



Astley Village Parish Council

Meeting of the Council

2 November 2022 at 7.00pm

Present

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

307.01 Apologies for Absence

Councillors Keith Ashton and Gillian Sharples.

307.02 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.

Councillor Chris Sheldon declared a Personal Interest as a member of the Lancashire Wildlife Trust.

307.03 Public Engagement

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

No issues were raised.

307.04 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 reported that the double flashing beacon outside Buckshaw Primary School was not illuminated and this had been reported to Lancashire County Council but no action had been taken to date.

It was reported that a resident had contacted the Parish Council concerning dangerous parking 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, this should be reported to the Police.

It was reported that there had been incidents of anti-social behaviour on Wymundsley involving a group of lads, aged between 12 and 16. Residents front doors had been repeatedly kicked causing damage and footballs had been kicked at the windows and tennis balls thrown at the doors. The incidents had been reported to the police.

RESOLVED – (1) That the reports be noted.

(2) That Councillor John McAndrew be requested to provide details of the case number regarding the flashing beacon outside Buckshaw Primary School to Councillor Aidy Riggott.

(3) That the Parish Clerk be requested to clarify with the resident whether the dangerous parking was at particular times of the day.

307.05 Minutes

RESOLVED - That the minutes of the meeting of the Parish Council held on Wednesday 7 September 2022 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

307.06 Exclusion of the Press and Public

RESOLVED – That the press and public be excluded from the meeting to enable the Parish Council to discuss the merits of candidates which inevitably could include their personal attributes and therefore be prejudicial (Minute 307.08(ii)).

307.07 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.

Parish and Town Council Conference Saturday 12 November 2022

It was reported that Councillors Emma Barraclough and John McAndrew would be attending the Lancashire Parish and Town Council Conference on Saturday 12 November 2022.

The St Vincent de Paul Society Chorley Buddies

The Parish Clerk reported that the St Vincent de Paul Society Chorley Buddies had approached the Parish Council requesting a meeting to discuss proposal to introduce a Community Larder and run support groups in Astley Village. Councillor John McAndrews reported that he together with, Parish Clerk had met Paul McBeth prior to the Parish Council and suggested that there were opportunities to make better use of the small meeting room at the Astley Village Community Centre during the day.

Astley Village Community Garden of Reflection

It was reported that Chorley Borough Council had confirmed the costings for the scheme based on the tenders received. The approximate cost of delivering the scheme was £9,500, significantly above the funding already allocated.

Derian House

Parish Councillors referred to the recent visit to Derian House and the issues discussed during the visit including parking.

Attachments to Lighting Columns

The Parish Clerk reported that costs had been obtained costings for the purchase of poppies along Chancery Road attached to the lighting columns:

Poppy size - 30.1cm x 39.6cm, giving 24 poppies per sheet of Correx.

- 24 poppies (single sheet) – total £125.32.
- 120 poppies (5 sheets) - total price £465.34.
- 240 poppies (10 sheets) - total price £816.87.

It was suggested that an application be made to Lancashire County Council seeking permission for attachments to lighting columns along Chancery Road including poppies in the period immediately before and after Armistice Day and banners throughout the year.

It was reported that a resident had requested that plastic poppies be installed on the lighting columns in Astley Village this year. Chorley Borough Council had offered to provide a small number of poppies which the Parish Council could borrow to put up in key areas in the Village.

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

It was reported that the tender return date for the West Way Sports Hub – Phase 2 had now expired and only received one compliant bid had been received. Councillors Keith Ashton and Matt Lynch would now be involved in the tender evaluation and a meeting would shortly take place to discuss the submitted proposal.

Planters

It was reported that discussions had taken place with Hartwood Maintenance regarding the cost of an enhanced maintenance programme between May and September each year which included watering, weeding, maintenance and any extra soil required for the plants in the ten planters in the village. The additional cost was £160.

Estimated Costs of Parish Elections

It was reported that Chorley Borough Council had confirmed that the estimated re-charge for the elections combined with borough elections in May 2023 would be £3,114.06 for a contested election and £290.81 for an uncontested election. The Parish Clerk confirmed that there was currently £5,000 allocated in the Parish Council Budget for Election/By-Election/Polls.

Remembrance Sunday – 13 November 2022

It was noted that Councillor Emma Barraclough would lay a wreath on behalf of the Parish Council at Chorley's Remembrance Sunday commemoration on Sunday 13 November 2022.

