



Astley Village Parish Council

3 November 2021 at 7.00pm

Present

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

301.01 Apologies for Absence

No apologies were received.

301.02 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 Matt Lynch declared a Personal Interest as a Non-Executive Director of Jigsaw Homes Group Ltd

301.03 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 Ms Barraclough fulfilled the qualifications for standing for election.

RESOLVED – (1) (Unanimously) - That Ms Emma Barraclough be co-opted on to the Parish Council.

Councillor Emma Barraclough signed the Declaration of Acceptance of Office and joined the meeting.

(2) The Parish Clerk be requested to extend the deadline for expressions of interest in relation to the current vacancy to Monday 20 December 2021.

(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:

- The erection of a first-floor side extension over existing double garage and the erection of a single storey rear extension including two roof lanterns following demolition of existing conservatory at 75 Wymundsley, Astley Village, Chorley, PR7 1US (Reference: 21/01099/FULHH). The deadline for any representations was 10 October 2021

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

301.04 Public Engagement

At 7.05 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.

A report was provided from the Chorley North and Astley Ward Borough Councillors. Councillor Alistair Morwood attended the meeting. He reported that following a report from the Parish Clerk, Streetscene had tidied up the illegal fly tipping at the rear of the shops at Astley Village and an investigation was ongoing. In addition, the new low level lighting was currently being installed in Astley Park.

Concern was expressed regarding access by residents to the West Way Sports Hub as the main gates were locked during the day and the difficulty residents and groups had experienced in trying to book the facilities. Reassurance was sought that residents would be able to access the new play facility when completed. Councillor Alistair Morwood agreed to investigate the concerns raised.

Councillor Aidy Riggott (Lancashire County Council) attended the meeting and provided an update in relation to the activities of Lancashire County Council affecting Astley Village. He reported that a number of ash and horse chestnut trees would be removed along Chancery Road and The Farthings due to disease and the Parish Council were asked to consider if they had a preference as to what species should replace them. Resurfacing works were taking place on Great Meadow and it was suggested that the road surface on Long Croft Meadow also needed attention. Funding was available from Lancashire County Council to support facilities for young people and Councillor Riggott offered to provide details for inclusion in the Parish Council Newsletter.

It was hoped that Parish Councillors would be able to attend the Parish and Town Council Conference on Saturday 13 November 2021, 'Working Better Together' organised by Lancashire County Council.

At 7.32 pm the meeting resumed.

301.05 Minutes

RESOLVED - That the minutes of the meeting of the Parish Council held on Wednesday 8 September 2021 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

301.06 Parish Clerk Report

The Parish Clerk reported on the following:

- The Parish Clerk had contacted 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. A response had been received stating that once Chorley Borough was in the early planning stages of Chorley Flower Show 2022 and would be in touch with further details.
- Information had been received from Royal British Legion Industries about this year's upcoming National Remembrance inviting the Parish Council to consider purchasing a 'Tommy'; which had become a nationally recognised symbol of Remembrance and military support. Parish Council had been consulted on the proposal.
- A draft licence had been received from Chorley Borough Council confirming the terms previously agreed and approved for the two fingerpost signs to be placed on Chorley Borough Council land and seeking clarification of the location of the third fingerpost sign which was originally intended to be placed on adopted highway.
- Information had been received from the Chorley Hedgehog Rescue including posters which had been displayed on the Parish Council Notice Boards. A short article would also be included in the Parish Council Winter Newsletter.
- A resident had written to the Parish Council making unhappy at the state of the grass verge east side Chancery Road.
- A resident had written to the Parish Council to report that bollard on the corner of Edgefield had been seriously damaged and this had been reported to Lancashire County Council and had now been removed.
- Parish Councillors had been invited to attend the Parish and Town Council Conference on Saturday 13 November 2021, 'Working Better Together' organised by Lancashire County Council.
- A resident had written to the Parish Council regarding the maintenance of trees, hedges, pathways grass verges etc.
- Chorley Borough Council had received £17,080.00, Section 106 monies from the planning permission granted for the Strawberry Fields site, and it had been confirmed that once a detailed plan had been developed for the Foxcote play the Parish Council would be consulted on any proposals.
- Streetscene at Chorley Borough Council had responded quickly to tidy up the rubbish/fly tipping at the rear of the shops at Astley Village.
- Parish Councillors had been invited to take part in the Chorley Civic Remembrance Sunday commemorations.

