

The monthly meeting was held at the Village Hall, Union Street at 7.30pm on Monday, November 11th 2019.

Present Vice-Chair McDonald, Parish Councillors Bell, B Higham and P Higham, Evans, Partington, Yates, and the Clerk.

Apologies Chair Newall, Councillors Auwerx, Briscoe, Fogarty, and Wood

The meeting opened at 7.31pm.

Visitors NA

1. Minutes

*19/11/01 The minutes of the previous meeting were approved, with 1 amendment & signed

2. Changes in Declarations of Interest

NA

3. Defibrillator checks

Town Lane & Water House Green were not checked as the respective Cllr’s were not available. Hillside Crescent Cllr Yates advised that there is no access to the case, and the light in the phone box is out. (following the meeting Cllr Yates advised that he had gained access and the defib was checked and OK)

4. Planning Matters

Ref. No: 19/00968/TPO | Received: Wed 09 Oct 2019 | Validated: Tue 15 Oct 2019 | Status: Awaiting decision

Parkinson Bailiff Services The Lodge 177 Preston Road Whittle-Le-Woods Chorley PR6 7PR
Application for works to a protected tree - Chorley BC TPO 9 (Whittle-le-Woods) 1987 T6 Oak - Remove epicormic growth smaller than 50mm diameter, up to 4M above ground level. Reduce upper canopy by a maximum of 2M.

Passed to Tree Warden

It was discussed that there is currently a vacancy for the CBC Tree Officer, but Cllr Bell advised there is a Tree Officer is in post (Bill Whispers) Cllr Bell to check the process with the Tree Warden (Frank Wood) and ensure all is working OK.

8 Tuson Lane Whittle-Le-Woods Chorley PR6 7FZ
Reference 19/01010/FULHH Alternative Reference PP-08236608
Application Validated Mon 21 Oct 2019
Proposal Extension to existing detached garage
Status Awaiting decision
Neighbours & Materials

Chair

Date.....

Granted

109 Preston Road Whittle-Le-Woods Chorley PR6 7PJ

Application for works to protected trees - Chorley BC TPO 9 (Whittle-le-Woods) 1987: T2 Oak - Crown lift to 4m above ground level. T5 Sycamore - Remove three branches growing close to garage. T6 Oak - Prune two lower branches to give 2m clearance from garage. T7 Oak - Prune three lower branches to give 2m clearance from garage.

Ref. No: 19/00838/TPO | Received: Sun 01 Sep 2019 | Validated: Thu 12 Sep 2019 | Status: Granted

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

Application for works to protected trees - Chorley BC TPO 7 (Whittle-le-Woods) 1996: T20 Sycamore - Fell; T21 Oak - Crown reduction to a maximum of 2m; T23 Oak & T24 Oak - Prune branches growing towards the house to a maximum of 1.5m; and T25 Oak - Crown lift to 4m above ground level.

Ref. No: 19/00826/TPO | Received: Tue 27 Aug 2019 | Validated: Thu 12 Sep 2019 | Status: Granted

Canal Lock Leeds And Liverpool Canal 165 Metres North West of The Barn Copthurst Lane Whittle-Le-Woods

Application for listed building consent for replacement of both sets of lock gates (at the head and tail of the lock) and to extend the lock chamber ladders to 1 metre below lowest water level.

Ref. No: 19/00798/LBC | Received: Thu 15 Aug 2019 | Validated: Thu 15 Aug 2019 | Status: Granted

3 Dark Lane Whittle-Le-Woods Chorley PR6 8AE

Application for works to a protected tree - Chorley BC TPO8 (Whittle-le-Woods) 1993 - Ash T1 - Reduce two branches growing towards house by a maximum of 2m.

Ref. No: 19/00796/TPO | Received: Wed 14 Aug 2019 | Validated: Thu 22 Aug 2019 | Status: Granted

1 Leatherland Drive Whittle-Le-Woods Chorley PR6 7YD

Minor non-material amendment to planning permission 16/00509/FULMAJ (Residential development for the erection of 45 no. dwellings and associated landscaping and infrastructure) involving the conversion of existing garages to habitable accommodation involving alterations from garage doors to a window and door.

Ref. No: 19/00783/MNMA | Received: Mon 12 Aug 2019 | Validated: Fri 13 Sep 2019 | Status: Granted

Brothers Residence Lisieux Hall Dawson Lane Whittle-Le-Woods Chorley PR6 7DX

Application for listed building consent for window replacement on the front elevation of coach house building and alterations to original cart door opening.

