

Whittle-le-Woods Parish Council

The monthly meeting was held at the Village Hall, Union Street at 7:30pm on Monday, January 9th, 2017. This was a bare bones meeting for the purpose of setting the budget/agenda and dealing with business that can't be carried over till the February meeting.

- Present Chairman Newall
Parish Councillors Bell, Briscoe, Fogarty, B Higham, P Higham, Marsden, McDonald, Yates and the Clerk.
- Apologies Councillors Candlish, Partington and Walker.

The Parish Council meeting opened at 7:30 pm.
1. Minutes *17/01/01 The minutes of the previous meeting were APPROVED and signed.
2. Planning Matters Comments on the following new applications will be sent to the Planning Department:
16/01129/FULHH - Hill Park, Hill Top Lane - Proposed single storey side extension to a detached house. Councillors Higham declared an interest in this item. No comments.
16/01168/FUL - 30 Langdale Grove - Erection of detached dwelling with integral garage including excavation of land and retaining structures to form access and parking. Concern over adequate neighbour consultation and use of appropriate materials.
16/01177/DIS - Land 150m West Leatherlands Farm, Moss Lane - Application to discharge conditions for 16/00247/FULMAJ development of 34 dwellings. No comments.
16/01174/FULHH - Hardacre Barn, Hardacre Lane - Removal of existing rear conservatory and replacement with proposed oak conservatory. Removal of existing UPVc windows and doors throughout the house and replacement with oak hardwood windows and doors. No comments.
- The following application was withdrawn:
15/00770/FULMAJ - Land bounded by Town Lane and Lucas Lane - Section 73 application to vary conditions 10 (Carbon emissions statement) and 11 (code level) in respect of plots 57-72 attached to planning approval reference 13/00804/OUTMAJ.
- The following applications were granted:
16/01089/PDE - 3 Hampshire Avenue, Buckshaw Village - Rear single storey extension which will be constructed from brick to match existing house. No part of proposal to project over the party property.
16/00996/FULHH - 28 Chorley Old Road - Erection of a first floor rear extension.
16/00970/FULHH - Kyndere, Shaw Hill - Proposed first floor alterations to existing open balcony to form a new enclosed part brick part glazed studio and infilling of existing open porch.
16/00957/FULHH - 20 Dorset Drive, Buckshaw Village - Erection of single storey side and rear extension.
16/00925/FULHH - Hardacre Barn, Hardacre Lane - Proposed new front door and entrance area to front elevation with associated steps.
16/00509/FULMAJ - Leatherlands Farm, Moss Lane - Proposed residential development for the erection of 45 dwellings and associated landscaping and infrastructure.

Chairman Date.....

