

The monthly meeting was held at Whittle-le-Woods Village Hall, on Monday 14 October 2024

Present Chair McDonald, Vice Chair Higham; Parish Councillors, P Higham, Evans, Moss, Green, Briscoe, Newall and the Locum Clerk

Apologies Councillors Auwerx, Bell, Yates, Fogarty and the Clerk.

Visitors Nil

The meeting opened at 7.30pm.

1. Minutes

The minutes of the meeting on 09.09.2024 circulated and approved.

2. Changes in Declarations of Interest

Declaration of Interest received from Cllr Green and to be uploaded on to website.

3. Defibrillator checks

Shaw Brow/Waterhouse Green – To be taken off line
Hillside Cres – to be checked.
St Chads – Cllr Fogarty checked and OK.
Town Lane – checked and OK.

4. Planning

New

Application no: 24/00765/CLPUD

Proposal: Application for a certificate of lawfulness for a proposed single storey rear extension.

No consultation. Chorley BC notified out of courtesy.

Application no: 24/00783/TPO

Proposal: Application for work to a protected tree - Chorley BC TPO 3 (Whittle Le Woods) 2000: T1-Sycamore- Fell.

Advice received from Tree Warden. Application supported.

Granted/Decided

Application no: 24/00605/CLPUD

Decided: Fri 13/09/2024

Decision: Grant Certificate of Lawfulness

Proposal: Application for a certificate of lawfulness for a proposed single storey rear extension

Application no: 24/00299/LBC

Decided: Mon 16/09/2024

Decision: Grant Listed Building Consent

Chair

Date.....

Proposal: Application for listed building consent for the replacement of the front facade single glazed casement windows with traditional double hung sliding sash windows incorporating 12mm heritage double glazed units

Application no: 24/00664/TPO

Decided: Tue 01/10/2024

Decision: Refuse for Tree Works

Proposal: Application for works to a protected tree - Chorley BC TPO 9 (Whittle-le-Woods) 1987: T1 Oak- fell

Application no: 24/00692/FULHH

Decided: Mon 07/10/2024

Decision: Permit Full Planning Permission

Proposal: Single storey rear extension and canopy over front door (following demolition of existing conservatory).

Application no: 24/00250/FUL

Decided: Thu 10/10/2024

Decision: Permit Full Planning Permission

Proposal: Erection of 2no. single storey rear extensions to existing dwellinghouse (following removal of conservatory) and subdivision of existing property to form 2no. separate dwellinghouses with car ports and access alterations

Application no: 24/00251/LBC

Decided: Thu 10/10/2024

Decision: Grant Listed Building Consent

Proposal: Application for listed building consent for the erection of 2no. single storey extensions to existing dwellinghouse (following removal of conservatory) and subdivision to form 2no. separate dwellinghouses along with car ports

Other

5. Matters Arising

War Memorial – Overhanging tree from Watkin Road. Clerk to report.

Aquasition UK Limited renewal. Discussed and agreed to renew at £168 for 12 months.
Clerk to make payment. Clerk to also to arrange for data download.

Sea Cadet – Application Form to be sent out for completion.

6. Clerks Update

Audit 2023/2024 – Limited Assurance Review is completed with one qualification. The Notice of Completion of Audit and AGAR sections 1, 2 and 3 are displayed on the website.

Chair

Date.....

Invoice produced in the sum of £504.00. Cllrs agreed that this is to be paid. Clerk to put in hand.

Defibs – Order to be placed for LPCR2 USB semi-automatic version x 2. Awaiting correct order details.

Letters/Emails

Request for funding – Girlguiding International Opportunity. To complete Grant Application Form to be considered in the new year at the Grant Meeting.

WLW and CLW War Memorial

- Invitation to Remembrance Day Ceremony
- Condolences received for former Cllr Walker

Invitation from Mayor of Chorley BC to Remembrance Day Parade on 10.11.2024

Christmas Tree Lighting Event – Arrangements being made for event on 01.12.2024 commencing at 5.30pm. Provisional plans are as follows:

- Odin Events – Cllrs determined that costs prohibitive for this event. Clerk to inform Odin.
- Landlord of Roebuck has been advised of the event and has confirmed he will act as contact for the erection of the gazebos.
- Estimate for gazebo awaited from Chorley Markets. Estimate to be put to Cllrs for agreement.
- Carver Trees – to provide a tree w/c 25.11.2024 at £705. Cllrs agreed costs. Clerk to confirm order.
- Stateley lights have provided a quote of £900 plus VAT. Cllrs agreed costs. Clerk to confirm order.
- Town Centre Trees - 1 x Elliots Bistro, 1 x Village Hall, 1 x 55 Chorley Old Road, 1 x Royal Oak - £320 in total. Cllrs agreed costs. Clerk to confirm order.
- Chorley Silver Band – available at £150. Cllrs agree costs. Clerk to confirm order.
- Cllrs Higham – to provide refreshment.
- Insurance requirements to be met. Cllr Briscoe to inspect the tree and record the inspections but will require insurance. Clerk to investigate and revert.
- Clerk to contact local school to invite them to sing at the event.
- Clerk to make arrangements for festive lighting around Waterhouse Green as per previous years.

Newsletter - Greenman Marketing – Agreed to proceed with distribution scheduled to commence 25.11.2024. Content being collated. Clerk to confirm what articles are required and the deadline for submissions. Invoice provided of £2928 plus VAT agreed. Clerk to approach schools for articles. Cllr Green and Cllr Moss have agreed to produce articles. Notice to be placed for volunteer journalism student to prepare suitable articles for the newsletter throughout the year.

