

The monthly meeting was held at Whittle-le-Woods Village Hall, on Monday 15 July 2024

Present Chair McDonald; Parish Councillors Auwerx, Briscoe, Evans, B Higham, P Higham, Moss, Yates and the Locum Clerk

Apologies Councillors Fogarty and Newall, and the Clerk.

Visitors NA

The meeting opened at 7.30pm.

1. Minutes

The minutes of the June meeting were approved.

2. Changes in Declarations of Interest

N/A. A reminder was issued to report any changes.

3. Defibrillator checks

- Shaw Brow/Waterhouse Green – to be checked.
- Hillside Cres – checked and OK.
- St Chads – checked and OK.
- Town Lane – checked and OK.

4. Planning

New

Proposal: Change of use of existing unit (Use Class B2) to facilitate the provision of an indoor football training facility (Use Class E(d))

Location: Unit Z1 Low Mill Town Lane Whittle-le-Woods Chorley PR6 7DJ

Reference: 24/00462/FUL

Response: 01.07.2024 - Support

Proposal: Change of use of land to form a 7 pitch traveller family caravan site with access from Town Lane

Location: Land 85M East Of 48 Town Lane Whittle-Le-Woods

Reference: 24/00210/FUL

Response: 01.07.2024 – Object. Letter of 19.06.2024

Proposal: Part two storey, part single storey rear extension

Location: 12 Cross Keys Drive Whittle-le-Woods Chorley PR6 7TF

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Reference: 24/00474/FULHH

Response: 02.07.2024. Responded on 01.07.2024 - neutral with comments *“The Parish Council wishes to ensure that due consideration is provided to the neighbours of the property, that all materials used are in keeping with established dwellings and the area, and that property boundaries are not encroached upon in any way”*

Proposal: Minor non-material amendment to planning permission

Ref: 20/00453/FUL (Erection of 1no. detached dwelling house and detached garage (Plot 2) including improvements to access) to attach the approved detached garage to the side elevation of the property and to amend the lounge window to French doors.

Location: 177A Chorley Old Road Whittle-le-Woods, Chorley PR6 7NB

Reference: 24/00494/MNMA

Response due: 09.07.2024. Responded on 01.07.2024 – neutral with no comments.

Proposal: Application for works to protected trees - Chorley BC TPO 1 (Whittle-le-Woods) 1982: Pruning to trees at rear of property.

Reference: 24/00447/TPO

Property: 12 Spinney Close Whittle-le-Woods Chorley PR6 7PW

Response due 13.08.2024. To be referred to Tree Warden.

Application no: 24/00496/TPO

Proposal: Application for works to protected trees - Chorley BC TPO 7 (Whittle-le-Woods) 1995: T28 and T29 Oaks - Pruning to overhanging branches.

Location: 12 Harvest Drive, Whittle-le-Woods, Chorley, PR6 7QL

To be referred to Tree Warden.

Application no: 24/00351/FULHH

Proposal: Dropped kerb and extension of drive

Location: 124 Town Lane, Whittle-le-Woods, Chorley, PR6 8AG

“The Parish Council is concerned that the proposal to extend the driveway may have an impact on greenbelt land and may also appropriate LCC highways land. The Parish Council requests that the Planning Authority undertakes investigations to ascertain ownership/responsibility of the land involved in the application.

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The Parish Council is also concerned that works appear to have already started at the property, and may already have involved highway or local authority land.

The Parish Council requests that both these matters are looked in to"

Application no: 24/00525/TPO

Proposal: Application for works to protected trees - Chorley BC TPO 9 (Chorley) 1995: T1 and T2 Oaks - Crown raise to 4 metres to clear gardens of properties on Spinney Close.

Location: Shaw Hill Hotel and Country Club Preston Road Whittle-le-Woods Chorley PR6 7PP

Discussed. No objection.

Application no: 24/00523/TPO

Proposal: Application for works to protected trees - Chorley BC TPO 1 (Whittle-le-Woods) 1982: T1 Yew - Crown thin by 15%; T2 and T3 - Remove epicormic up to 4 metres

Location: 8 Spinney Close Whittle-le-Woods Chorley PR6 7PW

To be referred to the Tree Warden.

Granted

Application no: 24/00494/MNMA | Minor non-material amendment to planning permission ref: 20/00453/FUL

Proposal: (Erection of 1no. detached dwelling house and detached garage (Plot 2) including improvements to access) to attach the approved detached garage to the side elevation of the property and to amend the lounge window to French doors.

