



Astley Village Parish Council

7 July 2021 at 7.00pm

Present

Councillor Arnold Almond (Chair) (in the Chair); Councillors Keith Ashton, John McAndrew, Gillian Sharples and Chris Sheldon.

299.01 Apologies for Absence

Apologies were received from Councillor Matt Lynch.

299.02 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.

299.03 Public Engagement

A written report was provided from the Chorley North and Astley Ward Borough Councillors (Councillors Adrian Lowe, Alistair Morwood and Jean Sherwood).

The main aim over the next months was to meet with as many residents as possible and to deal with their issues and concerns. To date they had been made aware of concerns regarding parking issues, particularly in Hallgate and across Astley Village. It appeared to be particularly bad when events were being held in Astley Park. Several comments had also been received regarding the Borough Wildlife Corridors. Most residents saw these wildflower corridors as a positive bonus in the environment, but there had been concerns regarding Highway Safety, where there was a perceived danger with sight lines. Any potential dangers would be addressed.

The Ward Councillors looked forward the opportunity to discuss directly with the Parish Council and County Councillor matters which required their specific attention and hoped that by working together new and historical problems could be resolved.

299.04 Minutes

RESOLVED - That the minutes of the Annual Meeting of the Parish Council held on Wednesday 5 May 2021 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

299.05 Appointment of Vice Chair of the Parish Council

RESOLVED – That Councillor John McAndrew be elected Vice Chair of the Parish Council until the next Annual Meeting.

299.06 Membership of the Personnel Committee

The Parish Clerk reported Councillor John McAndrew would now be an ex-officio member of the Personnel Committee as Vice Chair of the Parish Council leaving a vacancy.

RESOLVED - That Councillor Keith Ashton be appointed to the vacancy on the Personnel Committee.

299.07 Parish Clerk Report

The Parish Clerk reported on the following:

- All the Parish Council's Policies were now available to view on the Parish Council website.
- The approved Annual Governance and Accountability Returns (AGAR) and supporting documentation had been submitted to PKF Littlejohn LLP (external auditor) on 14 June 2021 ahead of the legal deadline of Friday 2 July 2021. The AGRA returns had been displayed on the Parish Council noticeboards since 4 June 2021.
- At the Parish Council Meeting on 5 May 2021, he had been requested to investigate purchasing lamp post poppies for Chancery Road and report back to the next meeting of the Parish Council. At the present time, the Royal British Legion were unable to supply lamp post poppies.
- The planter around the Village Plan Noticeboard near Buckshaw Primary School and the mural within the village centre had been repaired by Councillor John McAndrew.
- A meeting had been arranged with Tony Gibbs (Regional Operations Manager) and Brian Wareing (Contracts Manager for Astley Village) from Places for People to discuss how the Parish Council and Places for People can work together to continue to improve and enhance the appearance of Astley Village including the village centre near the shops.
- The Bank Mandate had now been amended to include Councillor Keith Ashton and delete Laura Lennox as a signatory on the Barclays bank accounts.

RESOLVED – (1) That the report be noted.

(2) That the expenditure approved by the Parish Clerk (Office/Sundry £153.36 and equipment/clothing for the Village Caretaker £63.98) in accordance with Standing Order 16.2 be noted.

299.08 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 Miss Crook fulfilled the qualifications for standing for election.

RESOLVED – (1) (Unanimously) - That Miss Susan Crook be co-opted on to the Parish Council.

(2) That the Parish Clerk be requested to make arrangements for Miss Crook to sign the Declaration of Acceptance of Office.

(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 applications received by Chorley Borough Council:

- Single storey side/rear extension at 10 Judeland, Astley Village, Chorley PR7 1XJ (Reference: 21/00428/FULHH). The deadline for any representations was 21 May 2021.
- a single storey side/rear extension and associated elevational alterations (following demolition of existing conservatory) at 30 Deerfold, Astley Village Chorley, PR7 1UH (Reference: 21/00539/FULHH). The deadline for any representations was 24 June 2021.
- a single storey extension to lounge and first floor extension to create an ensuite bathroom at front of property) at 49 Judeland, Astley Village, Chorley PR7 1XJ (Reference: 21/00512/FULHH). The deadline for any representations was 29 June 2021.
- a single storey extension to front of dwelling to extend kitchen, entrance hall and study, and to form utility room at 35 Deerfold, Astley Village, Chorley PR7 1UD (Reference: 21/00507/FULHH). The deadline for any representations was 8 July 2021.

