

ASTLEY VILLAGE PARISH COUNCIL

MEETING: Full Council Meeting, Wednesday, 2 March 2016 at **7.00 pm**

VENUE: Astley Village Community Centre, Hallgate, Astley Village

A G E N D A

267.01 Apologies for Absence

Receive members' apologies.

267.02 Declarations of Interest

Members can declare interests in this agenda item, or when arise during a meeting.

267.03 Public Participation - Residents Matters

In accordance with Standing Order 70 - the Chairman may adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. Councillors will refrain from speaking in the public participation section.

267.04 Minutes of Council Meeting

Approve and sign the circulated minutes of the meeting as a correct record.

267.05 Clerk Report

Reports on ongoing projects and work, and updates on reports and requests from prior meetings.

267.06 Statutory Business

Consider any planning applications relevant to the village and formulate a response.

267.07 Financial Matters

- i) Consider applications for payment made to the Council (see report)
- ii) Approve financial monitoring statements (see reports)

267.08 Transparency Funding

Verbal update on equipment, check website framework and approve to move to have it built (Item 8)

267.09 Best Kept Village Competition

Consider what to enter into the competition (Item 9)

267.10 Complaints Policy

Consider revised document and approve (Item 10)

267.11 Healthy & Safety Policy

Consider revised document and approve (Item 11)

267.12 Annual Report

Produced each year by the Chair, review draft (Item 12)

267.13 Newsletter

Set timescales and discuss articles.

267.14 Environment Reports

Receive progress report (attached).

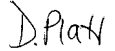
267.15 Reports from Parish Council representatives on Other Bodies

Chorley Three Tier Liaison Forum - LL
Astley Park Advisory Committee - KR
Neighbourhood Working Forum - LL

Friends of Astley Park - KR
PACT - ML
Places For People Green Team - ML

267.16 Matters for information

Notify the Chair of any item to be brought under this section, prior to the meeting. Only items requiring urgent attention, information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions or spend can be agreed.



Clerk

Date: 24/02/16

**2016 meeting dates: 7pm Wednesdays:
4 May, 6 July, 7 September, 4 November**

CLERK'S REPORT (FOR INFORMATION ONLY)

QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS

Website is an ongoing project and once the framework is decided will be actioned.
Plaques have been fitted on seats/planters which did not have one.

PLANNING APPLICATIONS / DECISIONS

None in period

CONSULTATIONS / INVITATIONS

None in period

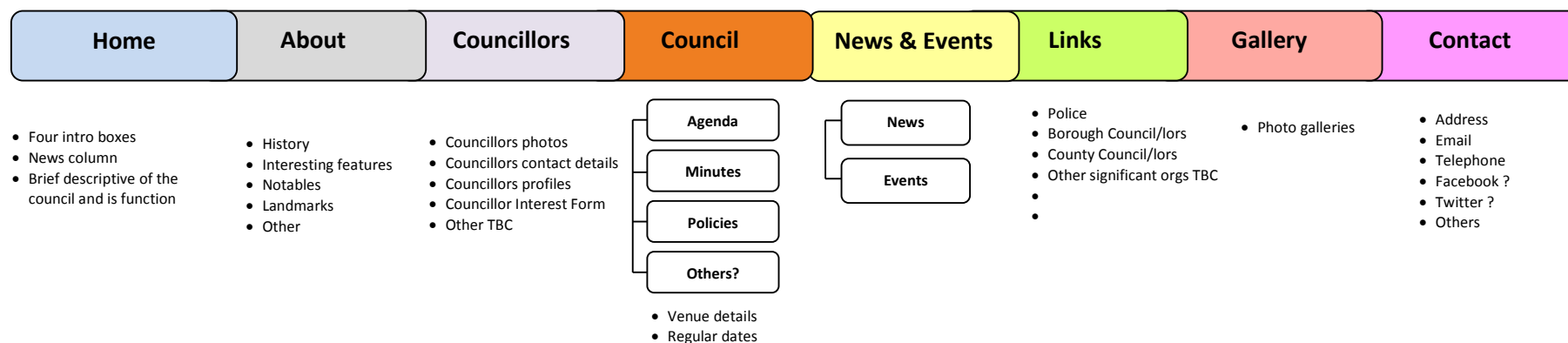
TRAINING

Clerk's meeting at Chorley 17 March
SLCC branch meetings 14 April

Suggested Order of the tabs across the top

Some would have containing boxes eg. Agenda and Minutes would be drop down boxes

Some would be sectioned or paragraphed



See example sites to see this basic layout design

<http://www.preesalltowncouncil.org/>

<http://www.stalmineparishcouncil.org/>

The Lancashire Best Kept Village Competition

Certificate of Merit Entry/Mark Sheet

Village :- _____ **Judge(s) :-** _____

Judges – please award up to 10 marks in each section (see criteria) 1 poor - 10 excellent