- A list of sites agreed by Councillor Adrian Lowe (Chorley Borough Council) as part of the Wildflower & Meadows Project on Chancery Road which appeared to cover the sites agreed/requested by the Parish Council. The Parish Council was reminded that that the Parish Council had previously agreed to consider introducing a two metre Mini Meadows of Wildflowers or Wildlife Corridor along the footpath between Chancery Road and Derian House.
- The Parish Clerk, in consultation with the Chair of the Parish Council had completed the Lancashire County Council Parish and Town Councils Survey 2021, seeking views to help deliver and improve services to Parish Councils.
- The tree works requested by the Parish Council, including the pruning required on the trees on Chancery obscuring the sight line to the pedestrian crossing, travelling from the Euxton Lane roundabout had been completed by Lancashire County Council.
- A resident had contacted the Parish Council regarding traffic on Deerfold.
- Coping stones had been removed from the planters and Adlington Dry Stone Walling had been requested to carry out the repairs.
- Chorley Borough Council had provided an update regarding the play area at the West Way Sports Hub including details of the proposed consultation with the local schools/residents during September and October 2021. It had been suggested that drop-in consultation session be held from the social room at West Way for local parents/kids to put their ideas across and presenting the proposed ideas to pupils at Buckshaw Primary School and potentially Oliver House School.
- Chorley Borough Council had been requested to consider financial assistance to meet the additional costs incurred by the Parish Council in holding virtual meetings during the Covid-19 pandemic.

The Parish Clerk reminded the Parish Council that at the Parish Council Meeting on 7 July 2021 it had been agreed that consideration be given to further sites where trees could be planted in the village including the new West Way Sports Hub be considered at a future meeting of the Parish Council.

RESOLVED – (1) That the report be noted.

(2) That the expenditure approved by the Parish Clerk, room hire, Astley Village Community Centre (£41.40), livedrive (Cloud storage) (£25), a new jacket for the Village Caretaker (£63), the annual cost of cleaning the parish noticeboards (£40) and External Audit by PKF Littlejohn LLP (£240) in accordance with Standing Order 16.2 be noted.

(3) That instead of purchasing a ‘Tommy’ as a symbol of Remembrance and military support. The Parish Council consider the commissioning of artwork near the subway and this be considered by the Village Development Working Group.

(4) That the Parish Council should purchase a poppy wreath on behalf of Astley Parish which could be laid at the war memorial in Astley Park on Remembrance Sunday.

(5) That a fingerpost sign should not be located near Damhead Wood due to the condition of the footpath but permission for the third fingerpost sign be sought at the junction of Derian House and Chancery Road directing pedestrians to the village centre.

(6) That the Parish Clerk be requested to write to Chorley Borough Council enquiring when the lease to Astley and Buckshaw Junior FC for the Derian Pitches was due for renewal and seeking an assurance that the Parish Council would be consulted as part of the renewal process.

(7) That further sites where trees (including fruit trees) could be planted in the village including the new West Way Sports Hub be considered at a future meeting of the Parish Council be considered by the Village Development Working Group prior to the next meeting.

(8) That Chorley Borough Council be requested to consider introducing a two metre Mini Meadows of Wildflowers or Wildlife Corridor along the footpath between Chancery Road and Derian House.

301.07 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 2021.

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 2021 and 31 December 2021 as follows:

Date	Creditor	Description	Cheque No	Total	Vat	Net
09/11/21	Employee 4	Reimbursements (September 2021)	EB	41.50		41.50
09/11/21	Employee 4	Reimbursements (October 2021)	EB	43.30		43.30
01/11/21	Easy Web Sites	Monthly rental	DD	58.80	9.80	49.00
23/11/21	Zoom	Zoom Subscription (November 2021)	EB	14.39	2.40	11.99
15/11/21	Employee 2	Salary (November 2021)	EB	77.22		77.22
15/11/21	Employee 4	Salary (November 2021)	EB	304.50		304.50
15/11/21	HMRC	Tax (November 2021)	EB	76.20		76.20
01/12/21	Easy Web Sites	Monthly rental	DD	58.80	9.80	49.00
23/12/21	Zoom	Zoom Subscription (December 2021)	EB	14.39	2.40	11.99
15/12/21	Employee 2	Salary (December 2021)	EB	77.22		77.22
15/12/21	Employee 4	Salary (December 2021)	EB	304.50		304.50
15/12/21	HMRC	Tax (December 2021)	EB	76.20		76.20
				1,147.02	24.40	1,122.62

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 Parish Councillors be requested to submit and budget proposals for consideration as part of setting the budget and Precept for 2022/23 to the Parish Clerk no later than Friday 17 December 2021.

