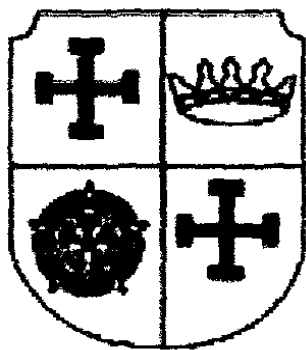


# WHITTLE-LE-WOODS PARISH COUNCIL



Ms Lisa Pickering  
Clerk to the Council  
309 Browndge Rd,  
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Tel: 01772 304841

[www.whittlewoodsparishcouncil.org.uk](http://www.whittlewoodsparishcouncil.org.uk)  
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8<sup>th</sup> September 2020

## **Notice of Special Online Meeting (due to Covid-19 Pandemic)**

Dear Councillor, you are hereby summoned to attend a meeting of Whittle-le-Woods Parish Council which will be held online, on Monday 14<sup>th</sup> September 2020, at 7.30pm.

**Note:- The Annual Parish Meeting & Annual Parish Council Meeting are postponed until further notice.**

Yours sincerely, Lisa Pickering, Clerk to the Council

## Agenda

*Declarations of any Interests: Members are reminded of their responsibility to declare any personal interests in respect of matters contained in this agenda. If the interest arises only as a result of your membership of another public body or one to which you have been appointed by the Council then you need only declare it if you intend to speak. If the personal interest is a prejudicial interest, you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.*

## Apologies

- 1) Minutes of the last meeting
- 2) Changes to declarations of interests
- 3) Defibrillator checks
- 4) Special Meeting Protocols – (due to Covid-19 pandemic) postponement of Annual Parish Council Meeting & Annual Parish Meeting until the first face-to-face meeting is held.
- 5) Planning matters (already reviewed)
- 6) Canal Basin Project Consultation
- 7) Matters Arising
- 8) Clerk's update
- 9) Accounts
- 10) Any other business
- 11) Confidential items

## **Visitors or Comments /Issues.**

Please contact the Clerk on [clerk@whittlewoodsparishcouncil.org.uk](mailto:clerk@whittlewoodsparishcouncil.org.uk), or 01772 304841 / 07453020703 for information on observing the meetings or making a comment or raising an issue

## Whittle-le-Woods Parish Council Meeting Monday 14<sup>th</sup> September 2020

**Apologies:** Chair Newall, Cllr C Evans

1. Minutes

2. Changes in Declarations of Interest

3. Defibrillator checks

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 connect via audio & video*
- *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*

5. Planning Matters

New

17 Royton Drive Whittle-Le-Woods Chorley PR6 7HJ

Single storey side/rear (orangery) extension

Ref. No: 20/00924/FULHH | Received: Tue 01 Sep 2020 | Validated: Tue 01 Sep 2020 |

Status: Awaiting decision

*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.*

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

Application to discharge condition nos. 18 (motorway fencing details) and 22 (pump house details) of reserved matters consent 19/00830/REMMAJ (Erection of 53 dwellings (appearance, landscaping layout and scale) pursuant to outline planning permission 13/01055/OUTMAJ (Outline application (specifying the access) for residential development comprising up to 83 dwellings with vehicular access to be taken from Royton Drive))

Ref. No: 20/00902/DIS | Received: Mon 24 Aug 2020 | Validated: Sun 20 Sep 2020 | Status:  
Awaiting decision

*No comment required*

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

Formation of roof terrace to rear of property, with access from first floor bedrooms. Revision of roof finish.

Ref. No: 20/00903/FULHH | Received: Mon 24 Aug 2020 | Validated: Mon 24 Aug 2020 |

Status: Awaiting decision

*Please ensure that neighbours on Preston Road and Parkside Drive North are consulted.*

*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.*

85 Preston Road Whittle-Le-Woods Chorley PR6 7PG

Part first floor/part single storey side/rear extension (following demolition of conservatory), roof alterations and rear roof dormer to provide first floor living accommodation and erection of detached garage Open for comment icon

Ref. No: 20/00907/FULHH | Received: Mon 24 Aug 2020 | Validated: Mon 24 Aug 2020 |

