



## Astley Village Parish Council

2 March 2022 at 7.01pm

Present

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

### **303.01 Apologies for Absence**

No apologies were received.

### **303.02 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.

### **303.03 Public Engagement**

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

#### **Broadfields – Problems Being Experienced by Residents (Lack of Communications, Support and Repairs/Maintenance by Places for People)**

Councillor Emma Barraclough explained that a number of lights along the footpaths were not working which were the responsibility of Places for People. In addition, vehicles involved in the current refurbishment kitchens and bathrooms to properties at Broadfields had damaged a wall and the grassed areas. No grounds maintenance had taken place for some time and the wall that had been hit was already damaged – no repairs had been made in the last 18 months.

There was currently insufficient residents' parking, but it was suggested that if the current wall was removed and the existing parking area remodelled, it would be possible to achieve one parking space adjacent to each property. Residents had drawn up a plan which they would like to present to Places for People.

Residents were complaining of the lack of communication from Places for People.

It was reported that Leanne Wilkinson, Place Team Manager – North West for Places for People Homes had been invited to attend the meeting but had been unable to attend.

RESOLVED – That the Parish Clerk be requested to arrange a meeting involving Places for People, Parish, Ward and County Councillors to discuss the issues raised by residents of Broadfields and put forward the proposal in relation to the provision of additional parking.

#### **303.04 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.

In addition, it was reported that it had been agreed that the carriageway at the entrance of Chancery Road from the roundabout would be resurfaced by Lancashire County Council.

RESOLVED – That the report be noted.

#### **303.05 Minutes**

RESOLVED - That the minutes of the meeting of the Parish Council held on Friday 21 January 2022 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

#### **303.06 West Way Sports Hub - Phase 2 (New Play Area and Work to Pathways at the Site) and Refurbishment of Foxcote Play Area.**

Lindsey Blackstock, Open Space Strategy Officer, Chorley Borough Council attended the meeting to provide an update on the new play area at West Way, the refurbishment of the Foxcote Play Area and the proposal to establish a Remembrance Community Garden in Astley Village jointly funded by the Neighbourhood Area Forum and the Parish Council.

The Parish Clerk submitted a report (copies of which had been circulated) setting out the response from Chorley Borough Council relating to the issues raised at the last Parish Council Meeting on 21 January 2022 regarding Phase 2 (New Play Area and Work to Pathways at the Site) at West Way Sports Hub.

The Parish Council was reminded that at the last meeting on 21 January 2022, it had been agreed to support the Neighbourhood Priority Projects suggested by the Chorley North and Astley Ward Borough Councillors for consideration at the Neighbourhood Area Meeting on 31 January 2022. At the Neighbourhood Area Meeting on 31 January 2022, a joint proposal by the Parish Council and Chorley North and Astley Ward Borough Councillors had been put forward for a Remembrance Community Garden in Astley Village. A draft proposal prepared by Chorley Borough Council was tabled at the meeting for consideration by the Parish Council.

RESOLVED – (1) That the response from Chorley Borough Council relating to the issues raised at the last Parish Council Meeting on 21 January 2022 regarding Phase 2 (New Play Area and Work to Pathways at the Site) at West Way Sports Hub be noted.

(2) That in view of the response, the details and location of the new play area as part of Phase 2 at the West Way Sports Hub as detailed in the public consultation be supported.

(3) That the proposed refurbishment of the Foxcote Play Area be welcomed and a copy of the letter sent to residents outlining the proposed scheme be circulated to Parish Councillors for information.

(4) That in relation to establish a Remembrance Community Garden on the Village Green:

(i) Chorley Borough Council in conjunction with the Village Development Working Group be requested to prepare a revised scheme to include the suggestions put forward by Parish Councillors.

(ii) That a contribution of £2,000 be made towards the scheme from the Parish Council (which should include improvements to the existing footpaths).

(iii) That residents be consulted on the proposed scheme through the Summer Newsletter.

(5) That the membership of the Village Development Working Group be extended to include Councillor Emma Barraclough:

- Councillor Keith Ashton.
- Councillor Emma Barraclough.
- Councillor Gillian Sharples.
- Councillor Chris Sheldon.

(5) That Lindsey Blackstock be thanked for her report and for attending the meeting.

### **303.07 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.

#### **Annual Bonfire and Fireworks – 5 November 2021**

Following the bonfire event organised in Astley Park by Chorley Borough Council there had been problems with cars parked on the grass verges all along Chancery Road. A site meeting was held with Mr Andrew Daniels, Chorley Borough Council's Shared Service Lead (Communications and Visitor Economy) on Tuesday 9 November 2021.

