



Astley Village Parish Council

Meeting of the Council

11 January 2023 at 7.00pm

Present

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

308.01 Apologies for Absence

There were no apologies.

308.02 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.

308.03 Public Engagement

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

Mr Andrew Pratt MBE, Deputy Police and Crime Commissioner for Lancashire attended the meeting. He explained that his specific responsibilities included the Road Safety Partnership and he was Chair of the Lancashire Criminal Justice Board.

Following a public consultation in 2021 where there had been over 6,000 responses, Andrew Snowden, the Lancashire Police and Crime Commissioner had published the 'Police and Crime Plan for Lancashire 2021-2025 (Leading the Fight Against Crime)'. The priorities were tackling:

- Anti-Social Behaviour.
- Domestic Abuse and Sexual Violence – including improved support for victims and witnesses.
- Disrupting and Dismantling Organised Crime – GCHQ would be establishing a Cyber Security Base in Lancashire.
- Dangerous Driving – 42 people were killed in 2022 as a result of dangerous

driving.

In response to questions, he reported that:

- The Lancashire Constabulary had a good record in recruiting and retaining Police Officers.
- There would be a new Police station on the former Runshaw College Chorley Campus on Euxton Lane in addition to a station in Chorley Town Centre.
- The local Community Police Officers would be happy to attend meetings of the Parish Council to report on and discuss policing issues in the village. It was a priority to ensure the Police Officers were visible and accessible to local communities to build relationships with residents.

RESOLVED – That Mr Andrew Pratt be thanked for attending the meeting and be invited to attend a Parish Council Meeting annually.

308.04 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.

County Councillor Aidy Riggott reported that he was hopeful that the resurfacing of Chancery Road would be included in the Highway Maintenance Capital Programme for 2023/24.

RESOLVED – (1) That the reports be noted.

(2) That County Councillor Aidy Riggott be requested to arrange for the loose chippings along Chancery Road to be removed to avoid damage to cars.

308.05 Minutes

RESOLVED - That the minutes of the meeting of the Parish Council held on Wednesday 2 November 2022 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

308.06 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.

Experimental Traffic order To Make Chancery Road One Way

Mr Peter O'Neill, Events Team Leader, Chorley Borough Council attended the meeting to discuss the traffic order making Chancery Road one way for the bonfire and fireworks display event on Friday 4 November 2022.

Astley Village Community Garden of Reflection

Ms Lindsey Blackstock, Parks and Open Space Strategy Officer, Chorley Borough Council attended the meeting and reported that the construction of the garden of remembrance was complete. The soil edges would be grass seeded in April 2023.

Parish Councillors suggested that new plaques be placed on the three benches

commemorating Queen Elizabeth II Golden, Diamond and Platinum Jubilees and a plaque commemorating her life be placed against one of the new trees planted.

West Way Nature Reserve Enhancement Project

Ms Lindsey Blackstock, Parks and Open Space Strategy Officer, Chorley Borough Council reported that she had prepared a draft Partnership Agreement setting out the total cost and financial contributions to deliver the West Way Nature Reserve Project. The Agreement included the provision of £2,000 for educational and recreational enhancement (interpretation boards) as agreed by the Parish Council.

Astley Village Community Centre

A meeting had been arranged with Ms Jennifer Mullin, Director of Communities (Chorley Borough Council) to discuss opportunities for making better use of the small meeting room at the Astley Village Community Centre during the day for community use.

The existing entrance arrangements at the Community Centre made it difficult to segregate the nursery from the rest of the building which was clearly an important safeguarding constraint. The Parish Council believed that there were opportunities to reconfigure the existing access arrangements at the Community Centre to enable the small meeting room to be used during the day.

Restoration of Astley Hall - Conservation of the painting of Susannah Brooke

Chorley Borough Council had provided an update regarding the conservation of the painting of Susannah Brooke (child). The paintings conservator, Lancashire Conservation Studios had now assessed the painting in person and the cost of conservation excluding VAT was higher than originally estimated. Lancashire Conservation Studios had assumed from the images that the distortions were due to lack of tension but in fact they are caused by delamination of the lining canvas which could only be corrected by re-lining.

