



## Astley Village Parish Council

### Agenda

To: Members of Astley Village Parish Council.

**YOU ARE HEREBY SUMMONED** to attend a meeting of the Astley Village Parish Council to be held on **Wednesday 8 September 2021** at 7pm in the Community Centre at which the following business will be transacted.

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#### **Summons**

**1. Apologies for Absence**

To receive members' apologies.

**2. Declarations of Interest**

Members and Officers are invited to declare any interests they may have in any of the items included on the agenda for this meeting in accordance with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

#### **Adjournment for Public Participation**

**3. Public Engagement**

Members of the public are invited to put questions/make representations to the members of the Parish Council (Including Borough and County Councillor reports).

**4. Minutes**

To approve as a correct record and sign the minutes of the Annual meeting of the Parish Council held on Wednesday 7 July 2021. (Enclosed).

**5. Exclusion of the Press and Public**

To consider the Press and public for any item on the Summons due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**6. Parish Clerk Report**

Reports and updates on ongoing projects and work outstanding.

**7. Statutory Business**

i. Consider applicants for co-option to the vacant Councillor position.

ii. To consider any planning issues relevant to the village. (Enclosed).

## **8. Financial Matters**

- i. To consider a report of the Responsible Financial Officer providing the financial position (Enclosed).
- ii. To consider a report of the Responsible Financial Officer recommending payments to be approved (Enclosed).
- iii. To consider a report of the Responsible Financial Officer providing details spend against budget headings (Enclosed).
- iv. To review the Effectiveness of the System of Internal Audit and Statement on Internal Control (Enclosed)
- v. To review Internal Audit Plan (Enclosed)
- vi. To review the Financial Risk Assessment (Enclosed)
- vii. Review of Asset Register (Enclosed)

## **9. Wildflower & Meadows Project on Chancery Road**

To consider a report of the Parish Clerk & Responsible Financial Officer (Enclosed)

## **10. Facilities for Young People living in Astley Village**

To consider a report of the Parish Clerk & Responsible Financial Officer (Enclosed)

## **11. Safety in Astley Village**

To consider a report of the Parish Clerk & Responsible Financial Officer (Enclosed)

## **12. Platinum Jubilee Beacons Initiative**

To consider a report of the Parish Clerk & Responsible Financial Officer (Enclosed)

## **13. Newsletter**

The Parish Clerk to report at the meeting.

## **14. Christmas Event Planning**

The Parish Clerk to report at the meeting.

## **15. Environment Reports**

To receive a verbal update at the meeting.

## **16. Reports from Parish Council representatives on Other Bodies**

- Chorley Liaison (21 July 2021) – Councillor Arnold Almond.
- Neighbourhood Working Group – Councillor Rod Fraser.
- Friends of Astley Park – Councillor John McAndrew.

## **Neighbourhood Area Meetings (Chorley Town North)**

- (i) To receive for information a report of the Director Communities (Enclosed) 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.

- (ii) To confirm that the Parish Council representative at the Neighbourhood Area Meetings (Chorley Town North) should be the Chair of the Parish Council (Councillor Arnold Almond).

#### **17. Correspondence**

The Parish Clerk to report at the meeting.

#### **18. Matters for information**

Notify the Chair of any item to be brought under this section, prior to the meeting. Only items requiring urgent attention, information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions or spend can be agreed.

#### **19. Date of Next Meeting**

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

#### Schedule of Meetings 2021/22

Meetings of the Parish Council will take place on the following dates:

- Wednesday 3 November 2021.
- Wednesday 5 January 2022.
- Wednesday 2 March 2022 at the rise of the Parish Meeting.

Craig Ainsworth  
Clerk to the Parish Council  
5 Clarendon Gardens  
Bromley Cross  
BL7 9GW



30 August 2021



## 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
				<b>1,143.10</b>	<b>21.20</b>	<b>1,121.90</b>

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 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".

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 1<sup>st</sup> 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

# Astley Village Parish Council

<b>Title</b>	<b>Planning Issues Relevant to the Village</b>					
<b>Report of</b>	<b>Parish Clerk</b>					
<b>Date</b>	<b>8 September 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	<b>X</b>
<b>Purpose of Report</b> To consider any planning issues relevant to the village.						
<b>Key Issues</b> The Parish Council has been consulted on the following planning applications received by Chorley Borough Council: <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>						
<b>Action required by the Parish Council</b> To note the report.						

**FINANCIAL POSITION - SUMMARY 8 September 2021**  
**Financial Year 2021/22 (1 April 2021 to 31 March 2022)**

			£
<b>Receipts and Expenditure Account</b>			
<b>Receipts</b>			
Precepts			20,350.00
Grant			3,877.00
Bank Interest			2.00
Advertisements			-
VAT on Receipts/Recovered			761.68
Total Receipts			24,990.68
<b>Expenditure Total</b>			9,704.56
<b>Income &amp; Expenditure Reconciliation</b>			
Balance Brought Forward at 1 April 2021			73,469.04
Add: total receipts to date		+	24,990.68
Less: total expenditure to date		-	9,704.56
Balance			88,755.16
<b>Bank Reconciliation</b>			
Community Account (chequeing account)	30/08/21	+	1,500.00
Business Premium Account	30/08/21	+	83,006.68
Unify Credit Union deposit	01/04/21		5,358.10
Less unrepresented cheques/ET/SO		-	1,109.62
Plus uncleared credits		+	
			88,755.16
	Unrepresented cheques/SO/Payments		
	September/October		1,109.62
			<b>1,109.62</b>
	Uncleared Incomes		
			<b>0.00</b>

**AGENDA ITEM 8(ii)****PAYMENTS TO BE APPROVED – September/October 2021****ASTLEY VILLAGE PARISH COUNCIL**

Date	Creditor	Description	Cheque No	Total	Vat	Net	Budget
09/09/21	Employee 4	Reimbursements (July 2021)	EB	47.40		47.40	01-2
09/09/21	Employee 4	Reimbursements (August 2021)	EB	-		-	01-2
01/09/21	Easy Web Sites	Monthly rental	DD	58.80	9.80	49.00	01-8
23/09/21	Zoom	Zoom Subscription (September 2021)	EB	14.39	2.4	11.99	01-1
15/09/21	Employee 2	Salary (September 2021)	EB	77.22		77.22	01-6
15/09/21	Employee 4	Salary (September 2021)	EB	304.50		304.70	01-6
15/09/21	HMRC	Tax (September 2021)	EB	76.20		76.00	01-6
01/10/21	Easy Web Sites	Monthly rental	DD	58.80	9.80	49.00	01-8
23/10/21	Zoom	Zoom Subscription (October 2021)	EB	14.39	2.4	11.99	01-1
15/10/21	Employee 2	Salary (October 2021)	EB	77.22		77.22	01-6
15/10/21	Employee 4	Salary (October 2021)	EB	304.70		304.70	01-6
15/10/21	HMRC	Tax (October 2021)	EB	76.00		76.00	01-6
				1,109.62	24.40	1,085.22	

**BUDGET REPORT – 8 SEPTEMBER 2021**  
**Financial Year 2021/22 (1 April 2021 to 31 March 2022)**

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
<b>01 - ADMINISTRATION</b>	01-1	Room Hire/ Zoom Subscription	200.00	106.60		93.40
	01-2	Office/Sundry	1,500.00	480.90		1,019.10
	01-3	Insurance	400.00	444.87		-
	01-4	Auditors/Accounts	300.00	-		44.87
	01-5	Election/By-Election/Polls	5,000.00	-		300.00
	01-6	Employee Costs (Salary, Training etc)	6,000.00	3,411.30		5,000.00
	01-7	Employee Contingency	2,000.00	-		2,588.70
	01-8	IT/Website	1,000.00	311.00		2,000.00
						689.00
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1,500.00	530.00		
	02-2	Village Caretaker	1,000.00	-		970.00
	02-3	Councillor Training	500.00	-		1,000.00
	02-4	Grant Awards/Local Projects & Groups	1,000.00	-		500.00
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	03-1	Christmas	800.00	-		1,000.00
	03-2	Village Improvements (Renovation of Bus Shelters)	3,000.00	3,025.00		-
	03-3	Improve Village Centre & Enhance Village Green	1,000.00	-		25.00
	03-4	Planter Scheme	500.00	230.00		1,000.00
	03-5	Tree Planting	5,000.00	-		500.00
	03-6	Wildflower Meadow Initiative	500.00	-		5,000.00
	03-7	Litter Bins	-	-		500.00
	03-8	Respect the Village Campaign	-	-		-
	03-9	Finger Post Signs	2,500.00	-		-
	03-10	Gateway Signs & Refurbishment of Millennium Notice Board	5,000.00	360.00		2,500.00
	03-11	Road Safety	-	-		4,640.00
	03-12	Grant (Chorley Borough Council) - Astley Hall	2,000.00	-		-
	03-13	Play area and path at West Way Sports Hub	35,000.00	-		2,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council	500.00	-		35,000.00
<b>04 - GENERAL RESERVE</b>	04	General Reserve	21,496.04	-		500.00
Balance Carried Forward from 2020/21	73,469.04					
<b>TOTALS</b>			<b>97,696.04</b>	<b>8,899.67</b>	<b>-</b>	<b>88,796.37</b>
<b>VAT to be Recovered</b>		<b>£804.89</b>				
<b>Total Spend to Date</b>				<b>9,704.56</b>		





# Astley Village Parish Council

## STATEMENT ON INTERNAL CONTROL

### Internal Control

Astley Village Parish Council is a local authority funded by public money and as such is responsible for ensuring its business is conducted in accordance with the law and proper standards and that public money is safeguarded, properly accounted for, used economically, efficiently and Council effectively.

In meeting this responsibility assurances are required that there is a sound system of internal control and accountability.

Internal controls are designed to ensure that risks are managed to a reasonable and acceptable level forming part of an ongoing process designed to identify and prioritise the risks to the authority's policies, aims and objectives and to evaluate and manage those risks accordingly.

Internal Control	Suggested test	Response
Proper bookkeeping	<ul style="list-style-type: none"> <li>Is the cashbook maintained and up to date?</li> <li>Is the cashbook arithmetic correct?</li> <li>Is the cashbook regularly balance?</li> </ul>	
a) Standing Orders and Financial Regulations b) Payment controls	<ul style="list-style-type: none"> <li>Has the Council formally adopted standing orders and financial regulations?</li> <li>Has a Responsible Financial Officer been appointed with specified duties?</li> <li>Have items or services above a de minimis amount been competitively purchased?</li> <li>Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>Has VAT on payments been identified, recorded and reclaimed?</li> <li>Is s137 expenditure separately recorded and within statutory limits?</li> </ul>	
Risk management arrangements	<ul style="list-style-type: none"> <li>Does a scan of minutes identify any unusual financial activity?</li> <li>Do the minutes record the council carrying out an annual risk assessment?</li> <li>Is insurance cover appropriate and adequate?</li> <li>Are internal financial controls documented and regularly reviewed?</li> </ul>	
Budgetary controls	<ul style="list-style-type: none"> <li>Has the Council prepared an annual budget in support of its precept?</li> <li>Is actual expenditure against the budget regularly reported to the Council?</li> <li>Are there any significant unexplained variances from budget?</li> </ul>	
Income controls	<ul style="list-style-type: none"> <li>Is income properly recorded and promptly banked?</li> <li>Does the precept recorded in the cashbook agree to the District Council's notification?</li> <li>Are security controls over cash adequate and effective?</li> </ul>	
Reimbursement procedures	<ul style="list-style-type: none"> <li>Is all petty cash spent recorded and supported by VAT invoices/receipts?</li> <li>Is petty cash expenditure reported to each Council meeting?</li> <li>Is petty cash reimbursement carried out regularly?</li> </ul>	
Payroll controls	<ul style="list-style-type: none"> <li>Do salaries paid agree with those approved by the Council?</li> <li>Are other payments to the Clerk reasonable and approved by the Council?</li> <li>Has PAYE/NIC been properly operated by the Council as an employer?</li> <li>Are the 'electronic' salary pay arrangements transparent and authorised?</li> </ul>	
Asset controls	<ul style="list-style-type: none"> <li>Does the Council keep an asset register of all material assets owned?</li> <li>Are the Asset/Investments registers up to date?</li> <li>Do asset insurance valuations agree with those in the asset register?</li> </ul>	
Bank reconciliation	<ul style="list-style-type: none"> <li>Is there bank reconciliation for each amount?</li> <li>Is bank reconciliation carried out regularly on the receipt of statements?</li> <li>Are there any unexplained balancing entries in any reconciliation?</li> </ul>	
Year end procedures	<ul style="list-style-type: none"> <li>Are year-end accounts prepared on the correct accounting basis (R&amp;P)?</li> <li>Do accounts agree with the cash book?</li> <li>Is there any audit trail from underlying financial records to the accounts?</li> </ul>	

AUDITOR NAME: ..... SIGNATURE: ..... DATE: .....

