

The monthly meeting was held remotely via ‘Zoom’ at 7.30pm on Monday, April 20th 2020.

Present Chair Newall, Parish Councillors Auwerx, Bell (7.45 due to technical issues), Briscoe (8pm due to technical issues), Evans, Fogarty, B Higham, P Higham, McDonald, Wood and the Clerk.

Apologies Councillor Partington and Yates

The meeting opened at 7.30pm.

Visitors NA

1. Minutes

*20/04/01 The minutes of the previous meeting were approved; the minutes will be signed by Chair Newall at the next available face to face meeting of the Parish Council.

2. Changes in Declarations of Interest

NA

3. Defibrillator checks

All OK, however a large panel needs replacing at Waterhouse Green, and 2 small panels need replacing on Hillside Crescent.

There is also an issue with surplus books being left in the book swaps which is far too much for the volunteer to cope with currently. Signs are to be added to the book swaps asking that books are not left on the floor or in bags. The Dog Inn has also advertised that they will host a temporary book swap until normal service is resumed.

4. Meeting Protocols – 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 – salaries cheques post-dated for several months, all other 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, 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 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

Chair

Date.....

5. Planning Matters

New

3 Bluebell Close Whittle-Le-Woods Chorley PR6 7RH

Application for works to a protected tree - Chorley BC TPO 7 (Whittle-le-Woods) 1993

T1 Oak - Crown lift to 5M, dead wooding and 10% thinning.

Reference 20/00350/TPO Alternative Reference PP-08648412

Application Validated Mon 20 Apr 2020

Status Awaiting decision

Passed to Tree Warden

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 reserved matters consent 19/00830/REMMAJ (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: 20/00289/DIS | Received: Thu 19 Mar 2020 | Validated: Thu 19 Mar 2020 | Status: Awaiting decision

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

Application to discharge conditions nos. 9 (estate street phasing and completion plan), 11 (management and maintenance of the proposed streets), 12 (engineering, drainage, street lighting and construction details of the streets) and 16 (construction method statement) of reserved matters consent 19/00830/REMMAJ (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: 20/00197/DIS | Received: Wed 26 Feb 2020 | Validated: Wed 26 Feb 2020 | Status: Awaiting decision

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

Application to discharge condition 17 (surface water drainage) attached 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)Reference 20/00098/DIS Application Validated Mon 03 Feb 2020 Meeting on 21/04/20 cancelled

The 3 Applications above are noted by the Parish Council. The meeting to be held at Chorley Borough Council on 21st April 2020 has been cancelled, however it is acknowledged that the Application to discharge condition 17 is far too complex for the layman and will require expert scrutiny in order for the application to be granted.

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

Part single storey / part two storey side extension and creation of bay window to front elevation Ref. No: 20/00281/FULHH | Received: Fri 13 Mar 2020 | Validated: Sun 15 Mar 2020 | Status: Awaiting decision

Chair

Date.....

Neutral comment - 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.

Land Adjacent To 26/28 Spring Crescent Whittle-Le-Woods

Erection of 2no. semidetached bungalows

Ref. No: 20/00277/FUL | Received: Thu 12 Mar 2020 | Validated: Thu 12 Mar 2020 | Status:

Awaiting decision

Objection - The removal of existing hedges to build a retaining wall along the boundary. This will decrease the biodiversity where new applications like this should look to increase the biodiversity. These two properties are adjacent to the A674, Moss Lane junction and Blackburn Road junction controlled by traffic lights. The area must suffer from air pollution. Traffic noise especially with motor bikes can be deafening.

2.8 meter high boundary fence at the rear, along the footpath is far too tall and will be unsightly in this area which is in the green belt.

Single bedroom bungalows are not in character with all other family properties on Springs Crescent.

Two properties create over development on this small site.

3 Bluebell Close Whittle-Le-Woods Chorley PR6 7RH

Application for a certificate of lawfulness for a proposed single storey rear extension (following demolition of existing conservatory)

Ref. No: 20/00247/CLPUD | Received: Fri 06 Mar 2020 | Validated: Sun 08 Mar 2020 | Status:

Awaiting decision

NA

21 Dunham Drive Whittle-Le-Woods Chorley PR6 7DN

Application for works to a protected tree - Chorley BC TPO 7 (Whittle-le-Woods) 1996 Oak tree at rear of 21 and 19 Dunham Drive - Removal of branches.