Ref. No: 19/00787/LBC | Received: Mon 12 Aug 2019 | Validated: Fri 16 Aug 2019 | Status: Granted

Chair

Date.....

9 Lea Road Whittle-Le-Woods Chorley PR6 7PF

Single storey rear extension (following demolition of existing conservatory)

Ref. No: 19/00777/FULHH | Received: Fri 09 Aug 2019 | Validated: Fri 09 Aug 2019 | Status:

Granted

Other

N/A

5. Correspondence

Request for grant from Karen Dixon – *my 19-year-old daughter (Emma Dixon) has been involved in Whittle le Woods Girl Guiding for 15 years, and for the last 5 years as a volunteer leader at 2nd Whittle Brownies who meet each Tuesday evening in the Scout Hut. Even though she is now at University in Manchester she travels back regularly on a Tuesday to make the meetings. As well as this she is one of 17 Girl Guiding advocates in the country attending regular meetings in London and representing Girlguiding at many prestigious events. She has recently applied and been successful in securing a place as a volunteer on the 2020 International scouting and Guiding Jamboree in Gdańsk Poland. Even though this is a voluntary role she still has to raise £600 to attend. She has already begun her fund-raising efforts, selling prints of her own paintings and securing an opportunity to speak at a local Widow’s group about her Guiding roles in return for a donation to her cause. My reason for contacting you is that since she is so committed to her local community and Guiding, I wondered if you had any grants that she may be eligible for or whether there would be any opportunities for a small donation in return for her perhaps speaking at one of your meetings. If you need any further information, I can be contacted on this email address or alternatively I am sure Brown Owl at 2nd Whittle Brownies would be more than happy to act as a referee for her. The Parish Council are very keen to support the local groups (Girl Guiding) and especially our young people.*

The Council would like to offer a grant of £300 (50% of the funding required) – unanimous decision. Clerk to ask if Emma would complete an article for the newsletter on her return.

Reply to grant request from St Johns - *We are planning to run an event called the ‘Christmas ADVENTure’ which is for all ages within the communities of Whittle-le-Woods and Clayton-le-Woods. We want this to really appeal to those outside the regular church family, and so serve the community well, and hope they will feel really welcome and to have a thoroughly enjoyable afternoon. It will be hosted and organised by St John’s Parish Church, Whittle-le-Woods, on Saturday the 14th December 2-4pm. We are budgeting for the event to cost around £900-1000 in total (it cost us £1000 last year) I have applied for a grant from the Blackburn Diocese that could be up to £500. I have not heard yet as to whether we have been successful or not. I have also written to the Clayton-le-Woods Parish Council in the same manner that I am writing to you.*

The Council discussed the event, and all agreed it would be a great community event and was worthy of the support of the Parish Council. As the Blackburn Diocese could fund half, and a further request has been made to Clayton Parish Council, it was suggested that a grant of £250 be provided by Whittle-Le-Woods Parish Council. All agreed.

Chair

Date.....

6. Committee Updates / Events

2020 Whittle-in-Bloom

Cllr Bell advised that he and Chair Newall have met with Tim Burrows of the Lancashire WLT who are putting together the project and requesting the funds from Entrust (proceeds from the Clayton Landfill Site). The proposal will be for 4 planted beds, 3 of which will be raised in the form of Canal Boats. Some of the beds will mimic the canal with bog plants. Tim has asked for names of traditional barges which could be added to each bed. The Clerk is requested to write to CBC to seek permission for the project to go ahead on the old Canal Basin.

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

The Clerk provided some information which is now available from Bruno Peek, Pageantmaster for the VE Day Celebrations. There will be a variety of nationwide events over the 3-day weekend:

- The Last Post - 2.55pm, Friday 8th May 2020 (Bank Holiday), Buglers playing the Last Post & Reveille from the top of the Four Peaks.
Battle's O'er - 3.00pm, Friday 8th May 2020 (Bank Holiday), Pipers playing of Battle's O'er and VE DAY 75.
- The Nation's Toast to the Heroes of WW2 - 3.00pm, Friday 8th May 2020 (Bank Holiday), The Nation's toast to the heroes of World War 2.
- A Cry For Peace Around The World - 6.55pm (local-time), Friday 8th May 2020 (Bank Holiday), A Cry for Peace Around the World.
- Ringing Out for Peace - 7.00pm, Friday 8th May 2020 (Bank Holiday), Ringing out for Peace in churches and cathedrals.
- Parties and Celebrations - Friday 8th May 2020 (Bank Holiday), ALL DAY Saturday and Sunday 9th & 10th May 2020, Street parties and celebrations at pubs, clubs, hotels, village greens and halls.

