

Whittle-le-Woods Parish Council

The monthly meeting was held at the Village Hall, Union Street at 7:30pm on Monday, June 12th, 2017.

Present Chairman Bell.
Parish Councillors Briscoe, Candlish, B Higham, P Higham, Marsden, McDonald, Newall, Partington, Yates and the Clerk. A large number of residents also attended the first part of the meeting to discuss planning concerns.

Apologies Councillors Cornwell, Fogarty, Newall and Yates. Councillor Newall was able to attend only the very first part of the meeting. Councillor Yates attended from part way through.

The Parish Council meeting opened at 7:30pm and was immediately closed to allow residents to air their concerns. Councillors agreed with residents' concerns, and the following comments were submitted.

17/00377/OUTMAJ - Land adjacent to Lady Crosse Drive - Outline application for up to 12 dwellings (with all matters reserved save for access) - The application to build 12 dwellings on the land adjacent to Lady Crosse Drive attracted a very large number of concerned residents to our Parish Council meeting on Monday 12th June. The comments here written reflect not only the Parish Councillors' opinions, but also the concerns of residents.

There are a number of concerns with this planning application. These include flooding, the loss of a biological heritage site, the lack of monitoring of planning conditions, the possibility of a connecting road, access onto Town Lane, and the overlooking of existing properties. There is also much concern that previous well founded objections to the Redrow estate were ignored and that the same might occur again.

Flooding - There are major issues with flooding as water levels in this area are already extremely high. Though there are plans to install a holding tank, it is not definite that this would occur. A development on this site would alter the rainwater run-off, and wide-scale tarmac would make the brook flood even more badly than it does at present. We feel the flooding issue is so serious that this proposal should be refused on the flooding issue alone. There was no real depth to the flooding report provided, and Lancashire County Council had not been part of this report. Many residents of Ladycrosse Drive already experience flooding issues, especially in their rear gardens, where sinking patios are common. The culvert installed is not large enough even for current requirements, and neither is the underground tank. It was believed that the drains would all back up onto Town Lane. Given that many of the existing homes in this area are build on soil rather than clay, and haven't got massive foundations, residents are worried that future developments of this type could damage these.

It is crucially important that Chorley Council pay heed to these flooding issues now. No longer do serious floods occur once every hundred years, they have occurred twice in five years very close to this site. That cannot be ignored and the problem needs properly prioritising. Putting cures in place is useful, but prevention of flooding is key.

Biological heritage site - An existing biological heritage site would be affected by these proposals. As these sites are not protected by law, they can only be protected by the planning process, so we ask that you bear this in mind. Other recommendations made regarding previously built developments in the village, seem to have been disregarded by contractors. If this application is passed, it will definitely be to the detriment of this site, and the biological heritage status will almost certainly be lost. The nearest proposed house would be positioned right on the

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edge of the heritage site. For past developments, a buffer zone has been recommended, but has often been ignored. This is all of major concern.

Connecting road - Councillor Bell expressed that Lancashire County Council are keen to open up access from this site onto the Redrow site, though it was agreed at planning stage that the Redrow estate must only feed off the A6. Residents attending our Parish Council meeting felt that a connecting road would be overkill for such a small development.

Apparently, Redrow was given reassurance that there will be no break through from one estate to another. There is no need for this development, and certainly is no need for the connecting road, which would turn Ladycrosse Drive into a rat run. The number of pedestrians using this area have increased recently, so the cars will increase too. Redrow have apparently told residents that adequate facilities for Snape Drive have only been put in place to serve the 12 existing houses, so this could make the connecting road uneconomical.

Distances - Regarding the distances between proposed and existing properties, it is clear that the privacy of existing properties would be affected as many would be significantly overlooked. Chairman Bell is particularly concerned about the window distances, and felt that the application could be refused on this issue alone. Also, in the proposal, the levels of the existing houses are marked wrongly. The three houses are 4 metres lower than the plan states. Any new properties must be the same level as existing properties.

Traffic - Such a development will inevitably increase Town Lane traffic near the busy Town Lane junction which is peppered with pot holes already.

17/00533/OUT - Baysbrown, Copthurst Lane - Demolition of existing dwelling and erection of 4 new dwellings - Councillors Briscoe, P Higham and B Higham had already looked in detail in this application for additional housing in a green belt area of the village - and it was generally agreed that this proposal would be overdevelopment of the site.

