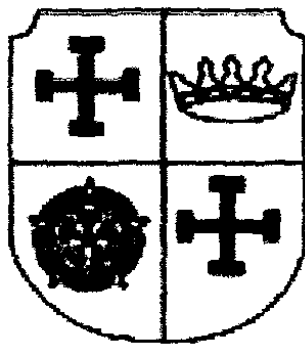


# WHITTLE-LE-WOODS PARISH COUNCIL



Ms Lesley Atherton  
Clerk to the Council  
10 Chester Place,  
Adlington,  
PR6 9RP

Tel: 01257 474961

[www.whittlelewoodsparishcouncil.org.uk](http://www.whittlelewoodsparishcouncil.org.uk)  
[whittlelewoodspc@yahoo.co.uk](mailto:whittlelewoodspc@yahoo.co.uk)

6th Sept 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 12th September, 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.*

- 1) Minutes of the last meeting
- 2) Change to declarations of interest
- 3) Planning matters
- 4) Correspondence
- 5) Projects committee update
- 6) New project suggestions
- 7) Reports from representatives
  - a. Community Hall Trust
  - b. War Memorial
  - c. Other meetings.
- 8) Clerk's report
- 9) Maintenance
- 10) Parish Councillor vacancy
- 11) Completion of 2015-6 audit
- 12) Planters, hanging baskets and lamp post baskets
- 13) Terms of reference for Parish Council committees
- 14) Waste bins
- 15) Newsletter
- 16) Clerk's gratuity set aside
- 17) Flooding committee update
- 18) Fishing competition
- 19) Code of conduct and standing orders
- 20) Joint 114 bus committee update
- 21) Queen's birthday coins
- 22) Documents for comment
- 23) Accounts (see following page)
- 24) Councillors' reports
- 25) Confidential items

## **Whittle-le-Woods Parish Council Meeting Monday 12th September 2016**

Pre-meeting Notes:

**Apologies:** Councillor Bell

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

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

### 3) **Planning matters**

#### **New**

16/00726/FUL - Duke of York Hotel, 144 Chorley Old Road - Demolition of existing buildings and erection of new building to provide ground floor retail (class A1). Extension requested 16/08.

16/00739/DIS - Lock Farm, 154 Town lane - Application for discharge of conditions to 16/00458/LBC - No 4, Facing materials, No 5, Rainwater goods, No 6, Windows, No 7, Mortar and plaster, No 8, Building recording, No 9, Method of dismantling loom shop.

16/00738/DIS - Lock Farm, 154 Town Lane - Application for discharge of conditions to 16/00457/FUL - No 4, Facing materials, No 5, Method for dismantling the loom shop.

16/00777/PDE - 3 Parksyde Cottages, Dawson Lane - Single storey rear extension measuring 5m in depth, 4.8m in width and 3m in height (last month had planning application for same address -

16/00578/PDE - 3 Parksyde Cottages, Dawson Lane - Single storey rear extension measuring 4.5m in depth, 5.25 m in width and 3m high to the eaves).

16/00808/REMAJ - JF Electrical, Little Quarry, Hill Top Lane - Reserved matters application pursuant to outline planning permission 12/01134/OUTMAJ for the erection of 83 dwellings. Appearance, layout, scale and landscaping to be considered.

16/00797/FUL - Whittle-le-Woods Primary School, Preston Road - Proposed new modular classroom unit incorporating classroom, small group room, toilets and cloakroom, including ramped access.

#### **Withdrawn**

16/00578/PDE - 3 Parksyde Cottages, Dawson Lane - Single storey rear extension measuring 4.5m in depth, 5.25 m in width and 3m high to the eaves.

#### **Refused**

16/00494/TPO - Waterstone House, 1A Dark Lane - Felling of ash tree to rear of property and adjacent to canal.

#### **Granted**

16/00571/FULHH - 8 Harvest Drive - Single storey side extension (conversion of existing conservatory).

