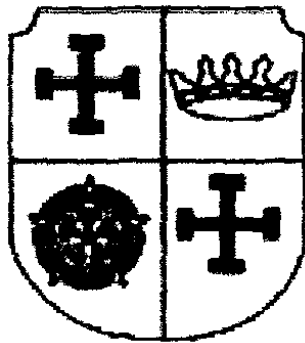


# WHITTLE-LE-WOODS PARISH COUNCIL



Ms Lesley Atherton  
Clerk to the Council  
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4th June 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 13th June, 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) Planning matters
- 4) Correspondence
- 5) Ongoing issues
- 6) Projects
- 7) Reports from Representatives
  - a. Community Hall Trust
  - b. Chorley Civic Society
  - c. War Memorial
  - d. Other meetings.
- 8) Clerk's Report
- 9) Maintenance
- 10) Newsletter
- 11) Queen's 90th birthday - Picnic on the Polo
- 12) Planters, hanging baskets and lamp post baskets
- 13) Tidy Up day
- 14) Parish Councillor vacancy
- 15) CIL Monies
- 16) Terms of Reference for Parish Council Committees
- 17) Waste bins
- 18) Audit
- 19) Footpath improvements
- 20) Neighbourhood schemes
- 21) Documents for Comment
- 22) Accounts
- 23) Councillors' reports
- 24) Confidential items

## **Whittle-le-Woods Parish Council Meeting Monday 13th June 2016**

Pre-meeting Notes:

### **Apologies:**

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

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

Councillor Candlish declaration to be completed.

#### **3) Planning matters**

##### **New**

16/00405/FULHH - 4 Rose Cottages, Moss Lane - Removal of garden wall to create a front driveway area, installation of paved area and installation of wider dropped kerb. Requested extension 15/05.

16/00408/FULHH - 12 Spring Crescent - Erection of front former extension.

16/00429/FULHH - 227 Town Lane - Demolition of rear extension and attached garage and erection of single storey rear, side and part front extension, including installation of canopy to front.

16/00441/TPO - Woodlands, Shaw Hill Drive - Fell 2 sycamore trees covered by TPO 2 (WLW), 1991.

##### **Granted**

An application (LCC/2016/0038) has been received relating to the land at Little Quarry, Hill Top Lane - proposal - Importation of soils to meet stability requirements for approved residential development and current back of rock outcrop to provide a stable landform. Emailed to Parish Councillors on 24/05 as commend date 08/06. This application was later withdrawn.

#### **4) Correspondence**

General correspondence to be made available at the meeting. Also, specific correspondence items:

C1: Correspondence from Chorley Council about responsibility for St John's church yard.

C2: Closure of Dawson Lane 3rd June to 24th June.

#### **5) Ongoing issues**

#### **6) Projects**

At the May meeting, Councillor B Higham reported that residents were happy with recent work on the Carrwood Lane footpath, and had suggested that resurfacing should cover the entire length. Also, to discuss cricket club path chippings - BH getting quote before meeting.

#### **7) Reports from Representatives**

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

#### **8) Clerk's Report**

#### **9) Maintenance**

Items done on the maintenance contract to the end of May 2016: 1.Cut grass on Cow Well x3, 2.Strimmed the Smithy fields footpath, 3.Strimmed the footpath from Dawson Lane to the river, 4.Strimmed and litter picked Carwood lane footpath, 5.Strimmed footpath from Lady Crosse drive to the A6, 6.Strimmed Brewery fields footpath, 7.Strimmed Factory lane footpath, 8.Weeded triangle, 9.Strimmed School Brow.

- 1) Concerns reported by resident regarding footpath clearing work being carried out on his land.
- 2) Email thread regarding trees adjoining 187 Chorley Old Road. Steve Limmer can carry the work out for £70 following bird nesting season. Resident has agreed to that.

10) **Newsletter**

The newsletter has now been delivered and distributed.

Discuss writing off old newsletter advert debt owing to illness of advertiser.

11) **Queen's 90th birthday - Picnic on the Polo**

There has been a further delay with orders of the commemorative, enamelled coins.

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

Plantscape installed the planters at Church Hill on Saturday 28th May.

The Clerk has chased up the hanging baskets with Pole Green and the lamp post planters with Chorley Borough Council.

13) **Tidy Up day**

14) **Parish Councillor vacancy**

This vacancy has been advertised in the newsletter so any co-opting should wait in case as resident contacts the Parish Council showing interest.

15) **CIL Monies**

Should a meeting be arranged for the Projects Committee - comprises Councillors Marsden, Newall and McDonald?

16) **Terms of Reference for Parish Council Committees**

As requested at Annual Parish Council meeting.

17) **Waste bins**

There is a lack of bins in the village. The Clerk recently asked for one to be reinstated on a lamp post, but further suggestions are invited.

18) **Audit**

The internal audit has now been carried out and audit papers have now been sent to BDO. The internal auditor sent an Audit Report as a result of this meeting - it is included at the end of this agenda.

19) **Footpath improvements**

20) **Neighbourhood schemes**

Welcome to Whittle sign, noticeboard and triangle at Lucas Lane/Town Lane. Latest situation.

21) **Documents for Comment**

The following documents for comment have been received:

- 1) Consultation on how the County Council delivers some of its local services, proposals including a network of Neighbourhood Centres. Comments by 14th August.

2) Gypsy, Traveller and Travelling Showpeople local plan - issues and options. Comments by 1st July.

3) Consultation on the permanent expansion of Balshaw Lane primary school, Euxton. By 1st July.

