

ASTLEY VILLAGE PARISH COUNCIL

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

VENUE: Astley Village Community Centre, Hallgate, Astley Village

A G E N D A

271.01 Apologies for Absence

Receive members' apologies.

271.02 Declarations of Interest

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

271.03 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.

271.04 Minutes of Council Meeting

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

271.05 Clerk Report

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

271.06 Statutory Business

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

271.07 Financial Matters

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

271.08 Volunteer litter pick events

Events set up for each month, first Saturday of the month, 9.30 to 11am:
5th November, 3rd December, 7th January, 4th February, 4th March

271.09 Christmas Event Planning updates

271.10 Proposals for Village centre planting, from walkabout

It is suggested to move the two rectangle planters to the school side of the road, and the two squares to one by the new noticeboard, and the other by the seat. Also, to replace the damaged metal seat owned by the Council with a new bench.

271.11 Environment Reports

Receive progress report (attached).

271.12 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

271.13 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.

**2017 meeting dates: 7pm Wednesdays:
4 January, 1 March, 3 May, 5 July, 6 September**

D. Platt
Clerk
Date: 26/10/16

MINUTES of Astley Village Parish Council meeting held Wednesday, 7 September 2016 at Astley Village Community Centre, Hallgate, Astley Village.

Present Cllrs A Bridge, R Fraser, I Handley, D Hope, C Lennox, L Lennox (Chairman), M Lynch, J McAndrew, K Robinson.
Clerk Mrs D Platt.

270.01 Apologies for Absence

270.02 Declarations of Interest – Cllr Lynch declared an interest in Westway Fields project.

270.03 Public Participation

RESOLVED: Council agreed to suspend standing orders.

Visitors from Chorley Council, Chorley Community Trust and the architects firm attended to present the Westway Fields and Brookfields proposal and take questions.

RESOLVED: Council agreed to restore standing orders.

270.04 Minutes of Meeting

RESOLVED: Minutes of the Council meeting of 6 July 2016 were accepted as a correct record and signed by the Chair with minor alterations.

270.05 Clerks Report

Members received the report. A further report had arrived regarding the empty property which was read out.

Members discussed sections of hedge-line along Chancery Road which are being removed for rear fences or back garden work. Clerk to chase Senior Officer at Chorley regarding action and an article for the newsletter.

The request from Chorley regarding the purchase of land behind properties on The Farthings was responded to that the Council objected to it being sold.

270.06 Statutory Business

108 Wymundsley application, Council had no response.

270.07 Financial Matters

i) Consider applications for payment made to the Council

RESOLVED: The following requests for payment/standing orders were approved.

£	24.00	Easy Websites	Monthly rental August
£	24.00	Easy Websites	Monthly rental Sept
£	214.33	Employee 1	Reimbursements
£	323.50	Employee 1	Salary September 16
£	79.63	Employee 2	Salary September 16
£	606.67	Employee 3	Salary September 16
£	80.80	HMRC	Tax & NI September 2016
£	323.30	Employee 1	Salary October 16
£	79.63	Employee 2	Salary October 16
£	606.67	Employee 3	Salary October 16
£	81.00	HMRC	Tax & NI October 2016

Clerk to check on unpaid advert fee and advert costs. Income to split precept and grant up.

ii) Approve financial monitoring statements.

RESOLVED: Council approved the monitoring figures.

iii) Receive and approve the Annual Return and report from the External Auditor.

RESOLVED: Council agreed to Receive and approve the Annual Return and report from the External Auditor.

iv) Banking arrangements

Clerk informed that, the Barclays account could be made into an internet banking account also, and this could offer the facility for the Clerk to input payments and one of the signatories to sign in and approve the payments, after the meeting has authorised them.

RESOLVED: It was agreed to open a Barclays Internet account with the two signatories as the two authorisers', to update the Financial Regulations to reflect the change in authorisation procedure, to close the Unity bank account as soon as Barclays is up and running.

270.08 Review the effectiveness of system of Internal Audit, and Internal Audit Plan

RESOLVED: Council reviewed and amended the two documents and agreed to adopt them.

