

ASTLEY VILLAGE PARISH COUNCIL

MEETING: Full Council Meeting, Wednesday, 4 July 2018 at **7.00 pm**

VENUE: Astley Village Community Centre, Hallgate, Astley Village

A G E N D A

281.01 Apologies for Absence
Receive members' apologies.

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

281.03 <u>Public Participation - Residents Matters</u> 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.

281.04 Minutes of Council Meeting
Approve and sign the circulated minutes of the meeting as a correct record.

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

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

281.07 Financial Matters

- i) Consider applications for payment made to the Council (see report)
- ii) Approve financial monitoring statements (see reports)
- iii) Receive Internal Audit report and action any suggestions
- iv) Agree to declare the Council exempt from full audit and sign the exemption form
- v) Grant application from Chorley Council for a HLF bid for Astley Hall

281.11 Litter Kit
Proposal to purchase a volunteer litter kit (see report)

281.12 Bullying & Harassment Policy Review
Consider the adoption of the updated policy dated 2018 at attached

281.13 Christmas Planning
Set dates and requirements

281.14 Two year plan review

281.15 Consultations/information

- Lancashire County Council - Launch of Children and Family Wellbeing Service consultation circulated to Councillors 12 June
- Chorley Council - Request for Update and Additional Schemes on Chorley's Regulation 123 List: Stakeholder Consultation circulated to Councillors 29 June
- Boundary Commission - Have your say on new council ward boundaries for Chorley circulated to Councillors 29 June

281.16 Environment Reports
Receive progress report

281.17 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

2018 meetings: 7pm Wednesdays: 5 September, 7 November

281.18 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.

D. Platt
Clerk

Date: 28/06/18

CLERK'S REPORT (FOR INFORMATION ONLY)

QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS

Ordered planter for village Green.

Awaiting response from CEO LCC about SPIDs – acknowledged by LCC, chased

PLANNING APPLICATIONS / DECISIONS

Application no: 18/00541/CLPUD; Proposal: Single storey rear extension; Location: 82 The Farthings, Astley Village, Chorley, PR7 1SH

Application no: 18/00501/FULHH; Proposal: Single storey side extension; Location: 3 Edgefield, Astley Village, Chorley, PR7 1XH

CONSULTATIONS / INVITATIONS

Training event – Thursday 12th July – all invited to New Cllrs/Clerks training

Lancashire County Council - Launch of Children and Family Wellbeing Service consultation circulated to Councillors 12 June

Chorley Council - Request for Update and Additional Schemes on Chorley's Regulation 123 List: Stakeholder Consultation circulated to Councillors 29 June

Boundary Commission - Have your say on new council ward boundaries for Chorley circulated to Councillors 29 June

TRAINING

Undertaken:

GDPR training undertaken on 12/04/18

SLCC branch meetings: 19/04/18, 14/6/18

SLCC Regional Conference 27/06/18

Forthcoming:

SLCC branch meetings: 13/09/18, 06/12/18

Clerks meeting Chorley 05/07/18

Astley Village Parish Council

Summary

1 April 2018 to 31 March 2019

£

Receipts and Expenditure Account

Receipts

Precepts	20520.00
Grant (with precept)	0.00
Transfers	3877.00
Bank Interest	0.00
Advertisements	0.00
VAT on Receipts/Recovered	0.00
Total Receipts	<u>24397.00</u>

Expenditure Total

3871.48

Income & Expenditure Reconciliation

Balance Brought Forward at 1 April 2017		38864.40
Add: total receipts to date	+	24397.00
Less: total expenditure to date	-	3871.48
Balance		<u>59389.92</u>

Bank Reconciliation

Community Account (chequeing account)	31/05/18	+	1500.00
Bus. Premium Account 1 (higher interest)	31/05/18	+	54873.25
Unify Credit Union deposit	13/07/17		5147.56
Less unrepresented cheques/ET/SO		-	2130.89
Plus uncleared credits		+	<u>59389.92</u>

unrepresented cheques/SO	
Cheques 1514, 17 May	716.40
July	1414.49
	<u>2130.89</u>