## ASTLEY VILLAGE PARISH COUNCIL - REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

### APPENDIX A - Meeting the Standards

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	Internal Audit Tests (Auditor provided with a pro-forma to complete called 'Internal Audit Plan')	Yes
2. Independence	<ul style="list-style-type: none"> <li>Internal Auditor has direct access to those charged with governance.</li> <li>Reports are made in own name to management/Council via a report.</li> <li>Auditor does not have any other role within the council.</li> </ul>	Yes
		Yes
		Yes
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Yes
4. Relationships	<ul style="list-style-type: none"> <li>Responsible officer (Clerk) is consulted on the internal audit plan and on the scope of each audit.</li> <li>Responsibilities for officers and internal audit are defined in relation to internal control, risk management.</li> <li>The responsibilities of council members are understood; training of members is carried out as necessary.</li> </ul>	Yes
		Yes
		Yes
5. Audit Planning and reporting	<ul style="list-style-type: none"> <li>The Internal Audit Plan properly takes account of corporate risk.</li> <li>The plan has been approved by the council.</li> <li>Internal Auditor has reported in accordance with the plan.</li> </ul>	Yes
		Yes
		Yes

### APPENDIX B - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Response
Internal audit work is planned	Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes
Understanding the Council's needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	Yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	Yes
Add value and assist the Council to achieve its objectives	Demonstrated through positive Council response to recommendations and follow up action where called for.	Yes
Be forward looking	Changes on national agenda are considered when the Internal Audit guidance is reviewed. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes
Be challenging	Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Yes

Ensure the right resources are available	<ul style="list-style-type: none"> <li>Adequate resource is made available for internal audit to complete its work.</li> <li>Internal auditor understands the body and the legal and corporate framework in which it operates.</li> </ul>	Yes
		Yes
Banking arrangements checked	Viewed procedure, Financial Regulations, authorisations	Yes

## INTERNAL AUDIT PLAN

Internal Control	Suggested test	Response
Proper bookkeeping	<ul style="list-style-type: none"> <li>Is the cashbook maintained and up to date?</li> <li>Is the cashbook arithmetic correct?</li> <li>Is the cashbook regularly balance?</li> </ul>	
a) Standing Orders and Financial Regulations b) Payment controls	<ul style="list-style-type: none"> <li>Has the Council formally adopted standing orders and financial regulations?</li> <li>Has a Responsible Financial Officer been appointed with specified duties?</li> <li>Have items or services above a de minimis amount been competitively purchased?</li> <li>Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>Has VAT on payments been identified, recorded and reclaimed?</li> <li>Is s137 expenditure separately recorded and within statutory limits?</li> </ul>	
Risk management arrangements	<ul style="list-style-type: none"> <li>Does a scan of minutes identify any unusual financial activity?</li> <li>Do the minutes record the council carrying out an annual risk assessment?</li> <li>Is insurance cover appropriate and adequate?</li> <li>Are internal financial controls documented and regularly reviewed?</li> </ul>	
Budgetary controls	<ul style="list-style-type: none"> <li>Has the Council prepared an annual budget in support of its precept?</li> <li>Is actual expenditure against the budget regularly reported to the Council?</li> <li>Are there any significant unexplained variances from budget?</li> </ul>	
Income controls	<ul style="list-style-type: none"> <li>Is income properly recorded and promptly banked?</li> <li>Does the precept recorded in the cashbook agree to the District Council's notification?</li> <li>Are security controls over cash adequate and effective?</li> </ul>	
Reimbursement procedures	<ul style="list-style-type: none"> <li>Is all petty cash spent recorded and supported by VAT invoices/receipts?</li> <li>Is petty cash expenditure reported to each Council meeting?</li> <li>Is petty cash reimbursement carried out regularly?</li> </ul>	
Payroll controls	<ul style="list-style-type: none"> <li>Do salaries paid agree with those approved by the Council?</li> <li>Are other payments to the Clerk reasonable and approved by the Council?</li> <li>Has PAYE/NIC been properly operated by the Council as an employer?</li> <li>Are the 'electronic' salary pay arrangements transparent and authorised?</li> </ul>	
Asset controls	<ul style="list-style-type: none"> <li>Does the Council keep an asset register of all material assets owned?</li> <li>Are the Asset/Investments registers up to date?</li> <li>Do asset insurance valuations agree with those in the asset register?</li> </ul>	

Bank reconciliation	<ul style="list-style-type: none"> <li>▪ Is there bank reconciliation for each amount?</li> <li>▪ Is bank reconciliation carried out regularly on the receipt of statements?</li> <li>▪ Are there any unexplained balancing entries in any reconciliation?</li> </ul>	
Year end procedures	<ul style="list-style-type: none"> <li>▪ Are year-end accounts prepared on the correct accounting basis (R&amp;P)?</li> <li>▪ Do accounts agree with the cash book?</li> <li>▪ Is there any audit trail from underlying financial records to the accounts?</li> </ul>	

AUDITOR NAME: ..... SIGNATURE: ..... DATE: .....

**Reviewed by the Parish Council on 2 September 2020**

# INTERNAL AUDIT PLAN

## Agenda Item 8(v)

Internal Control	Suggested test	Response
Proper bookkeeping	<ul style="list-style-type: none"> <li>Is the cashbook maintained and up to date?</li> <li>Is the cashbook arithmetic correct?</li> <li>Is the cashbook regularly balance?</li> </ul>	
a) Standing Orders and Financial Regulations b) Payment controls	<ul style="list-style-type: none"> <li>Has the Council formally adopted standing orders and financial regulations?</li> <li>Has a Responsible Financial Officer been appointed with specified duties?</li> <li>Have items or services above a de minimis amount been competitively purchased?</li> <li>Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>Has VAT on payments been identified, recorded and reclaimed?</li> <li>Is s137 expenditure separately recorded and within statutory limits?</li> </ul>	
Risk management arrangements	<ul style="list-style-type: none"> <li>Does a scan of minutes identify any unusual financial activity?</li> <li>Do the minutes record the council carrying out an annual risk assessment?</li> <li>Is insurance cover appropriate and adequate?</li> <li>Are internal financial controls documented and regularly reviewed?</li> </ul>	
Budgetary controls	<ul style="list-style-type: none"> <li>Has the Council prepared an annual budget in support of its precept?</li> <li>Is actual expenditure against the budget regularly reported to the Council?</li> <li>Are there any significant unexplained variances from budget?</li> </ul>	
Income controls	<ul style="list-style-type: none"> <li>Is income properly recorded and promptly banked?</li> <li>Does the precept recorded in the cashbook agree to the District Council's notification?</li> <li>Are security controls over cash adequate and effective?</li> </ul>	
Reimbursement procedures	<ul style="list-style-type: none"> <li>Is all petty cash spent recorded and supported by VAT invoices/receipts?</li> <li>Is petty cash expenditure reported to each Council meeting?</li> <li>Is petty cash reimbursement carried out regularly?</li> </ul>	
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Asset controls	<ul style="list-style-type: none"> <li>Does the Council keep an asset register of all material assets owned?</li> <li>Are the Asset/Investments registers up to date?</li> <li>Do asset insurance valuations agree with those in the asset register?</li> </ul>	
Bank reconciliation	<ul style="list-style-type: none"> <li>Is there bank reconciliation for each amount?</li> <li>Is bank reconciliation carried out regularly on the receipt of statements?</li> <li>Are there any unexplained balancing entries in any reconciliation?</li> </ul>	
Year end procedures	<ul style="list-style-type: none"> <li>Are year-end accounts prepared on the correct accounting basis (R&amp;P)?</li> <li>Do accounts agree with the cash book?</li> <li>Is there any audit trail from underlying financial records to the accounts?</li> </ul>	

AUDITOR NAME: ..... SIGNATURE: ..... DATE: .....

# Astley Village Parish Council - Financial Risk Assessment

## Notes

This document has been produced to enable the Parish Council to assess the Financial risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review assess and revise if required.

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Councillors	Loosing Councillor membership or having more than 7 vacancies at any one time  Election 2023	L  L  L	When a vacancy arises, there is a legal process to follow. This either leads to a bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Parish Council meeting then appointment. If there are more than 7 vacancies at any one time on the Parish Council, it becomes non quorate. The legal process of the Borough Council appointing members takes place. High risk of having all new Councillors or many new ones, loosing experience	Existing procedures adequate.  Procedures of another body are adequate. No action can be taken.
Business continuity	Risk of Parish Council not being able to continue its business due to an unexpected or tragic circumstance	L	There is a business continuity plan in place. During the Covid-19 Pandemic, virtual meetings of the Parish Council will be held via Zoom. A full Risk Assessment is in place to ensure the safety of the Village Caretaker during the Covid-19 Pandemic.	The Plan was reviewed in March 2020 in response to the Covid-19 Pandemic.
Precept	Adequacy of precept Requirements not submitted to CBC in time Amount not received by Chorley Borough Council	L  L  L	To determine the precept amount required, the Parish Council regularly receives budget update information, and the precept is an agenda item at the Parish Council Meeting. At the Precept meeting, the Parish Council receives, the Responsible Financial Officer will submit a budget update report, including actual position and projected position to end the year and indicative figures or costings. With this information the Parish Council will agree the budget headings and projects for the following year and agree the precept amount to be requested from Chorley Borough Council. This figure is submitted by the Clerk to Chorley Borough Council Precept should be considered by the Parish Council before the deadline - deadline should be ascertained from Chorley Borough Council asap. The Clerk reports to the Parish Council Meeting when the monies are received.	Existing procedure adequate.
Precept	Risk to precept tax base figure & Grant	M	Identified risk of falling tax base figure. Monitored at precept setting each year and Identifying potential savings/changes.	Monitor – balances up

# FINANCIAL AND MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Election costs Or By-election costs	Risk of election costs	L	Risk is higher in an election year, but still a risk that a by-election is called for any casual vacancy. When a scheduled election is due, Clerk obtains estimate of costs from the Chorley Borough Council for a full election and an uncontested election. No measures can be adopted to minimise the risk of having elections, as this is a democratic process. Council saves a sum each year to carry forward in case of an election at a four-year interval, by-Council elections are not accounted for.	Council precepts an amount annually and plans for the four-year period by building up the fund.
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. The Financial Regulations were reviewed in November 2018.
Bank and banking	Inadequate checks  Bank mistakes Loss Charges Loss of signatories	L  L L L L	The Parish Council has Financial Regulations which set out the requirements for financial transactions/budget monitoring. Occasional errors in processing cheques identified by the Responsible Financial Officer are dealt with immediately by informing the bank and awaiting their correction. The Parish Council will periodically review its banking arrangements. There are three signatories for the bank accounts (two Parish Councillors and the Clerk) and all payments need to be countersigned therefore all payments are authorised by two persons. Barclays Online Banking is the preferred method of the Parish Council conducting its financial transactions and the Barclays Online Banking Guarantee which protects the Parish Council against fraudulent activity by a third party. Any changes required to the bank mandate will be made as quickly as possible. The Parish Clerk has a debit card to make purchases which have been approved by the Parish Council.	Existing procedure adequate. Monitor the bank statements monthly.
Cash / Loss	Loss through theft or dishonesty	L	The Parish Council has Financial Regulations which set out the requirements. Cash/cheques received are banked within 3 banking days. There is no petty cash or float. This is audited by the Internal Auditor annually.	Existing procedure adequate.
Litigation	Potential risk of legal action being taken against the Parish Council	L	Public liability insurance covers general personal injury claims where the Parish Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against.	Insurance is adequate for requirements but there is still risk of other claims.
Reporting and auditing	Information communication  Compliance	L  L	A monitoring statement is produced regularly and presented to each Parish Council, Meeting, discussed and approved at that meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank account. The Parish Council should regularly audit internally to comply with the Fidelity Guarantee.	Existing procedure adequate.
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices	L L L L L	The Parish Council has Financial Regulations which set out the requirements. At each Parish Council Meeting the list of invoices awaiting approval is distributed to Councillors and considered. One Parish Councillor is nominated to check each invoice against the cheque book and associated paperwork and initials the invoices. The Parish Council approves the list of requests for payment. The Parish Council has minimal stocks, these are checked and monitored by the Parish Clerk. Unpaid invoices to the Parish Council for adverts in the newsletter or services are pursued and where possible, payment is obtained in advance.	Existing procedure adequate.