301.8 Draft Protocol for Public Participation

The Parish Clerk invited the Parish Council to consider a draft Protocol (copies of which had been circulated) setting out the procedural rules governing public participation at Parish Council meetings.

RESOLVED – (1) That the Protocol be adopted.

(2) That ‘Public Engagement’ should be part of the normal business of the Parish Council.

(3) That immediately after ‘Public Engagement’, the Parish Clerk be requested to include an item “Borough/County Councillor Reports” as a standard item on the Parish Council Summons and the Borough Councillors and County Councillor be requested to submit a written report in advance of the meeting and circulated with the Summons and reports for the meeting.

301.9 Review of GRDP Arrangements

The Parish Clerk & Responsible Financial Officer submitted the following documents (copies of which had been circulated) for the Parish Council to review:

- (i) Contact Privacy Policy.
- (ii) Document Retention Policy.
- (iii) Assessment of Personal Data held by Parish Council (September 2021).
- (iv) Draft GDPR Risk Assessment.

RESOLVED – The documents be amended as follows:

- a) In the Contact Privacy Notice where reference is made to “Data Information Officer” it should be changed to “Data Protection Officer (DPO)”.
- b) That the Parish Clerk be appointed Data Protection Officer.
- c) The sentence in the fourth paragraph of the Contract Privacy Notice be amended from “Children We will not process any data relating to a child (under 18) without

the express parental/ guardian consent of the child concerned. Contact the Data Information Officer for the following:" to:

"We will not process any data relating to a child (under 18) without the express consent of the parent/guardian of the child concerned."

- d) The email signature on all Parish Council emails should include a link to the Contact Privacy Notice on the Parish Council website.
- e) All personal information should be redacted before circulation.
- f) Parish Councillors be recommended to only access emails on devices with suitable up-to-date anti-virus software installed on them.
- g) That the risk level be classed as "Low" in the GDPR Risk Assessment and under "Website security", the wording be amended to read "Ensure that you have the written consent of the individual including parental consent if the subject is **18** or under)".
- h) Parish Councillors should not record private meetings or where the press and public have been excluded from a meeting.
- i) That all correspondence received from residents by the Parish Clerk be considered by the Parish Council under the item "Correspondence" and residents be made aware that there may be a delay in responding to them.

301.10 Facilities for Young People living in Astley Village

The Parish Clerk reminded the Parish Council that at the last meeting on 8 September 2021, it was agreed to include this item on the Summons for this Council Meeting.

Councillor John McAndrew reported that he had posted a request on the Astley Village Mums and Dads site on Facebook asking residents for information regarding facilities for young people living in Astley Village There had been over 80 responses and some very interesting ideas which he had circulated to Parish Councillors. In addition, an article would be included in the Winter Newsletter.

RESOLVED – That the report be noted.

301.11 The implications of potential HMOs in the Parish

The Parish Clerk reminded the Parish Council that at the last meeting on 8 September 2021, it was agreed to include this item on the Summons for this Council Meeting.

RESOLVED – That the item be deferred until the next meeting of the Parish Council on 5 January 2022.

300.12 Newsletter

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

- Introduction from Councillor Susan Crook. (Councillor Susan Crook).
- Chair's report (Councillor Arnold Almond).
- Ask residents to share their experiences of 'How Astley Village had changed over the last 20 years'. (Councillor Keith Ashton).
- Mini Meadows of Wildflowers & Wildlife Corridors Project on Chancery Road (Councillor Chris Sheldon).
- Facilities for Young People living in Astley Village (Councillor John McAndrew)
- Details of the Christmas event and Christmas Tree lights switch-on (Parish Clerk).
- An article raising awareness of hedgehogs in the area (Borough Councillor Jean Sherwood).
- Details of how to report issues to Lancashire County Council. (County Councillor Aidy Riggott)
- The official opening of the West Way Sports Hub (Chorley Borough Council).
- The G7 Speaker's conference at Astley Hall on 17-19 September 2021. (Councillor Arnold Almond).

