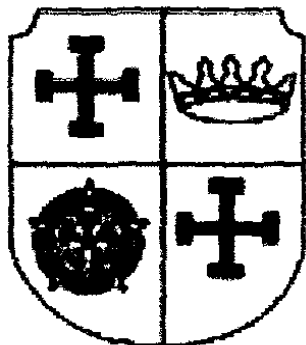


# WHITTLE-LE-WOODS PARISH COUNCIL



Ms Lisa Pickering  
Clerk to the Council  
309 Browndedge Rd,  
Bamber Bridge,  
PR5 6UU

Tel: 01772 304841

[www.whittlelewoodsparishcouncil.org.uk](http://www.whittlelewoodsparishcouncil.org.uk)  
[clerk@whittlelewoodsparishcouncil.org.uk](mailto:clerk@whittlelewoodsparishcouncil.org.uk)

3<sup>rd</sup> February 2021

## 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 08<sup>th</sup> February 2021, 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@whittlelewoodsparishcouncil.org.uk](mailto:clerk@whittlelewoodsparishcouncil.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 08<sup>th</sup> February 2021

Apologies: Cllr Wood

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 – 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**

Crostone Farm Lucas Lane Whittle-Le-Woods Chorley PR6 7DA

Application for work to a protected tree - Chorley BC TPO 12 (Whittle-le-Woods) 1992: T37  
Sycamore - Prune branches overhanging 9 Orchard Drive.

Ref. No: 21/00096/TPO | Received: Wed 27 Jan 2021 | Validated: Wed 03 Feb 2021 | Status:

Awaiting decision

*Passed to Tree Warden*

4 The Walled Garden Whittle-Le-Woods Chorley PR6 7PD

Application for works to protected trees - Chorley BC TPO 1 (Whittle-le-Woods) 1982: T1 Yew -  
Reduce to the east by 2 metres and balance crown clean removing all old stubs - sucrose  
treatment to supplement its photosynthetic abilities; T2 Oak - Fell and replant with 1No.  
Himalayan Birch; and T4 Oak - Reduce back towards the boundary by 2.5 metres.

Ref. No: 21/00062/TPO | Received: Wed 20 Jan 2021 | Validated: Mon 01 Feb 2021 | Status:

Awaiting decision

*Passed to Tree Warden*

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/PAR | Received: Wed 18 Nov 2020 | Validated: Fri 18 Dec 2020 | Status: Awaiting decision

*For information only*

166 Chorley Old Road Whittle-Le-Woods Chorley PR6 7NA

Application for a certificate of lawfulness for a proposed single storey rear extension (following demolition of existing single storey extension)

21/00091/CLPUD Alternative Reference PP-09452753

Application Validated Tue 26 Jan 2021

Status Awaiting decision

*No comment*

6 Olive Close Whittle-Le-Woods Chorley PR6 7HR

Application for work to a protected tree - Chorley BC TPO 12 (Whittle-le-Woods) 1992: T10 Alder - Crown reduction and removal of dead branches.

Ref. No: 21/00036/TPO | Received: Thu 14 Jan 2021 | Validated: Thu 14 Jan 2021 | Status:

Awaiting decision

*Passed to Tree Warden*

Sondela House Parkside Drive Whittle-Le-Woods Chorley PR6 7PL

Alterations to Existing Landscape, Reconfiguration of Driveway and Carport Construction.

Ref. No: 21/00023/FULHH | Received: Mon 11 Jan 2021 | Validated: Mon 11 Jan 2021 | Status:

Awaiting decision

*Support - 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.*

11 Preston Road Whittle-Le-Woods Chorley PR6 7PE

Single storey rear extension with associated structural opening and first floor side extension over existing garage.

Ref. No: 21/00016/FULHH | Received: Sat 09 Jan 2021 | Validated: Sat 09 Jan 2021 | Status:

Awaiting decision

*Neutral - 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. It is noted that there is insufficient space between the buildings to carry out maintenance.*

Land North Of Town Lane Whittle-le-Woods

Outline planning application for the construction of up to 250 dwellings and associated infrastructure (including 30% affordable housing) with all matters reserved aside from the access from Town Lane.

