



## Astley Village Parish Council

3 January 2024 at 6.30pm

Present

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

### **314.01 Apologies for Absence**

Apologies were received from Councillor Matt Lynch.

### **314.02 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.

### **314.03 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 Astley and Buckshaw Junior Football Club**

Mr Darren Marsden, Chairman of Astley and Buckshaw Junior Football Club attended the meeting to discuss the Clubs future activities.

The club had grown in recent years significantly and now had 29 teams from Under 7s to Under 18s and development sessions for 5- and 6-year-olds. In the past 18 months there had been an increase the number of girls teams 5-fold, and a similar increase in the number of female qualified coaches. The popular Wildcats sessions on Mondays provided a pathway for girls of primary school age into the sport and had been a significant factor in their success to grow the female game.

The recent partnership with Chorley Women FC and Astley FC provided pathways into the adult game for their players and allow the club to work together and share best practice ideas. In 2024, the Club would be celebrating its 20th anniversary since being formed and it was hoped to hold a number of events to mark the club's anniversary.

The club supported over 400 local children in playing football each week with the help of over 60 volunteer coaches who provided over 150 hours of their time each and every week. It was their aim to start four new teams each year which cost around £750.

It was reported that Astley & Buckshaw United FC based at the Brookfields site were not associated with Astley and Buckshaw Junior Football Club and the club had no links to the Brookfields site. The Club now played at a number of bases around Chorley including sites at St Michaels High School, in Buckshaw Village and the main base for activities was at the West way Sports Hub. The club had a five-year initial agreement with Chorley leisure who managed the West Way Sports Hub which would be reviewed in September 2025 and the club was concerned at a potential significant increase in the current charges.

Unfortunately, the club had suffered vandalism at the West Way Sports Hub including by horse riders and motorbike riders who had damaged the playing surfaces. The open access points for the West Way site made it easy for motorbikes and horses to gain access and the club would welcome the introduction of picket fences around the pitches.

The Club had the ability to support aspiring coaches with free training and experience through both The FA and the Coerver program. There was a need to recruit more coaches to enable the club to deliver more sessions through local schools to develop their football programs. The club was keen to recruit local people who may be interested gaining football coaching qualifications.

Through the Coerver Partnership, Real Madrid FC would be providing the opportunity for young players to train at the West Way Sports Hub with Real Madrid coaches from the Spanish club. 58 places would be available.

The club was keen to work with local volunteers who may be able to help with pitch setups on match day and post pitch maintenance on Sunday afternoons during the playing season.

RESOLVED – (1) That Mr Marden be thanked for attending the meeting and his informative report.

(2) That Astley and Buckshaw Junior Football Club be invited to write an article for inclusion in the Parish Spring Newsletter which could generate some interest in attracting local volunteers who may be able to help with pitch setups on match day and post pitch maintenance and local people who may be interested gaining football coaching qualifications.

### **314.05 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.

Councillor Adrian Lowe reported that the next estate walkabout with Places for People would take place at 10.30am on 16 January 2024 when the ongoing maintenance issues which had not been resolved since the last walkabout would be raised again.

RESOLVED – That the reports be noted.

### **314.06 Minutes**

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 1 November 2023 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

### **314.07 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. In particular the following issues were discussed:

#### **Christmas Tree Lights**

It was reported that Blackpool Lights do currently dressed Chorley Council's main Christmas Tree in the Town Centre but also used Richard Ryan and City illuminations for other elements of their display. City illuminations had been invited to provide details of the cost of the testing the Christmas lights and dressing the Parish Council Christmas tree annually and a response was expected shortly.

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:

- Tesco Christmas - Selection Boxes and tubs of sweets £101.50.
- Chorley Borough Council - Room Hire (Community Centre) £5.00.
- Cartridge People - Printer Cartridges £148.23.
- Tesco Christmas - Refreshments £76.10.
- Morisons - Christmas Refreshments £9.20
- Printwise - Christmas Printing £100.00.
- Printwise - Winter Newsletter 2023 £640
- Buckshaw (ROF) Scouts - Delivery of Winter Newsletter £81.25
- Chorley Borough Council - Room Hire (Community Centre) £36.80
- Hartwood Maintenance - Maintenance of Planters £190.20
- Tesco Christmas - Selection Boxes £250.00.
- Poppy signs Christmas Banner £223.01.

- (3) That The Parish Clerk, in consultation with the Chair be authorised to agree the cost and arrangements for the testing the Christmas lights and dressing the Parish Council Christmas tree annually subject to the cost not exceeding £300.

### 314.08 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 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 1 November 2023.