#### **Fingerpost Signs**

Councillor Chris Sheldon expressed the view that the third fingerpost sign which had been suggested was located at the junction of Derian House and Chancery Road

directing pedestrians to the village centre would not assist in indicating to pedestrians the shortcut route from near Derian House to the Village Centre.

The Parish Council were reminded that Chorley Borough Council had given approval to the proposed signs on Chancery Road (near the subway) to the new West Way Sports Hub (on the shop side at the corner of Ravensthorpe) and from Judeland Wood to Astley Park subject to a formal annual licence agreement.

The Parish Council had given approval at the meeting on 7 July 2021 to:

- The Parish Council paying an annual fee (if demanded) of £1.00 per annum.
- Paying Chorley Council's cost for the drafting of the Licence (£100 plus VAT).
- The Parish Clerk agreeing the terms of the Licence with Chorley Borough Council the Parish Clerk purchasing the fingerpost signs at a cost of £1,400 (excluding VAT).

### **Trees**

The Parish Council had written to Lancashire County Council requesting support and permission for the trees planted by the Parish Council along Chancery Road. The Chair of the Parish Council reported that he had emailed the owner of the land where the Parish Council had planted trees in front of the shops/flats numerous times seeking permission but to date no indication of their views had been received.

### **Wildflower Meadow Programme 2022**

It had been agreed with Chris Walmsley, Streetscene Services Manager (Chorley Borough Council) to establish a single 50 metre long, two-metre-wide wildflower strip the side of the path from Derian House drive entrance to near the lay-bye on Euxton Lane with access to the field at each end, at an estimated cost of £170. The path was about 70m long so there will be around 10m at each end where there would be no wildflowers.

### **Chorley Flower Show 2022**

Following the decision of the Parish Council on 8 September to request the Parish Clerk be requested to contact Chorley Borough Council regarding the possibility of the Parish Council having a stand at the Chorley Flower Festival in 2022 to raise the profile of the Parish Council, an application for the Parish Council to have a presence at the Chorley Flower Show at Astley Park between 29-31 July 2022 (10am – 5pm) had now been made.

RESOLVED – (1) That the report be noted.

(2) That the expenditure approved by the Parish Clerk, Hartwood Maintenance (£100 to weed/ tidy the ten planters in Astley Village) and Norton (£64.99 - Anti Virus Software (Subscription)) in accordance with Standing Order 16.2 be noted.

(3) That Mr Andrew Daniels (Chorley Borough Council) be requested to provide an update to the next meeting of the Parish Council on 4 May in relation to the steps being taken to avoid the issues of cars being parked on the grass verges all along Chancery Road.

(3) That the Parish Council should proceed with the two fingerpost signs previously approved by Chorley Borough Council.

(4) That the Parish Clerk be requested to write to APA Blackpool Ltd, (Mr Fazaz Latif), stating that unless retrospective permission was granted for the trees planted by the Parish Council in front of the shops/flats within 28 days from the date of the letter, the Parish Council would take steps to remove the trees.

(5) That approval be given to a single 50 metre long, two-metre-wide wildflower strip the side of the path from Derian House drive entrance to near the lay-bye on Euxton Lane with access to the field at each end to be funded at a cost of £170 by the Parish Council.

(6) That approval be given to the purchase of information boards (at a cost not exceeding £500) to promote the Parish Council at the Chorley Flower Show and that Parish Councillors should attend the event (on a rota basis) over the three days.

### **303.08 Statutory Business**

#### (i) Co-option to the Parish Council Vacancy

No application had been received and had been circulated to Parish Councillors.

It was noted that Ms Susan Crook had resigned from the Parish Council on 25 February 2022 resulting in three vacancies on the Parish Council. It was reported that the statutory notice had been displayed on the Parish Council noticeboards from 26 February 2022 and if ten electors did not call for a by-election by 18 March 2022, the Parish Council could co-opt to the vacancy.

RESOLVED –The Parish Clerk be requested to extend the deadline for expressions of interest in relation to the current vacancies to Sunday 24 April 2022.

#### (ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) confirming that the Parish Council had not been consulted by Chorley Borough Council on any planning applications since the last meeting of the Parish Council on 21 January 2022.

RESOLVED – That the report be noted.