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:

- LALC, New Councillors and Clerks Training (£35.00).
- White Hill Direct Ltd, Dual Door External Noticeboard (£1,114.80).
- Royal British Legion, Unknown Tommy statue (£200.00)
- havis.co.uk, Hi Vis Vest (£11.23).
- Amazon, Bulldog Clips (£7.50).
- Hartwood Maintenance, Planters Maintenance (£300.00).
- White Hill Direct Ltd, Additional Finger Post Sign (£300.00).
- Asda, Heavy Duty Bin Liners (£12).

(3) That Parish Clerk be requested to arrange for the Parish Council's contribution to for the West Way Nature Reserve Project (£5,000) to be paid to Chorley Borough Council once the final cost was known but that this amount should include the future provision and installation of interpretation boards.

(4) That the budget for the Astley Village Community Garden of Reflection be increased from £2,000 to £5,000 subject to Chorley Borough Council agreeing to fund the balance of the Scheme.

(5) That the Parish Clerk be requested to seek permission from Lancashire County Council 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.

(6) That as part of the annual budget setting, (i) the budget for 'Improving Community Engagement and Raising the Profile of the Parish Council' be increased from £1,500 to £5,000 to fund the application process and various attachments to lighting columns along Chancery Road and (ii) the budget for 'Election/By-Election/Polls' be increased from £5,000 to £7,000.

(7) That the additional cost of £160 to maintain the ten planters in the village between May and September (watering, weeding, maintenance and any extra soil required etc.) be approved.

(8) That the proposal to introduce a Community Larder and run support groups in Astley Village by St Vincent de Paul Society Chorley Buddies be welcomed, and the Parish Council would support discussions taking place with Chorley Borough Council to discuss making better use of the small meeting room at the Astley Village Community Centre during the day.

307.08 Statutory Business

(i) Resignation from the Parish Council

The Parish Clerk reported that Mr Matt Frohock had resigned from the Parish Council on 13 October 2022 resulting in two vacancies on the Parish Council. It was reported that the statutory notice had been displayed on the Parish Council notice boards on 25 October 2022 and if ten electors did not call for a by-election by 15 November 2022, the Parish Council could co-opt to the vacancy.

(ii) Co-option to the Parish Council Vacancy

The Parish Clerk reported that there had been one expression of interest.

Members had been provided with details of the applicant and their submissions.

The Parish Clerk reported that for a candidate to be co-opted to the Parish Council, it was necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting. If there was still a vacancy at the end of the election process, the vacancy would be advertised again, and the co-option process repeated until a candidate was successfully co-opted to the Parish Council (or until the vacancy is filled by normal election).

The applicant (Mr Edward Murdoch) was then given the opportunity to make a brief presentation prior to members holding an election to fill the vacancy and confirmed that he fulfilled the qualifications for standing for election.

RESOLVED - The press and public be excluded from the meeting to enable the Parish Council to discuss the merits of candidate which inevitably could include their personal attributes.

It was then:

RESOLVED – (Unanimously) That Mr Edward Murdoch be co-opted on to the Parish Council.

Councillor Edward Murdoch signed the Declaration of Acceptance of Office and joined the meeting.

(iii) 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 7 September 2022.

RESOLVED – That the report be noted.

307.09 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 October 2022.

It was reported that Buckshaw Primary School had approached the Parish Council regarding funding to provide each child a school book bag to carry their books in which would cost £1,210. The school would normally provide the children with a plastic book bag to transport their book home and back to school but these were poor quality and the school were keen to encourage the children to take care of their books.

RESOLVED – (1) That the financial position be noted.

(2) That the Parish Council fund the cost of providing each child at Buckshaw Primary School with a school book bag at a cost of £1,210 and the 'Grant Awards/Local Projects and Groups Budget' be increased from £1,000 to £2,000.

