

The monthly meeting was held remotely via 'Zoom' at 7.30pm on Monday, October 12<sup>th</sup> 2020.

Present Chair Newall, Parish Councillors Auwerx, Bell, Briscoe (joined at 7.35pm), Evans, B Higham, P Higham, Fogarty, McDonald, Partington, Wood, Yates (some issues with internet connectivity) and the Clerk.

Apologies

The meeting opened at 7.31pm.

Visitors NA

1. Minutes

\*20/10/01 The minutes of the previous meeting were approved; the minutes will be signed by Vice-Chair McDonald at the next available face to face meeting of the Parish Council. The Clerk has received a request from the Legal Department at Chorley Borough Council to amend the minutes from the August meeting to ensure that there is no ambiguity regarding the process for applying for a licence and/or planning for the Canal Basin planting project. On this occasion the Parish Council agreed that the minutes of the meeting should remain unaltered.

2. Changes in Declarations of Interest

NA

3. Defibrillator checks

All defibrillators are OK

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*

Following the relaxing of restrictions due to Covid-19, the possibility of holding face to face meetings at the Village Hall were discussed. The meeting time and date may need to be altered, as a bigger room must be used to ensure social distancing.

After some discussion it was agreed unanimously to continue with Zoom meetings for the time being, with perhaps the potential for anyone with wi-fi issues to go the Village Hall and join the online meeting from there.

Chair .....

Date.....

5. Planning Matters

New

9 Hampshire Avenue Buckshaw Village Chorley PR7 7DF

Erection of 1.8m high, heavy duty timber to side and rear property boundary  
(Retrospective)Reference 20/01043/FULHH, Alternative Reference PP-09119506

Application Validated Thu 01 Oct 2020, Status Awaiting decision

*No comment*

23 The Ridings Whittle-Le-Woods Chorley PR6 7QH

Proposal: Erection of detached garage, creation of new driveway/hardstanding and conversion of existing garage to habitable accommodation.

Reference: 20/01042/FULHH

*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. In this case it appears unusual to place a detached garage in front of the property, has consideration been given to light to the property and to the impact upon neighbours.*

Brentwood Shaw Hill Drive Whittle-Le-Woods Chorley PR6 7PN

Application for works to protected trees - Chorley BC TPO 13 (Whittle-le-Woods) 2011: Oaks T4 and T3 - 3 metre lateral reduction of branches growing over driveway and garden; and crown raise to 6 metres above ground level over highway and driveway entrance

Ref. No: 20/00985/TPO | Received: Wed 16 Sep 2020 | Validated: Tue 22 Sep 2020 | Status: Awaiting decision

*Passed to Tree Warden*

3 Farm House Close Whittle-Le-Woods Chorley PR6 7QN

Application for work to a protected tree - Chorley BC TPO 7 (Whittle-le-Woods) 1996: T1 Oak - Prune back branches overhanging garden

Ref. No: 20/00970/TPO | Received: Mon 14 Sep 2020 | Validated: Wed 16 Sep 2020 | Status: Awaiting decision

*Passed to Tree Warden*

8 Shaw Brow Whittle-Le-Woods Chorley PR6 7LE

Remodel of an existing detached house with two storey side extensions and single storey rear extension

Ref. No: 20/00966/FULHH | Received: Sun 13 Sep 2020 | Validated: Sun 13 Sep 2020 | Status: Awaiting decision

*The Parish Council opinion is that the plans for this property seem to suggest the overdevelopment of the site.*

*This will be a very large house which is not in keeping with this area.*

*The Parish Council also 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.*

Chair .....

Date.....

