

Whittle-le-Woods Parish Council

The monthly meeting was held at the Village Hall, Union Street at 7:30pm on Monday, November 13th, 2017.

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| Present | Chairman Bell and Parish Councillors Briscoe, B Higham, P Higham, McDonald, Newall, Partington, Yates the outgoing Clerk, and the new Clerk. A member of the public also attended. |
| Apologies | Councillors Candlish (attending the Planning in Practice meeting), Fogarty, and Marsden.

The meeting opened at 7:30 pm. |
| 1. Minutes
*17/11/01 | The minutes of the previous meeting were amended 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 | <p>Comments on the following new applications will be sent to the Planning Department:</p> <p>17/00993/FULHH - 8 Lancashire Drive, Buckshaw Village - Single storey rear extension. Concern raised only regarding neighbour consultation and use of appropriate materials.</p> <p>17/01020/LBC - Johnson's Hillock 4th Lock Bridge, no 81, Town Lane - Listed building consent for the extension of two lock ladder recesses and replacement of tail gates. No comment.</p> <p>17/01015/TPO - 14 Stamford Drive - Oak tree within rear garden - crown reduction by 20%. This was passed to the Tree Warden.</p> <p>17/01047/FULHH - 20 Foxglove Drive - Proposed two storey side extension with detached double garage to front of property. Concern raised only regarding neighbour consultation and use of appropriate materials.</p> <p>17/00959/CLPUD - Gelston, Dawson Lane - Application for a certificate of lawfulness for the proposed siting of an ancillary outbuilding. Needs to ensure that approval is conducive to Green Belt regulations.</p> <p>These Applications have been granted:</p> <p>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.</p> <p>17/00832/TPO - 31 Dunham Drive - Crown reduction and branch removal of oak trees to front and rear of property (covered by TPO7, 1996).</p> <p>17/00739/FUL - 68 Blackburn Road - Demolition of existing stables and store buildings and erection of one detached dwelling.</p> <p>17/00610/FULHH - Rustic Oak Farm, Moss Lane - Formation of new driveway and vehicular access from Moss Lane.</p> <p>17/00458/P3PAN - 23 Shaw Brow (ex post office) - Prior approval under Part 3, Class M of the Town and Country Planning (General Permitted Development) (England) Order 2015 for change of use of post office (USE Class A1) to dwelling (Use Class C39).</p> <p>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</p> |

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been built without the single storey rear projection and changes to materials and fenestration.
 17/00815/FUL - Land adjacent to Spring Crescent - Erection of detached bungalow.

Other decision
 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). Prior permission is not required.

- 5. Correspondence Correspondence was noted and Parish Councillors passed it around the meeting. Amongst the correspondence were the following:
 An email from a local resident complaining that Plantscape had removed the hanging baskets at 3:45am on a Monday morning. The Clerk is to advise Plantscape - plus 2 baskets have been left up near the Seaview - 1 on either side of road.
 The Boundary Committee rearranged a briefing meeting to 6th December at 6:30pm. Would two representatives from the Parish Council like to attend? No attendees volunteered but a copy of the briefing notes to be requested.
 A resident from Ivy Farm, Moss Lane is concerned about barrier railings outside her house. In February there was an accident and half were knocked down. The Clerk will report this to Highways.
 Councillor Yates expressed concerns regarding siting of temporary bus stop. His neighbours are also concerned and upset – the Clerk will contact County Transport.
 A resident's complaint regarding conifers at top of Cow Well Lane. This has been already been reported to Highways who contacted the resident, but will be followed up in future should no action be taken.
 A resident complained that a major number of Preston Road gullies are blocked and water is flooding across the road. To be reported.
 A new resident has offered her services as a volunteer – for example, to assist in delivering newsletters.
 A resident reported a problem with the chemist's car park being used by people who were not visiting the chemist. What can be done? Issue to be raised with the chemist.
 Kim Snape put forward residents' concerns regarding the proposed BMX site, and have asked for the Parish Council to share the outcome of the residents' survey. The suggested scooter park was rejected. The results of the residents' survey were published in the Summer 17 newsletter. This information will be issued to Councillor Snape.
 In addition notice regarding Christmas bus service to be posted on website and added to notice boards.

- 6. Project committee update Councillor Newall has no further update, due to the committee being unable to meet up.

- 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. 90 guests are expected to attend. Councillors requested gifts to be donated. Councillor Partington to provide 20 shoeboxes to be utilised for presents.
 War Memorial - Chairman Bell advised that 2018 is the 100 year anniversary of the end of the 1st World War. Also 2018 is the 100 year anniversary of the formation of the RAF. Commemorations will be ongoing throughout the year. Clerk to write to Ruttle Plant to request use of the top of the quarry.