Proposing Neighbourhood Priorities 2023/24

The next Neighbourhood Area Meeting (NW Parishes and Chorley North) would be held on 9 February 2023 and at the meeting members would be invited to propose neighbourhood priority project ideas to be discussed and agreed for delivery between April 2023 and March 2024. The Parish Council considered the guidance for creating a proposal and the process and noted that ideas must be submitted prior to the meeting so they can be collated and shared to help aid discussions within the meetings.

Buckshaw Primary School

Councillor John McAndrew had attended the school assembly on Friday 6 January 2023 to present the children with their book's bags funded by the Parish Council.

The school had approached the Parish Council for funding in relation to the Forest School Programme. The School had plans to increase the current weekly session for one term during their school year to every other week, all the way through the year. The School was seeking £1000 to fund a further 65 sets of waterproofs as the children would go out in all weathers and get very wet and muddy.

Attachments to Lighting Columns

Councillor Emma Barraclough would be writing to Lancashire County Council seeking permission for attachments to lighting columns along Chancery Road, to include poppies in the period immediately before and after Armistice Day and banners throughout the year.

The Parish Clerk has arranged to purchase 120 poppies for along Chancery Road to be attached to the lighting columns Poppy size - 30.1cm x 39.6cm, (5 sheets) - Total cost £465.34 plus VAT.

Chorley Flower Show Applications 2023

The Parish Clerk had made an application to have a presence at the Chorley Flower Show 2023.

Play Area and Path at West Way Sports Hub

It was reported that following the tendering exercise, the chosen company had suggested a redesign for the play area safety surfacing. It had been suggested that the company be requested to return to the original concept with simplified colours/design to aid the long-term maintenance.

Neighbourhood Planning

It was reported that correspondence had been received from Chorley Borough Council regarding resources available to promote Neighbourhood Planning and provide support for Parish Councils that might be interested in producing a Neighbourhood Plan. Neighbourhood Planning was introduced as part of the Localism Act which allows Parish Councils to produce their own plans for their area that have real weight in planning decisions. Neighbourhood Plans could assist Parish Councils determine where you want new homes, shops and offices should be built including what they should look like should planning permission be granted.

RESOLVED – (1) That the report be noted.

(2) That Mr Peter O'Neill and Ms Lindsey Blackstock be thanked for attending the meeting.

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

- Tesco, Christmas Selection Boxes - £250.
- Buckshaw Primary School, School Book Bags - £1,210
- Chorley Council, Astley Village Community Garden of Reflection - £5,000
- Chesford Grange Hotel, SLCC Practitioners Conference - £246.50.
- SLCC, SLCC Practitioners Conference £288.
- Councillor Emma Barraclough, Christmas Event - £45.90.
- Tesco, Christmas Event Refreshments - £101.35.
- Printwise, Christmas Event Printing - £100.
- Printwise, Winter Newsletter 2022 - £750.
- Tesco, Milk for Christmas Event - £5.25
- Post Office Counters Ltd, 2nd Class Stamps - £5.44

(4) That the Parish Council support the introduction of an Experimental Traffic order to make Chancery Road One Way for the following events:

- Picnic in the Park.
- Astley Illuminated.
- Chorley Flower Show.
- Bonfire and fireworks display event.

(5) That Chorley Borough Council be requested to arrange for new plaques be placed on the three benches commemorating Queen Elizabeth II Golden, Diamond and Platinum Jubilees and a plaque commemorating her life be placed against one of the new trees planted (wording to be agreed by the Parish Council) and the cost be funded by the Parish Council.

(6) That the draft Partnership Agreement setting out the total cost and financial contributions to deliver the West Way Nature Reserve Project be endorsed and Councillors Keith Ashton and Emma Barraclough be nominated to represent the Parish Council in relation to this Project.

(7) That the following Councillors be invited to the meeting with Ms Jennifer Mullin, Director of Communities (Chorley Borough Council) to discuss opportunities for making better use of the small meeting room at the Astley Village Community Centre during the day or community use:

- Councillor Arnold Almond.
- Councillor John McAndrew.
- Councillor Chris Sheldon.
- Councillor Ian Thomas.

