Whittle-le-Woods Parish Council
The monthly meeting was held at the Village Hall, Union Street at 7.30pm on Monday, June 10th, 2013, immediately preceded by staff appraisals for the Clerk and Lengthsman.

Present
Chairman Bell
Parish Councillors Fogarty, B Higham, P Higham, Holland, Newall, Walker, Woodley, Yates and the Clerk. Also in attendance was Lancashire County Councillor Kim Snape.

Apologies
Councillor Briscoe.

The Parish Council meeting opened at 7:30pm.

Before the start of the meeting, Chairman Bell and Vice Chairman Newall signed their Declarations of Acceptance.
Chairman Bell then read out an email from Steven Greenacre in which he tendered his resignation from the Parish Council. The Parish Council asked the Clerk to contact Steven to thank him for his valued contribution.

1. Minutes
*13/06/01
The minutes of the previous meeting were slightly amended, APPROVED and signed.

2. Planning Matters
Comments on the following new applications will be sent to the Planning Department:
13/00361/FUL - Little Knowley House, 19 Blackburn Road - Retention, conversion and extension to barn to form detached dwelling (forfeiting previous permission ref 10/00757/FUL for dwelling to front of site). Only concerned that materials are in keeping with the area and site.
13/00498/TPO - High Trees, Shaw Hill Drive - Removal of sycamore covered by TPO2. This has been passed to the Tree Warden.
13/00489/FUL - Waterstone House, 1A Dark Lane - Proposed erection of single dwelling and change of use of strip of land to the north of 1A Dark Lane as additional residential curtilage for existing property. This land is amenity land and should remain so, so the application cannot be approved by the Parish Council. It was also requested that the land be cleared up.

The following applications were granted:
13/00280/TPO - 8 Spinney Close - 15% crown thin and 15ft crown lift to 5 trees - oak, holly and 3 firs.
13/00268/TPO - Holly Bank House, Parkside Drive South - Crown reduce American Oak to the front of property by 25% and thin remaining oak trees by 20%.
13/00384/TPO - 121 Preston Rd - 15% reduction to oak and sycamore trees in front garden.
13/00368/CLPUD - 109 Foxglove Drive - Certificate of lawfulness to convert existing integral garage to habitable room.

The following applications were withdrawn:
13/00260/FUL - 13 Burghfield Drive, Buckshaw Village - Raised timber deck at the rear of the garden.
13/0094/FUL - Gorse Hall Sand and Gravel Quarry, Blackburn Rd - Erection of 2 50kw wind turbines.

The Development Control Committee’s lists of Applications Decided and Determined applications were made available for inspection.
3. Correspondence

Correspondence was noted and Parish Councillors passed the correspondence around the meeting. Amongst this month's correspondence were:

- The insurance policy schedules, booklet and receipted invoice following renewal with Came & Co for a further 3 years;
- Email correspondence from Mark Perks regarding road markings on A6 (Clayton area - not directly relevant);
- The latest Three Tier Forum action sheet - nothing relating directly to Whittle-le-Woods;
- Agenda for the Clayton and Whittle Neighbourhood Area meeting to be held on 13th June (already distributed to Parish Councillors);
- Email from Sean Blake regarding lamp post brackets for planters - situation now been sorted.

Councillor Newall also brought two items of correspondence to the meeting. Both had been received following her article in the newsletter on the pill box gun placement. The Clerk will keep these on file.

4. Ongoing issues/projects

1. Chorley Old Road planters and noticeboard trough. Councillor Walker told the meeting how the filled planters had now been delivered onto her driveway. These are due to be moved to the correct location shortly.

2. Church Hill sheltered accommodation tubs - Chairman Bell will deal with planting these tubs, using the Chairman's allowance.

3. The Clerk had asked Alan Bothamley to attend July's meeting to discuss tree related issues but had no response. As Alan Bothamley is not currently at work, Chairman Bell will discuss this with Sean Blake at Chorley Borough Council.

