

The monthly meeting was held remotely via 'Zoom' at 7.30pm on Monday, April 12<sup>th</sup> 2021.

Present Chair Newall (7.45pm), Vice-Chair McDonald, Parish Councillors Auwerx, Bell, Briscoe, Evans, B Higham, P Higham, Fogarty, Wood, Yates and the Clerk.

Apologies Councillor Partington

The meeting opened at 7.30pm. Vice-Chair McDonald chaired the meeting until Chair Newall joined the meeting at 7.45pm.

Vice Chair McDonald requested a minute silence as a mark of respect to the passing of HRH Prince Philip, Duke of Edinburgh.

Visitors NA

1. Minutes

\*21/04/01 The minutes of the previous meeting were approved, with 1 minor amendment.

2. Changes in Declarations of Interest

NA

3. Defibrillator checks

All 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*
- *Clrs to connect via audio & video*
- *Clrs to speak in turn*
- *Minimal Agenda*
- *Planning comments to be submitted to the Clerk prior to the meeting*
- *Clr reports to be submitted to Clerk by email prior to the meeting*
- *Clerk to minute the meeting*

Chair .....

Date.....

## 5. Planning Matters

New

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

Application for work to a protected tree - Chorley BC TPO 13 (Whittle-le-Woods) 1992: T7 Silver Birch - Fell. Ref. No: 21/00409/TPO | Received: Thu 01 Apr 2021 | Validated: Fri 09 Apr 2021 | Status: Awaiting decision

*Passed to tree warden*

123 Preston Road Whittle-Le-Woods Chorley PR6 7PJ

Application for works to protected trees - Chorley BC TPO 9 (Whittle-le-Woods) 1987: T7 Oak - Prune back westward branch by 2 meters; and T9 Sycamore - Prune back westward branch by 3 meters and South-west branch by 2 meters (next to the previous points of pruning).

Ref. No: 21/00365/TPO | Received: Thu 25 Mar 2021 | Validated: Tue 06 Apr 2021 | Status: Awaiting decision

*Passed to tree warden*

9 Lancers Close Buckshaw Village Chorley PR7 7DJ

Single storey rear extension, widened entrance door with new canopy over, new front/side boundary fence and gates measuring 2m in height

Ref. No: 21/00314/FULHH | Received: Mon 15 Mar 2021 | Validated: Mon 15 Mar 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.*

59 Derek Road Whittle-Le-Woods Chorley PR6 7LY

Notification of a proposed single storey rear extension (conservatory) measuring 4m in depth, with eaves height of 2.85m, and a maximum height of 3.65m Ref. No: 21/00322/PDE | Received: Tue 16 Mar 2021 | Validated: Tue 16 Mar 2021 | Status: Awaiting decision

*For information only*

Canalside 1B Dark Lane Whittle-Le-Woods Chorley PR6 8AE

Application to discharge conditions 4 (drainage), 5 (canal risk assessment and method statement), 6 (materials), 9 (levels), 14 (assurance of dwelling emission rate), 15 (wheel washing) and 17 (construction management plan) of planning permission ref: 19/01080/FUL (Erection of 1no. dwelling) Ref. No: 21/00259/DIS | Received: Fri 05 Mar 2021 | Validated: Tue 23 Mar 2021 | Status: Awaiting decision

*For information only*

12 Cross Keys Drive Whittle-Le-Woods Chorley PR6 7TF

Proposal Two Storey Rear Extension

Reference 21/00304/FULHH, Alternative Reference PP-09597414

Application Validated Mon 15 Mar 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.*

Chair .....

Date.....

145 Town Lane Whittle-Le-Woods Chorley PR6 8AG

Part two storey, part single storey side extension including attached garage with office above  
Ref. No: 21/00238/FULHH | Received: Sat 27 Feb 2021 | Validated: Mon 01 Mar 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.*

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

Two storey side extension and single storey rear extension  
Ref. No: 21/00227/FULHH | Received: Thu 25 Feb 2021 | Validated: Thu 25 Feb 2021 | Status:  
Awaiting decision

*This side extension is very close to the boundary and therefore refuse bins would have to go through the garage to be stored at the rear of the property. The walls would not be able to be maintained.*

*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.*

2 Cliffe Drive Whittle-Le-Woods Chorley PR6 7HT

Erection of detached dwellinghouse and garage, following the demolition of the existing garage.  
Ref. No: 21/00025/FUL | Received: Wed 13 Jan 2021 | Validated: Fri 19 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.*

Granted

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:  
Granted

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:  
Granted

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

Application for works to protected trees - Chorley BC TPO 13 (Whittle-le-Woods) 1992: T1 and T2 Oaks - Crown reduction up to a maximum of 2 metres; and T3 Oak - Crown reduction up to a maximum of 1 metre  
Ref. No: 21/00180/TPO | Received: Mon 15 Feb 2021 | Validated: Fri 19 Feb 2021 | Status:

Chair .....

