

The monthly meeting was held remotely via ‘Zoom’ at 7.30pm on Thursday, May 6<sup>th</sup> 2021.

Present Chair McDonald, Parish Councillors Auwerx, Bell, Briscoe, B Higham, P Higham, Fogarty, Newall, Partington (7.50pm), Wood, Yates and the Clerk.

Apologies Councillor Evans

The meeting opened at 7.30pm.

Visitors NA

1. Minutes

\*21/05/01 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*
- *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

Clayton Garage 2 Swansey Lane Whittle-Le-Woods Chorley PR6 7NT

Erection of single storey building for use by businesses falling within class E(c(i,ii,iii), e & g(i)) or beauty salon / nail bar. Reference 21/00402/FUL | Alternative Reference PP-09673328 |

Application Validated Wed 31 Mar 2021 | Awaiting decision

*The Parish Council object as there is already severe congestion on and around Swansey Lane.*

*Although two allocated spaces are shown on the plans, it will be difficult to manoeuvre in and out of the spaces when account is taken of all the cars parked causing congestion along Swansey Lane together with the commercial traffic at the engineering works across the road and the cars parked from Swansey garage on the A6.*

Chair .....

Date.....

*The opening of a further business will add to the congestion and parking issues which need to be addressed.*

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

Part two storey / part single storey side / rear extension

Reference 21/00047/FULHH | Alternative Reference PP-09425792 | Validated Mon 18 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.*

*It is noted that the extension butts up against the boundary making maintenance impossible.*

*Consideration must be given to the neighbours with reference to natural light deprivation.*

Land Bounded By Town Lane (To The North) And Lucas Lane (To The West) Town Lane Whittle-Le-Woods

Application to discharge condition 17 (earthworks) of 19/00830/REMMAJ (Reserved matters application for the 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: 21/00397/DIS | Received: Wed 31 Mar 2021 | Validated: Wed 31 Mar 2021 | Status: Awaiting decision

*Information Only*

Land Bounded By Town Lane (To The North) And Lucas Lane (To The West) Town Lane Whittle-Le-Woods

Application to discharge condition 22 (badger survey) of 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: 21/00398/DIS | Received: Wed 31 Mar 2021 | Validated: Wed 31 Mar 2021 | Status: Awaiting decision

*Information Only*

Beechwood Parkside Drive Whittle-Le-Woods Chorley PR6 7PL

Outline application (specifying access, appearance, layout and scale) for the erection of 2no. detached dwellings and associated drive access in existing garden. Ref. No: 21/00371/OUT | Received: Fri 26 Mar 2021 | Validated: Fri 26 Mar 2021 | Status: Awaiting decision

*Objection - This application is adjacent to the green belt boundary. Fitting 2 large dwellings in this garden is over development of the site and is not in keeping with other properties in the area.*

*Removal of trees with TPOs is not acceptable.*

40 Berry Avenue Whittle-Le-Woods Chorley PR6 7FX

Extension to the side (northern) elevation of an existing detached garage

Ref. No: 21/00373/FULHH | Received: Fri 26 Mar 2021 | Validated: Fri 26 Mar 2021 | Status: Awaiting decision

*The Parish Council wish to ensure that due consideration is provided to the neighbours of the*

Chair .....

Date.....

*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.*

Rustic Oak Farm Moss Lane Whittle-Le-Woods Chorley PR6 8AA

Conversion of existing garage/tack room to 1no. dwellinghouse including single storey side extension

Ref. No: 21/00355/FUL | Received: Wed 24 Mar 2021 | Validated: Fri 23 Apr 2021 | Status: Awaiting decision

*Objection - This is a development in the green belt by a creation of a new dwelling. The materials suggested in the application might not be in keeping with the area.*

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

Front boundary wall, 2m in height

Ref. No: 21/00307/FULHH | Received: Mon 15 Mar 2021 | Validated: Fri 16 Apr 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.*

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

Front porch, steps and elevational/window alterations

Ref. No: 21/00351/FULHH | Received: Tue 23 Mar 2021 | Validated: Tue 23 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.*

8 Hampshire Avenue Buckshaw Village Chorley PR7 7DF

Conversion of garage to habitable accommodation, erection of 1.82m high perimeter fence to side of property, and the creation of gated access from the existing garden to newly created fenced area

Reference 21/00346/FULHH | Alternative Reference PP-09658624 | Validated Mon 22 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.*

Granted

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: Other decision

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

Application for works to a protected tree - Chorley BC TPO 5 (Whittle-le-Woods) 2019: T1 Beech -

Chair .....

