



Astley Village Parish Council

Meeting of the Council

1 March 2023 at 7.10pm

Present

Councillor John McAndrew (Chair) in the Chair; Councillors Emma Barraclough, Matt Lynch, Edward Murdoch, Gillian Sharples, Chris Sheldon and Ian Thomas.

309.01 Apologies for Absence

Councillor Keith Ashton.

309.02 Election of the Chair of the Parish Council

It was with great sadness that the Parish Council had learned that Arnold Almond, Chair of the Parish Council had passed away peacefully on Thursday 16 February 2023 surrounded by his family.

He had been first co-opted onto the Parish Council on 3 July 2019. He was later elected Chair of the Parish Council in May 2021 where he continued to fulfil the role with the support of Councillor John McAndrew (Vice-Chair) until the week before his death.

RESOLVED – (1) That Councillor John McAndrew be elected Chair of the Parish Council until the next Annual Council Meeting.

(2) The Parish Council send its sincere condolences to Arnold Almond's family.

Councillor McAndrew signed the Declaration of Acceptance of Office.

309.03 Declarations of Interest

Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.

Councillor John McAndrew declared a Personal Interest as a Governor at Buckshaw Primary School.

Councillor Ian Thomas declared a Personal Interest as a trustee of The Leyland and District Royal Air Forces Association Branch.

309.04 Public Engagement

Members of the public were invited to put questions/make representations to the members of the Parish Council.

The following issues were raised:

Pedestrian crossing near Buckshaw Primary School

It was suggested that the flashing beacons were dim and difficult to see due to the loss of colour. In addition there was poor street lighting around the crossing and when wild flowers were in bloom and the grass was long it was difficult to see pedestrians (especially children) approaching the crossing from either side of Chancery Road.

It was suggested that a new LED flashing beacons on the pedestrian crossing be installed, a zig zag barrier be installed at the side of Chancery Road (near the flats nearest to the woods) and the street lighting be improved at this location.

Dangerous Parking, Great Meadow

It was reported that cars were being parked on right angled blind bends on Great Meadow (almost opposite No. 2 Great Meadow). The double parking left only the middle of the road for two-way access.

It was suggested that No Waiting at Any Time restrictions (double yellow lines) be introduced down one side of the road.

Floodlights on the West Way Sports Hub

It was reported that there was a floodlight on each of two stanchions at the West Way Sports Hub which were directly in the vision of car drivers, driving either way around Great Meadow which were blinding drivers and impairing their vision.

It was suggested that the angle of the floodlights be adjusted.

McColl's and Post Office, Astley Village

It was reported that the McColl's and Post Office in Astley Village had temporarily closed due to a dispute regarding the premises lease. It was understood from the landlord that this had now been resolved and both had now re-opened.

RESOLVED – (1) That the issues raised relating to the pelican crossing near Buckshaw Primary School and dangerous parking on Great Meadow be referred to Lancashire County Council.

(2) That the Parish Council would support a new LED flashing beacons on the pedestrian crossing being installed, a zig zag barrier being installed at the side of Chancery Road (near the flats nearest to the woods) and the street lighting being improved at this location.

(3) That the Chorley North and Astley Ward Borough Councillors be requested to investigate the complaint regarding the floodlights on the West Way Sports Hub.

309.05 Borough/County Councillor Reports

Reports from Chorley North and Astley Ward Borough Councillors and County Councillor (Lancashire County Council) (copies of which had been circulated) were considered.

It was reported that the walkabout planned with Place for People scheduled on 16 February 2023 had been postponed until 10 March 2023 to discuss various matters raised by residents. All Parish Councillors were also invited to the walkabout.

Concerns raised by a resident from Elmwood regarding the road surface on Euxton Lane outside the entrance to Chorley and South Ribble Hospital had been referred to Lancashire County Council. Parish Councillors also expressed concern at the build-up of silt around the street furniture on Euxton Lane near the Strawberry Fields development which also made the highway safety bollards difficult to see by motorists.

It was reported that Places for People had confirmed a rent increase for tenants of 7.5% and it was understood there had been no consultation with tenants. It was suggested that the Chorley North and Astley Ward Borough Councillors be requested to raise this increase with Places for People and Jigsaw Holmes on behalf of the Parish Council in view of the current rising cost of living.

It was noted that the Cabinet of Lancashire County Council had proposed as part of the 2023/24 highways budget the inclusion of the following schemes:

(i) 2023/24 Urban Unclassified – Resurfacing Programme the resurfacing of Euxton Lane to Mimosa Close as part of a multi-treatment scheme at a cost of £ 41,439 and
(ii) 2023/24 Urban Unclassified – Surface Dressing Programme the surface dressing of Mimosa Close to West Way as part of multi-treatment scheme at a cost of £116,211.

