



Astley Village Parish Council

Meeting of the Council

7 September 2022 at 7.00pm

Present

Councillor John McAndrew (Vice Chair) in the Chair; Councillors Keith Ashton, Emma Barraclough, Matt Frohock, Chris Sheldon and Ian Thomas.

306.01 Apologies for Absence

Councillors Arnold Almond, Matt Lynch and Gillian Sharples.

The Chair reported that Councillor Almond was making progress in relation to the treatment he was receiving and hoped to be involved in parish activities well before the November Parish Council meeting. He had been asked to pass on Councillor Almond's thanks for the good wishes, cards and emails he had received over the last few months from members of the Parish Council which were very much appreciated.

306.02 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.

306.03 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 by members of the public:

Events held in Astley Park

The length of duration and noise levels experienced by residents as part of the music event held in Astley Park on the 22, 23 and 24 of July 2022 had been excessive and extremely intrusive, particularly on the 22 and 23 July.

It was reported that officers from Chorley Borough Council, who had responsibility for approving and managing these events would be meeting with the organisers of the event in question following a number of similar complaints. An undertaking was given that the Parish Council would be consulted in the future, prior to the granting of permission for events involving live music events held in Astley Park.

Parish Councillors suggested that an acceptable decibel level be determined by Chorley Borough Council and that this should not be exceeded for future events held in Astley Park.

The Co-option Process at the last meeting of the Parish Council

The unsuccessful candidate expressed their concern at how the co-option process was conducted at the last meeting of the Parish Council on 6 July 2022.

The Chair and other Parish Councillors apologised if the unsuccessful candidate had felt in any way that they had not been treated with courtesy during the co-option process.

Anti-Social Behaviour in the Village

There was regular littering in the underpass on Chancery Road near the Buckshaw School and on a daily basis litter such as plastic drink bottles and cans were left on the path and recently there were large slabs of broken paving.

It was reported Streetscene (Chorley Borough Council) had cleared the underpass including the graffiti on a number of occasions in recent weeks and that any further issues could be reported either online to Chorley Borough Council or via Chorley North and Astley Ward Borough Councillors. It was noted that the ownership of the underpass was being clarified with Lancashire County Council.

Concern was also expressed at the lack of grass cutting in front and behind the shops at Hallgate.

It was reported that the Parish Council and Chorley Borough Council had written to A.P.A. Blackpool Limited (the owner of the shopping centre) regarding the lack of grass cutting in front and behind the shops at Hallgate and had asked that this be addressed as a matter of urgency. To date no reply had been received.

It was reported that there had recently been incidents of anti-social behaviour at West Way Sports Hub and that this was being discussed with Chorley Borough Council as the site owners and the relevant insurance companies. Young adults had been accessing the site out of hours, vandalising the site and showing generally destructive behaviour, often scaling the fences or cutting out panels with bolt cutters to gain access to the pitches. The local Design Out Crime team had attended and provided feedback and recommendations which had been shared with Chorley Borough Council who were now considering what actions to take.

306.04 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.

It was noted that a litter bin at the end of Wymundsley had been cleared and a litter bin was to be erected.

Councillors Alistair Morwood and Jean Sherwood had attended the quarterly meeting with Places for People held on Tuesday 22 August 2022 which had also been attended by Councillor Barraclough and the Parish Clerk. Walkabouts with Places for People had taken place on 26 August 2022 (Great Meadow and Buckshaw Hall Close) and the walkabout of Broadfields originally arranged for 31 August 2022 was currently being arranged.

RESOLVED – That the report be noted.

306.05 Minutes

RESOLVED - That the minutes of the Annual meeting of the Parish Council held on Wednesday 6 July 2022 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

306.06 Streetscene Strategy 2022/2025

Mr Chris Walmsley, Streetscene Services Manager, Chorley Borough Council made a short presentation in relation to the Streetscene Strategy 2022/2025 and answered members questions. Mr Walmsley reported that he was happy to attend a meeting of the Parish Council annually to discuss Streetscene's performance together with any issues which had been raised by residents and the Parish Council.

It was suggested that a village walkabout with Mr Walmsley be arranged annually in advance of him attending the Parish Council meeting.

