

Whittle-le-Woods Parish Council

The monthly meeting was held at the Village Hall, Union Street at 7:30pm on Monday, May 8th, 2017.

Present Chairman Bell.
Parish Councillors Briscoe, Candlish, Fogarty, B Higham, P Higham, Marsden, McDonald, Newall, Partington, Yates and the Clerk. Mark Perks attended for the first item of the meeting. Also, prospective Parish Councillor Kathleen Cornwell attended.

Apologies None.

The Parish Council meeting opened at 7:42 pm (owing to previous two annual meetings) and immediately closed to allow Councillor Perks to speak.

See item 19: Buckshaw Village pond, below.
Councillor Candlish left the meeting at 7:49pm.
The meeting re-opened at 7:53pm and Councillor Perks left.

1. Minutes
*17/05/01 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:
17/00414/TPO - Greenways, Parkside Drive South - Works to trees within Chorley Borough Council TPO No 11 (WLW) 1992: T12 - Oak: Fell; T27 - larch: Fell. This has been sent to our Tree Warden.
17/00335/FULHH - 2 Theale Place, Buckshaw Village - Play area platform - 4m*4m - raised decked platform with barrier and a garden shed. Concern only regarding neighbour consultation.
17/00372/DIS - Brookfield, Kem Mill Lane - Application to discharge conditions 7 (Dwelling Emission Rate) and 9 (landscaping) attached to planning permission 16/01082/FUL for the erection of two detached dwellings). No comment.
17/00354/DIS - Leatherlands Farm, Moss Lane - Application to discharge condition 16 (Construction Environment Management Plan) attached to planning permission 16/00506/FULMAJ - proposed development for the erection of 45 dwellings and associated landscaping and infrastructure. No comment.
17/00442/DIS - Leatherlands Farm, Moss Lane - Application to discharge condition 14 (Ground Surfacing Materials) attached to planning permission 16/00509/FULMAJ - Proposed development for the erection of 45 dwellings and associated landscaping and infrastructure. No comment.
17/00487/FULHH - 32 Spring Crescent - Erection of a single storey side/rear extension and elevational alterations. No comment.

The following applications were granted:
16/01135/OUT - 2 Cliffe Drive - Outline application for demolition of existing garage and erection of dwelling in side garden.
17/00314/MNMA - Barn 10m East of Lock Farm, 154 Town Lane - Non-Material Amendment following the grant of planning permission (16/00512/FUL - Conversion to residential dwelling including ground floor glazed link extension, demolition of dilapidated outbuilding): 1) Extend

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depth of link extension to 5.7m externally 2) Glazed balcony to Bed 1 3) Utilise/reinstate original vents to west facade as window openings 4) Two additional first floor windows to east facade 5) Addition of side glazing panel to north facing utility door 6) New north facing Bed 2 window 7) New side access door.

17/00192/FULHH - 76 Derek Road - Erection of front dormer extension.

17/00187/FULHH - Westlea House, 210 Town Lane - Replacement sunroom with contemporary glazed feature and new roof structure following the demolition of existing sunroom (this application replaced the original approved application ref 11/00259/FUL.

17/00160/DIS - Leatherlands Farm, Moss Lane - Application to discharge conditions 3 (materials), 4 (highway works), 5 (estate phasing plan), 10 (construction management plan) and 12 (Dwelling Emission Rate) attached to planning permission 16/00509/FULMAJ relating to building 45 dwellings.

17/00041/FUL - Whittle Surgery, 199 Preston Road - Siting of portable building to be used as consultation rooms for a period of 3 years.

17/00179/CLPUD - 5 Farm House Close - Application for a certificate of lawfulness for the erection of a single storey rear extension and conversion of attached garage.

17/00372/DIS - Brookfield, Kem Mill Lane - Application to discharge conditions 7 (Dwelling Emission Rate) and 9 (landscaping) attached to planning permission 16/01082/FUL for the erection of two detached dwellings).

17/00325/TPO - Beechwood, Parkside Drive - Beech T9, Canopy reduce by 1.5m to reduce lever arm and risk of windthrow.

17/00323/TPO - 11 Berry Avenue - 20% crown thin and removal of dead wood to oak tree (T23 to Chorley BC TPO No 7 (WLW 1995).

17/00314/MNMA - Barn 10m East of Lock Farm, 154 Town Lane - Non-Material Amendment following the grant of planning permission (16/00512/FUL - Conversion to residential dwelling including ground floor glazed link extension, demolition of dilapidated outbuilding): 1) Extend depth of link extension to 5.7m externally 2) Glazed balcony to Bed 1 3) Utilise/reinstate original vents to west facade as window openings 4) Two additional first floor windows to east facade 5) Addition of side glazing panel to north facing utility door 6) New north facing Bed 2 window 7) New side access door.

17/00227/FULHH - The Paddock, Dawson Lane - Two storey rear extension and associated balconies.

