

The monthly meeting was held at Whittle-le-Woods Village Hall, on Monday 14th March 2022, at 8pm.

Present Chair McDonald; Parish Councillors Auwerx, Bell, Briscoe, Evans, Fogarty, B Higham, Newall, Wood, Yates & the Clerk

Apologies Councillors P Higham and Partington

The meeting opened at 8.05pm.

Visitors Borough Councillor Aidy Riggott

1. Minutes

*22/03/01 The minutes of the previous meeting were approved, with minor amendments.

2. Changes in Declarations of Interest

NA

3. Defibrillator checks

All ok.

4. Planning Matters

New

Vacant Land Off Hill Top Lane Whittle-Le-Woods

Proposal: Permission in principle application for the erection of up to 2no. dwellings (resubmission of 20/01202/PIP)

Reference: 22/00198/PIP

The Parish Council object to this application.

The route to the vacant land at this part of Hill Top Lane is a narrow single-track road with no pedestrian footpath and therefore there is no suitable safe access to the site.

The traffic access to Hill Top Lane from either end is problematic and congested currently.

Any additional buildings with a requirement for vehicular access which would make the current situation worse.

The land is not identified for building in the Local Plan and should therefore be refused until such time as this land is at least included in the local plan.

It is noted that three previous applications to build have been refused.

The difficult topography of this site does not lend itself to this type of development.

The north west corner of the proposed site was known as the 'Companies Hole'. This was a source of water to top up the Lancaster canal across the road. Some years ago, a large tree was uprooted in front of the Listed canal tunnel. This uncovered the stone water race which was used to convey the water from the 'Companies Hole' to the canal. This would therefore require a Listed building application.

There are approximately 20 mature trees on this site which need protection, and should be the subject of TPO's

Chair

Date.....

1 St Helens Road Whittle-Le-Woods Chorley PR6 7NQ

Proposal: Erection of an outbuilding and perimeter fence (retrospective)

Reference: 22/00158/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. This building is too close to the road and is overbearing in height. It is not clear whether there is a storage area or a work area.

138 Preston Road Whittle-Le-Woods Chorley PR6 7HE

Proposal: 2m high rendered pillars, timber board fencing above existing front boundary wall to a height of 2m and electric gate 1.8m in height

Reference: 22/00103/FULHH

It doesn't seem that the comments from County in the application 21/00307/FULHH are being adhered to. Also, there is no mention of the gate material/design on either application. 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.

Disused Pillbox At Junction With Magill Close Berry Avenue Whittle-Le Woods

Proposal: Application for Listed Building Consent for repair works to Listed Bofors gun emplacement and attached pillbox.

Reference: 22/00027/LBC

Whittle-le-Woods Parish Council fully support this application

Granted

Hardacre Lane Whittle-Le-Woods

Notification of intention to install 1no. 9m high pole for the provision of fixed line broadband electronic communications apparatus

Ref. No: 22/00231/NOT | Received: Mon 28 Feb 2022 | Validated: Mon 28 Feb 2022 | Status: Granted

Doorway To Value 50 Preston Road Whittle-Le-Woods Chorley PR6 7HH

Erection of two storey extension to south side, installation of over-cladding to existing store frontage, installation of solar photovoltaic panels, and alterations to car park layout and associated works

Ref. No: 21/01465/FUL | Received: Wed 22 Dec 2021 | Validated: Wed 05 Jan 2022 | Status: Granted

Other

NA

5. Matters Arising

Request for the Parish Council to consider the rate of return on its cash deposit and also the early repayment of the PWLB (Public Works Loan Board) loan from a member of the public – The Clerk has provided documents on the cost of repaying the loan early as well as the full detail of the loan payments.

The Parish Council review the banking processes in line with the Financial Regulations. After reviewing the information provided by the clerk it was found that it would not be cost effective to repay the loan early. It was unanimously agreed to continue with the loan payment schedule. Proposed by Cllr Bell, seconded by Cllr Newall. Clerk to advise the Member of the Public of the decision.

