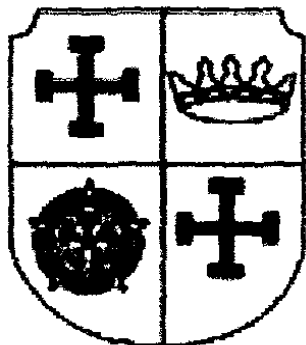


WHITTLE-LE-WOODS PARISH COUNCIL



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

Tel: 01772 304841

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

8th April 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 12th April 2021, at 7.30pm.

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 / 07970881820 for information on observing the meetings or making a comment or raising an issue

Whittle-le-Woods Parish Council Meeting Monday 12th April 2021

Apologies:

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

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.

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

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: Granted

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.

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 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)

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

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

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

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

Whittle Walks Project

Working group to be set up

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

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

Emailed 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

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

Policy: Agreement for an email retention policy

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 | April Salary | -£651.05 |
| bacs | 21/22-003 | Employee 2 | April Salary | -£432.54 |
| dd | 21/22-004 | LLC Pension | Pension payment April | -£359.09 |
| bacs | 21/22-005 | Greenman Marketing | Leaflet printing & delivey (Planning App) | -£340.00 |
| bacs | 21/22-006 | HMRC | 20-21 Qtr 4 PAYE | -£672.90 |
| bacs | 21/22-007 | Food Parcels April | 28 x £33.25 (April / May) | -£931.00 |

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

9. Any Other Business

10. Confidential Items

Salary payments for Clerk

Whittle-le-Woods Parish Council

Accounts for 2021 / 22

| | | | | | | | Payment | Receipt | Payment | Payment | Payment | Payment | Payment | Payment | Payment | Payment | Receipt | Payment | Receipt | Receipt | Payment | | |
|---------------------|------------|-------------------|------|---|-----------|--------------------|---|----------------|--------------|-------------------|--------------|--------------|--------------|-----------------|-----------------|--------------|--------------|--------------|---------------|--------------|--------------|--------------|-------------------|
| Date | Minute ref | Receipt / Payment | Ref | R | JV | Payee | Detail | Admin | Admin | Staffing | War Mem | Loan | Maint | Grants | Project / Misc | Flooding | Christmas | Interest | VAT | VAT | CIL | CIL | Total |
| 01/04/2021 | | Payment | dd | | 21/22-001 | Easy Websites | Monthly payment | -£ 23.00 | | | | | | | | | | | -£ 4.60 | | | | -£ 27.60 |
| 28/04/2021 | | Payment | bacs | | 21/22-002 | Employee 1 | April Salary | | | -£ 651.05 | | | | | | | | | | | | | -£ 651.05 |
| 28/04/2021 | | Payment | bacs | | 21/22-003 | Employee 2 | April Salary | | | -£ 432.54 | | | | | | | | | | | | | -£ 432.54 |
| 17/04/2021 | | Payment | dd | | 21/22-004 | LLC Pension | Pension payment April | | | -£ 359.09 | | | | | | | | | | | | | -£ 359.09 |
| 12/04/2021 | | Payment | bacs | | 21/22-005 | Greenman Marketing | Leaflet printing & delivey (Planning App) | | | | | | | | -£ 340.00 | | | | | | | | -£ 340.00 |
| 12/04/2021 | | Payment | bacs | | 21/22-006 | HMRC | 20-21 Qtr 4 PAYE | | | -£ 672.90 | | | | | | | | | | | | | -£ 672.90 |
| 21/04/2021 | | Payment | bacs | | 21/22-007 | Food Parcels April | 28 x £33.25 (April / May) | | | | | | | -£ 931.00 | | | | | | | | | -£ 931.00 |
| April Totals | | | | | | | | -£23.00 | £0.00 | -£2,115.58 | £0.00 | £0.00 | £0.00 | -£931.00 | -£340.00 | £0.00 | £0.00 | £0.00 | -£4.60 | £0.00 | £0.00 | £0.00 | -£3,414.18 |