Clerk to ask the current Internal Auditor if he can carry out next years' Internal Audit.

270.10 Financial Risk Assessment review

RESOLVED: Council reviewed the Risk Assessment document and made adjustments and agreed the revised document.

270.09 Christmas Event Planning

Clerk to ask Parklands band for dates and also more songs, if not available try St Michaels. First or second week of December, prefer w/c 12 December – then ask the Ladies of the WI if they can help. More provisions will be needed, more carol sheets which we will do this year to ensure supply.

Newsletter

Westway article – ask the speakers

Christmas carol singing details, Councillor vacancy, new seats around the village and photos

Hedge-line along Chancery – ask Neighbourhood officer

ML Bus Review – when it is out

Update on beds and planting

Parking issues CL update

LL updates, school signs

Coppull Parish Council had asked if the Council wished to join in with a joint parish council letter condemning the A&E closure and asking for it to be re-opened – agreed.

270.11 Environment Reports

Missing seat between Long Croft Meadow and Deerfold – follow up replacement with CBC. Order new seat.

A meeting with Chorley Officers in the village was reported. Personnel Committee agreed to organise a meeting with a walkabout in the village centre with the Village Caretaker to take place before it.

The litter around the shops and Great Meadow is worsening, Clerk to write to Places for People. This will be discussed also at the Personnel Committee meeting.

The three trees planted between Long Croft Meadow and Studfold in the wet grass verge are dying – report to Chorley.

A proposal was made to move the planters to more prominent places – the Personnel Committee will pick this item up in their walkabout.

Potholes in the tarmac at the entrance/exit to the rear shot car park – Clerk will report.

270.12 Reports from Councillors who represent the Parish Council on Other Bodies

Three Tier Forum LL reported from the meeting which discussed the new structure, the LCC proposed closures and grass cutting. Next meeting 19 October. Cllr Hope will attend.

Astley Village Advisory Committee KR reported that the lake fish will be re-stocked, the bandstand idea has been discontinued.

Friends of Astley Park JMCA reported the lower fountain has been discovered and a project is being worked on to get a grant to re-instate it, 30 more bat boxes will be installed.

Green Team – RF had submitted an update report to the meeting.

Take off future agenda the PACT meetings and Green Team.

270.13 Matters for information

The Chairman declared the public part of the meeting closed.

2016 meeting dates: 7pm Wednesdays: 2 November 2016.

4 January 2017, 1 March, 3 May, 5 July, 6 September, 1 November.

9.30

CLERK'S REPORT (FOR INFORMATION ONLY)

QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS

Seat – the additional seat ordered is set to arrive w/c 26/10/16 so it will be installed when CBC can programme in.

Barclays – progressed online access for the Council which was successful, awaiting Cllr access.

PLANNING APPLICATIONS / DECISIONS

Applications

16/00874/FULHH 67 Deerfold – circulated to Councillors 22 October

CONSULTATIONS / INVITATIONS

Invitation: Highways England: Regional Stakeholder Briefing – North West – 3 November, circulated to Councillors 14 October

Invitation: Daffodil bulbs available if you want them, circulated to Councillors 14 October

Invitation: ICO training on 20 October, circulated to Councillors on 3 and 7 October

Consultation: Dutch Barn Close consultation about opening up the access, circulated to Councillors on 28 September