Ref. No: 20/00316/TPO | Received: Tue 31 Mar 2020 | Validated: Mon 06 Apr 2020 | Status:

Awaiting decision

Passed to Tree Warden

Granted

T-Mobile Telecommunication Mast Site 96128 Hill Top Lane Whittle-Le-Woods

Notice of intention to install electronic communications apparatus including antennas and support poles.

Ref. No: 20/00304/NOT | Received: Wed 25 Mar 2020 | Validated: Fri 03 Apr 2020 | Status:

Granted on the 16/04/2020

Shaw Hill Hotel And Country Club Preston Road Whittle-Le-Woods Chorley PR6 7PP Application for works to protected trees - Chorley BC TPO 1 (Whittle-le-Woods) 1982 W1: T1 Beech - Fell; T2 Horse Chestnut - Fell; G1 - Fell young and semi-mature trees; and G2 - Prune branches overhanging paved area adjacent to the hotel. Ref. No: 20/00097/TPO | Received: Mon 03 Feb 2020 | Validated: Wed 05 Feb 2020 | Status: Granted

Chair

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60 Preston Road Whittle-Le-Woods Chorley PR6 7HH

Change of use of unit 7 from retail (class A1) to flexible use including classes A1 (retail), A2 (financial services), A3 (food and drink), and B1 (business - offices) and of units 1 to 6 from retail (class A1) to flexible use including classes A1 (retail), A2 (financial services), and B1 (business - offices) and erection of single storey side extension to rear building, alterations to windows and doors and provision of fire escape. Ref. No: 20/00082/FUL | Received: Wed 29 Jan 2020 | Validated: Wed 29 Jan 2020 | Status: Granted

Fig Tree House Tanhouse Lane Whittle-Le-Woods Chorley PR6 8LG

Conversion of existing barn to dwellinghouse, including two storey side extension and detached garage.

Ref. No: 20/00015/FUL | Received: Fri 10 Jan 2020 | Validated: Wed 15 Jan 2020 | Status: Granted

Other Decision

NA

6. Urgent Correspondence

18/01133/FULHH - Millhaven Shaw Brow Whittle-Le-Woods Chorley PR6 7LE – response from CBC (forwarded to Parish Councillors).

The response dated 07/04/2020 from the CBC Planning Service Lead advises that the issue with the planning application process sits with United Utilities and should be raised with them.

Clerk to raise the issue with United Utilities

Skip Day request

Some residents have asked if the annual skip day will be going ahead soon as many have had a clear out and the recycling centres are currently closed.

The Dog Inn is holding a skip day on the 22/04/2020 in partnership with Able skip hire and there is also a clothes bank on the Carpark at The Roebuck.

There was discussion as to whether it is possible for the Parish Council to hold the skip day at the moment, but it could be possible.

Clerk to check with CBC as the issue will be around the provision of a team from CBC to manage the event and social distancing etc.

7. Clerks Update

Website

Now completed and up and running. The Clerk would like some further pictures of the village for the website, Cllr Bell to ask Boyd Harris if he would like to contribute.

End of year accounts

Now completed, to be presented at Mays meeting.

Audit

The Clerk has requested Eileen Whiteford to undertake the internal audit on behalf of the Parish

Chair

Date.....

Council. It is hoped to be able to present this at the May meeting.

Flagpole at Waterhouse Green

The Clerk advised that planning permission is required from LCC Highways prior to the installation of the Flagpole, and this requires a detailed scale drawing of the site, approved installation, and adherence to the legislation regarding Flags – which flags can be flown, and the dimensions of the flags etc.

Cllr Briscoe confirmed that the flagpole will be a permanent addition to the Triangle, and will have a separate base to the Maypole, which will need to be quoted for. He has provided the Clerk with a quote of £180 +vat for the supply of a flagpole and 3 x flags.

