



Astley Village Parish Council

8 September 2021 at 7.00pm

Present

Councillor Arnold Almond (Chair) (in the Chair); Councillor John McAndrew (Vice Chair); Councillors Susan Crook, Matt Lynch and Chris Sheldon.

300.01 Apologies for Absence

Apologies were received from Councillors Rod Fraser and Gillian Sharples.

The Chair welcomed Councillor Susan Crook to her first meeting since being co-opted onto the Parish Council.

300.02 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.

300.03 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 and Councillors Adrian Lowe, Alistair Morwood and Jean Sherwood attended the meeting.

It was reported that the Ward Councillors had undertaken a site meeting with Parish Councillors on 28 July 2021 and several issues had been discussed. It was the intention to hold similar site meetings throughout the year.

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. It was noted that Lancashire County Councils had refused the request at the last Parish Council Meeting to allow the erection of 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.

Councillor Matt Lynch (in his capacity as a local resident) stated that the Parish Council had not sought the permission of the landowner prior to the planting of five trees in front of the shops/flats and the Parish Council had failed to address this issue. Following much discussion on this matter, the concern had still to be resolved.

At 7.55 pm the meeting resumed.

300.04 Minutes

RESOLVED - That the minutes of the meeting of the Parish Council held on Wednesday 7 July 2021 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

300.05 Parish Clerk Report

The Parish Clerk reported on the following:

- A site meeting had taken place on Wednesday 4 August 2021 with Councillors Arnold Almond, Keith Ashton, Chris Sheldon, Parish Clerk and Mr Chris Walmsley (Streetscene Services Manager at Chorley Borough Council) to discuss the maintenance of the wildflower meadows along Chancery Road and agree a way forward for 2022 and onwards.
- Parish Councillors had attended the official opening of the Chorley, West Way Sports Hub Rt Hon Sir Lindsay Hoyle MP on Saturday 21 August 2021 and taken a tour of the facilities that West Way Sports Hub had to offer.
- A meeting had taken place with Councillor Arnold Almond, Tony Gibbs (Regional Operations Manager) and Brian Wareing (Contracts Manager for Astley Village) from Places for People on 31 August 2021 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. This included the possibility of a joint approach to the maintenance of the planters throughout the village.
- He had written to Chorley Borough Council requesting them to draft a Licence for the fingerpost signs prior to placing an order to purchase the two fingerpost signs and was awaiting a response.
- The capacity of the Parish Council email inbox had been increased from 2GB to 50GB (25 times more storage) at an additional cost of £6 (including VAT)
- The Clerk had renewed his membership with the Society for Local Council Clerks.
- 'The Friends of Astley Park' had a stand at the Chorley Flower Festival and it was suggested that the Parish Council explore the possibility of having a stand at the 2022 event to raise the profile of the Parish Council.

The Parish Clerk reminded the Parish Council that at the last 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 at this meeting of the Parish Council.

The Parish Clerk reminded the Parish Council that it had been agreed in September 2020 that all Parish Councillors be provided with 'avpc.org.uk' email addresses which should be used for all Parish Council business but that a review be undertaken in 12 months.

It was noted that the General Data Protection Regulation (GDPR) had replaced the Data Protection Act 1998 and set out the requirements for how organisations like Parish Councils needed to handle personal data. The Parish Council was both a Data Controller and a Data Processor and as a Data Controller, the Parish Council had adopted a Privacy Notice explaining to individuals how their data will be used and what rights they have. The Parish Council was registered as a Data Controller with the Information Commissioner's Office.

The GDPR required personal data to be processed in a manner that ensured its

security. This included protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

RESOLVED – (1) That the report be noted.

(2) That the expenditure approved by the Parish Clerk (Office/Sundry pen drive (£9.99), printer toner cartridge (£50.08) and increase in the monthly website fee (£6) in accordance with Standing Order 16.2 be noted.

(3) That all Parish Councillors continue to be provided with 'avpc.org.uk' email addresses but that a further review be undertaken in 12 months.

(4) That the Parish Council complete an assessment of personal data held. Including details of how and why it is collected and how the data was protected and that the GDPR risk assessment to identify how any risk to the security of personal data was be submitted to the next Parish Council Meeting for consideration.

(4) That the Parish Clerk be requested to contact 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.

300.06 Statutory Business

(i) Parish Council Vacancies

The Parish Clerk reported that Councillor Anne Pryce had resigned from the Parish Council on 6 September 2021 with immediate effect and therefore there were two vacancies.