5. Representatives reports

- Community Hall Trust – Councillor P Higham was happy to report that a grant for works in part of the hall had now been received and work will be starting tomorrow.
- Civic Society - Nothing to report.
- War Memorial - Chairman Bell reported that work was progressing well, there was now a flag flying on the flagpole, the footpaths and everything else was looking good.
- Liaison meeting - Councillor Newall had been informed of the date of the next meeting - 17th July. It was asked if there were any suggestions for items to be raised at the next meeting. There were none.

6. Clerk's report

The Clerk informed the meeting that all issues previously mentioned by Parish Councillors had been reported (in some cases for the second or third time). The Clerk also mentioned her disappointment at constantly following up many of these jobs which seem never to be completed. Chairman Bell informed the meeting that usually 90 days was the aim for most jobs to be completed, but in the case of, for example, potholes, the system for repairing them had been recently changed, meaning each repair was taking much longer to complete, but was actually lasting for much longer too. It was suggested that the Clerk copy the relevant County Councillor in on all relevant future reports.

7. Maintenance

David Hull has now dropped off the milestone plaque with Councillor Briscoe and has repaired the fence panel at the Hill Top Lane / Carrwood Lane junction as requested last month. In addition, he has carried out work as requested on the maintenance contract comprising (up to 31st May) - 1. Cow Well grassed area cut x 5; 2. Weeded heather bed. x1; 3. Cut grass on School Brow x2; 4. Strimmed Smithy fields footpath x1.

8. Red telephone boxes

Councillor Newall informed the meeting that she had done a photo shoot for the Chorley Guardian this week and that an article probably also appeared in the Lancashire Evening Post. However, she still needs to
find a local painter to complete the renovation painting. Other Parish Councillors agreed to assist her with contacting local painters.

9. 106 monies

The Clerk and Chairman have now received a reply from Robert Rimmer at Chorley Borough Council in response to the Clerk's email to Gary Hall about the use of 106 monies some weeks ago. The Clerk will keep this response on file. As a direct result of this response, a number of new queries have arisen. The Clerk will look into previous mentions of the Neighbourhood Development Plan in previous minutes. Chairman Bell will also speak to Robert Rimmer about this and will bring the result back to the next meeting. The Clerk was asked to add 106 monies as an agenda item for the July meeting.

10. Buckshaw Village noticeboard

The noticeboard has now been ordered and a delivery date expected on the week commencing 24th June. The invoice relating to this work has been received and payment appears below in the accounts section of these minutes.

11. Lengthsman’s new collection point

A potential new collection point has now been suggested by the Lengthsman - directly opposite the mobile phone mast on Preston Road. The Clerk will inform Sean Blake at Chorley Borough Council of this suggestion.

12. Hanging baskets from Pole Green

The Clerk informed the meeting that the baskets were now ready. A delivery date of Wednesday 12th June was suggested. The Clerk will liaise with Pole Green and the Parish Councillors.

13. Staff appraisals

Staff appraisals for the Clerk and Lengthsman were held by Chairman Bell and ex-Chairman Holland immediately prior to this meeting. It had been noted, prior to this meeting, that neither the Clerk nor the Lengthsman had a current contract of employment. It was reported that the main part of the appraisal meeting had been taken up with checking out details of these. The Clerk will create first draft contracts and send to the staffing committee for further approval and action. This is to be added as an item on the July agenda.

14. Grant award

Chairman Bell read out a letter from Susan Jones requesting assistance with Emily Jones' expenses relating to the full scholarship she had received for her training course in London. It was agreed to grant Emily, who has sung for local events on many occasions, £100. Cheque signed at this meeting.

15. Aqueduct footpath repairs

Repairs have now been made to the footpath near the aqueduct tunnel, costing £1,900. The path had been difficult to use though well used, but now, with new steps and railings etc, the Chairman reported that it was a job very well done. The Clerk will write to Gary Hall to thank Chorley Borough Council for their efforts.

16. Documents for Comment

There were no documents for comment this meeting.

17. Accounts

The monitoring of the budget was APPROVED for May 2013. It was proposed that the May accounts be APPROVED.

