

The monthly meeting was held remotely via 'Zoom' at 7.30pm on Monday, May 11th 2020.

Present Chair Newall, Parish Councillors Auwerx, Briscoe, Evans, Fogarty, B Higham, P Higham, Wood, Yates and the Clerk.

Apologies Councillor Bell (could connect via audio only), McDonald & Partington

The meeting opened at 7.33pm.

Visitors NA

1. Minutes

*20/05/01 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, the panels to be replaced have been checked by Cllr Briscoe and will be replaced. (large panel needs replacing at Waterhouse Green, and 2 small panels need replacing on Hillside Crescent.)

Surplus books are still being left in the book swaps which is far too much for the volunteer to cope with currently. Cllr Yates has removed the books left in the hillside Crescent Book Swap.

4. Meeting Protocols Resolution – 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 Poole Avenue Buckshaw Village Chorley PR7 7FP

Proposal single storey rear extension

Reference 20/00389/FULHH Alternative Reference PP-08678138

Application Validated Tue 28 Apr 2020

Status Awaiting decision

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.

3 Irvine Place Buckshaw Village Chorley PR7 7FL

Two storey front extension

Ref. No: 20/00360/FULHH | Received: Fri 17 Apr 2020 | Validated: Mon 27 Apr 2020 | Status:

Awaiting decision

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.

3 St Johns Close Whittle-Le-Woods Chorley PR6 7DP

Proposal Single storey rear extension

Reference 20/00321/FULHH Alternative Reference PP-08621006

Application Validated Thu 16 Apr 2020

Status Awaiting decision

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.

Granted

15 Spring Crescent Whittle-Le-Woods Chorley PR6 8AD

Extension to existing detached garage and conversion to form granny annex

Ref. No: 20/00089/FULHH | Received: Thu 30 Jan 2020 | Validated: Thu 30 Jan 2020 | Status:

Granted

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:

Granted

Other Decision

NA

6. Urgent Matters

Standing Orders & Financial Regulations

The changes made to the document were agreed by the Parish Council, however Cllr B Higham & Cllr P Higham advised that the content of the revised document is correct, however the formatting has removed all the bold highlighting on those statements in the areas that cannot be altered. This needs to be reinstated.

Clerk to make necessary amendments.

Financial Audit completion and sign-off

The following documentation was provided to the Councillors: - 2019/2020 Financial Statement, Internal Auditor Report, Scanned final AGAR report (for approval)

The financial statement and Audit report were discussed and it was unanimously agreed to approve the 2019/2020 Financial Statement and the AGAR Part 3 report.

Chair Newall will sign (wet signature required) the documentation and the Clerk will then scan and submit to PKF Littlejohn for external scrutiny.

7. Clerks Update

VE Day watch party

Appropriate authorities advised

Johnny Norton & Helen Quinn performing, poems and letter read by Young People from Whittle, Cllr Yates read a soldier’s letter posted home during WWII, Chair Newall led the ‘Nations Toast’. Helen also included Churchills Victory in Europe Speech and various other visuals from the day in 1945. There were some technical hitches with getting the party up and running on the Whittle Face book page but once rolling the party was a success, all be it in 2 parts. There have been lots of positive comments from residents across Whittle who joined in or watched the various videos on the page – Cllr Yates video was watched over 400 times!!

Chair Newall thanked the Clerk for organising the watch party with Helen & Johnny.

Community support during Covid-19 pandemic

The Clerk has been in discussions with the Chorley Together co-ordinator to seek the best solutions to supporting the local community. Meanwhile any one requesting help should be sign-posted to Chorley Together so that they receive a co-ordinated response.

Lamp post baskets

Approved by Redrow for Old Worden Ave

Cllr Briscoe advised that the destroyed lamp post on Town Lane has finally been replaced and wondered if baskets could be added to this lamp post this year (previously it was not possible as the lamp post was concrete). It was unanimously agreed to add this lamp post to the order if possible.

Clerk to add to order with Plantscape

Hanging Baskets (local businesses)

As most local businesses are still closed; it was decided that the best course of action is to cancel the local business hanging baskets for this year. Agreed unanimously.

Chair

Date.....

Rails in tunnel under M61

Pedestrian injured & Rails removed

On Sunday the 4th May a resident (Mrs Shorrocks) was walking through the tunnels under the M61 when she fell over one of the rails that have been installed in the tunnel. She has suffered lacerations and bruising to her face, broken her glasses and hurt her ribs and back. The Clerk received a report of the incident from the ladies husband Mr Shorrocks. The Clerk advised Mr & Mrs Shorrocks that the rails had been reported on 21st February this year.