Request for the installation of a defibrillator at the Birchin Lane end of the village – see grant application form.

The Parish Council agreed that the provision of the defibrillator and cabinet could be provided through CIL expenditure.

There was some discussion about apportioning responsibility for the checking and maintenance of the defibrillator.

It was agreed that the Parish Council will purchase the defibrillator and cabinet and agreement will be reached with the requestor on future responsibility for the defibrillator. Proposed by Cllr McDonald, seconded by Cllr Wood.

Clerk to advise the applicant of the outcome of the discussion.

Cllr Partington has provided the Clerk with a list of items to be purchased for the flood committee. The total amount requested will be within budget for the flood committee. The issue of a potential requirement to replace the Container is also mentioned in the requirement. Unanimously agreed.

The list also mentions that provision for the replacement of the container needs to be a future consideration. The Clerk suggested that this could be covered under CIL funding.

Cllr Partington also invited members of the Parish Council to come and have a look at the container and the equipment available.

Cllr Evans advised that he would like to see the container.

Clerk to advise Cllr Partington of Cllr Evans request.

Cllr Newall - Building on the successful campaign to stop the Redrow 250, can the Parish Council now please agree to write to the Central Lancashire Local Plan team (c/o Carolyn Williams) our local Borough Councillors, Alastair Bradley and Sir Lindsey Hoyle please. To request that the land in question (19C279x) is now removed from the local plan on the grounds of road and pedestrian safety as acknowledged by the Government Inspector in the recent appeal.

Also, can we remind the CLLP team of the adjacent land (19C279x & 19C280x) on Delph way and Whittle Hill Quarry which should also be removed due to the known (as recently recorded by the planning team at CBC) potential issue in relation to historical Low level Nuclear waste potential disturbance and / or seepage into the River Lostock.

Cllr Briscoe expressed the thanks of the Council to Cllr Newall for all her efforts in ensuring the Town Lane Development appeal was unsuccessful.

Cllr Newall will draft a letter to be sent to Central Lancashire Local Plan team (c/o Carolyn

Chair

Date.....

Williams) the local Borough Councillors, Alastair Bradley and Sir Lindsey Hoyle. Borough Cllr Riggott requested that he also be copied in.

Cllr Bell has requested that there should not be a requirement for 3 quotations for works under £2,000.

Cllr Newall advised that there would need to be a review of the Financial Regulations. Cllr B Higham checked the Financial Regulations and although the Regulations cover the requirement for 3 estimates to be obtained for expenditure under £50,000, she also advised that they are in need of review. Clerk to review Financial Regulations and Standing Orders in line with NALC best practice. The Parish Council agreed with Cllr Bell in principle.

Cllr Bell advised that residents have purchased a Ukrainian National Flag and wish the Parish Council to fly the flag to show solidarity to the Ukraine. The Flag Flying policy & Protocol has been checked and there is no issue with the flag being flown. Cllr Briscoe advised that St Patricks day is this week and the St Patricks Cross will be flown. It was agreed that the residents will provide the Ukrainian Flag to Cllr Briscoe and it will be flown for a period of 7 days from the 18th March 2022. Proposed by Cllr McDonald, seconded by Cllr Fogarty.

Whittle Wanderers Football Club have submitted a CIL funding request for repairs to the Changing rooms at the Whittle-le-Woods Playing Field, and also for signs regarding Dogs to be placed on the field plus works to a dangerous tree in need of maintenance. The matter was discussed and it was agreed to provide CIL funding of a maximum of £1600.00 towards the projects. All invoices to be made out to and paid by the Parish Council. Proposed by Cllr Wood, seconded by Cllr Newall.

Cllr Briscoe advised that the football Club must ensure all works are secure. Clerk to advise the applicant.

