

Whittle-le-Woods Parish Council

The monthly meeting was held at the Village Hall, Union Street at 7:30pm on Monday, October 9th, 2017.

- Present Chairman Bell and Parish Councillors Briscoe, Fogarty, B Higham, P Higham, McDonald, Newall, Yates and the Clerk. Councillor Gordon France also attended for the first part of the meeting.
- Apologies Councillors Candlish, Marsden and Partington.
- The meeting opened at 7:34 pm.
1. Minutes
*17/10/01 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 Concerns have been raised regarding the illuminated totem sign proposed and now passed for the new Co-op. Though planning has suggested this be revised to a more sympathetic model, the original suggestion was passed and residents and Councillors are not happy that an unnecessary illuminated sign will be installed where there is very little passing trade (only village trade). Chorley Council's shop front design policy states that shop fronts shouldn't include illuminated signs so this is contrary to the policy. The Clerk will contact the agent.
- Comments on the following new applications will be sent to the Planning Department:
- 17/00920/FUL - Little Knowley Farm, Blackburn Road - Change of gate to field from a farm gate to a solid hardwood gate (retrospective). No comment.
- 17/00938/PDE - 20, The Ridings - Prior approval: single storey rear extension measuring 4.9m depth with eaves height 3.1m and maximum height 3.1m (following demolition of existing rear conservatory). Concern only over adequate neighbour consultation and use of appropriate materials.
- 17/00642/FUL - 46 Crosskeys Drive - Demolition of existing garage, sheds and stables and erection of a new detached house. This application has never appeared on the online list and Chorley Council has apologised for this. The Parish Council would like to comment that this is on safeguarded land, but not a plot that has been identified in the local plan as a building plot.
- 17/00966/MNMA - Rambler Cottage, 86 Preston Road - Minor non-material amendment to planning approval 15/00359/FUL (conversion of end terraced dwelling into two dwellings including a single storey rear extension, erection of detached dwelling and creation of new vehicular access) involving the detached dwelling having been built without the single storey rear projection and changes to materials and fenestration. No comment.
- 17/00951/DIS - Rambler Cottage, 86 Preston Road - Application to discharge conditions 4 and 5 (boundary details), 9 (materials), 12 (site access), 14 (Dwelling Emission Rate details) and 15 (Dwelling Emission Rate compliance) attached to planning permission 15/00359/FUL - Conversion of end terraced dwelling into two dwellings including a single storey extension, erection of detached dwelling and creation of new vehicular access. No comment.

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The following applications were granted:

17/00852/MNMA - Kyndere, Shaw Hill - Minor non-material amendment to planning approval 16/00970/FULHH (for first floor alterations to existing open balcony to form a new enclosed part brick part glazed studio and infilling of existing open porch) involving alterations to the glazing.

17/00851/MNMA - Leatherlands Farm, Moss Lane - Minor non-material amendment to planning approval 16/00509/FULMAJ (which was for the erection of 45 dwellings and associated landscaping and infrastructure) to substitute the approved Oakmere apartment plans and elevations with revised plans and elevations.

17/00751/FULHH - 11 Berry Avenue - Removal of existing fence closing to dwelling house and increase height of existing fence on side and rear boundaries.

17/00747/ADV - Co-op, 144 Chorley Old Road - Installation of 2 non-illuminated fascia signs, 1 illuminated fascia sign, 1 internally illuminated projector sign, 4 non-illuminated wall mounted panels, 1 internally illuminated totem sign. See above.

17/00729/FULHH - 107 Foxglove Drive - Erection of single storey rear extension and demolition of existing conservatory.

The following is a split decision:

17/00787/TPO - 11 Chorley Old Road - Crown reduction of sycamores, felling of chestnut and reducing of one sycamore to boundary line. Some elements approved, some elements not approved.

