

Wheelton Parish Council

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*17 Higher Meadow
Clayton-le-Woods
Leyland PR25 5RJ*

Clerk to the Council: Mrs Joanne Carr

NOTICE OF MEETING

A Meeting of WHEELTON PARISH COUNCIL will be held in the Small Hall, Heapey and Wheelton Village Hall, West View, Meadow Street, Wheelton at **8.00pm** on Monday 1 December 2025 for the transaction of the following business.

DATED this 24 November 2025

PARISH CLERK: Joanne Carr

A G E N D A

1. Apologies.
2. Declarations of Members' interests on any matters to be placed before the Council.
3. To confirm and sign the Minutes of the Parish Council Meeting held on the 3 November 2025.
4. To consider the Police Report.
5. Public Forum.
6. Enhancing Wheelton.
 - (a) Traffic Issues – Finger Post
 - (b) Recreation Area – Bark Top Up
 - (c) War Memorial
 - (d) Benches – Buckholes Lane

7. To Consider the Parish Council's response to Planning Applications received from the Borough Council.

25/00996/FUL Spout House Farm, Blackburn Road, Higher Wheelton
Temporary siting of a static caravan for a period of 3 years.

25/01078/PIP Land at Spout House Farm, Blackburn Road, Higher Wheelton
Permission in principle application for a minimum of one dwelling and a maximum of five dwellings.

8. To approve the schedule of payments.
9. To receive the Bank Reconciliation, Payments and Receipts, budget spent, War Memorial Balance and CIL Balance reports to December 2025 (Appendix B, C, D, E & F).
10. To consider the grant payments for 2024/25.
11. To consider/approve the Precept for 2025/26 (Appendix G).
12. To receive a report from the Chair regarding actions taken.
13. To agree Parish Council attendance at the Grey Belt and Permission in Principle Planning Training. (Appendix H)
14. To undertake the Clerks Performance Review
15. To receive any items for Information only
 - Closure of Millbrook Close 17 December – 19 December 2025.
16. Date of Next Meeting
Monday 1 December 2025 at 8.00pm.

Members of the Public

Welcome to Wheelton Parish Councils meeting if there is a specific item on the agenda you wish us to consider we will endeavour to deal with it as soon as possible.

Please note that we will allow a spokesperson to outline your views but we will have to impose a time limit on the discussion which will be a maximum of 15 minutes.

If there is a personal "verbal" attack or otherwise on any member of the council or public, the Clerk will issue a warning that the meeting will be suspended until order is restored.

If the disturbance continues the offender/offenders will be asked to leave and the meeting will reconvene at another time.

**MINUTES OF THE 1079th WHEELTON PARISH COUNCIL MEETING
HELD ON MONDAY 3 NOVEMBER 2025
AT WHEELTON VILLAGE HALL, WEST VIEW, WHEELTON**

PRESENT: Councillors Mrs Berry (Vice-Chair), Mrs France and Wheale.

IN ATTENDANCE: Mrs J Carr (Parish Clerk).
County Councillor Clemson.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harper, Hayes and Scambler.

DECLARATIONS OF INTEREST

There were no declarations of interest.

MINUTES FROM THE LAST MEETING 6 OCTOBER 2025

317/11/25 The minutes were accepted as a true and accurate record and signed by the Chair on behalf of the Parish Council.

The Clerk reported that there had been no response from the outgoing Chair of the Village Hall Committee regarding the ongoing situation with the Charity and running of the hall.

Councillor Mrs France advised that she had been contacted by the MP's Office to request that a representative from the Borough Council lay the Remembrance Wreath at the Service on behalf of the MP. Councillor Whiffen had agreed to do so.

COUNCILLOR RESIGNATION

The Clerk reported that Councillor Dickenson has resigned from the Parish Council. Councillors noted the huge contribution that Councillor Dickenson had made to life in the Village and the large amount of work that he put into being a Councillor. Everyone wished Mr and Mrs Dickenson all the best for their move south.

The Clerk advised that the Borough Council would be advised of the vacancy and the procedures for replacement would be followed.

POLICE REPORT

There was no report from the Police.

COMMENTS FROM THE PUBLIC

Councillor Wheale reported that a resident from Mill Street had their tires slashed when they had parked next to the old off licence.

Councillor Mrs Berry reported that the streetlight at the top of Meadow Street was not lit some nights. The Clerk was requested to report it to the County Council.