RESOLVED – (1) That Mr Chris Walmsley be thanked for attending the meeting and for his presentation.

(2) That the Parish Council would welcome a village walkabout being arranged to take place annually with Mr Walmsley, in advance of him attending the Parish Council meeting.

(3) That Councillors Keith Ashton and Chris Sheldon be requested to review the success of the Wildflower Meadows/Corridors during 2022 and provide any feedback to the Parish Clerk.

(4) That the Parish Clerk be authorised to make recommendations to Chorley Borough Council on behalf of the Parish Council to enable these views to be taken in consideration in advance of the 2023 Wildlife Programme being agreed.

306.07 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.

Experimental Traffic order To Make Chancery Road One Way

Mr Peter O'Neill, Chorley Borough Council attended the meeting to discuss the Experimental Traffic order making Chancery Road One Way during events held at

Astley Park following the Chorley Flower Show.

Finger Post Modular Sign System

It was noted that the finger post sign on Chancery Road (near the subway) pointing to the "Village Centre" and to the new "West Way Sports Hub" (on the shop side at the corner of Ravensthorpe) and the finger post sign on Judeland Wood to "Astley Park" had been installed by White Hill Direct Ltd.

It was suggested that the finger post sign on Chancery Road pointing to the "Village Centre" and to the new "West Way Sports Hub" should also include a sign to Astley Park and it had been confirmed that this could be accommodated on the new finger post.

It was reported that a budget of £2,500 had been agreed for the finger post signs and the new signs had cost £1,227.60 leaving a balance of £1,272.4.

Astley Hall

Chorley Borough Council had confirmed that the estimate for full conservation treatment of the Susannah Brooke Child Picture was £2,000 - £2,800.

Community Litter Picks

The Village Development Working Group had recommended the Parish Council agree that:

- Buckshaw Primary School be invited to participate in the initiative as part of the school curriculum.
- Community Litter Picks be organised by the Parish Council once a month on a Saturday morning (for example the second Saturday of every month) by providing access to the equipment stored at the Community Centre and leading the litter pick.
- Each month a different area of the Village be targeted and that details be provided in the Parish Council Newsletter.
- Councillors Keith Ashton and John McAndrew be requested to prepare an article inclusion in the Winter Newsletter in relation to the introduction of Community Litter Picks.
- Consideration be given to the Parish Council having a Facebook account which could be used to promote events such as the Community Litter Picks.

Astley Village Community Garden of Reflection

The Village Development Working Group had recommended the Parish Council agree that:

- The project and area be named the "Astley Village Community Garden of Reflection".
- Instead of "The Original Tommy Soldier Statue", a solid "Unknown Tommy Statue" be purchased with "A Time to Reflect" at the bottom.
- The scheme included in the Spring Newsletter be proceeded with subject to:
 - The Royal British Legion Industries Ltd, Tommy Statue should only be in place for the three weeks prior and a week after Armistice Day each year.
 - The back of the existing notice board should remain as it is but on the front of the existing raised planter a sign be included with "Astley Village Community Garden of Reflection".
 - The location of the single Tommy Statue should be determined later once the work has commenced.
 - The Parish Council should accept the offer of assistance from the resident of Astley Village and ex-Teacher and Garden Designer.

- The Parish Clerk be requested to discuss with the Chorley North and Astley Ward Councillors and Lindsey Blackstock (Open Space Strategy Officer, Chorley Borough Council) the suggested changes.
- The scheme be started as soon as possible after the September Parish Council Meeting.

An amended plan incorporating the suggested changes together with a Specification and Bill of Quantity prepared by Ms Lindsey Blackstock (Open Space Strategy Officer, Chorley Borough Council), who attended the meeting was considered.

West Way Nature Reserve

Ms Lindsey Blackstock (Open Space Strategy Officer, Chorley Borough Council) reported that Chorley Borough Council had confirmed that:

- Lancashire Wildlife Trust had provided a quote for various options which had been circulated to Parish Councillors. The cost was £20,000 to undertake a full site refurbishment. Quercia funding was being explored and a minimum amount of £9,000 was available from Chorley Borough Council and this could rise depending on whether other projects proceeded.
- The path works had been awarded to a contractor to link West Way Sports Hub via a tarmac footpath to Astley Village and this work would soon be completed.

