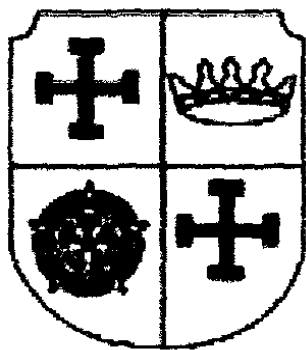


# WHITTLE-LE-WOODS PARISH COUNCIL



Ms Lisa Pickering  
Clerk to the Council  
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14<sup>th</sup> April 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 20th April 2020, at 7.30pm.

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
- 5) Planning matters (already reviewed)
- 6) Urgent Correspondence
- 7) Clerk's update
- 8) Accounts
- 9) Any other business
- 10) Confidential items

## **Visitors or Comments /Complaints.**

Please contact the Clerk on [clerk@whittlewoodsparishcouncil.org.uk](mailto:clerk@whittlewoodsparishcouncil.org.uk), or 01772 304841 / 07453020703 for information on observing the meetings or making a comment or complaint

## Whittle-le-Woods Parish Council Meeting Monday 20<sup>th</sup> April 2020

### Apologies:

1. Minutes

2. Changes in Declarations of Interest

3. Defibrillator checks

4. Meeting Protocols – due to Covid-19 pandemic

- Impact on Standing Orders? Resolution for unprecedented circumstances
- Suggested - All annual meetings to be postponed, and monthly meetings to be every 2 months, 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 on hold (to be reviewed if online banking goes live)
- 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

We will have to adhere to guidelines on conducting the online meetings:

- Chair to administer the meeting
- Cllrs to speak in turn – to minimise confusion
- 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 administer the meeting hosting
- Clerk to minute the meeting

5. Planning Matters

New

*Land Bounded By Town Lane (To The North) And Lucas Lane (To The West) Town Lane Whittle-Le-Woods*

*Application to discharge condition nos. 13 (travel plan) and 18 (invasive species) of reserved matters consent 19/00830/REMMAJ (Erection of 53 dwellings (appearance, landscaping layout and scale) pursuant to outline planning permission 13/01055/OUTMAJ (Outline application (specifying the access) for residential development comprising up to 83 dwellings with vehicular access to be taken from Royton Drive)). Ref. No: 20/00289/DIS | Received: Thu 19 Mar 2020 | Validated: Thu 19 Mar 2020 | Status: Awaiting decision*

*Land Bounded By Town Lane (To The North) And Lucas Lane (To The West) Town Lane Whittle-Le-Woods*

*Application to discharge conditions nos. 9 (estate street phasing and completion plan), 11 (management and maintenance of the proposed streets), 12 (engineering, drainage, street*

lighting and construction details of the streets) and 16 (construction method statement) of reserved matters consent 19/00830/REMMAJ (Erection of 53 dwellings (appearance, landscaping layout and scale) pursuant to outline planning permission 13/01055/OUTMAJ (Outline application (specifying the access) for residential development comprising up to 83 dwellings with vehicular access to be taken from Royton Drive)). Ref. No: 20/00197/DIS | Received: Wed 26 Feb 2020 | Validated: Wed 26 Feb 2020 | Status: Awaiting decision

Land Bounded By Town Lane (To The North) And Lucas Lane (To The West) Town Lane Whittle-Le-Woods

Application to discharge condition 17 (surface water drainage) attached to outline planning permission 13/01055/OUTMAJ (Outline application (specifying the access) for residential development comprising up to 83 dwellings with vehicular access to be taken from Royton Drive) Reference 20/00098/DIS Application Validated Mon 03 Feb 2020 Meeting on 21/04/20 cancelled

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

Part single storey / part two storey side extension and creation of bay window to front elevation

Ref. No: 20/00281/FULHH | Received: Fri 13 Mar 2020 | Validated: Sun 15 Mar 2020 | Status: Awaiting decision

*Neutral comment - 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.*

Land Adjacent To 26/28 Spring Crescent Whittle-Le-Woods

Erection of 2no. semidetached bungalows

Ref. No: 20/00277/FUL | Received: Thu 12 Mar 2020 | Validated: Thu 12 Mar 2020 | Status: Awaiting decision

*Cllr Briscoe - The removal of existing hedges to build a retaining wall along the boundary. This will decrease the biodiversity where new applications like this should look to increase the biodiversity.*

*These two properties are adjacent to the A674, Moss Lane junction and Blackburn Road junction controlled by traffic lights. The area must suffer from air pollution. Traffic noise especially with motor bikes can be deafening.*

*2.8 meter high boundary fence at the rear, along the footpath is far too tall and will be unsightly in this area which is in the green belt.*

*Single bedroom bungalows are not in character with all other family properties on Springs Crescent.*

*Two properties create over development on this small site.*

3 Bluebell Close Whittle-Le-Woods Chorley PR6 7RH

Application for a certificate of lawfulness for a proposed single storey rear extension (following demolition of existing conservatory)

Ref. No: 20/00247/CLPUD | Received: Fri 06 Mar 2020 | Validated: Sun 08 Mar 2020 | Status: Awaiting decision

21 Dunham Drive Whittle-Le-Woods Chorley PR6 7DN

Application for works to a protected tree - Chorley BC TPO 7 (Whittle-le-Woods) 1996 Oak tree at rear of 21 and 19 Dunham Drive - Removal of branches.

