

ASTLEY VILLAGE PARISH COUNCIL

MEETING: Full Council Meeting, Wednesday, 7 March 2018 at **7.00 pm**

VENUE: Astley Village Community Centre, Hallgate, Astley Village

A G E N D A

279.01 Apologies for Absence

Receive members' apologies.

279.02 Declarations of Interest

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

279.03 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.

279.04 Minutes of Council Meeting

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

279.05 Clerk Report

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

279.06 Statutory Business

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

Consider applications for co-option on to the Council (enclosed)

279.07 Financial Matters

- i) Consider applications for payment made to the Council (see report)
- ii) Approve financial monitoring statements (see reports)
- iii) Grant applications (enclosed)
- iv) Internal Auditing
- v) Asset Register review (enclosed)

279.08 Best Kept Village Competition

Does the Council want to submit an entry, which categories

279.09 Review the Calendar of Tasks and Policy List Review

Review documents and suggest changes

279.10 Newsletter articles and publication

Discuss publication timetable and articles

279.11 Draft annual report

Review and recommend publication

279.12 Environment Reports

Receive progress report (attached)

279.14 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

279.15 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.

2018 meetings: 7pm Wednesdays: 2 May, 4 July, 5 September, 7 November

D. Platt
Clerk
Date: 01/03/18

CLERK'S REPORT (FOR INFORMATION ONLY)

QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS

Awaiting permission from LCC for stone planter. This is becoming a problem in that they are delayed in responding, when they do they ask more questions which have already been supplied with the info for. Chasing.

SPID – awaiting two locations for permanent Spid to be placed.

PLANNING APPLICATIONS / DECISIONS

Application no: 18/00056/FUL Proposal: Location: The Baron's Rest, Hallgate, Astley Village, Chorley, PR7 1XA

1. Construction of extended car park and entrance area;
2. Internal and external renovations to public house;
3. Erection of fence to form private yard; and
4. Erection of timber pergola

17/00647/OUT 65 Studfold – Refused. November the applicant sent in an appeal to the Planning Inspectorate – awaiting the outcome of the appeal.

CONSULTATIONS / INVITATIONS

Highways England's Strategic Road Network Initial Report: a reminder to take part in the public consultation (circulated email 19/01/18)

Grand Prix information for 15 April 2018 (circulated email 28/02/18)

TRAINING

Undertaken:

GDPR training undertaken on 18/01/18

PK Littlejohn (External Auditor) training 31/01/18

SLCC branch meetings: 08/02/18

Forthcoming:

SLCC branch meetings: 19/04/18, 14/06/18, 13/09/18, 06/12/18

SLCC Regional Conference 27/06/18

Clerks meeting Chorley 05/07/18

ASTLEY VILLAGE PARISH COUNCIL

ASSET REGISTER

March 2018

Date purchased/ acquired	Asset description	Asset stored	Purchase Value/Est'd Value £	Insurance Value £
Prior to 2002	Noticeboard	Installed at junction of Chancery Road and Hallgate (estimated purchase value)	£500	£1,500
Jul-05	Ornamental Village Entry Signs made of ironwork	Installed one at each boundary of the village on Chancery Road	£500	£550
Oct-05	Noticeboard	Installed on the wall in the shopping centre	£355	£380
Sep-11	Information board	Land adjacent to the School, Chancery Road	£1,500	£1,500

Jul-05	Seat and bike hoops (seat disposed of 2017)	Installed adjacent to the shop area	£650 -£450	£250
Jun-11	Two seats, made of recyclate material	Land adjacent to the School, Chancery Road	£768	£1,200
Mar-12	Seat made of recyclate material	Beside bus stop, Chancery Road	£446	£600
Nov-14	Seat made of recyclate material and Planter	Seat at bus stop next to GtMdw Planter on Chancery opposite Broadfields entrance	£893	£1,200
Jul-15	Seat made of recyclate material x 1	Bus stop Chancery Road, opposite Buckshaw Hall Road (on Derian side)	£591	£600
Jul-16	Seat made of recyclate material x3	Bus stop at Buckshaw Hall Close Bus stop at school Bus stop at Great Meadow	£1,620	£1,800
Nov-16	Seat made of recyclate material x 1	Bus stop Chancery Road between Studfold and Long Croft Meadow	£522	£600
Sep-17	Seat made of recyclate material x 3	Bus stop Chancery Road Broadfields (school side) Bus stop Chancery Road btwn Wymundsley & Judeland (school side) In front of pharmacy village centre	£1,731	£1,800

2012	10 Queens Diamond Jubilee plaques	Plaques attached to: 6 planters, 1 tree, 3 seats	£210	£500
Mar-16	Plaques for seats x	Installed on seats around the village	£264	£264