Location: 177A Chorley Old Road Whittle-le-Woods Chorley PR6 7NB

Other

Not Applicable

5. Matters Arising

Update from Clayton Landfill Site – Cllr Auwrex reported that at the monthly meeting, all requirements were being complied with. To report after the next meeting scheduled on 17.07.2024.

Update on SplDS – A Messagemaker Speed Limit VAS with solar panel has been purchased for the northern side of Preston Road. Delivery has been arranged and LCC have been

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instructed to install the posts. Cllr Evans requested that the Parish Council consider the purchase of a second device for the southern side of Preston Road to save costs, labour and risk associated with moving a single device between the post locations.

Proposed: Cllr Moss. Seconded: Cllr McDonald.

Resolved: Clerk to purchase.

Resignation – Janine Blythe. Notice of Vacancy has been prepared and published. If there is no call for election by the 02.08.2024, the Council can proceed to co-opt. Cllr Moss agreed to join the Staffing Committee.

Resignation – Frank Wood. The Parish Council place on record thanks for many years of dedicated service. The Parish Council to search for a successor.

6. Clerks Update

Village Clock – Water House Green – Order placed and delivery within 8 weeks. Cllr Briscoe has been liaising with relevant parties regarding installation.

Whittle Playing Field Trust – Meeting to be arranged. Locum Clerk to make payment of £500.

Audit 2023/2024 – The AGAR, bank accounts and ancillary documents were sent to the internal auditor on 24.06.2024 and the audit was successfully completed on 15.07.2024.

The Locum Clerk presented, and requested the Councillors consider and sign off the AGAR 2023/2024

1. After due consideration it was RESOLVED to sign off Section 1 of the AGAR. This was signed on behalf of the Parish Council by the Chair and the Locum Clerk.
2. After due consideration it was RESOLVED to sign Section 2 of the AGAR. This was duly signed by the Chair, having been signed prior to the meeting by the Locum Clerk.

The Locum Clerk agreed to send all the relevant paperwork to the external auditor for scrutiny. The Locum Clerk advised that the period for exercise of public rights would be publicised and would run from 17.07.2024 to 28.08.2024.

The Locum Clerk advised of two recommendations received from the internal auditor in respect of petty cash and employee salaries, which would be put in place going forwards.

Defibs – The Lifepak CR2 fully Automatic Defib with USB was no longer available. The Locum Clerk would compare two alternatives and produce a report for the Cllrs in advance of the next meeting.

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TRRO Sandy Lane – Temporary road closure for completion of ENWL cable installation works between 12.08.2024 and 20.08.2024. Locum Clerk advised that neighbouring Parishes had objected to the closure and diversion. Locum Clerk to advise if there is any change. The current TRRO is publicised on Notice Boards, website and facebook.

Church Hill – parked cars. With Chorley BC property services.

Church Hill – vegetation. Strimmed by Chorley BC in w/c 10.06.2024.

David Hull – Maintenance Contract – June 2024 - Weeded the Triangle x2 and removed winter bedding plants, cut the grass on Cow Well x 2, cleared round the notice board Preston Road, cut back lower vegetation and cleaned up the footpath Roebuck steps, strimmed lower vegetation, cut back lower hedge and cleaned up the footpath from house number 48 to house number 72 on Town Lane, strimmed, cleared and litter picked the footpath from Lady Crosse Drive to the A6, strimmed, litter picked and cleaned up the Brewery Fields footpath, school Brow strimmed grass banking cut back bushes and cleaned up the footpath, strimmed lower vegetation and cleaned up the footpath off Factory Lane, strimmed, litter picked and cleaned up the Carwood Lane footpath and planted up the Triangle, tubs on Church Hill and Chorley Old Road with summer bedding plants.

Grant Opportunities:

LCC – PROW and Biodiversity Grant 2024/2025. Applied for, received, ring-fenced and details forwarded to Cllr Briscoe.

Lancashire Community Orchard Grant – Details forwarded to Cllrs Newall and Moss.

Chorley Council Small Community Grant Fund – for voluntary, community, faith sector group. Displayed on noticeboards and website.

Grant Requests:

Whittle and Clayton Scouts – Grant Application Form and accompanying detailed email received. The request is for a 50% contribution towards the purchase price of a mess tent for a jamboree on 03.08.2024.

Proposed: Cllr Moss Seconded: Cllr Yates

Locum Clerk to arrange payment.

Letters:

Planning 68a Blackburn Road

The Chair reported that the owners of the above property had written to the Parish Council to request a change to the Minutes of the Parish Council meeting on 13.09.2021 where objections to the proposed development were reported.

