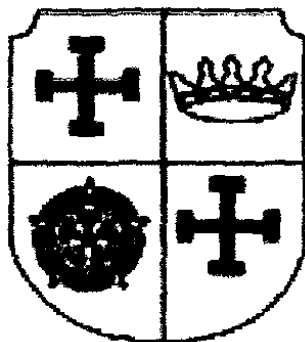


WHITTLE-LE-WOODS PARISH COUNCIL



Ms Lesley Atherton
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2nd October 2017

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 9th October, 2017 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) Changes in declarations of interest
- 3) Defibrillator checks
- 4) Planning matters
- 5) Correspondence
- 6) Project committee update
- 7) Reports from representatives
 - a. Community Hall Trust
 - b. War Memorial
 - c. Other meetings.
- 8) Clerk's report
- 9) Maintenance
- 10) Neighbourhood schemes
- 11) Flooding committee update
- 12) Identifying ways of improving the villagers' health
- 13) CIL monies
- 14) Youth monies and future play schemes
- 15) Newsletter
- 16) Applications for Clerk position
- 17) Christmas tree and other arrangements
- 18) Litter campaign
- 19) Lamp post basket locations
- 20) Resignation of Councillor Cornwell
- 21) Remembrance Day
- 22) Standing orders
- 22) Documents for comment
- 23) Accounts
- 24) Councillors' reports
- 25) Confidential items

Whittle-le-Woods Parish Council Meeting Monday 9th October, 2017

Pre-meeting Notes:

Apologies: Councillor Marsden.

1) **Minutes of the last meeting**

2) **Changes in declarations of interest**

3) **Defibrillator checks**

4) **Planning matters**

Concerns have been raised regarding the illuminated totem sign proposed for the new Co-op. Though planning has suggested this be revised to a more sympathetic model, Councillor P Higham is still concerned that as there will be very little passing trade - village trade only - and that such a sign is not required. Ways forward?

New

17/00920/FUL - Little Knowley Farm, Blackburn Road - Change of gate to field from a farm gate to a solid hardwood gate (retrospective).

17/00938/PDE - 20, The Ridings - Prior approval: single storey rear extension measuring 4.9m depth with eaves height 3.1m and maximum height 3.1m (following demolition of existing rear conservatory).

17/00642/FUL - 46 Crosskeys Drive - Demolition of existing garage, sheds and stables and erection of a new detached house. This application has not appeared on the online list.

Granted

17/00852/MNMA - Kyndere, Shaw Hill - Minor non-material amendment to planning approval 16/00970/FULHH (for first floor alterations to existing open balcony to form a new enclosed part brick part glazed studio and infilling of existing open porch) involving alterations to the glazing.

17/00851/MNMA - Leatherlands Farm, Moss Lane - Minor non-material amendment to planning approval 16/00509/FULMAJ (which was for the erection of 45 dwellings and associated landscaping and infrastructure) to substitute the approved Oakmere apartment plans and elevations with revised plans and elevations.

17/00751/FULHH - 11 Berry Avenue - Removal of existing fence closing to dwelling house and increase height of existing fence on side and rear boundaries.

17/00747/ADV - Co-op, 144 Chorley Old Road - Installation of 2 non-illuminated fascia signs, 1 illuminated fascia sign, 1 internally illuminated projector sign, 4 non-illuminated wall mounted panels, 1 internally illuminated totem sign. See above.

17/00729/FULHH - 107 Foxglove Drive - Erection of single storey rear extension and demolition of existing conservatory.

Split decision

17/00787/TPO - 11 Chorley Old Road - Crown reduction of sycamores, felling of chestnut and reducing of one sycamore to boundary line. Some elements approved, some elements not approved.

5) **Correspondence**

General correspondence to be made available at the meeting. Also, specific correspondence items:
C1: Email from Simon Charnock at Chorley Council with information on running community computer courses.

6) **Project committee update**

7) **Reports from representatives**

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

8) **Clerk's report**

9) **Maintenance**

Cut grass on Cow Well x2

Cut hedge on Brewery Fields footpath

Strimmed Smith Street footpath

Strimmed Smithy Fields footpath

10) **Neighbourhood schemes**

11) **Flooding committee update**

Decision regarding possible purchase of flood tank and generator as mentioned at last month's meeting.

Grant agreed in principle. Email sent to members of flooding committee requesting constitution of the flooding action group.

12) **Identifying ways of improving the villagers' health**

Suggestions regarding community garden? Lease?

Classes at village hall for computers and health? See C1 above.

13) **CIL monies**

14) **Youth monies and future play schemes**

15) **Newsletter**

Suggestions for next newsletter: children's page, articles by residents, profile of different village areas in each newsletter, request for choir master, free fitness class, choir members, and ask for event organisers to let us know of future event dates. The Clerk would like to train her successor in putting this publication together so not much has been done at present.

16) **Applications for Clerk position**

At the closing date there were 21 applications for this position. Councillor Newall's matrix of skills to look for in the CVs has been requested and the Clerk has drawn up a shortlist and sent this to the Staffing Committee for consideration.

17) **Christmas tree and other arrangements**

Hanging Christmas trees have been ordered, as has the main village Christmas tree. The Clerk has been sent details of lighting schemes for the tree to be decided this meeting.

18) **Litter campaign**

The Clerk has contacted Keep Britain Tidy and will bring the findings to this meeting. Facebook campaign? Posters? To be considered for project committee next year?