RESOLVED – That the report be noted.

### 314.09 Financial Matters

#### (i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 15 December 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 January 2024 and 29 February 2024 as follows:

#### **PAYMENTS TO BE APPROVED**

Date	Creditor	Description	Total	Vat	Net
05/01/24	Employee 4	Reimbursements (November 2023)	100.10		100.10
05/01/24	Employee 4	Reimbursements (December 2023)	63.96		63.96
01/01/24	Easy Web Sites	Monthly rental	72.60	12.10	60.50
23/01/24	Zoom	Zoom Subscription (January 2024)	15.59	2.60	12.99
15/01/24	Employee 4	Salary (January 2024)	360.60		360.60

15/01/24	HMRC	Tax (January 2024)	90.00		90.00
01/02/24	Easy Web Sites	Monthly rental	72.60	12.10	60.50
23/02/24	Zoom	Zoom Subscription (February 2024)	15.59	2.60	12.99
13/02/24	Employee 4	Salary (February 2024)	360.60		360.60
13/02/24	HMRC	Tax (February 2024)	90.00		90.00
			<b>1,241.64</b>	<b>29.40</b>	<b>1,212.24</b>

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 the Parish Council should sponsor the match kit of one of the Astley and Buckshaw Junior Football Club junior teams up to a cost of £500 from the “Improving Community Engagement and Raising the Profile of the Parish Council” budget (03-14).

(iv) To consider a report of the Responsible Financial Officer proposing the 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 2024/25.

It was reported that the 2024/25 Tax Base approved by Chorley Borough Council for Astley Village was 926.59 (1,421 properties).

The Village Development Plan Working Group had met on Thursday 7 December 2023 and made recommendations in relation to the Village Development Plan and make recommendations in respect of the Budget for 2024/25. The Personnel Committee met on Wednesday 8 November 2023 and made recommendations in respect of the Budget for 2024/25. These recommendations were detailed in the report.

RESOLVED (Unanimously) – (1) That the Astley Village Parish Precept for 2024/25 be set at £24,266 (Parish Yield: £20,388 and Parish Top-up Grant: £3,877) with the Band D amount being £22 (the same as 2023/24).

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

(3) That the following 2024/25 budget be approved:

Budget Heading		Budget Sub-Heading	Total Budget (£)
<b>01 - ADMINISTRATION</b>	01-1	Room Hire/ Zoom Subscription*	300.00
	01-2	Office/Sundry (including new Laptop)	1,500.00
	01-3	Insurance*	500.00
	01-4	Auditors/Accounts*	400.00
	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
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications*	1,900.00
	02-2	Village Caretaker	-
	02-3	Councillor Training	500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	03-1	Lighting of Christmas Tree/Christmas Event	800.00
	03-2	Village Improvements (including additional Seating)	5,000.00
	03-3	Improve Village Centre & Enhance Village Green	500.00
	03-4	Planter Scheme (including maintenance)	790.00
	03-5	Tree Planting and Maintenance	500.00
	03-6	Wildflower Meadows/Corridors	500.00
	03-7	West Way Nature Reserve maintenance/future improvements	500.00
	03-8	Astley Village Community Garden of Reflection	2,000.00
	03-9	Increase public safety and security at the Chancery Road underpass, bridge railings and its access and egress in conjunction with Chorley Borough Council, Lancashire County Council and the Lancashire Police Crime Commissioner.	10,000.00
	03-10	Refurbishment of existing Gateway Signs	500.00
	03-11	Road Safety (Maintenance of SPIDs)	500.00
	03-12	Grant - Astley Hall (Restoration of Picture)	-
	03-13	Paths to provide access from Great Meadow to the play area at West Way Sports Hub	15,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council (including updating the Village map board)	5,000.00
<b>04 - GENERAL RESERVE</b>	04	General Reserve	20,000.00
Balance Carried Forward from 2023/24	59,092.69		
<b>TOTALS</b>			<b>83,940.00</b>

(4) That County Councillor Aidy Riggott be requested to advise on the criteria for the introduction of traffic calming measures to be introduced on Chancery Road and a “mirror” at the junction of Wymundsley/ Chancery Road.

(v) To review the Review Asset Register

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

RESOLVED – That the Asset Register be approved.

(vi) To appoint Internal Auditor for the 2023/24 Accounts.

RESOLVED – That Ms Susan Edwards be appointed as Internal Auditor in respect of the 2023/24 Accounts at a cost not exceeding £100.

(vii) To consider Neighbourhood Priorities 2024/25

The Parish Council were invited to consider whether to submit a proposal for consideration as a Neighbourhood Priority Project for 2024/25.

