

ASTLEY VILLAGE PARISH COUNCIL

MEETING: Full Council Meeting, Wednesday, 6 September 2017 at **7.00 pm**

VENUE: Astley Village Community Centre, Hallgate, Astley Village

A G E N D A

276.01 Apologies for Absence

Receive members' apologies.

276.02 Declarations of Interest

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

276.03 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.

276.04 Minutes of Council Meeting

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

276.05 Clerk Report

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

276.06 Statutory Business

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

276.07 Financial Matters

- i) Consider applications for payment made to the Council (see report)
- ii) Approve financial monitoring statements (see reports)
- iii) Receive External Auditor report and action any points (see report)

276.08 Consultations

- i) Chorley Council Borough Wide Bowling Green Assessment Consultation
- ii) Chorley Council Public Space Protection Order – Town Centre Consultation
(<http://chorley.gov.uk/Pages/AtoZ/Consultations.aspx>)
- iii) Chorley Council Social Isolation Pilot Project

276.09 Christmas event planning

276.10 Winter newsletter planning

276.11 Review Effectiveness of Internal Audit

Review the document and agree

276.12 Review Financial Risk Assessment

Review the document and agree

276.13 Environment Reports

Receive progress report (attached).

276.14 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

276.15 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: 1 November

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

D. Platt
Clerk
Date: 29/08/17

CLERK'S REPORT (FOR INFORMATION ONLY)

QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS

Seats have arrived and may be in this week (w/c 28/08).
Stone planters may cause difficulties getting LCC permission as close to road edge. Need measurements, photos and draw diagrams to send in have already met stone man on site.

Christmas – date sent to Parklands 6th July, no response yet but not back in school until 4th September.

PLANNING APPLICATIONS / DECISIONS

17/00/647/OUT application for a new property next to 65 Studfold.

There have been no other applications for Astley Village.

CONSULTATIONS / INVITATIONS

Invitation: circulated 8/8/17, invitation to Planning in Practice training on 13 November

Consultations on the agenda, which have already been circulated are:

- Chorley Council Borough Wide Bowling Green Assessment Consultation
- Chorley Council Public Space Protection Order – Town Centre Consultation
- Chorley Council Social Isolation Pilot Project

TRAINING

SLCC branch 7th September
Clerks meeting held at CBC attended 13th July

INCOME

Date		Invoice No	Received from	Bank	Donations	Other	Precept	Adverts	Interest		VAT
07/04/17			Chorley BC	24357.00		3877.00	20480.00				
13/07/17			Unify interest	47.56					47.56		
				24404.56	0.00	3877.00	20480.00	0.00	47.56	-	-

ASTLEY VILLAGE PARISH COUNCIL

1 April 2017 to 31 March 2018

CHEQUE LIST

September Meeting

Date	Creditor	Description	Cheque No	Total	Vat	Net	Budget	S137
14/07/17	Zurich	Council insurance premium	1492	382.54		382.54	01-3	
01/09/17	Easy Websites	Monthly rental	SO	24.00	4.00	20.00	01-8	
06/09/17	Chorley Council	Summer bedding plants	1493	240.00	40.00	200.00	03-2	
06/09/17	Furnitubes	3 seats	1494	2077.20	346.20	1731.00	03-2	
06/09/17	Employee 1	Reimbursements	EB	150.46	5.98	144.48	01-2	
15/09/17	Employee 1	Salary Sept 2017	EB	261.28		261.28	01-6	
15/09/17	Employee 2	Salary Sept 2017	EB	81.05		81.05	01-6	
15/09/17	Employee 3	Salary Sept 2017	EB	282.53		282.53	01-6	
15/09/17	HMRC	Tax&NI Sept 2017	1495	65.60		65.60	01-6	
01/10/17	Easy Websites	Monthly rental	SO	24.00	4.00	20.00	01-8	
16/10/17	Employee 1	Salary Oct 2017	EB	261.48		261.48	01-6	
16/10/17	Employee 2	Salary Oct 2017	EB	80.85		80.85	01-6	
16/10/17	Employee 3	Salary Oct 2017	EB	282.53		282.53	01-6	
16/10/17	HMRC	Tax&NI Oct 2017	1496	65.60		65.60	01-6	
06/09/17	Parklands	Band Christmas 2016	1497	125.00		125.00	03-1	
06/09/17	BDO Auditors	External Audit	1498	120.00	20.00	100.00	01-4	
				4524.12	400.18	4103.94		

Astley Village Parish Council

Budget Spends		1 April 2017 to 31 March 2018								Notes
			Ear-marked Reserve or C/F	Precept 2017/2018	Transfers	Total Budget	Spend to date (ex vat)	Income	Budget Remain	
01 - ADMINISTRATION	01-1	Room Hire		50		50	17		34	
	01-2	Office/Sundry		500		500	179		321	
	01-3	Insurance		390		390	383		7	
	01-4	Auditors/Accounts		150		150	150		0	
	01-5	Election/by-election/polls	3,831	169		4,000	0		4,000	
	01-6	Employees		12000		12,000	6,176		5,824	
	01-7	Employee Contingency	2,250	0		2,250	0		2,250	
	01-8	IT/Website		240		240	140		100	
02 - COUNCIL	02-1	Newsletter/Publications		750		750	352	0	398	
	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	48	9,795	
03 - PLAN	03-1	Christmas		300		300	0		300	
	03-2	Village Improvements		2000		2,000	1,931		69	
		Precept in						20,480		
		Other in						3,877		
All expenditure figures exclude vat			15,828	17,999		33,827	9,327	24,405	24,547	
VAT spent			£443.48							