### **303.09 Financial Matters**

#### (i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 21 February 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 March 2022 and 30 April 2022 as follows:

| Date     | Creditor       | Description                            | Cheque No | Total   | Vat   | Net     |
|----------|----------------|--|-----------|---------|-------|---------|
| 04/03/22 | Employee 4     | Reimbursements (January 2022)          | EB        | 58.60   |       | 58.60   |
| 04/03/22 | Employee 4     | Reimbursements (February 2022)         | EB        | 27.10   |       | 27.10   |
|          |                |  |           |         |       |         |
| 01/03/22 | Easy Web Sites | Monthly rental                         | DD        | 62.40   | 10.40 | 52.00   |
| 23/03/22 | Zoom           | Zoom Subscription (March 2022)         | EB        | 14.39   | 2.40  | 11.99   |
| 15/03/22 | Employee 2     | Salary (March 2022)                    | EB        | 77.22   |       | 77.22   |
| 15/03/22 | Employee 4     | Salary & Backpay (March 2022) (Note 1) | EB        | 373.88  |       | 373.88  |
| 15/03/22 | HMRC           | Tax (March 2022)                       | EB        | 93.40   |       | 93.40   |
|          |                |  |           |         |       |         |
| 01/04/22 | Easy Web Sites | Monthly rental                         | DD        | 62.40   | 10.40 | 52.00   |
| 23/04/22 | Zoom           | Zoom Subscription (April 2022)         | EB        | 14.39   | 2.40  | 11.99   |
| 15/04/22 | Employee 2     | Salary (April 2022)                    | EB        | 82.33   |       | 82.33   |
| 15/04/22 | Employee 4     | Salary (April 2022)                    | EB        | 309.76  |       | 309.76  |
| 15/04/22 | HMRC           | Tax (April 2022) (Note 2)              | EB        | 0.00    |       | 0.00    |
|          |                |  |           |         |       |         |
|          |                |  |           | 1175.87 | 25.60 | 1150.27 |

Note 1 – This included the current pay offer of 1.5% calculated from 1 April 2021 to 31 March 2022. The pay settlement for 2021/22 had not been resolved.

Note 2 – The Parish Council was in credit with HMRC (£131.57) and therefore it was proposed not to make a payment in April 2022.

## (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 General Purposes Working Group (Councillors Arnold Almond, Keith Ashton and John McAndrew) be requested to arrange for the refurbishment of the Millennium Notice Board - as previously agreed within the allocated budget (£1,000 (excluding VAT) agreed by the Parish Council on 3 March 2021).

(iv) Precept 2022/23

The Parish Clerk reported that the Village Development Working Group at its meeting on 16 December 2021 in reviewing the Parish Plan as part of the budget setting process, had invited the Parish Council to consider the following issues:

- The frequency of maintaining the Planters.
- To investigate an annual maintenance/service plan for the SPIDs.
- The introduction of Community Litter Picks organised by the Parish Council.
- The maintenance of the Nature reserve and replacement of the adjoining fencing.
- To proceed now with the two fingerpost signs previously agreed.
- Not to pursue the commissioning of artwork near the subway.
- To consider a symbol of Remembrance in the Village.
- Not to identify at the present time any further sites where trees (including fruit trees) could be planted in the village.

The Parish Clerk submitted a report (copies of which had been circulated) in relation to an annual maintenance/service plan for the SPIDs.

It was noted that Chorley Council had agreed to repair/ replace the fencing at the Nature reserve following the representations made by the Parish Council in relation to the proposed new play area at West Way.

The Parish Council had now agreed to proceed now with the two fingerpost signs previously agreed and to establish a Remembrance Community Garden on the Village Green as a symbol of Remembrance in the Village.

RESOLVED – (1) That an annual maintenance/service plan for the SPIDs be not pursued.

(2) That Hartwood Maintenance be requested to maintain the ten planters in the village as follows:

- May - weed/ tidy/ water and plant summer bedding plants (£300 increased from £230 in 2021 to allow for additional planting).
- September - weed/ tidy/ water and plant winter bedding plants (£300).
- February – weed and tidy (£100).

(3) That Councillors Keith Ashton and John McAndrew be requested to take the lead on the introduction of Community Litter Picks organised by the Parish Council.

(4) That the previous suggestion of commissioning of artwork near the subway be not pursued.

(5) That with the exception of the Remembrance Community Garden, no further trees be planted in the village.

(6) That Councillor Emma Barraclough be requested to discuss with Chorley Borough Council and Buckshaw Primary School, the possibility of the Parish Council sponsoring the tidying up of the Nature Reserve and a wildlife educational project.

### **303.10 The implications of potential HMOs in the Parish**

The Parish Clerk reminded the Parish Council that at the last meeting on 21 January 2022, it was agreed to include this item on the Summons for this Council Meeting.

RESOLVED – That the Parish Clerk be requested to confirm with Councillor Lynch whether to include this item on the Summons for the next Parish Council Meeting on 4 May 2022.

