

# ASTLEY VILLAGE PARISH COUNCIL

MEETING: ANNUAL Full Council Meeting, Wednesday, 5 July 2017 at **7.00 pm**

VENUE: Astley Village Community Centre, Hallgate, Astley Village

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## A G E N D A

275.01 Apologies for Absence

Receive members' apologies.

275.02 Declarations of Interest

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

275.03 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.

275.04 Minutes of Council Meeting

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

275.05 Clerk Report

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

275.06 Statutory Business

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

275.07 Financial Matters

- i) Consider applications for payment made to the Council (see report)
- ii) Approve financial monitoring statements (see reports)
- iii) Review and agree Internal Audit

275.08 Review the new process for the Speed Indicator Device

275.09 Christmas event planning

275.10 Two Year Plan

Consider and review the items in the plan which was published in the newsletter and action works

275.11 Entrance beds

Consider quotation for new stone built beds around the ornamental entrance signs

275.12 Environment Reports

Receive progress report (attached).

275.13 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

275.14 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: 6 September, 1 November**

**2018 meeting dates: 7pm Wednesdays: 3 January, 7 March, 2 May, 4 July**

*D. Platt*  
Clerk

Date: 28/06/17

**MINUTES** of Astley Village Parish Council meeting held Wednesday, 3 May 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.

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.

RESOLVED: Councillor Laura Lennox was elected to be chair for the coming year.

274.02 Election of Vice Chair

RESOLVED: Councillor Rod Fraser was elected to be vice chair for the coming year.

274.03 Appoint Representatives to Outside Bodies

To appoint Councillors to the other bodies.

Three Tier Liaison LL, Neighbourhood Working LL, Astley Park Advisory Committee KR, Friends of Astley Park KR, Police Pop In JN.

274.04 Apologies for Absence – Cllr Robinson.

274.05 Declarations of Interest – none.

274.06 Public Participation – none attending.

274.07 Minutes of Meeting

RESOLVED: Minutes of the Council meeting of 1 March 2017 were accepted as a correct record and signed by the Chair.

274.08 Clerks Report

Members received the report.

Chase LCC investigation.

274.09 Statutory Business

Application no: 17/00271/FULHH Proposal: Erection of a two storey side extension, at 16 Long Croft Meadow.

274.10 Financial Matters

i) Consider applications for payment made to the Council

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

April payments

|   |        |               |                      |
|---|--------|---------------|----------------------|
| £ | 24.00  | Easy Websites | Monthly rental April |
| £ | 261.48 | Employee 1    | Salary April 2017    |
| £ | 81.25  | Employee 2    | Salary April 2017    |
| £ | 618.04 | Employee 3    | Salary April 2017    |
| £ | 65.20  | HMRC          | Tax&NI April 2017    |

May payments

|   |       |                 |                    |
|---|-------|-----------------|--------------------|
| £ | 24.00 | Easy Websites   | Monthly rental May |
| £ | 19.80 | Chorley Council | Room hires         |

|   |        |               |                        |
|---|--------|---------------|------------------------|
| £ | 35.00  | ICO           | Subscription           |
| £ | 278.00 | Paper Rabbit  | Printing of newsletter |
| £ | 70.00  | AV Scouts     | Delivery of newsletter |
| £ | 261.28 | Employee 1    | Salary May 2017        |
| £ | 81.25  | Employee 2    | Salary May 2017        |
| £ | 618.04 | Employee 3    | Salary May 2017        |
| £ | 65.20  | HMRC          | Tax&NI May 2017        |
| £ | 24.00  | Easy Websites | Monthly rental June    |
| £ | 261.28 | Employee 1    | Salary June 2017       |
| £ | 81.25  | Employee 2    | Salary June 2017       |
| £ | 618.04 | Employee 3    | Salary June 2017       |
| £ | 65.40  | HMRC          | Tax&NI June 2017       |

iii) Review and agree the end of year figures for year ending 31 March 2017

RESOLVED: Council approved the figures for the Chair to sign.

iv) Scrutinise and approve the Annual Return and statement of accounts and annual governance statement for year ending 31 March 2017

RESOLVED: Council approved the signing of the Annual Return and Statement of Accounts and Annual Governance statement for year ending 31 March 2017.

v) Review and agree Internal Audit – withdrawn.