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	47.56
Advertisements	0.00
VAT on Receipts/Recovered	0.00
Total Receipts	<u>24404.56</u>

Expenditure Total

9770.81

Income & Expenditure Reconciliation

Balance Brought Forward at 1 April 2017		28791.41
Add: total receipts to date	+	24404.56
Less: total expenditure to date	-	9770.81
Balance		<u>43425.16</u>

Bank Reconciliation

Community Account (chequeing account)	31/07/17	+	1500.00
Bus. Premium Account 1 (higher interest)	31/07/17	+	41634.64
Unify Credit Union deposit	13/07/17		5147.56
Less unrepresented cheques/ET/SO		-	4857.04
Plus uncleared credits		+	<u>43425.16</u>

unrepresented cheques/SO		
	July/Aug	715.46
	Sept/Oct	4141.58
		<u>4857.04</u>

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

ASTLEY VILLAGE PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/do not certify* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

BDO LLP

External auditor name

BDO LLP Southampton
United Kingdom

Date

27/1/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Introduction

The following items are being brought to the attention of the clerk of Astley Village Parish Council. These items came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017 but are not required to be reported to the smaller authority. These items are not considered to be either a breach of legislation or proper practices or other matters to report.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Minor issues
- Section 2 - Trust Funds Disclosure Note

The following matters are being brought to your attention as we have detected administrative matters aimed at improving the review process in the future or items that have changed that we wish you to just note. These matters are not raised as formal matters and do not require reporting to the council.

Minor issues

What is the issue?

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

Section 2 - Trust Funds Disclosure Note

What is the issue?

The Smaller Authority has not answered box 11 in error in Section 2 of the annual return. We believe based on the prior year information that the authority should have answered 'No'.

Why has this issue been raised?

The disclosure on the annual return has not been completed, however we believe that the Smaller Authority is not the sole trustee of any charities.

What do we recommend you do?

The Smaller Authority should ensure in future years that it answers 'No', that the Smaller Authority does not act as the sole trustee for and is not responsible for managing trust funds or assets.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

Why has this issue been raised?

This is to draw these minor errors to the attention of the smaller authority.

What do we recommend you do?

The smaller authority should ensure in future years that the above minor errors or omissions are not included in the Accounting Statements.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 27 July 2017

Date: 06/07/2017
Our Ref:
Your Ref: bowling assessment

Dear Sir / Madam

REVIEW OF BOROUGH WIDE BOWLING GREENS

I am writing to update our bowling community across the Borough about the work we have been doing in response to concerns about vandalism and youth activity on our bowling greens. We understand the value our communities place on our greens and open spaces and we are listening to concerns and doing what we can to deal with the issues.

Officers have been looking at the usage on each of our greens as well as the maintenance costs and looking at how the greens can be protected whilst at the same time taking account of the reducing budget the council has to spend on parks and open spaces as a result of wider cuts.

We would like to share this information with you and I enclose a summary which you are free to share with your clubs members. Please feedback any comments you have about the assessment to the contact details supplied on the document.

Utilising limited funding we are developing bespoke options for each of our greens on Harpers Lane, Astley Park, Tatton and Coronation and these include the provision of fencing where appropriate, in addition to measures to deter and prevent vehicular access to the greens and also some youth diversionary activity.

These are trial measures and in the event they are not successful, we will need to reconsider long term options and we welcome your ideas as to how bowling greens can become sustainable and what the Bowling Clubs can do to help.

If you would like to discuss the specific plans for our greens, please do not hesitate to contact Lindsey Blackstock, Parks and Open Spaces Officer on 01257 515151.

Yours sincerely



Cllr Alistair Bradley Executive Leader, Executive member (Economic Development and Partnerships) and Leader of the Labour Group

Please return any comments by 7th August 2017 to
Lindsey Blackstock, Parks Open Spaces Officer,
lindsey.blackstock@chorley.gov.uk



Bengal Street Depot, Bengal Street, Chorley, PR7 1SA

01257 515151

Bowling Green Assessment.

Draft for Consultation 2017



2008-2009
Transforming Services:
Citizen Engagement
and Empowerment



2009-2010
Cohesive and resilient communities



2009-2010
Better outcomes for people and places

1.0 Bowling Greens play a prominent part in the sporting asset of Chorley. In most parts of the country the popularity of bowling is declining but in Chorley memberships are increasing and the sport is becoming more popular.

In summary there are seven leagues in Chorley:

- Chorley and District Crown Green Bowling League – 70 teams
- Mixed Veterans Bowling League. – 36 teams
- Chorley Churches League – 20 teams
- Chorley Vets League – 20 teams
- Ladies League – 20 teams
- Adlington League – 20 teams
- Leyland and District League – 48 teams

Total of approximately 234 teams in the Borough

There are approximately 20 to 70 teams in each league. Each team has 10 players and at least 2 subs. There is also a junior league. At least half of the players will play in various teams and leagues. This gives an approximate 1400 players in the Borough.

Bowling clubs are affiliated to the British Crown Green Bowling Association (BCGBA).

There are a total of 27 bowling greens across the Borough, of these 6 are public greens on Council owned sites, all the other 21 greens are privately owned and managed and only available to members. It is also important to note that there are no public greens in Leyland.

There is an indoor bowling facility available at Coppull Leisure Centre for winter use, this is a short mat green and can accommodate 70 bowlers. Users are over 65.

Many private sites linked to social clubs have sadly closed in recent years such as St James in Chorley and St Bede's in Whittle-le-Woods and others are struggling to stay open.

