

The monthly meeting was held remotely via 'Zoom' at 7.30pm on Monday, July 13th 2020.

Present Chair Newall, Parish Councillors Auwerx, Bell, Briscoe, Evans, B Higham, P Higham, McDonald, Wood, Yates and the Clerk.

Apologies Cllr Fogarty, Partington (Cllrs Bell (unavailable from 7.48) & Yates (unavailable from 8.00) had technical issues with zoom and could only participate for a part of the meeting)

The meeting opened at 7.33pm.

Visitors NA

1. Minutes

*20/07/01 The minutes of the previous meeting were approved with 2 spelling corrections; the minutes will be signed by Chair Newall at the next available face to face meeting of the Parish Council.

2. Changes in Declarations of Interest

NA

3. Defibrillator checks

All OK. However, there are 2 x panes of glass broken at Water House Green. Cllr Briscoe will look at replacing these.

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

Sondela House Parkside Drive Whittle-Le-Woods Chorley PR6 7PL

Erection of an oak framed carport at the front of the property

Ref. No: 20/00591/FULHH | Received: Thu 18 Jun 2020 | Validated: Thu 18 Jun 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.

Chair

Date.....

In this case it is thought that the structure is too near neighbouring trees. There could be damage to the roots with the footings.

27 Preston Road Whittle-Le-Woods Chorley PR6 7PE

Part two storey side, part single storey rear

Ref. No: 20/00578/FULHH | Received: Sat 13 Jun 2020 | Validated: Mon 15 Jun 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.

Highfield House Copthurst Lane Whittle-Le-Woods Chorley PR6 8LR

Replacement conservatory with light weigh tiled roof and first floor balcony to rear of the property.

Ref. No: 20/00572/FULHH | Received: Fri 12 Jun 2020 | Validated: Fri 12 Jun 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.

In this case it is thought that the structure is too near the tree, and there may be damage to the roots. Attention must also be given to any planning constraints in this Greenbelt area.

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

Application to discharge conditions 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: Awaiting decision

No Comment

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

Application for work 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: Awaiting decision

Passed to Tree Warden

Sevenoaks Parkside Drive Whittle-Le-Woods Chorley PR6 7PL

Application for works to protected trees - Chorley BC TPO 9 (Whittle-le-Woods) 1987 T1, T2, T3, T4, T5, T6 and T7 Oaks - Remove dead/damaged branches and crown lift.

Ref. No: 20/00668/TPO | Received: Thu 02 Jul 2020 | Validated: Tue 07 Jul 2020 | Status: Awaiting decision

Passed to Tree Warden

24 Olive Close Whittle-Le-Woods Chorley PR6 7HR

Notification of a proposed single storey rear extension measuring 3.82m in depth, with eaves height of 2.18m, and a maximum height of 3.23m Open for comment icon

Ref. No: 20/00666/PDE | Received: Thu 02 Jul 2020 | Validated: Thu 02 Jul 2020 | Status: Awaiting decision

No Comment

1 Springs Terrace Dark Lane Whittle-Le-Woods Chorley PR6 8AF

Side extension to create living open plan living area with small balcony and new entrance

Ref. No: 20/00636/FULHH | Received: Thu 25 Jun 2020 | Validated: Thu 25 Jun 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.

In this case it is observed that the design and materials are not in keeping with this traditional built property.

The development would spoil the street scene, within this green belt area.

82 Derek Road Whittle-Le-Woods Chorley PR6 7LZ

Erection of garage and retaining wall Open for comment icon

Ref. No: 20/00579/FULHH | Received: Sun 14 Jun 2020 | Validated: Wed 01 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.

3 Hardacre Lane Whittle-Le-Woods Chorley PR6 7PQ

Erection of a detached outbuilding (summerhouse)

Reference: 20/00678/FULHH

While there is no objection to a 'Summer House' the planning application shows a shower room, and kitchen area.

The Parish Council feel that this is more of an additional dwelling or annexe, which will require electrics, plumbing & sewerage and piling for foundations, and therefore object to the application.

Granted

3 Poole Avenue Buckshaw Village Chorley PR7 7FP

Single storey rear extension

Ref. No: 20/00389/FULHH | Received: Tue 28 Apr 2020 | Validated: Tue 28 Apr 2020 | Status: Granted

3 Irvine Place Buckshaw Village Chorley PR7 7FL

Two storey front extension

Ref. No: 20/00360/FULHH | Received: Fri 17 Apr 2020 | Validated: Mon 27 Apr 2020 | Status: Granted

Chair

Date.....

