

## Whittle-le-Woods Parish Council

The monthly meeting was held at the Village Hall, Union Street at 7:30pm on Monday, February 13th 2017.

- Present Chairman Newall.  
Parish Councillors Bell, Briscoe, Candlish, Fogarty, B Higham, P Higham, Marsden, McDonald, Partington, Yates and the Clerk. Councillors Snape, France and Perks were also present.
- Apologies None.
- The Parish Council meeting opened at 7:30 pm.
- Item 15: Buckshaw Village pond was dealt with first (see below).
1. Minutes  
\*17/02/01 The minutes of the previous meeting were APPROVED and signed.
2. Changes in  
Declarations of  
Interest There were no changes. The Clerk asked Councillor McDonald to recomplete her form as it had gone missing.
3. Defibrillator checks Chairman Newall will check the defibrillators this week and will confirm with the Clerk that they are charged and in good working order.
4. Planning Matters Comments on the following new applications will be sent to the Planning Department:  
17/00024/FULHH - 100 Preston Road - Erection of first floor side extension, two first floor rear extensions and elevational alterations - Parish Councillors believe this site is already overdeveloped.  
16/01118/S106A - Land 80m North Of Swansey Lane And Bounded By The Elms, Swansey Lane - Request under Section 106A of the Town and Country Planning Act 1990 (as amended) and the Town and Country Planning (Modification and Discharge of Planning Obligations) Regulations 1992 to modify a planning obligation (Affordable Housing) dated 2 November 2016 - No comment.  
17/00041/FUL - Whittle Surgery, 199 Preston Road - Siting of portable building to be used as consultation rooms for a period of 3 years - No comment.  
16/01135/OUT - 2 Cliffe Drive - Outline application for demolition of existing garage and erection of dwelling in side garden - No comment.  
17/00047/TPO - Cuckoo Lodge, Dark Lane - Ash (G1), Felling of 2 ash trees and felling of a stand of 8 ash trees - Comment already provided by Tree Warden.  
17/00051/CLPUD - 11 Whittle Hills Close - Construction of new single storey rear extension. Concern only over adequate neighbour consultation and use of appropriate materials.  
17/00042/FULHH - 2 Theale Place, Buckshaw Village - Erection of detached building in rear garden to form ancillary granny annexe - No comment.
- The following applications were granted:  
16/01115/FULHH - 150 Preston Road - Erection of a single storey side and rear extension and the insertion of rear dormer extension.  
16/01030/DIS - Two Corners Residential Care Home, 170 Preston Road - Application to discharge conditions 6 (landscaping), 7 (materials), 9 (drainage details), and 13 (dwelling emission rate).  
16/01090/FUL - Kem Mill, Kem Mill Lane - Erection of detached dwelling incorporating a double garage.  
16/01091/FUL - Lisieux Hall, Dawson Lane - Erection of single storey rear

Chairman ..... Date.....

extension.

16/01087/FULHH - 22 Harvest Drive - Front and rear single storey extensions.

16/01082/FUL - Brookfield, Kem Mill Lane - Erection of two detached dwellings.

16/01063/FULHH - 6 Dark Lane - Proposed front dormer extension, the addition of Velux windows to the rear and the removal of rear chimney.

16/01065/TPO - Beechwood, Parkside Drive - T3 oak, reduce to 7m nature stump, T5 and T6 sycamore - fell and replace with oak select standard.

16/01046/FULHH - 5 Carr Brook Close - Proposed construction of a two storey side/rear extension and single storey rear extension following demolition of conservatory and garage.

16/00665/FUL - Waterstone House, 1A Dark Lane - To build a mooring at the back of the house alongside the canal to be able to moor a narrowboat.

16/01015/FULHH - 119 Preston Road - Proposed new double garage with link extension to front elevation of existing house and rear single storey extension to the rear of existing house. Changes to external material palette and window and door openings.

16/01129/FULHH - Hill Park, Hill Top Lane - Proposed single storey side extension to a detached house.

16/01171/FULHH - 162 Preston Road - Demolition of garage and rear extension and replaced with single storey rear and side extension.

#### 5. Correspondence

Correspondence was noted and Parish Councillors passed it around the meeting. Amongst this month's correspondence were the following:  
Email from John Peet asking if we wish to have a community clean up day this year. The 20th May was agreed. The Clerk will inform John Peet.  
Official parish precept request.

A letter has been received from the War Memorial Committee regarding tribute beacons November 2018. All Parish Councillors were in favour of being involved. The Clerk will contact Eileen Whiteford to inform her of this and to enquire about potential costs. Councillor Partington suggested that this could become a larger community event.