The application does not comply with the Chorley Local Plan 2012-2026 section HS6. The site has not been allocated in the Housing Allocation Policy, and private residential developments are not required to meet the housing targets of the Local Plan. There are no very special circumstances that would outweigh the harm that this proposal would cause, and the only permitted improvement to this site would be for a one to one replacement dwelling. It was felt that these four proposed dwellings would dominate the landscape, being at the crest of the hill of Copthurst Lane, and that this in turn would affect the openness of the view in this area of natural beauty, and would certainly harm the character of the area. In addition, there are concerns regarding the proposed parking places, which are not large enough for many vehicles, and that there is also no turning circle included within the plan. Also, connected with traffic, it was noted that many cars are unable to see oncoming vehicles at the crest of this hill and that this situation is even worse when parked cars are added to the equation. There are already many cyclists, pedestrians and horses using the road and additional homes with additional traffic would cause problems for these road users. There is already bad visibility for cars exiting onto Copthurst Lane.

Importantly, there are no other semi-detached properties in this area, so this proposal would change the street scene substantially, not only because of the sheet height of the proposed homes. It is important to note that existing residents had already been told that they were not allowed to increase the height of their bungalow.

Also, one of the proposed units would completely overlook an existing property's patio, which is unacceptable.

We are concerned that even if this application goes ahead in a reduced fashion, that rural infilling would eventually make the numbers up to the four properties now requested.

We must reiterate that only a like for like development, placed in a central location on this plot of land, would be acceptable. Planning permission should not be granted for properties which have a more than 30% volume increase, and four properties would definitely be overdevelopment of this plot.

Residents left, and the meeting re-opened at 8:16pm.

- 1. Minutes
*17/06/01
The minutes of the previous meeting were APPROVED and signed.

- 2. Changes in
Declarations of
Interest
There were no changes.

- 3. Defibrillator checks
Both have been checked and are in working order.

- 4. Planning Matters
Comments on the following new applications will be sent to the Planning Department:
 17/00377/OUTMAJ - Land adjacent to Lady Crosse Drive - Outline application for up to 12 dwellings (with all matters reserved save for access). See above for comments.
 17/00533/OUT - Baysbrown, Copthurst Lane - Demolition of existing dwelling and erection of 4 new dwellings. See above for comments.
 17/00458/P3PAN - 23 Shaw Brow (ex post office) - Prior approval under Part 3, Class M of the Town and Country Planning (General Permitted Development) (England) Order 2015 for change of use of post office (USE Class A1) to dwelling (Use Class C39) - No comment.
 17/00568/FULHH - 88 Derek Road - Front dormer extensions and rear dormer extension involving installation of juliet window to existing dormer - Concern only regarding adequate neighbour consultation.
 17/00540/TPO - 29 The Ridings - Oak (T1) crown reduction all over by 2m. Oak (T2) crown reduction on south side by 2.5m and crown reduction on north west side by 2m. Oak (T3) crown reduction all over by 3m - Passed to Tree Warden.
 17/00507/TPO - 1 Buckton Close - T44 oak to Chorley BC TPL 12 1992: Remove dead wood and reduce to create a 'nature stump' - Passed to Tree Warden.

 The following application was amended:
 17/00335/FULHH - 2 Theale Place - Play area platform - 4m * 4m, raised decked platform with barrier and a garden shed. The plans have now been amended to remove the steps and access ramp and to add privacy screening.

 The following applications were granted:
 17/00414/TPO - Greenways, Parkside Drive South - Works to trees within Chorley Borough Council TPO No 11 (WLW) 1992: T12 - Oak: Fell; T27 - larch: Fell.
 17/00378/FULHH - 5 Southall Grove, Buckshaw Village - Erection of a shed/summerhouse.

- 5. Correspondence
Correspondence was noted and Parish Councillors passed it around the meeting.

- 6. Project committee
update
*17/06/02
Chairman Bell suggested we go ahead with bench seating locations on Church Hill and Birch Lane as mentioned last meeting. All present agreed. The Clerk will order the selected benches and liaise with David Hull for delivery and installation. She will first request permission from Chorley Housing and from Chorley Borough Council.
The Project Committee haven't met this month.

