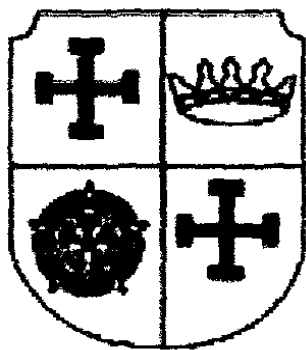


# WHITTLE-LE-WOODS PARISH COUNCIL



Ms Lisa Pickering  
Clerk to the Council  
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5<sup>th</sup> November 2020

## Notice of Special Online Meeting (due to Covid-19 Pandemic)

Dear Councillor, you are hereby summoned to attend a meeting of Whittle-le-Woods Parish Council which will be held online, on Monday 9<sup>th</sup> November 2020, at 7.30pm.

**Note: - The Annual Parish Meeting & Annual Parish Council Meeting are postponed until further notice.**

Yours sincerely, Lisa Pickering, Clerk to the Council

## Agenda

*Declarations of any Interests: Members are reminded of their responsibility to declare any personal interests in respect of matters contained in this agenda. If the interest arises only as a result of your membership of another public body or one to which you have been appointed by the Council then you need only declare it if you intend to speak. If the personal interest is a prejudicial interest, you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.*

## Apologies

- 1) Minutes of the last meeting
- 2) Changes to declarations of interests
- 3) Defibrillator checks
- 4) Special Meeting Protocols – (due to Covid-19 pandemic) postponement of Annual Parish Council Meeting & Annual Parish Meeting until the first face-to-face meeting is held.
- 5) Planning matters (already reviewed)
- 6) Matters Arising
- 7) Clerk's update
- 8) Accounts
- 9) Any other business
- 10) Confidential items

## **Visitors or Comments /Issues.**

Please contact the Clerk on [clerk@whittlewoodsparishcouncil.org.uk](mailto:clerk@whittlewoodsparishcouncil.org.uk), or 01772 304841 / 07453020703 for information on observing the meetings or making a comment or raising an issue

## Whittle-le-Woods Parish Council Meeting Monday 9<sup>th</sup> November 2020

### Apologies:

1. Minutes

2. Changes in Declarations of Interest

3. Defibrillator checks

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

Lower Copthurst Farm Copthurst Lane Whittle-Le-Woods Chorley PR6 8LT

Agricultural determination for the erection of a building for the purposes of maintaining the farm vehicles and trailers and to store various implements and tools associated with the farming enterprise

Ref. No: 20/01138/AGR | Received: Fri 23 Oct 2020 | Validated: Fri 23 Oct 2020 | Status: Awaiting decision

Land Adjacent Dolphin Rise Millstone Close Whittle-Le-Woods

Proposed new residential dwelling

Ref. No: 20/01088/FUL | Received: Tue 13 Oct 2020 | Validated: Thu 15 Oct 2020 | Status: Awaiting decision

*The Parish Council note that development is completely out of character with any surrounding properties. This modern 1960's design does not sit well with the area at all. The statement that no changes to access or egress are envisaged give rise to concerns. More traffic, right on what is already a very dangerous bend, does not lend itself to safety of egress, nor, with potential queues of traffic behind drivers trying to execute a right turn into Millstone Close increasing risks of accidents and near misses at the top of the hill at the apex of the bend. 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.*

9 Hillside Crescent Whittle-Le-Woods Chorley PR6 7LU

Part two storey, part single storey rear extension

Ref. No: 20/01084/FULHH | Received: Mon 12 Oct 2020 | Validated: Mon 12 Oct 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.*

Fox Field Kem Mill Lane Whittle-Le-Woods Chorley PR6 7DZ

Side extension with integral garage and first floor accommodation

Ref. No: 20/01076/FULHH | Received: Sun 11 Oct 2020 | Validated: Sun 11 Oct 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.*

9 Lancers Close Buckshaw Village Chorley PR7 7DJ

Erection of 1.82m high boundary fence (retrospective) and conversion of part of detached garage to home gym Open

Ref. No: 20/01073/FULHH | Received: Fri 09 Oct 2020 | Validated: Thu 15 Oct 2020 | Status:

Awaiting decision

*No Comment*

Granted

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:

Granted

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

Application for works to a protected tree - Chorley BC TPO 7 (Whittle-le-Woods) 1996: T1 Oak - Prune back branches overhanging rear garden by a maximum of 2 metres

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

Granted

Home Farm House Shaw Hill Drive Whittle-Le-Woods Chorley PR6 7PN

Application for works 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:

Granted

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: Granted

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

Roof alterations including raising of ridge height to provide second floor accommodation incorporating rear dormer and front roof light, part two storey/part single storey side/rear extension (following demolition of rear conservatory), front porch and elevational alterations

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

Status: Granted

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:

Granted

Other

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: Refused

## 6. Matters Arising

Urgent meeting convened 19/10/20 - CIL Application from Whittle-Le-Woods Primary School

In attendance: Chair Newall, Parish Councillors, Bell, Briscoe, Evans, B Higham, P Higham, Fogarty, McDonald, Wood, Yates (some issues with internet connectivity) and the Clerk.

The meeting opened at 7.00pm and closed at 7.09pm

Application received from Whittle-Le-Woods Primary School which required urgent attention from the Parish Council due to the half term break, and the urgency of the requirement to place the order for the equipment.

The application was discussed, and found to be very similar to the application submitted by St Chads Primary School.