An invitation has been received asking if Parish Councillors would like to attend a meeting regarding The Pines on 16th February. Councillor Bell is already attending as Borough Councillor.

An agenda for the Parish and Town Council conference on 25th February was received. Councillor Candlish volunteered to attend. The Clerk will inform the organiser.

#### 6. Project committee update

Chairman Newall informed the meeting that there had been 155 responses to the survey. Some potential projects (the regeneration of the canal basin and the map boards) were very well supported, and others (BMX track) divided opinion massively with often location-driven comments. It was also clear that many villagers feel the youth of the village need better catering for. The Projects Committee will meet in the next couple of weeks and will put some recommendations together before the next meeting. Councillor Marsden confirmed that those opinions expressed online did tally with those expressed on paper.

#### 7. Reports from Representatives

Community Hall Trust - Councillor P Higham told the meeting that there will be a brass band concert held on April 1st. This should allow organisers to note whether the poor attendance at the December concert is due to the time of year and weather issues. He also informed the meeting that the hall requires a new flag.

War Memorial - Councillor Bell discussed a sign that is being erected saying the car park is to be used at your own risk, and stating pedestrians should use the specific footpath rather than walking through the car park entrance.

Other meetings - At the recent Liaison meeting which Chairman Newall

Chairman ..... Date.....

attended, nothing arose specifically related to Whittle-le-Woods. She checked with other Parish Councillors whether there were any areas on new estates which still hadn't been adopted. It doesn't appear that this is the case.

Other meetings - At the recent Neighbourhood meeting it was confirmed that the suggestions put forward as Neighbourhood projects are likely to be carried forward if ratified by Chorley Council. Representatives from these meetings will arrange to visit relevant sites with Councillor Bell and Chairman Newall. Details of the canal basin's lease should be discovered in time for the next meeting.

8. Clerk's Report

David Hull reported that the footpath from School Brow next to the area he strims needs the bushes cutting back and leaves clearing from the path. the Clerk will report this to Chorley Council.

The Clerk read out an email relating to a loose signpost sign. The email relates to the fixing of this reported sign, plus all other sign repairs. The email states it is more efficient to deal with repairs on a district-by-district basis and work in Chorley will occur in 12-18 months.

The Clerk informed the meeting that the lengthsman has requested annual leave this week and that she still has quite a few remaining days to use up - some will be taken before the next meeting.

The Clerk has been informed that the broken fencing on Millennium Way will be repaired in the next 20 days.

Regarding the Welcome to Whittle signpost that has been suggested for Millennium Way, the Clerk has received an email indicated that no non-safety urgent work will be progressed for the timebeing.

9. Maintenance

As requested by Councillor Bell, discussion took place regarding flower beds and planters, wild flower areas, Smithy Fields footpath, Kem Mill fence, and the Lucas Green new footpath (Ladycrosse Drive).

After discussion it was agreed that the Parish Council wished to go ahead with the wild flower areas. Councillor Bell will inform Chorley Council.

It was suggested that David Hull could add maintenance of planters to his contract. This may happen dependent on the quote from Plantscape.

Councillor Bell has received quotes relating to the replacement of a stretch of fence on Kem Mill Lane - 30 or so fence posts. It was agreed that CIL money could be used. Councillor B Higham proposed this and P Higham seconded it. Councillor Bell will inform the contractor to go ahead with the job.

\*17/02/02

The cycle path land near Ladycrosse Drive is going to be dealt with by Chorley Council.

Councillor B Higham informed the meeting that she had talked to a representative from the Blackburn Road Residents Group and nobody was forthcoming offering watering of any baskets or planters we might wish to position there.

The Clerk has been asked to negotiate with Plantscape regarding basket provision, troughs, maintenance and watering, and will email all Parish Councillors with the outcome of this. If it is agreed that we could go ahead with a full contract for Plantscape, then Chorley Council and David Hull would not need to be involved. Sponsorship for planters and baskets was briefly discussed.

Also maintenance contracts were discussed and it was agreed that Chorley Council should continue with the grass cutting contract and that David Hull's quote for maintenance contract 2017/8 was accepted.