The Clerk reported that a number of comments had been received from Members of the Public:

- The Website History page mentions the Top Lock which is not in the Parish but not the other Public Houses in the village. – Councillors agreed to review the website to see whether there were any changes required.
- It is the 20th anniversary of the Parish Plan. Are there any plans to update it? – No, there were currently no plans to revisit the plan.
- Would the Parish Council consider putting posts and /or links to the Wheelton and Higher Wheelton Facebook page? – the Parish Council had previously discussed having a Facebook page but had not made any decision about engaging with social media. The Clerk was requested to revisit this in six months' time.

ENHANCING WHEELTON

a) Traffic Matters

- i) Councillor Hayes reported that there was nothing further to report regarding the work to the fingerpost.
- ii) County Councillor Clemson reported that he had been in discussion with Lancashire County Council regarding parking at the top of Victoria Street Wheelton and the end of Bett Lane, Higher Wheelton, which was stopping the buses from accessing the villages. Councillor Clemson reported that they were investigating extending the yellow lines and that he would also speak to the enforcement team to review their attendance.

b) Recreation Area Enhancement

The Clerk reported that Chorley Borough Council had not responded to her emails regarding the replacement of the bark on the Play Area although they were responding to Councillor Mrs France's emails.

c) War Memorial

Councillor Berry reported that the gate to the Memorial Gardens was catching

on one side of the wall. The Grounds Maintenance Contractor would replace the hinge to repair it.

318/11/25 The Clerk reported that she had received an email from a Member of the Public regarding a dog being exercised in the War Memorial Garden. It was RESOLVED that the Clerk should investigate suitable signage to display.

d) Benches

319/11/25 The Clerk reported that Energy Northwest had denied removing the bench on Buckholes Lane. It was RESOLVED that the Clerk obtain some prices for a replacement bench.

PLANNING MATTERS

320/11/25 The Parish Council noted the following comments made on planning applications over the summer break:

25/00996/FUL Spout House Farm, Blackburn Road, Higher Wheelton.
Temporary siting of a static caravan for a period of 3 years.

Wheelton Parish Council noted that they could not consider this application because the Borough Council planning website had not been working all weekend and was still not working so the plans could not be accessed. It was resolved to request to defer this application to next month.

ACCOUNTS FOR PAYMENTS

321/11/25 All accounts were authorised for payment:

Mrs J Carr – Salary November – £528.55
Replacement Cheque – Inland Revenue September - £204.92
Inland Revenue – Salary Deductions November - £168.76
Mrs J Carr – Postage - £20.88

DD Easy Websites – Web Hosting and Support November – £30.36
DD E-on – War Memorial Electricity - £74.58

ACCOUNTS

322/11/25 Councillors RESOLVED to remove Councillor Dickenson and add Councillor Hayes to the signatories on the Bank Account. It was further RESOLVED that the Clerk should investigate On-Line banking with Royal Bank of Scotland.

.GOV EMAILS/DOMAIN NAMES

The Clerk reported that next year's audit would include a question that the Parish Council had to answer regarding whether the Council has a .gov.uk email address and domain name for the website. There was also the matter of GDPR with

Councillors using their own emails rather than a .gov.uk email. The current website provider had quoted £5.50 per month for the domain name and £2.20 per month per Councillor for the email addresses for them.

- 323/11/25** The Parish Council RESOLVED not to move to .gov.uk emails and domain name at the current time.

REMEMBRANCE SERVICE

The Clerk reported that all arrangements for the Remembrance Service had been agreed. The Scouts/Brownies/Guides, both representative of the Churches, the Bugler and the wreath laying had been arranged.

FUTURE PROJECTS TO INCLUDE IN THE PRECEPT 2026/27

Parish Councillors discussed items to be added to the precept calculations.

- 324/11/25** The Parish Council RESOLVED to include a £50. Chairman's Allowance which could be requested by the Chair.

ARTICLES FOR THE WINTER 2025 NEWSLETTER

- 325/11/25** The Clerk requested items for the Newsletter by Friday 28 November 2025.

ITEMS FOR INFORMATION

- Millbrook Close would be closed to traffic from 17 December 2025 to 19 December 2025 to allow for carriageway pre-surface dressing patching works to be carried out.

DATE OF NEXT MEETING

Monday 1 December 2025 at 8.00pm.

The meeting closed at 9.30pm.

Minutes approved and accepted as correct.