Stakeholder consultation suggests that the current supply and condition of outdoor bowling greens is inadequate. The public greens have little or no lighting which is an issue for night matches, poor ancillary facilities and often suffer from anti-social behaviour and unauthorised use for football. The clubs linked to private greens are often costly to join.

Sites with two bowling greens, kitchen, toilets, lighting and shelter such as Coronation Recreation Ground are much needed for tournaments and competitions.

An all-weather crown green bowling surface with flood lighting at a central strategic venue would be a big asset to Chorley.

A review of bowling greens has been carried out across the borough to derive and apply suitable provision standards.

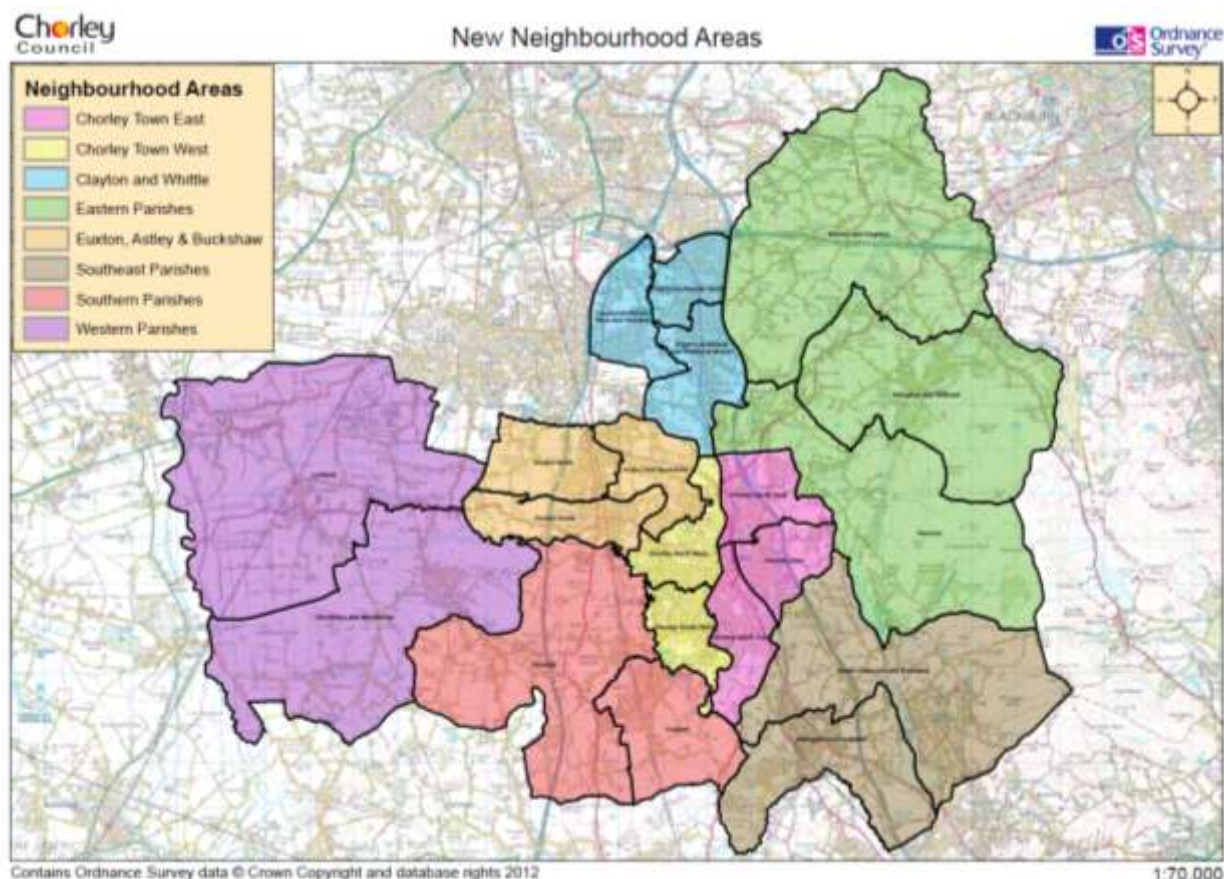
It is recognised that access to high quality open spaces and opportunities for sport and recreation can make an important contribution to the health and well-being of communities

2.0 METHODOLOGY

Neighbourhood Working

Chorley is split into 8 neighbourhood areas and the Council is working in a partnership approach to improve the Borough through Neighbourhood working. All playing pitches in the Borough have been analysed neighbourhood by neighbourhood, this includes those owned and leased by Chorley Council, Parish Councils, schools and private clubs.

Each neighbourhood consists of a number of wards and they are a mix of urban, semi-rural and rural settlements as illustrated below.



Bowling Green Assessments

The assessment and analysis is based on Sport England's Playing Pitch Strategy Methodology 'Towards a level playing field'. Only playing pitch stock available for community use has been scored and assessed as part of this strategy.

Bowling Greens have been assessed under the following criteria, the results of which are illustrated in the site analysis in section 3.0:

Bowling Green Quality

Bowling Greens were assessed on grass cover, evenness of surface, signs of wear and tear, conditions of ditches/boards, evidence of dog fouling, evidence of litter, glass, leaf fall, evidence of unofficial use, evidence of damage to the surface, surface of surrounding hard areas, access for disabled players/spectators, flood lighting, car parking. The quality assessment does not account for drainage or waterlogging issues though extra notes have been added to the assessment records. Pavilion standard and facilities has also been assessed and scored. – See Appendix A.

