

The monthly meeting was held remotely via 'Zoom' at 7.30pm on Monday, September 14th 2020.

Present Vice-Chair McDonald, Parish Councillors Auwerx, Bell, Briscoe, B Higham, P Higham, Fogarty, Partington, Wood, Yates and the Clerk.

Apologies Chair Newall & Cllr Evans

The meeting opened at 7.36pm.

Visitors NA

1. Minutes

*20/09/01 The minutes of the previous meeting were approved with 1 minor correction; 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

Town Lane OK. Cllr Briscoe has replaced the 2 panes at Water House Green. The batteries and pads need to be replaced at Hill Side Crescent. Clerk to order replacements.

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 – all 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, then 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

17 Royton Drive Whittle-Le-Woods Chorley PR6 7HJ

Single storey side/rear (orangery) extension

Ref. No: 20/00924/FULHH | Received: Tue 01 Sep 2020 | Validated: Tue 01 Sep 2020 |

Status: Awaiting decision

The Parish Council wish to ensure that due consideration is provided to the neighbours of the

Chair

Date.....

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.

Land Bounded By Town Lane (To The North) And Lucas Lane (To The West) Town Lane Whittle-Le-Woods

Application to discharge condition nos. 18 (motorway fencing details) and 22 (pump house details) of reserved matters consent 19/00830/REMMAJ (Erection of 53 dwellings (appearance, landscaping layout and scale) pursuant to outline planning permission 13/01055/OUTMAJ (Outline application (specifying the access) for residential development comprising up to 83 dwellings with vehicular access to be taken from Royton Drive))

Ref. No: 20/00902/DIS | Received: Mon 24 Aug 2020 | Validated: Sun 20 Sep 2020 | Status: Awaiting decision

No comment required

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

Formation of roof terrace to rear of property, with access from first floor bedrooms. Revision of roof finish.

Ref. No: 20/00903/FULHH | Received: Mon 24 Aug 2020 | Validated: Mon 24 Aug 2020 | Status: Awaiting decision

Please ensure that neighbours on Preston Road and Parkside Drive North are consulted. 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.

85 Preston Road Whittle-Le-Woods Chorley PR6 7PG

Part first floor/part single storey side/rear extension (following demolition of conservatory), roof alterations and rear roof dormer to provide first floor living accommodation and erection of detached garage

Ref. No: 20/00907/FULHH | Received: Mon 24 Aug 2020 | Validated: Mon 24 Aug 2020 | Status: Awaiting decision

The Parish Council object to the removal of any mature trees in favour of building a garage. Is this tree subject to a TPO?

With the exception of the tree 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.

14 Orchard Drive Whittle-Le-Woods Chorley PR6 7JZ

Application for works to protected trees - Chorley BC TPO 12 (Whittle-le-Woods) 1992: T1 Sycamore - Prune overhanging branches by a maximum of 2 metres; and T2 Sycamore - 3 metre crown reduction

Ref. No: 20/00855/TPO | Received: Tue 11 Aug 2020 | Validated: Tue 18 Aug 2020 | Status: Awaiting decision

Passed to Tree Warden

Half Moon House Shaw Hill Whittle-Le-Woods Chorley PR6 7PP

Application for works to protected trees - Chorley BC TPO 9 (Whittle-le-Woods) 1987 - Chorley BC TPO 3 (Whittle Le Woods) 2000: T1 Oak - Reduce from property to give 2m clearance from the building and lift branches to 3m above ground level; T2 Hawthorn - Reduce leggy main leader to reduce top weight; and T3 Hawthorn - Reduce dead/dying parts of the main stem

Ref. No: 20/00838/TPO | Received: Thu 06 Aug 2020 | Validated: Wed 12 Aug 2020 | Status: Awaiting decision

Passed to Tree Warden

6 Langdale Grove Whittle-Le-Woods Chorley PR6 7NU

Demolition of existing carport and extension and erection of side and rear extension

Ref. No: 20/00834/FULHH | Received: Wed 05 Aug 2020 | Validated: Wed 05 Aug 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

37 Royton Drive Whittle-Le-Woods Chorley PR6 7HJ

Application for works to protected tree - Chorley BC TPO 12 (Whittle-le-Woods) 1992:

Sycamore - Crown reduction to a maximum of 20%

Reference 20/00662/TPO Alternative Reference PP-08828494 Application Validated Fri 10 Jul 2020 Status Granted, Decision Issued Date Wed 02 Sep 2020

3 Hardacre Lane Whittle-Le-Woods Chorley PR6 7PQ

Erection of a detached outbuilding (summerhouse)

