

# ASTLEY VILLAGE PARISH COUNCIL

MEETING: Full Council Meeting, Wednesday, 8 May 2019 at **7.00 pm**

VENUE: Astley Village Community Centre, Hallgate, Astley Village

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## A G E N D A

286.01 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.

286.02 Election of Vice Chair

286.03 Appoint Representatives to Outside Bodies

To appoint Councillors to the other bodies

286.04 Apologies for Absence

Receive members' apologies.

286.05 Declarations of Interest

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

286.06 Co-option to Councillor Vacancies

Council to co-opt to the two vacancies from the applications received.

286.07 Public Participation - Residents Matters

In accordance with Standing Order 70 - the Chairman may adjourn the meeting 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.

286.08 Minutes of Council Meeting

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

286.09 Clerk Report

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

286.10 Statutory Business

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

286.12 Financial Matters

- i) Receive information of receipt of the precept
- ii) Approve the final figures for year ending 31 March 2019
- iii) Approve the Annual Governance statement 2018/2019 on the Annual Return
- iv) Approve the Accounting Statements 2018/2019 on the Annual Return
- v) Approve expenditures for payment

286.12 Review Calendar of Tasks

286.13 Flood Lighting Option for Christmas Tree

Update on progress from Councillors researching options

286.14 Environment Reports

286.15 Reports from Parish Council representatives on Other Bodies

Chorley Three Tier Liaison Forum - LL  
Astley Park Advisory Committee - K

Neighbourhood Working Forum - LL  
Friends of Astley Park - KR

286.16 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.

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

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

Requested alternative position for the Speed Indicator Device from LCC, suggestion has been planned and is awaiting permission, then we will need apply for a license for the position/erection.

**PLANNING APPLICATIONS / DECISIONS**

25/04/19 - 19/00358/FULHH Erection of detached outbuilding. 34 Elmwood Astley Village

**CONSULTATIONS / INVITATIONS**

**TRAINING**

Undertaken:

GDPR training undertaken on 12/04/18  
SLCC branch meetings: 19/04/18, 14/6/18,  
13/9/18, 06/12/18, 07/02/19, 04/04/19  
SLCC Regional Conference 27/06/18  
Clerks meeting Chorley 05/07/18,  
06/12/18, 12/03/19  
SLCC National Conference 27/09/18  
Middlewich  
Webinar on Elections 20/02/19

Forthcoming:

SLCC branch meetings: 13/06/19, 12/09/19,  
05/12/19  
Clerks meeting Chorley: 11/07/19

**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	