3 St Johns Close Whittle-Le-Woods Chorley PR6 7DP

Single storey rear extension

Ref. No: 20/00321/FULHH | Received: Thu 02 Apr 2020 | Validated: Thu 16 Apr 2020 | Status: Granted

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 - Prune branches growing over gardens by up to 2.5m

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

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

Part single storey / part two storey side extension, first floor rear and 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: Granted

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

Erection of 2no. semi-detached bungalows

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

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)

Ref. No: 20/00098/DIS | Received: Mon 03 Feb 2020 | Validated: Mon 03 Feb 2020 | Status: Granted

Other Decision

Road closures for resurfacing on Town Lane – 21-26/08/2020 & Shaw Brow – 11-14/08/2020. – Cllr Briscoe requested that the Clerk check the dates of

6. Urgent Matters

Mr Peter Watson Spring Crescent planning – gas main issue (letter received)

Mr Watson has contacted the Clerk via phone and letter to raise his concerns regarding the gas-line running adjacent to the plot where planning approval has recently been granted. The Clerk has contacted Cadent and requested a search on the gas line to fully understand the size of the pipe and to be able to advise Mr Watson and allay any concerns.

Mr Ron Brimelow Licencing for disposal of waste in Whittle

Mr Brimelow has been in touch regularly regarding the content of the landfills in Whittle-Le-Woods. Chair Newall and the Clerk held a meeting with Mr Brimelow this afternoon and agreed that in order to assist the objective of having the landfills checked and monitored by the

Chair

Date.....

Environment Agency, the Clerk will produce a catalogue of the documented evidence in order to move the matter forward. Proposed by Chair Newall, seconded by Cllr Evans.

Cllr Fogarty Baysbrown Estate Agent advertising
Cllr Fogarty raised the issue of the Sales Material being used by the Estate Agent managing the sale of Baysbrown, utilises misleading images from the rejected planning applications for the property. The Clerk has contacted CBC to advise of the situation for the Council to take any appropriate action.

Cllr Partington Purchase of 52cc Multi-Function 5 in 1 Garden Tool - Brush Cutter,
Grass Trimmer, Chainsaw, Hedge Trimmer
Cllr Partington has requested the approval of the Council for the purchase of the above strimmer – this will assist in keeping the river banks clear and preventing potential flooding. The Clerk advised the cost of the item is £161.49 Inc. VAT. Chair Newall proposed the expenditure, Cllr P Higham seconded.

7. Clerks Update

Community support during Covid-19 pandemic
The Clerk has applied for and received a grant from the Lancashire Community Fund of £4,400 to add to the £1,000 provided by the Parish Council. This provides support for up to 30 children and their families though the Summer.
The Clerk has approached both Primary Schools in the Parish, and all Secondary Schools. Following the news of Pre-school Children also missing out on support the Clerk has also contacted all local Nursery’s and pre-school settings.
Detailed records are being kept
3 x families currently being supported
8 x boxes provided in total

Flag pole on Water House Green
The planning application with scale drawings has been submitted to LCC Highways
LCC Highways followed up 07/07/20 – no response as yet

Canal Basin Garden project
Heads of Terms received from CBC, and a request has been sent to CBC planning to ask if permission is required. LWT are currently planning to commence the project on the 11th August 2020.
The Heads of Agreement proposed by Chorley BC has been superseded by the legal team who have requested that a licence for the areas to be agreed between the Borough Council & the Parish Council. There is to be a site meeting to be held on Wednesday 22nd July with all parties involved in attendance to provide a clear understanding of the project. Chair Newall, Cllr Bell & the Clerk will attend on behalf of the Parish Council.

Chair

Date.....

Skip Day

CBC recommending September as a good time, as it will tie in with Keep Britain Tidy campaign which was moved from April to September. To be added to the next meeting agenda.

Painting of Benches

The Clerk has received a quote from Paul Redmond, and advised him to go ahead with the work. He will paint the benches with 2 coats of Barn paint in Land rover Green. Cllr Bell is to provide an update on the situation with Joe Breen's bench.

Maintenance update

Please see below for the jobs carried out on the Maintenance contract in June.

1. Cut the grassed area on Cow Well Lane x2
 2. Strimmed, litter picked cut back bushes and cleaned up the Carwood Lane footpath.
 3. Strimmed River Lostock footpath.
 4. Weeded triangle.
 5. Strimmed the footpath from Dawson Lane to Lisieux
 6. Strimmed lower vegetation, cut back the hedge and cleaned up the footpath on Town lane.
- Also the Factory Lane Footpath has been repaired, and Summer Bedding plants for raised bed on the triangle, tubs on Church Hill and Chorley Old Road

It was pointed out the Bus Stop at the top of Church Hill has a lot of weeds around it and needs to be sorted out. Clerk to report to CBC.