Requirement to purchase 37 Chromebook or equivalent to provide sufficient IT

Infrastructure to ensure continual education for those Whittle-Le-Woods Children who may be unable to attend school due to the current Covid-19 pandemic. The project would also have long-term benefits in providing Children with access to the internet from home or school, at a cost of £10,000

It was proposed by Cllr Briscoe to provide the full amount requested and seconded by Chair Newall. Unanimous decision.

Clerk to provide a cheque to the school.

Urgent decision required on grant for Parklands High School Holiday Hunger programme – request received on 29/10/2020 for decision. Issue communicated via email and decision reached to provide a grant of £250 to assist Parklands Highschool with their half term holiday hunger programme. Unanimous decision.

Correspondence – Chorley Old Road Issues

Date for December Finance meeting

Christmas Tree lights arrangements

Donation from the Gale Moss Action Group (Janet Brothwood)

Winter planting – triangle at Waterhouse Green

Redrow – Land North of Town Lane Consultation

#### 8. Clerks Update

Community support during Covid-19 pandemic:

7 x families currently being supported

73 x boxes provided in total

Additional family referred for the food parcel program on 05/11/2020.

Further funding application available

Request from Cllr Partington to purchase an additional text bundle for the flood warning system

Feedback from CBC Planning regarding Blackburn Road

#### 9. Accounts

Outgoings to be approved this meeting

Ref	JV	Payee	Detail	Total
dd	20/21-062	Easy Websites	Monthly payment	-£27.60
bacs	20/21-063	Employee 1	November Salary	-£473.26
bacs	20/21-064	Employee 2	November Salary	-£423.21
dd	20/21-065	LLC Pension	Pension payment December	-£300.83
3086	20/21-066	St Chads Primary School	IT Infrastructure project	-£10,000.00
3087	20/21-067	W-L-W Primary School	IT Infrastructure project	-£10,000.00
bacs	20/21-068	Employee 1	Foodboxes x 23	-£766.50
bacs	20/21-069	Aquasition	Text Bundle (flood warning)	-£48.00
bacs	20/21-070	Bees Country Kitchen	Parklands High School Hunger Programme	-£250.00

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

10. Any Other Business

11. Confidential items

## Full Year Accounts to date - against Budget.

### 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
01/11/2020		Payment	dd		20/21-062	Easy Websites	Monthly payment	-£ 23.00									-£ 4.60				-£ 27.60
28/11/2020		Payment	bacs		20/21-063	Employee 1	November Salary			-£ 473.26											-£ 473.26
28/11/2020		Payment	bacs		20/21-064	Employee 2	November Salary			-£ 423.21											-£ 423.21
17/12/2020		Payment	dd		20/21-065	LLC Pension	Pension payment December			-£ 300.83											-£ 300.83
15/10/2020		Payment	3086		20/21-066	St Chads Primary School	IT Infrastructure project														-£ 10,000.00
21/10/2020		Payment	3087		20/21-067	W-L-W Primary School	IT Infrastructure project														-£ 10,000.00
09/11/2020		Payment	bacs		20/21-068	Employee 1	Foodboxes x 23							-£ 766.50							-£ 766.50
09/11/2020		Payment	bacs		20/21-069	Aquasition	Text Bundle (flood warning)						-£ 40.00					-£ 8.00			-£ 48.00
09/11/2020		Payment	bacs		20/21-070	Bees Country Kitchen	Parklands High School Hunger Programme							-£ 250.00							-£ 250.00
<b>November Month Totals</b>								<b>-£ 23.00</b>	<b>£ -</b>	<b>-£1,197.30</b>	<b>£-</b>	<b>£ -</b>	<b>-£ 40.00</b>	<b>-£ 1,016.50</b>	<b>£ -</b>	<b>£ -</b>	<b>-£ 12.60</b>	<b>£ -</b>	<b>£-</b>	<b>-£20,000.00</b>	<b>-£21,991.40</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	-£23.00					-£4,193.95	£3,356.05
Admin Receipt		£54,900.00	£0.00	£4,400.00	£0.00	£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	-£1,197.30					-£11,267.00	£4,833.00
War Mem Payment	£2,500.00	£0.00	£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	£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	-£40.00					-£9,135.53	£6,394.48
Grants Payment	£1,000.00	£0.00	£0.00	-£60.00	-£170.00	-£409.00	-£735.00	-£477.75	-£1,016.50					-£2,868.25	-£1,868.25
Project/Misc. Payment	£17,700.00	-£500.00	-£300.00	£0.00	£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	£0.00					£65.14	£65.14
VAT Payment		-£100.00	-£32.91	-£10.29	-£1,087.50	-£4.60	-£10.80	-£88.89	-£12.60					-£1,347.59	-£1,347.59
VAT Receipt		£0.00	£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>-£2,289.40</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£32,132.30</b>	<b>£33,287.71</b>
CIL Payment									-£20,000.00					-£20,000.00	-£20,000.00
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	£82,629.27

#### 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	£1,064.44				
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	£150,794.82				
Total bank account balance	<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>	<b>£151,859.26</b>				
Precept / CIL Amount to deposit account	£54,900.00	£0.00	£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	£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	-£2,289.40				
Receipts this month	£26.96	£30.56	£4,401.66	£1.60	£1.38	£1.60	£1.60	£0.00				
Unpresented Payments	£0.00	£0.00	-£305.10	£0.00	-£161.49	£0.00	-£20,000.00	£0.00				
Unpresented Receipts	£0.00	£480.20	£0.00	£161.49	£0.00	£46.40	£0.00	£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>	<b>£149,569.86</b>				