# FINANCIAL AND MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. A Grants Policy and application form was introduced in November 2012.	Existing procedure adequate. Parish Councillors to request S137 rules if required.
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One off grant would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.
Charges - rentals receivable	Receipt of rental	Negative	Presently we have no arrangements in place	
Best value Accountability	Work awarded incorrectly Overspend on services	L L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council. This is covered in the Financial Regulations.	Existing procedure adequate. Council need to specify exactly how it wants a contract to be carried out i.e., in house or by contractor.
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue Online banking controls and Measures	L L L L L L L	The Parish Council authorises the appointment of all employees through the Personnel Committee. Salary rates are assessed annually by the Personnel Committee and applied on 1 April each year. Salary analysis and slips are produced by the Clerk monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). These are available for inspection at the Parish Council Meetings. The Tax and NI is worked out using an Inland Revenue computer programme updated regularly. All Tax and NI payments are submitted in the Inland Revenue Annual Return. The Village Caretaker has a contract of employment and job description. There work is supervised by Brothers of Charity Services England and periodically by the Parish Clerk The Clerk has a contract of employment and job description. All contracts of employment contain a section on overpayment and recoup. Following review, salary cheques/standing orders written out in advance and paid on time.	Existing appointment system adequate. A Personnel Committee was set up to deal with any queries or scheduled business. Further details on salaries are contained in the Financial Regulations.
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety	L L L	Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. The Village Caretaker should be provided with adequate direction and safety equipment needed to undertake the roles, i.e. protective clothing and training.	Existing procedure adequate. Purchase revised books. Membership of the SLCC. Monitor working conditions, safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	Negative	No allowances are allocated to Parish Councillors.	No procedure required.
VAT	Re-claiming/charging	L	The Parish Council has Financial Regulations which set out the requirements. VAT is reclaimed regularly.	Existing procedure adequate.
Employers Annual Return	Paying and accounting for NI and Tax of employee's salaries	L	Employer's Annual Return is completed and submitted online to the Inland Revenue within the prescribed time frame by the Clerk.	Existing procedure adequate.

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Audit - Internal Audit	Completion within time limits	L L	Internal auditor is appointed by the Parish Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor. Procedures are all covered in the 'Review of Effectiveness of the system of Internal Audit' which is reviewed annually.	Existing procedure adequate. Internal Auditor to be appointed
Annual Return	Completion/Submission within time limits	L	Annual Return is completed and signed by the Parish Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedure adequate.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. As per the Financial Regulations prescribe.	Existing procedure adequate.
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following each Parish Council Meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate.
Website	Information is up to date compliant with the new Accessibility Regulations.	L L	The Parish Clerk regularly reviews the website content. Steps were taken to ensure the website was compliant by 23 September 2020.	Existing procedure adequate.
Members interests	Conflict of interest Register of Members interests	L L	The declaring of interests by members at a meeting is on the agenda to remind Councillors of their duty. Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate. Members to take responsibility to update their Register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	A review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Data protection	Policy Provision	L-M	The Parish Council is registered with the Information Commissioners Office (ICO). The changes required following the introduction of the new GDPR requirements introduced in 2018 have been implemented. It has been agreed that all Parish Councillors be offered a 'avpc.org.uk email address which to be used for all Parish Council business in line with the advice issued by the Information Commissioners Office.	Ensure annual renewal of registration.
Freedom of Information Act	Policy Provision	L-M	The Parish Council has a model publication scheme for Local Councils in place. The Clerk/Council are aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours, but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the F of I Act.

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
GDPR	GDPR breach SAR request	L	<p>The Parish Council cannot avoid or anticipate a Subject Access Request but can guard against and GDPR breach. Anti-virus protection is on the Lap-Top and annually renewed. Information is not kept beyond when necessary.</p> <p>It has been agreed that all Parish Councillors be offered a 'avpc.org.uk email address which to be used for all Parish Council business in line with the advice issued by the Information Commissioners Office (ICO)</p>	The procedures need to be put into a document for approval and review.

FINANCIAL RISK THROUGH EQUIPMENT LOSS OR DAMAGE				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Asset register updated in September 2020 in accordance with Audit suggestions.
Maintenance	Poor performance of assets Loss of income or performance Risk to third parties	L L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.	Existing procedure adequate. Ensure inspections carried out.
Asset damage /loss	Street furniture, SPID, noticeboards etc damage or loss or in need of repair	L	The Parish Council is responsible for two boundary signs, seats, bike hoops, planters - all covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to the Parish Council and/or dealt with. Problems will be reported. Councillors to monitor and report problems	Clerk monitor reports
Asset damage /loss	Office equipment	L	The Parish Council's lap top computer and Kyocera M5526CDW Printer. – covered by insurance. The laptop is kept in a carry bag to protect it.	The office equipment requirements were reviewed in September 2020.
Notice boards	Risk/damage/injury to third parties Roadside safety	L L	The Parish Council has 3 notice boards sited in the village. Locations have approval by relevant parties, insurance cover, inspected regularly by the Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Clerk.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L L	The Parish Council Meetings are usually held at the Community Centre. However, during the Covid-19 Pandemic, virtual meetings will be held via Zoom. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. Problems will be reported.	Existing locations adequate.
Council records - paper	Loss through: Theft; fire. Damage	L L L	The Parish Council records are stored at the home of the Clerk. Records include minute books and copies, records such as personnel, insurance, salaries etc. Recent materials are in a metal filing cabinet (not fireproof) and older more historical records in the attic.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L L	The Parish Council's electronic records are stored on the Parish Council's laptop. Back-ups of the files are taken utilising a Cloud provider.	Documents held by the Parish Council are backed up via the 'Cloud'.
Damage	Wilful damage and graffiti	M	Monitored and reported by all to the Clerk or CBC/LCC for quick repairs/cleaning.	

**Reviewed by the Parish Council on 4 November 2020**



# Astley Village Parish Council

<b>Title</b>	<b>Review of Asset Register</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>8 September 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>	<b>X</b>	<b>Discussion</b>		<b>Information</b>	

## Purpose of Report

At the Parish Council Meeting on 7 July 2021, it was agreed 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.

In addition, the Parish Clerk was requested to confirm that the insurance policy covers the parish council assets on a new for old basis.

## Key Issues

The current Asset Register has been updated and reformatted by the Parish Clerk (Appendix A). The excess for each claim is £250. It is therefore suggested that items below this amount are not included on the schedule of the Parish Council's assets provided to the Parish Council's insurers. Following the review by the Parish Clerk suggesting an appropriate Insurance Value for each asset, the total value is £27,925. The current cover is for £26,952.01.

The Parish Council's current insurers (Zurich Insurance) have confirmed that the insurance policy currently held by the Parish Council covers the Parish Council assets on a new for old basis.

The Policy Schedule for 2021-22 confirms the following: (Appendix B (Page 4)).

<b>Item Description</b>	<b>Sum Insured</b>
Street Furniture	£21,261.26
Mowers & Machinery	£5,150.00
Laptop	£540.75
<b>TOTAL</b>	<b>£26,952.01</b>

The excess of £250 applies to each loss.

## **Views of the Joint meeting of the General Purposes & Village Development Working Groups held on Tuesday 24 August 2021**

The Working Group recommended 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. In addition, it was suggested that the budget provision for 'Insurance' (01-3) be increased from £400 to £500 for the financial year 2022/23.

### **Action required by the Parish Council**

The Parish Council are requested to:

- (1) approve the revised Asset Register and Insurance Value for each asset as suggested in Appendix A to the report be approved by the Parish Council.
- (2) Increase the budget provision for 'Insurance' (01-3) from £400 to £500 for the financial year 2022/23.

## Agenda item 8(vii) APPENDIX A

### ASTLEY VILLAGE PARISH COUNCIL

#### ASSET REGISTER

Reviewed: 09/01/19, 29/08/2019, 08/01/20, 12/06/2020

Date purchased/ acquired	Asset description	Asset stored	Purchase Value/Est'd Value £	Insurance Value £ (Excess £250)	Suggested Insurance Cover
<b>Street Furniture</b>	<b>£21,261.26</b>				
Prior to 2002	Millenium Noticeboard	Installed at junction of Chancery Road and Hallgate (estimated purchase value)	£500	£1,500	1500
01 July 2005	Ornamental Village Entry Signs made of ironwork	Installed one at each boundary of the village on Chancery Road	£500	£550	1000
01 July 2005	Bike hoops	Installed adjacent to the shop area	£200	£250	0
01 October 2005	Noticeboard	Installed on the wall in the shopping centre	£355	£380	1000
01 June 2011	Two seats, made of recycle material	Land adjacent to the School, Chancery Road	£768	£1,200	1200
01 September 2011	Information board	Land adjacent to the School, Chancery Road	£1,500	£1,500	1000
01 November 2011	Four planters made of recycle material	Positioned around village	£1,548	£1,548	1300
04 July 1905	Oak tree for Queens Diamond Jubilee	On land adjacent to the school, Chancery Road	£48	£250	0
04 July 1905	10 Queens Diamond Jubilee plaques	Plaques attached to 6 planters, 1 tree, 3 seats	£210	£500	0
01 March 2012	Seat made of recycle material	Beside bus stop, Chancery Road	£446	£600	600
01 November 2012	Living Christmas Tree	Land adjacent Chancery Road, in front of shops	£350	£600	0
01 October 2013	Two planters made of recycle material	Positioned around village	£648	£650	650
01 November 2013	Metal fence sections which attach together	Around the Christmas tree	£200	£550	550
01 November 2014	Seat made of recycle material and Planter	Seat at bus stop next to Great Meadow Planter on Chancery opposite Broadfields entrance	£893	£1,200	925
01 July 2015	Seat made of recycle material x 1	Bus stop Chancery Road, opposite Buckshaw Hall Road (on Derian side)	£591	£600	600
01 March 2016	Plaques for seats x	Installed on seats around the village	£264	£264	0
01 July 2016	Seat made of recycle material x3	Bus stop at Buckshaw Hall Close Bus stop at school Bus stop at Great Meadow	£1,620	£1,800	1800
01 November 2016	Seat made of recycle material x 1	Bus stop Chancery Road between Studfold and Long Croft Meadow	£522	£600	600
01 September 2017	Seat made of recycle material x 3	Bus stop Chancery Road Broadfields (school side) Bus stop Chancery Road between Wymundsley & Judeland (school side) In front of pharmacy village centre	£1,731	£1,800	1800
01 May 2018	Seat made of recycle material x 1	Bus stop at Ravensthorpe	£535	£600	600

01 January 2019	Stone Planters	One at West Way entrance, one in centre	£3,350	£4,000	4000
01 January 2020	Christmas Tree Light sets	Used on Christmas Tree in December	£390	£400	400
<b>Totals</b>			<b>£17,169</b>	<b>£21,342</b>	<b>£19,525</b>
<b>Mowers &amp; Machinery</b>	<b>£5,150.00</b>				
01 July 2019	Two solar speed identification devices	Installed: one near Wymundsley and one opposite Buckshaw Hall Close	£6,800	£7,000	7000
<b>Totals</b>			<b>£6,800</b>	<b>£7,000</b>	<b>7000</b>
<b>Office Equipment</b>	<b>£540.75</b>				
01 February 2016	Lap top computer	Clerk's office	£457	£525	1000
01 September 2020	Mobile Filing Trolley	Kept at the Clerks Home Address	£134	£134	0
01 September 2020	Kyocera M5526CDW Printer	Kept at the Clerks Home Address	£318.00	£318.00	400
<b>Totals</b>			<b>£909</b>	<b>£977</b>	<b>1400</b>
<b>Total asset 2020/2021 Audit</b>			<b>£24,878.11</b>	<b>£29,319</b>	<b>£27,925</b>

(Current Cover £26,952.01)



Mr Craig Ainsworth  
Astley Village Parish Council  
5 Clarendon Gardens  
Bromley Cross  
Bolton  
BL7 9GW

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720445753
Insured	Astley Village Parish Council
Business	Parish / Town Council
Period of Insurance	
From	01 <sup>st</sup> June 2021
To	31 <sup>st</sup> May 2022
and any other period for which cover has been agreed.	
Renewal Premium	£ 444.87

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	85019076
Long Term Agreement:	Not Applicable
Preparation Date	08 <sup>th</sup> July 2021
Prepared by	Ms Lucy Tallent
Policy Form Reference	MLAACC03

### Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Important information

### **Taking reasonable care**

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

## Part C – All Risks

### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

### Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Street Furniture	£21,261.26	£250
Mowers & Machinery	£5,150.00	£250
Laptop	£540.75	£250

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (see pages 35 - 37)

### 10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

#### 5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a **communicable disease**; or
- b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, '**communicable disease**' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and
- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and

- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

## Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any <b>Member</b> or <b>Employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any <b>Member</b> or <b>Employee</b>	£500
(c) in the <b>premises</b>	
(i) in the custody of or under the actual supervision of any <b>Member</b> or <b>Employee</b>	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

Operative Endorsements:

‘In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.’

### 10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

#### 5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a **communicable disease**; or
- b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, ‘**communicable disease**’ means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and

- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

## Part E – Public Liability

**Limit of Indemnity:** £12,000,000

**Excess:** £100 each and every claim in respect of Section 2(d)(ii)

### Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

#### Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

#### Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

#### Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

#### Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified



## Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

### 3. Officials Indemnity

#### Section 3 – Financial Loss

For the purposes of this Section, **employee** is held to include **member**

#### Part G – Employers Liability

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

**Part H – Libel and Slander****Sum Insured**

£500,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower

## Part N – Fidelity Guarantee

**Persons Guaranteed:**  
All members and employees

**Sum Guaranteed**  
£250,000

**Excess:** £100 each and every loss

## Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

### Persons Insured:

#### Employees

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

#### Directors/Councillors

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

### Operative Endorsement:

Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

## Part P – Legal Expenses

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited.