Emergency Tree Plan

https://www.e-chorley.gov.uk/InBorough/Ezine_200706.htm

The following areas have been suggested as potential places for Tree planting:

- Land West of Lucas Lane (Biological Heritage Site)
- Sloped Land from Town Lane up to the Redrow Estate (Royton Drive)
- Land between Landy Crosse Drive and the Redrow Estate (Royton Drive)
- The Old Canal Basin – fruit trees
- The area between the Redrow Estate and the M61 – play area / field
- St Helens Road, behind the Dog Inn

The Clerk will advise CBC of the information.

Code of Conduct Consultation

https://www.e-chorley.gov.uk/InBorough/Ezine_200706.htm

The Code of Conduct was discussed briefly. The Consultation aims at rewriting the code in plain English. The current Code of Conduct in use by the Parish Council covers everything in the Consultation. The Consultation will be noted for now and any action required taken after the Consultation has concluded.

Chair

Date.....

8. Accounts

Outgoings to be approved this meeting

Ref	JV	Payee	Detail	Total
dd	20/21-018	Easy Websites	Monthly payment	-£27.60
bacs	20/21-019	Employee 1	July Salary	-£542.30
bacs	20/21-020	Employee 2	July Salary	-£423.21
dd	20/21-021	LLC Pension	Pension payment July	-£368.33
bacs	20/21-022	HMRC	PAYE Tax Apr - Jun	-£579.80
bacs	20/21-023	David Hull	Factory Lane Footpath	-£250.00
bacs	20/21-024	David Hull	Summer Bedding Plants	-£140.00
bacs	20/21-025	Plantscape	Lamp post baskets	-£5,997.60
bacs	20/21-026	Employee 1	Foodboxes x 6	-£170.00
bacs	20/21-027	Aquasition	Waterhouse Green water level logger battery re	-£325.20
bacs	20/21-028	Neil Partington	B&Q Plugs	-£6.00
bacs	20/21-029	Neil Partington	Coupler & Hoses	-£13.14

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

9. Any Other Business

Chair Newall advised that Cllr Bell has stepped down from the Clayton Landfill Liaison Committee and requested a volunteer to join the committee going forward. Cllr Auwerx advised that he would join the committee. Clerk to forward relevant documents to Cllr Auwerx and advise Cllr Mark Clifford (Chair of the Liaison Committee)

Cllr B Higham advised that she has been approached by a resident interested in carryout work in the village as a part of his Duke of Edinburgh awards – through St Michaels School. She wondered if the bench on Carwood Lane could be painted by the young man as this hasn't been included in the 6 to be completed by Paul Redmond. The Parish Council agreed that the young person could carry out the painting of the bench. Cllr B Higham will liaise with the resident and advise the Clerk.

Chair Newall advised that she would be unavailable for the next meeting and requested Vice-Chair McDonald to Chair the next meeting.

Cllr Bell asked that David Hull to be asked to maintain the Rockery on the Old Canal Basin as it is looking neglected.

Cllr p Higham asked for the footpath signs on Carwood Lane footpath to be replaced as they are seeing Motorcycles, Horses and Bicycles using the path which is a footpath only.

Cllr B Higham advised that the correspondence from Mr McVie should have been included on the agenda for the Parish Council. The Clerk treated the questions as a part of the Execution of Public Rights for the Financial Audit, however Cllr B Higham felt that the correspondence should have been tabled at the meeting.

Chair

Date.....

Cllr Briscoe advised that the drains close to the Book swap on Water house Green are very pungent, and requested that this be reported to United Utilities.

Cllr Briscoe reported a tree which is blocking a road sign on Millennium Way close to J8 M61. He will forward photos to the Clerk.

Cllr Evans requested that a gully to carry away the spring water to installed on the footpath on Dolphin Brow

The Clerk suggested that the Youth Events be added to the next meeting agenda as an event could be planned, dependant upon any changes to the Covid-19 pandemic situation.

Chair Newall reported that the construction work on Plot 1 on Dark Lane is blocking the road, and vehicles are having to use the driveway of number 10 as a diversion, there is no provision for pedestrians.

Chair

Date.....

10. Confidential items
Removed

The meeting closed at 20.55pm. The next Parish Council Meeting will be held on Monday 10th August at 7.30pm via Zoom.

Chair

Date.....