#### 274.11 Consultations

Chorley Council CIL123 list.

Proposed a lay by Derian House (on Chancery Road) to move cars off the cycle lane by using the area where there is presently grass (being parked on).

Proposed upgrading of the cycle lane through Astley Village (Chancery Road) to improve safety and encourage further use.

Cllr Lynch leave 7.45

Increasing the parking at Astley Park (Hallgate) because there is not enough when there are events.

Pedestrian access routes to the Train station (Buckshaw Parkway) from Euxton Lane.

#### 274.12 Environment Reports

Parking plan was not used for two events in April on the same day (23 April) – there were no cones, verges were all parked on, on pavements all down the entrances to all the side roads. Complain to CBC that if they are accepting bookings – they should insist a parking plan is used.

Telecom grid reported in Judeland reported in November and chased still not fixed and concerned that there will be others, of the same age, which will be in a similar poor state.

Report to Chorley Council that the three trees, planted in the grass verge last year, two have died and one is barely alive.

274.13 Reports from Parish Council representatives on Other Bodies

Cllr Robinson send in reports for Friends of Astley Park and Astley Park Advisory. Works on Astley Hall and outside the Hall were updated.

274.14 Matters for information

The Chairman declared the meeting closed.

**2017 meeting dates: 7pm Wednesdays:**

**5 July, 6 September, 1 November.**

**CLERK'S REPORT (FOR INFORMATION ONLY)**

**QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS**

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**PLANNING APPLICATIONS / DECISIONS**

There have been no applications for Astley Village since the last meeting up to 29/6.  
Council was notified that there was a condition discharge application for the Rugby Field site on the 19/5/17 list.

**CONSULTATIONS / INVITATIONS**

None since the last meeting.

**TRAINING**

Clerk has done 'lone working' and 'first aid at work' courses via another route

# **ASTLEY VILLAGE PARISH COUNCIL**

1 April 2017 to 31 March 2018

## **CHEQUE LIST**

July Meeting

| Date     | Creditor             | Description             | Cheque No | Total   | Vat  | Net     | Budget | S137 |
|----------|----------------------|-------------------------|-----------|---------|------|---------|--------|------|
| 01/07/17 | Easy Websites        | Monthly rental February | SO        | 24.00   | 4.00 | 20.00   | 01-8   |      |
| 05/07/17 | 1st Euxton ROF Scout | Newsletter delivery     | 1487      | 73.75   |      | 73.75   | 02-1   |      |
| 18/07/17 | Employee 1           | Salary June 2017        | EB        | 261.48  |      | 261.48  | 01-6   |      |
| 18/07/17 | Employee 2           | Salary June 2017        | EB        | 81.05   |      | 81.05   | 01-6   |      |
| 18/07/17 | Employee 3           | Salary June 2017        | EB        | 618.04  |      | 618.04  | 01-6   |      |
| 05/07/17 | HMRC                 | Tax&NI June 2017        | 1488      | 65.40   |      | 65.40   | 01-6   |      |
| 01/08/17 | Easy Websites        | Monthly rental February | SO        | 24.00   | 4.00 | 20.00   | 01-8   |      |
| 17/08/17 | Employee 1           | Salary June 2017        | EB        | 261.28  |      | 261.28  | 01-6   |      |
| 17/08/17 | Employee 2           | Salary June 2017        | EB        | 81.25   |      | 81.25   | 01-6   |      |
| 17/08/17 | Employee 3           | Salary June 2017        | EB        | 282.53  |      | 282.53  | 01-6   |      |
| 17/08/17 | HMRC                 | Tax&NI June 2017        | 1489      | 66.40   |      | 66.40   | 01-6   |      |
|          |                      |                         |           |         |      |         |        |      |
|          |                      |                         |           |         |      |         |        |      |
|          |                      |                         |           |         |      |         |        |      |
|          |                      |                         |           | 1839.18 | 8.00 | 1831.18 |        |      |

