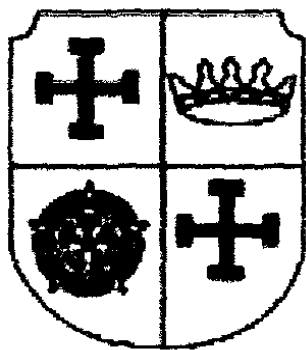


# WHITTLE-LE-WOODS PARISH COUNCIL



Ms Lisa Pickering  
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3<sup>rd</sup> August 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 10<sup>th</sup> August 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) Urgent Matters
- 7) Clerk's update
- 8) Accounts
- 9) Any other business
- 10) Confidential items

## **Visitors or Comments /Issues.**

Please contact the Clerk on [clerk@whittlelewoodsparishcouncil.org.uk](mailto:clerk@whittlelewoodsparishcouncil.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 10<sup>th</sup> August 2020

**Apologies:** Chair Newall, Councillor Fogarty

1. Minutes

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

Flat 57 Chorley Old Road Whittle-Le-Woods Chorley PR6 7LD

Change of use of ground floor hairdresser's (A1) and first floor flat (C3) to mixed use hairdressers and beauty salon (Sui Generis)

Reference: 20/00747/FU6

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. Open for comment icon

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

Awaiting decision

*Passed to Tree Warden*

308 Preston Road Whittle-Le-Woods Chorley PR6 7HZ

Two storey rear extension Open for comment icon

Ref. No: 20/00735/FULHH | Received: Tue 14 Jul 2020 | Validated: Tue 14 Jul 2020 | Status:

Awaiting decision

*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.*

Granted

129 Preston Road Whittle-Le-Woods Chorley PR6 7PJ

Application for works to a protected tree - Chorley BC TPO 13 (Whittle-le-Woods) 2011: T1  
Oak - Pruning of branches away from garage and road

Ref. No: 20/00571/TPO | Received: Fri 12 Jun 2020 | Validated: Mon 22 Jun 2020 | Status:

Granted

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

Application to discharge conditions nos. 5 (balustrade details) and 6 (landscaping details) attached to planning permission 20/00082/FUL (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: 20/00575/DIS | Received: Fri 12 Jun 2020 | Validated: Fri 12 Jun 2020 | Status:

Granted

Riley Place Whittle-Le-Woods

Application for works to a protected tree - Chorley BC TPO 7 (Whittle-le-Woods) 1995: T35  
Oak - Prune branches overhanging neighbouring property to previous pruning points

Ref. No: 20/00496/TPO | Received: Mon 01 Jun 2020 | Validated: Wed 03 Jun 2020 | Status:

Granted

The Cottage Parkside Drive South Whittle-Le-Woods Chorley PR6 7PH

Section 73 application to vary condition 2 (approved plans) of planning permission ref: 19/00192/FULHH (Refurbishment and extensions to the front, rear and loft of the property) to make minor modifications to 2nd floor windows and changes to ground floor porch area consisting of relocation of front door and slight increase in width of porch

Ref. No: 20/00459/FUL | Received: Thu 21 May 2020 | Validated: Thu 21 May 2020 | Status:

Granted

Other

Baysbrown Copthurst Lane Whittle-Le-Woods Chorley PR6 8LR

Erection of detached replacement dwelling and detached outbuilding following demolition of existing bungalow and detached garage.

Ref. No: 18/01146/FUL | Received: Thu 06 Dec 2018 | Validated: Wed 12 Dec 2018 | Status:

Withdrawn

## 6. Urgent Matters

Correspondence from Mr McVie

Insurance Renewal

Youth Event

Skip Day

Painting Carwood Lane bench (Duke of Edinburgh Awards)

Future planned events – Remembrance Sunday / Seniors Christmas Party / Christmas Lights switch on / Newsletter

**Balsam at Whittle Spinney – David Holland**

## 7. Clerks Update

Community support during Covid-19 pandemic

6 x families currently being supported

22 x boxes provided in total

Hedgerow on Carwood Lane

A resident has been in touch to advise that there has been no change to the situation with the Hedgerow. The Clerk has emailed the residents who own the Hedgerow to ask for an update. Unfortunately, there is little else the Parish Council can do in this instance.

Canal Basin Garden project

There was a meeting on Wed 22nd July with CBC & LWT to look at the plan to install the Canal Barge Garden along the Old Canal Basin.

All parties came together on the site to understand the proposal and ensure that all planning / legal / licensing obligations have been covered.

The Clerk has since had a teleconference with CBC who have requested the following:

- 1 The Parish Council will lease the areas of the Canal Basin affected (including the Community Garden) from CBC, on the same basis as CBC lease the whole of the Canal Basin from LCC. The Lease will be for 10 years, with a break point, and a peppercorn rent.
- 2 The Parish Council will maintain and insure the areas leased
- 3 The Parish Council will carry out a consultation with the residents surrounding the Canal Basin
- 4 CBC will provide approval (at full Council level) for the Licence / Project to go ahead (retrospective approval for the Community Garden).