Organisations are invited to log their events on the website, and join in with the Nationwide celebrations.

After some discussions it was suggested that there could be a picnic on the Polo, or the Village Pubs could be encouraged to join together and form an event on the Friday.

The Whittle walks / maps CIL project update

Following the presentation of the Project Scope produced by Nature Nurture, a sub group has been formed (Chair Newall, Cllr Auwerx, Cllr Evans & Cllr Woods) to review the scoping document in detail and to propose the next steps for the project. Cllr Evans provided an update on progress.

- Phase 1 – Planning the walks, giving due consideration to History, Nature and Accessibility
- Phase 2 – Your Tour / Virtual Reality Tour. The provision of a play trail has been somewhat discounted due to the potential issues with Health & Safety.
- Phase 3 – Define the 3 separate walks, which will be linked. Retain Nature Nurture to manage the project on behalf of the Parish Council, include both local Clubs and local Schools.

Costing will be provided at the next meeting in December

The Clerk was requested to provide A1 size maps, preferable covered in plastic, to allow for the potential walks to be scoped. Cllr Bell advised that the maps needed to have the current footpaths on them. Cllr B Higham may have some maps of footpaths around the village and will look for these.

Christmas tree switch on event.

The tree is ordered for delivery on the 23rd November, a Cherry picker will be required to put the lights on the tree, Clerk to look into hiring a cherry picker, or to see if there is one locally which can be borrowed.

The Clerk provided the Carol sheets for the event, Cllr Bell took these to hand out on the evening of the 1st Dec.

Chorley Silver Band have been confirmed for the evening, and will charge £125 for the event.

Chair

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The Tipi will be erected on the afternoon of the 1st.

Cllr McDonald will look at providing more lighting for the Tipi, and Cllr Bell will borrow the PA system.

Cllr P Higham confirmed that the budget for refreshments for the event will be £175

Cllr Partington advised that the cottages along Waterhouse Green would like to participate in the fairy lights along the houses, Cllr Partington will purchase 6 x sets of lights at a cost of £221.18+vat.

Jayne Rae is to turn on the lights at the event this year, but in case Jayne is not well enough to attend it was suggested that Jayne may wish to delegate to Emma Rae, her daughter – this was agreed. Clerk to contact Jayne and confirm.

It was proposed that a letter of thanks be sent to Jayne Rae for all the hard work she has put into the village, especially the repainting of Union Street Play area, also a bouquet of flowers should be sent, utilising the Chairs allowance of £25.

7. Reports from Representatives

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

Chorley Liaison – Cllr Evans advised that Julia Berry attended the meeting to discuss the issue of transporting Children from surrounding Parishes to the Youth Zone in Chorley. Cllr Bell advised that this does not really apply to Whittle-Le-Woods as there is a clear bus route, and there is an agreement in place with Stagecoach that young people can travel on the 125 to the Youth Zone for 50p.

Charity – there will be a Charity Committee meeting at 7pm on the 9th December prior to the Parish Council meeting.

Community Hall Trust – Cllr Higham advised that the Seniors Party was planned for Wednesday the 4th December, and the presents should be given to Cllr Yates. He advised that there did not seem to be a great number of places booked so far and that people didn't seem to be aware of the event. Clerk to add the event to Facebook, names can be added to the lists at the Tearooms, St Johns Church, the Village Hall, the Royal Oak and the Roebuck.

War Memorial - Cllr B Higham provided the Clerk with the receipt for the wreath for Remembrance Sunday. Remembrance Sunday had a great turn out and a lovely parade led by Brindle Brass Band. The police however feel that there should be a formal road closure on the A6 whilst the parade takes place. There will be a potential cost to this. The alternative would be to march along the footpath, but this isn't really adequate.

Finance – meeting planned to discuss the 20-21 budget at the beginning of December. The members of the Finance committee are Chair Newall, Cllr Fogarty & Cllr Wood. Clerk to provide proposed meeting dates.

