

The monthly meeting was held at the Village Hall, Union Street at 7.30pm on Monday, March 9th 2020.

Present Chair Newall, Parish Councillors Bell, Briscoe, B Higham, P Higham, McDonald, Yates, Wood and the Clerk.

Apologies Councillor Auwerx, Evans, Fogarty and Partington

The meeting opened at 8.10pm.

Visitors From 7.15pm until 8.05pm a presentation was provided to the Parish Council regarding the new Parish Council Website. Details of this presentation are included as an attachment to these minutes.

1. Minutes

*20/03/01 The minutes of the previous meeting were approved, with the amendment of moving the visitor discussion to an appendix & will be signed at the next meeting.

2. Changes in Declarations of Interest

NA

3. Defibrillator checks

Waterhouse Green opening mechanism needs to be checked (Chair Newall)
The light and missing glass pane has been repaired by Cllr Briscoe.

4. Planning Matters

New

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

Application to discharge conditions 3 (restrictive access), 8 (ground investigations), 10 (dwelling emission rates) and 23 (landscape and environmental management plan) of outline planning permission ref. 13/01055/OUTMAJ

Ref. No: 20/00144/DIS | Received: Thu 13 Feb 2020 | Validated: Thu 13 Feb 2020 | Status: Awaiting decision

No Comment – conditions have been met and have therefore been discharged by CBC

Granted

9 Jubilee Close Whittle-Le-Woods Chorley PR6 7FS

Application for works to a protected tree - Chorley BC TPO 1 (Whittle-le-Woods) 1985: T1 Ash - 50% crown reduction with limb to the east reduced to a 1 metre stump.

Ref. No: 20/00045/TPO | Received: Mon 20 Jan 2020 | Validated: Fri 24 Jan 2020 | Status: Granted

Plot 1 Dark Lane Whittle-Le-Woods Chorley PR6 8AE

Erection of 1no. dwelling

Ref. No: 19/01080/FUL | Received: Thu 14 Nov 2019 | Validated: Fri 29 Nov 2019 | Status:

Granted Church View 222 Preston Road Whittle-Le-Woods Chorley PR6 7HW

First floor side extension including mezzanine in roof space and balcony to front elevation

Chair

Date.....

(following demolition of existing side conservatory)

Ref. No: 19/01143/FULHH | Received: Thu 05 Dec 2019 | Validated: Thu 05 Dec 2019 | Status: Granted

Baysbrown Copthurst Lane Whittle-Le-Woods Chorley PR6 8LR

Application for a certificate of lawfulness for 2no. proposed single storey rear extensions, single storey side extension and a detached garage

Ref. No: 19/00962/CLPUD | Received: Tue 08 Oct 2019 | Validated: Tue 08 Oct 2019 | Status: Granted

Other Decision

3 Lingwell Close Whittle-Le-Woods Chorley PR6 7JS

Notification of a proposed single storey rear extension measuring 4.61m in depth, with eaves height of 2.33m, and a maximum height of 3.45m (following demolition of existing conservatory)

Ref. No: 20/00068/PDE | Received: Mon 27 Jan 2020 | Validated: Mon 27 Jan 2020 | Status: Other decision - Prior Approval Not Required

5. Correspondence

Email from Mr McVie – suggestions for website content

The suggestions made in Mr McVie’s email were discussed and it was agreed which would be covered by the development of the new website.

Email from Ms Dawson – Parking on Chorley Old Road

The Clerk to advise Ms Dawson to get in touch with County Cllr Keith Iddon with the suggestion.

Email from Peter Higham – Rails in tunnel under M61

Reported to LCC – Public Footpaths. No one has a clue where the rails have appeared from or who may be responsible.

Email from Denise Swanson – issues with pavements / parking

Clerk to advise Denise that the issues raised have been reported to the relevant authorities.

6. Agenda Items

Victory in Europe Day – Friday the 8th May 2020 (Bank holiday moved)

The tearooms will be offering a themed mini afternoon tea and children’s nursery tea. We will decorate the tearooms and will be playing 1940’s music. We will also dress in 1940’s clothes and hair.

Local Public houses – The Roebuck / The Royal Oak / The Bay Horse (Restaurant) / The Sea View / The Dog Inn

Chair

Date.....

It was agreed that the Parish Council are keen to encouraged local businesses to take the lead in the VE Day celebrations. The Parish Council would be prepared to offer grants towards any celebrations.