The Clerks has liaised with Mr & Mrs Shorrocks and LCC Public Footpaths Team and escalated the report, following the incident involving Mrs Shorrocks. The Highways & Footpath teams visited the site and removed the rails on Wednesday the 6th May. All relevant information regarding the installation of the rails has been passed to LCC for assistance with any further enquiries.

Cllr Briscoe advised that he has been in contact with Mr & Mrs Shorrocks and they are grateful for the swift action of the Parish Council in ensuring the rails have been removed.

Hedgerow on Carwood Lane

Potential enforcement action underway. Following reports that the hedgerow on Carrwood Lane has been damaged / removed in parts and that a fence has been erected pushing the hedgerow over onto the lane the Clerk reported the incident to CBC. It was thought that the hedgerow formed the boundary of the properties on Cross Keys Drive and therefore the hedgerow is not protected in anyway. The Clerk has located a clause in the planning permission which provides for the following:

Clause 16 states: that the hedgerow adjacent to Carwood Lane shall not, in any part, be uprooted or otherwise removed and no access, pedestrian or vehicular, shall be formed to Carwood Lane

CBC Planning enforcement will now review the situation again to see if there has been a breach and if enforcement is required.

Flag pole on Water House Green

Planning application submitted to LCC Highways. Cllr Briscoe has provided a scale drawing for the application, and this has now been submitted to LCC Highways Planning. Cllr Briscoe has provided a quote of £180+vat for the flagpole & 3 flags, which has been included with the application, however a further 2 quotes will be required. There will also need to be a budget agreed for the installation of the flagpole encasement on the Triangle. After some discussion it was agreed to wait until planning permission has been received before seeking further quotes for the installation works and the flagpole / flags.

Fence on Hilltop Lane

The works have been completed, and Jason Garstang has done a very good job. Once work commenced it was found that a pneumatic drill was required to dig out the old posts from the concrete foundations. This incurred an additional cost of £70, bringing the revised total for the work to £1,720. Cllrs B Higham & P Higham proposed that the additional cost be paid in full. Cllr Wood seconded the proposal.

Chair

Date.....

8. Accounts

Outgoings to be approved this meeting

	Ref	JV	Payee	Detail	Total
*20/05/02	dd	20/21-007	LLC Pension	Pension payment	-£368.33
*20/05/03	dd	20/21-008	Easy Websites	Monthly payment	-£27.60
*20/05/04	3081	20/21-009	Employee 1	May Salary	-£419.60
*20/05/05	3080	20/21-010	Employee 2	May Salary	-£423.21
*20/05/06	Online	20/21-011	Eileen Whiteford	Internal Audit	-£80.00
*20/05/07	Online	20/21-012	Employee 1	Remote working expenses	-£169.86
*20/05/08	Online	20/21-013	JD Garstang	Fence Repair - Hilltop Lane	-£1,720.00
*20/05/09	Online	20/21-014	Johnny Norton	VE Day Celebrations	-£100.00
*20/05/10	Online	20/21-015	Helen Quinn	VE Day Celebrations	-£200.00

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

The Clerk outlined an approval process for the above payments to ensure an audit trail.

1. Clerk to email the table of payments to 2 bank signatories for approval.
 2. Bank signatories to replay to the email providing explicit approval for the payment to be made
- Chair Newall and Cllrs B Higham & P Higham agreed that they would approve the payments via email.

9. Any Other Business

Chair Newall thanked the Clerk for her efforts in producing the watch party for VE day, and proposed that a letter of thanks be sent to Helen Quinn who certainly put a great deal of effort into the project, and ensured that it was a success.

10. Confidential items

NA

11. Councillors Reports

- Cllr Evans Potholes on the footpath on Langdale Grove
Would still like to see the installation of speed cameras on Dolphin Brow.
- Cllr Fogarty Noted a face book post that Croston Farm had closed a public footpath, which is not allowed without the proper authority. Suggest an email to Lizzie Squires requesting that the necessary process for closing the path be followed.
- Cllr Auwerx NA
- Cllr Briscoe The seat/bench on Copthurst Lane is in need of some repair, which Cllr Briscoe is willing to undertake. Request the authorisation to spend up to £40 on materials for this. This request was unanimously agreed. Also request that David Hull be asked to strim around the bench as a part of his contract & regular work.
The fencing on and around the footpath from Springs Crescent up to Blackburn Road / Millennium Way is in need of repair. Also suggest that a gate be installed at the top or bottom of the path to ensure the safety of Children.
- Cllr Wood NA

Chair

Date.....