RESOLVED – The Parish Clerk be requested to extend the deadline for expressions of interest in relation to the current vacancies to 24 October 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 applications received by Chorley Borough Council:

- The erection of a two-storey side extension at 27 Long Croft Meadow, Astley Village, Chorley, PR7 1TR (Reference: 21/00732/FULHH). The deadline for any representations was 29 July 2021.
- The erection of single storey rear/side extension (following demolition of existing garage and rear extension) and alterations to fenestration including integrated solar panels. Erection of detached double garage with electronic vehicle charging point and resurfacing of driveway at 19 Woodfall, Astley Village, Chorley, PR7 1XD (Reference: 21/00842/FULHH). The deadline for any representations was 6 August 2021.

The Parish Council noted that a house which is shared by up to six tenants, did not require planning permission for a change of use from a dwelling house to a small House in Multiple Occupation (HMO).

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

(2) That the Parish Council consider the implications of potential HMOs in the Parish at the next meeting.

300.07 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 30 August 2021.

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

(2) That the Parish Clerk be requested to write to Chorley Borough Council requesting assistance to meet the additional costs incurred in holding virtual meetings during the Covid-19 pandemic.

(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 September 2021 and 31 October as follows:

Date	Creditor	Description	Cheque No	Total	Vat	Net
09/09/21	Employee 4	Reimbursements (July 2021)	EB	47.40		47.40
09/09/21	Employee 4	Reimbursements (August 2021)	EB	46.08		46.08
01/09/21	Easy Web Sites	Monthly rental	DD	58.80	9.80	49.00
23/09/21	Zoom	Zoom Subscription (September 2021)	EB	14.39	2.4	11.99
15/09/21	Employee 2	Salary (September 2021)	EB	77.22		77.22
15/09/21	Employee 4	Salary (September 2021)	EB	304.50		304.70
15/09/21	HMRC	Tax (September 2021)	EB	76.20		76.00
01/10/21	Easy Web Sites	Monthly rental	DD	58.80	9.80	49.00
23/10/21	Zoom	Zoom Subscription (October 2021)	EB	14.39	2.4	11.99
15/10/21	Employee 2	Salary (October 2021)	EB	77.22		77.22
15/10/21	Employee 4	Salary (October 2021)	EB	304.70		304.70
15/10/21	HMRC	Tax (October 2021)	EB	76.00		76.00
				1,155.70	24.40	1,131.30

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.

(iv) To review the Effectiveness of the System of Internal Audit and Statement on Internal Control

The Parish Clerk submitted the current System of Internal Audit and Statement on Internal Control (copies of which had been circulated) inviting the Parish Council to review the current arrangements.

RESOLVED – That the existing System of Internal Audit and Statement on Internal Control be approved subject to replacing references to ‘cashbook’ with ‘Excel Financial Spreadsheet’

(v) To review the Statement of Internal Control and Internal Audit Plan

The Parish Clerk submitted the Statement of Internal Control and Internal Audit Plan (copies of which had been circulated).

RESOLVED – That the Statement of Internal Control and Internal Audit Plan be approved subject to replacing references to ‘cashbook’ with ‘Excel Financial Spreadsheet’

(vi) To review the Financial Risk Assessment

The Parish Clerk submitted an updated Financial Risk Assessment (copies of which had been circulated) to enable the Parish Council to assess the financial risks that it faced and satisfy itself that it had taken adequate steps to minimise them.

RESOLVED – That the Financial Risk Assessment be approved subject to the following amendments:

- Page 3 – ‘Direct costs, Overhead expenses, Debts’ – reference to most payments being authorised by one of two nominated Parish Councillors via Digital Banking.
- Page 3 ‘Grants receivable’ – reference to the grant received annually from Chorley Borough Council,
- Page 5 – ‘GDPR’ – the procedures for dealing with a GDPR breach or SAR request being attached to the Financial Risk Assessment.

(vii) Review of Asset Register

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to review the Asset Register.

The Parish Council on 7 July 2021, had deferred consideration of the item and requested the General Purposes Working Group to review the Asset Register and the information provided as part of the Parish Councils insurance cover. The Parish Clerk confirmed that the insurance policy covers the parish council assets on a new for old basis.

RESOLVED – (1) That the revised Asset Register and Insurance Value for each asset as suggested in Appendix A to the report be approved by the Parish Council be approved.

(2) That the budget provision for ‘Insurance’ (01-3) be increased from £400 to £500 for the financial year 2022/23.

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to identify additional locations on Chancery to be considered as part of the Mini Meadows of Wildflowers & Wildlife Corridors Project and consider areas where the project should not be repeated in 2021/22.

RESOLVED – (1) That the proposals of the Joint meeting of the General Purposes & Village Development Working Groups as set out in Appendix A to the report be approved for submission to Chorley Borough Council.