The Village Development Working Group had considered proposals which could be submitted in respect of Neighbourhood Priorities 2024/25 and recommend that the Parish Council that the £10,000 previously identified to increase community use of the Astley Village Community Centre be reallocated to this project proposal to increase public safety and security by enhancing the Astley Village, Chancery Road underpass, bridge railings and its access and egress.

It was suggested that in addition to funding as a Neighbourhood Priorities Project, potential funding could be available from Lancashire County Council and the Lancashire Police Crime Commissioner.

RESOLVED – (1) That a Neighbourhood Priorities Project, proposal to provide path access from Great Meadow to the play area at West Way Sports Hub be submitted in respect of Neighbourhood Priorities 2024/25.

(2) That a proposal to increase public safety and security by enhancing the Astley Village, Chancery Road underpass, bridge railings and its access and egress be progressed by the Village Development Working Group.

(viii) To consider an application to the Parish Council Grant Scheme from Chorley and South Ribble Shopmobility.

The Parish Council considered an application to the Parish Council Grant Scheme received from Chorley and South Ribble Shopmobility (copies of which had been circulated). The grant was requested to help with the replacement of electric scooters and manual wheelchairs now nearing the end of their economic life to enable residents to access all town centre facilities. The cost of the replacement of wheelchairs was £250 and electric scooters was £2,000.

The Parish Council also considered to sponsoring one place for the training day with Real Madrid CF referred to earlier in the meeting (see minute 314.04 “Astley and Buckshaw Junior Football Club”)

RESOLVED – (1) That a grant of £500 be made to Chorley and South Ribble Shopmobility to purchase two manual wheelchairs and the Parish Clerk be requested to explore whether the wheelchairs could include an acknowledgement that they had been funded by the Parish Council.

(2) That a grant of £99 be made to Astley and Buckshaw Junior Football Club to sponsor one place for the training day with Real Madrid CF and the Parish Council consider the criteria for deciding how the place will be allocated to a young person living within the Astley Village Parish boundary at the next meeting.

### **314.10 Spring Newsletter 2024**

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

- Annual Report (Councillor Gillian Sharples).
- Christmas Event 2023 (Councillor Ian Thomas).
- Chorley Flower Show 2024 (Councillor Emma Barraclough).
- Monthly Litter Picks (Councillor Keith Ashton).
- Astley and Buckshaw Junior Football Club (Darren Marden).
- The History of Buckshaw Primary School (Councillor John McAndrew).
- Update on the Village Development Plan (Councillor Chris Sheldon).
- Walks around the Village (Councillor Keith Ashton).
- Update on the Astley Village Garden of Reflection (Councillor Ian Thomas).

RESOLVED (1) That the following timetable for the production of the Spring edition of the Parish Council Newsletter be agreed:

- Parish Councillors email the Parish Clerk with suggested articles for inclusion in the Spring Newsletter by Wednesday 6 March 2024 and those articles be submitted to by Sunday 7 April 2024.
- All articles be sent to the Printers by Monday 15 April 2024
- Deadline for Councillors to comment on the proof – Wednesday 8 May 2024.
- Newsletter delivered from Thursday 23 May 2024.

(2) That Parish Councillors be requested to suggest potential articles to the Parish Clerk in advance of the next Parish Council Meeting on 6 March 2024.

### **314.11 Christmas Event 2023**

The Parish Christmas reviewed the Carol Singing Event which had been held on Friday 8 December 2023 and attended by approximately 40 people. Refreshments had been served following the event in the Community Centre.

RESOLVED – (1) That the 2024 Christmas event be held on Friday 6 December 2024 at 6.30 pm following the same format as the 2023 event.

(2) That the Parish Clerk be requested to book the Community Centre from 4:30 pm to 8:30 pm.



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

### Chorley Liaison

The Chair reported that the next Meeting would be held on 24 January 2024 at 6.30pm

### Neighbourhood Area Meeting (NW Parishes and Chorley North)

The Chair reported that the next Meeting will be held on 15 February 2024 at 6.30pm.

RESOLVED – That the report be noted.

## **314.14 Minutes of the Personnel Committee**

RESOLVED - The minutes of the Personnel Committee held on Wednesday 8 November 2023 (copies of which had been circulated) be noted.

## **314.15 Correspondence**

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 314.07).

## **314.16 Date of Next Meeting**

To note that the next meeting of the Parish Council will take place on Wednesday 6 March 2024 at the rise of the Parish Meeting.

The meeting concluded at 8.25 pm.

Chair