



Astley Village Parish Council

1 November 2023 at 6.30pm

Present

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

313.01 Apologies for Absence

No apologies were received.

313.02 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 and as a member of the Friends of Astley Park.

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

313.03 Public Engagement

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

No issues were raised.

314.04 Chorley Neighbourhood Policing Team

PCSO 7094 Lewis Deary, the Road Safety Specialist Point of Contact for Chorley and Astley Village attended the meeting in relation to the current parking issues being reported for Astley Village.

Dangerous parking was taking place on Studfold, including cars being parked on the bend at the bottom of Studfold near Chancery Road with other cars parked opposite to them. This resulted in the road being reduced to a single lane with the traffic in the left lane being forced out into on-coming traffic. It was suggested that if vehicles were causing an obstruction.

It was reported that residents on Buckshaw Hall Close had been impacted by the inconsiderate parking by motorists attending events held at Chorley Rugby Union and Football Club, Brookfields, Chancery Fields.

Although a “events/one way system” had been introduced on Chancery Road during large events being held in Astley Park, vehicles were still causing an obstruction on Hallgate.

Visitors and staff were parking on Chancery Road outside Derian House. It was suggested that there may be the opportunity for Derian House to lease car parking spaces for staff at the new Strawberry Fields Digital Hub on Euxton Lane.

Dangerous parking was occurring on Long Croft Meadow by employees of Chorley and South Ribble Hospital including parking on the junction of Chancery Road across the cycle path.

Dangerous parking was taking on Deerfold caused by parents dropping off and collecting pupils from St Michael's is a Church of England Secondary School.

It was noted that whilst PCSO's could issue advisory notices to motorists parking dangerously, only Police Officers could issue Fixed Penalty Notices.

The Police agreed to explore with Lancashire County Council the introduction of Traffic Regulation Order on the junctions of Studfold, Buckshaw Hall Close, Hallgate and Long Croft Meadow in view of the dangerous parking taking place.

RESOLVED – That the Police be requested to provide an update to the January meeting of the Parish Council following their discussions with Lancashire County Council.

313.05 Astley and Buckshaw Junior Football Club

The Parish Clerk reported that Darren Marsden, Chairman of Astley and Buckshaw Junior Football Club had been unable to attend the meeting to discuss the Clubs future activities for personal reasons but had offered to attend a future meeting.

RESOLVED – That the Parish Clerk be requested to invite Mr Marsden to attend a future the meeting to discuss the Clubs future activities.

313.06 Borough/County Councillor Reports

Reports from Chorley North and Astley Ward Borough Councillors (copies of which had been circulated) was considered. The Parish Clerk reported that County Councillor Aidy Riggott had offered his apologies for the meeting and there was nothing substantial to report beyond the responses from the previous meeting included in the Parish Clerk Report (Minute 313.08).

Councillor Alistair Morwood reported that the “events/one way system” would be in place on Chancery Road during the Astley Illuminated on Friday 10 November 2023 and letters had been sent to all properties in Astley Village.

It was reported that following bin collection, bins were not returned to the curtilage of the property but left indiscriminately which had led to bins going missing.

RESOLVED – (1) That the reports be noted.

(2) That Chorley Borough Council be requested to consider providing a litter bin at the bus stop opposite Deerfold.

(3) That the Ward Councillors be requested to explore other more cost-effective options for providing CCTV at West Way so that a camera pointing towards the play area covered all the play equipment.

313.07 Minutes

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 6 September 2023 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

313.08 Parish Clerk Report

The Parish Clerk & 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. In particular the following issues were discussed:

Astley Village Garden of Reflection

Councillor Eddie Murdoch confirmed that he had installed the two oval plaques to go under the trees marking the Diamond Jubilee and Platinum Jubilee at the Astley Village Garden of Reflection.

Christmas Event 2023

The Parish Clerk reminded that Parish Council that at the Parish Council Meeting on 4 November 2020, tenders had been invited from three companies to collect, test and dress the Parish Council Christmas tree. Only one quote had been received from City Illuminations Ltd at a cost of £300 per annum. Subsequently a local firm “Adlington Electrical” were engaged to provide the service at a cost of £240. The Parish Council was invited to review the current arrangements.

Chorley Rugby Union Club (CRUFC)/ Chorley Community Trust

The Parish Council had written to the Chorley Community Trust seeking an explanation regarding the current developments in view of the assurances previously provided as part of the re-development of the site for housing. It was reported that Chorley Community Trust had responded by stating that CRUFC had decided to vacate and relinquish their user agreement with the Trust after discussions had taken place over several months, with the decision communicated to them by the new chairman of the club who had informed the Trust that they had an agreement to play and use another venue in the area.

The Trustees wished to keep the reasons for this confidential however they had confirmed that it was a decision made by CRUFC wholly based on their plans for the future.

Planting/Maintenance of Planters on Chancery Road

It was reported that no response had been received from Iris Smith regarding whether she would be interested maintaining the ten planters along Chancery Road in Astley Village, e.g., planting appropriate plants in Spring and Autumn and generally tidying them up. As the winter maintenance of the planters usually took place in November, the Parish Council were invited to decide whether to continue to engage Hartwood Maintenance to carry out the work.

Remembrance Sunday – 12 November 2023

Parish Councillors were requested to volunteer to attach poppies to the lampposts along Chancery Road.