Regarding lamp post planters, the potential cost for 2017 from Chorley Council was £3171.82 (plus VAT) which works out as £99.12 for supply, fitting, maintenance and watering for each lamp post. Sean Blake has confirmed that the price relates to the smaller baskets. The Clerk had already spoken to Plantscape. For the same baskets (64 Holster Halves) the cost would be £50 each post for supply and fitting only. For a larger

- size (either 26" requiring watering every four days, or 26" requiring watering only once a week), the price would be £65 each post. Maintenance and watering costs would be additional to this.
10. Financial committee meeting  
The Financial Committee meeting is to be held between the February and March meetings. Councillor Marsden proposed two new agenda items 1) Budget preparation and 2) Budget monitoring preparation. Chairman Newall proposed agenda item 3) Agree terms of reference.
11. Adoption of red phone boxes  
\*17/02/03  
The contract and request for £1 have now been received (see Accounts below) and both were signed at the meeting. The Clerk will request a DIY kit from BY.  
Councillor Bell suggested that, though Chorley Council will be sorting out the earth spikes and painting the outside of the phone box, it would be better if the Parish Council could be in control of the shelving and interior. Councillor Briscoe was happy to proceed with shelving as per the other phone boxes.  
Chairman Newall discussed the registration for the defibrillators. She is now registered as guardian for the Waterhouse Green box and Councillor Briscoe will be registered as the Town Lane guardian. A guardian for the new phone box will be arranged nearer the time.
12. June newsletter  
The Clerk requested articles for the June newsletter. Survey results and discussion of projects will require a full page.
13. Parish Councillor vacancy  
Notices regarding the vacancy have now been displayed on relevant noticeboards and on the website.  
A replacement for Councillor Walker on the grants, charity and Neighbourhood meetings will be decided at the Annual Parish Council Meeting in May as will the new signatory for charity cheques.
14. Lancashire Best Kept Village competition  
The Clerk was asked to submit the same entries as last year.
15. Buckshaw Village pond  
County Councillor Mark Perks addressed the meeting discussing the pond (water holding area) which the Parish Council have already agreed to have transferred to them. The land is owned by Redrow and all technical issues have been solved, with Redrow having designed a scheme from implementing in the Spring. It is to be a fenced and gated conservation area with land transferred at a peppercorn rent. Councillor Candlish asked whether the area was still a water holding area. This was confirmed. Chairman Newall asked if there were any objections to taking on the pond. There were none. Agreement was made to take over ownership of the pond and Councillor Perks' Redrow contact will email the Clerk who will pass on details of a solicitor who has offered to assist. Councillors B Higham, P Higham and Briscoe will meet to put together a plan for the solicitor.
16. Scarecrow festival  
Councillor McDonald informed the January meeting that the 2017 Scarecrow Festival will require new organisers and asked if the Parish Council would be willing to take over the running of this. Though the festival is successful, it takes a lot of work. The Council does support the event but no volunteers were able to offer their services. The Clerk will write to Jill and Louise and thank them for all of their work and will inform residents via both website and newsletter that the event may not run this year if there are no volunteers.
17. Flooding committee update  
Councillor Candlish informed the Parish Council that there had been a series of meetings regarding flooding, flow, communication structure etc.

Chairman ..... Date.....

\*17/02/04 Lancashire County Council would like the Parish Council to provide a signed liability underwriting for the flood action group regarding damage to the bridge etc. This is because the flooding group isn't a fully consolidated charity. This was agreed.  
 Councillor Fogarty asked about the life of the monitoring equipment. Councillor Candlish confirmed the robustness of the equipment, though of course the battery would need regular checking. Councillor Candlish will inform the Clerk of additional information as it becomes available so that she can check with insurers that everything is covered.  
 Councillor Partington has held a couple of meetings with Doug Cridland from Chorley Council, and the lockup is now fully stocked with required items.  
 Doug Cridland is now investigating the situation with the drains at the bottom of Hill Top Lane.

18. Identifying ways of improving villagers' health  
 Chairman Newall told the meeting that analysis had been carried out on the village's health levels. Some issues required looking into, for example, what can be done to help health and loneliness in an ageing population. The figures received so far have relate to both Whittle and Clayton and indicate residents die younger here than in Chorley centre. Councillor Bell has requested Whittle figures only.

19. Documents for comment  
 There were four documents for comment this meeting.  
 1) Opinion is sought on Lancashire County Council's proposed budget options. No comment.  
 2) Comments are invited on Chorley Council's budget proposals. No comment.  
 3) Chorley Council consultation on proposed changed to housing assistance policy. No comment.  
 4) Draft Central Lancashire Employment Skills Supplementary Planning Document consultation. No comment

20. Accounts  
 \*17/02/05 The monitoring of the budget was APPROVED for January 2017.  
 \*17/02/06 It was proposed that the January accounts be APPROVED.