19) **Lamp post basket locations**

At last month's meeting, a resident's request for baskets in her area led to a discussion. The Clerk has sent the current locations to Parish Councillors, and these plus additions will be considered at this meeting.

20) **Resignation of Councillor Cornwell**

Councillor Cornwell handed in her notice on 12th September 2017 owing to leaving the area.

21) **Remembrance Day**

The services will be held on Sunday, 12th November. To meet at Whittle-le-Woods School at 2:15pm, leaving at 2:30 to war memorial for service.

22) **Standing orders**

A copy of the amended standing orders will be sent to Parish Councillors along with these minutes.

23) **Documents for comment**

There are no document for comment this meeting.

24) **Accounts (see following page)**

Cheques for signature:

2843 Employee 1 October wages £650.18

2844 Employee 2 October wages £352.80

2845 Employee 1 July to Sept expenses £221.68

2846 Johnston Publishing re multiple ads for Clerk position £723.60

2847 Town Centre Trees hanging trees £240

2848 BDP Creative Solutions banner £48

2849 Cardiac Science defib £432

25) **Councillors' reports**

26) **Confidential items**

SEPT ACCOUNTS - TO BE APPROVED AT OCT MEETING				
Accounts				
Budget Monitoring as at 30th September 2017				
	2017/8 Accounts		2016/7 Accounts	TOTAL
Expenditure	Budget	Actual	Spent in 2017	SPENT
Admin - Admin	6,436.00	1,357.42	-	1,357.42
Admin - Sals	15,700.00	10,140.55	-	10,140.55
War memorial	2,000.00		-	-
Loan	5,040.00	2,519.98	-	2,519.98
Maintenance	11,728.50	3,844.20	-	3,844.20
Grants	500.00	200.00	-	200.00
Projects	4,200.00	3,365.00	-	3,365.00
Other costs/misc	1,300.00			-
CIL	-		-	-
VAT	-	940.58	-	940.58
	46,904.50	22,367.73	-	22,367.73
				<i>Total pmnts year so far</i>
	2017/8 Accounts		2016/7 Accounts	TOTAL
Income	Budget	Actual	Income in 2017	INCOME
Administration	38,847.00	38,020.50	-	38,020.50
Maintenance	220.00	128.00	-	128.00
CIL				
Bank Interest	50.00	3.31		3.31
VAT repayment		858.02	-	858.02
	39,117.00	39,009.83	-	38,151.81
				<i>Total income year so far</i>
Payments presented for authorisation				
				£650.18
2843 Employee 1 October wages				£352.80
2844 Employee 2 October wages				£221.68
2845 Employee 1 expenses				£723.60
2846 Johnston Publishing job vacancy multiple publications				£240.00
2847 Town Centre Trees hanging trees				£48.00
2848 Banner for trailer cave				£432.00
2849 Cardiac Science defib				£2,668.26
Accounts for month ending 30th Sept 2017				
Receipts			Payments	
Interest	0.61		2837 Employee 2 Sept wages	352.80
Interest	0.68		2838 Employee 1 Sept wages	650.18
			2841 BDO LLP audit	360.00
			2842 Odin Events trailer cave	960.00
			Adjustment jv 17/057	30.00
			2845 July to Sept expenses	221.68
			LCC pension	155.07
			2848 banner for trailer cave	48.00
Total receipts	1.29		Total payments	2777.73
			Current a/c 26th Sept	675.69
			Deposit a/c 26th Sept	66087.50
			Bank balances	66763.19
31st August balance	68544.78		+ Deposits not incl	0.00
+ Receipts	1.29		- Unpresented cheqs	994.85
- Payments	2777.73			
30th Sept balance	65768.34		30th Sept balance	65768.34

QUARTERLY REPORT 2017-8: PAYMENTS

Month	Admin	Sals	War Mem	Loan	Maint	Elections	Grants	Proj/Misc	CIL	VAT	Total
April		1138.00					200.00	1385.00			2723.00
May	215.07	999.32									1214.39
June/July	570.00	1676.79			3447.65			550.00		700.26	6944.70
Quarter 1 totals	785.07	3814.11	0.00	0.00	3447.65	0.00	200.00	1935.00	0.00	700.26	10882.09
July	24.99	1158.05			251.55			630.00		16.00	2080.59
August		4010.34		2519.98	145.00						6675.32
September	547.36	1158.05						800.00		224.32	2729.73
Quarter 2 totals	572.35	6326.44	0.00	2519.98	396.55	0.00	0.00	1430.00	0.00	240.32	11485.64
October											0.00
November											0.00
December											0.00
Quarter 3 totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
January											0.00
February											0.00
March											0.00
Quarter 4 totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year end	1357.42	10140.55	0.00	2519.98	3844.20	0.00	200.00	3365.00	0.00	940.58	22367.73

22367.73

QUARTERLY REPORT 2017-8: INCOME

Month	Admin	Maint	Interest	CIL	VAT	Total
April	37647					37647
May			0.59			0.59
June	75	60	0.76			135.76
Quarter 1 totals	37722	60	1.35	0	0	37783.35
July	373.5	128			858.02	1359.52
August	-75	-60	0.67			-134.33
September			1.29			1.29
Quarter 2 totals	298.5	68	1.96	0	858.02	1226.48
October						0
November						0
December						0
Quarter 3 totals	0	0	0	0	0	0
January						
February						
March						
Quarter 4 totals	0	0	0	0	0	0
Year end	38020.50	128.00	3.31	0.00	858.02	39009.83

Balances with the Itemised Receipts Summary