

The monthly meeting was held remotely via 'Zoom' at 7.30pm on Monday, August 10<sup>th</sup> 2020.

Present Vice-Chair McDonald, Parish Councillors Auwerx, Bell, Briscoe, Evans, B Higham, P Higham, Wood, Yates and the Clerk. (Some issues with connectivity for Cllrs Bell & Yates)

Apologies Chair Newall, Cllrs Fogarty & Partington

The meeting opened at 7.30pm.

Visitors NA

1. Minutes

\*20/08/01 The minutes of the previous meeting were approved with 2 minor corrections; the minutes will be signed by Vice-Chair McDonald at the next available face to face meeting of the Parish Council.

2. Changes in Declarations of Interest

NA

3. Defibrillator checks

All OK. However, Cllr Briscoe will check and advise on Waterhouse Green in Chair Newall's absence, he will also address the 2 x panes of glass broken at Water House Green.

4. Meeting Protocols Resolution– due to Covid-19 pandemic

- *No change to Standing Orders*
- *All annual meetings to be postponed, and monthly meetings to be held online, all roles to remain as is until such time that a full Annual Parish Council Meeting may be convened.*
- *Payments – salaries cheques post-dated for several months, all other payments to be made on-line once approved by 2 Bank Signatories.*
- *Planning – Clerk to send planning applications around on a weekly basis to allow the opportunity to scrutinise and comment, minute in the monthly meetings*

Meeting Organisation

*The Parish Council will adhere to these guidelines on conducting the online meetings:*

- *Chair to administer the meeting*
- *Clerk to facilitate the meeting*
- *Cllrs to connect via audio & video*
- *Cllrs to speak in turn*
- *Minimal Agenda*
- *Planning comments to be submitted to the Clerk prior to the meeting*
- *Cllr reports to be submitted to Clerk by email prior to the meeting*
- *Clerk to minute the meeting*

5. Planning Matters

New

Flat 57 Chorley Old Road Whittle-Le-Woods Chorley PR6 7LD

Change of use of ground floor hairdresser's (A1) and first floor flat (C3) to mixed use hairdressers and beauty salon (Sui Generis)

Reference: 20/00747/FU6

*Cllr Bell declared an interest due to the property being located next door*

Chair .....

Date.....

*The Parish Council wish to ensure that due consideration is provided to the neighbours of the property. That all materials used are in keeping with the established dwelling and area, and that property boundaries are not encroached upon in any way.*

Blossom Grove Whittle-Le-Woods Chorley PR6 7HB

Application for works to protected trees - Chorley BC TPO 7 (Whittle-le-Woods) 1996 T1 Lime - Crown clean by removing epicormic growth, deadwood and defective crossing branches. T2 Oak - Remove 2no. crossing branches and reduce branches by 2 Metres to clear conservatory. Open for comment icon

Ref. No: 20/00742/TPO | Received: Wed 15 Jul 2020 | Validated: Tue 21 Jul 2020 | Status: Awaiting decision

*Passed to Tree Warden*

308 Preston Road Whittle-Le-Woods Chorley PR6 7HZ

Two storey rear extension Open for comment icon

Ref. No: 20/00735/FULHH | Received: Tue 14 Jul 2020 | Validated: Tue 14 Jul 2020 | Status: Awaiting decision

*The Parish Council wish to ensure that due consideration is provided to the neighbours of the property. That all materials used are in keeping with the established dwelling and area, and that property boundaries are not encroached upon in any way.*

Granted

129 Preston Road Whittle-Le-Woods Chorley PR6 7PJ

Application for works to a protected tree - Chorley BC TPO 13 (Whittle-le-Woods) 2011: T1 Oak - Pruning of branches away from garage and road

Ref. No: 20/00571/TPO | Received: Fri 12 Jun 2020 | Validated: Mon 22 Jun 2020 | Status: Granted

60 Preston Road Whittle-Le-Woods Chorley PR6 7HH

Application to discharge conditions nos. 5 (balustrade details) and 6 (landscaping details) attached to planning permission 20/00082/FUL (Change of use of unit 7 from retail (class A1) to flexible use including classes A1 (retail), A2 (financial services), A3 (food and drink), and B1 (business - offices) and of units 1 to 6 from retail (class A1) to flexible use including classes A1 (retail), A2 (financial services), and B1 (business - offices) and erection of single storey side extension to rear building, alterations to windows and doors and provision of fire escape.)