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Chair
Dated

RECEIPTS AND PAYMENTS 2025/26[illegible]

WHEELTON PARISH COUNCIL

BANK RECONCILIATION TO 31 MARCH 2026

		To December		
B/F				
1/4/21	£26,486.46	Current Account	£ 25,299.26	
Receipts	£18,796.63	Deposit Account	£ 11,743.46	
Payments	13,592.79	Total	£ 37,042.72	
			£ 30.36	DD
		Unpresented Cheque	£ 20.88	1500
			£ 115.20	1491
			£ 1,125.00	1492
C/F	£31,690.30		£ 204.92	1498
			£ 150.00	1493
			£ 528.55	1497
			£ 25.00	1495
			£ 50.00	1496
			£ 1,125.00	
			£ 168.76	1499
			£ 30.36	
			£ 1,081.08	
			£ 697.31	
	£ -		£ 31,690.30	

Spent to Year End

Income and Expenditure to March 2025.

Dec-25

Appendix D

Balance carried
forward

20931.41

	Precept 25/26	Spent to	Expected to year end	Total
War Memorial				
Electricity	750	158	500	658
Insurance	250	200	0	200
Gardens	1500	1200	400	1600
Sundries	500		500	500
Play Area/Village Green				0
Safety Inspection	150	96	0	96
Garden Maintenance	2500	2175	725	2900
Tree Survey	250		250	250
Insurance	350	300	0	300
Equip Repair	500		500	500
Sundries	500		500	500
Administration				0
Clerk's Salary	8000	6276	2091	8367
Petty Cash	400	75	325	400
SLCC	160	150	0	150
Stationery & Postage	250	77	200	277
Insurance	750	429	0	429
Rent	400		400	400
Audit Fees	350		350	350
LALC	300	219	0	219
Newsletter	400		400	400
Membership Fees/Licences	50	149	50	199
Training	50		50	50
Xmas Tree & Lights	500	901	400	1301
Events	500		0	0
Computer	300		300	300
Web site	325	228	152	380
Donations				0
W/M Trust	200	167	200	367
Village Hall	700		700	700
Misc Donations		500	0	500
VAT	400	291	100	391
Enhancing Wheelton				0
Benches New/Repair	200		200	200
Retaining Wall Repairs	500		500	500
Noticeboard Repairs	200		200	200

Election Costs					0
Uncontested Election	200		200	200	
Totals	22385	13591	10193	23784	
Balance to set budget					
CIL				0	
		2203	578	2781	
Defibrillator			0	0	
War Memorial & Gardens	1000		1000	1000	
				0	
Play Area	1500		1500	1500	
Interest	50	72	50	122	
Grants/VAT	200		200	200	
Total	2750	2275	3328	5603	
Precept	16089	16521	0	16521	
Contingencies	0				
Precept claimed	16521				
(Parish Top Up Grant)	432				
2023/24 carried forward	20931		Balance brought forward	26486	
2024/25 Budget	17385		2024/25	-1660	
			Balance	24826	
	199		War Memorial Grant	207	
	3000		Contingency	3000	
	8963		CIL	11876	
	0		Tree Survey & Work	2000	
	300		Election	800	
	200		Notice Board & Benches	300	
	100		Defib	200	
	169		Computer Equipment	300	
	8000		Play Equipment	6000	
			Estimated Carry forward	24683	
	20931		Actual Carry forward	24826	
			Additional savings	143	

Appendix E

WHEELTON PARISH COUNCIL

CIL Reconciliation
2025/26

CIL Income 2021/22	3212.56	Spent	Spent
CIL Income 2022/23	9637.68	Must be spent by 2028.	
CIL Income 2024/25	1135.01	Must be spent by 2029.	
CIL Income 2025/26	2203.25	Must be spent by 2030.	
	578.46	Must be spent by 2030.	
Total	16766.96		
CIL Spent 2022/23	3887.45	Play Equipment refurbishment/replace	
CIL Spent 2025/26	425	Christmas Tree Lights	
CIL Outstanding	12454.51		

Spent to Year
End
Income and Expenditure to March
2025.