Autumn 2008	Strimmer 'Stihl' Donated by Chorley Council	Ravensthorpe Garage	£456	£550
Dec-08	Christmas Tree Light sets	Used on Christmas Tree in December	£230	£250
Mar-09	Speed Indicator Device	Ravensthorpe Garage or on a Plate around the village	£3,000	£3,500
Dec-11	Leaf Blower	Ravensthorpe Garage	£190	£190
Feb-16	Lap top computer	Clerk's office	£457	£525
Feb-12	Trailer	Ravensthorpe Garage	£40	£200

Nov-11	Four planters made of recyclate material	Positioned along Chancery Road (£387 each)	£1,548	£1,548
2012	Oak tree for Queens Diamond Jubilee	On land adjacent to the school, Chancery Road	£48	£200
Mar-12	Hedge Cutter	Ravensthorpe Garage	£100	£100
Nov-12	Living Christmas Tree	Land adjacent Chancery Road, in front of shops	£350	£500
Oct-13	Two planters made of recyclate material	Positioned at each village entry sign (resited by bench/noticeboard in centre Dec16)	£648	£650
Nov-13	Metal fence sections which attach together	Around the Christmas tree	£200	£550

£17,367 £21,507

Calendar of Tasks

Review Asset Register	Annually, prior to 31 March each year	January meeting	1
Appoint Internal Auditor	Annually, prior to 31 March each year	January meeting	1
Newsletter Articles planning	Full Council	January meeting	1
Precept	Annually, before deadline, approx December or February meetings	January meeting	1
Best Kept Village Comp	Do we want to enter, what do we enter	March meeting	2
2 year plan	Full Council	March meeting	2
Policy List Review	Full Council	March meeting	2
Review this calendar	Full Council	March meeting	2
Newsletter Articles	Full Council	March meeting	2
Annual Report	Chairman	March	
Internal Audit	After 31 March and before due for submission (dependant bank statements)	May meeting	3
Review Insurance	Annually, prior to June renewal	May meeting	3
Approve End of Year figures	Full Council May meeting (if finalised)	May meeting	3
External Audit	Approve Audit and submit Audit by 1 June (when specified by Ex Auditor each year)	May meeting	3
Elect Chair and Vice Char	Full Council	May AGM	3
Review a 2 year plan	Full Council	July meeting	4
Christmas Event planning	Full Council	July meeting	4
Review Effectiveness of Internal Audit	Annually, prior to 31 March each year	September meeting	5
Christmas Event planning	Full Council	September meeting	5
Winter Newsletter planning	Full Council	September meeting	5
Financial Risk Assessment	Annually, prior to 31 March each year	September meeting	5
Christmas Event planning	Full Council	November meeting	6
Set calendar of meetings	Annual	November meeting	6
Newsletter Articles	Full Council	November meeting	6
Personnel Review	Annually, prior to precept setting (approx Oct/Nov)	Oct/Nov Approx time	

ASTLEY VILLAGE PARISH COUNCIL

POLICY AND DOCUMENT LIST/REVIEW

	Policy or Document	Created / Reviewed	Action required	Meeting/ Review
Official	Code of Local Government Conduct	Approved 04/07/12	None - unless Gov't updates	
Official	Freedom of Information Publication Scheme	Approved 05/11/08	None - unless Gov't updates	
Official	Standing Orders for Astley Village Parish Council	Reviewed 13/05/15		
Finance	Financial Regulations	Reviewed 06/11/13		
Finance	Financial Risk Assessment *	Reviewed 06/09/17		
Finance	Review of Effectiveness of the system of Internal Audit *	Reviewed 06/09/17		
Council	Asset Register *	Reviewed 07/03/18		
Council	Complaints Procedure	Reviewed 02/03/16		
Council	Grant Policy & Grant Form	Reviewed 05/12/12		
Council	Business Continuity Plan	Reviewed 04/09/13		
Council	Social Media Policy	Reviewed 01/03/17		
Council	Publicity Protocol	Reviewed 03/10/12		
Council	Representative Protocol	Approved 05/12/07		
Council	Bullying & Harassment Policy	Approved 07/01/09		
Council	Equal Opportunities Policy	Approved 07/01/09		
Council	Health & Safety Policy	Reviewed 02/03/16		
Council	Grievance Procedure	Reviewed 04/09/13		
Council	Discipline Procedure	Reviewed 04/09/13		
Council	Parish/Member Employee Relations	Approved 02/09/09		
Council	Training Policy	Reviewed 07/11/12		
Council	Councillor Contact Details Form	Approved 03/03/10		
Council	Terms of Reference for Personnel Committee	Approved 01/05/13		

* Requires annual review

Reviewed 07/03/17