

## Whittle-le-Woods Parish Council

The monthly meeting was held at the Village Hall, Union Street at 7:30pm on Monday, September 11th, 2017.

- Present Parish Councillors Bell, Briscoe, Fogarty, Newall, Partington, Yates and the Clerk. Three residents also attended.
- Apologies Councillor Candlish, Cornwell, Councillors B and P Higham, Councillor Marsden and Councillor McDonald.
- The meeting opened at 7:30 pm.
1. Minutes  
\*17/09/01 The minutes of the previous meeting were amended slightly then 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:  
17/00815/FUL - Land adjacent to Spring Crescent - Erection of detached bungalow. This area is situated in the green belt and does not seem to be infill. We request that Chorley Council inspect the original site plan as this plot of land may be classed as amenity land.  
17/00813/ADV - Welcome Solutions, 60 Preston Road - Retrospective application for 1 non-illuminated sign. No comment.  
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. No comment.  
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. No comment.  
17/00871/TPO - Stablefold, 66 Blackburn Road - Removal of co dominant stem sycamore to rear of property to right side of garden, replant in the proximity with a standard English oak. This has been passed to the Tree Warden.  
17/00832/TPO - 31 Dunham Drive - Crown reduction and branch removal of oak trees to front and rear of property (covered by TPO7, 1996). This has been passed to the Tree Warden.
- The following application was refused:  
17/00533/OUT - Baysbrown, Copthurst Lane - Demolition of existing dwelling and erection of 4 new dwellings.
- The following applications were granted:  
17/00766/MNMA - Leatherland Farm, Moss Lane - Minor non-material amendment to planning approval 16/00509/FULMAJ (which was for the erection of 45 no. dwellings and associated landscaping and infrastructure) to substitute the approved Proposed Site Layout Plan Ref: 15-160-0001 Rev E with revised plan Proposed Site Layout Plan Ref: 15-160-0001 Rev I to correct the schedule of accommodation.  
17/00690/DIS - Co-op, 144 Chorley Old Road - Application of discharge conditions 18 (highway details) and 19 (condenser and air conditioning unit

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details) attached to planning permission 16/00725/FUL - Demolition of existing buildings and erection of new building to provide ground floor retail (Class A1) neighbourhood convenience store with 4 apartments above.  
 17/00662/TPO - 6 The Walled Garden - Crown lift to 4m above ground and crown clean of turkey oak tree (covered by TPO1, 1982).  
 17/00630/TPO - 10 Spring Mews - 50% crown reduction to 1 oak tree and 2 sycamore trees.  
 17/00563/FULHH - Greenways, Parkside Drive South - Part single storey/part two storey extensions to front, side and the rear elevations.  
 16/00504/DIS - Vacant unit, Kem Mill Lane - Application to discharge conditions 2 (making good retained wall details), 8 (further vole survey), 9 (replacement bat roost opportunities), 10 (management plan for road and landscaped area), 11 (management plan for landscaped seating area), 16 (ground conditions), 17 (hard landscaping materials), 18 (fences, walls and gates), 22 (landscaping), 24 and 25 (Code Level), 27 (surface water drainage) and 30 (external facing materials) of permission ref: 13/00715/FUL (which was for demolition of mill and development of 8 no. detached houses).  
 17/00678/TPO - 3 Stamford Drive - Tree works to oak tree to boundary of 1 and 3 Stamford Drive (covered by TPL12, 1992).  
 17/00674/FULHH - 3 The Walled Garden - Single storey extension to the side and rear.

5. Correspondence

Correspondence was noted and Parish Councillors passed it around the meeting. Amongst the correspondence were the following:  
 An email from a resident who lives next to the new Co-op on Chorley Old Road who is concerned about a willow tree growing over his wall from the nature walk behind the Duke of York bridge. As the Parish Council lease this land from Lancashire County Council the Clerk was asked to contact Steve Limmer to remove the tree.  
 A request from a resident regarding the planting of daffodil bulbs on Cow Well lane. It was agreed that the Parish Council could request bulbs and certainly allow planting provided this does not interfere with the growing season grass cutting schedule.  
 A local resident emailed asking if further locations could be considered for lamp post baskets. The suggested lamp posts are not concrete. 1) Outside 9 Far Nook, metal post number 4 and 2) Lamp post number 6 near Far Nook (children's play area and passage to Shaw Brow). The Clerk was asked to put lamp baskets on the October agenda. The Clerk will email a list of current locations to all Parish Councillors requesting they each select half a dozen or so to check out. Consideration will be given to locations at the October meeting.  
 The audit for the year ended 31st March 2017 has now been concluded and paperwork returned. BDO has not been appointed as auditor for 2017-8. We will be informed of the new auditor by the Smaller Authorities' Audit Appointments agency before the new financial year. As the Clerk currently has no transport, Parish Councillors took the notices of conclusion of audit to display on noticeboards. These are also available on the website.  
 Lancashire County Council sent a notice of closure of the A6 for three Saturday nights in October. This is to enable railway works to take place. The Clerk will make this information available on the website.