West way Sports Hub – Phase 2 (New Play Area and Work to Pathways at the Site)

It was reported that Chorley Borough Council had confirmed that the tendering process was now underway for the New Play Area and Work to Pathways at the Site and the proposed timescales were as follows:

Stage	Date(s)/time
Issue of Invitation to Tender	Monday 12 September 2022
Deadline for submission of Tender Queries	12.00 noon Friday 30 September 2022
Deadline for publication of responses to Tender Queries	12.00 noon Monday 3 October 2022
Deadline for Submission of Tenders	12.00 noon Monday 10 October 2022
Notification of result of evaluation	Monday 31 October 2022
Expected date of award of Contract	Monday 31 October 2022
Contract commencement	6 March 2023 (allows 18 weeks lead in time for ordering / delivery of materials and equipment)

Speed Indicator Devices (SpIDs)

It was reported that a resident had suggested that both SpIDs needed to be replaced with new solar powered speed reminders like the one on Southport Road as they believed that as both the solar-powered speed reminders were not calibrated correctly meaning they didn't show the correct speed being travelled.

Gateway Signs

The Chair reported that he had approached a number of companies for designs and quotations for the enhancement of the existing Gateway Signs. Designs prepared by LIMELIGHT Signs was circulated costing approximately £300 each.

Chorley Flower Show

It was reported that the Parish Council had been invited to have a presence at the 2023 Chorley Flower Show. There had been a lot of interest in the work of the Parish Council and residents of Astley Village had been pleased to see the Parish Council. The event had also proved to be a great team-building exercise. It was suggested that we:

- needed a larger tent next year;
- offered dog treats and other give-aways such as flower seeds;
- provided a suggestion box;
- purchased a A-Frame with “come and talk to us” etc.
- provided colouring sheets with mages of the village as line drawings;
- had a ‘Quiz’ – how much do you know about Astley Village;
- provided walking routes of Astley Village including map/directions;
- purchased Hi-Viz Vests.

To resolve the issue of the display boards slipping, Councillor Barraclough was looking at how to counteract this and had redesigned the boards so that they had ones with holes so that we can use large pushpins to better secure them to the display stand. The new boards would cost approx. £160 and it was suggested that the new boards be purchased ready for the Christmas Event.

RESOLVED – (1) That the report be noted.

(2) That the expenditure approved by the Parish Clerk, Chorley Borough Council, Survey for Finger Post Signs (£120.00), Everglades Nurseries, Removal of five trees from area in front of the shops (£132.00), Zazzle, ID badges & Lanyards for Councillors and Parish Clerk (£41.33), Iced Digital Ltd, Artwork (Parish Council Logo) (£40.50) Post Office Counters Ltd, Postage (Council Summons (£2.65), White Hill Direct Ltd, Finger Post Signs (£1,227.60) and PFK Littlejohn LLP, External Audit 2021/22 (£240) in accordance with Standing Order 16.2 be noted.

(3) That the Parish Council support the introduction of a traffic order to make Chancery Road one way for the bonfire and fireworks display event from 12 noon until 23:59 on Friday 4 November 2022 or until the prohibition is no longer deemed necessary.

(4) That the experimental traffic order to make Chancery Road one way for certain events held in Astley Park should be reviewed annually by Chorley Borough Council following consultation with the Parish Council.

(5) That Mr Peter O'Neill, be thanked for attended the meeting.

(6) That the Parish Clerk be requested to confirm with Chorley Borough Council, that the Parish Council would fund the full conservation treatment of the Susannah Brooke Child Picture to a maximum of £3,000 and that this should be acknowledged with a plaque stating that the restoration had been funded by Astley Village Parish Council.

(7) That the recommendations of the Village Development Working Group in relation to the proposed introduction of Community Litter Picks be approved (see above).