Ref. No: 20/00678/FULHH | Received: Fri 03 Jul 2020 | Validated: Fri 03 Jul 2020 | Status:

Granted

Sevenoaks Parkside Drive Whittle-Le-Woods Chorley PR6 7PL

Application for works to protected trees - Chorley BC TPO 9 (Whittle-le-Woods) 1987: T1, T2, T3, T4, T5, T6 and T7 Oaks - Remove dead/damaged branches and crown lift to 5 metres above ground level

Ref. No: 20/00668/TPO | Received: Thu 02 Jul 2020 | Validated: Tue 07 Jul 2020 | Status:

Granted

82 Derek Road Whittle-Le-Woods Chorley PR6 7LZ

Erection of garage and retaining wall

Ref. No: 20/00579/FULHH | Received: Sun 14 Jun 2020 | Validated: Wed 01 Jul 2020 | Status:

Granted

Chair

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Highfield House Copthurst Lane Whittle-Le-Woods Chorley PR6 8LR
Replacement conservatory with light weight tiled roof, first floor balcony to rear of the property and amendments to windows
Ref. No: 20/00572/FULHH | Received: Fri 12 Jun 2020 | Validated: Fri 12 Jun 2020 | Status: Granted

Plot 2 - Land To The Rear 179 Chorley Old Road Whittle-Le-Woods
Erection of 1no. detached dwelling house and detached garage (Plot 2) including improvements to access
Ref. No: 20/00453/FUL | Received: Wed 20 May 2020 | Validated: Wed 20 May 2020 | Status: Granted

Other Decision
24 Olive Close Whittle-Le-Woods Chorley PR6 7HR
Notification of a proposed single storey rear extension measuring 3.82m in depth, with eaves height of 2.18m, and a maximum height of 3.23m
Ref. No: 20/00666/PDE | Received: Thu 02 Jul 2020 | Validated: Thu 02 Jul 2020 | Status: Refused

Sondela House Parkside Drive Whittle-Le-Woods Chorley PR6 7PL
Erection of an oak framed carport at the front of the property
Ref. No: 20/00591/FULHH | Received: Thu 18 Jun 2020 | Validated: Thu 18 Jun 2020 | Status: Withdrawn

Rustic Oak Farm Moss Lane Whittle-Le-Woods Chorley PR6 8AA
Change of use of land from equestrian use (sand paddock) to a wood storage area (Use Class B8) and associated hardstanding access track.
Ref. No: 19/00079/FUL | Received: Tue 29 Jan 2019 | Validated: Wed 13 Feb 2019 | Status: Refused

6. Canal Basin Project Consultation

The Clerk provided the detailed comments and feedback from the Consultation held between 4th August and 4th September 2020.

The main concerns raised by residents can be summarised as: the proximity of the Barge Flower Bed to the rear gardens of some properties; potential disruption to access to properties backing onto the Canal Basin Footpath; Anti-social behaviour, especially at night; that the Barge Flower Bed should be located within sight of Chorley Old Road; that further seating should be provided further along the Canal Basin Footpath.

The Council discussed the concerns raised, and the alternative potential locations for the Barge Flower Bed. It was agreed that the Clerk will arrange a further site meeting with Chorley Borough Council and Lancashire Wildlife Trust to review different potential sites for the Barge Flower Bed.

Chair

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Following agreement and any further required Consultation with Residents, the Clerk will apply for approval from Chorley Borough Council (at full Council level) for the Licence / Project to go ahead (retrospective approval for the Community Garden).

7. Matters Arising

Annual Parish Meeting – Proposed face to face meeting in October. The potential to meet face to face was discussed, however given current restrictions, and the enforcement of the wearing of face coverings at the Village Hall it was agreed to move this issue to the next agenda, as restrictions may change.

Following complaints of litter being left on the Playing Fields; it has been suggested that a wate bin should be requested from Chorley Borough Council to be sited near the entrance / changing rooms. Proposed by Cllr Yates, seconded by Vice-Chair McDonald

The Clerk advised that Food box provision was agreed until the end of the Summer Holidays, however the families currently being supported have advised that they would each welcome a continuation of the scheme, and also the latest family to be helped by the scheme is in food poverty due to the Covid pandemic. The Clerk advised that to date £1,374.00 has been spent on food box provision, the original budget being £5,400.00. It was agreed unanimously to continue with the provision of food boxes.

The Clerk advised that staff appraisals are due to be held in October, and it would be beneficial to hold these face to face at the village hall. The Parish Council agreed that appraisals should go ahead, face to face.