### Section:

3. Employment Disputes and Compensation Awards	
(A) Employment Disputes	Operative
(B) Compensation Awards	Operative
(C) Service Occupancy	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	
(A) Property Protection	Operative
(B) Bodily Injury	Operative
6. Tax Protection	
(A) Inland Revenue Investigations, Full or Aspect Enquiries	Operative
(B) Employers compliance	Operative
(C) VAT disputes	Operative
7. Contract Disputes	Not Operative
8. Statutory Licence Protection	Operative
<b>Limit of Indemnity:</b>	£100,000

### Operative Endorsements

Section 2 (c) shall read:

(c) in civil claims other than claims under Section 3 it is always more likely than not that a Person Insured will recover damages (or obtain any other legal remedy which the **insurer** has agreed) or make a successful defence.

Provisos (i) (1), (i) (2) and (ii) to Section 3 (B) are deleted.

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the 'cooling off period' for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

### 3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

## Claims Contact Information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Line of cover	Claims team	Claims contact details	
Buildings, Contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business Interruption		Email:	<a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a>
Computer		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Money			
Public Liability	Liability Claims	Tel:	0800 876 6984
Employers Liability		Email:	<a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a> (New Claims) <a href="mailto:zmflc@uk.zurich.com">zmflc@uk.zurich.com</a> (Subsequent correspondence)
Personal Assault under Money		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Personal Accident			
Financial and administrative liability			
Professional Negligence			
Hirers Liability			
Fidelity Guarantee			
Libel and Slander			
Engineering Insurance			
Engineering – Deterioration of Stock			
Business Travel			
Motor	Motor Claims	Tel:	0800 916 8872 (new claims) 0800 232 1913 (customer damage)
		Email:	<a href="mailto:zmmotorclaimsoffice@uk.zurich.com">zmmotorclaimsoffice@uk.zurich.com</a>
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 976 2030 (Switchboard)

### General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.



# Astley Village Parish Council

<b>Title</b>	<b>Mini Meadows of Wildflowers &amp; Wildlife Corridors Project on Chancery Road</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>8 September 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>	<b>X</b>	<b>Discussion</b>		<b>Information</b>	

## Purpose of Report

Councillors Arnold Almond, Keith Ashton, Chris Sheldon and the Parish Clerk met with Mr. Chris Walmsley, Streetscene Services Manager at Chorley Borough Council on Wednesday 4 August 2021.

Mr. Walmsley invited 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.

The Chair of the Parish Council committed to the Parish Council forwarding its views following the meeting on 8 September 2021 so that these could be considered as part of for Chorley Borough Council's planning and budgeting process.

The Parish Council have within the Village Development Two Year Plan have allocated £500 as part of the 2021/22 budget to extend the Mini Meadows of Wildflowers introduced at The Farthings to other areas along Chancery Road in conjunction with Chorley.

## Key Issues

The following issues were raised by Councillors at the site meeting on Wednesday 4 August 2021 and the response received from Mr. Walmsley is in italics:

- A request for the trees to be trimmed along the left side of Chancery at the West Way entrance, to give better visibility to the Gateway Sign.

*This has been passed to our assistant tree officer who will inspect and either cut back himself or pass to a contractor. If it is being passed to a contractor, the tree officer will provide updates the parish clerk re. timescales.*

- For the trees on both sides of Chancery at the Zebra Crossing to be trimmed to improve the sight lines of the signs and the crossing itself.

*The Tree obscuring sightline is a Lancashire County Council tree and therefore has been reported to them via their website. Reference W619954.*

- To replace the two dead trees from the 30 trees planted during 2021 and the dead tree planted by Laura Lennox.

*I am looking into this, are the parish council responsible for the ongoing maintenance of the trees you planted or have Lancashire County Council agreed to take these on? Whilst I do not foresee any issues with replacing these dead trees, we would be looking to continue with the agreement you currently have in place.*

- Mr. Walmsley was asked to confirm that the whole of Chancery would be mowed for the winter, at the end of the season.

*Yes, we will be cutting all areas back at the end of the mowing season. Chorley Borough Council have cut back some of the wildlife corridor at the junction of Buckshaw Hall Close as it was impeding the sight line when exiting at that junction.*

- *The horse chestnut trees that appeared diseased have been reported to Lancashire County Council via email by our tree officer*

### **Cost of extending wildflower corridors**

*There are some variables, such as whether we can use the tractor mounted rotovator or the pedestrian rotovator, but if you work on the principle of approx. £1.50 per m<sup>2</sup> for annuals and £2.75 per m<sup>2</sup> for perennials then it shouldn't be too far out. This is subject to fluctuation though as it is based on 2020 salaries, seed and machinery hire costs. Once you've agreed sites, I should be able to firm up the costs.*

### **Views of the Joint meeting of the General Purposes & Village Development Working Groups held on Tuesday 24 August 2021**

The Working Group discussed the proposal being developed by Councillor Chris Sheldon on behalf of the Working Group (Appendix A to this report) and agreed that the report and proposals should be recommended to the Parish Council.

### **Action required by the Parish Council**

To consider the proposal of the Working Group set out in Appendix A to this report, including any potential budget provision in relation to the Mini Meadows of Wildflowers & Wildlife Corridors Project on Chancery Road

## Astley Village Parish Council

### Proposed mini meadows and wildlife corridors along Chancery Road 2022

#### Legend:



MM – Mini Meadow of wildflowers



WLC – Wildlife Corridor

#### General comment:

1. At road junctions finish the wildlife corridors at least 3m from the road kerb edge so that tall plants do not impede sightlines for motorists.
2. Retain wildlife corridors unless identified as new mini meadows areas on the following map pages.
3. Chorley Borough Council (CBC) Grass Maintenance Asset numbers are shown in blue, eg. [GM\\_2936](#)

**Important note: The maps on the following 5 pages are indicative of the proposed locations of mini meadows and wildlife corridors and are NOT ACCURATE.**

## The Farthings to Merefield

GM\_2936: Retain the Mini Meadow at the junction of Chancery Road and The Farthings. Widen the mini meadow strip from lamppost no.5 to 2m, where possible, up to the first crossing path. Mow the area on the corner of the Farthings back to the mini meadow (at least 5 m from the apex of the kerb).

GM\_2837: The mini meadow strip starting at Long Copse can be increased to 2m wide up to lamppost no.9 and then 1m wide until the first mature tree. The strip should begin again the other side of the bus stop, again 2m wide where possible, until the junction with Merefield.

Retain the wildlife corridors as now. Remove “failed” mini meadows in areas not identified here as “MM” and make them wildlife corridors.





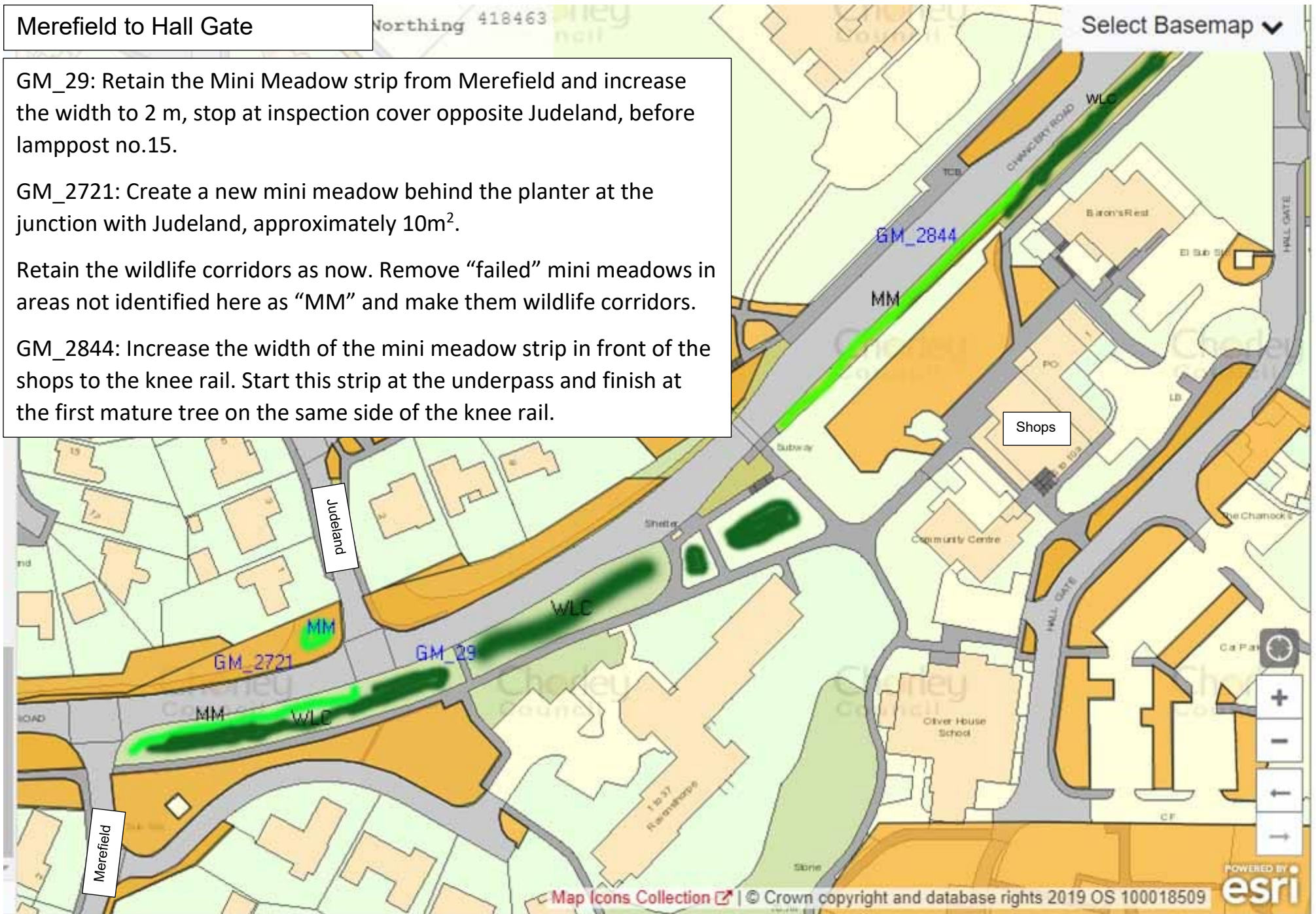
## Merefield to Hall Gate

GM\_29: Retain the Mini Meadow strip from Merefield and increase the width to 2 m, stop at inspection cover opposite Judeland, before lamppost no.15.

GM\_2721: Create a new mini meadow behind the planter at the junction with Judeland, approximately 10m<sup>2</sup>.

Retain the wildlife corridors as now. Remove “failed” mini meadows in areas not identified here as “MM” and make them wildlife corridors.

GM\_2844: Increase the width of the mini meadow strip in front of the shops to the knee rail. Start this strip at the underpass and finish at the first mature tree on the same side of the knee rail.