(8) That approval be given to the Parish Council having a Facebook account to promote events such as the Community Litter Picks and that (i) the Facebook account be administered by Councillors Matt Frohock and Gillian Sharples, (ii) a Protocol for the administration of the account be prepared for consideration at the next meeting of the Parish Council and (iii) the operation of the Facebook account be reviewed periodically.

(9) That the recommendations of the Village Development Working Group in relation to the proposed Astley Village Community Garden of Reflection and the amended plan incorporating the suggested changes be approved (see above).

(10) That the purchase of the additional cherry tree and two benches (with associated plaques) as part of the proposed Astley Village Community Garden Project, to be funded by the Parish Council, be included within the Specification and Bill of Quantity.

(11) That the Parish Clerk be requested to purchase a Solid Unknown Tommy Statue with "A Time to Reflect" at the bottom from The Royal British Legion Industries Ltd to enable it to be in-situ for the three weeks prior and a week after Armistice Day in 2022.

(12) That the budget currently allocated for the Astley Village Community Garden of Reflection (currently £2,000) be reviewed once the total cost of the project is known.

(13) That the Parish Clerk be requested to arrange for Parish Council to visit Derian House and meet with Mr Mick Croskery, Fundraising Manager (Income, Communications & Marketing) to discuss how the Parish Council and Derian House can work together in the future.

(14) That a total budget of £5,000 be allocated to undertake a full site refurbishment at the West Way Nature Reserve, including signage and the creation of a small forest school education area for Buckshaw Primary School to use.

(15) That Ms Lindsey Blackstock be thanked for attended the meeting.

(16) That the Parish Clerk be requested to contact White Hill Direct Ltd to arrange for an additional sign to "Astley Park" be added to the finger post sign on Chancery Road (near the subway) (on the shop side at the corner of Ravensthorpe) to be funded from the existing budget.

(17) That no action be taken in relation to the suggested replacement of the Speed Indicator Devices.

(18) That the Parish Council should have a presence at the 2023 Chorley Flower Show and that as part of the budget setting for 2023/24 an annual budget of £1,000 be allocated to this event.

(19) That approval be given to purchasing new information boards, A-Frame and Hi-Viz Vests as suggested above in advance of the Christmas event.

(20) That the Village Development Working Group be requested to consider the designs prepared by LIMELIGHT Signs for the Gateway Signs and the proposed West Way Nature Reserve Project.

306.08 Statutory Business

(i) Co-option to the Parish Council Vacancy

The Parish Clerk reported that there had been no applications received for the vacancy on the Parish Council since the last meeting of the Parish Council.

RESOLVED –The Parish Clerk be requested to extend the deadline for expressions of interest in relation to the current vacancy to Sunday 23 October 2022 to enable any applications to be considered at the next meeting of the Parish Council.

(ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) providing details of planning issues relevant to the village. The Parish Council had been consulted on the following planning application received by Chorley Borough Council:

- the erection of a single storey side/rear extension (following demolition of existing conservatory) and first floor side extension and associated alterations to fenestration at 22 Elmwood, Astley Village, Chorley PR7 1UX (Reference: 22/00800/FULHH). The deadline for any representations was 29 August 2022.

RESOLVED – That the report be noted.

306.09 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 25 August 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 September 2022 and 31 October 2022 as follows:

Date	Creditor	Description	Total	Vat	Net
09/09/22	Employee 4	Reimbursements (July 2022)	44.00		44.00
09/09/22	Employee 4	Reimbursements (August 2022)	27.10		27.10
10/09/22	livedrive Internet Ltd	livedrive Subscription (Cloud)	25.00	4.17	20.83
01/09/22	Easy Web Sites	Monthly rental	69.60	11.60	58.00
23/09/22	Zoom	Zoom Subscription (Sept 2022)	14.39	2.40	11.99

15/09/22	Employee 2	Salary (Sept 2022)	82.33		82.33
15/09/22	Employee 4	Salary (Sept 2022)	310.00		310.00
15/09/22	HMRC	Tax (Sept 2022)	77.60		77.60
01/10/22	Easy Web Sites	Monthly rental	69.60	11.60	58.00
23/10/22	Zoom	Zoom Subscription (Oct 2022)	14.39	2.40	11.99
14/10/22	Employee 2	Salary (Oct 2022)	82.33		82.33
14/10/22	Employee 4	Salary (Oct 2022)	310.00		310.00
14/10/22	HMRC	Tax (Oct 2022)	77.60		77.60
			1,203.94	32.17	1,171.77

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 Hartwood Maintenance be requested to maintain weed/tidy/water and plant winter bedding plants in the ten planters in the village during September 2022 (£300 previously allocated) and discuss the potential cost of an enhanced maintenance programme between May and September each year which included the watering of the plants in the ten planters in the village.