5. Correspondence

Correspondence was noted and Parish Councillors passed it around the meeting. Amongst this month's correspondence were the following: A second email has been received from Nicola Woods regarding the state of the roads. The Clerk was asked to forward Nicola's email on to Mark Perks. Councillor Partington asked if the Councillors would add their support in the email, which was agreed. Details of road closure of Mill Lane between Tuesday 6th June and Tuesday 4th July will be sent to Parish Councillors after this meeting.

6. Project committee update

Councillor Newall explained that, as there were only six Parish Councillors present at the April meeting, no decisions were made regarding bench locations. She also informed those who had not been at the last meeting, that a resident from the Lucas Lane area had attended to complain about the proposed bench on the Redrow footpath. Councillor Newall felt it was important that residents local to that location were consulted before any installation was to take place. Councillor P Higham suggested leaving further discussion of this bench till the entire footpath was completed. Councillor Newall came up with two other suggestions 1) Near the kissing gate and Brantwood on Town Lane, which would also require neighbour consultation, and 2) On the grass triangle near the Blackburn Road noticeboard. Councillor McDonald suggested the top of Church Hill again.

She appreciated a consultation would likely be required but felt that many of the older bus users would really appreciate a bench being situated there.

Councillor Partington made a practical request for a detailed map of Whittle to be on semi-permanent display in the room to enable Parish Councillors to immediately pinpoint locations being discussed. Councillor Newall will purchase a map, hopefully, in time for the next meeting.

The Clerk was asked to contact the relevant authorities to request a bench be placed on Birchin Lane as it comes out of Whittle Spinney.

Councillor Briscoe mentioned his suggestion of a clock tower, but some Parish Councillors felt that because it had not been mentioned in the previous survey, perhaps it should be held over till the next survey. Other Parish Councillors felt it was a decision that could be made without a survey. Two Parish Councillors (Newall and Yates) felt that installing a clock tower might not be the best use of the Parish Council's funds.

Councillor Marsden felt the Parish Council should be consulting on most projects, especially those involving the use of CIL monies. Councillor McDonald stated that projects weren't moving forwards quickly enough. It had not been clear to the majority of Parish Councillors that the Projects Committee was *not* responsible for running individual projects, but was actually in existence to provide an overview of all projects. There followed heated discussion about running and organising projects. Councillor Partington was clear that large project ideas weren't going to be carried out overnight, and Chairman Bell drew the meeting's attention to the fact that not all CIL monies have been received as yet. Councillor Newall felt it crucial to take decisions and minutiae from the main Parish Council meeting in order to get projects complete.

It was mentioned that the map project has been signed off now and volunteers to run the project were sought. It was thought this might involve a £6,000 spend (out of the £14,000 received from CIL).

Councillor Partington suggested an events subcommittee could be formed. Councillor Marsden felt this could be a good idea if the Parish Council were going to fund future events.

The Clerk was asked to mention this project information in the newsletter and to put this item back on the agenda.

7. Reports from Representatives

Community Hall Trust - Councillor P Higham said that the Duck Race had been another good day and that a record amount of net profit had been made. The next event will be the flower show held on the August bank holiday.

War Memorial - Nothing to report this month.

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.

9. Maintenance

Clarification has been sought regarding the precise scope of Chorley Council's proposed work on the Smithy Fields footpath. The Clerk will chase this up.

*17/05/02

Chairman Bell discussed the three quotes for work on this footpath. It was agreed to offer the contract for Bedrock Landscapes for £3225 plus VAT. The Clerk will inform Bedrock of this.

Councillor Yates asked if CIL monies could be used for this footpath project.

10. Adoption of red phone box

There has been no progress on this issue this month. Only once Chorley Council complete their work can the Parish Council complete the project. It was mentioned that perhaps Councillor Briscoe could begin the shelving.