3. Correspondence Correspondence was noted and Parish Councillors passed the correspondence around the meeting. Amongst this month's correspondence were the following:
 The resignation of Councillor Walker was received. The Clerk will inform Chorley Council of this, and will also write to Councillor Walker thanking her for her time and commitment to the Parish Council.
 Confirmation of Road Traffic Order relating to Town Lane speed limits.
 Email from North West Ambulance Service regarding monthly checks of defibrillators. Councillor Newall will arrange for these checks to take place. Defibrillator check will now be added as a regular agenda item and the Clerk will contact the relevant bodies following each meeting.
 Invitation to the Parish Conference at County Hall, Preston on Saturday 25th February, 2017 - the Clerk was asked to request an agenda for this meeting and to forward it to Parish Councillors when received.
 Chorley Council's quote for 32 lamp post baskets as per last year is £3806.19 (1% rise) - the Clerk was asked to get confirmation that the baskets quoted for were the same as Clayton-le-Woods, as requested by Councillor Bell.
 The Parish Council also received further communication regarding the demographic representation of survey. The Clerk was asked to provide the same response as previously - the Parish Council provides events for the entire village and any villagers wishing to attend meetings are very welcome to do so.
4. Other business The Clerk was asked to find out the date of the next Neighbourhood meeting and to inform other Parish Councillors. Councillor Walker had been involved in these meetings. Councillor Bell chairs these meetings and does represent the Parish Council at them, but do we need another representative?
 Councillor Bell brought up the subject of Winter bedding and asked the Clerk to include wild flower areas on the February agenda.
 Chairman Newall reported that there had been 145 responses to the survey (a 5% return). Many non-CIL comments had been brought up, which will be reviewed at the next meeting.
5. Setting budget and precept The budget and precept documents for 2017/8 were emailed to each Parish Councillor prior to this meeting and were printed out by the Clerk for use at the meeting.
- *17/01/02 The Council Tax Base for 2017-8 has been set at £2421.20, and this figure was used to calculate the budget.
 The option of adding 5% onto the budget to subsidise the bus service was discussed. When put to the vote, the majority of Parish Councillors were against the proposal, so this was not added into the budget.
 The budget was discussed and amended before Councillor B Higham proposed its acceptance. This was seconded by Councillor P Higham. All were in favour. However, should issues come to light with the budget spreadsheet, adjustments will be made into the projects budget to rectify this.
- *17/01/03 It was **RESOLVED** that the precept should be set at £37647, equivalent to £15.55 per band D property, a 3.45% increase on last year.
6. Documents for comment There were no documents for comment this meeting.
7. Accounts The monitoring of the budget was APPROVED for December 2016.
 *17/01/04 It was proposed that the December accounts be APPROVED.
 *17/01/05
- Cheques presented for approval:

Chairman Date.....

- *17/01/06 2720 - Chorley Council grass cutting - £996.79
- *17/01/07 2721 - Employee 2 January wages - £304.16
- *17/01/08 2722 - Employee 1 January wages - £649.22
- *17/01/09 2723 - SLCC membership - £121
- *17/01/10 2724 - Employee 1 expenses Oct-Dec - £209.66
- *17/01/11 2725 - ALCC membership (part of SLCC) - £10
- *17/01/12 2726 - D Hull clearing River Lostock path - £60
- *17/01/13 2727 - D Hull contract part payment - £710
- *17/01/14 2728 - War Memorial precept - £2000 - this cheque was written at the meeting

8. Councillors' reports

Councillor Yates reported that there is a grid at the bottom of Cow Well Lane - near the street sign - which has a large enough hole for someone's foot to fall through.

Councillor Briscoe reported two blocked gullies at the Town Lane and Cophurst Lane junction.

The Clerk will inform the relevant parties.

Councillor McDonald informed the meeting that the Scarecrow Festival will require new organisers this year, and asked if the Parish Council would be willing to take over the running of this. The Clerk was asked to put the Scarecrow Festival on the February agenda. Councillor McDonald is also awaiting a quote for additional tree lighting.

The meeting was also informed of residents' concerns that the refuse lorry is now driving down Rock Villa Road, but there is nothing that can be done about this.

Councillor P Higham reported that three bags of rubbish had been dumped near to Little Quarries' entrance gate, and asked the Clerk to arrange for removal.

Some clearing of fallen trees from footpaths has taken place over recent weeks.

Councillor Fogarty mentioned that the fencing on the A674 as it reaches the junction with Blackburn Road, is damaged. He will send the Clerk a photograph and map to enable her to report. It is near to lamp post 129.

Chairman Newall mentioned a few issues which had arisen from the recent survey. One related to a private wall, but the others (moss clearing etc of pavements on Cliffe Drive, blocked drain on Cliffe Drive, and badly seated kerbs on Spring Crescent following unfinished Bolton Council work) will be reported by the Clerk.

Councillor B Higham will ask the Blackburn Road Residents' Association about potentially adopting the triangle of land where the old noticeboard used to be, and putting a planter on it.

The leftover enamelled coins were discussed. The Clerk will keep the remainder in the filing cabinet awaiting a possible senior citizens event in the Summer time.

The lamp post planters were briefly discussed. The Clerk will send the latest copy of the planter locations to Parish Councillors and will request .

