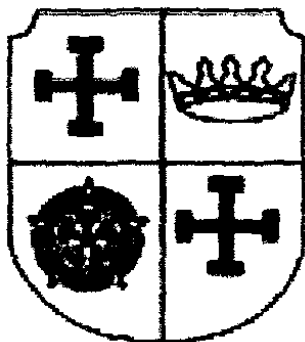


# WHITTLE-LE-WOODS PARISH COUNCIL



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7th March 2016

## Notice of Meeting

Dear Councillor, You are hereby summonsed to attend a meeting of Whittle-le-Woods Parish Council which will be held at the Village Hall, Union Street, on Monday 14th March, 2016 at 7.30pm.

Yours sincerely, Lesley Atherton, 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) Change to Declarations of interest
- 3) Parish Councillor Vacancy
- 4) Planning matters
- 5) Correspondence
- 6) Ongoing issues
- 7) Projects
- 8) Reports from Representatives
  - a. Community Hall Trust
  - b. Chorley Civic Society
  - c. War Memorial
  - d. Other meetings.
- 9) Clerk's Report
- 10) Maintenance
- 11) Wild flower areas
- 12) Financial Committee meeting
- 13) June newsletter
- 14) Footpaths for clearing
- 15) CIL Monies
- 16) Community Bus Service
- 17) Flooding
- 18) Planters, hanging baskets and lamp post baskets
- 19) Tidy Up Day
- 20) Documents for Comment
- 21) Accounts (see following page)
- 22) Councillors' reports
- 23) Confidential items

## **Whittle-le-Woods Parish Council Meeting Monday 14th March 2016**

Pre-meeting Notes:

**Apologies:** Councillor Yates, Councillor Holland, Councillor Marsden.

### **1) Minutes of the last meeting**

### **2) Change to Declarations of interest**

Following Financial Committee meeting, it was agreed to check for changes to Parish Councillors' Declarations of Interest at the start of each meeting. See Financial Committee meeting minutes in item 12 below.

### **3) Parish Councillor Vacancy**

A resident has shown an interest and Chairman Bell has invited her to attend this meeting. Possible co-option if all in agreement.

### **4) Planning matters**

#### **New**

16/00087/FULHH - 13 Welch Walk - Erection of a garden shed.

16/00147/FULHH - 185 Town Lane - Erection of a two storey rear/side extension.

16/00129/FULHH - 22 Dunham Drive - Erection of a single storey rear extension and demolition of the existing conservatory.

16/00118/FUL - Gelston, Dawson Lane - Section 73 application to vary condition 8 of planning permission 14/00508/FUL to "no more than 150 children shall be in attendance at the nursery at any one time." Previous planning permission related to "41 childcare spaces".

16/00138/FUL - Land on Bank of Quarry Hill, Hill Top Lane - Substitution of approved house type on Plot 3 with an alternative house type.

16/00122/NOT - PCP 13 Telecommunication Equipment Cabinet Outside 39 Blackburn Road - see Granted.

16/00170/TPO - 9 The Ridings - Pruning back lower branches of sycamore tree from property boundary.

16/00163/CLPUD - Elm House, 12A Orchard Drive - Proposed use of garage to run a dog grooming and walking business.

#### **Amended**

15/01057/FUL - 145 Town Lane - Proposed dwelling in lieu of existing extensions to be demolished including off-road parking provision for existing and proposed dwelling. The proposed site layout has been amended to alter the access, parking and turning arrangements. Sent to Planning Committee 07/03 for comments.

16/00073/FUL - Gelston, Dawson Lane - Elevational changes to existing day nursery facilities. The description of the proposal has changed (the original proposal read "Conversion of existing garage into a habitable space for D1 use") and there is now an amended location plan.

## **Appeal**

14/00742/FUL - 209 Town Lane - Erection of Summer house. Following Chorley Borough Council's enforcement notice, an appeal has been made.

## **Granted**

16/0041/MNMA - 10 Bluebell Close - Application for minor non-material amendment to planning application 15/00650/FUL to alter size of upstairs windows, position of ground floor windows, reduction in ridge height of extension and change from hip to gable roof on extension.

15/01251/FULHH - 17 Lancashire Drive, Buckshaw Village - Replacement tiled roof to existing rear conservatory.

15/01191/ADV - Manor Products, Low Mill, Town Lane - Installation of non illuminated fascia sign (retrospective).

15/01202/FUL - Land adjacent to Dolphin Rise, Millstone Close - Proposed new dwelling.

15/01261 - 178 Chorley Old Road - Erection of part single part two storey rear extension.

16/00122/NOT - PCP 13 Telecommunication Equipment Cabinet Outside 39 Blackburn Road - BT Openreach cabinet.

15/01226/FULHH - 5 Buckton Close - Erection of a single storey rear extension.

16/00013/FULHH - Grasmere, Moss Lane - Erection of first floor extension to create living accommodation including the formation of two juliet balconies to the front.

## 5) **Correspondence**

General correspondence to be made available at the meeting. Also, specific correspondence items: C1: LCC decision to retain the name Tuson Lane for new development.

## 6) **Ongoing issues**

## 7) **Projects**

## 8) **Reports from Representatives**

a. Community Hall Trust b. Chorley Civic Society c. War Memorial d. Other meetings.

## 9) **Clerk's Report**

## 10) **Maintenance**

The Clerk has sent David Hull his contract for 2016-7, which has been signed and returned.

## 11) **Wild flower areas**

Any suggestions for wild flower areas in the Parish?