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:

- Computer Clinic, Repairs to Laptop - £100.00.
- Post Office Counters Ltd, Stamps - £18.78.
- livedrive Internet Limited, livedrive Subscription (Cloud) - £25.00.
- Chorley Borough Council, Room Hire (Community Centre) - £36.00.
- Royal British Legion, Poppy Wreath - £25.00.
- Chorley Borough Council, Uncontested Parish Election Fee - £188.78.
- Coop, Envelopes - £4.00

(3) That Councillor John McAndrew be requested to confirm that the lights on the Christmas Tree were still working and the Parish Clerk be requested to contact Chorley Borough Council to explore whether their contractor could test and dress the Parish Council Christmas tree annually.

(4) That Hartwood Maintenance be requested to continue to maintain the ten planters along Chancery Road in Astley Village, e.g., planting appropriate plants in Spring and Autumn and generally tidying them up subject to them providing invoices for the plants purchased.

(5) That the replacement of the Parish Council Laptop be considered as part of setting the Parish Council Budget for 2024/25.

(6) That Chorley Borough Council be requested to provide an update in relation to the proposed signage for West Way Nature Reserve

(7) The Parish Clerk be requested to write to Chorley Borough Council requesting an update in relation to when the perimeter paths which were part of the West way Play area original scheme would be installed.

313.09 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 invite expressions of interest in relation to the current vacancy 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 not been consulted on any planning application received by Chorley Borough Council since the last Parish Council Meeting on 5 July 2023.

RESOLVED – That the report be noted.

313.10 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 October 2023.

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 November 2023 and 31 December 2023 as follows:

PAYMENTS TO BE APPROVED

Date	Creditor	Description	Total	Vat	Net
03/11/23	Employee 4	Reimbursements (September 2023)	44.20		44.20
03/11/23	Employee 4	Reimbursements (October 2023)	45.76		45.76
01/11/23	Easy Web Sites	Monthly rental	66.00	11.00	55.00
23/11/23	Zoom	Zoom Subscription (November 2023)	15.59	2.60	12.99
15/11/23	Employee 4	Salary (November 2023)	360.40		360.40
15/11/23	HMRC	Tax (November 2023)	90.00		90.00
01/12/23	Easy Web Sites	Monthly rental	66.00	11.00	55.00
23/12/23	Zoom	Zoom Subscription (December 2023)	15.59	2.60	12.99
13/12/23	Employee 4	Salary (December 2023)	360.60		360.60
13/12/23	HMRC	Tax (December 2023)	90.00		90.00
			1,154.14	27.20	1,126.94

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.

313.11 GDPR Risk Assessment

The Parish Clerk & Responsible Financial Officer submitted the GDPR Risk Assessment (copies of which had been circulated) for the Parish Council to review. It was suggested that the Parish Council may wish to change from requiring password protection to Two Factor Authentication.

RESOLVED – That no changes be made to the GDPR Risk Assessment but that the Parish Clerk be requested to circulate the (i) fact sheet for councils - the use of personal email addresses and devices and (ii) “GDPR: a day in the life of a Great Practice Parish Council” produced by the Information Commissioners Office.

313.12 Winter Newsletter 2023

The Parish Clerk reported that all articles had been sent to the Printers on Monday 23 October 2023 and the deadline for Councillors to comment on the proof was Wednesday 1 November 2023. The Newsletter would be delivered from Thursday 16 November 2023.

RESOLVED – That the report be noted.

313.13 Christmas Event 2023

The Parish Clerk reported confirmed that the Christmas Event would take place between 6 and 8pm on Friday 8 December 2023 and that the Community Centre had been booked from 5pm until 9pm. Members of Chorley Little Theatre had confirmed the cast of Flint Street Nativity and possibly the musical chorus, would be singing at the event but may need to leave at 6.30pm as they had a ‘friends and family’ Panto run through that evening.

- Four tubs of chocolates would be purchased to hand out chocolates during the Christmas singing.
- The number of carols had been reduced to eight:
 - Deck the Halls.
 - Ding Dong Merrily on High.
 - Rudolph the Red Nosed Reindeer.
 - O Little Town of Bethlehem.
 - Silent Night.
 - Away in a Manger.
 - Jingle Bells.
 - We Wish you a Merry Christmas.
- Selection boxes would be purchased for every child at Buckshaw Primary School.
- Councillor Emma Barraclough would be organising refreshments in the Community Centre and Councillors were requested to be present from 5pm.

RESOLVED – (1) That the report be noted.

(2) That Councillor John McAndrew be requested to invite Buckshaw Primary School to attend.

313.14 Environment Reports

RESOLVED – That Chorley Borough Council and Places for People be requested to cut back the vegetation overhanging the footpath on Chancery Road including at the junctions of Wymundsley, Judeland and Broadfields.

313.15 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The Chair provided a report following the meeting of the Chorley Liaison held on 18 October 2023 and the agenda and key papers from that meeting had been circulated with the Summons.

It was noted that the next Neighbourhood Area Meeting (NW Parishes and Chorley North) meeting would be held on 15 February 2024.

RESOLVED – (1) That the report be noted.

(2) That at the Parish Council Meeting on 3 January, consideration be given to projects to the next Neighbourhood Area Meeting (NW Parishes and Chorley North) as neighbourhood priority project ideas for delivery between April 2024 and March 2025:

313.15 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 313.08).

313.17 Matters for Information

It was noted that Councillor Matt Lynch would be taking part in a 15i mile walk dressed as Santa from Chorley to Rivington Pike on Saturday 11 November 2023 in aid of Derian House.

313.18 Date of Next Meeting

RESOLVED - It was agreed that the next meeting of the Parish Council would take place on Wednesday 3 January 2024 at 6.30 pm.

The meeting concluded at 8.00 pm.

Chair