Ref. No: 20/00575/DIS | Received: Fri 12 Jun 2020 | Validated: Fri 12 Jun 2020 | Status: Granted

Riley Place Whittle-Le-Woods

Application for works to a protected tree - Chorley BC TPO 7 (Whittle-le-Woods) 1995: T35 Oak - Prune branches overhanging neighbouring property to previous pruning points

Ref. No: 20/00496/TPO | Received: Mon 01 Jun 2020 | Validated: Wed 03 Jun 2020 | Status: Granted

The Cottage Parkside Drive South Whittle-Le-Woods Chorley PR6 7PH

Section 73 application to vary condition 2 (approved plans) of planning permission ref:

Chair .....

Date.....

19/00192/FULHH (Refurbishment and extensions to the front, rear and loft of the property) to make minor modifications to 2nd floor windows and changes to ground floor porch area consisting of relocation of front door and slight increase in width of porch  
Ref. No: 20/00459/FUL | Received: Thu 21 May 2020 | Validated: Thu 21 May 2020 | Status: Granted

Other  
Baysbrown Copthurst Lane Whittle-Le-Woods Chorley PR6 8LR  
Erection of detached replacement dwelling and detached outbuilding following demolition of existing bungalow and detached garage.  
Ref. No: 18/01146/FUL | Received: Thu 06 Dec 2018 | Validated: Wed 12 Dec 2018 | Status: Withdrawn

6. Urgent Matters

Correspondence from Mr McVie  
It was agreed that the questions raised by Mr McVie do fall outside of the remit of the execution of Public Rights. The Clerk will write to Mr McVie advising on the various ways a member of the public can engage with the Parish Council, and where to find the information requested.

Insurance Renewal  
It was agreed to go ahead with the payment of the annual insurance premium of £2678.77. The Village Hall will require a valuation for the next Insurance Quote. Clerk will diarise for May 2021.

Youth Event  
The potential of hosting a youth event in the current Covid-19 climate was discussed in detail. The unanimous decision was made to cancel all plans for a youth event this year

Skip Day  
Given the current climate it is felt that it is still not the right time for a skip day. The Clerk is to add to the next agenda, and ask CBC if it is possible to hold the event.

Painting Carwood Lane bench (Duke of Edinburgh Awards)  
It was agreed that the young person wishing to paint the bench can go ahead. Clerk to arrange for paint to be provided.  
Cllr Bell advised that he is also following up on Joe Breen’s bench, which has been removed for repairs. Hopefully the bench will be back in situ soon.

Future planned events – Remembrance Sunday / Seniors Christmas Party / Christmas Lights switch on / Newsletter  
There was discussion around the future events.  
Remembrance Sunday will be scaled down and there will not be a service – further information will be made available closer to the time.  
The Seniors Christmas Party, which is organised by the Community Hall Trust, is currently on hold pending more information from the Government. Further information will be made available when known.  
The Christmas Tree lights switch on will go ahead, but may not be an event. Again, further

Chair .....

Date.....

information will be available closer to the time and a decision will be made at the November meeting.

It was agreed that the Newsletter would be postponed until the New Year. It may be suitable to issue a Newsletter in February 2021. Proposed by Cllr Bell, seconded by Cllr Wood.

Balsam at Whittle Spinney – David Holland

Whittle Spinney lies within the Parish of Clayton. Clerk to pass this issue to Clayton-Le-Woods Parish Council.

7. Clerks Update

Community support during Covid-19 pandemic

6 x families currently being supported

22 x boxes provided in total

Hedgerow on Carwood Lane

A resident has been in touch to advise that there has been no change to the situation with the Hedgerow. The Clerk has emailed the residents who own the Hedgerow to ask for an update. Unfortunately, there is little else the Parish Council can do in this instance.

Canal Basin Garden project

There was a meeting on Wed 22nd July with CBC & LWT to look at the plan to install the Canal Barge Garden along the Old Canal Basin.