Greens have been scored as:

- An excellent or good pitch – good quality
- An average pitch – adequate quality
- A below average pitch or poor pitch – poor quality

Capacity

Capacity relates to the number of matches a bowling green can absorb; the needs of other users (public), the quality of the pitch and the limitations imposed by the owners (e.g. some clubs may limit use). For example, a very poor pitch will have 0 capacity as it is un-usable. Capacity in our site assessments is based on the quality rating for bowling greens and the number of teams currently playing at the sites. Six matches per week are expected to be played on a good pitch. These ratings assist in the identification of sites for improvement/development or rationalisation.

Pitches have been rated as:

- The pitch is being used over capacity - red
- The pitch is played to capacity - amber
- The pitch is being used under capacity - green

Value: the extent of bowling facilities on the site, whether there is public (or club) use, and whether the facility has a changing pavilion.

Setting Playing Pitch Standards

Within development plans local authorities use the FIT (Fields in Trust) guidelines to set local standards for outdoor sports provision. This is usually based on a number of hectares per 1,000 population, which should be protected and maintained as formal outdoor sports provision and designated as such in the LDF.

The Playing Pitch Strategy recommends a quantity standard for outdoor sport of 1.6 hectares per 1000 population as an aspiration for provision. This includes a playing pitch standard of 1.21 hectares per 1,000 populations and 0.39 hectares for athletics, tennis, bowling greens and training areas. This has been calculated by adding the number of hectares of pitches available for community use to the identified shortfall/surplus of pitches (latent and future demand) and applying it to potential future population growth.

3.0 ASSESSMENT FINDINGS

3.1 Playing Pitch Assessment by Neighbourhood Area

Chorley Town East

Site Name and Ownership	KKP Ref	Pitch	No of teams using	Winter use?	Matches per week			Pitch Quality	Changing Facilities Quality	Site Information/Issues
					Played	Capacity	Capacity Quality			
BOWLING GREENS										
Tatton Recreation Ground. Chorley Council	411	1	6	N	7	6				Pavilion and basic facilities available. Issues of anti-social behaviour. Community Use
St Joseph’s Club, PR6 0HR	412	1	6	N	6	8			N/A	Private Use
Harpers Lane Recreation Ground. Chorley Council	413	1	0	Y	6	6				Winter green. Community Use. No Toilets, no kitchen. Issues of antisocial behaviour.
St Peters Club, PR6 0DX	414	1	6	N	7	8			N/A	Private Use. Annual fee £20.
East Ward Conservative Club PR6 0AT	NEW	1	6	Y	9	8				Private use

Chorley Town West

Site Name and Ownership	KKP Ref	Pitch	No of teams using	Winter use?	Matches per week			Pitch Quality	Changing Facilities Quality	Site Information/Issues
					Played	Capacity	Capacity Quality			
BOWLING GREENS										
Astley Park. Chorley Council	417	2	2	N	2	8				No flood lights. 2 teams use the greens. Community Use. No toilets, no kitchen
Windsor Road, Chorley Bowling Club. Private. PR7 1LN	418	1	8	Y	12	8			N/A	Private. Annual fee £90
Coronation Recreation Ground. Chorley Council	419	2	5	N	5	10				Flood lighting until 9pm limiting play. 3 teams use the greens. Some issues of anti-social behaviour. Community Use. Toilets and simple kitchen
St Mary's Club. Private use. PR7 2SR	420	1	6	N	6	8			N/A	Maintained by contractor. Annual fee £15
St Georges Club. Private use. Trinity Road, Chorley	421	1	8	N	8	8			N/A	Maintained by contractor. Annual fee £25

Clayton and Whittle

Site Name and Ownership	KKP Ref	Pitch	No of teams using	Winter use?	Matches per week			Pitch Quality	Changing Facilities Quality	Site Information/Issues
					Played	Capacity	Capacity Quality			
BOWLING GREENS										
Ley Inn. Parish Council. PR6 7EU	422	1	6	N	7	8			N/A	Private Use

Eastern Parishes

Site Name and Ownership	KKP Ref	Pitch	No of teams using	Winter use?	Matches per week			Pitch Quality	Changing Facilities Quality	Site Information/Issues
					Played	Capacity	Capacity Quality			
BOWLING GREENS										
Brinscall (BWARA) . PR6 8PY	423	1	6	N	6	8				Private Use. Floodlit
St Chads, Wheelton, PR6 8AJ	424	1	6	N	6	8				Private Use. Poor access for disabled. New hand rail installed 2016.

Euxton, Astley and Buckshaw

Site Name and Ownership	KKP Ref	Pitch	No of teams using	Winter use?	Matches per week			Pitch Quality	Changing Facilities Quality	Site Information/Issues
					Played	Capacity	Capacity Quality			
BOWLING GREENS										
PROPOSED Euxton	NEW	1								Due to be constructed shortly on Greenside.
Buckshaw Oakbridge. PR7 7EH	NEW	1	0	N	?	?				Private Green at Retirement Village

Southeast Parishes

Site Name and Ownership	KKP Ref	Pitch	No of teams using	Winter use?	Matches per week			Pitch Quality	Changing Facilities Quality	Site Information/Issues
					Played	Capacity	Capacity Quality			
BOWLING GREEN										
Anderton St Josephs. PR6 9LX	425	1	9	N	9	8				Private Use. Pavilion. Annual fee £25-£30
St Pauls, Adlington, PR6 9QZ	426	1	11	N	11	8				Private Use Some of their teams play else were – oversubscribed - Annual fee £25-£30
Rivington, BL6 7SE	427	1	5	Y	5	8				Private Use. Green hired out quite a lot to visitors.
Bay Horse Pub, Heath Charnock. PR6 9ER	428	1	4	N	4	8				Private Use. Pub- Facilities are poor.

