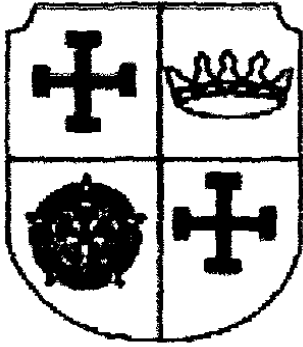


WHITTLE-LE-WOODS PARISH COUNCIL



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

Tel: 01772 304841

www.whittlelewoodsparishcouncil.org.uk
clerk@whittlelewoodsparishcouncil.org.uk

3rd March 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 8th March 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, 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 8th March 2021

Apologies: Chair Newall, Cllr Wood

Visitors: Mrs Metcalfe, Head Teacher of Whittle-Le-Woods Primary School

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*

Latest Information provided on remote meetings from NALC:

The regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, before 7 May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face-to-face meetings from 7 May.

Agree a date for the 2021 Annual Parish Meeting, and Annual Parish Council Meeting, before the 7th May, if this is to be held remotely

Consider the preparation required for face-to-face meetings from 7th May 2021

[\(\[CORONAVIRUS — INFORMATION FOR LOCAL \\(PARISH AND TOWN\\) COUNCILS \\(nalc.gov.uk\\)\]\(https://www.nalc.gov.uk/coronavirus-information-for-local-parish-and-town-councils\)\)](https://www.nalc.gov.uk/coronavirus-information-for-local-parish-and-town-councils)

5. Planning Matters

New

The Cottage Parkside Drive South Whittle-Le-Woods Chorley PR6 7PH

Application for work to a protected tree - Chorley BC TPO 5 (Whittle-le-Woods) 2019: T1 Beech -
Crown thin by 20%

Ref. No: 21/00248/TPO | Received: Wed 03 Mar 2021 | Validated: Thu 04 Mar 2021 | Status:

Awaiting decision

Passed to Tree Warden

Phoenix Electrics 302 Preston Road Whittle-Le-Woods Chorley PR6 7HU

Single storey rear extension

Ref. No: 21/00223/FUL | Received: Wed 24 Feb 2021 | Validated: Wed 24 Feb 2021 | Status:

Awaiting decision

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

Change of use of the unit from children's play centre to Use Class E (g) (iii) (Industrial processes)

Ref. No: 21/00035/FUL | Received: Thu 14 Jan 2021 | Validated: Mon 22 Feb 2021 | Status:

Awaiting decision

Clarification requested from CBC

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

Application for works to protected trees - Chorley BC TPO 13 (Whittle-le-Woods) 1992: Oaks T1,
T2 & T3 - Pruning of branches overhanging garden

Ref. No: 21/00180/TPO | Received: Mon 15 Feb 2021 | Validated: Fri 19 Feb 2021 | Status:

Awaiting decision

Passed to Tree Warden

LAND NORTH OF A674 MILLENNIUM WAY, NORTHEAST OF M61 JUNCTION 8 GR: 358909 419837

APPLICATION: LCC/2021/0007 PROPOSAL: PRIOR EXTRACTION OF SAND / GRAVEL AND
SUBSEQUENT RESTORATION WITH INERT ENGINEERING FILL TO FACILITATE A PLATFORM FOR
EMPLOYMENT DEVELOPMENT, OR AGRICULTURE, WITH PERIPHERAL LANDSCAPING LOCATION:

Extension granted until 15th March

8 Cow Well Lane Whittle-Le-Woods Chorley PR6 7HS

Single storey rear extension

Ref. No: 21/00133/FULHH | Received: Thu 04 Feb 2021 | Validated: Thu 11 Feb 2021 | 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.

6 Hampshire Avenue Buckshaw Village Chorley PR7 7DF

Erection of black metal railings and gate, maximum 1m in height, to be fitted around the front boundary of the property

Ref. No: 21/00125/FULHH | Received: Wed 03 Feb 2021 | Validated: Fri 05 Feb 2021 | 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.

