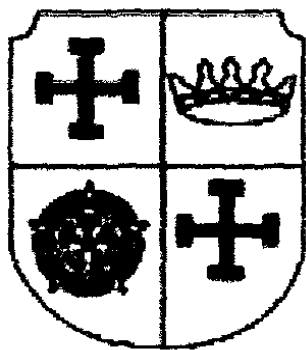


WHITTLE-LE-WOODS PARISH COUNCIL



Ms Lisa Pickering
Clerk to the Council
309 Browndge Rd,
Bamber Bridge,
PR5 6UU
Tel: 01772 304841

www.whittlewoodsparishcouncil.org.uk
clerk@whittlewoodsparishcouncil.org.uk

5th October 2020

Notice of Special Online Meeting (due to Covid-19 Pandemic)

Dear Councillor, you are hereby summoned to attend a meeting of Whittle-le-Woods Parish Council which will be held online, on Monday 12th October 2020, at 7.30pm.

Note: - The Annual Parish Meeting & Annual Parish Council Meeting are postponed until further notice.

Yours sincerely, Lisa Pickering, 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 to declarations of interests
- 3) Defibrillator checks
- 4) Special Meeting Protocols – (due to Covid-19 pandemic) postponement of Annual Parish Council Meeting & Annual Parish Meeting until the first face-to-face meeting is held.
- 5) Planning matters (already reviewed)
- 6) Canal Basin Project Consultation
- 7) Matters Arising
- 8) Clerk's update
- 9) Accounts
- 10) Any other business
- 11) Confidential items

Visitors or Comments /Issues.

Please contact the Clerk on clerk@whittlewoodsparishcouncil.org.uk, or 01772 304841 / 07453020703 for information on observing the meetings or making a comment or raising an issue

Whittle-le-Woods Parish Council Meeting Monday 12th October 2020

Apologies:

1. Minutes

Request from Elizabeth Walsh (CBC) to amend the August minutes re: Canal Basin Project

2. Changes in Declarations of Interest

3. Defibrillator checks

4. Meeting Protocols Resolution– due to Covid-19 pandemic

- *No change to Standing Orders*
- *All annual meetings to be postponed, and monthly meetings to be held online, all roles to remain as is until such time that a full Annual Parish Council Meeting may be convened.*
- *Payments – salaries cheques post-dated for several months, all other payments to be made on-line once approved by 2 Bank Signatories.*
- *Planning – Clerk to send planning applications around on a weekly basis to allow the opportunity to scrutinise and comment, minute in the monthly meetings*

Meeting Organisation

The Parish Council will adhere to these guidelines on conducting the online meetings:

- *Chair to administer the meeting*
- *Clerk to facilitate the meeting*
- *Cllrs to connect via audio & video*
- *Cllrs to speak in turn*
- *Minimal Agenda*
- *Planning comments to be submitted to the Clerk prior to the meeting*
- *Cllr reports to be submitted to Clerk by email prior to the meeting*
- *Clerk to minute the meeting*

5. Planning Matters

New

9 Hampshire Avenue Buckshaw Village Chorley PR7 7DF

Erection of 1.8m high, heavy duty timber to side and rear property boundary

(Retrospective)Reference 20/01043/FULHH, Alternative Reference PP-09119506

Application Validated Thu 01 Oct 2020, Status Awaiting decision

23 The Ridings Whittle-Le-Woods Chorley PR6 7QH

Proposal: Erection of detached garage, creation of new driveway/hardstanding and conversion of existing garage to habitable accommodation.

Reference: 20/01042/FULHH

The Parish Council wish to ensure that due consideration is provided to the neighbours of the property. That all materials used are in keeping with the established dwelling and area, and that property boundaries are not encroached upon in any way. In this case it appears unusual to place a detached garage in front of the property, has consideration been given to light to the property and to the impact upon neighbours.

Brentwood Shaw Hill Drive Whittle-Le-Woods Chorley PR6 7PN

Application for works to protected trees - Chorley BC TPO 13 (Whittle-le-Woods) 2011: Oaks

T4 and T3 - 3 metre lateral reduction of branches growing over driveway and garden; and crown raise to 6 metres above ground level over highway and driveway entrance
Ref. No: 20/00985/TPO | Received: Wed 16 Sep 2020 | Validated: Tue 22 Sep 2020 | Status: Awaiting decision
Passed to Tree Warden

3 Farm House Close Whittle-Le-Woods Chorley PR6 7QN
Application for work to a protected tree - Chorley BC TPO 7 (Whittle-le-Woods) 1996: T1 Oak - Prune back branches overhanging garden
Ref. No: 20/00970/TPO | Received: Mon 14 Sep 2020 | Validated: Wed 16 Sep 2020 | Status: Awaiting decision
Passed to Tree Warden

8 Shaw Brow Whittle-Le-Woods Chorley PR6 7LE
Remodel of an existing detached house with two storey side extensions and single storey rear extension
Ref. No: 20/00966/FULHH | Received: Sun 13 Sep 2020 | Validated: Sun 13 Sep 2020 | Status: Awaiting decision
The Parish Council opinion is that the plans for this property seem to suggest the overdevelopment of the site.
This will be a very large house which is not in keeping with this area.
The Parish Council also wish to ensure that due consideration is provided to the neighbours of the property. That all materials used are in keeping with the established dwelling and area, and that property boundaries are not encroached upon in any way.