16/00454/TPO - Bramblewood, Shaw Hill - Fell and crown clean sycamores and oak. 16/00265/FUL - Lock Up, Low Mill, Town Lane - Change of use of lock up into pizza delivery unit, including ventilation extraction system (lock up unit under taxi office).

16/00265/FUL - Lock Up, Low Mill, Town Lane - Change of use of lock up into pizza delivery unit, including ventilation extraction system (lock up unit under taxi office).

16/00563PDE - 188 Chorley Old Road - Construction of single storey extension to be used as family room, kitchen and utility room.

16/00546/FULHH - Hillcrest House, Shaw Hill Drive - Erection of single storey front and rear extension.

16/00520/DIS - Land opposite Fox Field, Kem Mill Lane - Discharge of conditions, 5 (ground investigation), 6 (hard landscaping), 7 (fences, walls and gates) , 12 (surface water drainage), 15 (facing materials), 16 (bat roosting), 25 & 26 (sustainable resources) and 27 (landscaping) to 14/00458/FUL re Erection of detached dwelling incorporating a double garage.

15/00824/FUL - 90 Preston Road - Retrospective application for retention of workroom to provide cosmetic tattooing service (sui generis) and change of use of land to garden.

16/00637/TPO - 17 Wardle Court - Prune branches to oak tree which are overhanging the house roof and approaching the house walls.

16/00623/PDE - 116 Preston Road - Single storey rear extension measuring 6m in depth, 6.4m in width, 2.6m high to the eaves and 4m high to the ridge.

16/00600/TPO - 7 Hardacre Lane - Fell two horse chestnut and one eucalyptus.

16/00512/FUL and 16/00513/LBC - Barn, 10 metres East of Lock Farm, 154 Town Lane - Proposed conversion to residential dwelling including ground floor glazed link extension, detached garage, hardstanding/landscaping, demolition of dilapidated outbuilding.

#### 4) **Correspondence**

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

C1: Email regarding flooding at Waterhouse Green and the recent rise in the levels of the River Lostock.

C2: LCC decision to go ahead with proposed street name of Netherfield Court for two properties behind 25 Preston Road.

C3: Renewal for insurance 2016-6 (see accounts section below).

#### 5) **Projects committee update**

##### 6) **New project suggestions**

Including neighbourhood projects and CIL monies. (Parish Councillors need to consider larger projects for next year (£2,000-£5,000). Councillor Bell suggested that the Smithy Fields footpath could be a potential project. Other suggestions?)

For information: the latest position on the CIL monies actual current balance: £14,579.21.

Expected income: New estate off Moss Lane £39,500. Hilltop Lane £3,771.& £564.76. Ramblers Cottage £22.06 late payment. Total expected: £43858.62.

Current plus expected CIL income: £58.437.83.

Cricket club path.

##### 7) **Reports from representatives**

a. Community Hall Trust b. War Memorial c. Other meetings.

##### 8) **Clerk's report**

##### 9) **Maintenance**

Chorley Council have submitted bill for wildflower areas - see below.

##### 10) **Parish Councillor vacancy**

Following interview, Neil Partington has been selected as the new Parish Councillor and has been invited to this meeting.

11) **Completion of 2015-6 audit**

BDO have now completed the audit. There was a slight error in the way the newly recorded petty cash was noted on the accounts and this incurred a small additional cost.

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

The Clerk wrote to Sean Blake at Chorley Council about the quality of this year's lamp post baskets. He is going to take a look at them as Chorley Council also supplied Clayton's baskets this year, yet there has been a marked difference in the quality of baskets.

13) **Terms of reference for Parish Council committees**

The Clerk has distributed the list of committee members to all Parish Councillors and asked them to meet before the next meeting with to draft their terms of reference.

14) **Waste bins**

On 11/08/16 the Clerk requested four new waste bins to be installed in the village.