Borough Cllr Riggott left the meeting at 8.53pm

6. Clerks Update

Queens Jubilee

Commemorative Coins – 520 engraved medallions have been ordered for delivery to the Village Hall

Flyer for street parties has been published

The order for 2 Activities has been placed for Saturday 4th June at the Polo. These are the 4 bed bungee trampolines and the surf simulator, at a cost of £1500+vat. A licence for the event has been submitted to Chorley BC.

Bunting for the Roebuck to be purchased.

Cllr Briscoe advised that the Union Jack Flags have been purchased and received.

Cllr Bell advised that the medals should be presented at the School assembly by the Parish Council.

Cllrs Newall & Briscoe will present the medals and flags to St Chads

Cllrs Bell & Fogarty will present the medals & flags to Whittle-le-Woods Primary School.

The Clerk will contact the schools and confirm the dates for the assembly's.

Chair

Date.....

Lamp post Hanging Baskets

In order to continue with the current provision of Lamp post baskets the Parish Council must undertake GN22 tests of lamp posts every 3-6 years.

A quote has been received from Altitude Services for the stress testing - £905.15 (nett)

Working in conjunction with the Clerk of Clayton-le-Woods Parish Council, Plantscape have quoted to supply non-maintained baskets. The cost for Whittle-le-Woods is £2806.00 (nett) CBC have been approached for a quote to maintain the baskets, for both Parishes the quote is £4482.00 – for Whittle this would be approx. £2120.00 (nett)

The cost from 21/22 from Plantscape was **£4998.00 (nett)**

The annual cost for Whittle-le-Woods would therefore be approx. **£4926.00**. The cost of the stress testing on the lamp posts would be in addition to this **(£905.15)**

Cllr Bell suggested that ground standing flower displays would be a better idea, however the Clerk advised that it was too late for this for this year, but could be considered for 2023.

The Parish Council agreed to go ahead with the suggestions for the Lamp Post baskets made by the Clerk. Proposed by Cllr Newall, seconded by Cllr McDonald.

Canal Basin Licence. The Clerk requested Cllr Wood to review the lease and the Clerk will respond to Chorley BC appropriately.

Bench on Chorley Old Road– CIL Funded

The Clerk has ordered the bench to be fitted by David Hull

Notice boards on Shaw Brow & Blackburn Road– CIL Funded

Permission has been granted for the 2 noticeboards on Shaw Brow / Blackburn Road – Section 144 Licence (received 14/03/22)

There was discussion regarding the installation of the notice boards. The Clerk is to liaise with Cllr Briscoe who will install the notice boards.

Clerk to advise the Insurance Company and update the Asset Register

Nature Trail – CIL Funded

Signs for the dangerous bridge are to be provided (Clerk currently sourcing the signage)

Carwood Lane Footpath– CIL Funded

Work has been completed and the invoice received

Whittle Walks

LCC advise that they are responsible for the maintenance of all PROW whether or not it is on private land. The requirement of the land owner is to provide access along the line of the footpath.

9-22-FP 62 (Factory Lane to the Cricket ground) – CIL Funded

Bedrock Landscapes have been asked to complete the works and also extend the footpath by approx. 6 feet onto the Cricket field.

9-22-FP 47 (Orchard Drive to Moss Lane) – CIL Funded

Bedrock Landscapes have been asked to complete the works

Chair

Date.....

9-22-FP 44 (Lady Crosse Drive to Magill Close) – Neighbourhood Area Project

The Parish Council would look to upgrade the footpath and ensure better accessibility for all. The Clerk has entered this footpath as a priority for the Neighbourhood Area meeting (Eastern Parishes / Chorley North).

Chorley Borough Cllr Gordon France has advised that this is being dealt with as a developer issue. The Clerk has requested more information on how the issue is being progressed.

Beech Tree on Town Lane – Cllr Briscoe has requested the assistance of Lancashire County Cllr Kim Snape in resolving the issue.

Bench on the A6 (just after the School Brow Bridge)
The bench was installed on 14th March by David Hull.

The Clerk has received a request for the red dog waste bin to be moved from Whittle-le-Woods Playing Field to a general waste bin, just outside the gates. The request has been forwarded to Chorley BC.