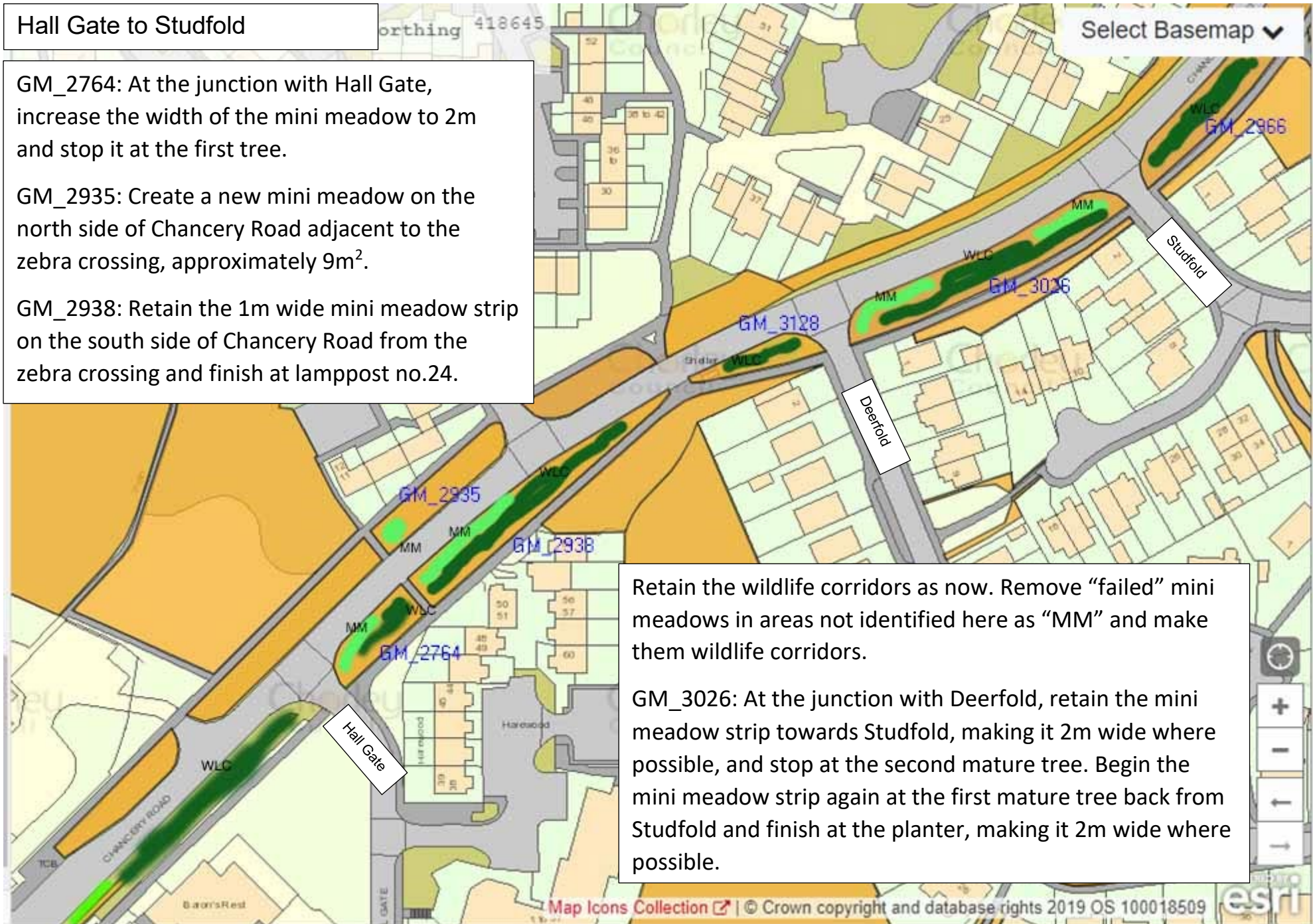


## Hall Gate to Studfold

GM\_2764: At the junction with Hall Gate, increase the width of the mini meadow to 2m and stop it at the first tree.

GM\_2935: Create a new mini meadow on the north side of Chancery Road adjacent to the zebra crossing, approximately 9m<sup>2</sup>.

GM\_2938: Retain the 1m wide mini meadow strip on the south side of Chancery Road from the zebra crossing and finish at lamppost no.24.



Retain the wildlife corridors as now. Remove “failed” mini meadows in areas not identified here as “MM” and make them wildlife corridors.

GM\_3026: At the junction with Deerfold, retain the mini meadow strip towards Studfold, making it 2m wide where possible, and stop at the second mature tree. Begin the mini meadow strip again at the first mature tree back from Studfold and finish at the planter, making it 2m wide where possible.

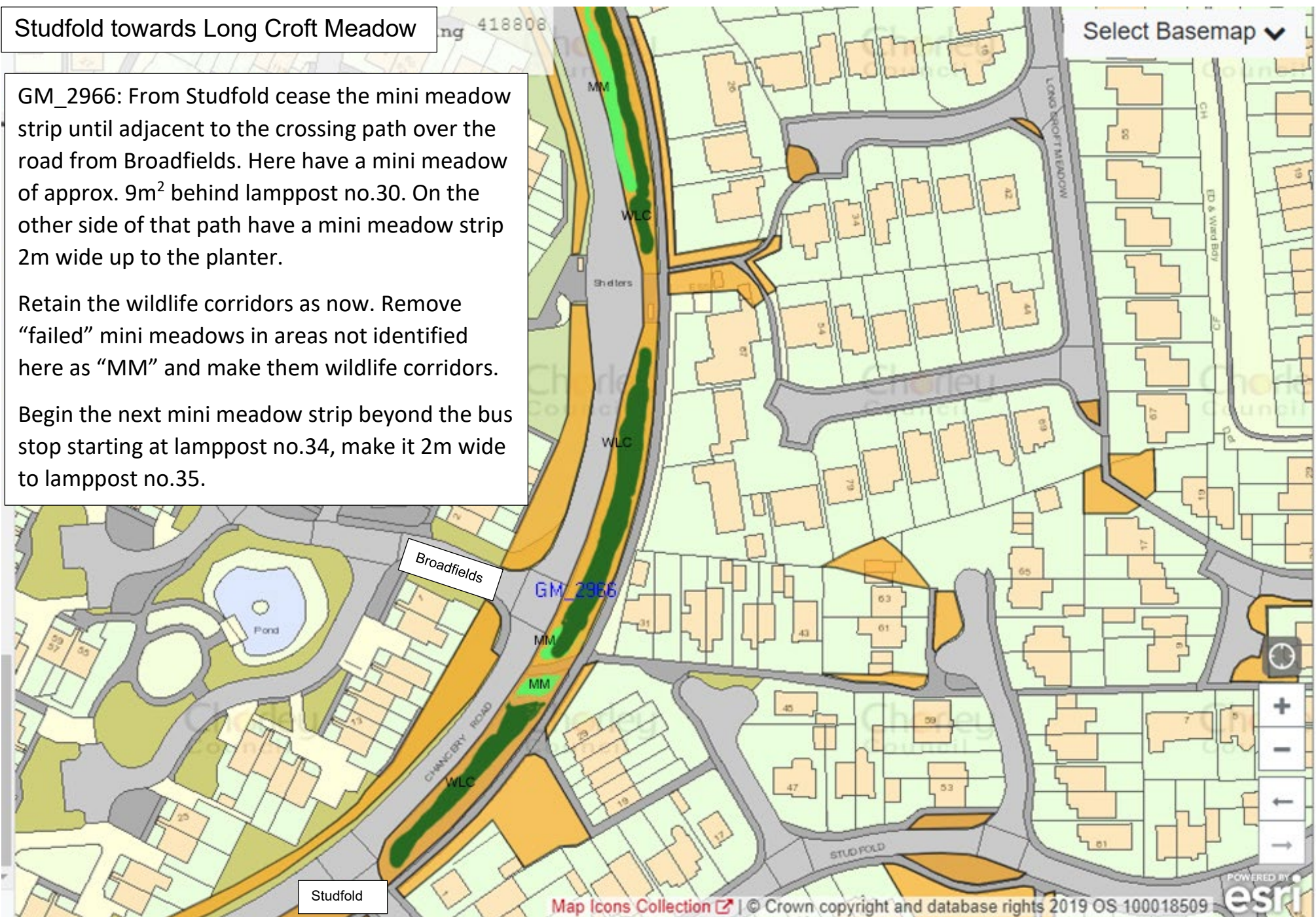


## Studfold towards Long Croft Meadow

GM\_2966: From Studfold cease the mini meadow strip until adjacent to the crossing path over the road from Broadfields. Here have a mini meadow of approx.  $9m^2$  behind lamppost no.30. On the other side of that path have a mini meadow strip 2m wide up to the planter.

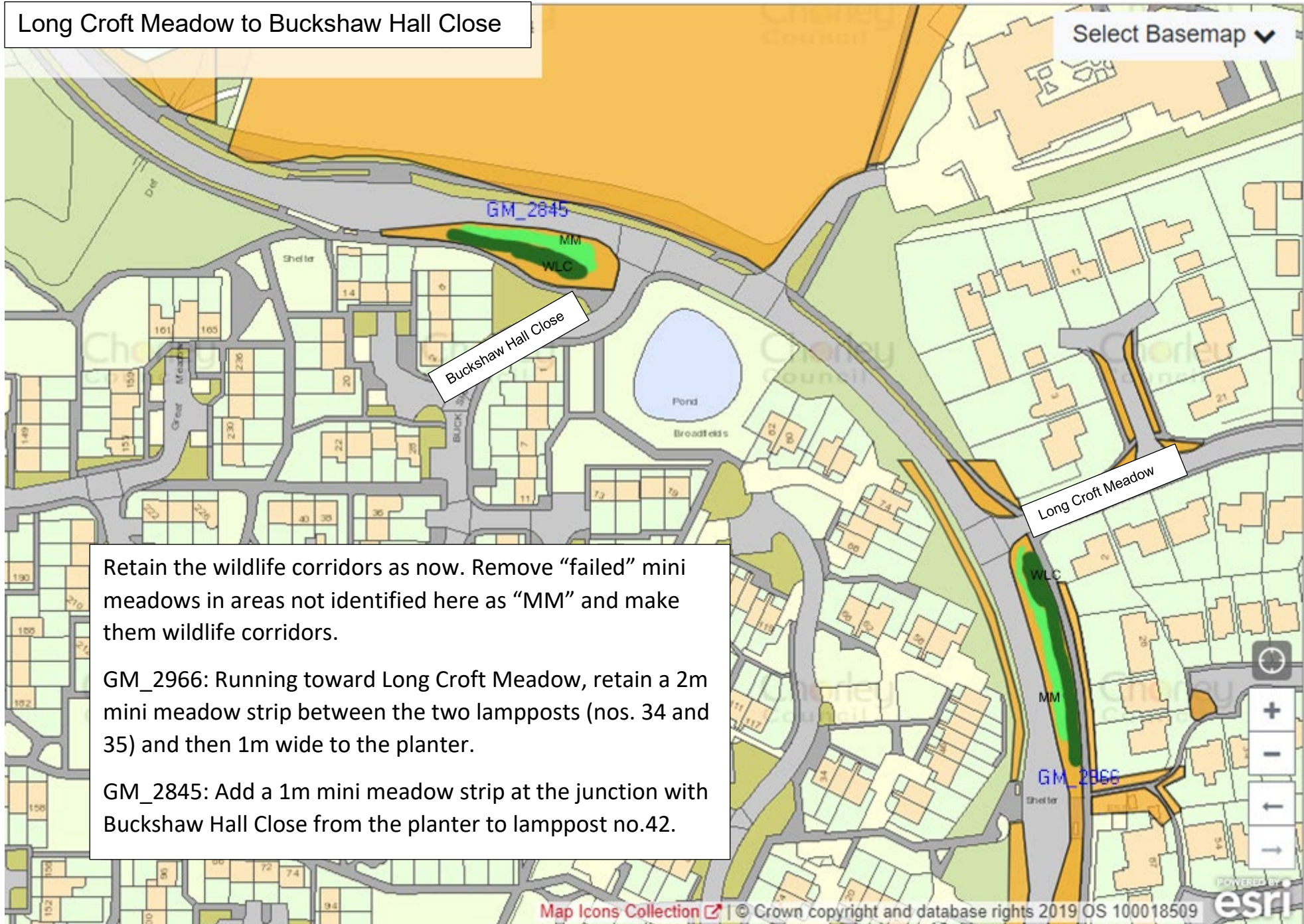
Retain the wildlife corridors as now. Remove “failed” mini meadows in areas not identified here as “MM” and make them wildlife corridors.

Begin the next mini meadow strip beyond the bus stop starting at lamppost no.34, make it 2m wide to lamppost no.35.





## Long Croft Meadow to Buckshaw Hall Close





# Astley Village Parish Council

<b>Title</b>	<b>Facilities for Young People living in Astley Village</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>8 September 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>	<b>X</b>	<b>Discussion</b>		<b>Information</b>	

## **Purpose of Report**

The Parish Council has been made aware of a discussion recently on Astley Village Mums and Dads Facebook Group regarding the lack of facilities for young people living in Astley Village.

The Chair of the Parish Council has requested that this issue be included on the Summons for the Parish Council Meeting on 8 September 2021 to enable the Parish Council to consider this issue.

## **Key Issues**

**Discussion thread recently on Astley Village Mums and Dads Facebook Group regarding the lack of facilities for young people living in Astley Village (with personal data removed).**

"Okay we are starting to get results I've have child welfare contact me today in regards to the lack of activities for the youth of the village, we spoke about the fact there isn't sufficient transport to the youth zone and also the fact that Astley Park should not be the only place the children can go and that since the sports center has been built there is even less for our children to do, we have spoken about getting outreach workers from different sports academy's and outreach workers from youth zone as well as utilising the community center not just for the short term but long term, in her words the children of Astley Village have been failed when it comes to supporting activities for young children especially when the village was built to house families with children. She has said that it will not happen overnight but she will contact me as soon as she has spoken to all different organisations and see what we can do from there, I'm thinking if people could email me ideas of what they would like to see on the village for children then I can forward them to her.

It is about time that Astley Village got with the times like other areas with activities for the young children.

The new sports facilities will soon be open and all the various clubs will be using them soon, so our kids would not be able to enjoy them unless we join a club.

This is fantastic! Thank you so much, this all sounds really positive.