It was reported that a planning application had been submitted to Chorley Borough Council for the erection of an inflatable multi-sport airdome, including a concrete ring beam for anchoring, resurfacing of tennis courts and other associated infrastructure and ancillary facilities at Parklands High School Southport Road Chorley. The Parish Council at the meeting on 6 January 2021 had agreed to submit an objection to the proposed development at Parklands High School on environmental grounds but it was suggested that a further objection be submitted highlighting the adverse impact on the ancient woodland.

RESOLVED – (1) That the planning application referred to in the report be noted.

(2) That the Parish Clerk be requested to submit an objection to the proposed development at Parklands High School highlighting the adverse impact on the ancient woodland.

299.09 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 27 June 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 July 2021 and 31 August 2021 as follows:

Date	Creditor	Description	Cheque No	Total	Vat	Net
08/07/21	Employee 4	Reimbursements (May 2021)	EB	39.23		39.23
08/07/21	Employee 4	Reimbursements (June 2021)	EB	60.85		60.85
01/07/21	Easy Web Sites	Monthly rental	DD	49.20	8.20	41.00
23/07/2021	Zoom	Zoom Subscription (July 2021)	EB	14.39	2.4	11.99
15/07/21	Employee 2	Salary (July 2021)	EB	77.22		77.22
15/07/21	Employee 4	Salary (July 2021)	EB	304.70		304.70
15/07/21	HMRC	Tax (July 2021)	EB	76.00		76.00
01/08/21	Easy Web Sites	Monthly rental	DD	49.20	8.20	41.00
23/08/2021	Zoom	Zoom Subscription (August 2021)	EB	14.39	2.4	11.99
13/08/21	Employee 2	Salary (August 2021)	EB	77.22		77.22
13/08/21	Employee 4	Salary (August 2021)	EB	304.50		304.50
13/08/21	HMRC	Tax (August 2021)	EB	76.20		76.20
				1,143.10	21.20	1,121.90

It was reported that at the Annual Council Meeting on 5 May 2021, approval was given to the preparation and re-painting of the two Gateway Signs in green/white and to repaint the Millennium Notice board in green at a total cost of £360.00 (excluding VAT) by Autocross Euroshel Ltd.

The Chair reported that in consultation with the Parish Clerk and other Parish Councillors, it had been agreed to increase the current order with Autocross Euroshel Ltd to include the painting of the lettering in gold paint at an additional cost of £115.00. This action had been taken in accordance with Standing Order 16.2 “Where a decision is required to be taken on grounds or 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”.

It was reported that the Parish Council had taken out insurance cover (including Public Liability and Employers’ Liability) with Zurich Municipal on 12 June 2020. The premium to 31 May 2021 was £391.19. (50 weeks). The policy had been due for renewal and the renewal premium is £444.87 including tax. Following consultation

with all Councillors the Parish Council had renewed insurance cover (including Public Liability and Employers' Liability) with Zurich Municipal at a cost of £444.87 including tax. This action had been taken in accordance with Standing Order 16.2.

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

(2) That the action taken by the Parish Clerk to increase the order with Autocross Euroshel Ltd for the preparation and re-painting of the two Gateway Signs to include the painting of the lettering in gold paint at a cost of £115 in accordance with Standing Order 16.2 be noted.

(3) That the action taken by the Parish Clerk to renew the Parish Council's insurance cover (including Public Liability and Employers' Liability) with Zurich Municipal at a cost of £444.87 including tax. This action had been taken in accordance with Standing Order 16.2 be noted.

(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.

(iv) Asset Register

The Responsible Financial Officer submitted the Asset Register (copies of which had been circulated) inviting the Parish Council to review the current assets and values.