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7. Reports from Representatives
Community Hall Trust - Schedules have now been produced for the next flower show and Councillor B Higham will bring them to the next meeting. They are keen to receive more show entries from children.
War Memorial - The entrance to the car park has just been resurfaced.
Other meetings - There were no other meetings this month.
8. Clerk's Report
The Clerk informed the meeting that all issues previously mentioned by Parish Councillors had been reported to the relevant bodies. She informed the meeting that the Lengthsman took a week of annual leave from the 22nd May and that she would like to take a week of leave in late July.
Other issues included:
Confirmation of the two new dog waste bin locations, and the refusal of the other three Parish Council suggestions.
Clarification of the Chorley Old Road lorry situation - the resident's concerns have now been passed to Mark Perks.
Clarification of adopted and unadopted roads - as mentioned at last meeting.
Confirmation that other reported jobs will be carried out shortly.
9. Maintenance
David Hull has now repaired the bench on Shaw Brow.
Chairman Bell asked the Clerk to write to Sean Blake regarding changes to the maintenance contract on the Union Street play area. The more regular maintenance is making a huge positive difference to the look and the use of the area.
David Hull has also completed the following work from the maintenance contract: 1.Cut grass on Cow Well x4, 2.Strimmed the Smithy fields footpath x2, 3.Strimmed the footpath from Dawson Lane to the river, 4.Strimmed footpath from Lady Crosse Drive to the A6 x2, 5.Strimmed Brewery Fields footpath and cleaned up footpath, 6.Strimmed Factory Lane footpath, 7.Weeded triangle, 8.Strimmed River Lostock footpath, 9. Cleared round notice boards Town Lane and Preston Road, 10.Strimmed School Brow, cut back bushes and cleaned up path, 11 Strimmed canal trail and littered picked, 12.Strimmed and cut back brambles on Smith Street footpath.

Councillor Yates arrived at the meeting at 8:39pm. He was welcomed and congratulated for his award presented earlier this evening.
10. Neighbourhood schemes
Chairman has liaised with Bernie Heggarty to get the painting, pane replacement and earth rod progressed for the phone box.
The Clerk has requested an update regarding the scope of Smithy Fields path but negotiations are still taking place between Chorley Council and contractors.
11. June newsletter
The newsletter is now at the printers and is due for delivery to Chairman Bell shortly.
12. Audit
*17/06/03
*17/06/04
The Clerk has attended a meeting with the internal auditor. The annual governance statement and all accounting statements were approved for 2016/7 - and copies were sent to Finance Committee members in advance of this meeting. The governance statement, accounting statement and all associated paperwork were approved and signed off.
13. Flooding Committee update
Councillor Candlish was unable to attend this meeting, but had forwarded information, which Councillor Partington shared with the group. Councillor Candlish is awaiting confirmation from Lancashire County Council that they give permission for the gauge to be attached to the bridge. She also said that the Flooding Action Group have circulated a petition to oppose the proposed development off Ladycrosse Drive, mentioned earlier in these

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- minutes. The impact on flood resilience has not been addressed or correctly referenced and they will continue to lobby for appropriate attention to be given to flood resilience in development plans in the village. Councillor Partington has supplied the Clerk with an inventory list that she will add to the asset register. She will also inform the insurance company of these changes. Preparations are being made for a river bank clean up in July plus a dry run for residents in case of floods. A broken tree in the river has now been cleared. Councillor Partington is also meeting up with someone in York who created a bypass to allow water to be removed onto adjacent land and will report back if anything of interest arises from that meeting.
14. Identifying ways of improving the villagers' health
No data specific to Whittle-le-Woods has been received by the Clerk. She will contact the Office of National Statistics. Councillor Briscoe suggested adult play frames. Chairman Bell mentioned that other villages have improved residents' health with communal gardens run by horticultural societies and wondered about possible locations in Whittle-le-Woods. Councillor McDonald suggested a plot of waste land and Chairman Bell will find out more information about the plot and report back to the next meeting.
15. Planting etc
The Clerk further explained the concerns expressed by Plantscape regarding the hanging baskets for the maypoles. Though it was remembered that we have previously used their planters on the maypoles it has since been discovered that these baskets were smaller and were much lighter in weight than Plantscape's existing baskets. After discussion of other options, it was agreed that the Clerk should order 2 watering reservoirs and should arrange for two baskets to be made up using the reservoirs. They would be installed on the Town Lane maypole and Councillor Partington agreed to water and maintain these as a trial. Chairman Bell will speak with Chorley Council to see if they are prepared to install and water baskets at the other two locations. If this is not agreed, these other two maypoles will be left empty this year.
16. Dog waste in village
Dog waste bags have once again been distributed through the village by a resident. Councillor Yates reported there is still a dog waste issue on Chorley Old Road and said a dog warden patrol would be useful in the mornings.
17. Queen's birthday picnic
*17/06/05
Chairman Bell requested additional funding for the 17th June event and asked the Clerk to supply a cheque for £550 in total to cover all costs. This was proposed by Councillor B Higham and seconded by Councillor P Higham (cheque in Accounts section below). Banners are up, flyers have been distributed and entertainment has been booked. Councillor B Higham organised three gazebos, bins and bin bags, and the installation of the bunting.
18. Terms of reference for finance committee
*17/06/06
These terms were distributed to all Parish Councillors with the May minutes. Councillor P Higham asked what had changed over normal procedures. It was confirmed that these new terms mainly clarify existing responsibilities. Chairman Bell felt it was often difficult for a layman to digest complex figures - for example, the budget documents - and that it was for this reason they work well being dealt with by the finance committee who can take on the more detailed analysis. Councillor Briscoe asked if the Parish Council must accept finance committee recommendations. The finance committee has limited powers and the Parish Council may disagree with recommendations made. The terms of reference were agreed and signed off.
19. Standing orders
Councillor Marsden had discovered adequate Standing Orders templates

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online. The document had been emailed to Parish Councillors shortly after the last meeting, so the Clerk did not contact a typing service as previously arranged. Councillor B Higham agreed to go through the existing copy and make changes to reflect the current standing orders. Changes can then be made in future meetings.