Astley Village Parish Council

Budget Spends		1 April 2018 to 31 March 2019								Notes
		Ear-marked Reserve or C/F	Precept 2018/9	Transfers	Total Budget	Spend to date (ex vat)	Income	Budget Remain		
01 - ADMINISTRATION	01-1	Room Hire		75		75	0		75	
	01-2	Office/Sundry		700		700	196		504	
	01-3	Insurance		400		400	385		15	
	01-4	Auditors/Accounts		150		150	0		150	
	01-5	Election/by-election/polls	4,000		4,000	50			3,950	
	01-6	Employee costs (salary, training etc)		12000		12,000	2,407		9,593	
	01-7	Employee Contingency	2,250	0	2,250	0			2,250	
	01-8	IT/Website		300		300	100		200	
02 - COUNCIL	02-1	Newsletter/Publications		800		800	0	0	800	
	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	9,818	621		10,439	0	0	10,439	
03 - PLAN	03-1	Christmas		300		300	0		300	
	03-2	Village Improvements		6000		6,000	535		5,465	
		Precept in						20,520		
		Other in						3,877		
All expenditure figures exclude vat				16,068	22,796	38,864	3,673	24,397	35,191	
VAT spent			£159.10							

COPPULL PARISH COUNCIL

Coppull Parish Council Clerk — Sue Edwards
Telephone: 01257 470120

E-Mail Address: coppullparishcouncil@gmail.com
Web Site: www.coppullpc.co.uk

Springfield Park Leisure Centre
Springfield Road North
Coppull
Chorley
Lancashire
PR7 5EG

31 May 2018

Debra Platt
Parish Council Clerk
Astley Village Parish Council
9 Ambleside Avenue
Euxton
Chorley
Lancs
PR7 6NX

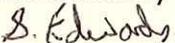
Dear Debra

I have completed the audit for Astley Village Parish Council for the year April 2017 to March 2018. The areas involved in the audit included:

- The system for the approval of expenditure was checked alongside the payments, which were supported by invoices and detailed in the minutes of meetings, then checked on the bank statements
- Income was received and accounted for and checked on the bank statements
- Transfers from bank to bank were checked
- Bank reconciliations were carried out correctly
- Standing Orders and Financial Regulations were adhered to
- A good budgetary process was in operation
- Payroll expenditure was properly supported by documentary evidence
- Payments through the bank and reimbursements were also documented correctly
- Year-end accounts prepared accurately

I believe that the control objectives and procedures set up and operated by Astley Village Parish Council are to a standard adequate to meet the needs of the council.

Yours sincerely


Susan Edwards
Coppull Parish Council Clerk



Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

ASTLEY VILLAGE PARISH COUNCIL

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year **or** gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2017/18: **£24,528** £00,000

Annual gross expenditure for the authority 2017/18: **£14,455** £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer **[Signature]** SIGNATURE REQUIRED Date **27/8/18**

Signed by Chairman **[Signature]** SIGNATURE REQUIRED Date **DD/MM/YY**

Email **clerk@avpc.org.uk** EMAIL ADDRESS REQUIRED Telephone number **01257 234003** TELEPHONE NUMBER

*Published web address (not applicable to Parish Meetings) **www.avpc.org.uk** PUBLISHED WEBSITE ADDRESS

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.

Astley Hall HLF Bid

[David Tetlow](mailto:david.tetlow@chorley.gov.uk)<david.tetlow@chorley.gov.uk>

31/5/2018 15:01

To [Astley vpc](#)

Dear Astley Village Parish Council, as you may be aware Chorley Council is submitting a bid to Heritage Lottery for £2million for the conservation and refurbishment of Astley Hall. As part of this Chorley Council are match funding £200,000. Additional to this, we are asking for some modest support for local businesses and institutions. In total we have a shortfall of £80K in matched funding and I'm looking to some national funding pots for the majority of this. If Astley Parish Council were able to assist in any way possible towards some charitable assistance it would be most appreciated as we look to this exciting opportunity to redevelop and reenergize Astley, kind regards Dave.

David Tetlow
Arts and Heritage Manager
Chorley Council

(01257 515925 | 8 chorley.gov.uk

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Tong Ranger Style Curved
Litter Picker Grabber Pro LP6
LP33 35" 890mm

Helping Hand Salmon

£10.95



Swivel Easy Grip Trigger
Litter Picker LP3 LP32 33"
850mm

Bell Brush

£8.95



x 24

These are high quality gloves which confirm to EN388 with an **ABRASION LEVEL 4** rating. Ideal for construction workers, gardeners, roofers, scaffolders, HGV drivers, engineers and many more.