Good on you, there has every really been anything for the kids since I was 1 at least we had play pack all over.

It's a shame our community centre isn't used more but I guess it's up to someone to take on a franchise/ set up a club- other ones locally have fab stuff like rugby tots and baby classes etc. so I always head off the village for things to join.

The nursery takes most of the community centre beaut, that's why hardly anything else is done from there.

It's not open weekends though or evenings but if people see a gap they should maybe start something- clubs are always looking for new leaders is brownies etc. still based there?

I think they tried but the uptake wasn't enough. I could be wrong though. We did have the Cubs and Scouts at the school, but I think that had to fold due to lack of volunteers possibly?

Ah says it all.

Excellent initiative. In regard to the Astley Village Scout Group based in the school, it lost all its leaders at once, I do not know the details, and district and other group leaders were parachuted in to revive it (including myself).

Aww that's sad hope people can help again would be good to have clubs back locally.

There is St Mary's, just the other side of the park. Meetings are term time 5.30-6.30 for cubs and beavers, 6.45-8.15 scouts."

### **Views of the Joint meeting of the General Purposes & Village Development Working Groups held on Tuesday 24 August 2021**

The Working Group acknowledged the need for the Parish Council to be pro-active in supporting activities/facilities for young people in Astley Village and suggested the Parish Council consider a budget to support the creation of new groups/activities (subject to a clear grant criteria focusing on capital rather than revenue expenditure being agreed).

### **Action required by the Parish Council**

The Parish Council are invited to consider this issue.



# Astley Village Parish Council

<b>Title</b>	<b>Safety in Astley Village</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>8 September 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>	<b>X</b>	<b>Discussion</b>		<b>Information</b>	

## Purpose of Report

The Parish Council have received correspondence from a resident of Judeland regarding Safety in Astley Village. The response from the Chair of the Parish Council (Councillor Almond) and the views of Councillor Matt Lynch emailed to all Parish Councillors on 9 August 2021 are also included in the report.

The Chair of the Parish Council has requested that this issue be included on the Summons for the Parish Council Meeting on 8 September 2021 to enable the Parish Council to consider this issue.

## Key Issues

### Correspondence received from a resident of Judeland

"I can only assume that no member of the council has lived in the village long enough to remember the safety issues we had with the area in front of the shops and the subway. Gangs of youths used to congregate there as they couldn't be seen due to shrubs and Greenery. This created anti-social behaviour and drug taking. Villagers were very fearful of using the shops.

A decision was taken to remove all the shrubs in the area so that it could be seen from Chancery Rd and deter the troublemakers.

It certainly worked and to date there hasn't been any trouble. I fear that is going to change with the planting of the trees.

You will all have been aware of the death of Sarah Everard and the outburst that caused. Women were protesting at the right of women to feel safe outside.

I approached Matt Lynch with my concerns, and he tells me the owner of the land wasn't consulted.

Come on Councillors you can do better than this surely."

**Response sent by the Chair of the Parish Council (Councillor Almond) on 27 July 2021**

"Dear XXXX

Our Parish Council Clerk and Financial Officer, Craig, has forwarded to me your email regarding 'Safety in Astley Village' and his response to you. Thank you very much for outlining your concerns to the Council.

Regarding the vintage of the current Council, we are fortunate enough to have a very good 'vintage' range of Councillors, some with over 30+ years residence in the Village and similar dedicated service to the Council itself, others who have lived on the village for many years but have only recently been in a position to offer their services and some younger Councillors. It is a very active and dynamic group of individuals eager to put something back into the village in which they reside and with whom I am proud to be associated with.

As Craig has said, safety in the village in whatever category and capacity is a major priority for the Council and will remain such. Some of the stories of the past are there to remind us all of what can happen, and we are dedicated to doing our level best to ensure that there is no repeat.

With regards to the trees and shrubs in the village, our Council is working closely with Chorley Council to ensure that trees that have seen out their life are replaced and where appropriate additional trees are planted in strategic and safe areas. You will be aware that the AVPC owns no land on Astley Village whereas Chorley Council, Lancashire County Council and other private organisations and businesses do; so, we are essentially bound to offer any plans to these organisations for permission, before proceeding with any plans.

I have attached a recent Chorley Council Newsletter which outlines Chorley's contribution to the National green agenda and climate change, which includes planting a huge amount of trees throughout Chorley Borough. In 2019 Chorley announced a climate emergency and pledged to plant 116,000 trees by 2025, one for every resident in Chorley borough. The AVPC is proud to be supporting that pledge wherever possible, as are most of the other 22 Parish Councils in the Borough. That aside, we still have a responsibility for the safety of every single resident of and visitor to the Village and we take that equally seriously.

Your concern regarding the possibility of newly planted trees and where they are located is taken onboard and is still our priority. During meetings and discussions between Chorley Council and AVPC earlier this year, this very topic was highlighted and especially the trees and shrubs screening the underpass close to the shops. You may well have noted that during March this year Chorley Council Tree Division savagely cut back the trees and shrubs that were, or could well be screening the underpass during the growing season, along with other offenders along Chancery. The trees recently planted on the green opposite the shops were specifically selected as smaller tree types and they followed an existing tree line well away from the shops. We have already arranged a protocol of regular pruning that will take place on an annual basis; a lesson taken onboard from the previous experiences that you raise.

Mrs. XXXX, we do very much appreciate you reminding us of your concern, and we note your good intentions. We currently have a Councillor vacancy on the AVPC, and you sound like just the sort of person that we want to attract to the Council; please give it some thought, and you can contact Craig, should you be interested.

Thanks again and kind regards.  
Arnold.  
Cllr Arnold Almond”

**Email sent to all Parish Councillors on 9 August 2021 from Councillor Matt Lynch**

“Members,

The Chair in his response is correct ‘we are essentially bound to offer any plans to these organisations for permission, before proceeding with any plans’ but the former Chair has admitted in full council that this has not been done in the case of the tree’s in front of the shop. This should have been stated to Mrs. XXXX in an open and transparent manor.

Mrs. XXX raises a valid point regarding safety, I for one stood in A&E with the parents of XXXX after she was stabbed repeatedly only yards away from the district centre and would not wish that on anyone in the future.

Regards

Matt”

**Views of the Joint meeting of the General Purposes & Village Development Working Groups held on Tuesday 24 August 2021**

The Working Group discussed the issue raised a resident of Judeland regarding Safety in Astley Village and noted that this would be discussed by Parish Councillors at the Parish Council Meeting on 8 September 2021.

**Action required by the Parish Council**

The Parish Council are invited to consider this issue.



**Views of the Joint meeting of the General Purposes & Village Development Working Groups held on Tuesday 24 August 2021**

The Working Group were of the view that the Parish Council was too small to take part in the Platinum Jubilee Beacons initiative but that the Parish Council should look at an alternative way of marking the Platinum Jubilee.

**Action required by the Parish Council**

The Parish Council are recommended to agree not to participate in the Platinum Jubilee Beacons initiative but consider an alternative way of marking the Platinum Jubilee.





# *The Queen's Platinum Jubilee Beacons*



*2nd June 2022*

YOUR GUIDE TO TAKING PART





# Introduction

## A warm welcome to all our fellow celebrators.

There is a long and unbroken tradition in our country of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons - on top of mountains, church and cathedral towers, castle battlements, on town and village greens, country estates, parks and farms, along beaches and on cliff tops. In 1897, beacons were lit to celebrate Queen Victoria's Diamond Jubilee. In 1977, 2002 and 2012, beacons commemorated the Silver, Golden and Diamond Jubilees of The Queen, and in 2016 Her Majesty's 90th birthday.



The Queen's Diamond Jubilee Beacon, The Mall, London, 4th June 2012.  
©Press Association Images.



Town Crier, James Donald - Howick, New Zealand.

On 2nd June 2022, we will celebrate another unique milestone in our history, Her Majesty The Queen's 70th year as our Monarch and Head of the Commonwealth - her Platinum Jubilee. It is a feat no previous monarch has achieved.

More than 1,500 beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories, and one in each of the capital cities of Commonwealth countries in recognition of The Queen's long and selfless service. The beacons will enable local communities, individuals and organisations to pay tribute to her as part of the official Platinum Jubilee Weekend of celebrations from 2nd to 5th June 2022.

There are three types of beacons being lit for this historic occasion:

- A free - standing beacon fuelled by bottle gas (see pages 11 & 12)

- A beacon brazier with a metal shield. This could be built by local craftsmen/women or adopted as a project by a school or college (see page 13).

- A bonfire beacon and (see page 14)

Communities with existing beacon braziers are encouraged to light these on the night.

If you wish to take part, you can register your participation by providing the information requested on page 10 under the heading, "How to take part," sending it direct to [brunopeek@mac.com](mailto:brunopeek@mac.com).



Bonfire Beacon (HM The Queen's Diamond Jubilee, 4th June 2012). Inveraray Castle, Scotland.  
© Inveraray Castle.



# How to take part and beacon lighting ceremony

## How to take part

**Step 1:** To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to [brunopeek@mac.com](mailto:brunopeek@mac.com) as soon as possible please, but **no later than 1st June 2022.**

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but NOT made public. However, if your event IS open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

Name and Job Title of Contact/Coordinator

Name of Council or Organisation

Name of Piper, if applicable

Name of Town Crier, if applicable

Name of Choir, if applicable

Postal address including county and postcode

Name of capital city - Commonwealth countries only

Country - ie England, Wales, Scotland, Northern Ireland, Channel Islands, Isle of Man, UK Overseas Territory, Commonwealth Country

Telephone number - landline

Mobile number

Email address

Beacon location - if known when registering, please include the postcode

**Public or private event**

Ensure you have undertaken all the safety measures outlined on pages 11 and 12 before lighting your beacon. Alert the emergency services, including the Fire Brigade, undertake any risk assessments required and ensure everyone involved is happy and familiar with your plans. (This is your responsibility as coordinator).

## Beacon lighting ceremony - 2nd June 2022

Please light your Beacon at 9.15pm.

The Beacon lighting ceremony should be undertaken as follows:

**Step 2:** Invite your Lord Lieutenant, Deputy Lieutenant, Lord Mayor, High Sheriff, High Steward, Lord Provost, Chairman or Leader of the Council to light your beacon at 9.15pm. Alternatively, you may like to organise a competition in partnership with your local media, with the winner having the honour of lighting the beacon.

**Step 3:** You might consider having professional photographs taken during your event. Immediately after, please send no more than two high quality, copyright-free photographs to [brunopeek@mac.com](mailto:brunopeek@mac.com), including the name of the photographer, the beacon location, county, country and postcode, along with the name of the council or organisation.

**Step 4:** If appropriate, use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your beacon lighting ceremony.

**Step 5:** Publicise your event. We will provide you with a Press Release template which you can localise, providing as much information as you wish regarding your event, but including your contact details. You can send this to your local media to enable them to get in touch with you direct.

**Step 6:** We will confirm your beacon lighting time nearer the event.



Gas fuelled beacon, East Antrim, Northern Ireland.



Bonfire beacon, Killyleagh, County Down, Northern Ireland.



Wood fuelled beacon brazier, Hilton, Derbyshire, England.

# Platinum Jubilee Gas-Fuelled Beacon

## Bullfinch Gas Equipment

The beacon's burner-head is in the shape of a globe, representing the countries of the Commonwealth, surrounded by a Crown. It is of lightweight construction and comes assembled and complete, with the exception of the gas cylinders, which must be purchased separately. One 47kg propane cylinder or 2 x 19kg cylinders are recommended to give a full flame for a good three quarters of an hour.

These cylinders can be purchased from Flogas Britain who have been supplying Liquefied Petroleum Gas for over 35 years. They have the largest national delivery network in the UK, and hold the Carbon Trust Standard and Royal Warrant. Contact them as soon as possible to avoid delays or disappointment. Phone: **0800 574 574** or contact them via their website: [www.flogas.co.uk](http://www.flogas.co.uk). For their propane safety data sheet go to <https://www.flogas.co.uk/app/uploads/2-0-propane-cylinder-safety-sheet-v2-1-1.pdf>. The Gas Torch needed to light your beacon safely requires a 400g cylinder of propane with CGA600 fitting - Bullfinch No 1644 or Rothenberger or equivalent. Travis Perkins, Screwfix, Plumb Centers and some DIY stores should have these as stock items, or search online.

The Platinum Jubilee Gas-Fuelled Beacon Package contains:

- Burner unit with Crown & Platinum Jubilee insignia
- 2m high stand
- Ground anchor and rope for fixing the stand to the ground
- 10m hose with the regulator for connecting to the gas
- Gas torch for lighting
- Spanner
- Leak detecting fluid
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions

The above items are packed into 2 strong cartons. The tripod describes a circle area of about 1.32m diameter and the beacon has an extended height of about 2.15m.