9. Confidential Items There were no confidential items.

The meeting closed at 9:28 pm. The next Parish Council Meeting will be held at the village hall on Monday 13th February, 2017 at 7:30pm.

DEC ACCOUNTS - TO BE APPROVED AT JAN MEETING				
Accounts				
Budget Monitoring as at 31st December 2016				
	2016/7 Accounts		2015/6 Accounts	TOTAL
Expenditure	Budget	Actual	Spent in 2016	SPENT
Admin - Admin	6,940.00	5,166.73	-	5,166.73
Admin - Sals	15,000.00	11,662.08	-	11,662.08
War memorial	2,000.00	-	-	-
Loan	5,040.00	2,519.98	-	2,519.98
Maintenance	10,030.00	4,751.44	-	4,751.44
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	-	1,517.97	-	1,517.97
	51,265.03	29,307.47	-	29,307.47
				<i>Total pmnts year so far</i>
	2016/7 Accounts		2015/6 Accounts	TOTAL
Income	Budget	Actual	Income in 2016	INCOME
Administration	36,808.00	36,253.00	-	36,253.00
Maintenance	220.00	161.50	-	161.50
CIL	-	17,204.06	-	17,204.06
Bank Interest	50.00	22.70	-	22.70
VAT repayment	-	818.47	-	818.47
	37,078.00	54,459.73	-	53,641.26
				<i>Total income year so far</i>
Payments presented for authorisation				
2720 - Chorley Council grass cutting				£996.79
2721 - Employee 2 January wages				£304.16
2722 - Employee 1 January wages				£649.22
2723 - SLCC membership				£121.00
2724 - Employee 1 expenses Oct-Dec				£209.66
2725 - ALCC membership				£10.00 <i>Jan accounts</i>
2726 - D Hull clearing River Lostock path				£60.00 <i>Jan accounts</i>
2727 - D Hull part payment on contract				£710.00 <i>Jan accounts</i>
2728 - War memorial precept				£2,000.00 <i>Jan accounts</i>
				£5,060.83
Accounts for month ending 31st December 2016				
Receipts		Payments		
Newsletter ads	50.00	Employee 1 December wages		649.22
Interest	1.07	Employee 2 December wages		304.16
		P Higham re Christmas refreshments		56.04
		T Newall reimburse Paul K		30.00
		Chorley Council grass cutting		996.79
		SLCC subs		121.00
		E Bell newsletter delivery		30.00
		LCC pension		148.18
		Employee 1 Oct-Dec expenses		209.66
Total receipts	51.07	Total payments		2,545.05
		Current a/c 23rd Dec		1168.46
		Deposit a/c 23rd Dec		66577.25
		Bank balances		67745.71
30th Nov balance	64179.95	+ Deposits not incl		25.00
+ Receipts	51.07	- Unpresented cheqs		6084.74
- Payments	2545.05			
31st Dec balance	61685.97	31st Dec balance		61685.97

Chairman

Date.....

*17/01/15

QUARTERLY REPORT 2016-7: PAYMENTS											
Month	Admin	Sals	War Mem	Loan	Maint	Elections	Grants	Proj/Misc	Sect137	VAT	Total
April		1150.77					150.00	1419.25		265.08	2985.10
May	50.00	1333.49			180.00			71.04		36.00	1670.53
June/July	974.67	2288.48			530.36			493.24		110.14	4396.89
Quarter 1 totals	1024.67	4772.74	0.00	0.00	710.36	0.00	150.00	1983.53	0.00	411.22	9052.52
August	2887.97	1297.74		2519.98	70.00			800.00		166.00	7741.69
September	15.00	1152.32						677.00		135.40	1979.72
Quarter 2 totals	2902.97	2450.06	0.00	2519.98	70.00	0.00	0.00	1477.00	0.00	301.40	9721.41
October	134.43	1136.16								0.42	1271.01
November	747.00	2201.56			3140.42					628.50	6717.48
December	357.66	1101.56			830.66			78.74		176.43	2545.05
Quarter 3 totals	1239.09	4439.28	0.00	0.00	3971.08	0.00	0.00	78.74	0.00	805.35	10533.54
January											0.00
February											0.00
March											0.00
Quarter 4 totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year end	5166.73	11662.08	0.00	2519.98	4751.44	0.00	150.00	3539.27	0.00	1517.97	29307.47