- 5. Correspondence

Correspondence was noted and Parish Councillors passed it around the meeting. Amongst the correspondence were the following:
 Email from Simon Charnock at Chorley Council with information on running community computer courses. The Clerk was asked to include a request for group members in the next newsletter and was asked to contact the course organisers to inform them we'd be in touch when we have more idea of numbers.
 An invitation to Chorley's Remembrance Sunday Commemorations on morning of 12th November.
- 6. Project committee update

Having lost one committee member and having two others absent from tonight's meeting, Councillor Newall had little to report. Regarding the village display boards, Councillor Candlish intends to apply for a grant on behalf of the Parish Council. Ordinarily this should be done by the Clerk, but given this Parish Council's circumstances, it was agreed that Councillor Candlish should apply for the grant and request signature from the Clerk.
- 7. Reports from Representatives

Community Hall Trust - The next event will be the Senior Citizen's Christmas Party to be held from 1-4pm on 6th December. Music and choirs have all been organised. Councillor McDonald asked if funding had been sought from Asda this year. It was confirmed that there was still money left over from last year's donation, but they may enquire still further.
 War Memorial - Chairman Bell reported that all is quiet regarding the war memorial at the moment.
 Other meetings - There were no other meetings to report.
- 8. Clerk's Report

The Clerk has reported items mentioned at the last meeting. In addition, she informed the meeting that the two benches previously proposed were denied by Lancashire County Council, owing to lack of pavement clearance in the case of Chorley Old road/Church Hill option and because the Birchin Lane option was not on the adopted highway.
 The gully outside 95 Chorley Old Road will be checked very soon, the 30mph sign on Moss Lane will be fixed in the next 8 weeks, Highways have written to the owner of the overhanging conifers on Cow Well Lane,

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and officers have inspected the previously mentioned Mill Lane trees and requested that Chorley Community Housing remove the overgrowing vegetation etc.

Chorley Council have visited the tree near Town Lane which has been confirmed as being infected with bracket fungus. This has now been passed to Highways.

The Chorley Old Road traffic cone situation previously reported has been confirmed by Highways as being an obstruction and should be reported to the police.

- 9. Maintenance

David Hull has carried out the following items on the maintenance contract: cut grass on Cow Well x2, cut hedge on Brewery Fields footpath, strimmed Smith Street footpath, and strimmed Smithy Fields footpath.
- 10. Neighbourhood schemes

Regarding previous years' neighbourhood schemes, only the Welcome to Whittle sign has been completed. It has now been unveiled and has been painted on site. We are no nearer to completion with the Smithy Field footpath, so P Higham will chase up with Bedrock Landscapes. Councillor Newall has recently met with Doug Cridland regarding the clean up of the Polo. It is likely that this year's project will cover tidying up and clearing, and next year could be a second stage for the larger jobs to be completed.
- 11. Flooding committee update
*17/10/02

A decision was made that, in principle, the purchase of flood tank and generator as mentioned at last month's meeting should go ahead. The total cost would be around £550, but could be up to £1000. This cannot go ahead until the landowner gives approval, so Chairman Bell will attempt to contact him and let Councillor Partington know of the decision. Councillor Fogarty will speak to Councillor Partington to ensure that the generator considered is appropriate for the village's needs. Also, all these new assets will need to be placed on the asset register when they have been purchased. The Clerk was happy to report that the flooding grant from Strengthening Communities has been agreed in principle, though the grant body has requested a copy of the constitution of the flooding action group. The Clerk will talk to Councillors Partington and Candlish about this.
- 12. Identifying ways of improving the villagers' health

The lease for the community garden has not yet been sorted out. Chairman Bell will contact again.
- 13. CIL monies

No updates.
- 14: Youth monies and future play schemes

*17/10/03

There is still around £450 in the youth budget for this financial year. The decision will be made to top it up at the precept meeting. Councillor Yates suggested we run an event within Buckshaw Village next year - perhaps in the location of the football fields. Locations are to be considered at a later date. The Clerk reported that Chorley Council have charged us £50 for the use of their field for the trailer cave - it was then realised that they mistakenly thought the event would be held on Union Street. The Clerk will contact Chorley Council's legal department to query this.
- 15. Newsletter

Many suggestions for the newsletter were discussed. The Clerk was asked to make mention that Whittle Walks are still on sale at Danny's. The Christmas tree switch on will be included on the newsletter, and the closing date for submissions will be the 25th October.