RESOLVED – That the reports be noted.

309.06 Minutes

RESOLVED - That the minutes of the meeting of the Parish Council held on Wednesday 11 January 2023 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

309.07 Parish Clerk Report

The Parish Clerk and Responsible Financial Officer submitted a report (copies of which had been circulated) providing an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.

West Way Nature Reserve Project

Works to Westway Nature Reserve had commenced on 13 February 2023.

Astley Village Community Garden of Reflection

The plaques had been ordered through Chorley Borough Council's supplier and Chorley Borough Council had offered to put them on the benches. The new plaques would to be located as follows at the new Astley Village Community Garden of Reflection:

New trees (2) – to commemorate Queen Elizabeth II Platinum Jubilee and to mark the coronation of King Charles III.

Benches (3) - to commemorate Queen Elizabeth II Golden and Diamond jubilees and the life of Queen Elizabeth II.

Events/One way system on Chancery Road

Mr Pete O'Neill, Events Team Leader (Chorley Borough Council) had provided an update on the dates for events being held in Astley Park during 2023 where the one way system on Chancery Road would be in place:

- Picnic in the Park – Saturday 6 May.
- Chorley Flower Show – Friday 28, Saturday 29, Sunday 30 July.
- Bonfire & Fireworks – Friday 3 November.

- Astley Illuminated – 10 November.

The weekend prior to the Flower Show, Chorfest would be held in Astley Park (Friday 21, Saturday 22 and Sunday 23 July) but the 'Disco in the Park' event that had caused issues in previous year's would not be taking place this year.

Insurance

The Asset Register updated at the last meeting of the Parish Council had been provided to the Parish Council's insurers (Zurich Insurance Group). Zurich had confirmed that there was no additional cost for 2022/23 although the changes could have an effect on the premium at renewal. The changes were:

- Street Furniture £21,899.10 needs to be increased to £25,725.
- Mowers & Machinery £5,304.50 needs to be increased to £7,000.
- Laptop £556.97 needs to be increased to £1,400.

The Parish Council had received confirmation from Chorley Borough Council that the following projects recently supported by the Parish Council on land not owned by the Parish Council, that all future maintenance and the ownership of the street furniture/play equipment rested with Chorley Borough Council. Zurich had confirmed that these did not need to be included on the Asset Register:

- Providing funding for example for Bus Shelter Power Washing/ repainting.
- The creation of Astley Village Community Garden of Reflection.
- Improvements to the West Way Nature Reserve.
- Committed funding towards a new play area and path at West Way Sports Hub.

Zurich had confirmed that of the Public Liability cover referred to in the Section 96 Licence entered into by the Parish Council with Lancashire County Council regarding trees planted by the Parish Council on land within the ownership of the County Council was within the level included in the Policy held by the Parish Council.

Easy Web Sites Ltd had been requested to provide a copy of the Service Level Agreement in place regarding the email/website services provided to the Parish Council including the security controls in place to protect the Parish Councils data stored by them.

Proposing Neighbourhood Priorities 2023/24

Proposals submitted by the Parish Council had been considered at the meeting of the Neighbourhood Area Meeting (NW Parishes and Chorley North) on 9 February 2023 in respect of the following:

Improvements to the footpath from Buckshaw Primary School to Great Meadow.

In addition to the tarmac path from the Buckshaw Primary School to the Banastre area off Great Meadow, there was also a well-used dirt path, from the school gate to the Clough Acre area off Great Meadow which is the path the Parish Council have sought funding to upgrade.

Following discussions at the Neighbourhood Area Meeting (NW Parishes and Chorley North) meeting, it had been agreed that the footpath improvements project would be put forward as one of four neighbourhood priorities and up to £2,000 had been allocated towards the project.

Astley Village Community Centre – Improved Community Use

A meeting had taken place with Jennifer Mullin, Director of Communities on Thursday 9 February 2023 to discuss making better use of the small meeting room at the Astley Village Community Centre during the day for community use. Councillors Chris Sheldon and Ian Thomas also attended the meeting.

Ms Mullin had been positive regarding the Parish Council's proposal and undertook to:

- Confirm with the Commercial Services Department who managed the building that they had no objection to the proposed building works.
- Obtain an estimate for a new external entrance, a security/fire lock being installed to the internal door to the rest of the building and converting the storeroom into a disabled toilet accessed from the small meeting room (a door to the store already exists from the small meeting room).

At the meeting, the owner and manager of the Little Explorers Nursery had confirmed they the nursery would support the project and welcomed greater community use of the building. It was the Parish Council's understanding that the room was only used on a Wednesday afternoon, 2-4 pm for French lessons during the day and Ms Mullin undertook to confirm this and confirm whether there were regular bookings taking place during the evening.