(iv) (a) Statement on Internal Control

The Parish Clerk submitted the current Statement of Internal Control (copies of which had been circulated) inviting the Parish Council to review the current arrangements.

RESOLVED – That the Statement of Internal Control and Internal Audit Plan be approved.

(iv) (b) Review of Effectiveness of the System of Internal Audit

The Parish Clerk submitted the current System of Internal Audit (copies of which had been circulated) inviting the Parish Council to review the current arrangements.

RESOLVED – That the existing System of Internal Audit be approved.

(v) Financial Risk Assessment

The Parish Clerk submitted an updated Financial Risk Assessment (copies of which had been circulated) to enable the Parish Council to assess the financial risks that it faced and satisfy itself that it had taken adequate steps to minimise them.

RESOLVED – That the Financial Risk Assessment be approved.

(vi) Internal Audit Plan

The Parish Clerk submitted the current Internal Audit Plan (copies of which had been circulated) inviting the Parish Council to review the current arrangements.

RESOLVED – That the existing Internal Audit Plan be approved.

306.10 Newsletter

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

- Chair's Report (including the new Parish Council Facebook page) (Councillors Arnold Almond and John McAndrew).
- Introduction from Councillors Matt Frohock and Ian Thomas. (Councillors Matt Frohock and Ian Thomas).
- Annual Christmas Event (Councillor Emma Barraclough).
- Proposed introduction of Community Litter Picks (Councillors Keith Ashton and John McAndrew).
- Anti-social behaviour around the underpass on Chancery Road and the West way Sports Hub (including information on how to report issues to Chorley Borough Council online (Councillor Emma Barraclough).
- Chorley Flower Show (Councillor Emma Barraclough).
- Wildflower Meadow/Corridors (Councillor Chris Sheldon).
- Astley Village Community Garden of Reflection (Councillor Chris Sheldon).

RESOLVED – That the Parish Councillors be requested to email the Parish Clerk with suggested articles for inclusion in the Winter Newsletter by Saturday 1 October 2022 and that articles be submitted to the Parish Clerk by Friday 28 October 2022.

306.11 Christmas Event Planning

The Parish Clerk reported that the Astley Village Community Centre had been booked for Thursday 8 December 2022 from 6 – 9pm for the 2022 Annual Christmas Event. It was suggested that:

- Knitted and Crocheted Decorations for display;
- additional Newsletter be printed to hand out;
- candy canes be and Christmas colouring sheets be provided;
- posters be displayed around the village;
- the event be promoted on the Parish Council Facebook;
- for 2023, the Parish Council consider involving Little Adventurers Nursery and Buckshaw Primary School and banners on the lighting columns on Chancery Road.

RESOLVED – (1) That following the Christmas singing round the Christmas Tree at 6pm, refreshments be made available in the Community Centre and that Councillors Emma Barraclough, Matt Frohock be requested to confirm what is required to the Parish Clerk.

(2) That the suggestions made by Councillors Emma Barraclough be supported and the

Parish Clerk be authorised to approve the associated expenditure from within the existing budget allocated (£800).

306.12 Environment Reports

No issues were raised.

306.13 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

A copy of the agenda and minutes from the last meeting held on 20 July 2022 had been circulated with the Summons.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

A copy of the agenda and minutes from the last meeting held on 29 June 2022 had been circulated with the Summons.

RESOLVED – That the reports be noted.

306.14 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 306.07).

306.15 Date of Next Meeting

To note that the next meeting of the Parish Council would take place on Wednesday 2 November 2022 at 7pm.

The meeting concluded at 9.45 pm.

Chair