

ASTLEY VILLAGE PARISH COUNCIL

MEETING: ANNUAL Full Council Meeting, Wednesday, 3 May 2017 at **7.00 pm**

VENUE: Astley Village Community Centre, Hallgate, Astley Village

A G E N D A

274.01 Election of Chair

To elect a Chair and receive the Chairman's Declaration of Acceptance of Office or, if not received, to decide when it shall be received.

274.02 Election of Vice Chair

274.03 Appoint Representatives to Outside Bodies

To appoint Councillors to the other bodies

274.04 Apologies for Absence

Receive members' apologies.

274.05 Declarations of Interest

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

274.06 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.

274.07 Minutes of Council Meeting

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

274.08 Clerk Report

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

274.09 Statutory Business

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

274.10 Financial Matters

- i) Consider applications for payment made to the Council (see report)
- ii) Approve financial monitoring statements (see reports)
- iii) Review and agree the end of year figures for year ending 31 March 2017
- iv) Scrutinise and approve the Annual Return and statement of accounts and annual governance statement for year ending 31 March 2017
- v) Review and agree Internal Audit

274.11 Consultations

Chorley Council CIL123 list circulated 26 April

274.12 Environment Reports

Receive progress report (attached).

274.13 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

274.14 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: 5 July, 6 September

D. Platt

Clerk

Date: 26/04/17

PRIVATE, PART II ITEMS

Exclusion of Press and Public

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Schedule 12A of the Local Government Act 1972, Part 1 ss3 & 4. 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.

274.15 Personnel matters

Village lengthsman service and relevant decisions (Item 15)

MINUTES of Astley Village Parish Council meeting held Wednesday, 1 March 2017 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, J Nuttall.
Clerk Mrs D Platt.

273.01 Apologies for Absence – Cllr Robinson

273.02 Declarations of Interest – none.

273.03 Public Participation

RESOLVED: Council agreed to suspend standing orders.

Visitor, Michelle Graham, Youth & Community Engagement officer for Inspire (Chorley Youth Zone) – attended to introduce the Chorley Youth Zone, discuss transport and youth engagement. Michelle described the facilities and layout, costs and opportunities for all ages also how the centre may work, opening hours, engagement and all the activities the centre can be used for.

RESOLVED: Council agreed to restore standing orders.

273.04 Minutes of Meeting

RESOLVED: Minutes of the Council meeting of 4 January 2017 were accepted as a correct record and signed by the Chair.

Derian House – Clerk to write to ask visitors and staff to not park on the grass verge and churn up the grass as it spoils the verges and tidiness of the village.

Lancashire County Council – Clerk to write to ask LCC to investigate who is parking on the grass verges by Derian House, how to improve the situation and maybe stop people parking.

Chorley & SR Hospital – Clerk to write to ask that they ask staff not to park on the grass verge, outside of Derian House.

273.05 Clerks Report

Members received the report.

16/01059/FUL Derian House fenceline – check boundary and inclusion of cycle notices and whether they have approval of the additional length.

273.06 Statutory Business

Parking restriction order in layby Chancery Road, advert in the newspaper

17/0003//FULMAJ Chorley Rugby Club housing site requested condition changes

17/00106/TPO 14 Chancery Fields tree application

17/00140/FULHH 73 Studfold - Single storey side extension to form garage (following demolition of carport)

17/00126/FULHH 113 The Farthings – Erection of two story rear extension wrapping around to form a single storey side

273.07 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 February
£	224.75	Employee 1	Reimbursements
£	258.64	Employee 1	Salary Mar 2017
£	79.63	Employee 2	Salary Mar 2017
£	606.67	Employee 3	Salary Mar 2017
£	64.80	HMRC	Tax&NI Mar 2017

RESOLVED: The salary payments for April will be approved by the two signatories when they are be available, following the end of year close down and new NI rates being issued, payments will be ratified by Council at the May meeting.

ii) Receive monitoring reports.

RESOLVED: Council approved the monitoring figures.

RESOLVED: Rates for advertising in the newsletter are £70 full page, £45 half page and £25 quarter page. Clerk will publish the rates in the next newsletter and circulate to businesses before the next newsletter.