The Clerk to seek 2 further quotes for the flag pole. The Clerk also advised that it seemed unlikely that the flag pole would be installed in time for VE Day, and also having discussed the matter with LCC Highways Planning has been made aware that planning permission is also required for the Christmas Tree on the Triangle.

8. Accounts

Outgoings to be approved this meeting

	Ref	JV	Payee	Detail	Total
*20/04/02	3078	20/21-001	Employee 1	April Salary	-£419.60
*20/04/03	3079	20/21-002	Employee 2	April Salary	-£423.21
*20/04/04	dd	20/21-003	LLC Pension	Pension payment	-£368.33
*20/04/05	3077	20/21-004	HMRC	PAYE M10-12 19/20	-£620.00
*20/04/06	dd	20/21-005	Easy Websites	Initial Setup of Website	-£600.00

All outgoing approved by the Council. The payment to Easy Websites by direct debit was agreed unanimously.

The Clerk has received the online banking details for Cllr P Higham, and will post out to him.

9. Any Other Business

- Parish Council response to the Covid-19 pandemic
 - Community Support
 - Financial Support, via Charities and Community Organisations
 - Offering aid or help to villagers in need

Chair Newall has been advised of local families potentially needing support via Borough Cllr Walker, Governor of Whittle-Le-Woods Primary School. She proposed that the Parish Council could support the local community in some way, through food vouchers or grants to local organisations. There was discussion around which organisation could be provided with grants and if/how the monies would be used to support the residents of Whittle.

The Clerk advised that all Borough Councils have created a ‘Together’ support hub to co-ordinate the Community response to the issues caused by the Pandemic. Chorley Together has a face book page, and details are also on the CBC website. The Clerk suggested that all people requesting help or advising of a need should be signposted to CBC in the first instance so that a co-ordinated response could be provided.

The grants can potentially only be provided to registered charities or vouchers provided to local

Chair

Date.....

groups the ensure financial transparency. The charities that are apparent for grants are the Foodbanks, Homeless Support, and Domestic Abuse Support, all of which tend to be based in Chorley but do support the area of Whittle.

There was discussion regarding the potential budget for providing Grants, and if in fact CIL monies could be utilised. There was a vote regarding the use of CIL and it was decided not to use CIL at this time.

The Clerk advised that there is £1,000 available in the Grants budget for 20/21, plus an underspend of £100 from 19/20 budget, no applications for grants for 20/21 have been received by the Clerk.

It was unanimously agreed that the Grants budget could be utilised for the support of the community during the Pandemic.

The Clerk to investigate any Charities or community Groups based in Whittle, and also to liaise with Chorley Together advise which Charities or Groups would be best supported and how this can be provided.

VE Day Celebrations

Chair Newall advised that many people are planning to decorate their front gardens or the front of their properties, and have a (self-isolated) garden party if possible. She suggested that perhaps the Parish Council could stage a virtual event such as a Facebook Watch Party which could engage the majority of the residents in the village whilst observing the lockdown requirements. She suggested that the Clerk could contact Helen Quinn a well-known local singer who may have a 1940’s repertoire. Cllr McDonald suggested Gary Taylor another local artist. Also suggested were Johnny Norton and Joe Welsh.

The idea was discussed and it was agreed that the ‘set’ could be 2 hour approx. on the afternoon of May 8th in line with the suggested Gov.uk, and Bruno Peek celebrations.

A budget of £300 was agreed for the event.

Cllr B Higham & Cllr Briscoe proposed, and Cllr McDonald seconded.

Clerk to contact the various suggested singers/artists and organise a watch party event for Whittle.

Summer Newsletter

There was discussion around whether it is feasible to attempt a Summer issue of the Newsletter. Cllr Briscoe felt that it would be unfair to encourage businesses to advertise and then find that it is not possible to provide the Newsletter. Cllr Briscoe proposed that the next issue of the Newsletter should be November. Cllr Bell seconded. Unanimously agreed.

Hanging Baskets for local businesses

There was discussion around this years provision of hanging baskets for the local businesses. Pole Green Nurseries are still open and can deliver, however Cllr B Higham & Cllr P Higham, who would normally deliver the baskets to local businesses are self-isolating, and many of the local businesses are currently closed due to the pandemic.