Cheques presented for approval:

*13/06/06
2412 - Newbury Printers - £555
*13/06/07
2413 - Employee 2 June wages - £277.44
2414 - Employee 1 June wages - £521.34
*13/06/09
2415 - HMRC April to June payment - £215.60
Progress regarding the Halifax Project Account has been slow, but the Clerk has been informed that this is usual and that there was no need for concern. She will continue to chase this up and was asked to include the Project Fund on July's agenda.

23. Councillors’ reports

Councillor Holland reported that newsletter delivery had been generally successful with good distribution around the village. The Clerk will hold on to the updated newsletter delivery list.

The Clerk was asked to send all Parish Councillors a list of the outstanding newsletter advertisement payments.

Councillor Walker asked the Clerk to contact the Buckshaw Village Community Association to ask if the Parish Council could be informed about events and meetings a little earlier. By the time a meeting arises, it is often too late for the advertised event. The Councillors agreed that the Clerk should not be forwarding every item of correspondence to the Parish Councillors, so contacting the BVCA in this way would be the best solution.

Councillor Yates asked the Clerk to re-report the pothole on Dawson Lane.

Councillor Woodley brought up the subject of potholes on Royton Drive and will speak to County Councillor Snape regarding these.

Councillor Newall informed the meeting that the maypole on Town Lane was beginning to look a little rusty and could benefit from painting. Given that the hanging baskets are about to be erected for the Summer period, the Clerk was asked to schedule this as a job for the Autumn and will put this onto the September agenda.

Councillor Newall mentioned that some of the jobs reported by the Clerk to Highways had now been completed. The Clerk will request confirmation of these.

Councillor Fogarty requested clarification of the situation regarding the use of advertising A-boards as there are still some placed around the village. Chairman Bell told the meeting that, provided there were no complaints by members of public, the local authority did not generally act to remove them. This issue is entirely different from the related problem of fly posting.

Councillor B Higham put forward a request that a litter bin be provided at the newly adopted play area on Cross Keys Drive. The Clerk will request this.

Councillor Holland reported the footpath between Carrwood Lane and the village hall was overgrown with many weeds. Councillor P Higham has agreed to spray this area with weedkiller. Councillor Holland, once again brought up the fir tree and telegraph pole on Dawson Lane. This has been previously reported by Councillor Bell but the Clerk will re-report.

Councillor Walker brought up the problem of traffic outside the scout hut on a Monday evening, particularly around 7:15. Councillor Fogarty confirmed that it was at this time that beavers finish and cubs start, so it is very busy. He will look into ways of making the drop off and pick up easier and safer and will contact the group leaders.

24. Confidential items

There were no confidential items this meeting.

The meeting closed at 8:49pm. The next Parish Council meeting will be held at 7:30pm at the Village Hall on Monday 8th July, 2013.
**MAY ACCOUNTS - TO BE APPROVED AT JUNE MEETING**

**Accounts**

**Budget Monitoring as at 30th May 2013**

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<th>2012 Accounts</th>
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**2012 Accounts**

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**Total income year so far**

**Payments presented for authorisation**

- 2412 Newbury Printers £555.00
- 2413 Employee 2 June wages £277.44
- 2414 Employee 1 June wages £3521.34
- 2415 HMRC April to June payment £215.60
- 2416 E Bell part-reimbursement for delivery costs £10.00
- 2417 Greenbarnes noticeboard £473.23
- 2418 Emily Jones grant £100.00

**Total** £2,152.67

**Accounts for month ending 30th May 2013**

**Receipts**

- VAT 677.46
- Newsletter ads 115.00

**Payments**

- Employee 1 May wages 521.34
- Employee 2 May wages (plus backdated) 350.44
- Insurance 2544.10
- Recycling Lives skip 174.00
- Newbury Printers 555.00

**Total receipts** 792.46

**Total payments** 4144.88

**Current a/c 26th April** 618.54
**Deposit a/c 26th April** 54750.7
**HfX Project Fund** 13334.8
**Bank balances** 68704.04

**30th April balance** 71564.46
**Deposits not incl** 115
**Receipts** 792.46
**Unpresented cheqs** 607.00
**Payments** 4144.88

**30th May balance** 68212.04

**30th May balance** 68212.04

*13/06/13*