Southern Parishes

Site Name and Ownership	KKP Ref	Pitch	No of teams using	Winter use?	Matches per week			Pitch Quality	Changing Facilities Quality	Site Information/Issues
					Played	Capacity	Capacity Quality			
BOWLING GREENS										
Coppull Conservative Club Private. PR7 5DF	409	1	10	N	14	10				5 year plan to upgrade club facilities with the aspiration of an additional floodlit all weather green. No community use. Junior Club Section. 5 off these teams play else were Annual fee £35. £11 per match if not club member.

Western Parishes

Site Name and Ownership	KKP Ref	Pitch	No of teams using	Winter use?	Matches per week			Pitch Quality	Changing Facilities Quality	Site Information/Issues
					Played	Capacity	Capacity Quality			
BOWLING GREEN										
Bretherton Sports Club PR26 9AH	82	1	5	N	5	8				Community Use
Mawdesley L40 2QS	410	1	10	N	10	8				Good facility. Private use only
Croston Black Horse PR26 9RQ	415	1	6	N	6	6				Private Use
Eccleston, The Green, PR7 5TE	416	1	8	N	8	8				Private Use
Wymott, PR25 8LW	429	1	8	N	8	8			N/A	SOCIAL CLUB HAS SHUT DOWN. Access only to bowling green – locks on gate. Leased by prison.
Croston Bowling Club. Highfield Road	NEW	1	6	N	6	6				Private

3.2 Bowling Green Analysis – Chorley Council Owned Assets.

Chorley Town West/East Bowling Greens

Site	Shelter	WC	Catering	Parking	Lighting	Misuse	Quality	Changing Facility	Demand	Winter use	Number of greens	Nearest private green	No. Teams	Matches/ wk	Number Bowlers in ward	Ward	score
Tatton	2	2	2	2	2	2	2	2	High	N	1	East Ward Conservative Club	6	7	263	Town East	16
Harpers	1	1	1	2	1	2	1	1	Medium	Y	1	St Josephs Club	0	6	263	Town East	10
Coronation	3	3	2	3	3	2	2	2	Medium	N	2	St Marys Club	5	5	190	Town West	20
Astley	1	1	1	1	1	3	1	1	Low	N	2	Windsor Road Bowling club	2	2	190	Town West	10

KEY TO SCORING – Red – Poor Quality.

Amber – Medium Quality.

Green – Good Quality.

Quality score based on grass cover, evenness of surface, wear and tear, condition of ditches/boards, surrounding surface. Evidence of dog fouling ,litter, glass, leaf litter, unofficial use and damage, access, shelter, lighting and parking

Summary

The information provides facts relating to the existing facilities, present use of and demand of the bowling greens. The highest score is given to Coronation Rec Ground having the best existing facilities followed by Tatton Rec Ground. Harpers and Astley each score a total of 10 and therefore are the least favourable, these sites would also need the most investment to make them fit for purpose. Astley Park has the least facilities directly adjacent to the bowling greens and this is a factor which makes them less attractive to the bowling community. Tatton Bowling Green is overused and capacity needs to be shared elsewhere to allow the green chance to rest.

4.0 SUMMARY

QUALITY

The majority of the bowling greens in the borough are scored as high quality, no greens score as low quality. (See assessment sheet in appendix A)

Only three greens are scored as adequate quality, these are community greens that suffer from unofficial use and vandalism.

- Tatton Recreation Ground, Chorley
- Harpers Lane Recreation Ground, Chorley
- Coronation Recreation Ground, Chorley

Projects are in place to offer diversionary activities to alleviate these problems. In addition erection of barriers at Tatton to prevent vehicular access to the bowling greens and CCTV are planned. Fencing options are also being explored.

The ancillary facilities have also been scored. Two sites score low quality and four sites average quality.

Poor Quality Sites:-

- Astley Park, Chorley due to the lack of flood lighting and toilets/kitchen facilities near to the green;
- Harpers Lane Recreation Ground, Chorley due to the lack of flood lighting and toilets/kitchen facilities near to the green

It is recommended that investment is made at these sites to improve facilities, possibly through CIL, capital or external funding grants.

CAPACITY QUALITY

The number of matches each bowling green can absorb has been calculated linked to the quality of the Bowling Green. A number of sites are played over capacity:-

- Tatton Recreation Ground
- Anderton St Josephs
- St Pauls Adlington
- Coppull Conservative Club
- Mawdesley

It is recommended that capacity is found elsewhere where possible to allow the greens to rest and rejuvenate. Recommendations of sites would be welcome.

ACCESSIBILITY

A sensible accessibility standard is around 20 minutes to walk / drive to a bowling green which is measured at 5625m.

All greens in the Borough are accessible.

However, only 6 greens of the 27 are open to the community, the rest are private.

CHALLENGES FACED

Vandalism and damage

Young people play ball games

General maintenance costs (approx. £8,000 per green a year)

Greens played over capacity . It is recommended that capacity is found elsewhere where possible to allow the greens to rest and rejuvenate.

BENEFITS OF BOWLING GREENS

Health benefit to users

Social Benefit to users

Parks look “green” and well cared for. Keeping tradition alive.

ASPIRATIONS

Create an all-weather crown green bowling surface with flood lighting at a central strategic venue would be a big asset to Chorley.