It was agreed that as the baskets are usually provided in June, this could be reviewed at Mays meeting.

10. Confidential items

NA

11. Councillors Reports

Cllr Evans NA

Cllrs B & P Higham Continuing to monitor the settlement ponds at the quarries

Chair

Date.....

Cllr Briscoe	NA
Cllr Bell	Emailed Clerk – potholes on Church Hill, gate restrictions at Cuerden Valley Park entrance on Factory Lane.
Cllr McDonald	Aware of reports of increased litter and dog waste in the area. Chair Newall suggested posters to encourage people to take their litter home.

Chair

Date.....

The meeting closed at 20.46pm. The next Parish Council Meeting will be held on Monday 11th at 7.30pm via Zoom.

Chair

Date.....

Whittle-le-Woods Parish Council																					
Accounts for 2019 / 20																					
Date	Minute ref	Receipt / Payment	Reference	R	JV	Payee	Detail	Admin	Admin	Salaries	War Mem	Loan	Maint	Grants	Project/Misc	Interest	VAT	VAT	CIL	CIL	Total
20/02/2020	*20/03/02	Payment	3069	Y	19/20-113	Neil Partington	Flooding - Pumps						-£439.50				-£87.90				-£527.40
31/03/2020	*20/03/04	Payment	3070		19/20-114	Employee 2	Salary March			-£398.47											-£398.47
31/03/2020	*20/03/05	Payment	3071	Y	19/20-115	Employee 1	Salary March			-£429.98											-£429.98
19/03/2020	*20/03/06	Payment	dd	Y	19/20-116	LLC Pension	Pension payment			-£251.66											-£251.66
09/03/2020	*20/03/07	Payment	3072	Y	19/20-117	Chorley BC	Dog waste bins - 1 bin only (Invoice 4049090 / Credit note CR5265)						-£71.79				-£14.37				-£86.16
09/03/2020	*20/03/08	Payment	3073	Y	19/20-118	War Memorial Precept	War Memorial Precept				-£2,000.00										-£2,000.00
09/03/2020	*20/03/09	Payment	3074	Y	19/20-119	David Hull	Maintenance Contract payment 4 of 4						-£717.25								-£717.25
09/03/2020	*20/03/10	Payment	3075	Y	19/20-120	EON	Electricity (Christmas Lights)		-£7.12												-£7.12
09/03/2020	*20/03/11	Payment	3076	Y	19/20-121	Lisa Pickering	Expenses (Jan - Mar)		-£288.38								-£14.53				-£302.91
10/03/2020		Receipt	bacs	Y	NL1219-07	Roebuck	Newsletter advert			£40.00											£40.00
31/03/2020	*20/03/03	Receipt	dd	Y		Interest	Interest									£25.11					£25.11
March Month Totals								-£295.50	£40.00	-£1,080.11	-£2,000.00	£0.00	-£1,228.54	£0.00	£0.00	£25.11	-£116.80	£0.00	£0.00	£0.00	-£4,655.84