Home Farm House Shaw Hill Drive Whittle-Le-Woods Chorley PR6 7PN
Application for work to a protected tree - Chorley BC TPO 13 (Whittle-le-Woods) 2011: Oak T5 - Crown lift to 5 metres above ground level
Ref. No: 20/00965/TPO | Received: Sat 12 Sep 2020 | Validated: Wed 16 Sep 2020 | Status: Awaiting decision
Passed to Tree Warden

Granted
14 Orchard Drive Whittle-Le-Woods Chorley PR6 7JZ
Application for works to protected trees - Chorley BC TPO 12 (Whittle-le-Woods) 1992: T1 Sycamore - Prune overhanging branches by a maximum of 2 metres; and T2 Sycamore - 3 metre crown reduction
Ref. No: 20/00855/TPO | Received: Tue 11 Aug 2020 | Validated: Tue 18 Aug 2020 | Status: Granted

57 Chorley Old Road Whittle-Le-Woods Chorley PR6 7LD
Change of use of ground floor shop (Use Class A1) and first floor flat (Use Class C3) to mixed use hairdressers and beauty salon (Sui Generis)
Ref. No: 20/00747/FUL | Received: Thu 16 Jul 2020 | Validated: Thu 06 Aug 2020 | Status: Granted

Half Moon House Shaw Hill Whittle-Le-Woods Chorley PR6 7PP
Application for works to protected trees - Chorley BC TPO 9 (Whittle-le-Woods) 1987 -

Chorley BC TPO 3 (Whittle Le Woods) 2000: T1 Oak - Reduce from property to give 2m clearance from the building and lift branches to 3m above ground level; T2 Hawthorn - Reduce leggy main leader to reduce top weight; and T3 Hawthorn - Reduce dead/dying parts of the main stem

Ref. No: 20/00838/TPO | Received: Thu 06 Aug 2020 | Validated: Wed 12 Aug 2020 | Status: Granted

6 Blossom Grove Whittle-Le-Woods Chorley PR6 7HB

Application for works to protected trees - Chorley BC TPO 7 (Whittle-le-Woods) 1996: T1 Lime - Crown clean by removing epicormic growth, deadwood and defective crossing branches; T2 Oak - Remove 2no. crossing branches and reduce branches by 2 metres to clear conservatory

Ref. No: 20/00742/TPO | Received: Wed 15 Jul 2020 | Validated: Tue 21 Jul 2020 | Status: Granted

6. Canal Basin Project Consultation

Proposed site for Barge Flower Bed – adjacent to the Children’s play area, parallel to Chorley Old Road

Additional bench along the footpath

Feed back from residents opposite the polo

7. Matters Arising

Staff Appraisals – date

CIL Application – St Chads School, IT equipment/infrastructure

To inform a development plan, we have audited our IT infrastructure, based on advice from our IT technician. To meet the needs of all our pupils, we require 50 new devices. We have been advised to use relatively low spec devices that essentially run as web browsers, but will be more than adequate to run all the new intervention programmes. This would allow us to buy more devices and therefore help more children. The total cost is estimated at £10,000

CIL Application Form provided 11/10/20

Correspondence x2 – CCTV on polo

8. Clerks Update

Community support during Covid-19 pandemic:

7 x families currently being supported

58 x boxes provided in total

CIL Monies Report from Chorley Borough Council – none owed or expected in the year 20/21

9. Accounts

Outgoings to be approved this meeting

Ref	JV	Payee	Detail	Total
dd	20/21-053	Easy Websites	Monthly payment	-£27.60
bacs	20/21-054	Employee 1	October Salary	-£473.26
bacs	20/21-055	Employee 2	October Salary	-£423.21
dd	20/21-056	LLC Pension	Pension payment November	-£300.83
bacs	20/21-057	Employee 1	Foodboxes x 14	-£477.75
bacs	20/21-058	Employee 1	Defib Batteries & pads for HSC	-£73.80
bacs	20/21-059	PKF Littlejohn	Annual Financial Audit	-£360.00
bacs	20/21-060	WLW Village Hall	Reversal of incorrect receipt (J Wu)	-£48.00
bacs	20/21-061	Neil Partington	Flood Group - Hose / Lighting	-£97.98

Payments to be authorised via email to Clerk by 2 Bank Account Signatories

10. Any Other Business

11. Confidential items

Full Year Accounts to date - against Budget.