Certificate of Merit Section		Maximum of 10 entries in total			A	B	C
		Name	&	Address			
1*	Place of worship & grounds						
2*	School & grounds inc. children's nurseries						
3*	Village pub or inn/restaurant						
4	Public Hall, Community Centre, Institute, Library, Health Centre, Youth Centre						
5	Public playing field/sports ground						
6	Children's play area						
7	Industrial or commercial premises, inc. garage or filling station (single businesses only)						
8	Shop inc. hairdressers, post offices & cafes						
9	Residential/nursing home/ Sheltered accommodation						
10	Hotel/Guest House						
11	Notice Board						
12	War Memorial						
13	Bowling Green & surrounds						
14	Cricket Ground & surrounds						
15	Public Garden (not parks)						

* 1 or 2 possible entries for categories 1, 2 & 3 and only 1 entry for all others but a max of 10 entries in total

DRAFT COMPLAINT PROCEDURE

1. Astley Village Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1 complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2 any complaints which may lead to disciplinary hearing under disciplinary procedures.
 - 3.3 complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for Members adopted by the Council on 4 July 2012 and, if a complaint against a Councillor is received by the council, it will be referred to the Monitoring Officer of Chorley Council. Further information on the process of dealing with complaints against Councillors may be obtained from the Monitoring Officer of Chorley Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter.
 - 4.1 You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings.
 - 4.2 If you are unhappy with a Council decision, you may raise your concerns with the Council. Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary (eg new information or factors) and the special process set out in the Standing Orders is followed.
5. To raise your concerns:
 - 5.1 You can express any concerns about Council procedures, decisions or administration to the Clerk, in person, by phone or by writing/emailing the Clerk. The addresses are set out below.
 - 5.2 If you wish to make a formal complaint you must submit in writing, as above and sign your complaint.
 - 5.3 A complaint must be submitted within 6 months of the event/actions complained about and must be in writing and signed by the complainant.
 - 5.4 If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to an appropriate committee, to be determined by the Chair.

6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. Your complaint will be investigated, obtaining further information as necessary from you and/or from staff or members of the Council.
8. If it is decided the circumstances of any complaint warrant the matter being discussed in the absence of the press and the public then Council will exclude them from the meeting quoting the exemption clause.
9. The Clerk or the Chairman of the Council will normally notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint.
10. If you are dissatisfied with the outcome of your complaint, you may appeal. Any appeal will be heard by Councillors who were not previously involved in considering your complaint. Appeal in writing to the Clerk or Council, as appropriate, in writing.
11. In the event of serial spurious, vexatious or malicious complaints from a member of the public the Council should consider taking legal advice before writing any letters to the complainant.

Contacts

The Clerk of Astley Village Parish Council

Address: 9 Ambleside Avenue, Euxton, Chorley, PR7 6NX

Telephone: 01257 234004

Email: clerk@avpc.org.uk

The Chairman of Astley Village Parish Council

Address: Cllr L Lennox, 49 Judeland, Astley Village, Chorley, PR7 1XJ

Telephone: 01257 260264

Email: clerk@avpc.org.uk

HEALTH AND SAFETY POLICY OF

ASTLEY VILLAGE PARISH COUNCIL

Adopted by Council at a Meeting held on 7 January 2009
Reviewed by Council at a Meeting held on 3 March 2010
Reviewed by Council at a Meeting held on 4 September 2013
Reviewed by Council at a Meeting held 2 March 2016

ASTLEY VILLAGE PARISH COUNCIL
9 Ambleside Avenue
Euxton
Chorley
Lancashire
PR7 6NX

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed by the Council from time to time. Although risk assessment is a continuing process, it shall be part of the annual review.

2. RESPONSIBILITIES

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations* made under the Act and the Occupiers Liability Act is that of Astley Village Parish Council. The Clerk is responsible for this policy being carried out.
- 2.2 All employees have the responsibility to co-operate with the Clerk and Councillors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate named person/Chair/Personnel Committee Chair.
- 2.4 Consultation between management and employees is provided by immediate day to day discussion with the Clerk.
- 2.5 The Accident Record Book is kept with the Clerk.

3. FIRST AID

- 3.1 First Aid boxes are located as follows:

Box 1: Clerk's House, 9 Ambleside Avenue, Euxton, Chorley, PR7 6NX
Box 2: Garage at Ravensthorpe, Astley Village

- 3.2 Appointed persons responsible for boxes are:

Box 1&2: The Clerk

4. FIRE SAFETY

- 4.1 Fire exits shall be kept free from obstructions.

5. TRAINING

- 5.1 The Clerk has overall responsibility for training.

* See Note on Page 4

6. GENERAL ADVICE

6.1 General advice to all employees is attached as Annex 4.

7. SPECIFIC POLICIES

7.1 Policies for particular activities are attached as Annexes:

1. Grounds Maintenance.
2. Caretaking and Cleaning.
3. Lifting and Handling.
4. General Advice to Employees.
5. Using Council equipment and tools.
6. Notice to Contractors.