Flood - Cllr Partington advised that he had had some difficulty in sourcing further quotes for the repair to the Flood Container. It was suggested he try Tippers, however given that the work is quite urgent, Vice-Chair McDonald proposed that the quote from Will Mercer would be adequate. Cllrs P Higham & Yates seconded the proposal. Cllr Partington will arrange for the repair with Will Mercer at a cost of £425.

Cllr Partington advised that the Flood Action Group had be working with local Residents Association who are collectively extremely concerned about the flood risk in the Village, and the lack of proper investigation by the appropriate authorities. CBC are still working to the 2013 directive issued by the

Chair

Date.....

Lead Flood Authority, which does not account for more recent developments, or the serious recent flood events.

They have assessed that there are currently 53 properties downstream of the new development off Lucas Lane/Town Lane, and this will increase to 65 once the additional 12 planned dwellings are completed.

The groups are proposing to commission an independent Flood Risk Assessment. The Flood Risk Assessment will comprise of a desk-based study. Site visits, and a review of all planning application in the area and will then present the findings. The cost of the Flood Risk Assessment will be approximately £3,000. Cllr Partington requested that this be funded by CIL monies. The first stage payment to get the Flood Risk Assessment started would be £750 + vat.

There was some discussion about the flood risk, and it was agreed that as there is no informed assessment of the risk, then an independent report would be extremely useful. Cllr Bell proposed that CIL monies should be used, Cllr B Higham seconded the proposal. Cllr P Higham suggested that the use of CIL monies be put to the vote. Cllr Evans seconded the proposal. There were 6 in favour, and 1 abstained. It was agreed to use CIL monies to a maximum amount of £3,000.

8. Clerks Report

Christmas Tree switch on – everything is in order for the evening of the 1st December

Winter 2019 Newsletter – just waiting on the final few articles, and then the Newsletter will be ready to go to the printers – there has been a slight delay this time due to holidays. Cllr Bell advised to have the Newsletter delivered to him, as Chair Newall is currently away.

Land adj to 39 Spring Crescent – after ongoing difficulty Clerk has provided evidence that this land is owned by LCC. The resident is concerned as the undergrowth which has not been cut back for years is blocking a storm gully. This causes her property to flood in Winter when it rains. The Clerk raised concerns over the process when the reporting authority refuses to take action. Advised to escalate to the local Councillor – Kim Snape.

Maps of Whittle – these have been provided by CBC, and Clerk will cover in plastic and provide to the Chair.

Defib for St Chads Parish Centre – the Clerk has now scoped the requirement for the defib for St Chads and the cheque is ready to be issued to Defib Central (suppliers) the Defib will be delivered direct to Sue Darbyshire for installation. The Clerk will then assist is registering the defib with NWAS.

On-Line Banking – the Clerk advised that there are 2 methods of on-line banking. The most secure, which will allow for multiple on-line authorisations is unfortunately cost prohibitive. £20/month banking charge, plus 45p per transaction made. This method may also be difficult to manage given that different people will have to log on and authorise each payment. The second method would be simple on-line banking with the Clerk authorised to make payments on behalf of the Parish Council. This will require a change in procedure, and possibly the Financial Procedures will need to be amended. The Clerk proposes using the journal voucher (which records the expenditure for auditing purposes) as an authorising document. Requiring the signature and date of 2/3 Councillors prior to the payment being made by the Clerk. This would then be auditable, and would ensure the Financial Procedures are robust.

Dates & Times are required for the Charities Committee Meeting and the Finance Committee meeting.

Chair

Date.....

9. Accounts

Outgoings to be approved / signed this meeting

Ref	JV	Payee	Detail	Total	
*19/11/02	3032	19/20-071	Employee 2	Salary November	-£398.46
*19/11/03	3033	19/20-072	Employee 1	Salary November	-£428.14
*19/11/04	dd	19/20-073	LLC Pension	Pension payment	-£251.23
*19/11/05	3034	19/20-074	Lisa Pickering	Defibrillator Batteries & Pads	-£186.00
*19/11/06	3035	19/20-075	St Johns PCC	Grant for ADVENTure	-£250.00
*19/11/07	3036	19/20-076	HMRC	PAYE Tax	-£443.36
*19/11/08	3037	19/20-077	Defib Central	St Chads Defib	-£1,612.20
*19/11/09	3038	19/20-078	Water Resource Accociat	Flood Risk Assessment	-£900.00