Status: Awaiting decision

*The Parish Council object to the removal of any mature trees in favour of building a garage.*

*Is this tree subject to a TPO?*

*With the exception of the tree 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.*

14 Orchard Drive Whittle-Le-Woods Chorley PR6 7JZ

Application for works to protected trees - Chorley BC TPO 12 (Whittle-le-Woods) 1992: T1 Sycamore - Prune overhanging branches by a maximum of 2 metres; and T2 Sycamore - 3 metre crown reduction Open for comment icon

Ref. No: 20/00855/TPO | Received: Tue 11 Aug 2020 | Validated: Tue 18 Aug 2020 | Status:

Awaiting decision

*Passed to Tree Warden*

Half Moon House Shaw Hill Whittle-Le-Woods Chorley PR6 7PP

Application for works to protected trees - Chorley BC TPO 9 (Whittle-le-Woods) 1987 - Chorley BC TPO 3 (Whittle Le Woods) 2000: T1 Oak - Reduce from property to give 2m clearance from the building and lift branches to 3m above ground level; T2 Hawthorn - Reduce leggy main leader to reduce top weight; and T3 Hawthorn - Reduce dead/dying parts of the main stem Open for comment icon

Ref. No: 20/00838/TPO | Received: Thu 06 Aug 2020 | Validated: Wed 12 Aug 2020 | Status:

Awaiting decision

*Passed to Tree Warden*

6 Langdale Grove Whittle-Le-Woods Chorley PR6 7NU

Demolition of existing carport and extension and erection of side and rear extension Open for comment icon

Ref. No: 20/00834/FULHH | Received: Wed 05 Aug 2020 | Validated: Wed 05 Aug 2020 |

Status: Awaiting decision

*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

37 Royton Drive Whittle-Le-Woods Chorley PR6 7HJ

Application for works to protected tree - Chorley BC TPO 12 (Whittle-le-Woods) 1992:

Sycamore - Crown reduction to a maximum of 20%

Reference 20/00662/TPO Alternative Reference PP-08828494

Application Validated Fri 10 Jul 2020

Status Granted, Decision Issued Date Wed 02 Sep 2020

3 Hardacre Lane Whittle-Le-Woods Chorley PR6 7PQ

Erection of a detached outbuilding (summerhouse)

Ref. No: 20/00678/FULHH | Received: Fri 03 Jul 2020 | Validated: Fri 03 Jul 2020 | Status:

Granted

Sevenoaks Parkside Drive Whittle-Le-Woods Chorley PR6 7PL

Application for works to protected trees - Chorley BC TPO 9 (Whittle-le-Woods) 1987: T1, T2, T3, T4, T5, T6 and T7 Oaks - Remove dead/damaged branches and crown lift to 5 metres above ground level

Ref. No: 20/00668/TPO | Received: Thu 02 Jul 2020 | Validated: Tue 07 Jul 2020 | Status:

Granted

82 Derek Road Whittle-Le-Woods Chorley PR6 7LZ

Erection of garage and retaining wall

Ref. No: 20/00579/FULHH | Received: Sun 14 Jun 2020 | Validated: Wed 01 Jul 2020 |

Status: Granted

Highfield House Copthurst Lane Whittle-Le-Woods Chorley PR6 8LR

Replacement conservatory with light weight tiled roof, first floor balcony to rear of the property and amendments to windows

Ref. No: 20/00572/FULHH | Received: Fri 12 Jun 2020 | Validated: Fri 12 Jun 2020 | Status:

Granted

Plot 2 - Land To The Rear 179 Chorley Old Road Whittle-Le-Woods

Erection of 1no. detached dwelling house and detached garage (Plot 2) including improvements to access

Ref. No: 20/00453/FUL | Received: Wed 20 May 2020 | Validated: Wed 20 May 2020 |

Status: Granted

#### Other Decision

24 Olive Close Whittle-Le-Woods Chorley PR6 7HR

Notification of a proposed single storey rear extension measuring 3.82m in depth, with eaves height of 2.18m, and a maximum height of 3.23m

Ref. No: 20/00666/PDE | Received: Thu 02 Jul 2020 | Validated: Thu 02 Jul 2020 | Status:

Refused

Sondela House Parkside Drive Whittle-Le-Woods Chorley PR6 7PL

Erection of an oak framed carport at the front of the property

Ref. No: 20/00591/FULHH | Received: Thu 18 Jun 2020 | Validated: Thu 18 Jun 2020 |

Status: Withdrawn

Rustic Oak Farm Moss Lane Whittle-Le-Woods Chorley PR6 8AA

Change of use of land from equestrian use (sand paddock) to a wood storage area (Use Class B8) and associated hardstanding access track.

