

The monthly meeting was held remotely via 'Zoom' at 7.30pm on Monday, January 11th 2021.

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

Apologies NA

The meeting opened at 7.42pm.

Visitors NA

1. Minutes

*21/01/01 The minutes of the previous meeting were approved with 1 minor correction

2. Changes in Declarations of Interest

NA

3. Defibrillator checks

Waterhouse Green and Hillside Crescent defibrillators are OK. Cllr Briscoe to advise on Town Lane.

Books are still being left on the floor of the book swaps – both Joanne and Bill have removed items which are getting damp. Clerk to post on the Facebook page requesting that items are not left on the floor.

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

97 Foxglove Drive Whittle-Le-Woods Chorley PR6 7SG

Proposal: Part two storey rear, part single storey (veranda) extension (following demolition of existing conservatory)

Chair

Date.....

Reference: 20/01386/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.

6 Irvine Place Buckshaw Village Chorley PR7 7FL

Proposal: Application for a certificate of lawfulness for a proposed single storey rear extension

Reference: 20/01388/CLPUD

No comment from Parish Council

Higher Copthurst Farm Cottage Copthurst Lane Whittle-Le-Woods Chorley PR6 8LP

Application for works to a protected tree - Chorley BC TPO 1 (Copthurst Lane, Whittle-le-Woods) 1977: T1 Oak - Reduce the branches overhanging garage to give 3 metres clearance from garage; crown lift the branches growing over the garden of Denham House to a height of 3 metres above the ground and reduce the tips back by 2 metres: and reduce the large epicomic growth growing over the hedge of Denham House. Ref. No: 20/01310/TPO | Received: Sat 05 Dec 2020 |

Validated: Mon 07 Dec 2020 | Status: Awaiting decision

Passed to Tree Warden

Granted

Lucas Lane East Whittle-Le-Woods

Application for works to a protected tree - Chorley BC TPO 12 (Whittle-le-Woods) 1992: Ash T19 – Fell

Ref. No: 20/01234/TPO | Received: Wed 18 Nov 2020 | Validated: Fri 20 Nov 2020 | Status:

Granted

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:

Granted

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:

Granted

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

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

Granted

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

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

Chair

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

Other

Land 17M West Of 4 Halls Square Whittle-Le-Woods

Erection of 1no. shed (following demolition of 1no. existing shed) and resiting of 1no. existing shed

Ref. No: 20/01122/FUL | Received: Wed 21 Oct 2020 | Validated: Fri 06 Nov 2020 | Status: Withdrawn

The Clerk has received an email from the applicant requesting to speak to a Councillor with regard to the Parish Council consultation comments posted on the application. The Parish Council discussed the request, but found that the comments made on the application are valid, and that further communication would not be helpful.

6. Budget

All Councillors have been provided with full planned budget documents for review.

The Clerk advised that the Council Tax Base has not yet been provided by Chorley Borough Council, however that the Budget could be agreed and the Precept set once the Council Tax Base is provided.

It was agreed to set the budget on this principle, and once the Council Tax Base is known, the Clerk will advise the final Precept to the Parish Council via email. And once agreed by the Parish Council the Clerk will submit the Precept request to Chorley Borough Council.

Additional areas discussed during the budget setting process:

Cllr Bell advised that the Playing Field Trust had been established when Whittle-Le-Woods Primary School created a new school playing field, and stopped cutting the grass on the rest of the playing fields.

Cllr Bell suggested that the Parish Council budget to provide support for the Whittle-Le-Woods Playing Field Trust and that the administration of the Trust be taken over by the Parish Council rather than the current trustees. Cllr B Higham advised that all paperwork with regard to the Playing Field Trust was provided to Lyndon Wright when the trust was created in 2001.

A letter will be required from the Trustees of the Playing Field Trust to the Parish Council to commence the process.

Volunteer reward & recognition. The budgeted amount was discussed and it was suggested by Cllr McDonald that the organisers of the Christmas Hampers should be recognised, and also that My Boyd Harris deserves recognition for all of his contributions to the Parish and Village of Whittle-Le-Woods.

The hanging baskets for the Maypoles should be budgeted for. The issue was discussed, as the baskets provided by Plantscape are too heavy for the Maypoles, and Chorley Borough Council costs have been too high in the past. There was some discussion of providing an alternative to Hanging Baskets, such as artificial flowers, or alternative decorations. Cllr Yates advised that he is

Chair

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opposed to using artificial flowers in hanging baskets.
The Clerk was requested to look at potential alternatives for the Maypole decorations.