Home Farm House Shaw Hill Drive Whittle-Le-Woods Chorley PR6 7PN  
 Application for work to a protected tree - Chorley BC TPO 13 (Whittle-le-Woods) 2011: Oak T5 -  
 Crown lift to 5 metres above ground level  
 Ref. No: 20/00965/TPO | Received: Sat 12 Sep 2020 | Validated: Wed 16 Sep 2020 | Status:  
 Awaiting decision  
*Passed to Tree Warden*

Granted  
 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:  
 Granted

57 Chorley Old Road Whittle-Le-Woods Chorley PR6 7LD  
 Change of use of ground floor shop (Use Class A1) and first floor flat (Use Class C3) to mixed use  
 hairdressers and beauty salon (Sui Generis)  
 Ref. No: 20/00747/FUL | Received: Thu 16 Jul 2020 | Validated: Thu 06 Aug 2020 | Status:  
 Granted

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:  
 Granted

6 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  
 Ref. No: 20/00742/TPO | Received: Wed 15 Jul 2020 | Validated: Tue 21 Jul 2020 | Status:  
 Granted

6. Canal Basin Project Consultation

Following a further site visit with Officers from Chorley Borough Council and Lancashire Wildlife  
 Trust, the proposed site for Barge Flower Bed was amended to adjacent to the Children’s play  
 area, parallel to Chorley Old Road.

A further consultation has been carried out with the properties facing the Polo. Feedback  
 received has been neutral with regard to the Barge planter, however issues of anti-social  
 behaviour have been raised.

Chair .....

Date.....

The position of the Canal Barge planter was discussed and it was agreed to continue with the implementation of the project with the new location. Clerk to apply to Chorley Borough Council for the required approval and licences for the project to go ahead.

The path under Moss Bridge and along the canal basin needs to be added to the lengthmans rota as there is a lot of litter and broken glass in the area.

Clerk to ensure the Lengthsman has the proper PPE for picking up broken glass and to ensure that he is aware of the reporting process for any large amount of litter.

It was suggested that a bench could be placed on the Derek Road side of the Canal Basin Footpath. The Clerk advised that volunteers at Cuerden Valley Park make benches out of Oak and these are available for purchase. Discussion widened to the different areas of the village which would benefit from seating. This is a project which would benefit many in the community and could be funded through CIL monies.

Clerk to identify the process for permission from the local authority to install benches in Whittle-Le-Woods.

Councillors to identify the sites in the village which would benefit from the installation of a bench. Cllr Fogarty suggested that the Parish Council could produce a map with a seating plan, and this could be taken forward as a future project.

Cllr Bell suggested that an information board should be placed at the Canal Basin which includes details of the paths in the area. This can be included in the Whittle Walks Project.

There is a need for a notice board to be placed at the Community Garden in order to communicate all of the activities that are taking place there all year round, to the wider community.

Clerk to action the installation of a noticeboard for the Community Garden.

7. Matters Arising

Cllr Fogarty raised the issue of a new entrance, complete with gates, that has been installed at 80 Blackburn Road, and if planning permission is required for this.

Clerk to raise with Chorley Planning.

Staff Appraisals are due in October.

Due to the current social distancing restrictions in place It was agreed that the Clerks appraisal will be held via zoom on Monday 19/10/2020 with the Chair and Vice Chair.

The Clerk has arranged to hold the Lengthmans appraisal at the Village Hall on Thursday 15/11/2020.

CIL Application – St Chads School, IT equipment/infrastructure project

An application for CIL funding has been received from St Chads Primary School.

To inform a development plan, we have audited our IT infrastructure, based on advice from our IT technician. To meet the needs of all our pupils, we require 50 new devices to add to the current infrastructure. We have been advised to use relatively low spec devices that essentially run as

Chair .....

Date.....

web browsers, but will be more than adequate to run all the new intervention programmes. This would allow us to buy more devices and therefore help more children. The total cost is estimated at £10,000

The need to fund the project was discussed, and especially due to the current educational needs of the Children of Whittle-Le-Woods it was agreed that funding should be provided.

Cllr Bell proposed funding of £5,000. Due to the issues of the inability of the school to fundraise at this current time, and as the project was found to fall within the criteria of IL funding Cllr McDonald proposed funding the full £10,000. Cllr Evans seconded the proposal; this was a unanimous decision.

Clerk to provide payment via cheque.

Correspondence has been received from several residents regarding a further incident of anti-social behaviour on Chorley Old Road, opposite the Polo on Sunday 11/10/2020.

The issue of anti-social behaviour was discussed at length. Although there has always been an issue with youths congregating near the Polo, this has increased with the opening of the Co-op and the feedback from the residents who are negatively impacted by this behaviour has been received by the Parish Council.