The Clerk provided 2 quotes for the installation & removal of Christmas tree lights for Water House Green this Christmas. The preferred quote is from Stately Lighting £825+vat. Proposed by Cllr P Higham, seconded by Cllr Bell.

The Clerk has requested Chorley Borough Council to advise if the Skip Day can go ahead. This looks unlikely at the moment, but this may change if restrictions are lifted. To be moved to next agenda.

8. Clerks Update

Community support during Covid-19 pandemic:
7 x families currently being supported
44 x boxes provided in total

The Clerk has received notice of Audit Completion from PKF Littlejohn. The Notice of Conclusion of Audit will be published on the Website and Notice Boards.

Work completed by David Hull

- 1. Cut the grassed area on Cow Well Lane x4
- 2. Strimmed the grass & cut back bushes on the Smith street footpath.
- 3. Strimmed the grass & cut back bushes on the Cow Well footpath.

Chair

Date.....

4. Strimmed the grass bank cut back shrubs and cleaned up the footpath on School Brow
5. Strimmed the footpath from Dawson Lane to Lisieux
6. Cleared undergrowth under Swann's hedge and cleaned up the footpath on Town lane.
7. Cleared under growth on Carwood Lane and removed waste
8. Strimmed footpath from lady Crosse Drive to the A6
9. Strimmed the grass and cleaned up Brewery fields footpath
10. Weeded the triangle
11. Strimmed the grass, cut back bushes and cleaned up the footpath.

The bench on Carwood Lane Footpath has been very well repainted by Matthew Bibby. Pictures provided to the Parish Council.

9. Accounts

Outgoings to be approved this meeting

| | Ref | JV | Payee | Detail | Total |
|-----------|------|-----------|--------------------|----------------------------------|------------|
| *20/09/02 | dd | 20/21-043 | Easy Websites | Monthly payment | -£27.60 |
| *20/09/03 | bacs | 20/21-044 | Employee 1 | September Salary | -£561.95 |
| *20/09/04 | bacs | 20/21-045 | Employee 2 | September Salary | -£423.21 |
| *20/09/05 | dd | 20/21-046 | LLC Pension | Pension payment October | -£280.78 |
| *20/09/06 | bacs | 20/21-047 | Employee 1 | Foodboxes x 21 | -£735.00 |
| *20/09/07 | bacs | 20/21-048 | Employee 1 | Expenses - Jul - Sep | -£235.67 |
| *20/09/08 | bacs | 20/21-049 | Insurance | Came & Company Insurance Premium | -£2,678.77 |
| *20/09/09 | bacs | 20/21-050 | Friends of Cuerden | Membership | -£15.00 |
| *20/09/10 | bacs | 20/21-051 | David Hull | Invoice 2 of 4 - maintenance | -£730.00 |
| *20/09/11 | bacs | 20/21-052 | David Hull | Canal Path Rockery | -£70.00 |

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

10. Any Other Business

CLlr Bell The Whittle Vintage Tea Rooms has been awarded the best Tea Room in Lancashire by LUX Life. Please can the Clerk send a letter of congratulations on behalf of the Parish Council.

Please advise if CBC are providing bulbs for planting this year

There is a bench at Lea Road/Preston Rd which needs to be included in the benches to be painted by Paul Redmond.

CLlr Auwerx There needs to be double yellow lines on Chorley Old Road outside of the Co-Op following an accident there this afternoon.

Would like to see traffic calming measures on Chorley Old Road, there is a large amount of congestion along the road.

Chair

Date.....

CLlr Briscoe Please can we have an update on the application for the flagpole on Water House Green

CLlr Partington The footpath from Kem Mill Lane to Dawson Lane needs trimming back, the tree branches are becoming very overgrown.

11. Confidential items
NA

The meeting closed at 20.31pm. The next Parish Council Meeting will be held on Monday 12th October at 7.30pm via Zoom.

Chair

Date.....