The beacon is stable in the wind. It is supplied with a ground anchor and rope for securing to the ground if this is possible, or we would recommend the use of sandbags. Full instructions are provided for this. The beacon must be supervised by two people at all times when lit and a fire extinguisher must always be available. It is important that supervision should be undertaken by those who are competent and it is essential that a lighting trial



Gas fuelled Beacon, St Michael's Mount, Cornwall.

takes place before the event to ensure that everyone is fully trained and familiar with the operation. The price of a gas-fuelled Platinum Jubilee Beacon is £490 plus VAT, including carriage to your door within UK mainland (Highlands and Islands excluded). There will be an extra charge for other areas.

Some of the benefits of this style of beacon are that it can be seen for miles once lit, is suitable for all manner of high

and low locations, is easily collapsible and once used can be stored away for later use.

To order your beacon please contact:

Bullfinch Gas Equipment,  
Kings Road, Tyseley,  
Birmingham, B11 2AJ.  
Tel: 0121 765 2000  
Fax: 0121 707 0995

Email: [sales@bullfinch-gas.co.uk](mailto:sales@bullfinch-gas.co.uk)  
Web: [www.bullfinch-gas.co.uk](http://www.bullfinch-gas.co.uk)



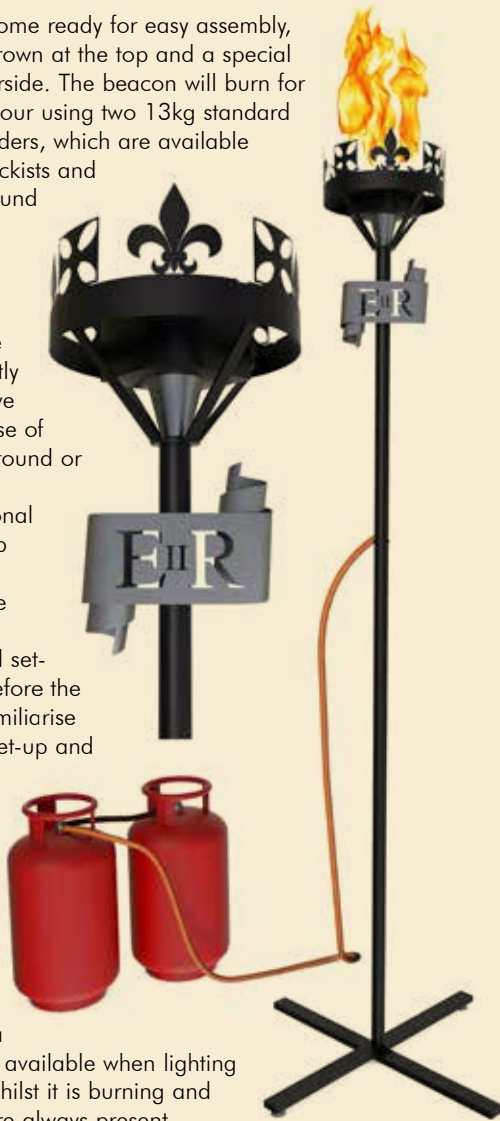
Payment by cheque, BACS transfer, or Credit/Debit Card. Last date to order to guarantee delivery by 29th May is 18th April 2022. However please enquire after this date for availability.



# Platinum Jubilee Gas-Fuelled Beacon

## 21CC Group Ltd

The beacon will come ready for easy assembly, designed with a crown at the top and a special date plaque underside. The beacon will burn for approximately 1 hour using two 13kg standard propane gas cylinders, which are available from most gas stockists and petrol stations around the UK. The gas assembly is easily connected to the burner by a quick release fitting. The beacon is inherently stable; however, we recommend the use of anchors on soft ground or sandbags on hard ground for additional stability. Full set-up instructions are included within the pack and we recommend a trial set-up and lighting before the actual event to familiarise yourself with the set-up and operation. We have included two long-reach lighting sticks so that you can practice lighting the beacon in advance. We would also recommend that a fire extinguisher is available when lighting the beacon and whilst it is burning and that two people are always present.



### The Platinum Jubilee Beacon package contains:

- Assembly, lighting and safety instructions
- 2m high stand and burner
- 10m hose with the regulator for connecting to the gas
- Two long-reach lighting sticks
- Spanner and leak detection fluid
- Hose and Y splitter manifold to link 2 cylinders
- No additional connections required - all you need is in the box

### Beacon Price:

The price of our beacon is £490 + vat, including carriage within the UK mainland. An additional charge may be applied for other areas.

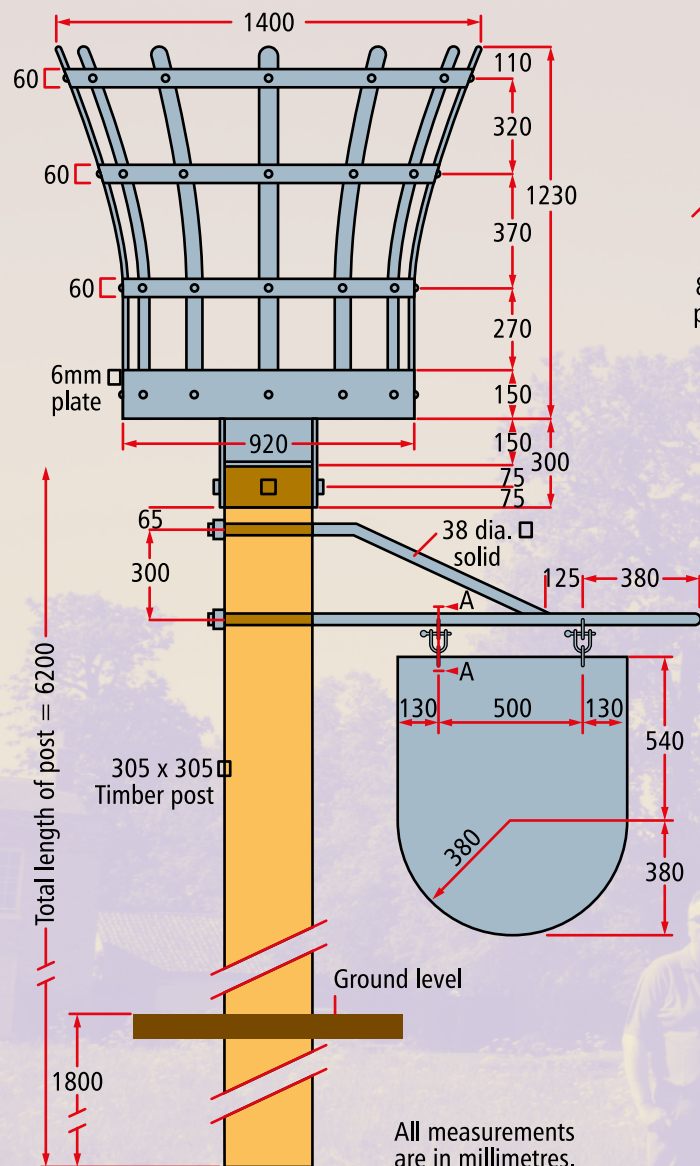
### Ordering & Payment

To order your Platinum Jubilee beacon, please contact 21CC Group Ltd by phone; **0131 331 4509** or email our beacon team on [beacons@21ccgroup.com](mailto:beacons@21ccgroup.com). Additional information can be found on our website at [www.21ccgroup.com/beacons](http://www.21ccgroup.com/beacons). Payment can be made in all the usual ways including BACS, cheque and credit/debit card. Orders received before **29th April 2022** will be delivered by 31st May 2022. All orders after 29th April 2022 will be taken on a case by case basis and subject to stock availability.



*The lighting of a gas-fuelled beacon at Edinburgh Castle, Scotland in celebration of Her Majesty The Queen's Diamond Jubilee in June 2012.*

*The Queen's Platinum Jubilee Beacon Brazier*



## Beacon Brazier with Metal Shield

A beacon brazier will provide a permanent reminder of this unique moment in The Queen's reign. It can be built by local craftsmen and women, and may be used for future historic occasions in your community. It could be sited in a country park, on a hilltop overlooking the sea or a lake, in the centre of your town or village, and could become a tourist attraction for your area.



## Materials Required for Beacon Construction

Wooden centre post consisting of 305mm x 305mm wooden post, 6.25 metres in length of which 2 metres goes into the ground.

Basket and fixing brackets consisting of:

- 1 x 920mm diameter steel plate.
- 1 x 4,178mm long 60mm x 5mm steel flat bar rolled into 1,330mm diameter ring.
- 1 x 3,455mm long 60mm x 5mm steel flat bar rolled into 1,100mm diameter ring.
- 1 x 2,985mm long 60mm x 5mm steel flat bar rolled into 950mm diameter ring.
- 1 x 2,922mm long 150mm x 5mm steel flat bar rolled into 930mm diameter ring.
- 12 x (approx 1,250mm long) 60mm x 5mm vertical bars (rolled to shape).
- 1 x 310mm x 310mm x 300mm high connection box welded to base of basket.
- 1 x hanging shield and support: 3.7m length of 38mm diameter solid steel rod.
- 1 x 920mm x 760mm steel plate 3mm thick 4 x connection brackets 8mm thick (see detailed drawings left).
- 2 x pins and loops.





Report of	Meeting	Date
Director Communities (Introduced by the Executive Member Early Intervention)	Executive Cabinet	Thursday 17 <sup>th</sup> June 2021

## Neighbourhood Working

### Purpose of Report

1. The information in this report provides details of the Neighbourhood Working Review and the proposed way forward to revise the delivery of neighbourhood working in Chorley which will ensure the model continues to develop and meets the needs of members and the communities they serve
2. It presents the preferred option for new Neighbourhood Area footprint due to the impact of ward boundary changes which came into effect in May 2021 to be approved by Executive Cabinet.

### Recommendation(s)

3. That the actions and timescales detailed are approved to progress Neighbourhood Working over the next 18 months and then review accordingly to measure the success and make appropriate changes where applicable
4. To agree the preferred option for New Neighbourhood Area Footprint Model
5. That Neighbourhood Priority projects proposed by each area group and budget spend will be approved by Executive Member (Early Intervention) via Executive Member decision

### Executive summary of report

6. The council is committed to supporting projects and partnership delivery that focuses on the wider determinants of health as these issues impact on the daily lives of our residents, how happy and healthy they feel living in in their community and in turn their individual life choices and outcomes.

<b>Confidential report</b> Please bold as appropriate	Yes	No
--	-----	----

<b>Key Decision?</b> Please bold as appropriate	Yes	No
--	-----	----

**Reasons for recommendation(s)**  
**(If the recommendations are accepted)**

7. Neighbourhood working and its associated projects are a key priority within the council's corporate strategy and encourages the improvement of environmental, health, and social features within the identified neighbourhoods of Chorley.

**Alternative options considered and rejected**

8. To not support the continuation and development of neighbourhood working across the borough

**Corporate priorities**

This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy homes and communities		An ambitious council that does more to meet the needs of residents and the local area	√

**Background**

9. In November 2007 Environment and Community Overview and Scrutiny Panel undertook an inquiry into Neighbourhood Working. This led to the creation, adoption and implementation of the neighbourhood working model for Chorley which provided

- The establishment of neighbourhood teams.
- Support for working with existing neighbourhood-based groups.
- A funding mechanism to support local initiatives.
- The reinforcement of the role of the ward Councillor in neighbourhoods
- Support for relatively deprived and poorly organised neighbourhoods.

**Reasons**

- People will feel and be involved in their communities.
  - Services will be improved by local influence and delivery.
  - Community confidence and cohesion will be built.
10. In its launch in 2008, each area had a Ward Member meeting twice a year which discussed issues arising in that area and received retrospective reports on neighbourhood activities delivered by Council and partner services
11. In 2012 a review of the neighbourhood working model was undertaken. The findings from the review resulted in the following recommendations that was approved and implemented into the delivery of neighbourhood working.
12. Neighbourhood working' had never been clearly defined in the terms and manner in which it could be delivered and subsequently had evolved into a mixture of discrete projects and initiatives 'sponsored' by Members together with 'business as usual' delivery of neighbourhood, community development and street scene services.
13. It was recognised that a clear definition of neighbourhood working needed to be established which gave a clear framework to which all proposed, expected neighbourhood activity and

service delivery could work from. Therefore, a definition of neighbourhood working was adopted as follows:

**‘Working with our partners to improve the quality of life, health and wellbeing of all our citizens and improve the environment of the neighbourhoods in which they live’**

This definition emphasised the need to work on a partnership basis and to address wider issues within our communities such as health but recognises that work and activities that improve the environment and quality of life for our communities is also essential.