Date.....

Granted

Land North of Town Lane - 20/01347/OUTMAJ

Chair Newall attended the CBC Planning Committee on 12/04/21 and spoke on behalf of the Parish Council in objecting to the planning application. Chair Newall then joined the Parish Council meeting at 7.45pm.

Chair Newall advised the meeting that planning committee has resolved to reject the planning application. It is expected that Redrow will refer direct to the planning inspectorate citing that due process for the planning process was not followed. CBC did request an extension from Redrow, but this was not responded to.

The speakers notes are added to these minutes at the end.

6. Matters Arising

Decoration of Trees on School Brow / Town Lane

*'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.'*

Clerk has requested more detailed information regarding the installation of the lights, how long they would last and any additional on-going costs.

Move to next month agenda

Annual Meetings must be held in the month of May – actually between 01/03 and 01/06  
Virtual meetings cannot be held after the 07/05/21, unless the current statute changes.

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.'*

Suggested to agree a date for the 2021 Annual Parish Meeting, and Annual Parish Council Meeting, before the 7<sup>th</sup> May, if this is to be held remotely

Consider the preparation required for face-to-face meetings from 7<sup>th</sup> 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)

Current zoom plan expires on 14/04/2021 – options are for annual renewal (£119.00) monthly renewal (£11.99) or cancel the licence.

Possible meeting room may be available at St Chads School – Clerk to visit to ensure social distancing measures can be met, and there is sufficient capacity for the Public to attend

The Parish Council agreed to meet on Thursday 06/05/21 for all of May's scheduled meetings. There was some discussion regarding the payment of a licence for Zoom. The Clerk advised that there is currently an offer available for 20% of an annual fee.

Cllr Bell proposed that an annual licence be purchased, Cllr Wood seconded.

Chair .....

Date.....

**NHS, Social Care and Frontline Workers' Day – Organised by Bruno Peake**

5TH JULY 2021

Days events:

10:00 AM : RAISING AND DISPLAYING THE NHS, SOCIAL CARE & FRONTLINE WORKERS' DAY FLAG AND BANNER

11:00 AM : TWO-MINUTE SILENCE AND PLAYING OF THE LAST POST AND REVEILLE

1:00 PM : THE NATION'S TOAST TO THE HEROES OF THE NHS, SOCIAL CARE AND FRONTLINE WORKERS

1:00 PM : STREET, GARDEN, VILLAGE PARTIES, AND PARTY AT HOME

4:00 PM : AFTERNOON TEA

8:00 PM : CLAPPING OUR HEROES & THE RINGING OF CHURCH BELLS

Clerk to add to website and forward the email to local Public Houses.

Cllr Yates suggested a token gesture for all NHS workers residing in Whittle-Le-Woods to be funded via CIL.

Cllr Bell suggested a letter to local Care Homes in the area thanking the Staff for their work throughout the pandemic.

It was agreed to forward to the next agenda and consider ideas and options.

Telecoms communication equipment installed in Whittle-Le-Woods (Cllr Auwerx)

Cllr Auwerx raised concerns regarding the installation of Huawei equipment on the mobile mast on Hill Top Lane. The Clerk has emailed the telecoms companies involved and has been advised that they are meeting the government legislation which allows the installation of equipment up until September 2021.

Cllr Auwerx will continue to monitor the installation of equipment after September 2021.

CIL / Grant Application from Whittle Wanderers Football Club for goal posts - £1900 (see attached document)

The Football Club has requested a grant from the LFA for some funding, but require additional funding to allow the purchase of removable and foldable goal posts for the pitch on Whittle-Le-Woods Playing Field. The total cost of the goals is around £1900.

It was agreed that the Parish Council will offer CIL funding of up to £1900+vat for the goals, and the goals should be purchased by the Parish Council in order to enable the reclaim of VAT.

Proposed by Cllr McDonald and seconded by Chair Newall.

**Whittle Walks Project**

Chair Newall requested the permission of the Parish Council to begin to set up a working group to allow the current footpaths and walks around the village to be assessed as the first stage of the Whittle Walks Project.

Clerk has created a template for assessing each footpath, and also a definitive list of all the formal Public Footpaths in the Parish.

Suggestions of local people who have a vast knowledge of the walks in the area were made.

Chair Newall advised that she would start to pull together a working group.