Whittle-le-Woods Parish Council

19/20 40

| 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 |
| 01/09/2020 | *20/09/02 | Payment | dd | | 20/21-043 | Easy Websites | Monthly payment | -£ 23.00 | | | | | | | | | -£ 4.60 | | | | -£ 27.60 |
| 28/09/2020 | *20/09/03 | Payment | bacs | | 20/21-044 | Employee 1 | September Salary | | | -£ 473.26 | | | | | | | | | | | -£ 473.26 |
| 28/09/2020 | *20/09/04 | Payment | bacs | | 20/21-045 | Employee 2 | September Salary | | | -£ 423.21 | | | | | | | | | | | -£ 423.21 |
| 17/10/2020 | *20/09/05 | Payment | dd | | 20/21-046 | LLC Pension | Pension payment October | | | -£ 280.78 | | | | | | | | | | | -£ 280.78 |
| 14/09/2020 | *20/09/06 | Payment | bacs | | 20/21-047 | Employee 1 | Foodboxes x 21 | | | | | | | -£ 735.00 | | | | | | | -£ 735.00 |
| 14/09/2020 | *20/09/06 | Payment | bacs | | 20/21-048 | Employee 1 | Expenses - Jul - Sep | -£ 229.47 | | | | | | | | | -£ 6.20 | | | | -£ 235.67 |
| 14/09/2020 | *20/09/07 | Payment | bacs | | 20/21-049 | Insurance | Came & Company Insurance Premium | -£ 2,678.77 | | | | | | | | | | | | | -£ 2,678.77 |
| 14/09/2020 | *20/09/08 | Payment | bacs | | 20/21-050 | Friends of Cuerden | Membership | -£ 15.00 | | | | | | | | | | | | | -£ 15.00 |
| 28/09/2020 | | Receipt | bacs | | | RBS | Interest | | | | | | | | | | | | | | £ - |
| September Month Totals | | | | | | | | -£ 2,946.24 | £ - | -£1,177.25 | £- | £ - | £ - | -£ 735.00 | £ - | £ - | -£ 10.80 | £ - | £- | £- | -£ 4,869.29 |

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 | -£2,946.24 | | | | | | | -£3,652.46 | £3,897.54 |
| Admin Receipt | | £54,900.00 | £0.00 | £4,400.00 | £0.00 | £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 | -£1,177.25 | | | | | | | -£8,775.38 | £7,324.62 |
| War Mem Payment | £2,500.00 | £0.00 | £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 | £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 | £0.00 | | | | | | | -£8,295.53 | £7,234.48 |
| Grants Payment | £1,000.00 | £0.00 | £0.00 | -£60.00 | -£170.00 | -£409.00 | -£735.00 | | | | | | | -£1,374.00 | -£374.00 |
| Project/Misc. Payment | £17,700.00 | -£500.00 | -£300.00 | £0.00 | £0.00 | £0.00 | £0.00 | | | | | | | -£800.00 | £16,900.00 |
| Interest Receipt | | £26.96 | £30.56 | £1.66 | £1.60 | £1.38 | £0.00 | | | | | | | £62.16 | £62.16 |
| VAT Payment | | -£100.00 | -£32.91 | -£10.29 | -£1,087.50 | -£4.60 | -£10.80 | | | | | | | -£1,246.10 | -£1,246.10 |
| VAT Receipt | | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | | | | | | | £0.00 | £0.00 |
| Total Receipt | | £54,926.96 | £30.56 | £4,401.66 | £1.60 | £1.38 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £59,362.16 | £59,362.16 |
| Total Payments | £65,420.00 | -£2,712.93 | -£3,508.60 | -£2,521.68 | -£11,437.10 | -£1,613.85 | -£4,869.29 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | -£26,663.45 | £38,756.56 |
| CIL Payment | | | | | | | | | | | | | | £0.00 | £0.00 |
| CIL Receipt (Bal C/O) | £102,629.27 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £102,629.27 |

| 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 | £1,065.18 | | | | | | |
| 41346420 - Balance at end of previous month | £141,431.06 | £193,358.02 | £190,358.02 | £191,790.24 | £180,953.33 | £178,793.22 | | | | | | |
| Total bank account balance | £142,115.30 | £194,329.33 | £191,331.49 | £192,906.37 | £181,632.36 | £179,858.40 | | | | | | |
| Precept / CIL Amount to deposit account | £54,900.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | | | | | | |
| CIL Payments | £0.00 | £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 | -£4,869.29 | | | | | | |
| Receipts this month | £26.96 | £30.56 | £4,401.66 | £1.60 | £1.38 | £0.00 | | | | | | |
| Unpresented Receipts | £0.00 | £0.00 | -£305.10 | £0.00 | -£161.49 | £0.00 | | | | | | |
| Unpresented Payments | £0.00 | £480.20 | £0.00 | £161.49 | £0.00 | £0.00 | | | | | | |
| Balance at month end | £194,329.33 | £191,331.49 | £192,906.37 | £181,632.36 | £179,858.40 | £174,989.11 | | | | | | |

Chair

Date.....