Ref. No: 20/00316/TPO | Received: Tue 31 Mar 2020 | Validated: Mon 06 Apr 2020 | Status: Awaiting decision

Passed to Tree Warden

T-Mobile Telecommunication Mast Site 96128 Hill Top Lane Whittle-Le-Woods

Notice of intention to install electronic communications apparatus including antennas and support poles.

Ref. No: 20/00304/NOT | Received: Wed 25 Mar 2020 | Validated: Fri 03 Apr 2020 | Status: Awaiting decision

Granted

Shaw Hill Hotel And Country Club Preston Road Whittle-Le-Woods Chorley PR6 7PP

Application for works to protected trees - Chorley BC TPO 1 (Whittle-le-Woods) 1982 W1: T1 Beech - Fell; T2 Horse Chestnut - Fell; G1 - Fell young and semi-mature trees; and G2 - Prune branches overhanging paved area adjacent to the hotel. Ref. No: 20/00097/TPO | Received: Mon 03 Feb 2020 | Validated: Wed 05 Feb 2020 | Status: Granted

60 Preston Road Whittle-Le-Woods Chorley PR6 7HH

Change of use of unit 7 from retail (class A1) to flexible use including classes A1 (retail), A2 (financial services), A3 (food and drink), and B1 (business - offices) and of units 1 to 6 from retail (class A1) to flexible use including classes A1 (retail), A2 (financial services), and B1 (business - offices) and erection of single storey side extension to rear building, alterations to windows and doors and provision of fire escape. Ref. No: 20/00082/FUL | Received: Wed 29 Jan 2020 | Validated: Wed 29 Jan 2020 | Status: Granted

Fig Tree House Tanhouse Lane Whittle-Le-Woods Chorley PR6 8LG

Conversion of existing barn to dwellinghouse, including two storey side extension and detached garage.

Ref. No: 20/00015/FUL | Received: Fri 10 Jan 2020 | Validated: Wed 15 Jan 2020 | Status:

Other Decision

NA

## 6. Urgent Correspondence

## 7. Clerks Update

Website

End of year accounts

Audit

Summer Newsletter

## 8. Accounts

Outgoings to be approved this meeting

Ref	JV	Payee	Detail	Total
3078	20/21-001	Employee 1	April Salary	-£419.60
3079	20/21-002	Employee 2	April Salary	-£423.21
dd	20/21-003	LLC Pension	Pension payment	-£368.33
3077	20/21-004	HMRC	PAYE M10-12 19/20	-£620.60
dd	20/21-005	Easy Websites	Initial Setup of Website	-£600.00

Easy Web Sites to be paid by dd if approved by Council.

## 9. Any Other Business

Parish Council response to the Covid-19 pandemic

Community Support

Financial Support, via Charities and Community Organisations

Offering aid or help to villagers in need

## 10. Confidential items

**Full Year Accounts to date - against Budget.**

Whittle-le-Woods Parish Council																		
Accounts for 2020 / 21																		
Date	Minute ref	Receipt / Payment	Reference	R	JV	Payee	Detail	Admin	Salaries	War Mem	Loan	Maint	Grants	Project / Misc	Interest	VAT	CIL	Total
13/04/2020	*20/04/02	Payment	3078		20/21-001	Employee 1	April Salary		-£ 419.60									-£ 419.60
13/04/2020	*20/04/03	Payment	3079		20/21-002	Employee 2	April Salary		-£ 423.21									-£ 423.21
13/04/2020	*20/04/04	Payment	dd		20/21-003	LLC Pension	Pension payment		-£ 368.33									-£ 368.33
13/04/2020	*20/04/05	Payment	3077		20/21-004	HMRC	PAYE M10-12 19/20		-£ 620.60									-£ 620.60
21/04/2020	*20/04/06	Payment	dd		20/21-005	Easy Websites	Initial Setup of Website							-£ 500.00		-£ 100.00		-£ 600.00
<b>April Month Totals</b>								<b>£ -</b>	<b>-£ 1,831.74</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>-£ 500.00</b>	<b>£ -</b>	<b>-£ 100.00</b>	<b>£ -</b>	<b>-£ 2,431.74</b>