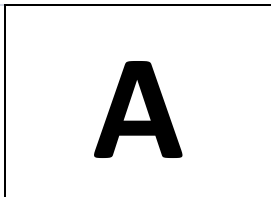
QUARTERLY REPORT 2016-7: INCOME							
Month	Admin	Maint	Interest	CIL	VAT	Total	
April	35733			12845.44		48578.44	
May			2.57		370.93	373.5	
June/July	175	85	6.87			266.87	
Quarter 1 totals	35908	85	9.44	12845.44	370.93	49218.81	
August	245	76.5	3.09			324.59	
September			3.34			3.34	
Quarter 2 totals	245	76.5	6.43	0	0	327.93	
October	25		2.92	4358.62	447.54	4834.08	
November	25		2.84			27.84	
December	50		1.07			51.07	
Quarter 3 totals	100	0	6.83	4358.62	447.54	4912.99	
January						0	
February						0	
March						0	
Quarter 4 totals	0	0	0	0	0	0	
Year end	36253.00	161.50	22.70	17204.06	818.47	54459.73	Balances with the Itemised Receipts Summary

*17/01/16

Chairman

Date.....

**WHITTLE-LE-WOODS PARISH
COUNCIL 2017-8 BUDGET**



EXPENSES

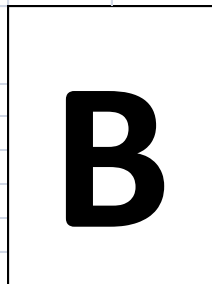
	2017-8	
<u>Admin</u>		
Taking figures from Sheet G and this page's 2017/8 budget figures:		
Salaries (incl pension and HMRC)	15700	
Audit	320	
Insurance	3000	2017/8 precept to claim: £37,647
Newsletter	1350	Contribution per band D household £15.55
Training	150	% increase/decrease from last year 3.45%
Clerk's expenses	1350	
Subs	166	
Website	50	
Admin miscellaneous	50	
		<u>For reference</u>
		<i>Last year's precept £35608. Last year's contribution £15.03</i>
Total admin	22136	
<u>Maintenance</u>		
Repairs/footpaths	2000	
General contract	2745	
Playing Fields	860	
Additional grass cutting	80	
Dog bins	220	
Lamp post baskets	3300	
Hanging baskets	323.5	
Flower beds and planters	400	
Maintenance miscellaneous	1000	
Flood alarm	800	
Total maintenance	11728.5	
<u>Projects</u>		
Activity trail		
Information boards		
Whittle sign		
Picnics on Polo £400 approx		
Combined projects	4200	
Total projects	4200	
<u>Other costs</u>		
Christmas tree switch on event (and tree)	1300	
Christmas party	500	Remove this year
Grants	2000	
War memorial	5040	
Debt repayment		
Contingencies		
Other costs miscellaneous		
Total other costs	8840	
TOTAL EXPENSES	46905	

*17/01/17

Chairman

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BANKING AND SET ASIDES



Bank balances at end December

Current:	£1,168.46
Deposit:	£66,577.25
	£67,745.71

Included in this balance is money set aside for:

Working balance	5,000.00
Elections	12,184.00
Computers	500.00
CIL	18,386.75
Emergency action fund	6,000.00
Youth group	2,000.00
Total set asides	44,070.75

Bank balances minus set asides

	23,674.96
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Projected bank balance at end 2017-8

	£53,328.69
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(Current financial position plus/minus projection on sheet D.)

*17/01/18

Chairman

Date.....