Ref. No: 20/01347/OUTMAJ | Received: Mon 14 Dec 2020 | Validated: Mon 14 Dec 2020 | Status:

Awaiting decision

*Extension agreed for Parish Council response by 22<sup>nd</sup> February.*

Granted

Cheeky Monkeys Factory Lane Whittle-Le-Woods Chorley PR6 7YA

Erection of 6 no. detached houses with associated infrastructure following demolition of existing buildings

Ref. No: 20/00483/FUL | Received: Wed 27 May 2020 | Validated: Wed 27 May 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 conditions 3 (restrictive access), 8 (ground investigations), 10 (dwelling emission rates) and 23 (landscape and environmental management plan) of outline planning permission ref. 13/01055/OUTMAJ

Ref. No: 20/00144/DIS | Received: Thu 13 Feb 2020 | Validated: Thu 13 Feb 2020 | Status:

Parish Council response to CBC

Parish Council response to Flood Authority

Parish Council email to LCC / Highways / EA

Granted

124 Preston Road Whittle-Le-Woods Chorley PR6 7HE

First floor rear extension

Ref. No: 20/01252/FULHH | Received: Mon 23 Nov 2020 | Validated: Mon 23 Nov 2020 | Status:

Granted

177 Chorley Old Road Whittle-Le-Woods Chorley PR6 7NB

Application to discharge condition nos. 4 (materials) and 7 (dwelling emission rate) of planning permission ref. 20/00453/FUL (Erection of 1no. detached dwelling house and detached garage (Plot 2) including improvements to access)

Ref. No: 20/01220/DIS | Received: Sat 14 Nov 2020 | Validated: Sat 14 Nov 2020 | Status:

Granted

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:

Granted

5 Riley Place Whittle-Le-Woods Chorley PR6 7FU

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

Ref. No: 20/01258/CLPUD | Received: Tue 24 Nov 2020 | Validated: Tue 24 Nov 2020 | Status:

Granted

4 Moss Terrace Moss Lane Whittle-Le-Woods Chorley PR6 8AB

Single storey extension to side and rear following demolition of existing conservatory

Ref. No: 20/01242/FULHH | Received: Fri 20 Nov 2020 | Validated: Fri 20 Nov 2020 | Status:

Granted

Greenlands Parkside Drive South Whittle-Le-Woods Chorley PR6 7PH

Application for works to protected trees - Chorley BC TPO 11 (Whittle-le-Woods) 1992: T1, T2, T3, T4 - Black Poplar - pollard to 8m

Ref. No: 20/01225/TPO | Received: Mon 16 Nov 2020 | Validated: Wed 18 Nov 2020 | Status: Granted

## 6. Matters Arising

CLlr Partington has provided a list of items for purchase for the Flood Action Group, based upon the available budget for 20/21. The items requested total £750.00 ex vat.

Websites

[www.floodprotectionsolutions.co.uk](http://www.floodprotectionsolutions.co.uk) – can do consultancy meetings – suggest improvements for us as part of the money?

<https://www.design1st.com/5-innovative-flood-prevention-products-replace-sandbags/> - prevention ideas

CLlr Fogarty has requested that the issue of trees being felled on Lucas Lane – see attached documents / emails.

Clerk has referenced TPO - 20/01234/TPO

Precept to Whittle-Le-Woods & Clayton-Le-Woods War Memorial. Precept request received for £2000

## 7. Clerks update

Several grit bins reported for refilling

New grit bin requested for Lady Crosse Drive

Thank you letter received from Living Waters for donation from Charities

Light pollution – call from resident regarding Light Pollution in Whittle-Le-Woods. Sign posted to CBC, and in this particular case JigSaw Housing.

Community support during Covid-19 pandemic:

7 x families currently being supported

129 x boxes provided in total

Flagpole

Project scope sent to CLlr Briscoe for approval

Whittle Crest design needed (asked CLlr Woods assistance in providing the artwork)

Redrow development

FRA Review received from WRA

Highways Review commissioned

Leaflets provided by Chair Newall issued for printing and distributing by early week com. 01/02/21

Maypoles potential solution.

Price requested from CBC

Plant Scape provide basket trees, which are robust enough to carry the baskets with the water

reservoir – these can be provided in different colours, and maintained by Plantscape, A price has been requested.

Election set asides - information has been requested from CBC

David Hull – Netting around base of Community Garden has been installed

Request from Dedrah Moss to install hardcore paths around the garden – propose to forward to Sean Blake at CBC.

Jason Garstang has removed the Christmas Tree from Waterhouse Green, The cost this year has increased due to fees charged by Steve Limmer and Tipping fees.

#### 8. Outgoings approved this meeting

Ref	JV	Payee	Detail	Total
card	20/21-100	Morrisons	Food Parcels x 15 (paid by debit card)	-£498.75
dd	20/21-101	Easy Websites	Monthly payment	-£27.60
bacs	20/21-102	Employee 1	February Salary	-£487.68
bacs	20/21-103	Employee 2	February Salary	-£423.21
dd	20/21-104	LLC Pension	Pension payment February	-£285.51
bacs	20/21-105	Water Resource Associates	Town Lane FRA Review	-£1,200.00
bacs	20/21-106	War Memorial	War Memorial Precept	-£2,000.00
bacs	20/21-107	David Hull	Community Garden fence	-£200.00
bacs	20/21-108	JD Garstang	Removal of Christmas Tree	-£100.00
bacs	20/21-109	DTPC	Highways Survey Report	-£1,260.00
Card	20/21-110	Flags and Flagpoles	Flag pole for Waterhouse Green	-£196.80

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

#### 9. Any Other Business

#### 10. Confidential Items

Clerk annual leave – 15/02/21 – 19/02/21 inc.