RESOLVED: Council agreed to sign the form to close the Unify Trust bank account.

273.08 Consultations

i) Chorley Council Revised Private Sector Housing Assistance Policy

RESOLVED: Council agreed by majority to respond to the consultation positively to three questions.

ii) Draft Central Lancashire Employment Skills Supplementary Planning Document Consultation
Noted.

273.09 Best Kept Village Competition

There was no proposal to enter the competition this year.

273.10 Policy List Review

Personnel Committee were requested to review some of the older policies, eg Bullying & Harassment, Equal Opportunities Policy, Parish/Employee Employee Relations and Representative Protocol.

273.11 Review Calendar

Members reviewed the calendar of tasks.

273.12 Two Year Plan

Request to Chorley Council that the doggy bin (which the pedal is broken on) at The Farthings be exchanged for a litter bin.

Discussed new projects, community orchard project, Westway fields play equipment options, book bench project and new seats at bus stops.

Reviewed and revised the two year plan.

CL will write in the newsletter about the plan and ask for suggestions.

RESOLVED: The plan was agreed, with the changes.

273.13 Annual Report

Members were happy with the draft annual report.

273.14 Newsletter planning

Consider articles for the Spring issue:

Two year plan CL, annual report LL, advertising rates, chairs report LL, community group report, litter pick days and new dates ML, Friends report JMcA, budget report.

Litter picking events will continue and ML will issue the future dates.

273.15 Social Media Policy

Members considered the drafted policy for adoption

RESOLVED: Council agreed to adopt the Social Media Policy as it is drafted.

273.16 Publicity Protocol

Members considered the revised protocol for adoption. Main alteration was the addition of the noticeboard use, and the recommended items for the website, included social media references and clarified some item wordings to make them more understandable.

RESOLVED: Council agreed to adopt the amended Publicity Protocol document.

273.17 Environment Reports

Seven trees removed have been removed along Chancery – request replacements to be fruit trees.

Three trees planted last year adjacent to Studfold, have died – request replacement to be fruit trees.

7 Judeland collapsed PO grid – chase repair works.

Studfold bus stop, opposite Great Meadow, flooding pavement because of a collapsed grid in road. Report.

Light in subway, one is out. Report.

Personnel Committee action items to be collated and copied to Councillors.

Reminder to Members of the litter pick day - Saturday, 10am.

273.18 Reports from Parish Council representatives on Other Bodies

Friends of Astley Park, Jmca – bat man reports some evidence that some boxes are occupied. Reed bed is doing fantastically well. There was a report of a river pollution problem. The fountain project - ongoing investigations. £8000 promised – planning where to get water drained to. The new play area - concerns about it being so wet

Liaison Meeting, LL updated the meeting. Items discussed; Market Walk, car park charges, adoptions and questions.

Neighbourhood Meeting, LL updated that the Village Green planting project was accepted as a project for 2017/2018 and the banking to underpass and area adjacent the community centre will be dealt with under business as usual.

273.19 Matters for information

The Chairman declared the meeting closed.

2017 meeting dates: 7pm Wednesdays:

3 May, 5 July, 6 September, 1 November.

ASTLEY VILLAGE PARISH COUNCIL

1 April 2017 to 31 March 2018

CHEQUE LIST

May Meeting

Date	Creditor	Description	Cheque No	Total	Vat	Net	Budget	S137
01/04/17	Easy Websites	Monthly rental February	SO	24.00	4.00	20.00		
20/04/17	Employee 1	Salary April 2017	EB	261.48		261.48		
20/04/17	Employee 2	Salary April 2017	EB	81.25		81.25		
20/04/17	Employee 3	Salary April 2017	EB	618.04		618.04		
20/04/17	HMRC	Tax&NI April 2017	1480	65.20		65.20		
				1049.97	4.00	1045.97		
01/05/17	Easy Websites	Monthly rental February	SO	24.00	4.00	20.00		
01/05/17	Chorley Council	Room hires		19.80	3.30	16.50		
01/05/17	ICO	Subscription		35.00		35.00		
01/05/17	Paper Rabbit	Printing of newsletter		278.00		278.00		
01/05/17	AV Scouts	Delivery of newsletter		70.00		70.00		
19/05/17	Employee 1	Salary May 2017		261.28		261.28		
19/05/17	Employee 2	Salary May 2017		81.25		81.25		
19/05/17	Employee 3	Salary May 2017		618.04		618.04		
19/05/17	HMRC	Tax&NI May 2017		65.20		65.20		
01/06/17	Easy Websites	Monthly rental February	SO	24.00	4.00	20.00		
19/06/17	Employee 1	Salary June 2017		326.68		326.68		
19/06/17	Employee 2	Salary June 2017		81.25		81.25		
19/06/17	Employee 3	Salary June 2017		618.04		618.04		
19/06/17	HMRC	Tax&NI June 2017		65.40		65.40		
				2567.94	11.30	2556.64		