Cheques presented for approval:  
 \*17/02/07 2729 - Employee 1 February wages £649.22  
 \*17/02/08 2730 - Employee 2 February wages £276.60  
 \*17/02/09 2731 - Carvers Trees £190  
 \*17/02/10 2732 - Chorley Council dog bins £258.44  
 \*17/02/11 2733 - Town Centre Trees £240  
 \*17/02/12 2734 - David Hull Smithy Fields £155  
 \*17/02/13 2735 - David Hull contract £1000  
 \*17/02/14 2736 - BT re phone box adoption £1  
 \*17/02/15 2737 - HMRC Sept to Jan £405.80

21. Councillors' reports  
 Councillor Yates reported that a speed sign has been damaged near to Cheeky Monkeys, just after the bridge. The Clerk will report.  
 He also noted that the footpath down by the side of the Dog Inn requires maintenance - the Clerk will pass this on to the Clerk for Clayton-le-Woods.  
 Chairman Newall discussed a message she had received from Mark Clifford regarding improving access to Whittle Spinney. She will forward this message to the Clerk. Councillor Bell said he felt it was only the area near the kissing gate that requires maintenance and will arrange for hardcore to be laid down.  
 Councillor Bell asked if the next Picnic on the Polo could be added to the March agenda as this will need organising very soon for June. A date will

be set at the next meeting and Councillors Bell and McDonald are happy to organise.

Councillor Briscoe reported a damaged kerbstone, details of which he will email to the Clerk. Councillor Fogarty will send a photograph.

Councillor Briscoe also reported that large HGVs are coming off Moss Lane to Dark Lane - it was felt that some kind of traffic control sign was required - perhaps a "No sat nav" notice. The Clerk will speak to Lancashire County Council about this and will check with the PCSOs for support.

Councillor McDonald reported that grids on the A6 (opposite the bus stop) down to School Brow are blocked and flooding. The Clerk will report.

Councillor McDonald has received a quote for dressing the Christmas tree. The quoted cost was £295 plus VAT, which did not include the cost of the tree. During further discussions it was revealed that various villagers had offered to purchase the tree and lights and to assist with erection of the tree. Councillor McDonald's husband was one of those who offered to put the tree up, so the Clerk was asked to keep the quote on hold for now.

Councillor Candlish reported that mortar has fallen from the motorway bridge onto Town Lane. Chairman Newall will send the Clerk a photograph and the Clerk will report to the Highways Agency.

Councillor Partington reported that the bridge near the Roebuck has a 7.5 ton restriction but that much larger vehicles are using it. Large vehicles should use Shaw Brow rather than School Brow. The Clerk will report to Highways, and also to the Highways Agency, and will also speak to the PCSO who may be able to assist with enforcement.

Chairman Newall reported that there are a great many potholes at the junction of Ladycrosse Drive and Town Lane. The Clerk will report.

22. Confidential Items There were no confidential items.

The meeting closed at 9:35 pm. The next Parish Council Meeting will be held at the village hall on Monday 13th March, 2017 at 7:30pm.

Chairman ..... Date.....