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The Parish Council’s discussion of this planning matter on 13.09.2021 had been in the performance of the Parish Council’s function as a Statutory Consultee and the Minutes are a record of concerns raised at that meeting. It is the function of Chorley Borough Council, as the local planning authority, and appellate bodies for planning decisions, to investigate and make decisions about planning applications.

It is not possible to change the Minutes of the meeting on the 13.09.2021, but this meeting records the successful outcome of the planning appeal in relation to this development and also that the property owners did not consider the Parish Council’s objections to their development to have been valid.

A response to be sent to property owners.

County Cllr involvement with Parishes – Comments to be made by 02.08.2024 to lancashire@slcc.co.uk. Individual Cllrs to respond if they wish.

LPCCO – Police and Crime Plan Public Consultation. Deadline 30.09.2024. Locum Clerk has displayed on website and notice boards.

Newsletter:

Locum Clerk has had a conversation with Greenman Marketing and quotes have been provided. Delivery locations to be agreed. Cllrs McDonald, Evans and Yates have agreed to prepare an article. Consideration to be given to adverts for local businesses. Locum Clerk to report at the next meeting.

7. Accounts

Outgoings for approval this meeting

Description	Supplier	Total
Monthly Web Site Subscription (DD)	Easy Websites (reduced as at June 2024 to £79.20 e/o 16.05.2024)	£79.20
Employee 1 Salary	Lisa Burton *	£841.33
Employee 2 Salary	Malcolm Bell	£555.23
Pension Payments	Local Pensions Partnership *	£508.95 (as confirmed by LCC)
CIL	Pitch Prep	£2730
Whittle Le Woods Flags	Reimburse Cllr Chris Briscoe	£84.00 including VAT

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Locum Salary (minus pension contrib. tbc)	Katherine Milnes	£1500
Repayment for AED Prep Kit	Katherine Milnes	£15.42
Whittle Le Woods Playing Field Trust		£500.00

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

Receipts reconciled from June 2024 to 03.07.2024:

Deposit Account Interest: £253.83

LCC PROW and Biodiversity Grant (ring-fenced): £800.00

Outgoings from June 2024 to 03 July 2024 as previously approved.

Date	Description	Supplier	Total
03.06.2024	Website provider	Go Cardless – Easy Websites	£79.20
13.06.2024	War Memorial Precept		£2500.00
13.06.2024	Employee 1 Salary		£841.33
13.06.2024	Employee 2 Salary		£1015.00
13.06.2024	Pitch maintenance	Pitchprep	£360.00
13.06.2024	Annual Fee	Scribe Accounts	£345.60
13.06.2024	Grounds Maintenance ¼	Mr M Bell	£555.23
13.06.2024	Hanging baskets etc	Plantscape Ltd/ idverde	£4041.48
18.06.2024	Waterhouse Green Clock	As time goes by Ltd	£5256.00
19.06.2024	Pension (by DD)	LCC	£508.95

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01.07.2024	Website provider	Go Cardless - Easy Websites	£79.20
03.07.2024	SpiD	Stocksigns Ltd	£5400.00

Bank Balance as at 03.07.2024 (last statement available)

Current Account: £1,124.52

Deposit Account: £214,986.92

Total: £216,111.44

8. Councillor Reports

- Cllr Bell Nil
- Cllr Auwerx Nil
- Cllr Briscoe The bench at Preston Rd has been taken away and the area is to be paved. LCC permissions are required for Spring Cresc and enquiries are underway regarding ownership/responsibility for the Cross Keys Dr location.

Concerns were reported regarding HGVs using Dark Lane.

Cllr Briscoe to pass on the Parish Council’s sincere condolences to the family of Jamie Fernandes who had tragically died.
- Cllr Evans Vegetation growth is engulfing the bus stop on Chorley Old Road to the side the chip shop. Locum Clerk to report to Chorley BC.
- Cllr Fogarty Nil
- Cllr P Higham Nil
- Cllr B Higham Nil
- Cllr McDonald Nil
- Cllr Moss The Community Garden was scheduled to be inspected by the RHS with an aim to at least retain the current level 4 award. The PCSO was looking at funding for football nets on Orchard Dr. More information is required.
- Cllr Newall Nil
- Cllr Yates Nil

9. Confidential Items
Removed

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10. Additional matters raised in the meeting.

 Cllr McDonald requested that enquiries be made as to the possibility of a Community Youth Event at the of August. Locum Clerk to make enquiries and revert.

Meeting ended at 8.50pm

The next Parish Council Meeting will be held at Whittle-le-Woods Village Hall at 7.30pm on Monday 12 August.

Chair

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