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16. Applications for Clerk's position
A selection meeting was held and interviews of four candidates are due to take place on Thursday 13th October. It is hoped that a Clerk can be selected and trained up in time for the November meeting.
17. Christmas tree and other arrangements
Hanging Christmas trees have been ordered, as has the main village Christmas tree. The Clerk has been sent details of lighting schemes for the tree to be decided this meeting. After some discussion regarding colour scheme etc, it was decided that Councillor McDonald would place an order for additional (multi coloured) lighting (as per last year) and for additional ground level uplighters. It was authorised that she spend up to £200.
Chairman Bell has not heard back from Brindle Brass Band but will chase up again.
*17/10/04
*17/10/05
Councillor B Higham sought clarification on the refreshment situation for the Christmas tree switch on event. Mulled wine, Vimto and mince pies are to be purchased as per last year, but quantities will be doubled up.
18. Litter campaign
The Clerk has contacted Keep Britain Tidy and explained that their posters were very good but expensive. Ideas for posters, a Facebook campaign etc will be considered by the project committee next year.
19. Lamp post basket locations
At last month's meeting, a resident's request for baskets in her area led to a discussion of potential location additions and changes. The Clerk has sent the current locations to Parish Councillors. Councillors Newall and Yates have explored the village surveying current and potential sites for existing and new lamp post baskets. It was decided that Far Nook is not possible.
Councillor Yates suggested that some be installed in Buckshaw Village. Chairman Bell wasn't sure how this would work as the roads are not yet adopted. The Clerk was asked to check with Mark Perks and the managing agents about the feasibility of this.
A possible eight new lamp post baskets could be installed, some perhaps on the main drag of Buckshaw (say, Old Worden Avenue). Councillors Newall and Yates will look at potential Buckshaw Village locations and will come back to the next meeting with the finalised list.
This will be put on the next budget.
Chairman Bell said that Chorley Council have admitted that all the second-year wild flower areas have been a disaster. It has been realised that different locations must be found each year. Ideas for new wild flower areas were considered. Daffodil bulbs will be picked up shortly.
20. Resignation of Councillor Cornwell
Councillor Cornwell handed in her notice on 12th September 2017 owing to leaving the area. Following this meeting the Clerk will inform Chorley Council of the vacancy.
Chairman Bell briefly mentioned the probably 2020 change of ward boundaries, election changes etc. These changes are likely to be major, but it isn't certain if Parish Councils will be implicated. This central government decision will be fed down to the Parish Council next June.
21. Remembrance Day
The service will be held on Sunday, 12th November, and Parish Councillors should meet as usual at Whittle-le-Woods School at 2:15pm, leaving at 2:30 to walk to the war memorial for the service.
22. Standing orders
A copy of the amended standing orders was sent to Parish Councillors prior to this meeting. Councillor B Higham had put in lots of work, but more is required. Councillor Newall reported that Councillor Candlish did have some feedback, and she proposed that this issue is looked at either within a separate group or brought to the next meeting.
Retyping was considered as the best solution as the document could more easily be edited in future.

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Councillor Fogarty agreed to have a look at the structure and formatting of this document before the next meeting.

23. Documents for comment

There were no documents for comment this meeting.

24. Accounts
 *17/10/06
 *17/10/07

The monitoring of the budget was APPROVED for September 2017. It was proposed that the September accounts be APPROVED. Chairman Bell signed the itemised September accounts.

*17/10/08
 *17/10/09
 *17/10/10
 *17/10/11
 *17/10/12
 *17/10/13
 *17/10/14
 *17/10/15

Cheques presented for approval:
 2843 Employee 1 October wages £650.18
 2844 Employee 2 October wages £352.80
 2845 Employee 1 July to Sept expenses £221.68
 2846 Johnston Publishing re multiple ads for Clerk position £723.60
 2847 Town Centre Trees hanging trees £240
 2848 BDP Creative Solutions banner £48
 2849 Cardiac Science defibrillator £432
 2850 Chorley Council hire fee re trailer cave £50

25. Councillors' reports

Councillor Yates echoed previously mentioned concerns regarding the illegally placed traffic cones on Chorley Old Road. Councillor Briscoe reported that the Lancashire Lane cycle signs have still not been removed, and that all requests to remove them have been ignored. He requested that if Parish Councillors see these signs, they should just remove them.

26. Confidential Items There were no confidential items.

The meeting closed at 9:15pm. The next Parish Council Meeting will be held at the village hall on Monday 13th November at 7:30pm.