7. Accounts

Outgoings for approval this meeting

	Ref	JV	Payee	Detail	Total
*21/03/02	dd	21/22-098	Easy Websites	Monthly payment	-£27.60
*21/03/04	bacs	21/22-103	Employee 1	March Salary (inclusive of back pay to April 2021 and accrued leave)	-£1,464.69
*21/03/05	bacs	21/22-101	Employee 2	March Salary	-£432.54
*21/03/06	dd	21/22-102	LLC Pension	Pension payment March (inclusive of back payments)	-£411.17
*21/03/07	bacs	21/22-100	Lisa Burton	Expenses Jan to March	-£311.53
*21/03/08	bacs	21/22-099	Bedrock Landscapes	Carwood Lane Footpath	-£2,880.00
*21/03/09	bacs	21/22-104	David Hull	Invoice 4 of 4 Maintenance 2021 to 2022	-£880.00
*21/03/10	bacs	21/22-105	Chris Briscoe	Queens Jubilee Flags	-£989.50
*21/03/11	card	21/22-106a	Flood Committee	Various Items for Flooding Committee	-£388.70
*21/03/12	card	21/22-106b	Flood Committee	Various Items for Flooding Committee	-£79.30
*21/03/13	card	21/22-106c	Flood Committee	Various Items for Flooding Committee	-£182.78
*21/03/14	card	21/22-106d	Flood Committee	Various Items for Flooding Committee	-£146.98
*21/03/15	card	21/22-106e	Flood Committee	Various Items for Flooding Committee	-£371.42
*21/03/16	card	21/22-106f	Flood Committee	Various Items for Flooding Committee	-£142.99
*21/03/17	card	21/22-106g	Flood Committee	Various Items for Flooding Committee	-£24.58
*21/03/18	card	21/22-106h	Flood Committee	Various Items for Flooding Committee	-£702.09
*21/03/19	card	21/22-106i	Flood Committee	Various Items for Flooding Committee	-£207.47
*21/03/20	card	21/22-106j	Flood Committee	Various Items for Flooding Committee	-£309.12

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

8. Any Other Business

Venue for next meeting – agreed as The Village Hall at 7.30pm

Chair

Date.....

- Cllr Briscoe The bench on Birchin Lane has been repaired
The book swap on Hillside Crescent has been repaired
The book swap on Town Lane, the light has been repaired.
The noticeboard on Blackburn Road has had the lock superglued shut, and therefore needed to be drilled. The case can be opened with a flat head screwdriver.

- Cllr Auwerx On Mill Lane near the playground there is rubbish (plastic bags) in the tree, this needs to be reported please

- Cllr Evans The request for a dropped curb on Dolphin Brow has not yet been approved.

9. Confidential Items

The Clerk advised that the pay award for April 2021 agreed as 1.75% has been published and that the Clerk has included this pay award in March 22 Salary

The Clerk requested – 19/04/2022 – 22/04/2022

Clerk Annual Leave 2021-2022. The Clerk advised of 72 hours of untaken leave which has accumulated due to errors in the original Clerk Contract, carry over of holidays, and additional holidays having been awarded (back dated). The Clerk suggested that 57 hours could be paid and 15 hours carried over to the next leave year.

Cllr Bell suggested the holidays should be taken, however there is insufficient time before the year end.

Cllr Evans proposed paying the outstanding leave.

Clerk to provide costs of payment of the untaken leave to the Staffing committee and the Finance Committee.

The meeting closed at 9.32pm. The next Parish Council Meeting will be held at Whittle-le-Woods Village Hall at 7.30pm on Monday 11th April

Chair

Date.....