**2019 / 20 Summary of Monthly Bank Accounts, and Monthly Budget Monitoring**

Categories	19/20 Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals	Spend against Budget
Admin	£6,950.00	£0.00	£0.00	-£264.48	-£807.00	£242.01	-£3,824.80	-£460.31	-£418.36	-£1,199.00	-£294.00	-£321.52	-£295.50	-£7,642.96	-£692.96
Salaries	£15,365.00	-£2,370.42	-£1,184.82	-£1,184.82	-£1,084.83	-£1,184.83	-£1,077.83	-£1,205.36	-£1,077.83	-£1,478.82	-£1,095.38	-£1,079.70	-£1,080.10	-£15,104.74	£260.26
War Mem	£2,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£20.00	£0.00	£0.00	-£2,000.00	-£2,020.00	£480.00
Loan	£5,040.00	£0.00	£0.00	£0.00	-£2,519.98	£0.00	£0.00	£0.00	£0.00	£0.00	-£2,519.98	£0.00	£0.00	-£5,039.96	£0.04
Maint	£17,310.00	-£1,787.00	£0.00	-£592.00	-£717.25	£0.00	£0.00	-£767.25	-£155.00	£0.00	-£717.25	£0.00	-£1,228.54	-£5,964.29	£11,345.71
Grants	£500.00	-£94.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£300.00	£0.00	£0.00	£0.00	-£394.00	£106.00
Project/Misc.	£16,760.00	-£1,300.50	-£29.98	-£5,183.22	-£450.00	-£473.33	£0.00	-£1,379.87	-£250.00	-£1,528.73	£0.00	£0.00	£0.00	-£10,595.63	£6,164.37
Interest		£27.67	£31.74	£28.12	£31.98	£28.31	£28.54	£28.54	£28.01	£25.75	£27.60	£26.17	£0.00	£312.43	£312.43
VAT		-£166.03	£0.00	-£1,042.83	£0.00	-£16.67	-£606.85	-£320.00	-£449.70	-£54.77	-£340.27	-£184.94	-£116.80	-£3,298.86	-£3,298.86
<b>Total</b>	<b>£64,425.00</b>	<b>-£5,690.28</b>	<b>-£1,183.06</b>	<b>-£8,239.22</b>	<b>-£5,547.08</b>	<b>-£1,404.51</b>	<b>-£8,494.48</b>	<b>-£4,104.25</b>	<b>-£2,322.88</b>	<b>-£4,555.57</b>	<b>-£4,939.28</b>	<b>-£1,559.99</b>	<b>-£4,720.94</b>	<b>-£52,761.54</b>	<b>£11,663.46</b>
CIL	£106,697.71	£0.00	£0.00	£0.00	£0.00	£0.00	-£2,985.00	£4,494.75	-£2,093.50	£0.00	-£1,602.35	-£800.00	£0.00	-£2,986.10	£103,711.61

Summary of bank accounts	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
41346412 - Balance at 26th of previous month	£865.13	£737.73	£1,090.79	£1,161.56	£347.48	£648.14	£776.00	£1,000.94	£1,189.84	£847.14	£477.53	£521.19
41346420 - Balance at 26th of previous month	£110,270.61	£187,604.60	£185,632.27	£177,664.01	£175,692.13	£171,724.11	£163,752.42	£166,275.71	£159,303.72	£155,329.47	£153,357.07	£147,383.24
Precept / CIL Amount to deposit account	£91,315.73	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,494.75	£0.00	£0.00	£0.00	£0.00
Payments this month	-£5,717.95	-£1,214.80	-£7,929.23	-£5,579.06	-£3,821.36	-£8,824.63	-£4,133.79	-£4,469.39	-£4,581.32	-£2,434.61	-£6,802.79	-£4,720.94
Receipts this month	£0.00	£0.00	£0.00	£31.98	£227.00	£0.00	£28.54	£53.01	£205.75	£92.60	£26.17	£22.71
Unpresented Receipts	-£100.00	-£100.00	-£100.00	£0.00	-£73.00	£0.00	-£25.00	£0.00	-£183.05	£0.00	£0.00	£0.00
Unpresented Payments	£8,291.19	£304.47	£131.74	£2,761.12	£0.00	£980.80	£2,383.73	-£2,366.71	£241.67	£0.00	£846.45	-£1,116.00
<b>Balance at month end (26th)</b>	<b>£188,342.33</b>	<b>£186,723.06</b>	<b>£178,825.57</b>	<b>£176,039.61</b>	<b>£172,372.25</b>	<b>£164,528.42</b>	<b>£167,276.65</b>	<b>£160,493.56</b>	<b>£156,176.61</b>	<b>£153,834.60</b>	<b>£147,904.43</b>	<b>£142,090.20</b>