Clerk to write to all of the above establishments and local Churches and advise them of the National VE Celebrations website and advise that the Parish Council are keen to support the celebrations.

Cllr Briscoe suggested that perhaps a Flagpole could be provided for the Triangle on Waterhouse Green for the celebrations, and then left in situ on a permanent basis. It was agreed unanimously that this was a great idea, however permission should be sought from the proper authority.

Clerk to write to Highways requesting permission to place the flagpole on Waterhouse Green

Planning Applications – PC Process (Cllr Bell)

Cllr Bell suggested a review of the current process of providing all planning applications at the monthly Parish Council. This is based on a drive from Chorley BC to go paperless. There was discussion around how much paper was currently involved in the current process, and if some information could be processed if not printed.

The Clerk advised that minimal paper was printed to try and ensure the Council are being environmentally friendly and only those applications that required scrutiny are printed, and then only the relevant parts of the application. It was agreed to continue with the current process of the Clerk using discretion and to keep under review.

Lamp Post Baskets – Buckshaw

Cllr Wood has walked the length of Old Worden Avenue in Buckshaw and taken pictures of the different types of streetlamps and their positions along the Whittle Parish part of the road. Having provided this information to the Clerk, the Clerk has identified the best potential locations for the baskets and proposes:

Old Worden Avenue, Buckshaw, Chorley, PR7 7DG

Baskets on the following Lamp posts - 14 / 17 / 21 / 24 / 29 / 32 / 38 / 42 / 47 / 51
10 Lamp posts in total giving 20 baskets.

Additional cost of £1000

*20/03/02 Proposed by Cllr P Higham, seconded by Cllr B Higham, agreed unanimously

Website

Following the presentation by James Reilly from Easy Websites there was a detailed discussion regarding:

The proposal is fit for purpose and meets the objectives required of the website
The legal requirements for a Parish Council Website on GDPR, Accessibility and Transparency are all provided for by the Supplier.

The cost is justifiable, and competitive having been compared with similar products available

Chair

Date.....

The support provided and the SLA's are acceptable
The process for managing the Website and the Content Management would be via the Clerk
Chair Newall proposed that the Contract should be approved. All agreed.
It was further agreed that all website dealings would be via the Clerk, however Cllr P Higham would act as a back-up.

Trees Planting (Cllr Bell)

Cllr Bell advised the Chorley BC are planning to plant over 100,000 trees over the coming year and is keen to ensure that a good proportion are planted in Whittle-Le-Woods. Cllr Bell suggested that trees could be planted by the Redrow estate on the banking above Town Lane. It was thought that there would be little chance of gaining permission for this as the land is owned by Dugdales. It was suggested that perhaps the meadow near the Biological Heritage Site (also owned by Dugdales) may be a possibility.
Chair Newall to advise the name and number of the managing agent

Canal Path Project

Authorisation from required from CBC / Start date 16/03/2020
Slow progress is being made on the authorisation for the works, as it transpires that the Canal Basin Path is owned by LCC and leased to CBC which makes the process somewhat more complex. However, the Clerk is in touch with a counterpart at CBC who is liaising with LCC to attain the required permissions for Entrust.

Tips in Whittle-Le-Woods

Due to time constraints, to be moved to next agenda

Whittle Walks Project

Chair Newall has walked some of the paths to be included in the walks and has found that Path 36 has been obstructed by an adjacent property which has acquired the footpath and made it a part of the driveway. This has now been reported to LCC for action. There are also grants of up to £500 available for footpaths, which is useful to know and potentially apply for.
The gate at the public footpath on Copthurst Lane is also in disrepair and requires reporting.
A map showing all public footpaths in Whittle with their numbers has been requested from CBC (Lindsey Blackstock)

7. Reports from Representatives

(Chorley Liaison / Neighbourhood Area Meetings / Charity / Community Hall Trust / War Memorial / Planning & Environment / Grants / Finance / Staffing / Flooding)

Community Hall Trust

Cllr P Higham advised that the Duck race has been put back this year due to the VE Day celebrations and will take place on the 25th May 2020

War Memorial

Cllr Bell advised that the stones on the memorial base have been cleaned and look much better.

Chair

Date.....

Finance

Cllr Fogarty advised that a meeting had been held earlier in March and all the Finance Documents have been reviewed. The asset register is up to date. There is just one query on which regulations are the most up to date for use in the Financial Regulations and Audit Plan as they are currently different. Cllr B Higham advised that they may have changed and would the Clerk advise which regulations should be used and ensure the appropriate documents are updated.

