

**Full Council Meeting**

Monday 8th September 2025, 7.30 pm start
 Whittle-le-Woods Village Hall, Whittle-le-Woods

MINUTES**Attendance**

Cllr Chris Briscoe
 Cllr Steve Fogerty
 Cllr Barbara Higham
 Cllr Peter Higham

Cllr Wendy McDonald
 Cllr Dedrah Moss
 Cllr Tina Newall
 Cllr Will Yates

Clerking: N Griffiths, D Platt

1. Apologies

Cllrs Russ Green and Jamie Halliwell

2. Declarations of interest and dispensation considerations

Cllr Chris Briscoe notified of an interest in payments at item 5.1.

3. Minutes of previous Council meetings to be approved, or received at a later date

Resolved: Minutes of the meeting held on 11 August 2025 were approved.

4. Statutory Business

4.1 Planning - Consider planning report, approve responses and ratify responses made between meetings or to meet deadlines.

25/00565/FUL – 23 Birch Lane – Neighbours to be consulted and materials used, need to match the area.

25/00776/FULHH – 195 Town Lane - Materials to match surrounding area.

25/00748/PIP – Stables – Green belt land, rules apply, also near motorway.

25/00745/MNMA – No Comment

25/00649/FUL – Green belt land, materially changes the use of the land, effects the openness of the countryside.

Resolved: Council approved these comments to be submitted.

5. Financial items

5.1 Consider and approve expenditures in the circulated report, and any after the agenda, submitted to the meeting

Resolved: Council approved payments for

Date	Payee	Purpose	£
01/09/2025	Easy Web Sites	Web Site Hosting	£62.04
08/09/2025	Stock Signs	SPIDS	£8719.20
08/09/2025	Locum Clerk - DP	Services	£875.00
08/09/2025	Salary – Sept 2025	Employees 2 & 3	£1980.71

DRAFT

08/09/2025	Locum Clerk	Reimbursements (Copies etc)	£63.14
08/09/2025	Chris Briscoe	Benches	£2896.50
08/09/2025	LALC	Membership	£850.76

5.2 Receive Financial Figures

Figures Received and signed off by Chair.

Resolved: Councillors noted the report.

5.3 Unity Trust Bank – to update the bank mandate with adjustments

Mandate updated. Colin Evans & Will Yates to be removed and Tina Newall and Steve Fogerty to be added.

The Clerk, Natalie Griffiths to be added as admin.

Resolved: Councillors agreed to the bank mandate changes.

5.4 External Auditor Report (If it arrives)

Did not arrive – defer to next Agenda

6. Project updates from Councillors

6.1 Defibrillator reports.

Defibrillators had been checked by Councillors at St Chads, Hillside Crescent, Waterhouse Street, Town Lane. Clerk to submit to

6.2 Progress on village entrance signs

Members looked at sign designs and what the village presently has, albeit they have been covered a bit with hedge and weed growth. Design ideas were brought to the meeting and costings. Design choice chosen in principle.

Price still needs confirming for the next meeting, approximately £1500 per sign. We will have the final price at the next meeting.

6.3 Progress on land for youth use

Shelter suggestion – for polo land. A license will be needed to use land from LCC/CBC. Clerk to get the licence.

Skate Park suggested, will need to apply for planning following identifying the land.

7. Finance Committee

Resolved: Council agreed to the Finance Committee recommendation to move to the ‘Nest Workplace Pension Scheme’ for its employees.

8. Website – Members were asked at the last meeting to review the current arrangement on the website for this item – whether other elected members should/shouldn't be included on the Parish Councils website.

Resolved: It was decided that everyone was happy to leave all elected members on the Parish Councils Website.

DRAFT

9. IT Policy – to adopt a template policy in line with the new criteria in the updated SAPPP Practitioners Guide 2025 assertion 10.

Resolved: The presented IT Policy was adopted.

It was commented that Members should have a Whittle-le-Woods email to correspond as a Councillor.

Next Meeting to cover: it was agreed we would review the policies, GDPR, The Data Protection Act and The Health and Safety Policy in place.

10. Matters for information

Chair raised an incident that had happened on the cricket field, that could have been fatal if there had not have been a defibrillator there. This showed they are needed.

It was reminded that that Council was to review the Lengthsman service for the village, such as hours and manpower.

Locum Clerk brought up the prospect of sourcing out the payroll to a company. This would ensure proper practices were being followed. Clerk will present three quotations to the next meeting.

A member asked about doing training online to learn more about the councillor role and also extra training called Whistle Stop for Councillors and Clerks.

Agreed Courses for Councillor and Clerk to be booked onto.

Chair discussed about sending a thank you letter for all the work a councillor who had recently left had put into the Parish of Whittle Le Woods, Agreed to get this letter sent.

A member brought to our attention there was a Healthy Minds Event being held in Chorley Town Centre on Wednesday 10th September 2025.

Chairman requested we get the keys for the speed machines on, Langdale Grove and Union Street.

Agreed that the Parish Councils address would remain to be the Village Hall, Union Street.

11. Exclusion of Press and Public

Resolved: Council resolved because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming item of business - pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960¹ and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972².

12. Update from the Locum Clerk.

Members updated on the outgoing Clerk.

Chair closed the meeting.

8:51pm

¹ <https://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1>

² <https://www.legislation.gov.uk/ukpga/1972/70/schedule/12A>