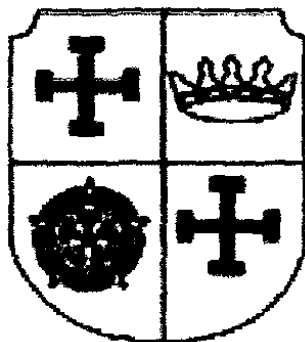


# WHITTLE-LE-WOODS PARISH COUNCIL



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3rd October 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 10th October, 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) 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) Newsletter
- 11) Flooding committee update
- 12) Joint 114 bus committee update
- 13) Code of conduct and standing orders
- 14) Documents for comment
- 15) Accounts
- 16) Councillors' reports
- 17) Confidential items

## **Whittle-le-Woods Parish Council Meeting Monday 10th October 2016**

Pre-meeting Notes: Councillor Bell to chair the meeting in the absence of both Chair and Vice Chair.

**Apologies:** Councillors Marsden, Walker and Newall

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

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

### 3) **Planning matters**

#### **New**

16/00830/FULHH - 193 Chorley Old Road - Retrospective application for the erection of gate posts and gate.

16/00845/FULHH - 80 Blackburn Road - Erection of detached garage to rear.

16/00770/CLPUD - 28 Chorley Old Road - Application for a certificate of lawfulness for a proposed rear first floor extension.

#### **Refused**

16/00688/CLPUD - 21 Preston Road - Application for a certificate of lawfulness for a proposed single storey rear extension.

#### **Granted**

16/00777/PDE - 3 Parksyde Cottages, Dawson Lane - Single storey rear extension measuring 5m in depth, 4.8m in width and 3m in height.

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

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.

### 4) **Correspondence**

General correspondence to be made available at the meeting. Also, specific correspondence items:  
C1: Notification from HMRC that the National Minimum Wage will rise on the 1st October 2016, but this does not affect the existing band rate for over 24s.

C2: A copy of the war memorial's audited accounts has been received.

C3: An invitation has been received from the war memorial committee, inviting the Chairman and Parish Councillors to take part in the annual remembrance service on Sunday 13th November. the procession will assemble at Whittle-le-Woods primary school at 2:15pm.

C4: Email regarding winding down of Chorley Civic Society.

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

The project committee hasn't met since the September meeting, but is now working on the questionnaire for distribution with the newsletter. The Clerk has contacted the printer for a price on this insert - single side mono printed on A4, 3000 copies. Price requested pre-inserted into newsletter and not.

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

7) **Reports from representatives**

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

8) **Clerk's report**

The Clerk would like to take annual leave from between the 31st October and 4th November.

9) **Maintenance**

10) **Newsletter**

Please note: the cut off date for submissions has been brought forward to the **28th October**. The Clerk is short of content so please send as much as you can! The price for the newsletter printing is, as usual £570, and the price for A4 single sided insert is £170, plus an additional £50 to insert them.

11) **Flooding committee update**

Update. Progress of grant submission - **now submitted. Require Parish Council approval at this meeting, and we need to provide the follow up data.**

12) **Joint 114 bus committee update**

Chairman Newall to send Clerk and Councillor Bell write up of latest news before this meeting.

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

Carried forward from the September meeting. The Clerk sent a copy of Chorley Council's code of conduct to Parish Councillors in advance of this meeting.

It is clear that the standing orders do require updating, and potential suggestions for changes should be raised at the meeting. As these discussions could require a lengthy discussion, a working group of 3 or 4 Parish Councillors might be the way to do (Chairman Newall to be involved, if possible).

14) **Documents for comment**

The following document for comment has been received:

1) Draft Chorley Householder Design Guidance Supplementary Planning Document. Consultation period to 15th November, regarding adapting properties.

15) **Accounts (see following page)**

Cheques for signature:

2706 - Gala Lights Christmas lights - £92.40

2707 - Employee 2 October wages - £338.76

2708 - Employee 1 October wages - £649.22

2709 - Employee 2 July to Oct expenses - £134.85

16) **Councillors' reports**

17) **Confidential items**



## QUARTERLY REPORT 2016-7: PAYMENTS

Month	Admin	Sals	War Mem	Loan	Maint	Elections	Grants	Proj/Misc	Sect137	VAT	Total
April		1150.77					150.00	1419.25		265.08	2985.10
May	50.00	1333.49			180.00			71.04		36.00	1670.53
June/July	974.67	2288.48			530.36			493.24		110.14	4396.89
<b>Quarter 1 totals</b>	<b>1024.67</b>	<b>4772.74</b>	<b>0.00</b>	<b>0.00</b>	<b>710.36</b>	<b>0.00</b>	<b>150.00</b>	<b>1983.53</b>	<b>0.00</b>	<b>411.22</b>	<b>9052.52</b>
August	2887.97	1297.74		2519.98	70.00			800.00		166.00	7741.69
September	15.00	1152.32						677.00		135.40	1979.72
<b>Quarter 2 totals</b>	<b>2902.97</b>	<b>2450.06</b>	<b>0.00</b>	<b>2519.98</b>	<b>70.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1477.00</b>	<b>0.00</b>	<b>301.40</b>	<b>9721.41</b>
October											0.00
November											0.00
December											0.00
<b>Quarter 3 totals</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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
January											0.00
February											0.00
March											0.00
<b>Quarter 4 totals</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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Year end</b>	<b>3927.64</b>	<b>7222.80</b>	<b>0.00</b>	<b>2519.98</b>	<b>780.36</b>	<b>0.00</b>	<b>150.00</b>	<b>3460.53</b>	<b>0.00</b>	<b>712.62</b>	<b>18773.93</b>

18773.93

## QUARTERLY REPORT 2016-7: INCOME

Month	Admin	Maint	Interest	CIL	VAT	Total
April	35733			12845.44		48578.44
May			2.57		370.93	373.5
June/July	175	85	6.87			266.87
<b>Quarter 1 totals</b>	<b>35908</b>	<b>85</b>	<b>9.44</b>	<b>12845.44</b>	<b>370.93</b>	<b>49218.81</b>
August	245	76.5	3.09			324.59
September			3.34			3.34
<b>Quarter 2 totals</b>	<b>245</b>	<b>76.5</b>	<b>6.43</b>	<b>0</b>	<b>0</b>	<b>327.93</b>
October						0
November						0
December						0
<b>Quarter 3 totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
January						0
February						0
March						0
<b>Quarter 4 totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Year end</b>	<b>36153.00</b>	<b>161.50</b>	<b>15.87</b>	<b>12845.44</b>	<b>370.93</b>	<b>49546.74</b>

Balances with the Itemised Receipts Summary