INCOME

[illegible]

Astley Village Parish Council

Budget Spends		1 April 2016 to 31 March 2017								Notes
			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	48		27	
	01-2	Office/Sundry		600		600	588		12	
	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	12,845		1,155	
	01-7	Employee Contingency	2,250	0		2,250	0		2,250	
	01-8	IT/Website		330		330	208		122	
02 - COUNCIL	02-1	Newsletter/Publications		800		800	775	115	140	
	02-2	Village Caretaker		800		800	172		628	
	02-3	Training		150		150	0		150	
	02-4	Grant fund/local projects & groups		500		500	250		250	
	02-6	General Reserve	9,739			9,739	0	11	9,750	
03 - PLAN	03-1	Christmas		250		250	303		-53	
	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						3,877		
All expenditure figures exclude vat			18,394	18,005		36,399	18,447	23,779	18,078	
VAT spent			£669.18							

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	11.07
Advertisements	115.00
VAT on Receipts/Recovered	0.00
Total Receipts	<u>23779.07</u>

Expenditure Total

19116.65

Income & Expenditure Reconciliation

Balance Brought Forward at 1 April 2016	24128.99
Add: total receipts to date	+ 23779.07
Less: total expenditure to date	- 19116.65
Balance	<u>28791.41</u>

Bank Reconciliation

Community Account (chequeing account)	31/03/17	+	1500.00
Bus. Premium Account 1 (higher interest)	31/03/17	+	22416.41
Unity Trust Bank account	31/03/17		0.00
Unify Credit Union deposit	30/06/16		5000.00
Less unrepresented cheques/ET/SO		-	125.00
Plus uncleared credits		+	<u>28791.41</u>

unpresented cheques/SO		
	1476	125.00
		<u>125.00</u>

CLERK'S REPORT (FOR INFORMATION ONLY)

QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS

Wrote to Derian House, LCC and Chorley Hospital about parking at Derian House – no response from Derian or Hospital – LCC acknowledged our letter of 3/3 on 30/3 saying they would investigate and respond in 6 weeks.

PLANNING APPLICATIONS / DECISIONS

Application no: 17/00271/FULHH Proposal: Erection of a two storey side extension
Location: 16 Long Croft Meadow, Astley Village, Chorley, PR7 1TS
Circulated to Councillors on 24 March and on list on 27 March.

CONSULTATIONS / INVITATIONS

On Agenda, circulated to Councillors 26 April 2017 – Chorley Council CIL123 list

Circulated to Councillors 18 April 2017 – Draft School Place Provision Strategy 2017/18 to 2019/20

TRAINING

Clerk
SLCC training 'Community Research' 20 April

ENVIRONMENTAL/VILLAGE REPORTS

Problem	Location	Reported To	Chase/Progress
Parking at Derian House	Chancery Road outside of Derian and opposite Buckshaw Hall Close	3/3/17 wrote to: Chorley Hospital; Derian House; LCC Highways	LCC highways response 30/3 would investigate, 6 weeks 9/3 Derian letter response
Trees lost on Chancery – need replacements	Chancery Road	2/3/17 Sean Blake at CBC request for replacements	27/4/17 chased
PO grid collapse	Outside 7 Judeland	30/11/16 reported LCC (204175) 02/03/17 reported LCC again (226103)	
Flooding pavement	Studfold bus stop, opposite GM	02/03/17 reported LCC (226105)	
Light out	Subway under Chancery	02/03/17 reported LCC (226108)	