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	*20/07/02	Payment	dd		20/21-018	Easy Websites	Monthly payment	-£ 23.00									-£ 4.60				-£ 27.60
28/07/2020	*20/07/03	Payment	ba		20/21-019	Employee 1	July Salary			-£ 542.30											-£ 542.30
28/07/2020	*20/07/04	Payment	ba		20/21-020	Employee 2	July Salary			-£ 423.21											-£ 423.21
17/08/2020	*20/07/05	Payment	dd		20/21-021	LLC Pension	Pension payment July			-£ 280.78											-£ 280.78
13/07/2020	*20/07/06	Payment	ba		20/21-022	HMRC	PAYE Tax Apr - Jun			-£ 579.80											-£ 579.80
13/07/2020	*20/07/07	Payment	ba		20/21-023	David Hull	Factory Lane Footpath						-£ 250.00								-£ 250.00
13/07/2020	*20/07/08	Payment	ba		20/21-024	David Hull	Summer Bedding Plants						-£ 140.00								-£ 140.00
13/07/2020	*20/07/09	Payment	ba		20/21-025	Plantscape	Lamp post baskets						-£ 4,998.00				-£ 999.60				-£ 5,997.60
13/07/2020	*20/07/10	Payment	ba		20/21-026	Employee 1	Foodboxes x 6							-£ 170.00							-£ 170.00
13/07/2020	*20/07/11	Payment	ba		20/21-027	Aquasition	Waterhouse Green water level logger battery replacement						-£ 271.00				-£ 54.20				-£ 325.20
13/07/2020	*20/07/12	Payment	ba		20/21-028	Neil Partington	B&Q Plugs						-£ 6.00								-£ 6.00
13/07/2020	*20/07/13	Payment	ba		20/21-029	Neil Partington	Coupler & Hoses						-£ 10.95				-£ 2.19				-£ 13.14
13/07/2020	*20/07/14	Payment	ba		20/21-030	Employee 1	Purchase of 52cc Multi-Function 5 in 1 Garden Tool						-£ 134.58				-£ 26.91				-£ 161.49
27/07/2020	*20/07/15	Payment	dd		20/21-031	PWLB	Loan Repayment					-£ 2,519.98									-£ 2,519.98
31/07/2020		Receipt	ba			RBS	Interest									£ 1.60					£ 1.60
July Month Totals								-£ 23.00	£ -	-£ 1,826.09	£ -	-£ 2,519.98	-£ 5,810.53	-£ 170.00	£ -	£ 1.60	-£ 1,087.50	£ -	£ -	£ -	-£ 11,435.50

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									-£683.22	£6,866.78
Admin Receipt		£54,900.00	£0.00	£4,400.00	£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									-£6,420.88	£9,679.12
War Mem Payment	£2,500.00	£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									-£2,519.98	£2,520.02
Maint Payment	£15,530.00	£0.00	-£1,720.00	-£765.00	-£5,686.90									-£8,171.90	£7,358.10
Grants Payment	£1,000.00	£0.00	£0.00	-£60.00	-£170.00									-£230.00	£770.00
Project/Misc. Payment	£17,700.00	-£500.00	-£300.00	£0.00	£0.00									-£800.00	£16,900.00
Interest Receipt		£26.96	£30.56	£1.66	£1.60				£1.66	£1.60				£60.78	£60.78
VAT Payment		-£100.00	-£32.91	-£10.29	-£1,089.70									-£1,232.90	-£1,232.90
VAT Receipt		£0.00	£0.00	£0.00	£0.00									£0.00	£0.00
Total Receipt		£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
Total	£65,420.00	-£2,712.93	-£3,508.60	-£2,521.68	-£11,315.67	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£20,058.88	£45,361.12
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								
41346420 - Balance at end of previous month	£141,431.06	£193,358.02	£190,388.58	£191,790.24								
Total bank account balance	£142,115.30	£194,329.33	£191,362.05	£192,906.37								
Precept / CIL Amount to deposit account	£54,900.00	£0.00	£0.00	£0.00								
CIL Payments	£0.00	£0.00	£0.00	£0.00								
Payments this month	-£2,712.93	-£3,508.60	-£2,521.68	-£11,315.67								
Receipts this month	£26.96	£30.56	£4,401.66	£1.60								
Unpresented Receipts	£0.00	£0.00	-£370.66	£0.00								
Unpresented Payments	£0.00	£510.76	£35.00	£40.06								
Balance at month end	£194,329.33	£191,362.05	£192,906.37	£181,632.36								

Chair

Date.....