2019 / 20 Summary of Monthly Bank Accounts, and Monthly Budget Monitoring																
Categories	19/20 Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals	Spend against Budget	
Admin Payment	£6,950.00	£0.00	-£100.00	-£257.06	-£807.00	-£49.99	-£2,859.00	-£460.31	£0.00	-£1,159.00	-£294.00	-£273.67	-£295.50	-£6,555.53	£394.47	
Admin Receipt		£100.00	£0.00	£0.00	£100.00	£332.00	£0.00	£0.00	£25.00	£180.00	£65.00	£0.00	£40.00	£842.00	£842.00	
Salaries Payment	£15,365.00	-£2,366.62	-£1,184.83	-£1,184.83	-£1,084.83	-£1,184.83	-£1,077.83	-£1,205.36	-£1,521.19	-£1,478.82	-£1,095.39	-£1,079.28	-£1,080.11	-£15,543.92	-£178.92	
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	£0.00	-£2,000.00	-£2,020.00	£480.00	
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	£17,310.00	-£1,832.93	£0.00	-£592.00	-£717.25	£0.00	-£965.80	-£767.25	-£155.00	£0.00	-£717.25	£0.00	-£1,228.54	-£6,976.02	£10,333.98	
Grants Payment	£500.00	-£94.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£300.00	£0.00	£0.00	£0.00	-£394.00	£106.00	
Project/Misc. Payment	£16,760.00	-£1,300.50	-£29.98	-£5,190.64	-£450.00	-£473.33	£0.00	-£179.87	-£250.00	-£1,528.73	£0.00	-£47.85	£0.00	-£9,450.90	£7,309.10	
Interest Receipt		£27.67	£31.74	£28.12	£31.98	£28.31	£28.54	£28.01	£25.75	£27.60	£26.17	£22.71	£25.11	£331.71	£331.71	
VAT Payment		-£166.03	£0.00	-£1,042.83	£0.00	-£16.67	-£606.85	-£320.00	-£449.70	-£54.77	-£340.27	-£184.94	-£116.80	-£3,298.86	-£3,298.86	
VAT Receipt		£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	£0.00	
Total Receipt		£127.67	£31.74	£28.12	£131.98	£360.31	£28.54	£28.01	£50.75	£207.60	£91.17	£22.71	£65.11	£1,173.71	£1,173.71	
Total Payments	£64,425.00	-£5,760.08	-£1,314.81	-£8,267.36	-£5,579.06	-£1,724.82	-£5,509.48	-£2,932.79	-£2,375.89	-£4,541.32	-£4,966.89	-£1,585.74	-£4,720.95	-£49,279.19	£15,145.81	
CIL Payment		£0.00	£0.00	£0.00	£0.00	£0.00	-£2,985.00	-£1,200.00	-£2,093.50	£0.00	-£1,602.35	-£800.00	£0.00	-£8,680.85	-£8,680.85	
CIL Receipt	£67,781.14	#####	£0.00	£0.00	£0.00	£0.00	£0.00	£4,494.75	£0.00	£0.00	£0.00	£0.00	£0.00	£43,510.48	£111,291.62	
Summary of bank accounts				Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
41346412 - Balance at end of previous month			£403.81	£837.73	£1,090.79	£1,161.56	£827.50	£688.14	£776.00	£373.12	£1,059.84	£338.70	£838.75	£684.24		
41346420 - Balance at end of previous month			£102,288.87	£187,632.27	£185,664.01	£177,692.13	£172,724.11	£171,752.42	£163,780.96	£166,303.72	£159,329.47	£155,357.07	£150,383.24	£145,405.95		
Total bank account balance			£102,692.68	£188,470.00	£186,754.80	£178,853.69	£173,551.61	£172,440.56	£164,556.96	£166,676.84	£160,389.31	£155,695.77	£151,221.99	£146,090.19		
Precept / CIL Amount to deposit account			£91,315.73	£0.00	£0.00	£0.00	£0.00	£0.00	£4,494.75	£0.00	£0.00	£0.00	£0.00	£0.00		
CIL Payments			£0.00	£0.00	£0.00	£0.00	£0.00	-£2,985.00	-£1,200.00	-£2,093.50	£0.00	-£1,602.35	-£800.00	£0.00		
Payments this month			-£5,760.08	-£1,314.81	-£8,267.36	-£5,579.06	-£1,724.82	-£5,509.48	-£2,932.79	-£2,375.89	-£4,541.32	-£4,966.89	-£1,585.74	-£4,720.95		
Receipts this month			£127.67	£31.74	£28.12	£131.98	£360.31	£28.54	£28.01	£50.75	£207.60	£91.17	£22.71	£65.11		
Unpresented Receipts				-£432.13							-£1,868.89	-£359.82		-£2,768.77		
Unpresented Payments			£94.00		£338.13	£145.00	£253.46	£582.34	£1,729.91				£2,004.29	£680.95		
Balance at month end			£188,470.00	£186,754.80	£178,853.69	£173,551.61	£172,440.56	£164,556.96	£166,676.84	£160,389.31	£155,695.77	£151,221.99	£146,090.19	£142,115.30		

Chair

Date.....