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

Application to discharge condition nos. 11 (construction environmental management plan) and 21 (construction method statement) attached to planning permission 20/00483/FUL (Erection of 6no. detached houses with associated infrastructure following demolition of existing buildings)

Ref. No: 21/00116/DIS | Received: Mon 01 Feb 2021 | Validated: Mon 01 Feb 2021 | Status:

Awaiting decision

For Information Only

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

First floor front extension above existing ground floor projection

Ref. No: 21/00112/FULHH | Received: Fri 29 Jan 2021 | Validated: Fri 29 Jan 2021 | 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.

24 Harvest Drive Whittle-Le-Woods Chorley PR6 7QL

First floor side extension and single storey rear extension

Ref. No: 21/00098/FULHH | Received: Wed 27 Jan 2021 | Validated: Wed 27 Jan 2021 | 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

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

Application to discharge condition nos. 11 (construction environmental management plan) and 21 (construction method statement) attached to planning permission 20/00483/FUL (Erection of 6no. detached houses with associated infrastructure following demolition of existing buildings)

Ref. No: 21/00116/DIS | Received: Mon 01 Feb 2021 | Validated: Mon 01 Feb 2021 | Status:

Granted

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)

Ref. No: 21/00091/CLPUD | Received: Tue 26 Jan 2021 | Validated: Tue 26 Jan 2021 | Status:

Granted

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 (retrospective)

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

Granted

6 Irvine Place Buckshaw Village Chorley PR7 7FL

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

Ref. No: 20/01388/CLPUD | Received: Wed 23 Dec 2020 | Validated: Mon 04 Jan 2021 | Status:
Granted

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

Application for works 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:
Granted

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

Two storey rear extension (following demolition of existing conservatory)

Ref. No: 20/01386/FULHH | Received: Tue 22 Dec 2020 | Validated: Tue 22 Dec 2020 | Status:
Granted

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:
Granted

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

Alterations to existing outbuilding to accommodate garage/store and other uses ancillary to the
main residence, along with new hardstanding to join with existing

Ref. No: 20/01222/FULHH | Received: Mon 16 Nov 2020 | Validated: Mon 16 Nov 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. 13 (travel plan) and 18 (invasive species) of 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: 20/00289/DIS | Received: Thu 19 Mar 2020 | Validated: Thu 19 Mar 2020 | Status:
Granted

Other decision

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: Other
decision - Prior App required – Agr

6. Matters Arising

Gale Moss planning application – further information provided by Cllr Fogarty

7. Clerks Update

Food Parcel update: budget sufficient until 02/06/21.

Total parcels provided 143 (7 families currently being supported)

Christmas lights and decorations, quotes from Stately Lighting

Lights on trees along School Brow -

*'The quote for installing all the infrastructure and dressing the three trees with 15 x strings in each will be **£3.870.00***

I would also look to install a new feeder pillar next to the lighting column and feed the trees from that point in low voltage which is a better and safer method.'

Reindeer on the Triangle – see attached pictures

REESE 200 **£1.955.00**

DASHER 250 **£2.145.00**

LUMI 300 **£4.480.00**

3D Model **£1.764.00 + vat**

*Infrastructure costs to power the reindeer and fit two concrete pads for it to secure on would be a one-off cost of **£890.00***

*Install removal and storage of the reindeer would be an annual cost of **£560***

Scarecrow Festival request from Clayton-Le-Woods Parish Council – email attached

CCTV Update from Cllr Clifford. Currently waiting on quotes from Contractors. Lancashire Police advise 2 cameras, 1 at the Polo and 1 at Union Street. The cost is circa. £15k per camera, however CBC will provide ongoing maintenance.

Annual Meetings before 07/05/21 – virtual meetings cannot be held after this date, unless the current statute changes.