- 8. Clerk's Report The Clerk has reported items mentioned at the last meeting.
 Pre meeting to be arranged to simplify and propose budget and precept prior to January PC meeting. (Councillors Fogarty, Marsden and Newall, and Clerk).

- 9. Maintenance The Clerk will inform Chorley Community Housing that the wild flower areas at the top of Church Hill need to be re-turfed.
 David Hull has completed the Winter planting.

10. Neighbourhood schemes
The earth rods have now been installed for the final of the 3 telephone boxes. Councillor Newall has the defibrillator and will now request that it is fitted as soon as possible. Councillor Briscoe will add the required board. The budget needs to include the maintenance and painting of the phone boxes.
A submission has been made to provide drainage on the playing field.
A submission has been made for the cleanup of the canal.
A submission has been made for the maintenance of the steps up to Hill Top Lane.
Clerk to email list of submissions to Councillor Newall.
11. Flooding committee update
*17/11/02
The purchase of flood tank and generator as mentioned at last month's meeting should go ahead. The total budget is £1000.
Councillor Partington advised that the telemetry system is installed on the bridge and is now live. It will be monitored for a period of 3 months to gain an understanding of the river's behaviour.
There is a meeting planned on the 16/11/17 with the Environment Agency.
Councillor Partington will also seek clarification on the provision of the Strengthening Communities Grant.
Permission has been requested for the water tank (email sent to Clerk) and the location will be discussed at the meeting on 16/11/17.
There has been 1 flooding episode on 21/10/17, but this was due to the amount of rain and the gullies overflowing.
Over the weekend 2-3rd December there will be a riverbank clear up event near the location of the annual duck race. A skip will be provided by Chorley Council. Clerk to add to website.
All new assets will need to be placed on the asset register when they have been purchased.
12. Identifying ways of improving the villagers' health
Councillor Newall suggested that an ideal location for a community garden would be on the land between the canal entrance and the sharp bend on Town Lane - Chairman Bell to approach the landowner regarding this suggestion.
13. CIL monies
The latest CIL monies report has now been received and the CIL Annual Report for 2016/7 has been produced, submitted to Chorley Council and made available on the website. A copy of the report will be issued to all Councillors.
- 14: Youth monies and future play schemes
*17/11/03
*17/11/04
There is still around £450 in the youth budget for this financial year. Councillor Bell suggested increasing the budget to £2000 for next year. The decision will be made to top it up at the precept meeting.
Councillor Yates suggested we run an event within Buckshaw Village. Contact to be made with Simon Pearson (R.M.G)
The Clerk reported that Chorley Council have charged £50 hire for the use of their field for the trailer cave.
15. Newsletter
The Winter 2017 Newsletter has been printed and distribution is well underway. The newsletter will be added to the website.
16. New Clerk
Lisa Pickering started on 16th October 2017. Contract of employment has been issued but requires signing by the Chair.
17. Christmas tree and other arrangements
*17/11/05
*17/11/06
The Christmas tree will be set up on the 25th November. Councillor McDonald will arrange for the lights to go on the same day. Additional decorations are in the filing cabinet (key no. 337).
The tree switch on will take place at 5.30pm on Sunday 3rd December.
Chairman Bell has not heard back from Brindle Brass Band but will follow up.
Budget for refreshments set at £100.
18. Lamp post basket locations
Buckshaw Village locations to be considered.

