



Astley Village Parish Council

Meeting of the Council

6 March 2024 at 6.35pm

Present

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

315.01 Apologies for Absence

Apologies were received from Councillors Keith Ashton, Emma Barraclough and Matt Lynch

315.02 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.

315.03 Public Engagement

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

No issues were raised.

315.04 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. Borough Councillor Jean Sherwood, Borough and County Councillor Aidy Riggott attended the meeting.

concerns were raised regarding the use of part of the Chancery Fields/ Rugby Club site for vehicle repair. As this was within the Euxton Ward it was suggested that the matter be referred to the borough councillors for that ward.

County Councillor Aidy Riggott (Euxton, Buckshaw & Astley) - Lancashire County Council was thanked for clarifying the criteria for the introduction of traffic calming measures at the junction of Wymundsley / Chancery Road.

RESOLVED – That Lancashire County Council be requested to confirm that the visibility splays at the junction of Wymundsley / Chancery Road meet the necessary safety standards.

315.05 Minutes

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 3 January 2024 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

315.06 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:

Installation of Christmas Tree Lights

The Parish Clerk reported that City Illuminations Ltd (the contractor used by Chorley Borough Council) had quoted £500.00 plus VAT to collect, PAT test and dress the Christmas Tree, switch on/off and remove the lights.

Real Madrid Foundation Clinic - Friday 26th July 2024

The Parish Clerk reported that at the Parish Council Meeting on 3 January 2024, it was agreed to sponsor one place for the training day with Real Madrid CF. The Parish Council considered the criteria for deciding how the place will be allocated to a young person living within the Astley Village Parish boundary.

New Signage for West Way Nature Reserve

It was reported that at the last meeting on 1 November 2023, Chorley Borough Council were requested to provide an update in relation to the proposed signage for West Way Nature Reserve. Lindsay Blackstock (Chorley Borough Council) had expressed concern that a new nature reserve sign may be damaged following the vandalism at the new West Way Sports Hub and has suggested delaying the installation of the interpretation signage.

It was reported that the ponds at the Nature Reserve had recently flooded.

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:

- Post Office Counters Ltd – Postage £3.65.
- Norton - Anti Virus Software (Subscription) £64.99.
- Susan Edwards - Internal Audit 2022/23 £75.00.
- Chorley Borough Council - Play area West Way Sports Hub £30,000.00.

- (3) That the Parish Clerk be requested to engage City Illuminations Ltd to collect, PAT test and dress the Christmas Tree, switch on/off and remove the lights at a cost of £500.00 plus VAT.
- (4) That the Parish Clerk be requested to write to the Headteacher at Buckshaw Primary School inviting them to suggest the criteria for deciding how the place sponsored by the Parish Council at the Real Madrid Foundation Clinic on Friday 26th July 2024 should be allocated to a young person living within the Astley Village Parish boundary. The criteria be considered at the next meeting of the Parish Council on 1 May 2024.
- (5) That the Parish Clerk be requested to invite Lindsay Blackstock (Chorley Borough Council) to the next Parish Council Meeting on 1 May 2024, to provide an update in relation to the proposed signage for West Way Nature Reserve and the proposed planting at the Astley Village Garden of Reflection.
- (6) That the Parish Clerk be authorised to commission two “Happy to chat” signs to be fixed to a bench at the Astley Village Garden of Reflection and outside the shops.

315.07 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.

RESOLVED – That the report be noted.

315.08 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 26 February 2024.

At the Unify Annual General Meeting attended by the Parish Clerk via Zoom on Thursday 15 February 2024, the Parish Council had received an annual dividend of £108.34.

The Responsible Financial Officer reported that The Parish Council's contribution of £3,000 towards the restoration of the painting of Susannah Brooke (child) at Astley Hall had now been paid to Chorley Borough Council.

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 2024 and 30 April 2024 as follows:

PAYMENTS TO BE APPROVED

March/ April 2024

Date	Creditor	Description	Cheque No	Total	Vat
08/03/24	Employee 4	Reimbursements (January 2024)	EB	44.20	
08/03/24	Employee 4	Reimbursements (February 2024)	EB	45.76	
01/03/24	Easy Web Sites	Monthly rental	DD	72.60	12.10
23/03/24	Zoom	Zoom Subscription (March 2024)	EB	15.59	2.60
15/03/24	Employee 4	Salary (March 2024)	EB	360.60	
15/03/24	HMRC	Tax (March 2024)	EB	90.00	
01/04/24	Easy Web Sites	Monthly rental	DD	72.60	12.10
23/04/24	Zoom	Zoom Subscription (April 2024)	EB	15.59	2.60
13/04/24	Employee 4	Salary (April 2024 inc Backpay)	EB	678.8*	
13/04/24	HMRC	Tax (April 2024)	EB	169.6*	
				716.94	29.40

* The exact figure is to be confirmed with HMRC.

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.

315.09 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 Eddie Murdoch).

It was reported that the following timetable for the production of the Spring edition of the Parish Council Newsletter been agreed at the last meeting:

- 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.

It was suggested that a proposal needed to be prepared in relation to proposed improvements to the Chancery Road underpass to increase public safety and security at the bridge railings and its access and egress.

RESOLVED – (1) That the report be noted.

(2) That proposed improvements to the Chancery Road underpass be discussed at the next Parish Council Meeting on 1 May 2024.

315.10 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 – (1) That no changes be made to the Policy and Document List.

(2) That Parish Councillors be requested to review those policies and documents where a review date has not been identified to confirm they remain fit for purpose and inform the Parish Clerk of any proposed changes so that they can be considered at a future meeting of the Parish Council.

315.11 Review Annual Council Work Programme - Scheduled Items

The Parish Clerk invited the Parish Council to review the Annual Council Work Programme of Scheduled Items (copies of which had been circulated).

RESOLVED – That no changes be made to the Annual Council Work Programme of Scheduled Items.

315.12 Annual Report of the Parish Council 2023/24

The Chair submitted the Annual Report 2023/24 which had been presented to the Annual Parish Meeting earlier in the evening.

It was noted that the report should read:

“Astley Village Garden of Reflection

The garden of reflection project was finished, with the installation of one new tree, which commemorated the platinum jubilee of Queen Elizabeth II. In addition, three benches were installed to commemorate the diamond jubilee of Queen Elizabeth II and her life and the coronation of King Charles III. There are also plaques commemorating these events too.”

RESOLVED - That the Annual Report be noted.

315.13 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The Chair provided a report on the Chorley Liaison meeting held on 24 January 2024. A copy of the Agenda and Key Papers had been circulated for information. The next meeting would take place on 20 March 2024.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

The Parish Clerk provided a report on the Neighbourhood Area Meeting (NW Parishes and Chorley North) held on 7 February 2024. A copy of the Agenda and Key Papers had been circulated for information.

RESOLVED – That the report be noted.

315.14 Correspondence

Correspondence received had been reported as part of the ‘Parish Clerk Report’ (Minute 315.06).

315.15 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 1 May 2024 at 6.30 pm (Annual Parish Council Meeting).

The meeting concluded at 7.50pm.

Chair