



Full Council Meeting Summons Monday 8 September 2025, 7.30 pm start
Whittle-le-Woods Village Hall

Dear Councillor

You are hereby summoned to attend a meeting of Whittle-le-Woods Parish Council to consider the items detailed on the attached agenda.

If you are unable to attend, please could you submit an apology to the Clerk.

Yours sincerely

N Griffiths

N Griffiths
Clerk to the Council
Issued: 1 September 2025

Meeting arrangements Full Council Meeting
Monday 8 September 2025, 7.30 pm start
Whittle-le-Woods Village Hall

Agenda

1. Apologies
2. Declarations of interest and dispensation considerations
Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider any dispensation requests submitted.
3. Minutes of previous Council meetings to be approved, or received at a later date
4. Statutory Business
 - 4.1 Planning - Consider planning report, approve responses and ratify responses made between meetings or to meet deadlines.
5. Financial items
 - 5.1 Consider and approve expenditures in the circulated report, and any after the agenda, submitted to the meeting
 - 5.2 Receive the financial reports
 - 5.3 Unity Trust Bank – to update the bank mandate with adjustments
 - 5.4 External Auditor Report (if it arrives)

6. Project updates from Councillors - only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.
 - 6.1 Defibrillator reports
 - 6.2 Progress on village entrance signs
 - 6.3 Progress on land for Youth use
7. Finance Committee – recommendation – see minutes attached

Finance Committee recommends to Full Council that it adopts the ‘Nest Workplace Pension Scheme’ as the replacement for the LCC Pension with immediate effect. This is in line with other local Parish Councils. Choosing this pension scheme allows us to have more control of our finances in future planning.
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 eg. Borough, County, MP.
9. IT Policy – to adopt a template policy in line with the new criteria in the updated [SAPPP Practitioners Guide 2025](#) assertion 10 – a drafted document is attached
10. Matters for information

Notify the Chair prior to the meeting starts of any item to be raised under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.
11. Exclusion of Press and Public

It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items 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

N Griffiths

N Griffiths

Clerk to the Council

Issued: 1 September 2025

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

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

Item 4.2 Planning

APPLICATIONS

App Number	Address and description	
25/00565/FUL	23 Birchin Lane Whittle-le-woods Chorley PR6 7NJ Erection of 1no. detached bungalow following demolition of existing buildings	
25/00776/FULHH	Single storey side extension 195 Town Lane Whittle-le-woods Chorley PR6 8AG	
25/00748/PIP	Erection of 1no. dwellinghouse, following demolition of existing stables Stables 85M South Of Oldfields Moss Lane Whittle-le-woods	
25/00745/MNMA	Minor non-material amendment to planning permission ref: 25/00029/FULHH (Single storey side extension to form new garage, conversion of existing attached garage to habitable accommodation, installation of 6no. rooflights, reconfiguration of windows, rendering and cladding of property and new driveway to property frontage) involving the reduction in height of the approved garage, alteration to the roof of the existing garage that is to be converted to habitable accommodation to create a mono pitched roof, insertion of 2no. new windows to the northern elevation and 1no. new widow to the west elevation of the converted garage and relocation of the approved parking location Stickledown Parkside Drive Whittle-le-woods Chorley PR6 7PL	
25/00649/FUL	Erection of a timber granny annexe for ancillary use to the main dwelling 1 Moss Terrace Moss Lane Whittle-le-woods Chorley PR6 8AB	

DECISIONS

Address and description	Decision
25/00589/TPO Application for works to protected trees - Chorley BC TPO 5 (Whittle-le-Woods) 2012: T8 fell monkey puzzle tree, T1 Oak, T2 Beech, G3 2 Beech to be pruned. 179 Preston Road Whittle-le-woods Chorley PR6 7PR	Granted
25/00590/TPO Application for works to a protected tree - Chorley BC TPO 9 (Whittle-le-Woods) 1987: T1 Oak Fell 115 Preston Road Whittle-le-woods Chorley PR6 7PJ	Granted
25/00620/FULHH The Tree Topps 7 Cow Well Lane Whittle-le-woods Chorley PR6 7HS Single storey rear extension	Permit
25/00639/FULHH 12 St Helens Road Whittle-le-woods Chorley PR6 7NQ Single storey rear extension	Permit

Item 5.1

5. Financial items

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

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

5.3 Unity Trust Bank – to update the account with adjustments

1. Add the new Clerk to the account – ability to put payments on and view the account
2. Remove former Councillor Evans from the bank
3. Adjust Cllr McDonald access – add ability to put payments on
4. Add a new Councillor who is able to do internet banking
5. Remove any Councillors not able to do internet banking

Whittle-le-Woods Parish Council - Finance Committee meeting

Minutes: (In Draft)

18th August 2025 – 1pm

Classification – Confidential (Members of the public & press were excluded from this meeting.)

Attendees: Tina Newall (Chair), Steve Forgerty. Apologies: Colin Evans

Agenda Item: Proposed changes to employer pension scheme in response to actions following full parish council meetings, dated 14th July & 11th August 2025.

Meeting notes:

Following a staffing committee meeting it was recommended to the Parish Council to review the pension provision from the LCC pension to a workplace scheme.

At the 14th July PC meeting the Finance Committee, via Cllr Fogerty, was charged with conducting a costing analysis and making a recommendation to the PC on the 11th August. Unfortunately, this was missed of the published agenda.

Recommendation: The Finance Committee have now agreed to recommend to the full Parish Council that they adopt the Nest Workplace Pension Scheme as the replacement for the LCC Pension with immediate effect. This is in line with other local Parish Councils. Choosing this pension scheme allows us to have more control of our finances in future planning.

Action: Ensure the recommendation noted above is added to the September Agenda.

The cost analysis showing the potential savings for the Parish Council if we go ahead with NEST (Government backed) as the new work place pension provider. This is based on a salary point LC 2 (SP24) @ £ 17.79 and assuming 15 hours per week.

Annual Gross Salary = £13876

Employee Pension Contributions (LGPS) @ 14 %	= £1942
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Employer Pension Contributions (LGPS) from Parish Council	= £5826
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New Employer Pension Contributions (NEST) @ 3%	= £416
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Total Parish Council savings	= £5410
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However, it is noted it is likely that the government will increase the employer pension contributions in the near future, this must be budgeted for in the next Precept.

Meeting closed at 1.30pm

Whittle-le-Woods Parish Council

Information Technology Policy

1. Introduction

Whittle-le-Woods Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use the Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

The Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by the Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

The Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by the Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

The Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Whittle-le-Woods Parish Council

9. Mobile devices and remote work

Mobile devices provided by the Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

The Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13. Training and awareness

The Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT related enquiries or assistance, users can contact the Clerk to the Council.

All staff and councillors are responsible for the safety and security of the Council's IT and email systems.

By adhering to this IT and email Policy, the Council aims to create a secure and efficient IT environment that supports its mission and goals.

Signature: _____

Role: _____ Date: _____