According to a recent report from the Neighbourhood Policing Team there have been 44 incidents reported over a period of 8 months, many of which are attributable to the same few individuals, but seem to be focussed around Chorley Old Road, rather than on the Polo or Canal Basin Footpath. Given the amount of anti-social behaviour potential options to discourage such behaviour should be assessed.

There is anecdotal evidence that CCTV is not a great deterrent, however as this is an issue that is constant in the area, solutions should be researched. Cllr Evans advised that his experience suggested that the benefit is not great, as a high location is required and there can be issues with privacy, and private property. Cllr Briscoe advised the planning permission is required for the installation of CCTV. Cllr Auwerx suggested that if it could be used to identify and prosecute individuals it would surely act as a deterrent.

Clerk to research the potential use of CCTV and or lighting. Consultation with Chorley Police to be utilised as a first step.

Cllr B Higham proposed the motion, and Cllr McDonald seconded. Unanimous decision.

Clerk to write back to the residents to advise of the decision.

8. Clerks Update

Community support during Covid-19 pandemic:

7 x families currently being supported

58 x boxes provided in total

It was agreed that the food parcel programme should continue for as long as possible to support those who are still in difficulty due to the ongoing pandemic.

CIL Monies Report from Chorley Borough Council – none owed or expected in the year 20/21

Chair .....

Date.....

## 9. Accounts

## Outgoings to be approved this meeting

	Ref	JV	Payee	Detail	Total
*20/10/02	dd	20/21-053	Easy Websites	Monthly payment	-£27.60
*20/10/03	bacs	20/21-054	Employee 1	October Salary	-£473.26
*20/10/04	bacs	20/21-055	Employee 2	October Salary	-£423.21
*20/10/05	dd	20/21-056	LLC Pension	Pension payment November	-£300.83
*20/10/06	bacs	20/21-057	Employee 1	Food boxes x 14	-£477.75
*20/10/07	bacs	20/21-058	Employee 1	Defib Batteries & pads for HSC	-£73.80
*20/10/08	bacs	20/21-059	PKF Littlejohn	Annual Financial Audit	-£360.00
*20/10/09	bacs	20/21-060	WLW Village Hall	Reversal of incorrect receipt (J Wu)	-£48.00
*20/10/10	bacs	20/21-061	Neil Partington	Flood Group - Hose / Lighting	-£97.98

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

## 10. Any Other Business

Chair Newall Reminded all that the nationwide Planning Process Consultation ends on the 29/10/2020. Please encourage residents to respond to the consultation.

Cllr Auwerx There has been a heavy run off from Hill Top Lane again during the last downpour. Cllr P Higham advised that the holding pond at the quarry burst its banks, the resulting runoff caused the drainage system at Hill Top View to fail and the grids in the road were lifted by the water, which is extremely dangerous. There is to be a full appraisal of the water system for the quarry and Hill Top Lane to be completed by the end of the year. There are attenuation tanks in place for Hill Top View but these are overflowing.

Cllr McDonald Blocked drain on Church Hill, on the right-hand side near the garages

Cllr Bell Pot holes on Cow Well Lane are quite a size again

Cllr B Higham NA

Cllr Partington Could the Clerk request approx. 50 sandbags from Doug Cridland at Chorley Borough Council for delivery to the Flood Action Group Container.  
A tree has fallen on Town Lane east under the motorway bridge on the left-hand side.

Cllr Fogarty The coping stones on the wall on Dark Lane on the left-hand side have come loose and are a danger to pedestrians and vehicles.

Cllr Wood Following the flood last week, there area of Dawson Lane near Gelston Manor is still under water. It seems that there is still a blocked drain, or that the culvert running under the entrance to Gelston is blocked.

Cllr Yates All of the drains on Hillside Crescent need clearing with the 'sludge gulper'

Chair .....

Date.....

