**Proposal:** Conversion of integral single garage to habitable accommodation

**Location:** 31 Dallington Avenue Clayton-Le-Woods Leyland PR25 5AH

**8668 CORRESPONDENCE**

There was no correspondence indicated.

**8669 DATE OF NEXT MEETING**

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.

There was a request for the day of the meeting to be reviewed going forward to reflect the commitments of some of the Councillors who may find a Monday meeting difficult. It was noted that the FPC meeting dates had been agreed up to the end of the year and for transparency there would have to be plenty of notice for any change to be implemented.

It was requested that the Clerk send a general email out to the Members to canvas for views and report back to the Members in due course.

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

Clerk

Chairman's Signature.....