8. Accounts

Outgoings approved this meeting

Ref	JV	Payee	Detail	Total
card	20/21-111	Morrisons	Food Parcels x 7 (paid by debit card)	-£232.75
card	20/21-112	Flood Action Group	Flood Action Group	-£869.38
card	20/21-113	Morrisons	Food Parcels x 7 (paid by debit card)	-£232.75
dd	20/21-114	Easy Websites	Monthly payment	-£27.60
bacs	20/21-115	Employee 1	March Salary	-£684.25
bacs	20/21-116	Employee 2	March Salary	-£423.21
dd	20/21-117	LLC Pension	Pension payment March	-£359.09
bacs	20/21-119	Employee 1	Expenses - Jan to Mar	-£200.89
bacs	20/21-120	David Hull	Invoice 4 of 4	-£730.00
bacs	20/21-121	Employee 1 / HMRC / Pensions	Salary adjustment following evaluation	-£5,951.80
card	20/21-122	Just For Schools	Scouts Group tables & trolley	-£1,005.63

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

9. Any Other Business

Cllr Auwerx Concerns regarding the installation of Huawei equipment as part of the 5G telecoms installation on Hill Top Lane. Clerk to check the manufacturer of the equipment with the providers.

10. Confidential Items

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 pt CIL	Payment CIL	Total
10/02/2021		Payment	card		20/21-111	Morrisons	Food Parcels x 7 (paid by debit card)							-£ 232.75							-£ 232.75
15/02/2021		Payment	card		20/21-112	Flood Action Group	Flood Action Group						-£ 723.66				-£ 145.72				-£ 869.38
24/02/2021		Payment	card		20/21-113	Morrisons	Food Parcels x 7 (paid by debit card)							-£ 232.75							-£ 232.75
01/03/2021		Payment	dd		20/21-114	Easy Websites	Monthly payment	-£ 23.00									-£ 4.60				-£ 27.60
02/03/2021		Payment	card		20/21-122	Just For Schools	Scouts Group tables & trolley										-£ 167.60			-£ 838.03	-£ 1,005.63
28/03/2021		Payment	bacs		20/21-115	Employee 1	March Salary			-£ 684.25											-£ 684.25
28/03/2021		Payment	bacs		20/21-116	Employee 2	March Salary			-£ 423.21											-£ 423.21
17/03/2021		Payment	dd		20/21-117	LLC Pension	Pension payment March			-£ 359.09											-£ 359.09
08/03/2021		Payment	bacs		20/21-119	Employee 1	Expenses - Jan to Mar	-£ 196.20									-£ 4.69				-£ 200.89
08/03/2021		Payment	bacs		20/21-120	David Hull	Invoice 4 of 4						-£ 730.00								-£ 730.00
08/03/2021		Payment	bacs		20/21-121	Employee 1 / HMRC	Salary adjustment following evaluation			-£ 3,610.62											-£ 3,610.62
March Month Totals								-£ 219.20	£ -	-£ 5,077.17	£ -	£ -	-£ 1,453.66	-£ 465.50	£ -	£ -	-£ 322.61	£ -	£ -	-£ 838.03	-£ 8,376.17

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	-£219.20	-£5,155.25	£2,394.75	
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	£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	-£5,077.17	-£21,080.07	-£4,980.07	
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	£0.00	-£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	£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	-£1,453.66	-£12,834.07	£2,695.94	
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	-£465.50	-£4,893.25	-£3,893.25	
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	£0.00	-£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	£1.09	£0.00	£69.96	£69.96	
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	-£322.61	-£2,523.03	-£2,523.03	
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	£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	£1.09	£0.00	£66,973.66	£66,973.66	
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	-£7,538.14	-£57,318.63	£8,101.38	
CIL Payment									-£20,000.00			-£1,000.00	-£838.03	-£21,838.03	-£21,838.03	
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	£80,772.74	
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	£933.94	£419.25	
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	£138,975.23	
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	£144,908.08	£139,394.48	
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	£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	-£838.03
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	-£7,538.14	
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	£1,165.95	£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	£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	£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	£144,908.08	£139,394.48	£131,018.31	