All parties came together on the site to understand the proposal and ensure that all planning / legal / licensing obligations have been covered.

The Clerk has since had a teleconference with CBC who have requested the following:

- 1 The Parish Council will lease the areas of the Canal Basin affected (including the Community Garden) from CBC, on the same basis as CBC lease the whole of the Canal Basin from LCC. The Lease will be for 10 years, with a break point, and a peppercorn rent.
- 2 The Parish Council will maintain and insure the areas leased
- 3 The Parish Council will carry out a consultation with the residents surrounding the Canal Basin
- 4 The Parish Council will request approval from Chorley Borough Council (at full Council level) for the Licence / Project to go ahead (retrospective approval for the Community Garden).

Consultation documents have been agreed with Lindsey Blackstock at CBC with regard to the consultation – it would be preferable to table the item at the next PC meeting, however following the presence of the Council on the Canal Basin on the 22nd July, a number of residents have already been in touch with the Clerk and/or CBC, therefore consultation needs to start as soon as possible. Consultation started on 3<sup>rd</sup> August 2020 with letters being sent out, and the information being posted on Facebook & the Parish Council Website.

The feedback from the Consultation will be tabled at the next Parish Council meeting and decisions on moving the project forward will then be made.

Chair .....

Date.....

## 8. Accounts

Outgoings to be approved this meeting

Ref	JV	Payee	Detail	Total
dd	20/21-030	Easy Websites	Monthly payment	-£27.60
bacs	20/21-031	Employee 1	August Salary	-£473.26
bacs	20/21-032	Employee 2	August Salary	-£423.21
dd	20/21-033	LLC Pension	Pension payment July	-£280.78
bacs	20/21-034	Employee 1	Foodboxes x 15	-£409.00
bacs	20/21-035	Employee 1	Purchase of 52cc Multi-Function 5 in 1 Garden Tool	-£161.49

Payments to be authorised via email to Clerk by 2 Bank Account Signatories

Proposed by Cllr P Higham, seconded by Cllr B Higham.

## 9. Any Other Business

- Cllr Evans      Need for a gully on the pavement on Dolphin Brow to allow the spring water to run off into the road.
- Cllr Bell        The planting on Water house Green is looking very good. Compliments to the landscaper.
- Cllr Briscoe    It is noted that part of Town Lane is being resurfaced, however the junction of Town Lane and Dark Lane also need resurfacing.
- Cllr McDonald   The hedges on Town Lane near Calico Cottage need trimming  
Someone has built a wood shed on the zig zag path, and appear to be cutting down the trees on the zig zag for fire wood, some Silver Birch has been removed.
- Cllr Auwerx     There is a fallen tree branch on Hill Top Lane near the motorway bridge
- Cllr Yates        The hedges on Cow Well Lane need cutting, please send a letter to the residents.

## 10. Confidential items

NA

Chair .....

Date.....

The meeting closed at 20.27pm. The next Parish Council Meeting will be held on Monday 14<sup>th</sup> September at 7.30pm via Zoom.

Chair .....

Date.....

Whittle-le-Woods Parish Council																					
Accounts for 2020 / 21																					
Date	Minute ref	Receipt / Payment	Ref	R	JV	Payee	Detail	Payment Admin	Receipt Admin	Payment Salaries	Payment War Mem	Payment Loan	Payment Maint	Payment Grants	Payment Project / Misc	Receipt Interest	Payment VAT	Receipt VAT	Receipt CIL	Payment CIL	Total
01/08/2020	*20/08/02	Payment	dd		20/21-038	Easy Websites	Monthly payment	-£ 23.00													-£ 27.60
28/08/2020	*20/08/03	Payment	bacs		20/21-039	Employee 1	August Salary			-£ 473.26											-£ 473.26
28/08/2020	*20/08/04	Payment	bacs		20/21-040	Employee 2	August Salary			-£ 423.21											-£ 423.21
17/09/2020	*20/08/05	Payment	dd		20/21-041	LLC Pension	Pension payment July			-£ 280.78											-£ 280.78
14/07/2020	*20/08/10	Payment	bacs		20/21-042	Employee 1	Foodboxes x 15							-£ 409.00							-£ 409.00
28/08/2020		Receipt	bacs			RBS	Interest									£ 1.38					£ 1.38
<b>August Month Totals</b>								<b>-£ 23.00</b>	<b>£ -</b>	<b>-£1,177.25</b>	<b>£-</b>	<b>£ -</b>	<b>£ -</b>	<b>-£ 409.00</b>	<b>£ -</b>	<b>£ 1.38</b>	<b>-£ 4.60</b>	<b>£ -</b>	<b>£-</b>	<b>£-</b>	<b>-£ 1,612.47</b>