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19. Resignation of Councillor Cornwell
The Clerk has now informed Chorley Council of the resignation of Councillor Cornwell and posters have been put on the notice boards. If there are no applications, Chorley Council will advise after 2 weeks, and a Councillor may be co-opted.
20. Remembrance Day
The service was held on Sunday 12th November. The sermon was somewhat long, and the traditional timing of 3pm for the 2 minutes silence was missed.
21. Standing orders
The Standing Orders amendment is in progress however Councillor B Higham would like a copy of the Chorley Council Code of Conduct.
22. New Bank Mandates
The new mandates have been completed and signed off. The outgoing Clerk will be removed from the bank accounts, and the incoming Clerk will be added. Clerk to submit to the bank.
23. Documents for comment
There is one document for comment this meeting:
1. Email regarding funding of Chorley bus services (forwarded to Parish Councillors in advance of this meeting owing to comment date of 10th November).
The bus route is minimal within the Parish - only 2 stops.
The route and times of the service will not be of major benefit to the community. This has resulted in the decision that the requested contribution is too high, and the Parish Council will not be contributing.
24. Accounts
*17/10/06
*17/10/07
The monitoring of the budget was APPROVED for October 2017.
It was proposed that the October accounts be APPROVED.
Chairman Bell signed the itemised October accounts.
- Cheques presented for approval:
- | | | |
|-----------|--|---------|
| *17/11/07 | 2851 Employee 2 November wages | £352.86 |
| *17/11/08 | 2852 J Shipman remembrance wreath | £25.00 |
| *17/11/09 | 2853 New Employee 1 October wages | £300.63 |
| *17/11/10 | 2854 New Employee 1 November wages | £601.25 |
| *17/11/11 | 2855 Steve Limmer removal of willow | £280.00 |
| *17/11/12 | 2856 Physio Control defibrillator | £905.01 |
| *17/11/13 | 2857 Old Employee 1 November wages | £883.45 |
| *17/11/14 | 2858 Tina Newall Poppy signs for phone boxes | £44.17 |
25. Councillors' reports
Councillor Yates advised that the wall at the new nursery (174 Preston Rd) has not been put back as per the comments on the planning submission.
Councillor Newall again advised of the overhanging trees at Town Lane, near Low Mill and opposite the cottages (PR6 7DJ). This has been previously reported.
Councillor Briscoe reported that there are now a number of very distracting advertisements on the railway railings near the roundabout at the top of Euxton Lane.
Councillor McDonald advised that there is a blocked drain at the top of Church Hill near the garages. Clerk to report.
Councillor B Higham reported a number of blocked gullies:
Dawson Lane (reported by Chairman Bell).
School Brow - at the bridge, Clerk to report.
Cow Well Lane - Cliff drive entrance, Clerk to report.
Councillor P Higham advised that there had been no further activity regarding the illuminated totem signage at the new Co-op.
All Councillors made note of their appreciation and thanked Lesley for her commitment and enthusiasm to the Parish Council over the last 7 and a half years.
26. Confidential Items
There were no confidential items.

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The meeting closed at 9:13pm. The next Parish Council Meeting will be held at the village hall on Monday 11th December at 7:30pm. This will be preceded by the Charities meeting at 7:15pm.

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OCT ACCOUNTS - APPROVED AT NOV MEETING				
Accounts				
Budget Monitoring as at 31st October 2017				
	2017/8 Accounts		2016/7 Accounts	TOTAL
Expenditure	Budget	Actual	Spent in 2017	SPENT
Admin - Admin	6,436.00	1,985.42	-	1,985.42
Admin - Sals	15,700.00	10,599.91	-	10,599.91
War memorial	2,000.00		-	-
Loan	5,040.00	2,519.98	-	2,519.98
Maintenance	11,728.50	4,084.20	-	4,084.20
Grants	500.00	200.00	-	200.00
Projects	4,200.00	3,805.00	-	3,805.00
Other costs/misc	1,300.00			-
CIL	-		-	-
VAT	-	1,141.18	-	1,141.18
	46,904.50	24,335.69	-	24,335.69
				<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	3.85		3.85
VAT repayment		858.02	-	858.02
	39,117.00	39,010.37	-	38,152.35
				<i>Total income year so far</i>
Payments presented for authorisation				
2851 Employee 2 November wages				£352.86
2852 J Shipman remembrance wreath				£25.00
2853 New Employee 1 October wages				£300.63
2854 New Employee 1 November wages				£601.25
2855 Steve Limmer removal of willow				£280.00
2856 Physio Control defibrillator				£905.01
2857 Old Employee 1 November wages				£883.45
2858 Tina Newall Poppy signs for phone boxes				£44.17
				£3,392.37
Accounts for month ending 31st Oct 2017				
Receipts			Payments	
Interest	0.54		Employee 2 Oct wages	352.80
			Employee 1 Oct wages	650.18
			Clerk vacancy adverts	723.60
			Cardiac Science	422.00
			Trailer cave field hire	50.00
			Employee 1 (Lisa) Oct wages	300.63
			Shipman remembrance wreath	25.00
			Town Centre Trees	240.00
			LCC pension	155.07
Total receipts	0.54		Total payments	2919.28
			Current a/c 26th Oct	1220.18
			Deposit a/c 26th Oct	62088.04
			Bank balances	63308.22
30th Sept balance	65768.34		+ Deposits not incl	0.00
+ Receipts	0.54		- Unpresented cheqs	458.62
- Payments	2919.28			
31st Oct balance	62849.60		31st October balance	62849.60

Chairman

Date.....