Pack 24 £13.50, different sizes available

The Society's Employment Law Advisor

ADVICE NOTE: Dignity at Work/Bullying and Harassment Policy

(template for use by Clerks in conjunction with the council's Disciplinary and Grievance procedures)

1. Purpose and Scope

1.1 Statement: In support of our value to respect others XXXX council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct.

The council will issue this policy to all employees as part of their induction and to all Members as part of their Welcome Pack. The council may also wish to share this policy with contractors, visitors and members of the public.

1.2 Definitions

Bullying

"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment is

"unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic.

Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

1.3 Examples of unacceptable behaviour are as follows; (this list is not exhaustive)

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work

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and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

1.4 Penalties: Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council. If elected Members are bullying or harassing employees, contractors, fellow councillors, others then a referral through the Standards process in place at the time reported as a contravention of the Member's Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party the council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment can constitute a criminal offence and the council should take appropriate legal advice, often available from the council's insurer, if such a matter arises.

1.5 The Legal position: Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named Respondents.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination.

The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

2. Process for dealing with complaints of Bullying and Harassment

2.1 Informal approach – Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

2.2 Formal approach

2.2.1 Employees: Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of

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the Staffing/Personnel committee or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.

2.2.2 Others

Any other party to the council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint with the council, where possible, if an informal notification to the alleged perpetrator has been unsuccessful at eliminating the problem. The complaint should then be investigated and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any Members or officers of a council should use the council's official Complaints Procedure. It is important that the Officer(s) or Member(s) being complained about do not prevent the council operating impartially in its investigation and decision-making in this regard.

2.3 Grievance – Employees only - A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer, or other duly appointed person as appointed by the committee of the council which is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. It may be decided that mediation or some other intervention is required and the council should contact NALC, an employer's body or ACAS to this effect or the council may offer counselling. The employee will have a right of appeal. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the aggrieved party. The council will commit not to victimize the aggrieved for raising the complaint once the appropriate dispute resolution process has been concluded.

2.4 Disciplinary Action - Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an **Employee** found to have been bullying/harassing others this will follow the council's Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct.

For **Members** who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities the range of sanctions available to the council, are limited and must be reasonable, proportionate and not intended to be punitive. In some cases counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc. may be more appropriate than a penalty. Sanctions may include; admonishment, issuing an apology or giving an undertaking not to repeat the behaviour, removal of opportunities to further harass/bully such as removal from a committee(s) where direct contact with the employee or decision-making about that employee will take place, or removing the right to representation on any outside bodies where there will be contact with the employee who has raised the complaint. A

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referral under the Code of Conduct to the relevant reviewing body is usually an appropriate step and there may be further disciplinary sanctions available as a result of the Standards Committee (England) or Ombudsman (Wales) reviewing the evidence under the Code in place at the time. A referral to the Police under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases.

A referral to the Police under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases.

This list is not exhaustive.

2.5 False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure or a referral to the Standards process.

3. Responsibilities

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop. There needs to be agreement about how “robust people management” and “bullying” differ; effective management of performance will usually include feedback based on objective evidence, delivered by a committee specifically designated and often trained to manage and appraise staff, with dialogue occurring on a face to face basis in confidential surroundings. Bullying is more likely to be complained about when individual Members criticise staff, often without objective evidence, without the mandate from the corporate body of the council and in environments which are open to the public or other employees or by way of blogs, social media comments, or in the pub or local playground.

The council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms. All new members and employees will be provided with a copy of this policy.

A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full council for approval.

The Council will undertake to ensure that its members and workers are trained in the processes required by this policy as deemed appropriate.

4. Useful contacts

- ACAS www.acas.org.uk and Tel no: 0300 123 1100
- Local Government Ombudsman for Wales www.ombudsman-wales.org.uk and Tel: 0300 790 0203
- Local Government Ombudsman for England www.lgo.org.uk Tel: 0300 061 0614
- Equalities and Human Rights Commission www.equalityhumanrights.com
- SLCC www.slcc.co.uk
- DirectGov website www.GOV.uk

March 2017

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.