Date.....

Crown thin by 20%

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

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: Granted

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: Granted

Other Decision

NA

6. Matters Arising

Tree work required and Japanese Knotweed found on the Nature Trail (Canal Basin to Hill Top Lane)

Cllr Bell has reported that the Nature Trail has some Japanese Knotweed in places and also some trees which require proper maintenance, as there is deadwood in places and a danger that a tree may topple.

Clerk to source 2 quotes for a Tree Survey for the area, and quotes for treating the Japanese Knotweed

Representation at Planning Appeal (Land North of Town Lane 20/01347/OUTMAJ) to be requested from Alan Davies. Estimated cost for representation: £6620 to £8910. Full breakdown of all potential costs provided in breakdown.

A discussion regarding the requirement for the Parish Council to be further involved in the process and to expend further resources concluded that the cost is prohibitive, and that the responsibility for challenging the Appeal lies with the Planning Authority, Chorley Borough Council.

Although the Parish Council will support the Planning Authority in any way possible, there is no further new or additional information or evidence that the Parish Council can provide.

The Parish Council will engage with CBC to collaborate (following the elections)

A member of the public has raised the issue of serious ASB occurring on and around 'Old' Moss Lane (emails attached)

The Clerk has raised the issue with LCC Highways again (originally raised 2019) and received the same response – bollards or a barrier cannot be placed at the entry to this highway as access is required to an electricity substation located here.

The member of public is requesting a multi-agency meeting to resolve the issues.

Clerk to raise the issue with the County Councillor Kim Snape.

Chair .....

Date.....

7. Clerks Update

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

Total parcels provided to date 178 parcels (6 families currently being supported)

Notice Board for Community Garden Ordered from White Hill Direct – a local company who will provide and install the board. Total cost £900+vat

Quote for the holes for the flagpole and Christmas tree received. Total cost £130+vat

Quote for Flag pole enhancement, installing and concreting the base. Total cost £188.00

Quote for new wider diameter tube and concreting into a newly prepared hole for the Christmas tree. £85.00

Quote for Five national flags. (Union Jack, Saltire Scotland, Dragon Wales, St George and NHS flag). £25 in total.

In addition Cllr Briscoe has purchase a Union Jack.

The new Parish Flag is still being arranged and will be an extra cost. There was discussion around the quantity of flags required, it was agreed that Cllr Briscoe will purchase 3 flags at an approx. cost of £120.

Decoration of the trees (Waterhouse Green) with lights

Costs of maintaining light installation on Waterhouse Green have been requested from Stately Lighting

Quote for tidying the trees at Waterhouse Green inc. trimming back and ringing the ivy on the trees. Total cost £630+vat

It was agreed to go ahead with the pruning of the trees. Proposed by Cllr Briscoe, seconded by Cllr Newall.

The Village Hall is due to revalued for insurance purposes. The Clerk requested authorisation to pay for a valuation to be completed. It was agreed that a budget of £300 maximum could be utilised for the valuation. Cllr P Higham will provide the Clerk with the contact details of the previous valuer.

Internal Audit has been completed by Eileen Whiteford, and the AGAR is now ready for approval and issue to the External Auditors. Approval for payment for the internal Audit requested. Unanimously agreed.

Future Meetings – the High Court has ruled that all Government meetings held from 07/05/21 must be held face-to-face in a physical location.

Clerk has visited St Chads School to check that the room available is suitable to hold the next meeting currently scheduled for 14/06/21.

New notice board required for Town Lane. The frame is rotten and the glass on the left-hand door is now in danger of falling out. Cost approx. £900+VAT

Cllr Briscoe advised that the old posts are still in good repair and that the board could be attached in this way, therefore reducing cost. The cost for installing will be £35. Cllr Briscoe also recommended that gold lettering is preferable to white.

Chair .....

Date.....

Canal Basin project – escalated to Gary Hall. Received a call from the project support officer to advise that the legal teams are still dealing with licences – LCC are being quite slow. This will be chased up with Legal.