## 12) **Financial Committee meeting**

This meeting was held on 25th of February.

The following documents were considered and will be distributed alongside the agenda:

1) Pension document Discretions Guide - this was felt more appropriate to be considered at a Staffing Committee meeting.

2) Risk Assessment.

3) Asset register.

4) Audit plan.

- 5) Financial Procedures.
- 6) Data Protection Act.
- 6) Internal audit effectiveness review.
- 7) Meeting Invitation, Minutes and Agendas Policy.

The minutes of this meeting will also be attached to draw your attention to amendments made to all these documents. Regarding item 7, the Grants meeting confidentiality was also discussed.

Do CB and WY still require printed agendas/minutes each month?

13) **June newsletter**

The Clerk has now received requested article regarding golf lessons for children at Shaw Hill. Other suggestions. Chorley PALS?

14) **Footpaths for clearing**

Problem footpath list to David Hull.

15) **CIL Monies**

Possibly information boards. Other ideas?

16) **Community Bus Service**

17) **Flooding**

Chairman Bell has recently received a letter from Simon Clark regarding provision of sand bags and other issues.

18) **Planters, hanging baskets and lamp post baskets**

Plantscape have asked if we would like to continue with the Church Hill order as per last year.

Should the Clerk now send letters to local businesses about hanging baskets?

Does the Parish Council wish to continue the order for lamp post baskets with Chorley Borough Council?

19) **Tidy Up Day**

Suitable date? Probably May. Chairman Bell will order skip.

20) **Documents for Comment**

The following document requires comment:

1. Amendment of Regulation 123 - List of infrastructure projects funded by CIL. Nothing specific to Whittle-le-Woods.

21) **Accounts (see following page)**

Cheques for signature:

2658 - War memorial committee recharge for Factory lane road surface - £500

2659 - Employee 2 March wages - £296.04

2660 - D Hull Remainder of payment on maintenance contract - £1510

2661 - Employee 1 March wages minus pension - £649.23

2662 - HMRC January to March payment - £220.24

22) **Councillors' reports**

23) **Confidential items**

<b>FEBRUARY ACCOUNTS - TO BE APPROVED AT MARCH MEETING</b>				
<b>Accounts</b>				
<b>Budget Monitoring as at 29th Feb 2016</b>				
	<b>2015/6 Accounts</b>		<b>2014/5 Accounts</b>	<b>TOTAL</b>
<b>Expenditure</b>	<b>Budget</b>	<b>Actual</b>	<b>Spent in 2015</b>	<b>SPENT</b>
Admin - Admin	7,430.00	5,232.71	-	5,232.71
Admin - Sals	14,200.00	11,944.63	-	11,944.63
Election costs	-	-	-	-
War memorial	2,000.00	2,000.00	-	2,000.00
Loan	5,040.00	5,039.96	-	5,039.96
Maintenance	9,680.00	7,375.11	-	7,375.11
Grants	500.00	125.00	-	125.00
Project & Misc	2,100.00	2,531.45	-	2,531.45
Sect 137	-	-	-	-
Contingencies	1,000.00	-	-	-
VAT	-	1,201.31	-	1,201.31
	<b>41,950.00</b>	<b>35,450.17</b>	<b>-</b>	<b>35,450.17</b>
				<i>Total pmnts year so far</i>
	<b>2015/6 Accounts</b>		<b>2014/5 Accounts</b>	<b>TOTAL</b>
<b>Income</b>	<b>Budget</b>	<b>Actual</b>	<b>Income in 2015</b>	<b>INCOME</b>
Administration	35,802.00	35,702.00	-	35,702.00
Maintenance	220.00	1,733.77	-	1,733.77
Bank Interest	50.00	23.78	-	23.78
VAT repayment	-	1,168.58	-	1,168.58
	<b>36,072.00</b>	<b>38,628.13</b>	<b>-</b>	<b>38,628.13</b>
				<i>Total income year so far</i>
<b>Payments presented for authorisation</b>				
2658 War Memorial Committee recharge for Factory Lane surfacing				£500.00
2659 Employee 2 March wages				£296.04
2660 David Hull final contract payment				£1,510.00
2661 Employee 1 March wages minus pension				£649.23
2662 HMRC Jan to March				£220.24
				<b>£3,175.51</b>
<b>Accounts for month ending 29th February 2016</b>				
<b>Receipts</b>		<b>Payments</b>		
Fellows ad	25	Employee 1 Feb wages		687.13
Southworth and Royal Oak	65	Employee 2 Feb wages		270.28
Interest	1.84	Gala Christmas lights		228.00
VAT refund	1139.86	LBKVC entry fee		25.00
		D Hull maintenance contract		1000.00
		PWLB loan		2519.98
		War memorial resurfacing Factory Lane		500.00
		D Hull remainder of contract		1510.00
		Adam Keppel-Garner domain renewal		10.00
		Carvers Trees for Christmas tree		160.00
Total receipts	1231.70	Total payments		6910.39
		<b>Current a/c 26th Feb</b>		1200.65
		<b>Deposit a/c 26th Feb</b>		41845.48
		<b>Bank balances</b>		43046.13
<b>30th Jan balance</b>	43762.23	<b>+ Deposits not incl</b>		0.00
<b>+ Receipts</b>	1231.70	<b>- Unpresented cheqs</b>		4962.59
<b>- Payments</b>	6910.39			
<b>30th Feb balance</b>	38083.54	<b>30th Feb balance</b>		38083.54