15) **Newsletter**

Contributions are invited for the Christmas newsletter.

16) **Clerk's gratuity set aside**

On the 2016/7 budget, a sum of £1,100 (the previous funds allocated to Clerk's gratuity) was allocated to be transferred into the Clerk's pension fund. Should the Clerk go ahead with this transfer?

17) **Flooding committee update**

A cabin is still required for storage of flood related items. Dealing with flooding has been allocated to Doug Cridland who has now met with representatives of the Parish Council.

18) **Fishing competition**

19) **Code of conduct and standing orders**

Update on what is required to be done.

20) **Joint 114 bus committee update**

21) **Queen's birthday coins**

22) **Documents for comment**

The following document for comment has been received:

1) Communication from Chorley Council asking questions regarding Ironman and the positive/negative impact of the event for the local area. Comments by 30th Sept 2016.

23) **Accounts (see following page)**

Cheques for signature:

2698 - Employee 2 August wages - £354.92

2699 - Employee 1 August wages - £649.22

2700 - HMRC July to September - £277.44

2701 - Chorley Council wildflower areas - £960

2702 - BDO LLP audit fee - £276

2703 - Came and Co insurance 2016/7 - £2484.80

24) **Councillors' reports**

25) **Confidential items**

**AUGUST ACCOUNTS - TO BE APPROVED AT SEPT MEETING**

<b>Accounts</b>				
<b>Budget Monitoring as at</b>		<b>31st August 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	3,912.64	-	3,912.64
Admin - Sals	15,000.00	6,070.48	-	6,070.48
War memorial	2,000.00	-	-	-
Loan	5,040.00	2,519.98	-	2,519.98
Maintenance	10,030.00	780.36	-	780.36
Grants	500.00	150.00	-	150.00
Projects	8,155.03	2,783.53	-	2,783.53
Other costs/misc	3,600.00	-	-	-
CIL	-	-	-	-
VAT	-	577.22	-	577.22
	<b>51,265.03</b>	<b>16,794.21</b>	<b>-</b>	<b>16,794.21</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	36,153.00	-	36,153.00
Maintenance	220.00	161.50	-	161.50
CIL	-	12,845.44	-	12,845.44
Bank Interest	50.00	12.53	-	12.53
VAT repayment	-	370.93	-	370.93
	<b>37,078.00</b>	<b>49,543.40</b>	<b>-</b>	<b>49,172.47</b>
				<i>Total income year so far</i>
<b>Payments presented for authorisation</b>				
2698 Employee 2 August wages				£354.92
2699 Employee 1 August wages				£649.22
2700 HMRC July to September				£277.44
2701 Chorley Council wildflower areas				£960.00
2702 BDO LLP audit fee				£276.00
2703 Came & Co insurance 2016/7				£2,484.80
				<b>£5,002.38</b>
<b>Accounts for month ending 31st July 2016</b>				
<b>Receipts</b>		<b>Payments</b>		
Newsletter ads	245.00	Employee 1 Aug wages		649.22
Hanging baskets	76.50	Employee 2 Aug wages		371.08
Interest	3.09	Steve Limmer work Chorley Old Road		70.00
		Joomla web hosting		24.99
		HMRC July to Sept		277.44
		Chorley Council wildflower		920.00
		PWLB loan		2519.98
		BDO audit fee		276.00
		Came & Co insurance		2484.80
		Pension		148.18
Total receipts	324.59	Total payments		7,741.69
		<b>Current a/c 26th August</b>		570.51
		<b>Deposit a/c 26th August</b>		73760.92
		<b>Bank balances</b>		74331.43
<b>31st July balance</b>	76700.00	<b>+ Deposits not incl</b>		25.00
<b>+ Receipts</b>	324.59	<b>- Unpresented cheqs</b>		5073.53
<b>- Payments</b>	7741.69			
<b>31st August balance</b>	69282.90	<b>31st August balance</b>		69282.90