8. Clerks Report

Website

The website will now move forward as agreed. The Chair expressed thanks on behalf of the Council to the Clerk.

Online Banking – ongoing, Clerk still chasing

Rails under M61 – reported

Reports of surface water on Hilltop Lane – an email has been sent to Environment Agency, Highways & LCC.

Request for gully cleaning – made to LCC

9. Accounts

Outgoings to be approved / signed this meeting

	Ref	JV	Payee	Detail	Total
*20/03/01	3069	19/20-113	Neil Partington	Flooding - Pumps	-£527.40
*20/03/02	3070	19/20-114	Employee 2	Salary March	-£398.46
*20/03/03	3071	19/20-115	Employee 1	Salary March	-£429.98
*20/03/04	dd	19/20-116	LLC Pension	Pension payment	-£251.66
*20/03/05	3072	19/20-117	Chorley BC	Dog waste bins - 1 bin only (Invoice 4049090 / Cr	-£86.16
*20/03/06	3073	19/20-118	War Memorial Precept	War Memorial Precept	-£2,000.00
*20/03/07	3074	19/20-118	David Hull	Maintenance Contract payment 4 of 4	-£717.25
*20/03/08	3075	19/20-118	EON	Electricity (Christmas Lights)	-£7.12
*20/03/09	3076	19/20-118	Lisa Pickering	Expenses (Jan - Mar)	-£302.91

10. CIL Monies

Email from Helen Connolly re CIL application for Shooting Stars
Chair Newall will follow up.

Chair

Date.....

11. Councillors' reports

- CLlr Fogarty Blocked grid at St Chads (lamppost 235) & pothole next to blocked grid on Dark Lane – pictures to follow.
- CLlr Yates Fence on Mill Lane, Pothole on Cow Well Lane
A resident would like a bench on the A6 near Future Champions Nursery.
- CLlr Briscoe Had feedback from residents that precept increase of 4.34% is too high
- CLlr B Higham Please can a letter of appreciation be sent to Josh Taff's for litter picking on Hilltop Lane (towards his Duke of Edinburgh Award)

12. Confidential items

- Clerk Annual Leave – 6-9 April 2020 (4 days)
- Lengthsman Annual Leave – 16-27 March, and please advise how much leave is left.

The meeting closed at 9.17pm. The next Parish Council Meeting will be held on Monday 20st April at 7.30pm

Chair

Date.....

Whittle-le-Woods Parish Council																		
Accounts for 2019 / 20																		
Date	Minute ref	Receipt / Payment	Reference	R	JV	Payee	Detail	Admin	Salaries	War Mem	Loan	Maint	Grants	Project/Misc	Interest	VAT	CIL	Total
20/02/2020		Payment	3069		19/20-113	Neil Partington	Flooding - Pumps					-£ 439.50				-£ 87.90		-£ 527.40
31/03/2020		Payment	3070		19/20-114	Employee 2	Salary March		-£ 398.46									-£ 398.46
31/03/2020		Payment	3071		19/20-115	Employee 1	Salary March		-£ 429.98									-£ 429.98
17/04/2020		Payment	dd		19/20-116	LLC Pension	Pension payment		-£ 251.66									-£ 251.66
09/03/2020		Payment	3072		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		Payment	3073		19/20-118	War Memorial Precept	War Memorial Precept			-£2,000.00								-£ 2,000.00
09/03/2020		Payment	3074		19/20-118	David Hull	Maintenance Contract payment 4 of 4					-£ 717.25						-£ 717.25
09/03/2020		Payment	3075		19/20-118	EON	Electricity (Christmas Lights)	-£ 7.12										-£ 7.12
09/03/2020		Payment	3076		19/20-118	Lisa Pickering	Expenses (Jan - Mar)	-£ 288.38								-£ 14.53		-£ 302.91
March Month Totals								-£ 367.29	-£1,080.10	-£2,000.00	£ -	-£1,156.75	£ -	£ -	£ -	-£ 116.80	£ -	-£ 4,720.94