Cllr B & P Higham
Cllr Yates

NA
The fence on Mill Lane (Jigsaw Housing) still hasn't been repaired
There is some glass and litter around the Polo.

The meeting closed at 20.38pm. The next Parish Council Meeting will be held on Monday 8th June at 7.30pm via Zoom.

Chair

Date.....

Whittle-le-Woods Parish Council																					
Accounts for 2020 / 21																					
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
17/05/2020	*20/05/03	Payment	dd		20/21-007	LLC Pension	Pension payment			-£ 368.33											-£ 368.33
01/05/2020	*20/05/04	Payment	dd		20/21-008	Easy Websites	Monthly payment	-£ 23.00									-£ 4.60				-£ 27.60
11/05/2020	*20/05/05	Payment	3081		20/21-009	Employee 1	May Salary			-£ 419.60											-£ 419.60
11/05/2020	*20/05/06	Payment	3080		20/21-010	Employee 2	May Salary			-£ 423.21											-£ 423.21
11/05/2020	*20/05/07	Payment	Online		20/21-011	Eileen Whiteford	Internal Audit	-£ 80.00													-£ 80.00
11/05/2020	*20/05/08	Payment	Online		20/21-012	Employee 1	Remote working expenses	-£ 141.55									-£ 28.31				-£ 169.86
11/05/2020	*20/05/09	Payment	Online		20/21-013	JD Garstang	Fence Repair - Hilltop Lane						-£1,720.00								-£ 1,720.00
11/05/2020	*20/05/10	Payment	Online		20/21-014	Johnny Norton	VE Day Celebrations								-£ 100.00						-£ 100.00
11/05/2020	*20/05/11	Payment	Online		20/21-015	Helen Quinn	VE Day Celebrations								-£ 200.00						-£ 200.00
		Receipt	bacs			RBS	Interest														
May Month Totals								-£ 244.55	£ -	-£1,211.14	£-	£-	-£1,720.00	£ -	-£300.00	£ -	-£ 32.91	£ -	£-	£-	-£ 3,508.60

2020 / 21 Summary of Monthly Bank Accounts, and Monthly Budget Monitoring																
Categories	20/21 Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals	Spend against	
Admin Payment	£7,550.00	£0.00	-£244.55											-£244.55	£7,305.45	
Admin Receipt		£54,900.00	£0.00											£54,900.00	£54,900.00	
Salaries Payment	£16,100.00	-£2,112.93	-£1,211.14											-£3,324.07	£12,775.93	
War Mem Payment	£2,500.00	£0.00	£0.00											£0.00	£2,500.00	
Loan Payment	£5,040.00	£0.00	£0.00											£0.00	£5,040.00	
Maint Payment	£15,530.00	£0.00	-£1,720.00											-£1,720.00	£13,810.00	
Grants Payment	£1,000.00	£0.00	£0.00											£0.00	£1,000.00	
Project/Misc. Payment	£17,700.00	-£500.00	-£300.00											-£800.00	£16,900.00	
Interest Receipt		£26.96	£0.00											£26.96	£26.96	
VAT Payment		-£100.00	-£32.91											-£132.91	-£132.91	
VAT Receipt		£0.00	£0.00											£0.00	£0.00	
Total Receipt		£54,926.96	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£54,926.96	£54,926.96	
Total	£65,420.00	-£2,712.93	-£3,508.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£6,221.53	£59,198.47	
CIL Payment														£0.00	£0.00	
CIL Receipt (Bal C/O)	£102,629.27	£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	£102,629.27	

Summary of bank accounts			Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
41346412 - Balance at end of previous month			£684.24	£971.31										
41346420 - Balance at end of previous month			£141,431.06	£193,358.02										
Total bank account balance			£142,115.30	£194,329.33										
Precept / CIL Amount to deposit account			£54,900.00	£0.00										
CIL Payments			£0.00	£0.00										
Payments this month			-£2,712.93	-£3,508.60										
Receipts this month			£26.96											
Unpresented Receipts			£0.00											
Unpresented Payments			£0.00											
Balance at month end			£194,329.33	£190,820.73										

Chair

Date.....