11. June newsletter The Clerk detailed the current situation with the newsletter and a deadline of 8th June was proposed. It was also proposed to position the projects article on the inner pages and to make the front page brighter and more colourful.
12. Parish Councillor vacancy Following the resignation of Marie Walker, Kathleen Cornwell again expressed interest in becoming a Parish Councillor. Given that Kathleen has already been through the interview process, all Councillors agreed to Kathleen being co-opted onto the Council. The Clerk distributed relevant paperwork to Councillor Cornwell.
13. Buckshaw Village pond Councillor Mark Perks attended the meeting to update the Parish Councillors on the latest situation. A planning condition has come to light stating that the pond/water holding area must be filled in by the developer once construction in that area is complete. It is now up to Redrow to sort out any changes in conditions and the way forward, but even local residents who were supportive of this becoming a pond, are frustrated with the delays, and most want the water holding area filled in. Councillor Perks will inform the Parish Councillors of any updates.
14. Flooding committee update The situation regarding the Strengthening Communities grant was briefly discussed and clarified, and Councillor Partington agreed to look back at message history and come up with some answers for the grant related questions.
It was also mentioned that the flooding related assets now held should be added to the asset register and that the insurance company should be informed. Councillor Partington will liaise with the Clerk to provide her with relevant information.
15. Identifying ways of improving the villagers' health The Clerk was asked to retain this as an agenda item, though Whittle specific data has not been received as yet. The Clerk will chase up. Also, it was asked if it might be possible for the Parish Council to fund a health related class to be held at the village hall, and the Clerk will mention this in the newsletter.
16. Planting etc All planting has been ordered, however there has been a potential issue with the hanging baskets for the maypoles. Plantscape believe their baskets are too heavy and will hang down too low, proving a safety risk for passers-by. They suggested the use of brackets. However, Councillors Higham remembered that in the past baskets were ordered from Plantscape for the maypoles and that they were fine regarding both weight and height. The Clerk will inform Plantscape.
17. Dog waste in village It was felt that the dog waste situation was getting worse on Hill Top Lane owing to a bin shortage. The Clerk was asked to chase up the new bin suggestions we made some months ago. The Clerk also mentioned that she had already included a newsletter article on how to report dog waste, by going to the Chorley Council website.
18. Queen's birthday picnic The Picnic on the Polo organisers will be holding another meeting shortly and many features have already been organised.
19. Terms of reference for finance committee Councillor Marsden presented the terms of reference for the finance committee. The Clerk has included them at the end of these minutes and will email them to all Parish Councillors for signing off at the next meeting.
20. Standing orders regarding petty cash Following a short discussion it was agreed that the Clerk should contact Fingertips Typing Services to request that the standing orders be typed up.
21. Documents for There were no documents for comment this meeting.

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comment

22. Accounts

*17/05/03

*17/05/04

The monitoring of the budget was APPROVED for April 2017.

It was proposed that the April accounts be APPROVED.

The Chairman signed the itemised April accounts.

*17/05/05

*17/05/06

*17/05/07

Cheques presented for approval:

2755 - Employee 1 May wages £651.12

2756 - Employee 2 May wages £348.20

The bank has confirmed that the additional cheque signatories have now been activated.

23. Councillors' reports

Councillor Yates reported a small tree growing from the outside of the Duke of York bridge, which is damaging the bridge. The Clerk will request removal.

Councillor Fogarty reported that the wooden motorway fence is damaged in the area of Moss Lane (as you go over the motorway bridge). The Clerk was asked to request that all the wooden motorway fences in this area are looked at.

Councillor McDonald reported that a kerbstone has become loose outside 42 Church Hill. A blind resident uses that route regularly so this needs reporting and fixing as soon as possible.

Councillor B Higham reported a blocked gully outside 110 Chorley Old Road, which the Clerk will report.

Councillor P Higham asked the Clerk to check out the classification of roads. On Jubilee Close and Whittle Hills Close there is a sign saying they are private roads and that no parking is allowed, but both are thought to be public adopted roads. On Jubilee Close a Borough Council sign has been erected, and on Whittle Hills close, though the sign doesn't appear to have the Chorley Council logo, it is a proper metal sign. Councillor Marsden shed some light on the road situation, explaining that there are three categories of roads - 1) Adopted 2) Privately adopted by residents and 3) Unadopted. The Clerk will seek clarification of this situation and the status of the roads in question.

Councillor Newall checked that Councillor Cornwell was happy to be part of the Projects Committee, as agreed at the previously held annual Parish Council meeting. She agreed.

Councillor Bell informed the meeting that lots of waste, including door panels etc, had been dumped on Parish Council land within Whittle. He has already reported it, and Chorley Council will be moving it.

24. Confidential Items There were no confidential items.

The meeting closed at 9:18 pm. The next Parish Council Meeting will be held at the village hall on Monday 12th June, 2017 at 7:30pm.

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Whittle-le-Woods Parish Council Finance Committee Terms of Reference

Name of Committee: Finance Committee

Purpose/Role of the Committee:

- Oversee the Responsible Financial officer’s management and reporting on/of Parish Council Funds
- Advise the Full Parish Council on the financial health of the council with regard to the current budget and capability to support non budgeted items through the year
- Meet with and assist the responsible financial officer prepare for the annual budget meeting
- Encourage clear and transparent reporting of cost and income to aid planning

Membership:

- Ideally 3 councilors + Chair and Vice Chair. Minimum of 4 in total
- Quorum of 3
- Membership will be for 1 year, extended membership is permitted but must be agreed at each AGM along with the approval of the Terms of Reference for the upcoming year
- The public and press are welcome to attend as observers at all meetings. Where confidential items are discussed the public and press will be asked to leave.

Accountability:

- The Finance Committee will be accountable to the Full Parish Council
- The committee will have delegated powers to act on the terms of reference

Review:

- The committee will review the relevance and effectiveness of the committee annually in the month proceeding the AGM so that a report and can provided at the AGM containing any recommendation for change

Working Methods:

- The committee will actively review the financial data provided by the RFO as it is published each month so that comment can be made at the monthly parish council meeting
- The Committee will meet in the month prior to the Budget sign off meeting and any other time deemed suitable