Good Quality Bowling Greens

FUTURE OPTIONS FOR COUNCIL OWNED BOWLING GREENS

- Fencing existing grass greens where felt appropriate. Not guaranteed to solve the issue of misuse of the greens.
- Diversionary youth activity working with PCSOs, Community Development Team. Provide facilities specifically for youths on the recreation grounds to create a better option than the bowling greens.
- Full disposal
- Rationalise Council owned assets and improve the remaining facilities.
- Lease to Community Operator
- Business as Usual. Do nothing
- CCTV. CCTV is being installed at Tatton Rec within the next few months and is being considered at Coronation Recreation Ground and Harpers Recreation Ground.
- Charging policy to bring income back in to cover maintenance costs of the bowling greens. Private greens charge between £70 - £15 per annum with an average cost of £25.
- Creation of a strategic bowling hub within the Borough with numerous greens and an artificial crown bowling green for year round use. Approx. cost of artificial bowling green is £110,000.

ACTIONS TO AID THE FUTURE OF BOWLING IN CHORLEY

- Work with all bowling leagues in Chorley, possibly through a regular forum.
- Support clubs to develop their ancillary facilities to further meet local needs.
- Ensure that any facilities developed support opportunities for increasing participation of a wider range of age groups.
- Improve the quality of existing bowling green's where necessary.
- Identify a strategic site to create an all-weather floodlit bowling green in Chorley.

Non Technical Visual Quality Assessment - Bowling green

KKPref

Site name:

Number of greens

Flat/crown

Assessment Criteria (please rank each of the following aspects for each pitch with an 'X' in the coloured box to the right of the chosen answer)

Element	Rating				Comments
About the greens					
Grass cover	Over 70%		40-69%	less than 40%	
Evenness of surface	Good		Adequate	Poor	
Signs of wear and tear	None		Yes - some	Yes - lots	
Condition of ditches/boarding	Good		Adequate	Poor	
Surface of surrounding hard areas	Good		Adequate	Poor	
is the green and surrounding area fenced?	Yes			No	
Fencing around the green and ancillaries	Good		Adequate	Poor	
Problem areas: litter, glass, fouling, leaf fall on the green	None		Yes - some	Yes - lots	
Problem Areas: Evidence of inappropriate use on the green	None		Yes - some	Yes - lots	
Access for disabled players/spectators - ie: ramps onto greens, width of gates	Good		Adequate	Poor	
Ancillary facilities					
Changing Accommodation	Yes			No	
Toilets	Yes			No	
Car parking	Yes			No	

Date: 29 June 2017
Our Ref: JC

Emailed to:

All Parish Clerks

Dear Clerk

SOCIAL ISOLATION PILOT PROJECT

At the last Chorley Liaison meeting I spoke about a pilot project to tackle social isolation.

Social isolation can have a significant negative impact on an individual's health and wellbeing. People can become socially isolated at any age, young and old. They can also become isolated in all areas rural and urban.

As promised, I am writing to ask whether your council would be willing to participate in a pilot project. I am looking for a couple of parish/town councils. We will also be including a non-parish area.

There is no financial commitment to being involved. I would require some information about what you know of social isolation in your area. I would also need a contact person, possibly a parish councillor, to be part of a working group and who would be willing to support local interventions/actions.

If your council would like to be involved, please could you get back to me by Friday, 11 August?

Yours sincerely



Jamie Carson
Deputy Chief Executive/Director Early Intervention & Support

REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

APPENDIX A - Meeting the Standards

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	Internal Audit Tests (Auditor provided with a pro-forma to complete called 'Internal Audit Plan')	Yes
2. Independence	<ul style="list-style-type: none"> Internal Auditor has direct access to those charged with governance. Reports are made in own name to management/Council via a report. Auditor does not have any other role within the council. 	Yes
		Yes
		Yes
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Yes
4. Relationships	<ul style="list-style-type: none"> Responsible officer (Clerk) is consulted on the internal audit plan and on the scope of each audit. Responsibilities for officers and internal audit are defined in relation to internal control, risk management. The responsibilities of council members are understood; training of members is carried out as necessary. 	Yes
		Yes
		Yes
5. Audit Planning and reporting	<ul style="list-style-type: none"> The Internal Audit Plan properly takes account of corporate risk. The plan has been approved by the council. Internal Auditor has reported in accordance with the plan. 	Yes
		Yes
		Yes

APPENDIX B - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Response
Internal audit work is planned	Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes
Understanding the Council's needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	Yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	Yes
Add value and assist the Council to achieve its objectives	Demonstrated through positive Council response to recommendations and follow up action where called for.	Yes
Be forward looking	Changes on national agenda are considered when the Internal Audit guidance is reviewed. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes
Be challenging	Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Yes
Ensure the right resources are available	<ul style="list-style-type: none"> Adequate resource is made available for internal audit to complete its work. Internal auditor understands the body and the legal and corporate framework in which it operates. 	Yes
		Yes
Banking arrangements checked	Viewed procedure, Financial Regulations, authorisations	Yes

Reviewed at Council Meeting Date:

Astley Village Parish Council

INTERNAL AUDIT PLAN

Internal Control	Suggested test	Response
Proper bookkeeping	<ul style="list-style-type: none"> Is the cashbook maintained and up to date? Is the cashbook arithmetic correct? Is the cashbook regularly balance? 	
a) Standing Orders and Financial Regulations b) Payment controls	<ul style="list-style-type: none"> Has the Council formally adopted standing orders and financial regulations? Has a Responsible Financial Officer been appointed with specified duties? Have items or services above a de minimis amount been competitively purchased? Are payments in the cashbook supported by invoices, authorised and minuted? Has VAT on payments been identified, recorded and reclaimed? Is s137 expenditure separately recorded and within statutory limits? 	
Risk management arrangements	<ul style="list-style-type: none"> Does a scan of minutes identify any unusual financial activity? Do the minutes record the council carrying out an annual risk assessment? Is insurance cover appropriate and adequate? Are internal financial controls documented and regularly reviewed? 	
Budgetary controls	<ul style="list-style-type: none"> Has the Council prepared an annual budget in support of its precept? Is actual expenditure against the budget regularly reported to the Council? Are there any significant unexplained variances from budget? 	
Income controls	<ul style="list-style-type: none"> Is income properly recorded and promptly banked? Does the precept recorded in the cashbook agree to the District Council's notification? Are security controls over cash adequate and effective? 	
Reimbursement procedures	<ul style="list-style-type: none"> Is all petty cash spent recorded and supported by VAT invoices/receipts? Is petty cash expenditure reported to each Council meeting? Is petty cash reimbursement carried out regularly? 	
Payroll controls	<ul style="list-style-type: none"> Do salaries paid agree with those approved by the Council? Are other payments to the Clerk reasonable and approved by the Council? Has PAYE/NIC been properly operated by the Council as an employer? Are the 'electronic' salary pay arrangements transparent and authorised? 	
Asset controls	<ul style="list-style-type: none"> Does the Council keep an asset register of all material assets owned? Are the Asset/Investments registers up to date? Do asset insurance valuations agree with those in the asset register? 	
Bank reconciliation	<ul style="list-style-type: none"> Is there bank reconciliation for each amount? Is bank reconciliation carried out regularly on the receipt of statements? Are there any unexplained balancing entries in any reconciliation? 	
Year end procedures	<ul style="list-style-type: none"> Are year-end accounts prepared on the correct accounting basis (R&P)? Do accounts agree with the cash book? Is there any audit trail from underlying financial records to the accounts? 	

AUDITOR NAME: SIGNATURE: DATE:

Parish Council Financial Risk Assessment

Notes

This document has been produced to enable the Parish Council to assess the Financial risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Councillors	Loosing Councillor membership or having more than 7 vacancies at any one time	L L	When a vacancy arises there is a legal process to follow. This either leads to a bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment. If there are more than 7 vacancies at any one time on the Council it becomes non quorate. The legal process of the Borough Council appointing members takes place.	Existing procedures adequate. Procedures of another body are adequate.
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	There is a business continuity plan in place.	Review plan when necessary.
Precept	Adequacy of precept Requirements not submitted to CBC in time Amount not received by CBC	L L L	To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Chorley Borough Council. This figure is submitted by the Clerk to CBC. Precept should be considered by Council before the deadline - deadline should be ascertained from CBC asap. The Clerk informs Council when the monies are received (approx April/May time).	Existing procedure adequate.
Precept	Risk to precept tax base figure	M	Identified risk of falling tax base figure. Monitored at precept setting of 2013/14, 2014/15 & 2015/16. Identified savings and changes	Monitor cost saving changes and tax base figure.
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Financial Regulations reviewed last 06/11/13.

Parish Council Financial Risk Assessment

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Bank and banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Existing procedure adequate. Monitor the bank statements monthly. Open Internet with Barclays, close Unity.
	Bank mistakes	L	The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statement arrives, these are dealt with immediately by informing the bank and awaiting their correction. Council would choose replacements but the bank takes time to implement changes, this mostly happens after an AGM/election.	
	Loss	L		
	Charges	L		
	Loss of signatories	L		
	Opening new bank account (Unity Trust)	M	Limited to a trial for salaries – will be monitored. 2016 risk is the bank conditions changed which implement bank charges. Look to open Internet banking with Barclays and close Unity	
Cash / Loss	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash/cheques received are banked within 3 banking days. There is no petty cash or float. This is audited by the Internal Auditor annually.	Existing procedure adequate.
Litigation	Potential risk of legal action being taken against the Council	L	Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against.	Insurance is adequate for requirements but there is still risk of other claims.
Reporting and auditing	Information communication	L	A monitoring statement is produced regularly and presented to Council, discussed and approved at the meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank.	Existing procedure adequate.
	Compliance	L	Council should regularly audit internally to comply with the Fidelity Guarantee.	
Direct costs Overhead expenses Debts	Goods not supplied but billed	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate.
	Incorrect invoicing	L	At each Council meeting the list of invoices awaiting approval is distributed to Councillors, and considered. One Councillor is nominated to check each invoice against the cheque book and associated paperwork and initials the invoices. Council approves the list of requests for payment. The Council has minimal stocks, these are checked and monitored by the Clerk. Unpaid invoices to the Council for adverts in the newsletter or services are pursued and where possible, payment is obtained in advance.	
	Cheque payable incorrect	L		
	Loss of stock	L		
	Unpaid invoices	L		
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. Reviewed and application form introduced in November 2012.	Existing procedure adequate. Parish Councillors to request S137 rules if required.
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.
Charges - rentals payable	Payments of charges, leases, rentals	L	The Parish Council rents garage space from Places For People for an annual fee and there is an agreement in place for these arrangements. Community centre is booked in advance and billed periodically.	Existing procedure adequate.
Charges - rentals receivable	Receipt of rental	Negative	Presently we have no arrangements in place	