11. Confidential items

NA

The meeting closed at 20.51pm. The next Parish Council Meeting will be held on Monday 09<sup>th</sup> November 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
01/10/2020		Payment	dd	Y	20/21-053	Easy Websites	Monthly payment	-£ 23.00									-£ 4.60				-£ 27.60
28/10/2020		Payment	bacs	Y	20/21-054	Employee 1	October Salary			-£ 473.26											-£ 473.26
28/10/2020		Payment	bacs	Y	20/21-055	Employee 2	October Salary			-£ 423.21											-£ 423.21
17/11/2020		Payment	dd	Y	20/21-056	LLC Pension	Pension payment November			-£ 309.16											-£ 309.16
12/10/2020		Payment	bacs	Y	20/21-057	Employee 1	Foodboxes x 14							-£ 477.75							-£ 477.75
12/10/2020		Payment	bacs	Y	20/21-058	Employee 1	Defib Batteries & pads for HSC	-£ 61.50									-£ 12.30				-£ 73.80
12/10/2020		Payment	bacs	Y	20/21-059	PKF Littlejohn	Annual Financial Audit	-£ 300.00									-£ 60.00				-£ 360.00
12/10/2020		Payment	bacs	Y	20/21-060	WLW Village Hall	Reversal of incorrect receipt (J Wu)	-£ 48.00													-£ 48.00
12/10/2020		Payment	bacs	Y	20/21-061	Neil Partington	Flood Group - Hose / Lighting	-£ 85.99									-£ 11.99				-£ 97.98
<b>October Month Totals</b>								<b>-£ 518.49</b>	<b>£ -</b>	<b>-£1,205.63</b>	<b>£-</b>	<b>£ -</b>	<b>£ -</b>	<b>-£ 477.75</b>	<b>£ -</b>	<b>£ -</b>	<b>-£ 88.89</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>-£ 2,290.76</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	-£2,946.24	-£518.49						-£4,170.95	£3,379.05
Admin Receipt		£54,900.00	£0.00	£4,400.00	£0.00	£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	-£1,265.94	-£1,205.63						-£10,069.70	£6,030.30
War Mem Payment	£2,500.00	£0.00	£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	£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	-£800.00	£0.00						-£9,095.53	£6,434.48
Grants Payment	£1,000.00	£0.00	£0.00	-£60.00	-£170.00	-£409.00	-£735.00	-£477.75						-£1,851.75	-£851.75
Project/Misc. Payment	£17,700.00	-£500.00	-£300.00	£0.00	£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	£1.60	£1.38						£65.14	£65.14
VAT Payment		-£100.00	-£32.91	-£10.29	-£1,087.50	-£4.60	-£10.80	-£88.89						-£1,334.99	-£1,334.99
VAT Receipt		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00						£0.00	£0.00
<b>Total Receipt</b>		<b>£54,926.96</b>	<b>£30.56</b>	<b>£4,401.66</b>	<b>£1.60</b>	<b>£1.38</b>	<b>£1.60</b>	<b>£1.38</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£59,365.14</b>	<b>£59,365.14</b>
<b>Total Payments</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>-£5,757.98</b>	<b>-£2,290.76</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£29,842.90</b>	<b>£35,577.11</b>
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	£355.20					
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	£173,793.22					
<b>Total bank account balance</b>	<b>£142,115.30</b>	<b>£194,329.33</b>	<b>£191,331.49</b>	<b>£192,906.37</b>	<b>£181,632.36</b>	<b>£179,858.40</b>	<b>£174,148.42</b>					
Precept / CIL Amount to deposit account	£54,900.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00					
CIL Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00					
Payments this month	-£2,712.93	-£3,508.60	-£2,521.68	-£11,437.10	-£1,613.85	-£5,757.98	-£2,290.76					
Receipts this month	£26.96	£30.56	£4,401.66	£1.60	£1.38	£1.60	£1.60					
Unpresented Payments	£0.00	£0.00	-£305.10	£0.00	-£161.49	£0.00	-£20,000.00					
Unpresented Receipts	£0.00	£480.20	£0.00	£161.49	£0.00	£46.40	£0.00					
<b>Balance at month end</b>	<b>£194,329.33</b>	<b>£191,331.49</b>	<b>£192,906.37</b>	<b>£181,632.36</b>	<b>£179,858.40</b>	<b>£174,148.42</b>	<b>£151,859.26</b>					

Chair .....

Date.....