



Astley Village Parish Council

3 March 2021 at 7.05pm

Present

Councillor Laura Lennox (Chair) (in the Chair); Councillors Arnold Almond, Keith Ashton, Chris Lennox, Matt Lynch, John McAndrew, Anne Pryce, Gillian Sharples and Chris Sheldon.

297.01 Apologies for Absence

Apologies were received from Councillor Rod Fraser.

297.02 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.

No declarations were made.

297.03 Public Engagement

At 7.06 pm it was:

RESOLVED - That Standing Order 70 be suspended, and the meeting be adjourned to allow members of the public to address the meeting.

Councillor Matt Lynch (Chorley Borough Council) attended the meeting and reported that:

- A budget of £80,000 had been allocated by Chorley Borough Council for the play area at the West Way Sports Hub and associated development.
- Training on suicide prevention was available to be delivered in Astley Village.
- It appeared that the Parish Council had not sought the permission of the landowner prior to the planting of five trees on the Village Green in front of the shops/flats.

Councillor Aidy Riggott (Lancashire County Council) attended the meeting and explained that this was the last meeting prior to the County Council elections on 6 May 2021. He stated that he believed there had been a positive working relationship between himself and the Parish Council over the past four years with a number of notable successes.

At 7.16 pm the meeting resumed.

297.04 Minutes

RESOLVED - That the minutes of the meeting of the Parish Council held on Wednesday 6 January 2021 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

297.05 Parish Clerk Report

The Parish Clerk reported that an application had been made for a Business Debit Card and for Councillor Keith Ashton to be added to the signatories on the Barclays bank accounts.

297.06 Statutory Business

(i) Co-option to the Parish Council Vacancy

One application had been received and had been circulated to Parish Councillors.

It was confirmed that Mr Lynch fulfilled the qualifications for standing for election.

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

Councillor Matt Lynch signed the Declaration of Acceptance of Office and joined the meeting.

(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:

A Single storey rear extension (following demolition of existing conservatory) at 47 Judeland Astley Village Chorley PR7 1XJ (Reference: 21/00135/FULHH). The deadline for any representations was 2 March 2021.

RESOLVED – That the planning application referred to in the report be noted.

297.07 Report of the Village Development Working Group

A joint report (copies of which had been circulated of the Working Group and Parish Clerk was submitted, updating the Parish Council in relation to the work undertaken by the Working Group to progress initiatives included in the Two-Year Parish Development Plan.

Mr Simon Forster, Open Space Strategy Officer at Chorley Council attended the meeting to provide an update on the West Way Sports Hub and associated development and discuss the proposed play area.

The Chair of the Working Group (Councillor Chris Sheldon) reported Chorley Borough Council had extended the Wildflower Meadow Programme with the preparatory work commencing around the 17 March 2021 (weather depending) to include:

- Chancery Road junction with the Farthings
- West Way – two metre strip along the east side of West Way
- Chancery Road – the junction at The Farthings through to Long Croft Meadow – one metre strip where appropriate.
- The entrance to Hallgate
- The junction of Long Croft Meadow.

The Parish Council discussed the trees which had been planted adjacent to the knee rail on Chancery Road on the Village Green.

RESOLVED (1) That the budget for play equipment be increased from £20,000 to £30,000 and a further £5,000 be allocated to provide footpaths.

(2) That the option to pursue a 'typical' play area, similar to the one installed at Harpers Lane Recreation Ground be supported.

(3) That Councillors Keith Ashton and Matt Lynch be nominated to represent the Parish Council on the Tendering Evaluation Panel.

(4) That a site visit be arranged between the Chair of the Parish Council and Mr Forster to discuss the proposed extension of the footpath.

(5) That the budget for the Wildflower Meadow initiative should remain at £500 and the Wildflower Meadow Programme undertaken by Chorley Borough Council be noted.

(6) To consider additional areas which could be included in next year's schedule at the Parish Council Meeting in September 2021.

(7) That the following Councillors be allocated responsibility for the planters as indicated:

- Village Plan Notice Board near Buckshaw Primary School – Councillor Keith Ashton.
- Millennium Notice Board at the junction of Chancery Road and Hallgate – Councillor Chris Sheldon.
- Opposite Broadfields – Councillor Keith Ashton.