Whittle-le-Woods Parish Council

Accounts for 2020 / 21

							Payment	Receipt	Payment	Payment	Payment	Payment	Payment	Payment	Receipt	Payment	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	Total
31/01/2021		Payment	card		20/21-100	Morrisons	Food Parcels x 15 (paid by debit card)							-£ 498.75							-£ 498.75
01/02/2021		Payment	dd		20/21-101	Easy Websites	Monthly payment	-£ 23.00									-£ 4.60				-£ 27.60
28/02/2021		Payment	bacs		20/21-102	Employee 1	January Salary			-£ 487.68											-£ 487.68
28/02/2021		Payment	bacs		20/21-103	Employee 2	January Salary			-£ 423.21											-£ 423.21
17/02/2021		Payment	dd		20/21-104	LLC Pension	Pension payment January			-£ 285.51											-£ 285.51
08/02/2021		Payment	bacs		20/21-105	Water Resource Associates	Town Lane FRA Review										-£ 200.00			-£ 1,000.00	-£ 1,200.00
08/02/2021		Payment	bacs		20/21-106	War Memorial	War Memorial Precept				-£2,000.00										-£ 2,000.00
08/02/2021		Payment	bacs		20/21-107	David Hull	Community Garden fence						-£ 200.00								-£ 200.00
08/02/2021		Payment	bacs		20/21-108	JD Garstang	Removal of Christmas Tree								-£ 100.00						-£ 100.00
08/02/2021		Payment	bacs		20/21-109	DTPC	Highways Survey Report								-£1,050.00		-£ 210.00				-£ 1,260.00
04/02/2021		Payment	Card		20/21-110	Flags and Flagpoles	Flag pole for Waterhouse Green								-£ 164.00		-£ 32.80				-£ 196.80
<b>February Month Totals</b>								-£ 23.00	£ -	-£1,196.40	-£2,000.00	£ -	-£ 200.00	-£ 498.75	-£1,314.00	£ -	-£ 447.40	£ -	£-	-£ 1,000.00	-£ 6,679.55

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	-£23.00		-£4,936.05	£2,613.95
Admin Receipt		£54,900.00	£0.00	£4,400.00	£0.00	£0.00	£0.00	£0.00	£0.00	£169.49	£1,260.00	£0.00		£60,729.49	£60,729.49
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	-£1,196.40		-£16,002.90	£97.10
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	-£2,000.00		-£2,000.00	£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	£0.00		-£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	-£200.00		-£11,380.41	£4,149.60
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	-£498.75		-£4,427.75	-£3,427.75
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	-£1,314.00		-£3,793.00	£13,907.00
Interest Receipt		£26.96	£30.56	£1.66	£1.60	£1.38	£1.60	£1.38	£1.27	£1.29	£1.17	£0.00		£68.87	£68.87
VAT Payment		-£100.00	-£32.91	-£10.29	-£1,087.50	-£4.60	-£10.80	-£88.89	-£12.60	-£398.83	-£6.60	-£447.40		-£2,200.42	-£2,200.42
VAT Receipt		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,174.21	£0.00	£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	£1,261.17	£0.00	£0.00	£66,972.57	£66,972.57
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	-£5,679.55	£0.00	-£49,780.49	£15,639.52
CIL Payment									-£20,000.00			-£1,000.00		-£21,000.00	-£21,000.00
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	£81,610.77
<b>Summary of bank accounts</b>				<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
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	£933.94	
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	£143,974.14	
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>	<b>£149,127.48</b>	<b>£148,699.81</b>	<b>£144,908.08</b>	
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	£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	-£1,000.00
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	-£5,679.55	
Receipts this month				£26.96	£30.56	£4,401.66	£1.60	£1.38	£1.60	£1.38	£1.27	£6,344.99	£1,261.17	£0.00	
Unpresented Payments				£0.00	£0.00	-£305.10	£0.00	-£161.49	£0.00	-£20,000.00	£0.00	£0.00	-£498.75	£0.00	
Unpresented Receipts				£0.00	£480.20	£0.00	£161.49	£0.00	£46.40	£0.00	£170.87	£27.31	£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>£151,859.04</b>	<b>£149,127.48</b>	<b>£148,699.81</b>	<b>£144,908.08</b>	<b>£138,228.53</b>	