A meeting had taken place on 1 March 2023 with St Vincent de Paul Society Chorley Buddies to discuss what their requirements would be to introduce a Community Larder/ Good Food Club and to run support groups in Astley Village. It had been confirmed that the small meeting room was not suitable to be used for a Community Larder/ Good Food Club but could be used to run support groups.

Following discussions at the Neighbourhood Area Meeting (NW Parishes and Chorley North) meeting, it had been agreed that the project needed more scoping around feasibility which will continue outside of neighbourhood priorities.

Attachments to Lighting Columns

Councillor Emma Barraclough presented a proposal in respect of the attachments to the lighting columns along Chancery Road so that an application could be made to Lancashire County Council.

RESOLVED – (1) That the report be noted.

(2) That the following expenditure approved by the Parish Clerk in accordance with Standing Order 16.2 be noted:

- Norton, Anti-Virus Software (Subscription) - £64.99.
- Adlington Electrical Ltd, Christmas Tree Lights - £240.
- Chorley Borough Council, West Way Nature Reserve Project - £5,000
- Poppy Signs Ltd, Poppies for Lighting Columns - £558.41.
- M60 Toll, SLCC Practitioners Conference - £5.80
- Viking, Post-It TableTop Easel & Pad - £27.47.
- M&S, Flowers (Mrs Joan Almond) - £45.00.

(3) That Lindsey Blackstock, Open Space Strategy Officer be requested to (i) confirm the cost of improving the footpath from Buckshaw Primary School to Great Meadow to enable the Parish Council can consider allocating funding to the project at the next meeting on 10 May 2023 and (ii) provide an update in relation to the implementation of the planting scheme at the new Astley Village Community Garden of Reflection.

(4) That a commemorative plaques be located as follows at the new Astley Village Community Garden of Reflection:

New trees (2) – to commemorate Queen Elizabeth II Platinum Jubilee and to mark the coronation of King Charles III.

Benches (3) - to commemorate Queen Elizabeth II Golden and Diamond jubilees and the life of Queen Elizabeth II.

(5) That no further action be taken in respect of attachments to the lighting columns along Chancery Road but Councillor Emma Barraclough be requested to investigate the cost of purchasing banners to promote Parish Council activities on railings of the road bridge on Chancery Road.

309.08 Statutory Business

(i) Co-option to the Parish Council Vacancy

No application had been received.

(ii) Planning Issues Relevant to the Village

The Parish Clerk reported that the Parish Council had not been consulted on any planning application received by Chorley Borough Council since the last meeting of the Parish Council on 11 January 2023.

RESOLVED – That the report be noted.

309.09 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 23 February 2023.

It was reported that the Parish Council had received £50 compensation from Barclays Bank following a number of complaints made by the Parish Clerk regarding their service.

At the Unify Annual General Meeting attended by the Parish Clerk via Zoom on Thursday 16 February 2023, the Parish Council had received an annual dividend of £53.74

RESOLVED – That the financial position be noted.

(ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 March 2023 and 30 April 2023 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
03/03/23	Employee 4	Reimbursements (January 2023)	25.75		25.75
03/03/23	Employee 4	Reimbursements (February 2023)	169.75		169.75
01/03/23	Easy Web Sites	Monthly rental	66.00	11.00	55.00
23/03/23	Zoom	Zoom Subscription (March 2023)	15.59	2.60	12.99
15/03/23	Employee 4	Salary (March 2023)	335.00		335.00
15/03/23	HMRC	Tax (March 2023)	83.80		83.80
01/04/23	Easy Web Sites	Monthly rental	66.00	11.00	55.00
23/04/23	Zoom	Zoom Subscription (April 2023)	15.59	2.60	12.99
15/04/23	Employee 4	Salary (April 2023)	335.00		335.00
15/04/23	HMRC	Tax (April 2023)	83.80		83.80
			1,196.28	27.20	1,169.08

RESOLVED – That approval be given to the payments as detailed above.

(iii) Spend Against Budget Headings

The Responsible Financial Officer submitted a report (copies of which had been circulated) inviting the Parish Council to review the spend against budget headings.

RESOLVED – (1) That the report be noted.

(2) That the ‘working at home’ allowance included as part of the Clerk Expense/Reimbursement Policy be reviewed at the next meeting.

309.10 Spring Newsletter

The Parish Council discussed the timing and potential articles for the Summer edition of the Parish Council Newsletter and the following articles were suggested:

- Consultation on whether the Christmas event in 2023 should take place on Friday 8 or Saturday 9 December and at either 5pm or 7pm (Councillor Emma Barraclough).
- Community Litter Picks organised by the Parish Council (Councillor Keith Ashton).
- The Village Development Plan – as updated in January 2023 (Councillor Chris Sheldon).
- Improvements in relation to the West Way Nature Reserve (Councillor Emma Barraclough).