(8) That the Parish Clerk be requested to write to Derian House Children's Hospice inviting them to take responsibility for the planter in front of the pond.

(9) That the Parish Clerk be requested to write to APA Blackpool Ltd, (Mr Fazaz Latif), inviting him to meet with the Parish Council to discuss the proposals to improve the Village Centre which included the planting of trees.

(10) That Mr Forster be thanked for attending the meeting.

297.08 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 28 February 2021.

Barclays

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

(2) That the Head Teacher be requested to provide an update regarding the grant of £500 made to Buckshaw Primary School at the Annual Parish Council Meeting on 5 May 2021.

(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 2021 and 30 April 2021 as follows:

Date	Creditor	Description	Cheque No	Total	Vat	Net
15/03/21	Employee 4	Reimbursements (January 2021)	EB	53.76	2.40	51.36
15/03/21	Employee 4	Reimbursements (February 2021)	EB	61.48	5.73	55.75
01/03/21	Easy Web Sites	Monthly rental	DD	49.20	8.20	41.00
15/03/21	Employee 2	Salary (March 2021)	EB	75.57		75.57
15/03/21	Employee 4	Salary & Backpay (March 2021)	EB	588.82		588.82
15/03/21	HMRC	Tax & NI Contribution (March 2021)	EB	147.75		147.75
01/04/21	Easy Web Sites	Monthly rental	DD	49.20	8.20	41.00
15/04/21	Employee 2	Salary (April 2021)	EB	77.22		77.22
15/04/21	Employee 4	Salary (April 2021)	EB	304.70		304.70
15/04/21	HMRC	Tax (April 2021)	EB	76.00		76.00
				1,483.70	24.53	1,459.17

RESOLVED – (1) That approval be given to the payments as detailed above.

(2) That the Parish Clerk be authorised to pay the invoice (£2,491.80) to Everglades Nurseries Ltd for the planting of 30 trees between Long Copse and Long Croft Meadow, including on the Green opposite the shops and on the Green opposite Hallgate, close to the entrance of Buckshaw Primary School.

(ii) 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.

297.09 Report of the Working Group to consider Signage in the Village

A joint report (copies of which had been circulated) was submitted, updating the Parish Council in relation to the work undertaken by the Working Group. The Working Group had made proposals for:

- The design of the gateway signs
- The possibility of renovating the existing gateway signs using the existing structure.
- The necessary permissions required to locate the gateway signs and fingerpost signs.
- Obtaining costings/quotes for the gateway and fingerpost signs.
- The location of the fingerpost signs.

- The renovation of the Chancery Road Bus Shelters.
- Replacing the Millennium noticeboard at the junction of Chancery Road and Hallgate using the existing supporting structure.

RESOLVED – (1) That the locations of the three proposed fingerpost signs be agreed as follows:

- Chancery Road to Dog Trap Wood (adjacent to the bus shelter).
- Chancery Road (near the subway) to the new West Way Sports Hub (on the shop side at the corner of Ravensthorpe).
- Judeland Wood to Astley Park.

(2) That the fingerpost signs should indicate that the routes are for pedestrians only.

(3) That the Working Party be requested to advance the proposals in the report and that the Parish Clerk be authorised to approve any works/purchases within the budgets set out in the report and the overall budgets below:

- Gateway Signs - £1,500 (excluding VAT).
- Fingerpost Signs - £1,400 (excluding VAT).
- The Renovation of the Chancery Road Bus Shelters - £1,500 (excluding VAT).
- Millennium Notice Board - £1,000 (excluding VAT).

297.10 Proposed Change to Standing Orders – Urgent Business

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider a proposed change to the Parish Council's Standing Orders in relation to Urgent Business.

RESOLVED – That the following change to the Parish Council's Standing Orders be approved:

“16.1 A motion to vary the order of business on the grounds of urgency (i) may be proposed by the Chair or by any member and, if proposed by the Chair may be put to the vote without being seconded; and (ii) shall be put to the vote without discussion.

16.2 Where a decision is required to be taken on grounds of urgency, the Parish Clerk in consultation with the Chair will be authorised to take that decision on behalf of the Parish Council with the exception of any financial support to an individual or organisation.