# Astley Village Parish Council

| Budget Spends                       |      | 1 April 2017 to 31 March 2018      |                                 |                      |           |                 |                           |        |                  | Notes |
|-------------------------------------|------|------------------------------------|---------------------------------|----------------------|-----------|-----------------|---------------------------|--------|------------------|-------|
|                                     |      |                                    | Ear-marked<br>Reserve or<br>C/F | Precept<br>2017/2018 | Transfers | Total<br>Budget | Spend to<br>date (ex vat) | Income | Budget<br>Remain |       |
| 01 - ADMINISTRATION                 | 01-1 | Room Hire                          |                                 | 50                   |           | 50              | 17                        |        | 34               |       |
|                                     | 01-2 | Office/Sundry                      |                                 | 500                  |           | 500             | 35                        |        | 465              |       |
|                                     | 01-3 | Insurance                          |                                 | 390                  |           | 390             | 0                         |        | 390              |       |
|                                     | 01-4 | Auditors/Accounts                  |                                 | 150                  |           | 150             | 0                         |        | 150              |       |
|                                     | 01-5 | Election/by-election/polls         | 3,831                           | 169                  |           | 4,000           | 0                         |        | 4,000            |       |
|                                     | 01-6 | Employees                          |                                 | 12000                |           | 12,000          | 3,078                     |        | 8,922            |       |
|                                     | 01-7 | Employee Contingency               | 2,250                           | 0                    |           | 2,250           | 0                         |        | 2,250            |       |
|                                     | 01-8 | IT/Website                         |                                 | 240                  |           | 240             | 60                        |        | 180              |       |
| 02 - COUNCIL                        | 02-1 | Newsletter/Publications            |                                 | 750                  |           | 750             | 278                       | 0      | 472              |       |
|                                     | 02-2 | Village Caretaker                  |                                 | 800                  |           | 800             | 0                         |        | 800              |       |
|                                     | 02-3 | Training                           |                                 | 150                  |           | 150             | 0                         |        | 150              |       |
|                                     | 02-4 | Grant fund/local projects & groups |                                 | 500                  |           | 500             | 0                         |        | 500              |       |
|                                     | 02-6 | General Reserve                    | 9,747                           |                      |           | 9,747           | 0                         | 0      | 9,747            |       |
| 03 - PLAN                           | 03-1 | Christmas                          |                                 | 300                  |           | 300             | 0                         |        | 300              |       |
|                                     | 03-2 | Village Improvements               |                                 | 2000                 |           | 2,000           | 0                         |        | 2,000            |       |
|                                     |      |                                    |                                 |                      |           |                 |                           |        |                  |       |
|                                     |      |                                    |                                 |                      |           |                 |                           |        |                  |       |
|                                     |      | Precept in                         |                                 |                      |           |                 |                           | 20,480 |                  |       |
|                                     |      | Other in                           |                                 |                      |           |                 |                           | 3,877  |                  |       |
|                                     |      |                                    |                                 |                      |           |                 |                           |        |                  |       |
| All expenditure figures exclude vat |      |                                    | 15,828                          | 17,999               |           | 33,827          | 3,467                     | 24,357 | 30,360           |       |
| VAT spent                           |      |                                    | £15.30                          |                      |           |                 |                           |        |                  |       |

**INCOME**

[illegible]



# Astley Village Parish Council

## Summary

1 April 2017 to 31 March 2018

£

### Receipts and Expenditure Account

#### Receipts

|                           |                 |
|---------------------------|-----------------|
| Precepts                  | 20480.00        |
| Grant (with precept)      | 0.00            |
| Transfers                 | 3877.00         |
| Bank Interest             | 0.00            |
| Advertisements            | 0.00            |
| VAT on Receipts/Recovered | 0.00            |
| Total Receipts            | <u>24357.00</u> |

#### Expenditure Total

3482.51

### Income & Expenditure Reconciliation

|   |                 |
|---|-----------------|
| Balance Brought Forward at 1 April 2017 | 28791.41        |
| Add: total receipts to date             | + 24357.00      |
| Less: total expenditure to date         | - 3482.51       |
| Balance                                 | <u>49665.90</u> |