(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 2022 and 31 December 2022 as follows:

Date	Creditor	Description	Total	Vat	Net
04/11/22	Employee 4	Reimbursements (September 2022)	25.75		25.75
04/11/22	Employee 4	Reimbursements (October 2022)	45.35		45.35
01/11/22	Easy Web Sites	Monthly rental	69.60	11.60	58.00
23/11/22	Zoom	Zoom Subscription (Nov 2022)	14.39	2.40	11.99
15/11/22	Employee 2	Salary (Nov 2022)	82.33		82.33
15/11/22	Employee 4	Salary (Nov 2022)	310.20		310.20
15/11/22	HMRC	Tax (Nov 2022)	77.40		77.40
01/12/22	Easy Web Sites	Monthly rental	69.60	11.60	58.00
23/12/22	Zoom	Zoom Subscription (Dec 2022)	14.39	2.40	11.99
15/12/22	Employee 2	Salary (Dec 2022)	82.33		82.33
15/12/22	Employee 4	Salary (Dec 2022)	310.00		310.00
15/12/22	HMRC	Tax (Dec 2022)	77.60		77.60
			1,178.94	28.00	1,150.94

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.

307.10 Newsletter

The Parish Clerk reported that the timetable for producing and distributing the Winter Newsletter was as follows:

- Friday 28 October – Deadline for articles from Parish Councillors.
- Tuesday 1 November – Deadline to send articles to Printers.
- Friday 4 November – Printers send final proof of the newsletter

- Monday 7 November – Final version sent to Printers.
- Wednesday 16 November – Printed newsletters delivered to Parish Clerk.
- Wednesday 23 November – Delivery to residents.

It was reported that the Parish Council Facebook account had now been created to promote events and a draft Protocol for the administration of the account had been prepared. The Facebook account would be administered by Councillors Emma Barraclough and Gillian Sharples.

RESOLVED – (1) That the report be noted.

(2) The Parish Clerk be requested to confirm whether Chancery Fields, Mimosa Close, Clematis Close, Camomlie Close, Columbine Close and Badgers Walk receive a copy of the Parish Newsletter.

(3) That the number of newsletters printed be increased from 1650 to 1700 (1750 if the properties in resolution (2) above are not already included in the distribution).

(4) That Councillor Emma Barraclough be requested to prepare an article in the Winter Newsletter providing details of the new Parish Council Facebook account and the draft Protocol for the administration of the account be circulated to Parish Councillors.

307.11 Christmas Event Planning

The Parish Clerk reported that Parklands High School had confirmed that the band should be ok for Thursday 8 December 2022 to play at the Parish Christmas Carol Singing be held round the Christmas Tree in front of the shops in Astley Village at 7pm

Councillor Barraclough reported that she had arranged the following:

- Knitted and crocheted decorations for display.
- Candy canes be and Christmas colouring sheets be provided.
- Posters be displayed around the village and in the new A-frame display b.
- The event be promoted on the Parish Council Facebook.
- A suggestion/compliment box.
- Colouring sheets and pencils.
- Buckshaw Primary School would be singing Jingle Bells and Away in a Manger.
- Parkland School Band would be playing two Christmas Carols.

The Carol Sheet and new information boards would shortly be printed.

Adlington Electrical Ltd had agreed to put the lights on the Parish Council Christmas tree again this year. They will be put on the tree and tested on Thursday 1 December 2022 and taken down on 6 January 2023.

RESOLVED – (1) That the report be noted.

(2) That the Parish Council fund the cost of providing each child at Buckshaw Primary School with a Christmas selection box (£1.25 each) and the cost be met from the 'Lighting of Christmas Tree/Christmas Event' Budget.

307.12 Environment Reports

It was reported that the walkabout with Places for People (Great Meadow and Buckshaw Close) would take place on Thursday 11 November 2022 at 11.30am (meeting at Buckshaw Hall Close ponds).

307.13 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

A copy of the agenda from the last meeting held on 18 October 2022 had been circulated with the Summons. Councillor John McAndrew reported that he had attended the meeting where an informative presentation had been made by Inspector Mike Moyes from Lancashire Constabulary.

RESOLVED – That the reports be noted.

307.14 Correspondence

Correspondence received had been reported as part of ‘Borough/County Councillor Reports’ (Minute 307.4) and the ‘Parish Clerk Report’ (Minute 307.07).

307.15 Schedule of Meetings 2023/24

RESOLVED - That meetings of the Parish Council take place on the following dates:

- Wednesday 10 May 2023 (Annual Meeting)
- Wednesday 5 July 2023
- Wednesday 6 September 2023
- Wednesday 1 November 2023
- Wednesday 3 January 2024
- Wednesday 6 March 2024 at the rise of the Parish Meeting

307.16 Date of Next Meeting

To note that the next meeting of the Parish Council would take place on Wednesday 4 January 2023 at 7pm.

The meeting concluded at 9.10 pm.

Chair