Chair .....

Date.....

Whittle-Le-Woods Playing Field Trust

Cllr Bell requested that the Parish Council take over the Trusteeship of the Whittle-Le-Woods Playing Field Trust as Cllr Bell & Cllr Yates would like to step down from their positions as trustees of the Charity.

The Parish Council agreed for the Clerk to investigate further the process and possibilities of the Parish Council taking on the trusteeship of the Playing Field.

Clerk to contact Lyndon Wright to discuss the Charity and possible transfer to the Parish Council.

7. Clerks Update

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

Total parcels provided to date 164 parcels (7 families currently being supported)

Letter written to Co-op requesting grant for Community

Email sent to the EA regarding the pump at the quarries

Accident on 17/03/21 – Truck hit a wall on Carwood Lane and demolished footpath sign

2 x quotes for replacement board to be provided to insurance company and works carried out

Given that the Clerk has had to carry out work on behalf of the liable company it was agreed that an administration charge should be applied for the time spent.

Update from David Hull:

- 1. Weeded triangle
- 2. Cleaned up area in front of the Notice board opposite ST. John's church
- 3. Weeded the rockery behind the notice board on Chorley Old Road.

20/21 Financial year accounts are now ready for internal audit, and this will be requested from Eileen Whiteford

Clerk requested advice and agreement on an email retention policy.

The issue was discussed and agreed that emails should be archived regularly to a storage device and housekeeping should be regularly carried out.

The Clerk was asked for an update on the CCTV. There has been no update to report.

Clerk to follow up again.

8. Accounts

Outgoings approved this meeting

	Ref	JV	Payee	Detail	Total
*21/04/02	dd	21/22-001	Easy Websites	Monthly payment	-£27.60
*21/04/03	bacs	21/22-002	Employee 1	April Salary	-£651.05
*21/04/04	bacs	21/22-003	Employee 2	April Salary	-£432.54
*21/04/06	bacs	21/22-005	Zoom	Annual subscription to Zoom	-£114.70
*21/04/07	dd	21/22-006	LLC Pension	Pension payment April	-£359.19
*21/04/08	bacs	21/22-007	Greenman Marketing	Leaflet printing & delivey (Planning App)	-£340.00
*21/04/09	bacs	21/22-008	HMRC	20-21 Qtr 4 PAYE	-£672.90
*21/04/10	bacs	21/22-009	Food Parcels April	14 x £33.25 (April)	-£465.50

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

9. Any Other Business

Cllr Bell            The Clerk was asked for an update on the Licence for the Canal Basin Project. There has been no update to report. It was agreed that the Parish Council are now in danger of the grant for the project being withdrawn. Clerk to email CBC and include the Chief Executive in the email. Agreed unanimously.

Cllr Briscoe        The Beech tree on the corner of Town Lane and Dark Lane is now becoming dangerous. Clerk to email the Tree Officer at CBC requesting that further action be taken.

Chair Newall        Write to the Top Lock Public House requesting that the waste bins are moved to  
Cllr Briscoe        behind the building out of sight of the road.

Chair Newall        A member of the public has requested information on the process for creating an Asset of Community Value as it has been reported that St Chad’s Parish Centre is to be closed. Chair Newall has spoken to Father Mark and has received assurance that the building will not be sold, and that the intention is to refurbish the Centre and then use it as an unlicensed Parish Hall for Community and Church use.

10. Confidential Items

Clerks Salary payments have not yet been made as there is some confusion regarding the calculations. Chair Newall will discuss with the Clerk, and then a zoom meeting will be held with Chair Newall, Cllr Fogarty and the Clerk.

The meeting closed at 20.36pm. The next Parish Council Meeting will be held on Thursday 06<sup>th</sup> May at 7.30pm via Zoom

Chair .....

Date.....

Speakers Notes for Planning Committee 12/04/21 (Chair Newall)  
Land North of Town Lane - 20/01347/OUTMAJ

Whittle-le-Woods Parish Council believe this application, and the manner and timing of its presentation, shows a lack of respect for local residents and for a transparent planning process.

Despite the resources available to this developer they must not be allowed to use a perceived loophole in housing numbers and exploit Whittles green spaces with a damaging development.

It is distasteful that rate payers money may need to be spent opposing a speculative application, especially in the current economic circumstances.

It is pleasing to learn, just this afternoon, that LCC Highways have objected on the critical issue of safe access in confirmation of the professional Traffic Assessment commissioned by the Parish Council. Please allow me to quote from this independent report.