Work completed by David Hull:

Jobs carried out in April

1. Cut the grass on Cow Well Lane x2
2. Cleared notice board on the A6
3. Planted up triangle
4. Strimmed the grass, littered picked and cleaned up the Smithy fields footpath
5. Strimmed School Brow and cleaned up the footpath

The Clerk is requested to send a Thank you email to David for all the work he does on behalf of the Parish Council.

8. Accounts

Outgoings approved this meeting

Ref	JV	Payee	Detail	Total
dd	21/22-001	Easy Websites	Monthly payment	-£27.60
bacs	21/22-002	Employee 1	May Salary	-£651.05
bacs	21/22-003	Employee 2	May Salary	-£432.54
dd	21/22-004	LLC Pension	Pension payment May	-£359.19
bacs	21/22-005	Eileen Whiteford	Internal Audit	-£80.00
bacs	21/22-006	Neil Partington	Flooding Group - expenses	-£72.14

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

9. Any Other Business

Cllr Fogarty Requested an update regarding the planning application for Gale Moss

Potholes on Copthurst Lane. Will send pictures to Clerk.

Defibrillator at St Chads. Father Mark has asked if the Parish Council would consider adopting the defib. Cllr Fogarty is willing to undertake the monthly checks.

Cllr Newall There are 2 large trees on the entrance to Leatherlands Farm. Please check that these are covered by TPO’s, as they should be.

Chair .....

Date.....

- Cllr Partington                      There is a clothes bank located on the carpark of the Roebuck Pub. This seem to be inadequate for the current requirement and a larger bin or more frequent collections should be requested. Cllr Partington to provide the information on the bin providers to the Clerk.
  
- Cllr Bell                                      Pot holes on Church Hill. The Clerk advised that these have already been reported.

10. Confidential Items

Salary Evaluation for Clerk. Chair McDonald advised that the Offer letter to the Clerk will stand, there is a need to check and clarify the calculation. Clerk to liaise with Cllr Fogarty.

The meeting closed at 21.25pm. The next Parish Council Meeting will be held on Monday 14<sup>th</sup> June at 7.30pm at St Chads School.

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
01/05/2021		Payment	dd		21/22-001	Easy Websites	Monthly payment	-£ 27.60
28/05/2021		Payment	bacs		21/22-002	Employee 1	May Salary	-£ 651.05
28/05/2021		Payment	bacs		21/22-003	Employee 2	May Salary	-£ 432.54
17/05/2021		Payment	dd		21/22-004	LLC Pension	Pension payment May	-£ 359.19
06/05/2021		Payment	bacs		21/22-005	Eileen Whiteford	Internal Audit	-£ 80.00
06/05/2021		Payment	bacs		21/22-006	Neil Partington	Flooding Group - expenses	-£ 72.14
<b>May Totals</b>								<b>-£ 1,622.52</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	-£23.00											-£160.70	£7,349.30
Admin Receipt	£0.00	£54,280.00	£0.00											£54,280.00	£54,280.00
Staffing Payment	£26,843.66	-£2,115.68	-£1,442.78											-£3,558.46	£23,285.20
War Mem Payment	£2,000.00	£0.00	£0.00											£0.00	£5,040.00
Loan Payment	£5,040.00	£0.00	£0.00											£0.00	£12,360.00
Maint Payment	£12,360.00	£0.00	£0.00											£0.00	£12,360.00
Grants Payment	£2,387.49	-£465.50	£0.00											-£465.50	£1,921.99
Project/Misc. Payment	£19,600.00	-£340.00	£0.00											-£340.00	£19,260.00
Flooding Payment	£2,500.00	£0.00	£0.00											£0.00	£2,500.00
Christmas Payment	£3,500.00	£0.00	£0.00											£0.00	£3,500.00
Interest Receipt	£0.00	£0.00	£0.00											£0.00	£0.00
VAT Payment		-£4.60	-£4.60											-£9.20	-£9.20
VAT Receipt	£0.00	£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>-£1,470.38</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>-£4,533.86</b>	<b>£81,567.29</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	£0.00										
CIL Payments				£0.00	£0.00										
Payments this month				-£3,063.48	-£1,470.38										
Receipts this month				£0.00	£0.00										
Unpresented Payments				£1,083.59	£0.00										
Unpresented Receipts				-£54,385.37	£0.00										
<b>Balance at month end</b>				<b>£185,870.94</b>	<b>£184,400.56</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.....