### Bank Reconciliation

|  |          |   |                 |
|--|----------|---|-----------------|
| Community Account (chequeing account)    | 31/05/17 | + | 1500.00         |
| Bus. Premium Account 1 (higher interest) | 31/05/17 | + | 44340.87        |
| Unity Trust Bank account                 |          |   |                 |
| Unify Credit Union deposit               | 30/06/16 |   | 5000.00         |
| Less unrepresented cheques/ET/SO         |          | - | 1174.97         |
| Plus uncleared credits                   |          | + | <u>49665.90</u> |

|                          |                |                |
|--------------------------|----------------|----------------|
| unrepresented cheques/SO |                |                |
|                          | June uncleared | 1049.97        |
|                          | 1476           | 125.00         |
|                          |                | <u>1174.97</u> |

## VILLAGE DEVELOPMENT PLAN CONSULTATION

| PROJECTS                                       | ACTIONS  | TIMESCALES |
|--|--|------------|
| Improve Village centre & enhance Village green | Work with Chorley, Places for People and shop leaseholder as part of a Neighbourhood Working projects. Ensure improvements are maintained. Ask for other ideas from residents.   | 2017/18    |
| Planters & seats around the Village            | Flowers planters to improve the village, seats for people to sit on whilst walking around the village or at bus waiting areas. Replace existing wooden seating with the new style recycled ones. Plaques for new seats and planters. Review any resident suggestions for sites or replacement wood seat. | 2017/19    |
| Tree planting                                  | Plant more trees on wet verge areas to soak up excess water & replace trees which have had to be removed.  | 2017/19    |
| New lighting scheme for the Christmas Tree     | Once the living Christmas Tree has grown to create a lighting scheme at its base.  | 2018/19    |
| Litter bins                                    | Work with Chorley to site new litter bins as required.   | 2017/19    |
| Health & Well-Being                            | Encourage activities and groups in the Village; provide grants; work with Chorley on Westway Fields project to enhance play facilities.  | 2017/19    |

The Parish Council has drawn up a Village Development Plan covering the 2 year period 2017 to 2019. The table sets out projects within the Plan. The Council is working with Chorley and a range of other organisations to make improvements to the appearance of the Village and to develop local community activities. Residents are invited to submit their suggestions to the Clerk for any additions or new projects they would like to see undertaken in the Village.

## 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:<br>Chorley Hospital; Derian House; LCC Highways   | LCC highways response 30/3 would investigate, 6 weeks<br>9/3 Derian letter response<br>LCC response – don't see any work to do                                  |
| Trees lost on Chancery – need replacements                  | Chancery Road  | 2/3/17 Sean Blake at CBC request for replacements  | 27/4/17 chased<br>30/6/17 chased  |
| PO grid collapse  | Outside 7 Judeland   | 30/11/16 reported LCC (204175)<br>02/03/17 reported LCC again (226103)<br>LCC system says actioned 14/3 and 27/4 |   |
| Flooding pavement   | Studfold bus stop, opposite GM                                   | 02/03/17 reported LCC (226105)<br>30/06/17 reported LCC again (247066)   |   |
| Light out   | Subway under Chancery  | 02/03/17 reported LCC (226108)   | Still on system as 'reported' not actioned  |
|   |  |  |   |
| Litter, dead flowers, flower packaging, marker pen on walls | Subway   | 17/05/17 reported to CBC (CAS-452863-13VRT9)   |   |
| Shopping trolley and pipe                                   | Bus stop next to Ravensthorpe                                    | 17/05/17 reported to CBC (CAS-452860-9M2629)   |   |
| Bin overflowing, doggy bags floating in pond                | Bin next to Buckshaw Hall Close                                  | PfP 17/05/17 after speaking to CBC to change the asset to a PfP asset as it was registered as ours               | 24/5 PfP advised it had been emptied and will be monitored.<br>22/5 CBC confirmed they had updated the mapping as the bin was registered to the parish council. |