| <b>JAN ACCOUNTS - TO BE APPROVED AT FEB MEETING</b> |                        |                                     |                        |                                 |
|-----------------------------------------------------|------------------------|-------------------------------------|------------------------|---------------------------------|
| <b>Accounts</b>                                     |                        |                                     |                        |                                 |
| <b>Budget Monitoring as at 31st January 2017</b>    |                        |                                     |                        |                                 |
|                                                     | <b>2016/7 Accounts</b> |                                     | <b>2015/6 Accounts</b> | <b>TOTAL</b>                    |
| <b>Expenditure</b>                                  | <b>Budget</b>          | <b>Actual</b>                       | <b>Spent in 2016</b>   | <b>SPENT</b>                    |
| Admin - Admin                                       | 6,940.00               | 5,176.31                            | -                      | 5,176.31                        |
| Admin - Sals                                        | 15,000.00              | 12,763.64                           | -                      | 12,763.64                       |
| War memorial                                        | 2,000.00               | 2,000.00                            | -                      | 2,000.00                        |
| Loan                                                | 5,040.00               | 2,519.98                            | -                      | 2,519.98                        |
| Maintenance                                         | 10,030.00              | 6,206.81                            | -                      | 6,206.81                        |
| Grants                                              | 500.00                 | 150.00                              | -                      | 150.00                          |
| Projects                                            | 8,155.03               | 3,539.27                            | -                      | 3,539.27                        |
| Other costs/misc                                    | 3,600.00               | -                                   | -                      | -                               |
| CIL                                                 | -                      | -                                   | -                      | -                               |
| VAT                                                 | -                      | 1,561.04                            | -                      | 1,561.04                        |
|                                                     | <b>51,265.03</b>       | <b>33,917.05</b>                    | <b>-</b>               | <b>33,917.05</b>                |
|                                                     |                        |                                     |                        | <i>Total pmnts year so far</i>  |
|                                                     | <b>2016/7 Accounts</b> |                                     | <b>2015/6 Accounts</b> | <b>TOTAL</b>                    |
| <b>Income</b>                                       | <b>Budget</b>          | <b>Actual</b>                       | <b>Income in 2016</b>  | <b>INCOME</b>                   |
| Administration                                      | 36,808.00              | 36,513.00                           | -                      | 36,513.00                       |
| Maintenance                                         | 220.00                 | 161.50                              | -                      | 161.50                          |
| CIL                                                 | -                      | 17,204.06                           | -                      | 17,204.06                       |
| Bank Interest                                       | 50.00                  | 23.25                               | -                      | 23.25                           |
| VAT repayment                                       | -                      | 818.47                              | -                      | 818.47                          |
|                                                     | <b>37,078.00</b>       | <b>54,720.28</b>                    | <b>-</b>               | <b>53,901.81</b>                |
|                                                     |                        |                                     |                        | <i>Total income year so far</i> |
| <b>Payments presented for authorisation</b>         |                        |                                     |                        |                                 |
|                                                     |                        |                                     |                        | £649.22                         |
| 2729 - Employee 1 February wages                    |                        |                                     |                        | £276.60                         |
| 2730 - Employee 2 February wages                    |                        |                                     |                        | £190.00                         |
| 2731 - Carvers Trees Christmas tree                 |                        |                                     |                        | £258.44                         |
| 2732 - Chorley Council dog bins                     |                        |                                     |                        | £240.00                         |
| 2733 - Town Centre Trees - 3 suspended trees        |                        |                                     |                        | £155.00                         |
| 2734 - David Hull Smithy Fields                     |                        |                                     |                        | £1,000.00                       |
| 2735 - David Hull contract                          |                        |                                     |                        | £1.00                           |
| 2736 - BT phone box adoption                        |                        |                                     |                        | £405.80                         |
| 2737 - HMRC Oct - Jan                               |                        |                                     |                        | <b>£3,176.06</b>                |
|                                                     |                        |                                     |                        |                                 |
| <b>Accounts for month ending 31st January 2017</b>  |                        |                                     |                        |                                 |
| <b>Receipts</b>                                     |                        | <b>Payments</b>                     |                        |                                 |
| Newsletter adverts                                  | 260.00                 | Employee 2 Jan wages                |                        | 304.16                          |
| Interest                                            | 0.55                   | Employee 1 Jan wages                |                        | 649.22                          |
|                                                     |                        | ALCC subscription                   |                        | 10.00                           |
|                                                     |                        | D Hull River Lostock path           |                        | 60.00                           |
|                                                     |                        | D Hull contract                     |                        | 710.00                          |
|                                                     |                        | War memorial precept                |                        | 2000.00                         |
|                                                     |                        | Carvers Christmas tree              |                        | 190.00                          |
|                                                     |                        | Chorley Council dog bins            |                        | 258.44                          |
|                                                     |                        | Town Centre Trees - 3 hanging trees |                        | 240.00                          |
|                                                     |                        | LCC pension                         |                        | 148.18                          |
|                                                     |                        | Journal correction                  |                        | -0.42                           |
|                                                     |                        | Journal correction                  |                        | 40.00                           |
| Total receipts                                      | 260.55                 | Total payments                      |                        | 4,609.58                        |
|                                                     |                        | <b>Current a/c 26th Jan</b>         |                        | 581.96                          |
|                                                     |                        | <b>Deposit a/c 26th Jan</b>         |                        | 58577.80                        |
|                                                     |                        | <b>Bank balances</b>                |                        | 59159.76                        |
| <b>31st Dec balance</b>                             | 61685.97               | <b>+ Deposits not incl</b>          |                        | 0.00                            |
| <b>+ Receipts</b>                                   | 260.55                 | <b>- Unpresented cheqs</b>          |                        | 1822.82                         |
| <b>- Payments</b>                                   | 4609.58                |                                     |                        |                                 |
| <b>31st Jan balance</b>                             | 57336.94               | <b>31st Jan balance</b>             |                        | 57336.94                        |

\*17/02/16

Chairman ..... Date.....