Dec-25

APPENDIX G

Appendix

Precept 26/27

Balance carried
forward

26486

	Precept 25/26	Spent to	Expected to year end	Total
War Memorial				
Electricity	750	158	500	658
Insurance	250	200	0	200
Gardens	1500	1200	400	1600
Sundries	500		500	500
Play Area/Village Green				0
Safety Inspection	150	96	0	96
Garden Maintenance	2500	2175	725	2900
Tree Survey	250		250	250
Insurance	350	300	0	300
Equip Repair	500		500	500
Sundries	500		500	500
Administration				0
Clerk's Salary	8000	6276	2091	8367
Petty Cash	400	75	325	400
SLCC	160	150	0	150
Stationery & Postage	250	77	200	277
Insurance	750	429	0	429
Rent	400		400	400
Audit Fees	350		350	350
LALC	300	219	0	219
Newsletter	400		400	400
Membership Fees/Licences	50	149	50	199
Training	50		50	50
Xmas Tree & Lights	500	901	400	1301
Events	500		0	0
Computer	300		300	300

	War Memorial
750	Electricity
250	Insurance
1600	Gardens
500	Sundries
	Play Area/Village Green
150	Safety Inspection
3000	Garden Maintenance
250	Tree Survey
350	Insurance
50	Equip Repair
50	Sundries
	Administration
9000	Clerk's Salary
400	Petty Cash
160	SLCC
250	Stationery & Postage
750	Insurance
400	Rent
350	Audit Fees
300	LALC
300	Newsletter
200	Membership Fees
50	Training
1500	Xmas Tree & Lights
50	Chairmans Allowance
50	Computer

Web site	325	228	152	380	400	Web site	
Donations				0		Donations	
W/M Trust	200	167	200	367	200	W/M Trust	
Village Hall	700		700	700	700	Village Hall	
Misc Donations		500	0	500	0	Misc Donations	
VAT	400	291	100	391	400	VAT	
Enhancing Wheelton				0		Enhancing Wheelton	
Benches New/Repair	200		200	200	0	Benches New/Repair	
Retaining Wall Repairs	500		500	500	0	Retaining Wall Repairs	
Noticeboard Repairs	200		200	200	0	Noticeboard Repairs	
Election Costs				0		Election Costs	
Uncontested Election	200		200	200	0	Uncontested Election	
Totals	22385	13591	10193	23784	22410	Totals	
Balance to set budget							
CIL				0		CIL	
		2203	578	2781			
Defibrillator			0	0		Defibrillator - next year	
War Memorial & Gardens	1000		1000	1000	1300	War Memorial	
				0			
Play Area	1500		1500	1500	1500	Play Area	
Interest	50	72	50	122	100	Interest	
Grants/VAT	200		200	200	200	Grants/VAT	
Total	2750	2275	3328	5603	3100	Total	
Precept	16089	16521	0	16521	16521		
Contingencies	0						
Precept claimed (Parish Top Up Grant)	16521				2789		16521 last
	432						0 P
2023/24 carried forward	20931	Balance brought forward	26486	24826	Carried forward		P
2024/25 Budget	17385	2024/25	-1660	-2789	2025/26		
		Balance	24826	22037	Balance at end of		
	199	War Memorial Grant	207	207	2026/27		
	3000	Contingency	3000	3000	War Memorial Grant		
	8963	CIL	11876	11876	Contingency		
	0	Tree Survey & Work	2000	2000	CIL		
	300	Election	800	900	Tree Survey & Work		
	200	Notice Board & Benches	300	300	Election		
	100	Defib	200	250	Notice Board & Benches		
					Defib		

169	Computer Equipment	300	350	Computer Equipment
8000	Play Equipment	6000	3150	Play Equipment
	Estimated Carry forward	24683	22033	Estimated Carry forward
20931	Actual Carry forward	24826		
	Additional savings	143	4	Funding not allocated

Dear Parish and Town Council Clerks,

There will be a Grey Belt and Permission in Principle Planning training session taking place on **Monday, 8 December at 6pm – 7.30pm in The Lancastrian, Town Hall, Chorley.**

This session, which will be delivered by the Council's Head of Planning and Development - Kevin Foster, will cover the following:

- Run through of the assessment set out in national policy and guidance that identifies if a site is a Grey Belt site or not
- Provide an understanding of the process to assist in interactions with planning applications
- Outline the issues that can be considered as part of the application process for Permission in Principle and the future permissions that are required following the grant of a Permission in Principle application.

All borough councillors and two representatives from each Parish/Town council are invited to attend. We are kindly asking that Parish/Town clerks co-ordinate attendance on behalf of your council. Please can you email myself or democratic.services@chorley.gov.uk with the names of your Councillors by **Friday, 5 December** to book onto this session.

Please let me know if there is greater interest from your council as we may be able to allocate more than two spaces dependent on numbers booked on nearer the time.

Tea and coffee will be provided.

If you have any questions, please ask.

Kind regards

Nina Neisser-Burke

Democratic & Member Services Officer

 01257 515151

 chorley.gov.uk

Chorley
Council