2020 / 21 Summary of Monthly Bank Accounts, and Monthly Budget Monitoring																
Categories	20/21 Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals	Spend against Budget	
Admin Payment	£7,550.00	£0.00	-£244.55	-£415.67	-£23.00	-£23.00								-£706.22	£6,843.78	
Admin Receipt		£54,900.00	£0.00	£4,400.00	£0.00	£0.00								£59,300.00	£59,300.00	
Salaries Payment	£16,100.00	-£2,112.93	-£1,211.14	-£1,270.72	-£1,826.09	-£1,177.25								-£7,598.13	£8,501.87	
War Mem Payment	£2,500.00	£0.00	£0.00	£0.00	£0.00	£0.00								£0.00	£2,500.00	
Loan Payment	£5,040.00	£0.00	£0.00	£0.00	-£2,519.98	£0.00								-£2,519.98	£2,520.02	
Maint Payment	£15,530.00	£0.00	-£1,720.00	-£765.00	-£5,810.53	£0.00								-£8,295.53	£7,234.48	
Grants Payment	£1,000.00	£0.00	£0.00	-£60.00	-£170.00	-£409.00								-£639.00	£361.00	
Project/Misc. Payment	£17,700.00	-£500.00	-£300.00	£0.00	£0.00	£0.00								-£800.00	£16,900.00	
Interest Receipt		£26.96	£30.56	£1.66	£1.60	£0.00								£60.78	£60.78	
VAT Payment		-£100.00	-£32.91	-£10.29	-£1,087.50	-£4.60								-£1,235.30	-£1,235.30	
VAT Receipt		£0.00	£0.00	£0.00	£0.00	£0.00								£0.00	£0.00	
<b>Total Receipt</b>		£54,926.96	£30.56	£4,401.66	£1.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£59,360.78	£59,360.78	
<b>Total</b>	<b>£65,420.00</b>	<b>-£2,712.93</b>	<b>-£3,508.60</b>	<b>-£2,521.68</b>	<b>-£11,437.10</b>	<b>-£1,613.85</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£21,794.16</b>	<b>£43,625.85</b>	
CIL Payment														£0.00	£0.00	
<b>CIL Receipt (Bal C/O)</b>	<b>£102,629.27</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£102,629.27</b>	

Summary of bank accounts	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
41346412 - Balance at end of previous month	£684.24	£971.31	£973.47	£1,116.13	£679.03							
41346420 - Balance at end of previous month	£141,431.06	£193,358.02	£190,388.58	£191,790.24	£180,953.33							
<b>Total bank account balance</b>	<b>£142,115.30</b>	<b>£194,329.33</b>	<b>£191,362.05</b>	<b>£192,906.37</b>	<b>£181,632.36</b>							
Precept / CIL Amount to deposit account	£54,900.00	£0.00	£0.00	£0.00	£0.00							
CIL Payments	£0.00	£0.00	£0.00	£0.00	£0.00							
Payments this month	-£2,712.93	-£3,508.60	-£2,521.68	-£11,437.10	-£1,613.85							
Receipts this month	£26.96	£30.56	£4,401.66	£1.60	£0.00							
Unpresented Receipts	£0.00	£0.00	-£370.66	£0.00	£0.00							
Unpresented Payments	£0.00	£510.76	£35.00	£161.49	£0.00							
<b>Balance at month end</b>	<b>£194,329.33</b>	<b>£191,362.05</b>	<b>£192,906.37</b>	<b>£181,632.36</b>	<b>£180,018.51</b>							

Chair .....

Date.....