Parish Council Financial Risk Assessment

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Best value Account-ability	Work awarded incorrectly Overspend on services	L L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council. This is covered in the Financial Regulations.	Existing procedure adequate. Council need to specify exactly how it wants a contract to be carried out ie; in house or by contractor.
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L L L L	The Parish Council authorises the appointment of all employees through a Committee. Salary rates are assessed annually by a Committee and applied on 1 April each year. Salary analysis and slips are produced by the Clerk monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). These are inspected at the Council meetings and signed off. The Tax and NI is worked out using an Inland Revenue computer programme updated annually. All Tax and NI payments are submitted in the Inland Revenue Annual Return. The Caretakers each submit a weekly time sheet containing hours, tasks. These are checked and initialled by the Clerk and submitted into the records. Each has a contract of employment and job description. The Clerk has a contract of employment and job description. All contracts of employment contain a section on overpayment and recoup. Following review, salary cheques/standing orders written out in advance and paid on time.	Existing appointment system adequate. A Personnel Committee was set up to deal with any queries or scheduled business.
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety	L L L	Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. The Caretakers should be provided with adequate direction and safety equipment needed to undertake the roles, ie. protective clothing and training.	Existing procedure adequate. Purchase revised books. Membership of the SLCC. Monitor working conditions, safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	Negative	No allowances are allocated to Parish Councillors.	No procedure required.
Election costs	Risk of an election cost	M	Risk is higher in an election year, but still a risk that a by-election is called for any casual vacancy. When a scheduled election is due, Clerk obtains estimate of costs from the CBC for a full election and an uncontested election. No measures can be adopted to minimise the risk of having elections, as this is a democratic process. Council saves a sum each year to carry forward in case of an election at a four year interval, by-elections are not accounted for.	Council has precepted an amount and planned for the four year period to build up the fund.
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements. VAT is reclaimed regularly.	Existing procedure adequate.
Employers Annual Return	Paying and accounting for NI and Tax of employees salaries	L	Employer's Annual Return is completed and submitted online to the Inland Revenue within the prescribed time frame by the Clerk.	Existing procedure adequate.
Audit - Internal Audit	Completion within time limits	L L	Internal auditor is appointed by the Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor. Procedures are all covered in the 'Review of Effectiveness of the system of Internal Audit' which is reviewed annually.	Existing procedure adequate. Internal Auditor to be appointed

Parish Council Financial Risk Assessment

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Annual Return	Completion/Submission within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedure adequate.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. As per the Financial Regulations prescribe.	Existing procedure adequate.
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate.
Members interests	Conflict of interest Register of Members interests	L L	The declaring of interests by members at a meeting is on the agenda to remind Councillors of their duty. Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate. Members to take responsibility to update their Register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	A review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Data protection	Policy Provision	L	The Council is registered with the Data Protection Agency.	Ensure annual renewal of registration.
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. The Clerk/Council are aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the F of I Act.

Parish Council Financial Risk Assessment

FINANCIAL RISK THROUGH EQUIPMENT LOSS OR DAMAGE				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Asset register updated 08/01/14 in accordance with BDO suggestions.
Maintenance	Poor performance of assets Loss of income or performance Risk to third parties	L L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.	Existing procedure adequate. Ensure inspections carried out.
Asset damage /loss	Street furniture, SPID, noticeboards etc damage or loss or in need of repair	L	The Parish Council is responsible for two boundary signs, seats, bike hoops, planters - all covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with. Problems will be reported. Village caretaker to monitor on rounds, mark on time sheet, report problems	Clerk monitor reports
Asset damage /loss	Office equipment	L	The Parish Council's lap top computer – covered by insurance. Kept in a carry bag to protect it.	New – review at 12 months
Notice boards	Risk/damage/injury to third parties Road side safety	L L	Parish Council has 3 notice boards sited in the village. Locations have approval by relevant parties, insurance cover, inspected regularly by the Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Clerk.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L L	The Parish Council Meetings are held at the Community Centre. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. Problems will be reported.	Existing locations adequate. Clerk now has mobiles for staff.
Council records - paper	Loss through: Theft; fire; damage	L L L	The Parish Council records are stored at the home of the Clerk. Records include minute books and copies, records such as personnel, insurance, salaries etc. Recent materials are in a metal filing cabinet (not fire proof) and older more historical records in the attic.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L L	The Parish Council's electronic records are stored on the Parish Council's lap top. Back-ups of the files are taken utilising a Cloud provider.	Reviewing Cloud provision – reviewed and renewed.
Damage	Willful damage and graffiti	M	Monitored and reported by all to the Clerk or CBC/LCC for quick repairs/cleaning.	

Reviewed at the meeting of: Signed by the Chairman:

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 LCC response – don't see any work to do Now passed to Cty Cllr AR for follow ups
Trees lost on Chancery – need replacements	Chancery Road	2/3/17 Sean Blake at CBC request for replacements	27/4/17 chased 30/6/17 chased
Flooding pavement	Studfold bus stop, opposite GM	02/03/17 reported LCC (226105) 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
Weeds, large nettles	Behind new flower bed corner of Chancery/Hallgate	06/07/17 reported CBC	06/07/17 informed completed
Cut down tree left on banking	Banking adjacent to Community Centre and subway	06/07/17 reported CBC	04/08/17 informed completed
Litter in the underpass	Under Chancery Road	06/07/17 reported CBC	06/07/17 informed completed
Overgrown hedging/weeds restricting view from junction	Junction of car park with Hallgate from pub/service yard	06/07/17 reported CBC	04/08/17 informed completed
Overgrown hedging/tree branches	Ginnel from Chancery to Judeland	06/07/17 reported CBC	Due before 17/07
Broken dangerous tree branch	Off Hallgate	06/07/17 reported CBC	Appears to be still pending
Damaged bins around the shop and pub area	Chancery/Hallgate	All reported on 14/08/17	30/08 SP has completed a site visit and will arrange for new metal rectangular litterbins to be installed when resources are available. All 4 litterbins outside the shops will be replaced. The dog waste bin will be removed because all our litterbins accept dog waste.