David Hull – Weeded triangle, cut grass on Cow Well Lane x 2, strimmed grass Smith Street footpath, cut back hedge and strimmed grass on Hill Top Lane.

Chair

Date.....

Insurance – following consultation and agreement with Cllrs McDonald, Fogarty and Newall, the insurance was renewed for a one year period with Clear Councils/Aviva at a total premium of £3087.10. Revaluation to be arranged for the Village Hall as per Risk Register.

Canal Lease – documentation received and reviewed. Clerk to progress.

Buckshaw notice board – repaired by Cllr Briscoe.

Redrow path – Clerk has liaised with Cllr Evans and a way forward has been agreed. Email sent to LCC.

Josh Peet – Agreed items purchased but cost has increased since information provided. Request for a further £28.39. Evidence provided. Cllrs agreed to payment. Clerk to make payment.

Parish on Line – Mapping Software - invoice received for £259.20 (incl. VAT) for annual subscription. More information required re service offered and use before extending subscription.

Annual Remembrance Service at the Whittle le Woods and Clayton Le Woods War Memorial Committee to take place on 10.11.2024 at the War Memorial, Preston Road commencing at 2.30pm. Posters have been displayed on the website and noticeboards.

Easy Websites – Change in fees. Reduced to £77.88 from Oct to Dec 24.

Community Orchard – the application form is completed as far as possible with final permission awaited from CBC.

CIL - £7091.12 to Oct and none-anticipated for Oct to April 25.

7. Accounts

Outgoings for approval this meeting

Description	Supplier	Total
Employee 1 Salary	Employee 1	£1048.33
Employee 1 Pension Payment	Local Pension Partnership	£508.95
Employee 2 Salary	Employee 2	£555.23
Locum Clerk Salary September (minus pension contrib. tbc)		£1500.00
Website Hosting	Easy Websites	£77.88

Chair

Date.....

Insurance Renewal	Clear Councils	£3087.10 * already paid with email authority
Flood Defences	Josh Peet (balance)	£28.39
Flood Defences	Aquasition	£168.00
External Audit	PKF	£504.00
Newsletter	Greenman Marketing	£3513.60

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

Income received

Description	Supplier	Total
Nil		

Bank Balance as at 26.09.2024

Current account - £1052.41

Deposit account - £188503.46

Total - £189,555.87

8. Councillor Reports

Cllr Auwerx – Absent

Cllr Bell – Absent

Cllr Briscoe

- The new benches should be added to the Asset Register. Clerk to put in hand.
- There has been an increase in HGVs using Town Lane. There is a 7.5 tonne weight limit on Town Lane and British Waterways have confirmed that the canal bridge can take up to 40 tonnes however larger vehicles are prone to beaching.
- Signs to be prepared for the footpath on Lower Copthurst.
- The privet hedge at the junction of Moss Lane and Preston Road is overgrown and causing visibility issues when turning right. Clerk to report.

Cllr Evans

- The bus stop by the Chip Shop is overgrown. This has been reported before by the Clerk but would be reported again.

Chair

Date.....

Cllr Fogarty – Absent

Cllr Green

- Travellers Site on Town Lane – the required survey is awaited before the Planning Application can be heard. Reassurances received from the police.
- The Borough Council had been making headway with the roadside vegetation.
- Cllr Moss and Cllr Green have set up a surgery every Thursday from 6-7pm at the Royal Oak. All are welcome.

Cllr P Higham – None

Cllr B Higham – None

Cllr McDonald – None

Cllr Moss

- Constant noise from generator on Travellers Site.

Cllr Newall – None

Cllr Yates - Absent

9. Confidential Items
Removed

Meeting ended at 8.46pm.

The next Parish Council Meeting will be held at Whittle-le-Woods Village Hall at 7.30pm on Monday 11 November 2024.

Chair

Date.....

Whittle-le-Woods Parish Council

Addendum to Minutes 14.10.2024

Payments 10.09.2024 to 14.10.2024

Receipts year to date

Payments

19.09.2024	£508.95	Pension Payments
20.09.2024	£35.00	ICO Subscription
24.09.2024	£2,643.45	Bench & Signs
24.09.2024	£419.19	Flood Committee Equipment
24.09.2024	£1,015.00	Maintenance
24.09.2024	£20.00	Utility Donation
24.09.2024	£1,500.00	Locum - Katherine Milnes Salary
27.09.2024	£3,087.10	Insurance renewal
27.09.2024	£1,048.33	Employee 1 Salary
27.09.2024	£555.23	Employee 2 Salary
01.10.2024	£77.88	Monthly Website Subscription
11.10.2024	£15.42	Locum - Katherine Milnes Reimbursement
11.10.2024	£75.00	Internal Audit
11.10.2024	£500.00	Whittle St Johns Christmas Event - donation/grant
11.10.2024	£332.40	PROW Signs - Cllr Briscoe
15.10.2024	£28.39	Flood Committee Equipment
15.10.2024	£168.00	Flood Committee Equipment

Receipts year to date

30.04.2024	£234.55	Interest
03.05.2024	£61,860.00	Precept
03.05.2024	£2,014.23	Community Infrastructure Levy (CIL)
31.05.2024	£284.04	Interest
20.06.2024	£800.00	Public Right of Way and Biodiversity Grant from LCC
28.06.2024	£253.83	Interest
31.07.2024	£279.38	Interest
30.08.2024	£237.16	Interest
30.09.2024	£237.63	Interest

Chair

Date.....

Chair

Date.....