8. EMPLOYMENT OF CONTRACTORS

8.1 The notes to be given to contractors are attached at Annex 6.

9. REPORTING AND RECORDING ACCIDENTS

9.1 Accidents shall be reported to the Clerk who will record them in the Accidents Record Book.

10. SMOKING

10.1 Smoking is not allowed in any provided storage facility.

NOTE

Electricity at Work Regulations 1989
The Management of Health & Safety At Work Regulations 1999
Manual Handling Operations Regulations 1992
The Personal Protective Equipment At Work Regulations 1992
The Health & Safety (Display Screen Equipment) Regulations 1992
The Provision and Use of Work Equipment Regulations 1998
The Workplace (Health, Safety & Welfare) Regulations 1992
The Control of Substances Hazardous to Health (COSHH) Regulations 2002
The Fire Precautions (Workplace) Regulations 1997, as amended 1999
The Health & Safety (Young Persons) Regulations 1997

1. Only authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
7. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Clerk.
8. The manufacturers instructions regarding the safe use of chemicals must be adhered to.
9. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
11. All Council supplied tools should be used, stored and transported safely from storage to the place of work and returned in the same manner.

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
5. Step-ladders which are used to gain access to heights must be in good condition and free from defects.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.
8. YOU SHOULD REPORT:
 - a) Structural faults which appear dangerous.
 - b) Floor coverings, etc. which cause a tripping hazard.
 - c) Faulty gas, electric, paraffin fixtures, fittings and equipment.
 - d) All accidents, however small, should be reported.

YOU SHOULD NOT:

- e) Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- f) Attempt to move obviously heavy furniture alone.

YOU SHOULD:

- g) In the event of your having to stand on something to reach windows, etc. do ensure the object on which you will stand is solid and reliable.
- h) Dispose of aerosol cans in the recommended way.
- i) Dispose of soiled materials in sealed bags.

LIFTING AND HANDLING**Annex 3**

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually:

- a) Bend the knees and crouch to the object.
 - b) Get a firm grip using the whole hand and not the finger tips.
 - c) Keep the back straight.
 - d) Tuck the chin in.
 - e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
 - f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
 - g) Avoid pinching fingers when releasing object.
 - h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
 - i) Protect your toes with safety footwear.
 - j) Wear protective gloves when handling objects with sharp or jagged edges.
3. Ladder use
 - a) Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
 - b) Ladders should be used on a secure level surface and where possible only used with a second person to hold/secure them whilst you climb.
 - c) If/when using the ladder for the SPID, only use when there are two persons, one to hold the ladders securely.

GENERAL ADVICE TO ALL EMPLOYEES

Annex 4

1. TIDINESS

Keep floors, passages etc. clear of stores, packages and litter.

Put waste paper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your Supervisor if in doubt.

2. FALLS AND COLLISIONS

Walk, do not run. Look where you are going.

Use care in opening doors outward.

Take care on stairs and use the handrail.

Mop up spills of liquid, do not leave it to someone else.

Do not climb on chairs, window sills to reach shelves or to open windows.

Use a step-ladder.

3. FIRE PRECAUTIONS

READ AND UNDERSTAND FIRE PRECAUTION NOTICES

Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.

Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will burn.

4. HORSEPLAY

Avoid horseplay, sky larking, practical jokes, it can be dangerous.

USING COUNCIL EQUIPMENT AND TOOLS

Annex 5

1. Operate all items of equipment, tools, devices (such as the Speed Indicator Device SPID) in accordance with the operating manuals and the training received.
2. Appropriate protective clothing such as gloves and overalls, face masks, eye protectors and boots must be used when operating, maintaining, using or fixing equipment.
3. Only authorised members of staff, who have received training and instruction in the operation of equipment may do so.
4. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
5. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
6. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
7. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
8. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Clerk.
9. The manufacturers instructions regarding the safe use of chemicals must be adhered to.
10. Care and attention should be given when operating or siting machinery or equipment in the presence of the public, around the village or close to private property.

ELECTRICAL EQUIPMENT

1. All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).
2. Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
3. All equipment to be used in accordance with manufacturers guidance.
4. Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends.
5. Extension leads should be used safely and not trail across areas, rooms or accesses.
6. Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

NOTICE TO CONTRACTORS

Annex 6

For Astley Village Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work for the Council are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used in the village are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the current Health and Safety at Work Act, and relevant statutory provisions.
4. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

All queries on this policy to be directed to:
Clerk to Astley Village Parish Council, 9 Ambleside Avenue, Euxton, Chorley, PR7 6NX

ENVIRONMENTAL/VILLAGE REPORTS

Problem	Location	Reported To	Chase/Progress
Flooding containing sewage	From road above Foxcote play area and down through play area	CBC	Ongoing with Cllr Lynch
Debris and leaves on path	Between Browns Hey to Clough Acre	CBC email 8/1	13/1 noted on system done
Footpath leading to ponds adj to school and Judeland	Sunken area filled with soil and grass, path section where it meets path needs clearing	CBC email 8/1	LL noted done
Leaves on steps	Leading down to the subway	CBC email 8/1	LL noted done
Doggy waste bin inaccessible to one side	Derian field	CBC email 8/1	11/1 noted on CBC system done but needs to be seen
Two lights out	Subway	CBC email 8/1	
Zebra crossing needs re-painting	Chancery Road	CBC email 8/1	
Trees, horse chestnut and ash, damaged and broken branches	Along Chancery Road	CBC email. 28/1 LCC acknowledged and will inspect.	