Barraclough).

- Chair's report (Councillor John McAndrew).
- The new Astley Village Community Garden of Reflection (Councillor Ian Thomas).
- Inconsiderate/Dangerous Parking in the Village (Councillor Eddie Murdoch)
- Chorley Flower Show (Councillor Emma Barraclough).
- The new Parish Council Facebook Account (Councillor Gillian Sharples).
- Community litter picking (Councillor Keith Ashton)
- A photo of the planned West Way Sports Hub playground (Councillor Keith Ashton).

RESOLVED – (1) That the Parish Clerk be requested to circulate details of the suggested articles for inclusion in the Summer Newsletter following this meeting and Parish Councillors be requested to submit the article(s) allocated to them to the Parish Clerk by Friday 31 March 2023

(2) That in view of there being no longer a caretaker on site at Harewood and Ravensthorpe, the newsletters for these residents be delivered to Councillor John McAndrew to arrange to distribute to residents.

309.11 Policy and Document List Review

The Parish Clerk invited the Parish Council to review the updated Policy and Document List (copies of which had been circulated).

RESOLVED – That the following changes suggested by the Parish Clerk be made to the Policy and Document List.

	Doc No.	Policy or Document	Created / Reviewed	Meeting/ Review	Council Website
Official	03	Standing Orders*	Reviewed 4/5/2022	Annual meeting (May 2023)	Yes
Finance	04	Financial Regulations*	Reviewed 4/5/2022	Annual meeting (May 2023)	Yes
Finance	05	Financial Risk Assessment *	Reviewed 7/9/2022	September 2023	Yes
Finance	06	Review of Effectiveness of The System of Internal Audit*	Reviewed 7/9/2022	September 2023	Yes
Council	07	Asset Register *	Reviewed 11/1/2023	January 2024	Yes
Council	15	Bullying and Harassment Policy	Reviewed 23/11/2022	November 2025	Yes
Council	16	Equal Opportunities Policy	Reviewed 23/11/2022	November 2025	Yes
Council	17	Health and Safety Policy	Reviewed 19/1/2021	November 2023	Yes
Council	18	Grievance Procedure	Reviewed 19/1/2021	November 2023	Yes
Council	19	Disciplinary Procedure	Reviewed 19/1/2021	November 2023	Yes
Council	20	Councillor/Employee Relations	Reviewed 19/1/2021	November 2024	Yes

Council	21	Training Policy	Reviewed 19/1/2021	November 2024	Yes
Council	23	Terms of Reference for Personnel Committee	Reviewed 04/5/2022	Annual meeting (May 2023)	Yes
Council	24	Sickness Absence Policy/Procedure	Reviewed 19/1/2021	November 2025	Yes
Council	25	Clerk Expense/Reimbursement Policy	Approved 2/9/2020	May 2023	Yes
Council	26	Village Development Two Year Plan	Reviewed 11/1/2023	January 2024	Yes
Council	27	Internal Audit Plan and Statement of Internal Control*	Reviewed 7/9/2022	September 2023	Yes
Council	29	Scheme of Delegation*	Approved 4/5/2022	Annual meeting (May 2023)	Yes

* Requires annual review

309.12 Review Annual Council Work Programme - Scheduled Items

The Parish Clerk invited the Parish Council to review the Annual Council Work Programme of Scheduled Items (copies of which had been circulated).

RESOLVED – That no changes be made to the Annual Council Work Programme of Scheduled Items.

309.13 Annual Report of the Parish Council 2022/23

The Chair submitted the Annual Report 2022/23 which had been presented to the Annual Parish Meeting earlier in the evening.

RESOLVED - That the Annual Report be noted.

309.14 Environment Reports

The Parish Clerk reported that he had reported the damaged knee rail in front of the shops on Chancery Road to Chorley Borough Council. Mr Chris Walmsley, Head of Streetscene and Waste had stated that it was understood that Cadent had caused the damage when they were working in the area but that they had denied doing so. As the damage was just to the one post and a couple of rails Chorley Borough Council had agreed to repair it.

It was reported that the next monthly community litter pick would take place on Saturday 4 March 2023 at 10 am meeting at the Community Centre.

309.15 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The Agenda Pack of the Chorley Liaison meeting held on 18 January 2023 (copies of which had been circulated) were submitted for information.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

The Agenda Pack of the Chorley Liaison meeting held on 9 February 2023 (copies of

which had been circulated) were submitted for information.

RESOLVED – That the reports be noted.

309.16 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 309.07). The additional correspondence was reported:

309.17 Date of Next Meeting

To note that the Annual Council Meeting would take place on Wednesday 10 May 2023 at 7 pm.

The meeting concluded at 8.50 pm.

Chair