Election set asides
Clerk to check with Chorley Borough Council Electoral Services to ensure current set asides are adequate for the future provision.

Canal Basin Project
Ongoing maintenance of the area will be required

Christmas Lighting
Cllr Fogarty requested an additional tree (Town Centre Trees) towards the Town Lane end of the village
Cllr Partington suggested additional lighting on the trees opposite the Triangle on Waterhouse Green – around 10 trees with potentially every other tree wrapped in lights.
Lit-up reindeer silhouettes on Waterhouse Green
It was also noted that the Christmas tree is still awaiting removal, but the contractor will carry out the work shortly.

7. Clerks Update

Community support during Covid-19 pandemic:

- 8 x families currently being supported
- 114 x boxes provided in total
- Additional funding application has been accepted for £960 from Community Food Grants Lancashire

CBC & Jason Garstang approached regarding installation of Flagpole. The Clerk will scope out the project for agreement by Cllr Briscoe. Cllr Briscoe will provide an installation diagram.

Cllr Bell has requested a seat to be placed by the new bus stop opp. Cow Well Lane. The Clerk has requested a seat via LCC Highways and CBC street scene services. Chair Newall suggested that the requirement be included within the Whittle Walks project.

Update from David Hull

- 1. Cleaned up the Brewery fields footpath
- 2. Strimmed the Smithy fields footpath
- 3. Cleaned up the Canal Trail footpath and strimmed the Fence line on Hill Top Lane.

Chair

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8. Accounts

Outgoings approved this meeting

	Ref	JV	Payee	Detail	Total
*21/01/02	card	20/21-092	Morrisons	Food Parcels x 8 (paid by debit card)	-£266.00
*21/01/03	dd	20/21-093	Easy Websites	Monthly payment	-£27.60
*21/01/04	bacs	20/21-094	HMRC	PAYE Quarter 3	-£532.18
*21/01/05	bacs	20/21-095	Employee 1	January Salary	-£487.68
*21/01/06	bacs	20/21-096	Employee 2	January Salary	-£423.21
*21/01/07	dd	20/21-097	LLC Pension	Pension payment January	-£285.51
*21/01/08	bacs	20/21-098	Employee 1	Gloves for Lengthsman	-£11.99
*21/01/09	dd	20/21-099	PWLB	Loan Repayment	-£2,519.98

9. Any Other Business

Redrow development plans, Town Lane. Chair Newall provided an update on the current situation with the planning application from Redrow. In preparation for the Parish Council responding to the planning application Chair Newall proposed that a Highways Impact Consultation be commissioned. Chair Newall provided the details and costs for 2 potential providers, which were discussed in detail. It was unanimously agreed that the Highways Impact review should be commissioned.

Cllr Yates proposed using the services of the local provider. The proposal was seconded by both Cllr Briscoe & Cllr Evans.

The Clerk was requested to ask the provider if they would make a representation at planning committee, and also to ensure that the report produced would be confidential to the Parish Council.

Chair Newall suggested that a leaflet be produced and distributed around the village in residences in the area which will be affected by any development. It was unanimously agreed to go ahead with leaflets. Cllr Wood offered the services of his office to assist in the artwork for the leaflet. Other potential areas that may be impacted that are to be considered are Educational and Health infrastructure, and impact upon Air Quality.

Cllr B Higham Advised that the Standing Orders can remain unchanged with respect to Petty Cash float.

Chair

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10. Confidential Items

The Staffing Committee have made the recommendation that the salary for the Clerk & RFO role as needed to be re-evaluated to bring the salary in line with NALC pay scales.

The Staffing Committee proposed to the Parish Council that the annual appraisal 1 point scale increase should be applied retrospectively as per the contract with the current Clerk.

The Staffing Committee have approached SLCC for a salary evaluation to be completed. The cost will be £200.

The decision was unanimously agreed.

Chair

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The meeting closed at 21.35pm. The next Parish Council Meeting will be held on Monday 08th February at 7.30pm via Zoom.