Payments & Receipts

Whittle-le-Woods Parish Council								
Accounts for 2021 / 22								
Date	Minute ref	Receipt / Payment	Ref	R	JV	Payee	Detail	Total
01/02/2022	*21/03/02	Payment	dd		21/22-098	Easy Websites	Monthly payment	-£ 27.60
28/02/2022	*21/03/04	Payment	bacs		21/22-103	Employee 1	March Salary (inclusive of back pay to April 2021)	-£ 1,464.69
28/02/2022	*21/03/05	Payment	bacs		21/22-101	Employee 2	March Salary	-£ 432.54
17/02/2022	*21/03/06	Payment	dd		21/22-102	LLC Pension	Pension payment March (inclusive of back payments)	-£ 411.17
14/03/2022	*21/03/07	Payment	bacs		21/22-100	Lisa Burton	Expenses Jan to March	-£ 311.53
14/03/2022	*21/03/08	Payment	bacs		21/22-099	Bedrock Landscapes	Carwood Lane Footpath	-£ 2,880.00
14/03/2022	*21/03/09	Payment	bacs		21/22-104	David Hull	Invoice 4 of 4 Maintenance 2021 to 2022	-£ 880.00
14/03/2022	*21/03/10	Payment	bacs		21/22-105	Chris Brisoe	Queens Jubilee Flags	-£ 989.50
23/03/2022	*21/03/11	Payment	card		21/22-106a	Flood Committee	Various Items for Flooding Committee	-£ 388.70
23/03/2022	*21/03/12	Payment	card		21/22-106b	Flood Committee	Various Items for Flooding Committee	-£ 79.30
23/03/2022	*21/03/13	Payment	card		21/22-106c	Flood Committee	Various Items for Flooding Committee	-£ 182.78
23/03/2022	*21/03/14	Payment	card		21/22-106d	Flood Committee	Various Items for Flooding Committee	-£ 146.98
23/03/2022	*21/03/15	Payment	card		21/22-106e	Flood Committee	Various Items for Flooding Committee	-£ 371.42
23/03/2022	*21/03/16	Payment	card		21/22-106f	Flood Committee	Various Items for Flooding Committee	-£ 142.99
23/03/2022	*21/03/17	Payment	card		21/22-106g	Flood Committee	Various Items for Flooding Committee	-£ 24.58
23/03/2022	*21/03/18	Payment	card		21/22-106h	Flood Committee	Various Items for Flooding Committee	-£ 702.09
23/03/2022	*21/03/19	Payment	card		21/22-106i	Flood Committee	Various Items for Flooding Committee	-£ 207.47
23/03/2022	*21/03/20	Payment	card		21/22-106j	Flood Committee	Various Items for Flooding Committee	-£ 309.12
Mar Totals								-£9,952.46

Chair

Date.....