10.CIL Monies

The defib for St Chads Parish Centre will be ordered imminently

11. Councillors' reports

- Cllr Yates Lorries are still using Cow Well Lane
- Cllr Bell Blocked gully on the corner of Cliffe Drive and Cow Well Lane
- Cllr Evans Concerns over work commencing on the site next to Whittle Chippy
- Cllr P Higham Dirty water is continuing to run down from the quarry, in touch with CBC
- Cllr B Higham Blocked gully at the corner of Mount Pleasant and Chorley Old Road

12. Confidential items

NA

The meeting closed at 9.16pm. The next Parish Council Meeting will be held at the village hall on Monday 9th December 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
20/10/2019		Receipt	BACS	Y	19/20-070	Simon Mott	Newsletter Advert	£ 25.00										£ 25.00
31/10/2019		Receipt	BACS	Y		Interest	Interest								£28.01			£ 28.01
30/11/2019		Payment	3032		19/20-071	Employee 2	Salary November		-£ 398.46									-£ 398.46
30/11/2019		Payment	3033	Y	19/20-072	Employee 1	Salary November		-£ 428.14									-£ 428.14
30/11/2019		Payment	dd		19/20-073	LLC Pension	Pension payment		-£ 251.23									-£ 251.23
11/11/2019		Payment	3034	Y	19/20-074	Lisa Pickering	Defibrillator Batteries & Pads					-£ 155.00						-£ 155.00
11/11/2019		Payment	3035	Y	19/20-075	St Johns PCC	Grant for ADVENTure							-£ 250.00				-£ 250.00
11/11/2019		Payment	3036		19/20-076	HMRC	PAYE Tax		-£ 443.36									-£ 443.36
11/11/2019		Payment	3037	Y	19/20-077	Defib Central	St Chads Defib											-£ 268.70
11/11/2019		Payment	3038	Y	19/20-078	Water Resource Associates	Flood Risk Assessment											-£ 150.00
																		-£ 750.00
																		-£ 900.00
November Month Totals								£ 25.00	-£ 1,521.19	£ -	£ -	-£ 155.00	£ -	-£ 250.00	£28.01	-£ 449.70	-£ 2,093.50	-£ 4,416.38

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	£-461.31						£-5,115.58	£1,834.42
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						£-9,292.91	£6,072.09
War Mem	£2,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00						£0.00	£2,500.00
Loan	£5,040.00	£0.00	£0.00	£0.00	£-2,519.98	£0.00	£0.00	£0.00						£-2,519.98	£2,520.02
Maint	£17,310.00	£-1,787.00	£0.00	£-592.00	£-717.25	£0.00	£0.00	£-767.25						£-3,863.50	£13,446.50
Grants	£500.00	£-£94.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00						£-£94.00	£406.00
Project/Misc.	£16,760.00	£-1,300.50	£-£29.98	£-£5,183.22	£-£450.00	£-£473.33	£0.00	£-£1,379.87						£-£8,816.90	£7,943.10
Interest		£27.67	£31.74	£28.12	£31.98	£28.31	£28.54	£0.00						£176.36	£176.36
VAT		£-£166.03	£0.00	£-£1,042.83	£0.00	£-£16.67	£-£606.85	£-£320.00						£-£2,152.38	£-£2,152.38
Total	£64,425.00	£-£5,690.28	£-£1,183.06	£-£8,239.22	£-£5,547.08	£-£1,404.51	£-£8,494.48	£-£4,133.79						£-£31,678.88	£32,746.12
CIL	£106,697.71	£0.00	£0.00	£0.00	£0.00	£0.00	£-£2,985.00	£4,494.75						£1,509.75	£108,207.46

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				
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				
Precept / CIL Amount to deposit account	£91,315.73	£0.00	£0.00	£0.00	£0.00	£0.00	£4,494.75					
Payments this month	£-£5,717.95	£-£1,214.80	£-£7,929.23	£-£5,579.06	£-£3,821.36	£-£8,824.63	£-£4,133.79					
Receipts this month	£0.00	£0.00	£0.00	£31.98	£227.00	£0.00	£28.54					
Unpresented Receipts	£-£100.00	£-£100.00	£-£100.00	£0.00	£-£73.00	£0.00	£-£25.00					
Unpresented Payments	£8,291.19	£304.47	£131.74	£2,761.12	£0.00	£980.80	£2,383.73					
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					

Chair

Date.....