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SEPT ACCOUNTS - TO BE APPROVED AT OCT MEETING				
Accounts				
Budget Monitoring as at 30th September 2017				
	2017/8 Accounts		2016/7 Accounts	TOTAL
Expenditure	Budget	Actual	Spent in 2017	SPENT
Admin - Admin	6,436.00	1,357.42	-	1,357.42
Admin - Sals	15,700.00	10,140.55	-	10,140.55
War memorial	2,000.00		-	-
Loan	5,040.00	2,519.98	-	2,519.98
Maintenance	11,728.50	3,844.20	-	3,844.20
Grants	500.00	200.00	-	200.00
Projects	4,200.00	3,365.00	-	3,365.00
Other costs/misc	1,300.00		-	-
CIL	-		-	-
VAT	-	940.58	-	940.58
	46,904.50	22,367.73	-	22,367.73
				<i>Total pmnts year so far</i>
	2017/8 Accounts		2016/7 Accounts	TOTAL
Income	Budget	Actual	Income in 2017	INCOME
Administration	38,847.00	38,020.50	-	38,020.50
Maintenance	220.00	128.00	-	128.00
CIL				
Bank Interest	50.00	3.31		3.31
VAT repayment		858.02	-	858.02
	39,117.00	39,009.83	-	38,151.81
				<i>Total income year so far</i>
Payments presented for authorisation				
				£650.18
2843 Employee 1 October wages				£352.80
2844 Employee 2 October wages				£221.68
2845 Employee 1 expenses				£723.60
2846 Johnston Publishing job vacancy multiple publications				£240.00
2847 Town Centre Trees hanging trees				£48.00
2848 Banner for trailer cave				£432.00
2849 Cardiac Science defib				£50.00
2850 Chorley Council Polo hire for trailer cave				£2,718.26
Accounts for month ending 30th Sept 2017				
Receipts			Payments	
Interest	0.61		2837 Employee 2 Sept wages	352.80
Interest	0.68		2838 Employee 1 Sept wages	650.18
			2841 BDO LLP audit	360.00
			2842 Odin Events trailer cave	960.00
			Adjustment jv 17/057	30.00
			2845 July to Sept expenses	221.68
			LCC pension	155.07
			2848 banner for trailer cave	48.00
Total receipts	1.29		Total payments	2777.73
			Current a/c 26th Sept	675.69
			Deposit a/c 26th Sept	66087.50
			Bank balances	66763.19
31st August balance	68544.78		+ Deposits not incl	0.00
+ Receipts	1.29		- Unpresented cheqs	994.85
- Payments	2777.73			
30th Sept balance	65768.34		30th Sept balance	65768.34

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QUARTERLY REPORT 2017-8: PAYMENTS											
Month	Admin	Sals	War Mem	Loan	Maint	Elections	Grants	Proj/Misc	CIL	VAT	Total
April		1138.00					200.00	1385.00			2723.00
May	215.07	999.32									1214.39
June/July	570.00	1676.79			3447.65			550.00		700.26	6944.70
Quarter 1 totals	785.07	3814.11	0.00	0.00	3447.65	0.00	200.00	1935.00	0.00	700.26	10882.09
July	24.99	1158.05			251.55			630.00		16.00	2080.59
August		4010.34		2519.98	145.00						6675.32
September	547.36	1158.05						800.00		224.32	2729.73
Quarter 2 totals	572.35	6326.44	0.00	2519.98	396.55	0.00	0.00	1430.00	0.00	240.32	11485.64
October											0.00
November											0.00
December											0.00
Quarter 3 totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
January											0.00
February											0.00
March											0.00
Quarter 4 totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year end	1357.42	10140.55	0.00	2519.98	3844.20	0.00	200.00	3365.00	0.00	940.58	22367.73

22367.73

QUARTERLY REPORT 2017-8: INCOME						
Month	Admin	Maint	Interest	CIL	VAT	Total
April	37647					37647
May			0.59			0.59
June	75	60	0.76			135.76
Quarter 1 totals	37722	60	1.35	0	0	37783.35
July	373.5	128			858.02	1359.52
August	-75	-60	0.67			-134.33
September			1.29			1.29
Quarter 2 totals	298.5	68	1.96	0	858.02	1226.48
October						0
November						0
December						0
Quarter 3 totals	0	0	0	0	0	0
January						
February						
March						
Quarter 4 totals	0	0	0	0	0	0
Year end	38020.50	128.00	3.31	0.00	858.02	39009.83

Balances with the Itemised Receipts Summary

Chairman

Date.....