(8) That the Parish Clerk be requested to confirm that the Parish Council is happy to continue with the contribution of up to £3,000, with Chorley Borough Council covering the shortfall from its collections budget.

(9) That the Parish Clerk be requested to put forward the following two projects to the next Neighbourhood Area Meeting (NW Parishes and Chorley North) on 9 February 2023 as neighbourhood priority project ideas for delivery between April 2023 and March 2024:

- Making better use of the small meeting room at the Astley Village Community Centre during the day for community use.
- Improvements to the footpath (not the tarmac path) from Buckshaw Primary School gate area to the Clough Acre area off Great Meadow.

(10) That the Parish Clerk be requested to write to Buckshaw Primary School suggesting that they approach the local ward and county councillors for funding from their delegated budgets towards 65 sets of waterproofs.

(11) That Councillor Emma Barraclough be requested to prepare a proposal in respect of the proposed attachments to the lighting columns along Chancery Road for consideration at the next meeting on 1 March 2023.

(12) That in view of the limited land within the Parish available for new developments, the Parish Council should not prepare a Neighbourhood Plan.

308.07 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 2 November 2022.

RESOLVED – That the report be noted.

308.08 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 December 2022.

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 January 2023 and 28 February 2023 as follows:

Date	Creditor	Description	Total	Vat	Net
06/01/23	Employee 4	Reimbursements (November 2022)	51.85		51.85
06/01/23	Employee 4	Reimbursements (December 2022)	42.85		42.85
01/01/23	Easy Web Sites	Monthly rental (January 2023)	66.00	11.00	58.00
23/01/23	Zoom	Zoom Subscription (January 2023)	14.39	2.40	11.99
13/01/23	Employee 4	Salary & Backpay (January 2023)	553.30		553.30
13/01/23	HMRC	Tax (January 2023)	138.20		138.20
01/02/23	Easy Web Sites	Monthly rental (February 2023)	66.00	11.00	58.00
23/02/23	Zoom	Zoom Subscription (February 2023)	14.39	2.40	11.99
15/02/23	Employee 4	Salary (February 2023)	335.00		335.00
15/02/23	HMRC	Tax (February 2023)	83.80		83.80
			1,365.78	26.80	1,344.98

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 – That the report be noted.

(iv) Proposed 2023/24 Budget Headings and Precept

The Parish Clerk submitted a report (copies of which had been circulated) to assist the Parish Council in finalising the Budget for 2023/24.

It was reported that the 2023/24 Tax Base approved by Chorley Borough Council for Astley Village was 933.70 (1,421 properties).

The Village Development Plan Working Group had met on 14 December 2022 and made recommendations in relation to the Village Development Plan and make recommendations in respect of the Budget for 2023/24. The Personnel Committee met on Wednesday 23 November and 8 December 2022 and made recommendations in respect of the Budget for 2023/24. These recommendations were detailed in the report.

RESOLVED (Unanimously) – That the Astley Village Parish Precept for 2023/24 be set at £24,420 (Parish Yield: £20,543 and Parish Top-up Grant: £3,877) with the Band D amount being £22 (the same as 2022/23).

(2) That the updated Village Development Plan be approved.

(3) That the following 2023/24 budget be approved:

Budget Heading		Budget Sub-Heading	Total Budget (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription	250.00
	01-2	Office/Sundry	1,000.00
	01-3	Insurance	450.00
	01-4	Auditors/Accounts	300.00
	01-5	Election/By-Election/Polls	7,000.00
	01-6	Employee Costs (Salary, Training etc)	5,750.00
	01-7	Employee Contingency	1,000.00
	01-8	IT/Website	1,000.00
02 - COUNCIL	02-1	Newsletter/Publications	1,500.00
	02-2	Village Caretaker	-
	02-3	Councillor Training	500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00