Ref. No: 19/00079/FUL | Received: Tue 29 Jan 2019 | Validated: Wed 13 Feb 2019 | Status:

Refused

## 6. Canal Basin Project Consultation

Please see documents sent separately

## 7. Matters Arising

Annual Parish Meeting – Proposed face to face meeting in October

Waste bin on Whittle-Le-Woods Playing Field

Food box provision

Staff Appraisals

Christmas tree lights

Skip Day

## 8. Clerks Update

Community support during Covid-19 pandemic:

7 x families currently being supported

44 x boxes provided in total

Audit Completion

Work completed by David Hull

1. Cut the grassed area on Cow Well Lane x4

2. Strimmed the grass & cut back bushes on the Smith street footpath.

3. Strimmed the grass & cut back bushes on the Cow Well footpath.

4. Strimmed the grass bank cut back shrubs and cleaned up the footpath on School Brow

5. Strimmed the footpath from Dawson Lane to Liseux

6. Cleared undergrowth under Swann's hedge and cleaned up the footpath on Town lane.

7. Cleared under growth on Carwood Lane and removed waste

8. Strimmed footpath from lady Crosse Drive to the A6

9. Strimmed the grass and cleaned up Brewery fields footpath

10. Weeded the triangle

11. Strimmed the grass, cut back bushes and cleaned up the footpath.

Bench completed by Matthew Bibby

## 9. Accounts

Outgoings to be approved this meeting

Ref	JV	Payee	Detail	Total
dd	20/21-043	Easy Websites	Monthly payment	-£27.60
bacs	20/21-044	Employee 1	September Salary	-£561.95
bacs	20/21-045	Employee 2	September Salary	-£423.21
dd	20/21-046	LLC Pension	Pension payment October	-£280.78
bacs	20/21-047	Employee 1	Foodboxes x 21	-£735.00
bacs	20/21-048	Employee 1	Expenses - Jul - Sep	-£235.67
bacs	20/21-049	Insurance	Came & Company Insurance Premium	-£2,678.77
bacs	20/21-050	Friends of Cuerden	Membership	-£15.00
bacs	20/21-051	David Hull	Invoice 2 of 4 - maintenance	-£730.00
bacs	20/21-052	David Hull	Canal Path Rockery	-£70.00

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

## 10. Any Other Business

## 11. Confidential items

*REMOVED*

## Full Year Accounts to date - against Budget.

Whittle-le-Woods Parish Council																				
Accounts for 2020 / 21																				
								Payment	Receipt	Payment	Payment	Payment	Payment	Payment	Receipt	Payment	Receipt	Receipt	Payment	
Date	Minute ref	Receipt / Payment	Ref	R	JV	Payee	Detail	Admin	Admin	Salaries	War Mem	Loan	Maint	Grants	Project / Misc	Interest	VAT	VAT	CIL	
01/09/2020	*20/09/02	Payment	dd		20/21-043	Easy Websites	Monthly payment	-£ 23.00									-£ 4.60			-£ 27.60
28/09/2020	*20/09/03	Payment	bacs		20/21-044	Employee 1	September Salary			-£ 473.26										-£ 473.26
28/09/2020	*20/09/04	Payment	bacs		20/21-045	Employee 2	September Salary			-£ 423.21										-£ 423.21
17/10/2020	*20/09/05	Payment	dd		20/21-046	LLC Pension	Pension payment October			-£ 280.78										-£ 280.78
14/09/2020	*20/09/06	Payment	bacs		20/21-047	Employee 1	Foodboxes x 21							-£ 735.00						-£ 735.00
14/09/2020	*20/09/06	Payment	bacs		20/21-048	Employee 1	Expenses - Jul - Sep	-£ 229.47									-£ 6.20			-£ 235.67
14/09/2020	*20/09/07	Payment	bacs		20/21-049	Insurance	Came & Company Insurance Premium	-£ 2,678.77												-£ 2,678.77
14/09/2020	*20/09/08	Payment	bacs		20/21-050	Friends of Cuerden	Membership	-£ 15.00												-£ 15.00
28/09/2020		Receipt	bacs			RBS	Interest													£ -
<b>September Month Totals</b>								<b>-£ 2,946.24</b>	<b>£ -</b>	<b>-£1,177.25</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>-£ 735.00</b>	<b>£ -</b>	<b>£ -</b>	<b>-£ 10.80</b>	<b>£ -</b>	<b>£ -</b>	<b>-£ 4,869.29</b>