RESOLVED – (1) That the General Purposes Working Group be requested to review the Asset Register and the information provided as part of the Parish Councils insurance cover.

(2) That the Parish Clerk be requested to confirm that the insurance policy covers the parish council assets on a new for old basis.

299.10 Report of the General Purposes Working Group

There were no issues to consider.

299.11 Report of the Village Development Working Group

Improve Village Centre and Enhance Village Green

The Chair reported upon his discussions with Mr Latif regarding the proposals to improve the Village Centre and the recently planted trees on the Village Green. He reported that a site meeting had also taken place with a representative of Mr Latiff which had been very productive.

Refurbishment of Bus Shelters.

It was noted that permanent notices would be posted in each of the bus shelters advising that the renovations jointly by the Parish Council and Chorley Borough Council. Chorley Borough Council had agreed to fund the cost of the signs.

Wildflower Meadows Project

It was reported that the Parish Council had received complaints regarding the state of the verges along Chancery Road. The Chair reported that Chorley Borough Council had agreed to assign a team to remove the ugly 'triffid' type weeds, by hand, within the next couple of weeks.

It was also reported that a resident had contacted the Parish Council suggesting that triangular signs are erected along Chancery Road, similar in size to the butterfly ones, stating " Hedgehogs , please drive carefully " to raise awareness that they inhabit this area. In addition, it was suggested that residents be requested to leave hedgehog size holes in fenced back gardens so they may pass through from garden to garden.

Planter Scheme

It was reported that at the Annual Parish Council Meeting on 5 May 2021, it was agreed that Councillor Sheldon be requested to investigate engaging a private contractor to undertake the planting twice a year and the budget for the Planter Scheme be increased to £500. Councillor Sheldon reported that the Parish Clerk had accepted a quote from Hartwood Maintenance to carry out the planting, weeding/tidying and watering of the flower beds at a total cost of £230 and the work had been undertaken on 29 June 2021.

Tree Planting

It was suggested that consideration be given to further sites where trees could be planted in the village including the new West Way Sports Hub at the next meeting of the Parish Council in September 2021.

Road Safety

Following the installation of the Speed Indicator Devices on Chancery Road to deter speeding, it was suggested that there was a need to monitor data to identify further action to improve road safety.

West Way Sports Hub

It was noted that the pavilion and artificial grass pitch works at West Way were nearing completion. The pavilion was handed over the Chorley Borough Council in June 2021 and the artificial grass pitch would be handed over at the start of July 2021. The facility was due to open to full commercial use at the end of August 2021. The grass pitch works were currently being completed and the grass pitches were expected to be ready for use in September.

The generic design for the play area had been submitted for planning condition discharge and a decision was expected in August 2021. As previously reported, once the play area had been tendered as a design and build contract a minor amendment planning application would be made for the successful design. Subject to staff resources the play area tender process would be started in August 2021 and Parish Councillors Ashton and Lynch would be informed regarding the tender evaluation panel which was likely to be in September/October 2021.

Chorley Borough Council was currently engaged with Chorley Athletics and Triathlon Club with regard to finalising proposals for additional footpaths forming a jogging path around the site. Arrangements would be made for Parish Councillors to meet on site to discuss the proposed footpath extensions once the proposals had been developed.

Fingerpost Signs

The Parish Clerk reported that Chorley Borough Council had reviewed the sites proposed for the fingerpost signs and confirmed that the proposed location at the bus stop on Chancery Road (between Deerfold and Harewood) to Dog Trap Wood was on the Adopted Highway so would have to be referred to Lancashire County Council for advice/approval to locate the sign.

The proposed signs on Chancery Road (near the subway) to the new West Way Sports Hub (on the shop side at the corner of Ravensthorpe) and from Judeland Wood to Astley Park were on land within the ownership of Chorley Borough Council land and that the Council had no objection to the siting of the finger post signs on the two locations in the Council ownership subject to a formal annual licence agreement. The Parish Council would have to pay an annual fee (if demanded) of £1.00 per annum and pay Chorley Council's cost for the drafting of the Licence (£100 plus VAT).