Chair

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Whittle-le-Woods Parish Council																					
Accounts for 2020 / 21																					
							Payment	Receipt	Payment	Payment	Payment	Payment	Payment	Payment	Receipt	Payment	Receipt	Receipt	Recei	Payment	
Date	Minute ref	Receipt / Payment	Ref	R	JV	Payee	Detail	Admin	Admin	Salaries	War Mem	Loan	Maint	Grants	Project / Misc	Interest	VAT	VAT	CIL	CIL	
31/12/2020		Payment	card		20/21-092	Morrisons	Food Parcels x 8 (paid by debit card)														-£ 266.00
01/01/2021		Payment	dd		20/21-093	Easy Websites	Monthly payment	-£ 23.00													-£ 4.60
11/01/2021		Payment	bacs		20/21-094	HMRC	PAYE Quarter 3			-£ 532.18											-£ 532.18
28/01/2021		Payment	bacs		20/21-095	Employee 1	January Salary			-£ 487.68											-£ 487.68
28/01/2021		Payment	bacs		20/21-096	Employee 2	January Salary			-£ 423.21											-£ 423.21
17/01/2021		Payment	dd		20/21-097	LLC Pension	Pension payment January			-£ 285.51											-£ 285.51
11/01/2021		Payment	bacs		20/21-098	Employee 1	Gloves for Lengthsman	-£ 9.99													-£ 2.00
27/01/2021		Payment	dd		20/21-099	PWLB	Loan Repayment														-£ 2,519.98
January Month Totals								-£ 32.99	£ -	-£1,728.58	£ -	-£2,519.98	£ -	-£ 266.00	£ -	£ -	-£ 6.60	£ -	£ -	£ -	-£ 4,554.15

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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	-£686.11	-£32.99			-£4,913.05	£2,636.95	
Admin Receipt		£54,900.00	£0.00	£4,400.00	£0.00	£0.00	£0.00	£0.00	£0.00	£169.49	£0.00			£59,469.49	£59,469.49	
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	-£1,811.82	-£1,196.40	-£1,728.58			-£14,806.50	£1,293.50	
War Mem Payment	£2,500.00	£0.00	£0.00	£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	£0.00	-£2,519.98			-£5,039.96	£0.04	
Maint Payment	£15,530.00	£0.00	-£1,720.00	-£765.00	-£5,810.53	£0.00	-£800.00	£0.00	-£40.00	-£2,044.88	£0.00			-£11,180.41	£4,349.60	
Grants Payment	£1,000.00	£0.00	£0.00	-£60.00	-£170.00	-£409.00	-£735.00	-£477.75	-£1,016.50	-£794.75	-£266.00			-£3,929.00	-£2,929.00	
Project/Misc. Payment	£17,700.00	-£500.00	-£300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£1,679.00	£0.00			-£2,479.00	£15,221.00	
Interest Receipt		£26.96	£30.56	£1.66	£1.60	£1.38	£1.60	£1.38	£1.27	£1.29	£0.00			£67.70	£67.70	
VAT Payment		-£100.00	-£32.91	-£10.29	-£1,087.50	-£4.60	-£10.80	-£88.89	-£12.60	-£398.83	-£6.60			-£1,753.02	-£1,753.02	
VAT Receipt		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,174.21	£0.00			£6,174.21	£6,174.21	
Total Receipt		£54,926.96	£30.56	£4,401.66	£1.60	£1.38	£1.60	£1.38	£1.27	£6,344.99	£0.00	£0.00	£0.00	£65,711.40	£65,711.40	
Total Payments	£65,420.00	-£2,712.93	-£3,508.60	-£2,521.68	-£11,437.10	-£1,613.85	-£5,757.98	-£2,290.76	-£2,903.92	-£6,799.97	-£4,554.15	£0.00	£0.00	-£44,100.94	£21,319.07	
CIL Payment									-£20,000.00					-£20,000.00	-£20,000.00	
CIL Receipt (Bal C/O)	£102,610.77	£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	£82,610.77	
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	£330.01	£726.84			
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	£148,797.47	£147,972.97			
Total bank account balance				£142,115.30	£194,329.33	£191,331.49	£192,906.37	£181,632.36	£179,858.40	£174,148.42	£151,859.26	£149,127.48	£148,699.81			
Precept / CIL Amount to deposit account				£54,900.00	£0.00	£0.00	£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	£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	-£2,903.92	-£6,799.97	-£4,554.15			
Receipts this month				£26.96	£30.56	£4,401.66	£1.60	£1.38	£1.60	£1.38	£1.27	£6,344.99	£0.00			
Unpresented Payments				£0.00	£0.00	-£305.10	£0.00	-£161.49	£0.00	-£20,000.00	£0.00	£0.00	£0.00			
Unpresented Receipts				£0.00	£480.20	£0.00	£161.49	£0.00	£46.40	£0.00	£170.87	£27.31	£0.00			
Balance at month end				£194,329.33	£191,331.49	£192,906.37	£181,632.36	£179,858.40	£174,148.42	£151,859.04	£149,127.48	£148,699.81	£144,145.66			

Chair

Date.....