20. Manchester attack
This was included as an agenda item as police had initially contacted Chairman Bell when it was believed that a Whittle-le-Woods resident had been killed in the bombing. Since that time it has been confirmed that this was not the case. The Clerk checked on the official rulings and discovered that Parish Councils may not make donations as an official body, but individual Parish Councillors may contribute.
21. Clean up day
The clean up day should have been held last month but was cancelled because of mix ups due to personnel changes in Chorley Council - and two villages requiring clean up on the same day. It was agreed to hold this event in Autumn, and to defer decision regarding the date to the next meeting.
22. Documents for comment
There were no documents for comment this meeting.
23. Accounts
*17/06/07
*17/06/08
The monitoring of the budget was APPROVED for May 2017. It was proposed that the May accounts be APPROVED. The Chairman signed the itemised May accounts.
- *17/06/09
*17/06/10
*17/06/11
*17/06/12
*17/06/13
Cheques presented for approval:
2757 - Eileen Whiteford internal auditor fee £60
2758 - Employee 1 June wages £650.18
2759 - Employee 2 June wages £352.80
2760 - Pole Green Nurseries hanging baskets £373.98
2821 - Chairman Bell - money for Picnic on Polo £550
- *17/06/14
The contribution to LCC for employee and employer's pensions has risen to £155.07 per month.
24. Councillors' reports
Councillor Briscoe informed the meeting that many signs still exist on village lamp posts following a recent cycle race. He will extract further information from the signs and pass to the Clerk to request their removal. Councillor Briscoe will also discuss previous problem areas with the Ironman organisers.
Councillor Yates reported that there is a hole in the road near the post box on Chorley Old Road. It has been previously reported and filled in the past. Chairman Bell will re-report.
Councillor B Higham reported a blocked drain opposite the gates to Whittle Hill Quarries on Hill Top Lane. It floods every few days. The Clerk will report. Also, where Hill Top Lane joins Chorley Old Road, the drain is still bubbling up, despite claims that it is not blocked.
Councillor P Higham said that where Moss Lane joins with the A6, placards and notices are an eyesore. This is not a safe junction anyway, and Councillor P Higham will take a photograph in time for the next meeting, as this could be a planning issue.
25. Confidential Items
There were no confidential items.

The meeting closed at 9:36pm. The next Parish Council Meeting will be held at the village hall on Monday at 7:30pm.

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INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31ST MARCH 2017

I have completed the Internal Audit for Whittle-le-Woods Parish Council which included all the records, supporting documentation and relevant minutes.

The current computerised system of spreadsheets is efficient and provides an up-to-date trail of all ongoing accounts and transactions enabling regular monitoring as required.

The audit concentrated on internal controls but included detailed checks of the accounting information including-

1. Monthly accounts approved and signed by the Chairman and shown in Minutes. Bank reconciliations, Statements and cheque stubs all correlated.
2. Annual Precept included a produced and approved Budget resulting from a Budget meeting of the Parish Council.
3. Expenditure documentation - invoice trial.
4. Income analysis and supporting documentation.
5. Financial Risk Assessment, Asset Register, Audit Plan all inspected and approved annually.
6. VAT Register with claims submitted as required.
7. Salary records to employees.
8. Annual review of Insurance.

Regular Bank reconciliations were provided, approved and distributed with the Agenda. An examination of bank statements confirmed the accuracy of the bank reconciliations for the year end and for submission to the Auditors. Salaries were approved by the Parish Council annually and payments for PAYE were inspected and found to be in order. VAT was appropriately accounted for and claims submitted.

All documentation relating to Income was accurately recorded. Expenditure recording showed a correlating trail from receipt of invoice, contract referencing to cheque issuing.

Fidelity Insurance showed adequate cover for the year end balance and was reviewed annually. Cheques, prior to signing, had been verified by the Chairman/Council Member and cheque stubs initialled by signatories.

There is an immaculate, quick reference up-to-date spreadsheet system in place resulting in an efficient and effective accounting system and all financial regulations have been met with no other risk areas identified.

Eileen Whiteford

Internal Auditor

23.5.2017

*17/06/16

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