RESOLVED – (1) That the action taken by the Parish Clerk to accept the quote from Hartwood Maintenance to carry out the weeding/tidying and watering of the flower beds at a total cost of £230 in accordance with Standing Order 16.2 be noted.

(2) That a site meeting be arranged to take place in early August between Parish Councillors and representatives of Chorley Borough Council to discuss the maintenance of the wildflower meadows along Chancery Road and agree a way forward for 2022 and onwards.

(3) That the Parish Clerk be requested to write to County Councillor Aidy Riggott, requesting him to seek Lancashire County Councils consent to erect triangular signs along Chancery Road, similar in size to the butterfly ones, stating " Hedgehogs , please drive carefully " to raise awareness that they inhabit this area.

(4) That Places for People be approached suggesting the possibility of a joint approach to the maintenance of the planters throughout the village.

(5) That that consideration be given to further sites where trees could be planted in the village including the new West Way Sports Hub at the next meeting of the Parish Council in September 2021.

(6) That the Parish Clerk be requested to make arrangements to monitor data from the Speed Indicator Devices on Chancery Road to identify further action to improve road safety.

(7) That approval be given to (i) the Parish Council paying an annual fee (if demanded) of £1.00 per annum; (ii) paying Chorley Council's cost for the drafting of the Licence (£100 plus VAT); (iii) the Parish Clerk agreeing the terms of the Licence with Chorley Borough Council and (iv) the Parish Clerk purchasing the fingerpost signs at a cost of £1,400 (excluding VAT).

(8) That the update in relation to the West Way Sports Hub be noted.

299.12 Newsletter

The Parish Clerk reported that the Spring Newsletter had been delivered by the 1st Euxton (ROF) Scout Group during the first week of June 2021 as planned.

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

- 'How Astley Village has changes over the last 20 years' (residents experiences).
- Data from the Speed Indicator Devices on Chancery Road.
- Details of the Christmas event.

RESOLVED – That the Parish Councillors be requested to email the Parish Clerk with suggested articles for inclusion in the Winter Newsletter by Friday 30 July 2021 and that the suggestions be considered at the September meeting of the Parish Council.

299.13 Christmas Event Planning

The Parish Clerk invited the Parish Council to consider the arrangements for the annual Christmas event. It was suggested that the event takes place during the week commencing 6 December or 13 December 2021.

RESOLVED – That the Parish Clerk be requested to (i) contact Parklands High School regarding the availability of the school band; (ii) the possibility of My Girls Café providing the refreshments and (iii) availability of the Community Centre.

299.14 Environment Reports

It was reported that a supply of dog waste bags had been attached to lamp posts at various locations along Chancery Road encouraging dog owners to be responsible. It was noted that litter remained an issue within the village.

RESOLVED – That Parish Councillors be requested to make representations to Chorley Borough Council when they are aware of incidences of the waste bins being full to capacity.

299.15 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 Arnold Almond reported that the next meeting was scheduled to take place on Wednesday 21 July 2021 and would be attended by himself and the Parish Clerk via Microsoft Teams.

299.16 Correspondence

The Parish Clerk reported that Chorley Borough Council had revised the community centre hire charges from 1 October 2021. The charge would increase from £3.40 to £3.45 per hour.

Her Majesty the Queen's Pageantmaster has invited Parish and Town Council's to be involved with the Platinum Jubilee Beacons of Thursday 2 June 2022. in the lighting of Beacons to celebrate the Platinum Jubilee in a similar way to how many parishes assisted during the Diamond Jubilee Beacons of 2011/12.

RESOLVED – (1) That report and correspondence be noted.

(2) That the General Purposes Working Group be requested to consider the Parish Council participating in the Platinum Jubilee Beacons initiative.

(3) That the Parish Clerk be requested to make enquiries as to whether other Parish and Town Council's were planning to take part in the Platinum Jubilee Beacons initiative.

297.17 Date of Next Meeting

To agreed that the next meeting of the Parish Council would take place on Wednesday 8 September 2021 at the rise of the Parish Meeting.

The meeting concluded at 9.15pm.

Chair