03 - VILLAGE DEVELOPMENT PLAN	03-1	Lighting of Christmas Tree/Christmas Event	800.00
	03-2	Village Improvements (Additional Seating)	7,000.00
	03-3	Improve Village Centre & Enhance Village Green	1,000.00
	03-4	Planter Scheme (including maintenance)	860.00
	03-5	Tree Planting and Maintenance	500.00
	03-6	Wildflower Meadows/Corridors	500.00
	03-7	West Way Nature Reserve	-
	03-8	Astley Village Community Garden of Reflection	247.00
	03-9	Astley Village Community Centre - Increase community use of the building	10,000.00
	03-10	Refurbishment of existing Gateway Signs	1,000.00
	03-11	Road Safety (Maintenance of SPIDs)	500.00
	03-12	Grant - Astley Hall (Restoration of Picture)	-
	03-13	Play area and path at West Way Sports Hub	35,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council	5,000.00
04 - GENERAL RESERVE	04	General Reserve	20,000.00
TOTALS			103,556.00

(v) Asset Register

The Parish Clerk submitted the updated Asset Register (copies of which had been circulated).

RESOLVED – That the Asset Register be approved subject to the inclusion of the Unknown Tommy statue and the three new benches in the Community Garden of Reflection.

(vi) Appointment of Internal Auditor for the 2022/23 Accounts.

RESOLVED – That Ms Susan Edwards be appointed as Internal Auditor in respect of the 2022/23 Accounts at a cost not exceeding £100.

308.09 Spring Newsletter

The Parish Council discussed the timing and potential articles for the Spring edition of the Parish Council Newsletter.

RESOLVED – (1) That the next newsletter be produced in June 2023 and the Parish Clerk be requested to include an item on the Summons for the Parish Council meeting on 1 March 2023 to consider the content.

(2) That Parish Councillors be requested to suggest potential articles to the Parish Clerk in advance of the next Parish Council Meeting on 1 March 2023.

308.10 Christmas Event - 8 December 2022

The Parish Christmas Carol Singing Event had been held on Thursday 8 December 2022 and attended by approximately 110 people. Refreshments were served following the event in the Community Centre. Father Christmas had made an appearance and children from Buckshaw Primary School had sung some carols.

That the Parish Council had provided each child at Buckshaw Primary School with a Christmas selection box and the cost was met from the 'Lighting of Christmas Tree/Christmas Event' Budget (£250 – 300 selection boxes). Tesco had donated £40 to purchase 40 additional selection boxes and Councillor Matt Lynch had funded 10 selection boxes.

RESOLVED – (1) That the report be noted.

(2) That an article be included in the Spring Newsletter inviting residents' views on whether the event in 2023 should take place on Friday 8 or Saturday 9 December and at either 5pm or 7pm.

308.11 Environment Reports

It was reported that the community litter picking sessions would take place on the first Saturday morning of each month at 10am from the Community Centre. They would be promoted on the Parish Council Noticeboards and through the Parish Council Facebook account.

It was noted that a new Local Plan was being prepared for Chorley, Preston and South Ribble to cover the period to 2038. Although there were no areas designated within Astley Village, it was suggested that Parish Councillors might want to respond to the consultation.

308.12 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The minutes of the Chorley Liaison meeting held on Wednesday 19 October 2022 (copies of which had been circulated) were submitted for information.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

It was reported that the next meeting would be held on 9 February 2023.

RESOLVED – That the reports be noted.

308.13 Minutes of the Personnel Committee

RESOLVED - That the minutes of the Personnel Committee held on 23 November and 8 December 2022 (copies of which had been circulated) were noted.

308.14 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 308.06). The additional correspondence was reported:

- Concern that the post of Village Caretaker is to be left vacant due to the amount of litter in the village.
- Dangerous parking on Long Croft Meadow by employees of Chorley and South Ribble Hospital.
- An invitation to receive assistance in producing a Neighbourhood Plan.

RESOLVED – (1) That the Parish Clerk be requested to bring to the attention of the Deputy Police and Crime Commissioner for Lancashire and Local Police Officers, the dangerous parking on Long Croft Meadow.

(2) That the Parish Council should not pursue producing a Neighbourhood Plan.

308.15 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 1 March 2023 at the rise of the Parish Meeting.

The meeting concluded at 9.25 pm.

Chair