**“It is considered that the safety impacts for non car modes are unacceptable and the residual impacts at specific locations would be severe in nature”.**

**Flooding** is not a theoretical risk. It already happens and the number of alerts is increasing. The calculations are of no use or comfort to households when their homes are submerged. Common sense should prevail.

For the record, we believe the developers Ecology Report is inadequate and that it has not been scrutinised to an acceptable level by the Greater Manchester Ecology Unit.

We welcome the officers recommendation to refuse and ask the Planning Committee to send a clear signal that this development would be inappropriate for a range of reasons including the “Safeguarded Land” issue and lack of Safe Access for all users.

Finally, Whittle-le-Woods Parish Council now call on Redrow PLC to advise that it intends to withdraw this application forthwith.

Thank you

Chair .....

Date.....



## Payments &amp; Receipts

Whittle-le-Woods Parish Council								
Accounts for 2021 / 22								
Date	Minute ref	Receipt / Payment	Ref	R	JV	Payee	Detail	Total
01/04/2021	*21/04/02	Payment	dd	Y	21/22-001	Easy Websites	Monthly payment	-£ 27.60
28/04/2021	*21/04/03	Payment	bacs	Y	21/22-002	Employee 1	April Salary	-£ 651.05
28/04/2021	*21/04/04	Payment	bacs	Y	21/22-003	Employee 2	April Salary	-£ 432.54
13/04/2021	*21/04/05	Receipt	bacs	Y	21/22-004	CBC	Precept	£ 54,280.00
15/04/2021	*21/04/06	Payment	bacs	Y	21/22-005	Zoom	Annual subscription to Zoom	-£ 114.70
17/04/2021	*21/04/07	Payment	dd	Y	21/22-006	LLC Pension	Pension payment April	-£ 359.19
12/04/2021	*21/04/08	Payment	bacs	Y	21/22-007	Greenman Marketing	Leaflet printing & delivey (Planning App)	-£ 340.00
12/04/2021	*21/04/09	Payment	bacs	Y	21/22-008	HMRC	20-21 Qtr 4 PAYE	-£ 672.90
21/04/2021	*21/04/10	Payment	bacs	Y	21/22-009	Food Parcels April	14 x £33.25 (April / May)	-£ 465.50
23/04/2021	*21/04/11	Receipt	bacs	Y	21/22-010	CBC	CIL Receipt to 31/03/21	£ 54,385.37
<b>April Totals</b>								<b>£105,601.89</b>

Chair .....

Date.....

Budget Tracking

2021 / 22 Summary of Monthly Bank Accounts, and Monthly Budget Monitoring															
Categories	21/22 Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals	Spend against Budget
Admin Payment	£7,510.00	-£137.70												-£137.70	£7,372.30
Admin Receipt	£0.00	£54,280.00												£54,280.00	£54,280.00
Staffing Payment	£26,843.66	-£2,115.68												-£2,115.68	£24,727.98
War Mem Payment	£2,000.00	£0.00												£0.00	£5,040.00
Loan Payment	£5,040.00	£0.00												£0.00	£12,360.00
Maint Payment	£12,360.00	£0.00												£0.00	£12,360.00
Grants Payment	£2,387.49	-£465.50												-£465.50	£1,921.99
Project/Misc. Payment	£19,600.00	-£340.00												-£340.00	£19,260.00
Flooding Payment	£2,500.00	£0.00												£0.00	£2,500.00
Christmas Payment	£3,500.00	£0.00												£0.00	£3,500.00
Interest Receipt	£0.00	£0.00												£0.00	£0.00
VAT Payment		-£4.60												-£4.60	-£4.60
VAT Receipt	£0.00	£0.00												£0.00	£0.00
<b>Total Receipt</b>	<b>£0.00</b>	<b>£54,280.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£54,280.00</b>	<b>£54,280.00</b>
<b>Total Payments</b>	<b>£81,741.15</b>	<b>-£3,063.48</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£3,063.48</b>	<b>£83,037.67</b>
CIL Payment														£0.00	£0.00
CIL Receipt (Bal C/O)	£82,610.77	£54,385.37	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£54,385.37	£82,610.77
<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				£594.38	£614.49										
41346420 - Balance at end of previous month				£132,976.45	£185,256.45										
Total bank account balance				<b>£133,570.83</b>	<b>£185,870.94</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
Precept / CIL Amount to deposit account				£108,665.37											
CIL Payments				£0.00											
Payments this month				-£3,063.48											
Receipts this month				£0.00											
Unpresented Payments				£1,083.59											
Unpresented Receipts				-£54,385.37											
<b>Balance at month end</b>				<b>£185,870.94</b>	<b>£185,870.94</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

Chair .....

Date.....