The Clerk reported that everything would be sent to the printers by Friday 5 November with a first draft being provided by 5pm on Tuesday 9 November so it can be signed off and be printed on Friday 12 November and delivered by Friday 26 November at the latest.

RESOLVED – (1) That the report be noted.

(2) That the number of newsletters printed be increased from 1600 to 1650.

301.13 Christmas Event Planning

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider the proposed arrangements for this year's Christmas event and Christmas Tree lights switch-on.

RESOLVED – (1) That the Christmas Carol Singing be held round the Christmas Tree in front of the shops on Wednesday 15 December 2021 at 7pm.

(2) The winners of the competition to design a poster to promote the event organised by Buckshaw Primary School, (one from KS1 (Infants) and one from KS2 (juniors) be presented with a book voucher.

(3) The electricians be requested to put the lights on the tree and test them on Wednesday 1 December 2021.

(4) Invitations to attend the event be sent to all residents via the Winter Newsletter/posters in the Parish Council Noticeboards and the Chair be requested to write to Ravensthorpe, and the local Wards/County Councillors inviting them to attend.

(5) That the following expenditure be approved:

- Adlington Electrical Ltd, Christmas Tree Lights - £240.
- Book vouchers for winners of the poster competition - £20.

(6) That the Parish Clerk be requested to book the Community Centre on Thursday 8 December 2022 from 6 – 9pm for the 2022 Christmas Event.

301.14 Environment Reports

It was reported that at the Parish Council Meeting on 7 July 2021 it had been agreed that Places for People be approached suggesting the possibility of a joint approach to the maintenance of the planters throughout the village.

RESOLVED – That the Parish Clerk be requested to invite Hartwood Maintenance to carry out the weeding/tidying and watering of the flower beds in May 2022 at a cost of £280 to allow for additional plants to be purchased (previously £230).

301.15 Reports from Parish Council representatives on Other Bodies

No update was provided in relation to the Neighbourhood Working Group.

Chorley Liaison

Councillor Arnold Almond reported that he and the Parish Clerk had attended a meeting of the Chorley Liaison on Wednesday 20 October 2021,

Friends of Astley Park

Councillor John McAndrew reported the Friends of Astley Park were carrying out an extensive planting programme around the fountain.

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 Wednesday 29 September 2021.

The Chair reported that the Parish Council had not submitted any proposals to the Neighbourhood Area Meetings (Chorley Town North) on Wednesday 29 September 2021 as the Parish Council had not discussed or prepared any submission.

The Parish Council expressed its disappointment that the Chorley North and Astley Ward Borough Councillors had not submitted a proposal that would benefit the residents of Astley Village.

It was suggested that the Parish Council could submit a proposal to the next Neighbourhood Area Meeting in January 2022. The total budget for 2021/22 was £8,000 and that they are looking for four projects, per group.

RESOLVED – (1) That the reports be noted.

(2) That the Chair of the Parish Council be requested to write to the Chorley North and Astley Ward Borough Councillors expressing this Parish Council's disappointment that a proposal that would benefit the residents of Astley Village was not presented at the last meeting of the Neighbourhood Area Meeting.

(3) That the Parish Council would welcome the opportunity to work with the Chorley North and Astley Ward Borough Councillors in preparing a proposal for funding in future years.

301.16 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 301.06).

301.18 Matters for information

Concern was expressed regarding the landscaping and grounds maintenance service being provided by Places for People due to the lack of resources being made available to maintain the area.

RESOLVED – That the Parish Clerk be requested to write to Councillor Peter Wilson (Deputy Leader, Chorley Borough Council) expressing the Parish Council's concern at the quality of the landscaping and grounds maintenance service being provided by Places for People due to the lack of resources being made available and the Chorley North and Astley Ward Borough Councillors and Councillor Peter Gabbott (Executive Member (Homes and Housing)) be copied into the correspondence.

301.19 Schedule of Meetings 2022/23

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

- Wednesday 4 May 2022 (Annual Meeting).
- Wednesday 6 July 2022.
- Wednesday 7 September 2022.
- Wednesday 2 November 2022.
- Wednesday 4 January 2023.
- Wednesday 1 March 2023 at the rise of the Parish Meeting.

301.20 Date of Next Meeting

To agreed that the next meeting of the Parish Council would take place on Wednesday 5 January 2022 at 7pm.

The meeting concluded at 10.10pm.

Chair