\*17/09/02

6. Project committee update

Chairman Bell felt that the Project Committee would benefit from being a body which could not only instigate projects, but to see them through to completion. He suggested that two additional members (himself and Councillor McDonald, perhaps) would be willing to take on this role. Councillor Newall said that the map board project is going ahead and that a few other projects are being investigated. A meeting will take place in the next few weeks and will be reported back to the October Parish Council

- meeting.  
Councillor Newall will send a one-page document to the Clerk as this had been missed from the minutes of the March meeting, but had been approved.
7. Reports from Representatives  
Community Hall Trust - Chairman Bell reported that work to the back roof has been completed. An additional fire escape is also required and new steel work. The flower show was a success and had a good turnout in the afternoon.  
War Memorial - Chairman Bell told the meeting that the memorial plaque has now been fitted. A meeting will take place on the 27th September to organise the Remembrance Day parade.  
Other meetings - There were no reports from other meetings this month.
8. Clerk's Report  
The Clerk read out Chorley Council's response regarding their hedge cutting policy and it was reported that some hedge cutting has already begun.  
The Clerk has not heard back from Lancashire County Council regarding permission to install proposed benches, but Jo Rivans was away most of August.  
In Councillor McDonald's absence, the Clerk read her email regarding posters for the trailer cave. Councillor Newall felt that two week's notice was not enough so it was agreed that the posters should be distributed at the end of this month.
9. Maintenance  
David Hull has carried out the following items on the maintenance contract  
(1) Cut grass on Cow Well x 6 (2) Strimmed the Smithy fields footpath x 2  
(3) Strimmed the footpath from Dawson Lane to the river (4) Strimmed footpath from Lady Crosse drive to the A6 x 2 (5) Strimmed Brewery fields footpath and cleaned up footpath (6) Strimmed, litter picked, cut back bushes and cleaned up Carwood Lane footpath (7) Weeded triangle (8) Cut back bushes and lower vegetation on the Lady Crosse Drive footpath to the new housing estate (9) Cleared round Notice Board on Preston Road (10) Strimmed School Brow (11) Cut back hedge and lower vegetation on Cow Well footpath (12) Cut back lower vegetation on Carwood Lane (13) Strimmed and cut back brambles and bushes of the Smith Street footpath and (14) Cut back hedge on Town Lane.
10. Neighbourhood schemes  
The newly adopted red phone box has now been painted and Chairman Bell has been chasing up installation of the earth rod. Councillor Newall was asked to order the book swap signs as per the other two red phone boxes.  
\*17/09/03  
The Clerk was asked to order defibrillator and case and to request NAWAS discount. This is to be delivered to Councillor Newall's address.  
The Welcome to Whittle sign is now finished and is being painted.  
Councillor Newall has recently spoken to Doug Cridland about the basin project which has now been allocated to him.
11. Flooding committee update  
Councillor Partington informed the meeting that the additional information regarding the Strengthening Communities grant will be submitted tomorrow by the Clerk. It was complex to complete the form as the Environment Agency are keen to know that finances are available before they give permissions. It was also confirmed that the Environment Agency are happy to dredge in partnership with another agency though they had not been willing to take sole responsibility.  
The flood mitigation equipment is all covered by insurance.  
Councillor Partington then asked for the Councillors to consider the provision of water tanks to deal with flood waters, These could possibly be housed at Low Mill if we got permission. A large tank could be installed there which would cost approximately £550. This would protect around

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twenty potentially vulnerable properties. Councillor Partington confirmed that tanks this size do not need to be sunk in. He also asked the Parish Councillors to consider the purchase of a generator to run pumps at problem times. Such a generator could also be used at other times, for Parish Council events etc. The cost would be £369 plus VAT. Both these items would be extremely useful for water shifting. It was agreed to make a decision regarding this proposed flood related equipment at the October meeting. Councillor Candlish is currently putting together a flood action plan and a local resident has offered to maintain and check flood items. Councillor Yates mentioned the footpath by the church (bottom of Chapel Lane). The rain creates flooding on the new path. This has always been an area that floods but it has got worse recently. The Clerk was asked to contact the Low Mill owner requesting he ring Chairman Bell to discuss the water tank proposal.