Whittle-le-Woods Parish Council																					
Accounts for 2020 / 21																					
Date	Minute ref	Receipt / Payment	Ref	R	JV	Payee	Detail	Payment Admin	Receipt Admin	Payment Salaries	Payment War Mem	Payment Loan	Payment Maint	Payment Grants	Payment Project / Misc	Receipt Interest	Payment VAT	Receipt VAT	Receipt CIL	Payment CIL	Total
01/10/2020		Payment	dd	Y	20/21-053	Easy Websites	Monthly payment	-£ 23.00									-£ 4.60				-£ 27.60
28/10/2020		Payment	bacs		20/21-054	Employee 1	October Salary			-£ 561.95											-£ 561.95
28/10/2020		Payment	bacs		20/21-055	Employee 2	October Salary			-£ 423.21											-£ 423.21
17/11/2020		Payment	dd		20/21-056	LLC Pension	Pension payment November			-£ 280.78											-£ 280.78
12/10/2020		Payment	bacs		20/21-057	Employee 1	Foodboxes x 14							-£ 477.75							-£ 477.75
12/10/2020		Payment	bacs		20/21-058	Employee 1	Defib Batteries & pads for HSC	-£ 61.50									-£ 12.30				-£ 73.80
12/10/2020		Payment	bacs		20/21-059	PKF Littlejohn	Annual Financial Audit	-£ 300.00									-£ 60.00				-£ 360.00
October Month Totals								-£ 384.50	£ -	-£1,265.94	£-	£ -	£ -	-£ 477.75	£ -	£ -	-£ 76.90	£ -	£-	£-	-£ 2,205.09

2020 / 21 Summary of Monthly Bank Accounts, and Monthly Budget Monitoring

Categories	20/21 Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals	Spend against Budget
Admin Payment	£7,550.00	£0.00	£-244.55	£-415.67	£-23.00	£-23.00	£-2,946.24	£-384.50						£-4,036.96	£3,513.04
Admin Receipt		£54,900.00	£0.00	£4,400.00	£0.00	£0.00	£0.00	£0.00						£59,300.00	£59,300.00
Salaries Payment	£16,100.00	£-2,112.93	£-1,211.14	£-1,270.72	£-1,826.09	£-1,177.25	£-1,265.94	£-1,265.94						£-10,130.01	£5,969.99
War Mem Payment	£2,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00						£0.00	£2,500.00
Loan Payment	£5,040.00	£0.00	£0.00	£0.00	£-2,519.98	£0.00	£0.00	£0.00						£-2,519.98	£2,520.02
Maint Payment	£15,530.00	£0.00	£-1,720.00	£-765.00	£-5,810.53	£0.00	£-800.00	£0.00						£-9,095.53	£6,434.48
Grants Payment	£1,000.00	£0.00	£0.00	£-60.00	£-170.00	£-409.00	£-735.00	£-477.75						£-1,851.75	£-851.75
Project/Misc. Payment	£17,700.00	£-500.00	£-300.00	£0.00	£0.00	£0.00	£0.00	£0.00						£-800.00	£16,900.00
Interest Receipt		£26.96	£30.56	£1.66	£1.60	£1.38	£0.00	£0.00						£62.16	£62.16
VAT Payment		£-100.00	£-32.91	£-10.29	£-1,087.50	£-4.60	£-10.80	£-76.90						£-1,323.00	£-1,323.00
VAT Receipt		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00						£0.00	£0.00
Total Receipt		£54,926.96	£30.56	£4,401.66	£1.60	£1.38	£1.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£59,362.16	£59,362.16
Total Payments	£65,420.00	£-2,712.93	£-3,508.60	£-2,521.68	£-11,437.10	£-1,613.85	£-5,757.98	£-2,205.09	£0.00	£0.00	£0.00	£0.00	£0.00	£-29,757.23	£35,662.78
CIL Payment														£0.00	£0.00
CIL Receipt (Bal C/O)	£102,629.27	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£102,629.27

Summary of bank accounts	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
41346412 - Balance at end of previous month	£684.24	£971.31	£973.47	£1,116.13	£679.03	£1,065.18	£355.20					
41346420 - Balance at end of previous month	£141,431.06	£193,358.02	£190,358.02	£191,790.24	£180,953.33	£178,793.22	£173,793.22					
Total bank account balance	£142,115.30	£194,329.33	£191,331.49	£192,906.37	£181,632.36	£179,858.40	£174,148.42					
Precept / CIL Amount to deposit account	£54,900.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00					
CIL Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00					
Payments this month	£-2,712.93	£-3,508.60	£-2,521.68	£-11,437.10	£-1,613.85	£-5,757.98	£-2,205.09					
Receipts this month	£26.96	£30.56	£4,401.66	£1.60	£1.38	£1.60	£0.00					
Unpresented Receipts	£0.00	£0.00	£-305.10	£0.00	£-161.49	£0.00	£0.00					
Unpresented Payments	£0.00	£480.20	£0.00	£161.49	£0.00	£46.40	£0.00					
Balance at month end	£194,329.33	£191,331.49	£192,906.37	£181,632.36	£179,858.40	£174,148.42	£171,943.33					