TRAINING

ICO training 20 October attended

ASTLEY VILLAGE PARISH COUNCIL

1 April 2016 to 31 March 2017

CHEQUE LIST

November Meeting

Date	Creditor	Description	Cheque No	Total	Vat	Net	Budget	S137
01/11/16	Easy Websites	Monthly rental October	SO	24.00	4.00	20.00	01-8	
01/12/16	Easy Websites	Monthly rental November	SO	24.00	4.00	20.00	01-8	
02/11/16	CA Traffic	Repair of SPID	1648	206.40	34.40	172.00	02-2	
02/11/16	Furnitubes	New seat	1649	626.40	104.40	522.00	03-2	
21/11/16	Employee 1	Salary November 2016		323.50		323.50	01-6	
21/11/16	Employee 2	Salary November 2016		79.63		79.63	01-6	
21/11/16	Employee 3	Salary November 2016		606.67		606.67	01-6	
21/11/16	HMRC	Tax & NI Nov 2016		80.80		80.80	01-6	
19/12/16	Employee 1	Salary December 2016		323.50		323.50	01-6	
19/12/16	Employee 2	Salary December 2016		79.63		79.63	01-6	
19/12/16	Employee 3	Salary December 2016		606.67		606.67	01-6	
19/12/16	HMRC	Tax & NI Dec 2016		80.80		80.80	01-6	
19/12/16	Chorley Council	Room Hire		24.76	4.13	20.63	01-2	
19/12/16	Chorley Council	Room Hire		8.50	1.42	7.08	01-2	
19/12/16	BDO	External Audit		120.00	20.00	100.00	01-4	
				3215.26	172.35	3042.91		

INCOME

[illegible]

Astley Village Parish Council

Budget Spends		1 April 2016 to 31 March 2017							
			Ear-marked Reserve or C/F	Precept 2016/2017	Transfers	Total Budget	Spend to date (ex vat)	Income	Budget Remain
01 - ADMINISTRATION	01-1	Room Hire		75		75	0		75
	01-2	Office/Sundry		600		600	231		369
	01-3	Insurance		350		350	371		-21
	01-4	Auditors/Accounts		150		150	150		0
	01-5	Election/by-election/polls	3,831	0		3,831	0		3,831
	01-6	Employees		14000		14,000	9,815		4,185
	01-7	Employee Gratuity Fund/Pension Payments	2,250	0		2,250	0		2,250
	01-8	IT/Website		330		330	128		202
02 - COUNCIL	02-1	Newsletter/Publications		800		800	427	115	488
	02-2	Village Caretaker		800		800	172		628
	02-3	Training		150		150	0		150
	02-4	Grant fund/local projects & groups		500		500	0		500
	02-6	General Reserve	9,739			9,739	0	8	9,747
03 - PLAN	03-1	Christmas		250		250	0		250
	03-2	Village Improvements	2,042			2,042	2,205		-163
04- TRANSPARENCY	04	Grant: IT Computer/website	532			532	532	0	0
		Precept in						19,776	
		Other in						0	
All expenditure figures exclude vat			18,394	18,005		36,399	14,031	19,899	22,491
VAT spent			£646.25						

Astley Village Parish Council

Summary

1 April 2016 to 31 March 2017

£

Receipts and Expenditure Account

Receipts

Precepts	19776.00
Grant (with precept)	3877.00
Transfers	0.00
Bank Interest	8.15
Advertisements	115.00
VAT on Receipts/Recovered	0.00
Total Receipts	<u>23776.15</u>

Expenditure Total

14677.66

Income & Expenditure Reconciliation

Balance Brought Forward at 1 April 2016	24128.99
Add: total receipts to date	+ 23776.15
Less: total expenditure to date	- 14677.66
Balance	<u>33227.48</u>

Bank Reconciliation

Community Account (chequeing account)	30/09/16	+	500.00
Bus. Premium Account 1 (higher interest)	30/09/16	+	23741.57
Unity Trust Bank account	30/09/16		8291.77
Unify Credit Union deposit	30/06/16		5000.00
Less unrepresented cheques/ET/SO		-	4305.86
Plus uncleared credits		+	<u>33227.48</u>

unrepresented cheques/SO All Nov	3215.26
SO	323.30
SO	79.63
SO	606.67
UT'064	81.00
	<u>4305.86</u>

ENVIRONMENTAL/VILLAGE REPORTS

Problem	Location	Reported To	Chase/Progress
Derian House has built a new fence which has taken in the cycle lane signs	along Preston Road, down from the Hospital	CBC 13/7/16, acknowledged by enforcement 15/07/16	
Knee rail fencing knocked over	Chancery, at post box, opposite Wymundsley	CBC 04/10/16 reported	
Farrell Heyworth for sale sign	In Grass verge, opposite Broadfields junction for 17 Studfold	CBC 04/10/16 reported to Enforcement.	
Knee rail fencing knocked over	Adjacent to the Comm Cnt	CBC 25/10/16 reported	