

# 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

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	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		
<b>All expenditure figures exclude vat</b>				15,828		17,999				
<b>VAT spent</b>				<b>£15.30</b>		<b>33,827</b>	<b>3,467</b>	<b>24,357</b>	<b>30,360</b>	



# 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 unpresented cheques/ET/SO		-	1174.97
Plus uncleared credits		+	<u>49665.90</u>

unpresented cheques/SO		
	June uncleared	1049.97
	1476	125.00
		<u>1174.97</u>

**VILLAGE DEVELOPMENT PLAN CONSULTATION**

<b>PROJECTS</b>	<b>ACTIONS</b>	<b>TIMESCALES</b>
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: 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
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
PO grid collapse	Outside 7 Judeland	30/11/16 reported LCC (204175) 02/03/17 reported LCC again (226103) LCC system says actioned 14/3 and 27/4	
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
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. 22/5 CBC confirmed they had updated the mapping as the bin was registered to the parish council.