- 12. Identifying ways of improving the villagers' health

Chairman Bell told the meeting that a ten year lease has to be negotiated for the proposed Church Hill community garden. He is awaiting details regarding the price and conditions of the lease. Councillor Newall suggested another area for a community garden - between Blackburn Road and Millennium Way where the old road has been blocked off. The Residents' Association are apparently keen to pursue this suggestion. Councillor Bell confirmed that CIL monies could be used. This item will be continued on the next agenda. Councillor Newall is conscious that so much of the Parish Council's work involves area within a square mile of the village centre and that consideration should be made of potential sites in the more distant areas of the village. The Clerk has not yet heard back from a local resident regarding health related classes at the village hall but will chase up. A resident had asked Councillor McDonald if it would be possible to organise computer classes for the village's older residents. Chorley Council may be willing to run a course, and Chairman Bell will speak to them about the possibility. The Clerk will include this item in the next newsletter. In addition, the Clerk will check last month's correspondence for details of free council run courses.
- 13. Clean up day

Feedback from the clean-up day on September 9th was positive. The event went well with two skips being filled despite the wet weather. The Clerk was asked to write to Chorley Council to thank the team for their efforts on the day as they were all really helpful. Councillor Partington suggested that it might be run twice a year but this is a Chorley Council event and would be too expensive for the Parish Council to fund alone.
- 14: CIL monies  
\*17/09/04

Councillor Newall had asked the Clerk to send details of existing CIL monies to all Parish Councillors. Of the £18,000 currently received, approximately £6,000 is allocated for information boards (allocate against the 2015/6 income).
- 15. Youth monies and future play schemes  
\*17/09/05

The trailer cave has now been booked and Chairman Bell asked if a banner could be purchase to advertise this and other children's activity events. This was agreed and Chairman Bell will order this with the banner company. Councillor Briscoe asked the Clerk to contact Odin Events to find out if they have any advance promotion banners etc that could also be utilised.
- 16. Newsletter

Suggestions were made regarding the publication of the Christmas

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- newsletter, including: children's page, articles by residents, profile of different village areas in each newsletter, request for choir master for potential community choir, free fitness class, and a request for event organisers to let us know of future event dates.  
Councillor Partington asked about the newsletter's distribution but it can be difficult to get young people to assist in this. Councillor Newall suggested engaging with SPICE time credits where credits can be earned for delivery volunteers. She will make enquiries and deal with the administration, should this occur. It was agreed that it would be good to engage more people.
17. Resignation of Clerk  
\*17/09/06  
The Clerk handed in her notice on the 25th August and has put together a job description and adverts to distribute. There have been nine applications so far, and a number of enquiries. The closing date is the 1st October.  
Considering next steps, Councillor Newall will put together a matrix of requirements for the role and send to the Clerk in time for the October deadline. This will enable the Clerk to sort through the applications and send details to the Staffing Committee.
18. Christmas tree and other arrangements  
Two local residents have offered to contribute to the cost of the Christmas event. This saved money would enable booking of Brindle Brass Band and it was agreed that Chairman Bell should contact them.  
The Clerk will speak to Gala Lights regarding their available light colours and will bring this information to the next meeting for Councillors to decide on this year's purchase. The Clerk was asked to order hanging trees as per last year and to also order the 15-18 foot high Christmas tree to be delivered November 25th.  
The Clerk was asked to double check that we still have carol sheets from last year.
19. Litter campaign  
A resident has been in touch with Chairman Bell regarding litter in the village, and she has produced some posters. It wasn't sure whether polite posters of this type do work. It was suggested that schools may get involved though these things can be difficult to organise.  
The Clerk will contact Keep Britain Tidy to find out what works, in their experience.  
It was agreed that fining people for littering would stop the problem, but that it is the policing that is the problem. Councillor Partington suggested a Facebook campaign. This item will be put on the next agenda.
20. Documents for comment  
There was one document for comment this meeting. Chorley Liaison meetings have requested feedback on the Ironmen event to be collated for their 18th October meeting. Feedback is requested by the 16th October.  
The Clerk will email this document to all Parish Councillors, collate any feedback and send to Chorley Liaison.
21. Accounts  
\*17/09/07  
\*17/09/08  
The monitoring of the budget was APPROVED for August 2017.  
It was proposed that the August accounts be APPROVED.  
Chairman Bell signed the itemised August accounts.
- \*17/09/09  
\*17/09/10  
\*17/09/11  
\*17/09/12  
\*17/09/13  
\*17/09/14  
Cheques presented for approval:  
2837 Employee 2 September wages £352.80  
2838 Employee 1 September wages £650.18  
2839 HMRC July to September £271.71  
2840 D Hull Church Hill tubs and planter £145  
2841 BDO audit £360  
2842 Odin Events trailer cave £960

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22. Councillors' reports

Councillor Yates reported that the grid across from the Village Store on Chorley Old Road is bubbling up once again. The Clerk will re-report.