Consultation documents have been agreed with Lindsey Blackstock at CBC with regard to the consultation – it would be preferable to table the item at the next PC meeting, however following the presence of the Council on the Canal Basin on the 22nd July, a number of residents have already been in touch with the Clerk and/or CBC, therefore consultation

needs to start as soon as possible. Consultation started on 3<sup>rd</sup> August 2020 with letter being sent out, and the information being posted on Facebook & the Website.

## 8. Accounts

Outgoings to be approved this meeting

Ref	JV	Payee	Detail	Total
dd	20/21-030	Easy Websites	Monthly payment	-£27.60
bacs	20/21-031	Employee 1	August Salary	-£473.26
bacs	20/21-032	Employee 2	August Salary	-£423.21
dd	20/21-033	LLC Pension	Pension payment July	-£280.78
bacs	20/21-034	Employee 1	Foodboxes x 15	-£409.00
bacs	20/21-035	Employee 1	Purchase of 52cc Multi-Function 5 in 1 Garden Tool	-£161.49

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

## 9. Any Other Business

## 10. 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
01/07/2020	*20/08/02	Payment	dd		20/21-032	Easy Websites	Monthly payment	-£ 23.00									-£ 4.60				-£ 27.60
28/07/2020	*20/08/03	Payment	bacs		20/21-033	Employee 1	August Salary			-£ 473.26											-£ 473.26
28/07/2020	*20/08/04	Payment	bacs		20/21-034	Employee 2	August Salary			-£ 423.21											-£ 423.21
17/09/2020	*20/08/05	Payment	dd		20/21-035	LLC Pension	Pension payment July			-£ 280.78											-£ 280.78
13/07/2020	*20/08/10	Payment	bacs		20/21-036	Employee 1	Foodboxes x 15							-£ 409.00							-£ 409.00
<b>August Month Totals</b>								<b>-£ 23.00</b>	<b>£ -</b>	<b>-£1,177.25</b>	<b>£-</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>-£ 409.00</b>	<b>£ -</b>	<b>£ -</b>	<b>-£ 4.60</b>	<b>£ -</b>	<b>£-</b>	<b>-£ 1,613.85</b>

### 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								-£706.22	£6,843.78
Admin Receipt		£54,900.00	£0.00	£4,400.00	£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								-£7,598.13	£8,501.87
War Mem Payment	£2,500.00	£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								-£2,519.98	£2,520.02
Maint Payment	£15,530.00	£0.00	-£1,720.00	-£765.00	-£5,810.53	£0.00								-£8,295.53	£7,234.48
Grants Payment	£1,000.00	£0.00	£0.00	-£60.00	-£170.00	-£409.00								-£639.00	£361.00
Project/Misc. Payment	£17,700.00	-£500.00	-£300.00	£0.00	£0.00	£0.00								-£800.00	£16,900.00
Interest Receipt		£26.96	£30.56	£1.66	£1.60	£0.00								£60.78	£60.78
VAT Payment		-£100.00	-£32.91	-£10.29	-£1,087.50	-£4.60								-£1,235.30	-£1,235.30
VAT Receipt		£0.00	£0.00	£0.00	£0.00	£0.00								£0.00	£0.00
<b>Total Receipt</b>		£54,926.96	£30.56	£4,401.66	£1.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£59,360.78	£59,360.78
<b>Total</b>	<b>£65,420.00</b>	<b>-£2,712.93</b>	<b>-£3,508.60</b>	<b>-£2,521.68</b>	<b>-£11,437.10</b>	<b>-£1,613.85</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>-£21,794.16</b>	<b>£43,625.85</b>
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							
41346420 - Balance at end of previous month	£141,431.06	£193,358.02	£190,388.58	£191,790.24	£180,953.33							
<b>Total bank account balance</b>	<b>£142,115.30</b>	<b>£194,329.33</b>	<b>£191,362.05</b>	<b>£192,906.37</b>	<b>£181,632.36</b>							
Precept / CIL Amount to deposit account	£54,900.00	£0.00	£0.00	£0.00	£0.00							
CIL Payments	£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							
Receipts this month	£26.96	£30.56	£4,401.66	£1.60	£0.00							
Unpresented Receipts	£0.00	£0.00	-£370.66	£0.00	£0.00							
Unpresented Payments	£0.00	£510.76	£35.00	£161.49	£0.00							
<b>Balance at month end</b>	<b>£194,329.33</b>	<b>£191,362.05</b>	<b>£192,906.37</b>	<b>£181,632.36</b>	<b>£180,018.51</b>							