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	£6,950.00	£0.00	£0.00	-£264.48	-£807.00	£242.01	-£3,824.80	-£460.31	-£418.36	-£1,199.00	-£294.00	-£321.52	-£71.79	-£7,419.25	-£469.25	
Salaries	£15,365.00	-£2,370.42	-£1,184.82	-£1,184.82	-£1,084.83	-£1,184.83	-£1,077.83	-£1,205.36	-£1,077.83	-£1,478.82	-£1,095.38	-£1,079.70	-£1,080.10	-£15,104.74	£260.26	
War Mem	£2,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£20.00	£0.00	£0.00	-£2,000.00	-£2,020.00	£480.00	
Loan	£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	£17,310.00	-£1,787.00	£0.00	-£592.00	-£717.25	£0.00	£0.00	-£767.25	-£155.00	£0.00	-£717.25	£0.00	£0.00	-£4,735.75	£12,574.25	
Grants	£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.	£16,760.00	-£1,300.50	-£29.98	-£5,183.22	-£450.00	-£473.33	£0.00	-£1,379.87	-£250.00	-£1,528.73	£0.00	£0.00	£0.00	-£10,595.63	£6,164.37	
Interest		£27.67	£31.74	£28.12	£31.98	£28.31	£28.54	£28.01	£25.75	£27.60	£26.17	£0.00	£0.00	£312.43	£312.43	
VAT		-£166.03	£0.00	-£1,042.83	£0.00	-£16.67	-£606.85	-£320.00	-£449.70	-£54.77	-£340.27	-£184.94	-£14.37	-£3,196.43	-£3,196.43	
Total	£64,425.00	-£5,690.28	-£1,183.06	-£8,239.22	-£5,547.08	-£1,404.51	-£8,494.48	-£4,104.25	-£2,322.88	-£4,555.57	-£4,939.28	-£1,559.99	-£3,166.26	-£51,206.86	£13,218.14	
CIL	£106,697.71	£0.00	£0.00	£0.00	£0.00	£0.00	-£2,985.00	£4,494.75	-£2,093.50	£0.00	-£1,602.35	-£800.00	£0.00	-£2,986.10	£103,711.61	
Summary of bank accounts			Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
41346412 - Balance at 26th of previous month			£865.13	£737.73	£1,090.79	£1,161.56	£347.48	£648.14	£776.00	£1,000.94	£1,189.84	£847.14	£477.53	£521.19		
41346420 - Balance at 26th of previous month			£110,270.61	£187,604.60	£185,632.27	£177,664.01	£175,692.13	£171,724.11	£163,752.42	£166,275.71	£159,303.72	£155,329.47	£153,357.07	£147,383.24		
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			
Payments this month			-£5,717.95	-£1,214.80	-£7,929.23	-£5,579.06	-£3,821.36	-£8,824.63	-£4,133.79	-£4,469.39	-£4,581.32	-£2,434.61	-£6,802.79			
Receipts this month			£0.00	£0.00	£0.00	£31.98	£227.00	£0.00	£28.54	£53.01	£205.75	£92.60	£26.17			
Unpresented Receipts			-£100.00	-£100.00	-£100.00	£0.00	-£73.00	£0.00	-£25.00	£0.00	-£183.05	£0.00	£0.00			
Unpresented Payments			£8,291.19	£304.47	£131.74	£2,761.12	£0.00	£980.80	£2,383.73	-£2,366.71	£241.67	£0.00	£846.45			
Balance at month end (26th)			£188,342.33	£186,723.06	£178,825.57	£176,039.61	£172,372.25	£164,528.42	£167,276.65	£160,493.56	£156,176.61	£153,834.60	£147,904.43	£147,904.43		

Chair

Date.....

Presentation of the proposed new website by James Reilly of Easy Websites.

James provided a slideshow of information regarding the company, and their local base just outside of Preston, other Local Government Clients, local to Whittle-Le-Woods, and the principles behind the structure and manageability of the Website.

James had met with the Clerk prior to this eventing to ensure the Parish Councils requirement is fully understood and the proposed website would ‘tick’ all the boxes for the Parish Council.

The website is compliant for GDPR, Transparency and Accessibility. The Navigation and content of the website is kept purposely simple for ease of use.

It is recommended to ensure that there is no duplication of information which is provided by other organisations or are not the responsibility of the Parish Council in order to maintain manageable boundaries for the website administrator.

Support is provided 24/7, and changes to static information are completed within 3 working days.

The costs include an initial set-up fee of £500 and then a monthly service charge of £23 (all ex VAT) this includes the website, content management system, training for the administrator, an email account (for the clerk) and full support. Easy Websites will also take over hosting of the website and the domain hosting, so it really is a one stop shop.

Additional email addresses for each Parish Councillor can be provided at a cost of £3 per month per email address.

Chair

Date.....