### **303.11 Her Majesty The Queen's Platinum Jubilee**

The Parish Council considered a letter from the Department for Levelling Up, Housing and Communities (copies of which had been circulated) regarding opportunities for the Parish Council and local community to engage with the Platinum Jubilee.

The Parish Council were reminded that at the meeting on 8 September 2021 it had been agreed not to participate in the Platinum Jubilee Beacons initiative but alternative way of marking the Platinum Jubilee be considered.

RESOLVED – That approval be given to the planting of a tree (with The Queen's Green Canopy Plaque) as part of the Remembrance Community Garden to mark Her Majesty The Queen's Platinum Jubilee.

### **303.12 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:

- Walks within and from the Parish (to link in with the provision of the two new fingerpost signs (Councillor Keith Ashton).
- Consultation on the proposed Remembrance Community Garden (Councillor Arnold Almond).
- The introduction of Community Litter Picks organised by the Parish Council (Councillor John McAndrew).
- The Village Development Plan – as updated in January 2022 (Councillor Chris Sheldon).
- Improvements/ proposals in relation to the Nature Reserve (Councillor Emma Barraclough).
- The re-opening of Astley Hall (Councillor Emma Barraclough).
- Promoting the Parish Council (Parish Clerk).
- Chair's report (Councillor Arnold Almond).

RESOLVED – That the Parish Clerk be requested to circulate details of the suggested articles for inclusion in the Summer Newsletter by 31 March 2022 and Parish Councillors be requested to submit the article(s) allocated to them to the Parish Clerk by Friday 29 April 2022.



### 303.13 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).

It was reported that the Personnel Committee on 17 November 2021 had recommended that the relevant personnel policies/documents be reviewed as follows:

| <b>Doc No.</b> | <b>Policy or Document</b>                                       | <b>Created / Reviewed</b> | <b>Meeting/ Review</b>                                      |
|----------------|---|---------------------------|---|
| 15             | Bullying and Harassment Policy                                  | Reviewed<br>19/01/21      | November 22   |
| 16             | Equal Opportunities Policy                                      | Reviewed<br>19/01/21      | November 22   |
| 17             | Health and Safety Policy  | Reviewed<br>19/01/21      | November 23   |
| 18             | Grievance Procedure   | Reviewed<br>19/01/21      | November 23   |
| 19             | Disciplinary Procedure  | Reviewed<br>19/01/21      | November 23   |
| 20             | Councillor/Employee Relations                                   | Reviewed<br>19/01/21      | November 24   |
| 21             | Training Policy   | Reviewed<br>19/01/21      | November 24   |
| 23             | Terms of Reference for Personnel Committee*                     | Reviewed<br>5/05/21       | Annually at the Annual Parish Council Meeting in May        |
| 24             | Sickness Absence Policy/Procedure                               | Reviewed<br>19/01/21      | November 25   |
| 25             | Clerk Expense/Reimbursement Policy                              | Approved<br>02/09/20      | November 25   |
|                | Contract of Employment & Statement of Particulars of Employees* | At time of appointment    | Annually at the November meeting of the Personnel Committee |

\* Requires annual review

RESOLVED – That the recommendations of the Personnel Committee be agreed and no further changes be made to the Policy and Document List.

### 303.14 Annual Report of the Parish Council 2021/22

The Chair submitted the Annual Report 2021/22 which had been presented to the Annual Parish Meeting earlier in the evening.

RESOLVED - That the Annual Report be noted.

### **302.15 Environment Reports**

No issues were raised.

### **303.16 Reports from Parish Council representatives on Other Bodies**

#### Chorley Liaison

Councillor Arnold Almond reported that he and the Parish Clerk had attended a meeting of the Chorley Liaison on Wednesday 19 January 2022. A copy of the agenda for that meeting had been circulated with the Summons.

#### Friends of Astley Park

Councillor John McAndrew reported that he had made representations on behalf of the Parish Council, against the proposed development at Parklands High School to the Planning Inspector reiterating the previous objections of the Parish Council as agreed at the last meeting of the Parish Council on 21 January 2022.

#### Neighbourhood Area Meeting (Chorley Town North)

Councillor Arnold Almond reported that he and the Parish Clerk had attended a meeting of the Neighbourhood Area Meetings (Chorley Town North) on Monday 31 January 2022 and a copy of the agenda had been circulated with the Summons.

RESOLVED – That the reports be noted.

### **303.17 Correspondence**

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 303.06).

### **303.18 Date of Next Meeting**

To agreed that the next meeting of the Parish Council would take place on Wednesday 4 May 2022 at 7pm. (Annual Meeting)

The meeting concluded at 9.24pm.

Chair