### 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 Budget
Admin Payment	£7,550.00	£0.00	-£244.55	-£415.67	-£23.00	-£23.00	-£2,946.24							-£3,652.46	£3,897.54
Admin Receipt		£54,900.00	£0.00	£4,400.00	£0.00	£0.00	£0.00							£59,300.00	£59,300.00
Salaries Payment	£16,100.00	-£2,112.93	-£1,211.14	-£1,270.72	-£1,826.09	-£1,177.25	-£1,177.25							-£8,775.38	£7,324.62
War Mem Payment	£2,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00							£0.00	£2,500.00
Loan Payment	£5,040.00	£0.00	£0.00	£0.00	-£2,519.98	£0.00	£0.00							-£2,519.98	£2,520.02
Maint Payment	£15,530.00	£0.00	-£1,720.00	-£765.00	-£5,810.53	£0.00	£0.00							-£8,295.53	£7,234.48
Grants Payment	£1,000.00	£0.00	£0.00	-£60.00	-£170.00	-£409.00	-£735.00							-£1,374.00	-£374.00
Project/Misc. Payment	£17,700.00	-£500.00	-£300.00	£0.00	£0.00	£0.00	£0.00							-£800.00	£16,900.00
Interest Receipt		£26.96	£30.56	£1.66	£1.60	£1.38	£0.00							£62.16	£62.16
VAT Payment		-£100.00	-£32.91	-£10.29	-£1,087.50	-£4.60	-£10.80							-£1,246.10	-£1,246.10
VAT Receipt		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00							£0.00	£0.00
<b>Total Receipt</b>		<b>£54,926.96</b>	<b>£30.56</b>	<b>£4,401.66</b>	<b>£1.60</b>	<b>£1.38</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£59,362.16</b>	<b>£59,362.16</b>
<b>Total Payments</b>	<b>£65,420.00</b>	<b>-£2,712.93</b>	<b>-£3,508.60</b>	<b>-£2,521.68</b>	<b>-£11,437.10</b>	<b>-£1,613.85</b>	<b>-£4,869.29</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£26,663.45</b>	<b>£38,756.56</b>
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	£973.47	£1,116.13	£679.03	£1,065.18						
41346420 - Balance at end of previous month	£141,431.06	£193,358.02	£190,358.02	£191,790.24	£180,953.33	£178,793.22						
Total bank account balance	<b>£142,115.30</b>	<b>£194,329.33</b>	<b>£191,331.49</b>	<b>£192,906.37</b>	<b>£181,632.36</b>	<b>£179,858.40</b>						
Precept / CIL Amount to deposit account	£54,900.00	£0.00	£0.00	£0.00	£0.00	£0.00						
CIL Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00						
Payments this month	-£2,712.93	-£3,508.60	-£2,521.68	-£11,437.10	-£1,613.85	-£4,869.29						
Receipts this month	£26.96	£30.56	£4,401.66	£1.60	£1.38	£0.00						
Unpresented Receipts	£0.00	£0.00	-£305.10	£0.00	-£161.49	£0.00						
Unpresented Payments	£0.00	£480.20	£0.00	£161.49	£0.00	£0.00						
<b>Balance at month end</b>	<b>£194,329.33</b>	<b>£191,331.49</b>	<b>£192,906.37</b>	<b>£181,632.36</b>	<b>£179,858.40</b>	<b>£174,989.11</b>						