

# Clayton-le-Woods Parish Council

Clerk to the Council: Mrs Tracy Morris  
Chorley Business and Technology Centre, Reception Block,  
East Terrace, Euxton, Chorley. PR7 6TE.

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[www.claytonlewoodsparishcouncil.org.uk](http://www.claytonlewoodsparishcouncil.org.uk)



9<sup>th</sup> April 2018

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Parish Council to be held on Monday 16<sup>th</sup> April 2018 at 7.30pm at **Manor Road School Annexe, Manor Road, Clayton-le-Woods Chorley.**

As ratified at the last ordinary meeting all councillors are invited to attend the Annual Parish Meeting on Monday 16<sup>th</sup> April 2018 at 7.00pm at Manor Road School Annexe.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tracy Morris', is written over a faint, light-colored signature line.

Mrs Tracy Morris  
Clerk to the Council

## Agenda

1. **To receive and accept apologies.**
2. **Declaration of Interest.**
3. **Public Participation (None Indicated)**
4. **To approve the Minutes of the Ordinary Parish Council Meeting held on Monday 19<sup>th</sup> March 2018 (copy attached).**
5. **Matters Arising**
6. **Update regarding CLW Bowling Green Annual Maintenance**  
Annual Repair Work completed  
Floodlight Adjustment - £100

- 7. Update on Two Parish Councillor Vacancies (East and North Ward)**  
To go ahead with Co-option Procedure
- 8. Parish Summer Fair 2018**  
Approval of Expenditure in Preparation for Summer Fair (£5,400)  
Income estimated at some £1,200 at present time
- 9. Purchase of PA Sound System and Generator**  
Estimated cost £1,000 and £600
- 10. Update on Temporary Office Accommodation**  
6 months lease ends 19<sup>th</sup> May 2018 – Requires 3 month notice period
- 11. Proposal to purchase an IPAD for each member for parish council use** (Cost £250 each IPAD)
- 12. Confirmation of Hanging Basket Contract 2018**  
Plantscape to provide baskets and watering at a cost of £5061.40 +VAT
- 13. Confirmation of Grass Cutting Contract 2018**  
Proposed grass cutting contract to Envirocare at a cost of £3,500 +VAT
- 14. Proposal to have an Installation to Commemorate 100<sup>th</sup> Anniversary of the end of the First World War**  
Confirmation to include schools in the project (Six at £100.00 plus £25.00 plants = £750.00)  
Purchase two 6-foot Tommies at £750.00  
(Tommies £750.00 British Legion - Silent Soldier £100.00 for schools £250 for parish councils)
- 15. Appointment of Mr Alan Platt as Internal Auditor for 2017/18**  
Annual Fee £150.00
- 16. Grant Requests**  
Clayton Green Library £50.00 fee for guest speaker in commemoration of 100-year votes for women

## 17. Accounts for Payment.

Each account has been checked and countersigned by the Chairman prior to the meeting. All accounts include VAT where applicable.

Late Accounts List (To be tabled at Meeting)

<u>Paym't Method/ Chq No.</u>	<u>April 2018 Accounts: -</u>	<u>£</u>
N/A	Lengthsmen (5no.) Salary (April 2018) Paid by Standing Order	751.68
N/A	Employee (1) Salary (April 2018) Paid by Standing Order	1,334.40
D/D	Employee (1) / Employer Pension Contribution (March 2018)	418.68
N/A	Employee (2) Salary (March 2018) Paid by Standing Order	444.78
D/D	Easy Websites Ltd. Monthly Hosting, Parish email addresses, Support.	78.00
D/D	O2 Telefonica Monthly Fee for Parish Phone	23.40
B/T	Chorley Business Centre. Monthly Rental	390.00
B/T	Curry's PC World. Parish Mobile Phone (2)	299.00
B/T	RCD Leaflet Distribution. Delivery of Parish Newsletter	1,134.00
B/T	Clayton Brook Scout Group. Donation	528.75
B/T	Clayton Green Scout Group. Donation	825.00
B/T	Ryman Stationery. Office Supplies	16.52
5017	Wicksteed Play Services Installation of Play Area Great Greens Lane	60,000.00
0055	VOID	0.00
0056	Chadwick's Solicitors – Fees for Land consolidation work	900.00
0057	HMRC Tax and NI Contributions March 2018	446.79
0058	Cornthwaite Tree Services Remedial Work Back Lane Woods	8,369.10
0059	Springfellow Building Contractors Ltd Annual repair work to CLW Bowling Green	2,604.00
0060	JCB Visual Communications Design and Publication of Newsletter	1,420.00
0061	Reimbursement to Mrs Tracy Morris Open Spaces Society Annual Subscription Renewal	45.00
0062	LCC Room Hire Manor Road School Annexe November 2017	50.00
<b>Total Expenditure without late Accounts</b>		<b>£78,659.10</b>

## 18. To discuss and make decisions on Planning Applications

Applications can be viewed on the Chorley Council website via the following link <http://planning.chorley.gov.uk/online-applications/>.

Application no: [18/00256/FULHH](#)

Proposal: Single storey side and single storey rear extensions (following demolition of existing garage)

Location: 35 Watkin Road Clayton-Le-Woods Chorley PR6 7PU

Application no: [18/00298/FULHH](#)

Proposal: Erection of boundary fence and gates (retrospective)

Location: 560 Preston Road Clayton-Le-Woods Chorley PR6 7EB

Application no: [18/00288/DIS](#)

Proposal: Application to discharge conditions 3 (levels) and 4 (external facing materials) attached to planning permission 16/01180/FUL for the demolition of existing bungalow and erection of two storey dwelling with garage to rear.

Location: Bethmond Wigan Road Clayton-Le-Woods Leyland PR25 5SD

## **19. Dates for Next Meetings**

The Annual General Meeting will be held on Monday 21<sup>st</sup> May 2018 at 7.00pm followed by the full parish council meeting at the Chorley Business Centre East Centre Reception Block East Terrace Euxton Lane Chorley PR7 6TE.