Budget Tracking

2021 / 22 Summary of Monthly Bank Accounts, and Monthly Budget Monitoring															
Categories	21/22 Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals	Spend against Budget
Admin Payment	£7,510.00	-£137.70	-£103.00	-£272.36	-£423.00	-£23.00	-£311.05	-£2,866.22	-£327.42	-£1,518.64	-£306.99	-£23.00	-£328.54	-£6,640.92	£869.08
Admin Receipt	£0.00	£54,280.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£54,280.00	£54,280.00
Staffing Payment	£26,843.66	-£2,115.68	-£1,442.78	-£8,198.30	-£2,448.39	-£1,442.78	-£1,442.78	-£2,454.41	-£1,460.16	-£1,512.49	-£2,536.63	-£1,471.71	-£2,308.40	-£28,834.51	-£1,990.85
War Mem Payment	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£20.00	£0.00	£0.00	£0.00	-£20.00	£5,020.00
Loan Payment	£5,040.00	£0.00	£0.00	£0.00	-£2,519.98	£0.00	£0.00	£0.00	£0.00	£0.00	-£2,591.98	£0.00	£0.00	-£5,111.96	£7,248.04
Maint Payment	£12,360.00	£0.00	£0.00	-£888.00	£0.00	-£50.00	-£1,502.00	-£378.00	£450.00	-£3,305.00	£0.00	£0.00	-£880.00	-£6,553.00	£5,807.00
Grants Payment	£2,387.49	-£465.50	-£399.00	-£706.48	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£1,570.98	£816.51
Project/Misc. Payment	£19,600.00	-£340.00	-£59.26	-£2,077.99	£0.00	£0.00	-£5,448.00	£0.00	£0.00	£0.00	£0.00	-£2,068.80	-£989.50	-£10,983.55	£8,616.45
Flooding Payment	£2,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£2,118.49	-£2,118.49	£381.51
Christmas Payment	£3,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£1,642.34	-£150.00	£0.00	£0.00	-£1,792.34	£1,707.66
Interest Receipt		£1.38	£1.83	£2.09	£1.84	£1.92	£1.75	£1.62	£2.12	£2.11	£2.06	£1.82	£1.95	£22.49	£22.49
VAT Payment	£0.00	-£4.60	-£17.48	-£420.37	-£84.60	-£4.60	-£1,139.39	-£313.32	-£55.50	-£256.15	-£60.60	-£1,208.36	-£927.53	-£4,492.50	-£4,492.50
VAT Receipt	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,529.26	£0.00	£3,529.26	£3,529.26
Total Receipt	£0.00	£54,281.38	£1.83	£2.09	£1.84	£1.92	£1.75	£1.62	£2.12	£2.11	£2.06	£3,531.08	£1.95	£57,831.75	£57,831.75
Total Payments	£81,741.15	-£3,063.48	-£2,021.52	-£12,563.50	-£5,475.97	-£1,520.38	-£9,843.22	-£6,011.95	-£1,393.08	-£8,254.62	-£5,646.20	-£4,771.87	-£7,552.46	-£64,207.42	£21,893.73
CIL Payment				-£299.92				-£865.60				-£3,950.00	-£2,400.00	-£7,515.52	-£7,515.52
CIL Receipt (Bal C/O)	£82,610.77	£54,385.37	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£54,385.36	£0.00	£0.00	£0.00	£0.00	£191,381.50	£75,095.25
Categories	21/22 Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals	against Budget
Summary of bank accounts				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
41346412 - Balance at end of previous month				£594.38	£530.90	£509.38	£897.82	£421.85	£901.47	£598.62	£937.90	£1,215.09	£1,281.14	£881.94	£364.47
41346420 - Balance at end of previous month				£132,975.23	£238,641.82	£236,643.20	£224,645.03	£219,647.12	£217,648.96	£205,650.88	£199,652.63	£252,039.61	£244,041.73	£239,043.84	£235,575.17
Total bank account balance				£133,569.61	£239,172.72	£237,152.58	£225,542.85	£220,068.97	£218,550.43	£206,249.50	£200,590.53	£253,254.70	£245,322.87	£239,925.78	£235,939.64
Precept / CIL Amount to deposit account				£108,665.37	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£54,385.36	£0.00	£0.00	£0.00	£0.00
CIL Payments				£0.00	£0.00	-£299.92	£0.00	£0.00	£0.00	-£865.60	£0.00	£0.00	£0.00	-£3,950.00	-£2,400.00
Payments this month				-£3,063.48	-£2,021.52	-£12,563.50	-£5,475.97	-£1,520.38	-£9,843.22	-£6,011.95	-£1,393.08	-£8,254.62	-£5,646.20	-£4,771.87	-£7,552.46
Receipts this month				£1.22	£1.38	£1.83	£2.09	£1.84	£1.92	£1.75	£1.62	£2.12	£2.11	£2.06	£1.95
Unpresented Payments				£0.00	£0.00	£1,251.86	£0.00	£0.00	-£2,459.63	£1,216.83	-329.73	£320.67	£247.00	£4,735.73	£0.00
Unpresented Receipts				£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Balance at month end				£239,172.72	£237,152.58	£225,542.85	£220,068.97	£218,550.43	£206,249.50	£200,590.53	£253,254.70	£245,322.87	£239,925.78	£235,941.70	£225,989.13

Chair

Date.....