The ruling of the Parish Clerk in consultation with the Chair in determining whether a decision is ‘urgent’, shall be final.

Where practical, the Parish Clerk will, prior to agreeing the decision in consultation with the Chair, seek the views of all members of the Parish Council by any media considered appropriate and take into account the consensus view of the majority of members of the Parish Council.

The Parish Clerk will report all decisions taken under this Standing Order to the next ordinary Parish Council meeting for information.”

297.11 Scheme of Delegation and Financial Regulations

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider a proposed Scheme of Delegation which enabled the Parish Clerk and Committees of the Parish Council to act to avoid any undue delays in decisions being taken. The report also recommended changes to the Financial Regulations to address the need to obtain three quotations or estimates for orders for works, goods and services.

RESOLVED – That the report be deferred until the Annual Parish Council Meeting on 5 May 2021 and that Parish Councillors be requested to forward their comments on the proposals to the Parish Clerk by 31 March 2021.

297.12 Procedure for Conducting Co-options onto the Parish Council

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider the co-option process. This report provided some guidance and suggestions for the Parish Council to consider.

RESOLVED – (1) That the Parish Clerk be requested to amend Appendix D (Co-option Application Form) to remove the ‘Skills Audit’ section and circulate the revised version to Parish Councillors for comments.

(2) That the Parish Clerk be requested to confirm with the Electoral Commission that citizens of a European Union country meet the qualification criteria to stand for election as a Parish Councillor.

(3) That Parish Councillors be provided with copies of the ‘Co-option Information Pack’.

297.13 Guidance on the Publication of Councillors/Co-opted members Personal Details

The Parish Clerk submitted a report (copies of which had been circulated) To provide guidance on the publication of Parish Councillors personal details, the Register of Members Interests, Declarations of Interests and Code of Conduct.

RESOLVED – That the report be noted.

297.14 Newsletter

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

- Councillor Resignations/Appointments – New Councillors to introduce themselves.
- An update on the restoration of Astley Hall – Councillor John McAndrew.
- West Way Sports Hub and associated Development – Mr Simon Forster (Chorley Borough Council).
- Tree Planting Scheme – Councillor Arnold Almond.
- An update from the Village Development Working Group – Councillor Chris Sheldon.
- An update from the Working Group to consider Signage in the Village – Councillor Arnold Almond.
- An update on Astley Park – Councillor John McAndrew.
- The history of the Parish/Village – Councillor Keith Ashton.

RESOLVED – That the Parish Clerk be requested to circulate details of the suggested articles for inclusion in the Summer Newsletter by 31 March 2021 and

Parish Councillors be requested to submit the article(s) allocated to them to the Parish Clerk by Friday 30 April 2021.

297.15 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).

RESOLVED – That no further changes be made to the Policy and Document List.

297.16 Annual Report of the Parish Council 2020/21

The Chair submitted the Annual Report 2020/21 which had been presented to the Annual Parish Meeting earlier in the evening.

RESOLVED - That the Annual Report be noted.

297. 17 Environment Reports

No issues were raised.

297.18 Reports from Parish Council representatives on Other Bodies

The following confirmed that there were no updates to report:

- Neighbourhood Working Group – Councillor Rod Fraser.
- Friends of Astley Park – Councillor John McAndrew

Chorley Liaison

Councillor Laura Lennox reported that a meeting had taken place on 19 January 2021 attended by herself and the Parish Clerk.

297.19 Correspondence

The Parish Clerk reported that he had received a letter from the Bowland Pennine Mountain Rescue Team requesting financial support towards replacing vital equipment.

RESOLVED – That in accordance with the Grant Scheme Criteria which stated that the Scheme was primarily designed to assist voluntary, village community-based projects and groups, no grant be made.

297.20 Minutes of the Personnel Committee – 19 January 2021

The Parish Clerk reported that he had written to The Brothers of Charity regarding the Village Caretakers ability to undertake his duties from 29 March 2021.

RESOLVED – That the minutes of the Personnel Committee held on 19 January 2021 (copies of which had been circulated) be noted.

297.21 Date of Next Meeting

To note that the next meeting of the Parish Council would take place on Wednesday 5 May 2021 at the rise of the Parish Meeting.

The meeting concluded at 9.40pm.

Chair