(2) That consideration be given to introducing a two metre Mini Meadows of Wildflowers or Wildlife Corridor along the footpath between Chancery Road and Derian House.

300.9 Facilities for Young People living in Astley Village

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider of facilities for young people living in Astley Village following a discussion recently on Astley Village Mums and Dads Facebook Group regarding the lack of facilities within the Parish.

RESOLVED – The Parish Clerk be requested to put together details of existing activities taking place at the Astley Village Community Centre and activities for young people in the local area and the information be included in the Winter Newsletter.

300.10 Safety in Astley Village

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to receive correspondence received from a resident of Judeland regarding Safety in Astley Village.

RESOLVED – That the report be noted.

300.11 Platinum Jubilee Beacons Initiative

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider the Parish Council participating in the Platinum Jubilee Beacons initiative.

The Parish Council on 7 July 2021, had deferred consideration of the item and requested the General Purposes Working Group consider whether the Parish Council should participate in the Platinum Jubilee Beacons initiative.

RESOLVED – That the Parish Council should not participate in the Platinum Jubilee Beacons initiative but alternative way of marking the Platinum Jubilee be considered.

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 suggested:

- Introduction from Councillor Susan Crook. (Councillor Susan Crook)
- Ask residents to share their experiences of 'How Astley Village had changed over the last 20 years'. (Councillor Keith Ashton)
- Details of existing activities taking place at the Astley Village Community Centre and activities for young people in the local area. (Councillor John McAndrew)

- Details of the Christmas event. (Parish Clerk)
- An article raising awareness of hedgehogs in the area and suggesting that residents be requested to leave hedgehog size holes in fenced back gardens so they may pass through from garden to garden. (Councillor Jean Sherwood)
- Details of how to report issues to Lancashire County Council. (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)
- Ongoing participation in the Chorley Borough Council Wildflower & Mini Meadow initiative (Councillors Arnold Almond & Chris Sheldon).

RESOLVED – That the Parish Councillors be requested to email the Parish Clerk with suggested articles for inclusion in the Winter Newsletter by Friday 1 October 2021 and that articles be submitted to the Parish Clerk by Friday 29 October 2021.

300.13 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.

The Parish Clerk reported that (i) Parklands High School band had confirmed that they would be very happy to support the Christmas event again this year and were available during the week commencing 6 December as they usually held their Christmas Concert the following week (ii) No contact had been possible with the proprietor of My Girls Café regarding providing the refreshments and (iii) the Community Centre was current only available as follows:

- Friday 10 December 5pm – 10pm.
- Saturday 11 December all day.
- Sunday 12 December all day.

It was suggested that in view of the Covid-19 pandemic and the possibility of restrictions later in the year it may be appropriate to consider an alternative format for the 2021 Christmas event.

RESOLVED – That Councillor John McAndrew be requested to discuss with the Headteacher of Buckshaw Primary School involving the school in the lighting of the Christmas tree including providing those young people attending with a selection box.

300.14 Environment Reports

There were no environmental reports.

300.15 Reports from Parish Council representatives on Other Bodies

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

Friends of Astley Park

Councillor John McAndrew reported that the group had returned to normal activities and attracted five new members following the Chorley Flower Show.

Chorley Liaison

Councillor Arnold Almond reported that he had attended a meeting of the Chorley Liaison on Wednesday 21 July 2021 which had included a presentation on Neighbourhood Planning.

Neighbourhood Area Meetings (Chorley Town North)

The Parish Clerk presented a report of the Director Communities (copies of which had been circulated) providing details of the Neighbourhood Working Review undertaken by Chorley Borough Council and the proposed way forward to revise the delivery of neighbourhood working in Chorley. The Cabinet approved the recommendations in the report including the preferred option for new Neighbourhood Area footprint due to the impact of ward boundary changes which came into effect in May 2021 which includes the creation of Neighbourhood Area meetings.

RESOLVED – (1) That the reports be noted and the presentation on Neighbourhood Planning be circulated to all Parish Councillors.

(2) That the Chair of the Parish Council (Councillor Arnold Almond) be the Parish Council representative (Substitute: Councillor John McAndrew as Vice Chair) at the Neighbourhood Area Meetings (Chorley Town North).

300.16 Correspondence

The Parish Clerk reported that he had received a letter from a new resident to Astley Village (Broadfields) thanking the Parish Council for the Summer Newsletter.

RESOLVED – That report and correspondence be noted.

297.17 Date of Next Meeting

To agreed that the next meeting of the Parish Council would take place on Wednesday 3 November 2021 at 7pm.

The meeting concluded at 10.10pm.

Chair