**22) Accounts (see following page)**

Cheques for signature:

2676 - Employee 1 June wages	£649.22
2677 - Employee 2 June wages	£354.92
2678 - Petty cash replenishment	£50.00
2679 - HMRC April to June	£195.76
2680 - Councillor McDonald recharge picnic on polo	£71.04
2681 - Plantscape Church Hill planter	£216.00
2682 - BDP Design and Print banner for picnic on polo	£90.00
2683 - Newbury Printers Summer newsletter	£570.00

**23) Councillors' reports**

**24) Confidential items**

## REPORT TO MEMBERS OF WHITTLE-LE-WOODS PARISH COUNCIL

### INTERNAL AUDIT FOR THE YEAR ENDED 31ST MARCH 2016

I have audited the records of Whittle-le-Woods Parish Council together with supporting documentation and relevant accounts.

The Audit concentrated on internal controls and included conducting detailed checks of the accounting information including the following:

1. Bank Reconciliations/Bank Statements/Cheque stubs.
2. Annual Precept.
3. Expenditure documentation (invoices).
4. Income analysis and supporting documentation.
5. Annual Financial Risk Assessment.
6. VAT Register.
7. Budget process.
8. Salaries to employees.
9. Insurance.
10. Asset Register.

It was evident that regular bank reconciliations were provided and distributed with the Agenda. An examination of bank statements confirmed the accuracy of the bank reconciliation for the year end. Salaries to employees were paid in accordance with Council approvals and HM Revenue and Customs payments in respect of PAYE and National Insurance were inspected and found to be in order. VAT was appropriately accounted for.

Income - An inspection of income revealed the required documentation was in place.

Expenditure - An inspection revealed a correlating trail from receipt of invoice, contract referencing, cheque issuing.

Fidelity Insurance Guarantee showed adequate cover for the year end balance and would be reviewed annually. Cheques, prior to signing, had been verified by the Chairman/Council Member with cheque stubs initialled accordingly by the signatories. An examination of bank statements confirmed the accuracy of the bank reconciliation for the year end.

An immaculate and quick reference up-to-date spreadsheet system in place.

Freedom of Information rules adhered to with information accessible through Website, Notice Boards, Clayton Green Library.

I am satisfied that a robust and effective accounting system is in place and all the financial regulations have been met with no other risk areas identified.

Kind regards  
Eileen Whiteford

<b>MAY ACCOUNTS - TO BE APPROVED AT JUNE MEETING</b>				
<b>Accounts</b>				
<b>Budget Monitoring as at 31st May 2016</b>				
	<b>2016/7 Accounts</b>		<b>2015/6 Accounts</b>	<b>TOTAL</b>
<b>Expenditure</b>	<b>Budget</b>	<b>Actual</b>	<b>Spent in 2016</b>	<b>SPENT</b>
Admin - Admin	6,940.00	50.00	-	50.00
Admin - Sals	15,000.00	2,484.26	-	2,484.26
War memorial	2,000.00	-	-	-
Loan	5,040.00	-	-	-
Maintenance	10,030.00	48.60	-	48.60
Grants	500.00	150.00	-	150.00
Projects	8,155.03	1,490.29	-	1,490.29
Other costs/misc	3,600.00	-	-	-
CIL	-	-	-	-
VAT	-	274.80	-	-
	<b>51,265.03</b>	<b>4,497.95</b>	<b>-</b>	<b>4,223.15</b>
				<i>Total pmnts year so far</i>
	<b>2016/7 Accounts</b>		<b>2015/6 Accounts</b>	<b>TOTAL</b>
<b>Income</b>	<b>Budget</b>	<b>Actual</b>	<b>Income in 2016</b>	<b>INCOME</b>
Administration	36,808.00	35,733.00	-	35,733.00
Maintenance	220.00	-	-	-
CIL	-	12,845.44	-	-
Bank Interest	50.00	2.57	-	2.57
VAT repayment	-	370.93	-	370.93
	<b>37,078.00</b>	<b>48,951.94</b>	<b>-</b>	<b>35,735.57</b>
				<i>Total income year so far</i>
<b>Payments presented for authorisation</b>				
2676 - Employee 1 June wages				£649.22
2677 - Employee 2 June wages				£354.92
2678 - Petty cash replenishment				£50.00
2679 - HMRC April to June				£195.76
2680 - Councillor McDonald recharge picnic on polo				£71.04
2681 - Plantscape Church Hill planter				£216.00
2682 - BDP Design and Print banner for picnic on polo				£90.00
2683 - Newbury Printers Summer newsletter				£570.00
				<b>£2,196.94</b>
<b>Accounts for month ending 31st May 2016</b>				
<b>Receipts</b>		<b>Payments</b>		
Interest	2.57	Employee 2 May wages		340.32
HMRC VAT refund	370.93	Employee 1 May wahes		649.23
		Petty cash tin		50
		HMRC April to June		195.76
		Councillor McDonald Picnic Polo		71.04
		Councillor Bell planting		58.32
		LCC pension		148.18
Total receipts	373.50	Total payments		1,512.85
		<b>Current a/c 26th May</b>		1286.09
		<b>Deposit a/c 26th May</b>		80725.96
		<b>Bank balances</b>		82012.05
<b>30th April balance</b>	82127.05	<b>+ Deposits not incl</b>		0.00
<b>+ Receipts</b>	373.50	<b>- Unpresented cheqs</b>		1024.35
<b>- Payments</b>	1512.85			
<b>31st May balance</b>	80987.70	<b>31st May balance</b>		80987.70