Councillor Fogarty reported that lamp post 28 near St Chad's does not appear to be working. He will check this and inform the Clerk of its status.

Councillor Newall reported flooding problems on Dawson Lane (near where the donkeys are). There are also flooding problems near Gelston despite a culvert being put in last year. The Clerk was asked to request that all gullies on Dawson Lane are deep cleaned as soon as possible.

Councillor Briscoe reported that the five gullies in the Town lane/Copthurst Lane area require unblocking. Any overflow is directed to 205 Town Lane. Councillor Briscoe asked if they could contact him directly when coming to look at the gullies so he can explain the situation more fully.

Councillor Briscoe also said that the wild flowers on Millennium Way have now been cut down. Also, the wild flowers at the top of Church Hill were damaged by local contractors removing trees. In general, the wild flower beds are declining in quality, from a very positive start two years ago. Councillor Briscoe suggested seeding with grass. Councillor Bell will try to find out what has gone wrong this year.

Councillor Briscoe also mentioned a large beech tree on the Town Lane/Dark Lane corner. It has bracket fungus which appears to be getting worse each year. Boughs have been broken and the tree does not look strong. The owners have been contacted in the past. The Clerk will ask Chorley Council to take a look at it.

23. Confidential Items There were no confidential items.

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

<b>AUGUST ACCOUNTS - TO BE APPROVED AT SEPT MEETING</b>				
<b>Accounts</b>				
<b>Budget Monitoring as at</b>		<b>31st August 2017</b>		
	<b>2017/8 Accounts</b>		<b>2016/7 Accounts</b>	<b>TOTAL</b>
<b>Expenditure</b>	<b>Budget</b>	<b>Actual</b>	<b>Spent in 2017</b>	<b>SPENT</b>
Admin - Admin	6,436.00	810.06	-	810.06
Admin - Sals	15,700.00	7,983.18	-	7,983.18
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	2,565.00	-	2,565.00
Other costs/misc	1,300.00			
CIL	-		-	-
VAT	-	716.26	-	-
	<b>46,904.50</b>	<b>18,638.68</b>	<b>-</b>	<b>17,922.42</b>
				<i>Total pmnts year so far</i>
	<b>2017/8 Accounts</b>		<b>2016/7 Accounts</b>	<b>TOTAL</b>
<b>Income</b>	<b>Budget</b>	<b>Actual</b>	<b>Income in 2017</b>	<b>INCOME</b>
Administration	38,847.00	38,020.50	-	38,020.50
Maintenance	220.00	128.00	-	128.00
CIL				
Bank Interest	50.00	2.02		2.02
VAT repayment		858.02	-	858.02
	<b>39,117.00</b>	<b>39,008.54</b>	<b>-</b>	<b>38,150.52</b>
				<i>Total income year so far</i>
<b>Payments presented for authorisation</b>				
2837 Employee 2 September wages				£352.80
2838 Employee 1 September wages				£650.18
2839 HMRC July to September				£271.71
2840 D Hull Church Hill tubs and planter				£145.00
2841 BDO Audit fee				£360.00
2842 Odin Events trailer cave				£960.00
				<b>£2,739.69</b>
<b>Accounts for month ending 31st August 2017</b>				
<b>Receipts</b>		<b>Payments</b>		
Interest	0.67	Employee 1 August wages		650.18
Misposting correction	-60.00	Employee 2 August wages		352.80
Misposting correction	-25.00	PWLB loan		2519.98
Misposting correction	-50.00	HMRC July to Sept		271.71
		D Hull Church Hill tubs and planter		145.00
		LCC pension		155.07
		Came and Co insurance		2580.58
Total receipts	<b>-134.33</b>	Total payments		<b>6675.32</b>
		<b>Current a/c 26th August</b>		<b>923.25</b>
		<b>Deposit a/c 26th August</b>		<b>69086.89</b>
		<b>Bank balances</b>		<b>70010.14</b>
<b>31st July balance</b>	75354.43	<b>+ Deposits not incl</b>		<b>0.00</b>
<b>+ Receipts</b>	-134.33	<b>- Unpresented cheqs</b>		<b>1465.36</b>
<b>- Payments</b>	6675.32			
<b>31st August balance</b>	<b>68544.78</b>	<b>31st August balance</b>		<b>68544.78</b>

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