14. It was recognised that engagement with other local community organisations and structures was limited within the model and therefore the council took the opportunity to engage more closely with Parish Councils and County Council Members to coordinate activity across the neighbourhood areas.
15. Since 2012, neighbourhood working has been delivered where Members have a twice-yearly neighbourhood area meeting whereby neighbourhood area groups submit expressions of Interest to undertake environmental and community ‘Neighbourhood Priority Projects’ in their wards.
16. Neighbourhood working was established as a key project within the council’s corporate strategy and an annual £50,000 budget investment has continued to support priorities each year
17. The neighbourhood meetings in January and February of each year provide the mechanism for the neighbourhood groups to identify and agree three preferred priority projects that are important to the residents of each area and will be delivered within that financial year
18. Within each neighbourhood area meeting, background context about the local area and community has been utilised to support the group in discussing and selecting preferred priorities. This background context report covered a range of issues including, population, life expectancy, health, crime, economy and poverty. Generally, these data sets were more concerned with people, than the physical, more easily visible aspects of our neighbourhoods.
19. A fundamental aspect of neighbourhood working is to ensure that community needs are properly evaluated then prioritised and planned into business as usual’ service delivery, community projects and priority projects.
20. Neighbourhood Priorities are drafted in the context that they meet the key principles and should fall within the neighbourhood working definition and address local needs. They should be realistic and achievable within the financial year.
21. Neighbourhood Priority Projects follow the below criteria but is not an exhaustive list

#### Included

- Additional works and schemes to improve areas of open public space over and above business as usual work
- Work and projects that support the formation of new community groups or sustain existing ones
- Leading or supporting community events that meet the principles and definition of neighbourhood working



- Activities and work that promote community cohesion such as initiatives that integrate demographic groups into the life of the community.

#### Excluded

- Issues that are the sole responsibility of another agency and the Councils only input would be as a lobby.
  - Borough wide issues that are subject to existing partnership arrangements e.g. health, community safety
  - Activities which are universally delivered across the borough
22. While the council continues to support the delivery of the preferred priorities through funding and officer time, each neighbourhood area is encouraged to consider what match-funding and support may be available through other partners. This has been a successful development in recent years in enhancing the projects that would otherwise have not been able to be delivered.
23. Neighbourhood Priorities are reviewed at the 6 monthly neighbourhood meetings and revised and updated as appropriate with any significant changes being subject to Executive Member approval, i.e. where there is a budgetary impact.
24. Currently each neighbourhood area holds a Member meeting supported by democratic Services, Service Lead for Communities and Neighbourhood Priorities Officer every six months. The purpose of the meeting is to provide feedback on projects, initiatives, and service activity at a neighbourhood level to Members. In addition, recent rounds of meetings have provided opportunities for other Council service areas to explain developments in their areas such as Customer Services, Housing Benefit and Planning.
25. Through Neighbourhood priorities members have significantly more control and say in what happens in their area and potentially direct access to resources to deliver. This in turn means a shift in the way service managers plan and resource their services and may take time to develop and embed as business as usual.
26. It is recognised that business as usual activities undertaken as part of neighbourhood working come from several service teams baseline budgets but that work, or services provided over and above will need to be provided through a separate budget if seen appropriate

#### Neighbourhood Working – New proposes following review

27. The below table details the proposed milestones with regards new Neighbourhood Working implementation following the review. It sets out actions that need to be carried out and achieved which will enable the delivery of Neighbourhood Priorities 2021/22 and gives a platform for which Neighbourhood Working will be subsequently delivered which best supports residents across all communities and neighbourhoods

Table: Proposed Milestones/Timescales for Neighbourhood Working delivery

Milestone	Target Date
Investigate impact of new Boundary review on Neighbourhood areas	Complete

Provide Exec Member with options and recommendations for new Neighbourhood Areas	Complete
Produce 2019/20 Update with actions for completion to be agreed with Exec. Member	Complete
Recommendation Report produced to detail <ul style="list-style-type: none"> <li>• new Neighborhood areas</li> <li>• Neighborhood area meeting content</li> <li>• Project delivery for 2021/22</li> <li>• 2022/23 delivery</li> </ul>	Complete
Exec. Member to discuss where appropriate and agree recommendations	Complete
Produce 2019/20 Priorities update to be sent electronically to each neighborhood area	Complete
Executive Cabinet Report for final approval	June
Produce selection reports ready to be communicated to members post-election. This will contain a selection of possible focused projects which are achievable within current reduced timeframe  <i>Selection reports includes.</i> <ul style="list-style-type: none"> <li>• <i>Guidance to help create priority proposal</i></li> <li>• <i>Priority proposal form</i></li> <li>• <i>Timescales</i></li> </ul>	July
Deliver optional area group-based meetings to help formulate projects if required	July/August
Deadline for submission of Neighbourhood Priority project proposals	September
Neighborhood Area meetings Discuss and agree project projects to be delivered Meeting agenda content covered as agreed	September/ October
Produce EMD and get final Exec Member sign off for 2021/22 Neighbourhood priorities to be delivered	October/November
Assign Officer to projects for scoping and delivery	November
Delivery of 2021/22 priorities	November to March
<b>2022/23 delivery</b> Produce selection reports for each neighborhood area  <i>Selection reports includes.</i> <ul style="list-style-type: none"> <li>• <i>Neighbourhood / Ward Details - a combination of statistical data across a range of factors such as IMD, health inequalities and local area intelligence such as Open Space development, CIL</i></li> </ul>	November

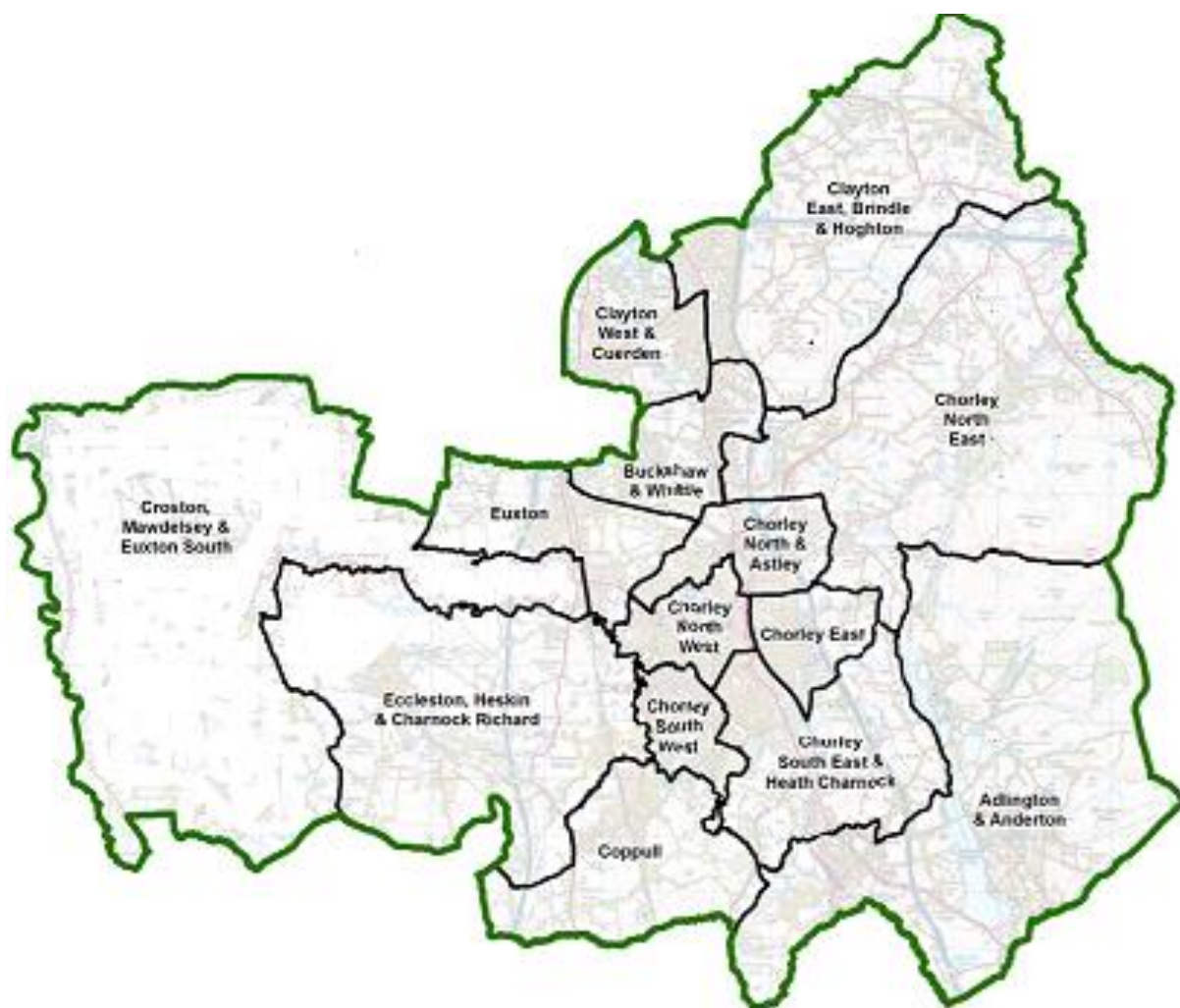
<i>funding, Community Engagement insight)</i> <ul style="list-style-type: none"> <li>• <i>Guidance to help create priority proposal</i></li> <li>• <i>Priority proposal form</i></li> <li>• <i>Timescales</i></li> </ul>	
Reports sent to Neighborhood group with project proposal criteria	November
Deadline for Neighbourhood Priority project proposals to be submitted	January 2022
Proposals collated and circulated for Neighbourhood Area meetings	January 2022
Neighborhood area meetings Discuss and agree projects to be delivered for 2022/23 delivery Meeting agenda content covered as agreed	January / February
Produce EMD to get final Exec Member sign off for 2022/23 Neighbourhood priorities delivery	March
Assign Lead Officer to projects for scoping and delivery  Lead officer works with lead member from neighbourhood group to scope the priority – including timescales, costs and funding etc.	April
Delivery of agreed priority projects	April 22 to March 23
Neighbourhood Area meetings Update on the progress regards selected neighbourhood priorities	June July
Update provided by email (in addition to ongoing progress updates on individual projects) on all selected neighbourhood priorities to neighbourhood management groups	October

### New Neighbourhood Area Footprints

28. It is crucial to create new Neighbourhood Areas as a result of the ward boundary changes that have come into effect in May 2021.
29. A range of new area model options was created. The preferred option proposed is to adopt the six Neighbourhood Area model
30. The proposed model would split the new 14 wards across six neighbourhood areas as detailed below

Neighbourhood Area	Wards (new wards as of May 2021 due to boundary changes)
Northern Parishes	Clayton West and Cuerden Clayton East, Brindle and Hoghton

Western Parishes	Croston, Mawdesley and Euxton South Eccleston, Heskin and Charnock
Eastern Parishes	Chorley North East Adlington and Anderton
Chorley Town East	Chorley East Chorley South East and Heath Charnock
Chorley Town North	Euxton Buckshaw and Whittle Chorley North and Astley
Chorley Town West	Coppull Chorley South West Chorley North West



### Neighbourhood Working Budget

31. Budget provision for neighbourhood priorities is made as part of the annual budget setting process. There is an annual budget of £50k to support neighbourhood priority project delivery.

32. It is important the allocated Neighbourhood Priority Budget needs to be considered depending on number of areas and subsequently number of priority projects that would be established.
33. Previously, across the eight neighbourhood areas, three neighbourhood priority projects have been delivered each with approx. £2000 budget per project. (24 projects each year)
34. It is proposed that for 2021/22 delivery, the Neighbourhood Priority budget is allocated to each neighbourhood area group as previous, but each area group can allocate the funds accordingly to projects which they agree to deliver. This will give the group opportunity to fund either one large project or allocate to several different projects. It is proposed that no more than a maximum of four projects are chosen to be delivered
35. Resulting from the creation of six areas, each Neighbourhood Area group will have a budget of £8,000 to allocate to their chosen priority projects
36. This approach will be piloted and then reviewed

### **2021/22 - Neighbourhood Priority Projects Delivery**

37. Due to the impact of new ward boundary changes and approvals regards new areas, the priority projects to be delivered will only be agreed following meeting which can only be scheduled in September/October, therefore, the timeframe for delivery will be reduced significantly. (Usually projects are agreed at the Jan/Feb meetings with delivery to begin in April)
38. To ensure it is possible to deliver the agreed projects in the reduced time it is proposed that a range of example projects and ideas will be produced where possible or Area group members propose projects that are realistically achievable by March 2022.
39. All information on proposing 2021/22 Neighbourhood Priority projects will be circulated to Neighbourhood area groups following the approval of new neighbourhood areas
40. The process for 2022/23 Neighbourhood Working will begin in October/November to ensure delivery is back on track with project proposals and agreement taking place in Jan/Feb 2022

### **2022/23 onwards - Proposing Neighbourhood Priority Projects**

41. Neighbourhood Area members will be invited to put forward priority proposals for projects to be delivered in their area. It is encouraged that these projects are to focus on the wider determinants of health & Wellbeing, as these issues impact on the daily lives of our residents.
42. Following the impact of Covid on our communities it may be that area groups consider neighbourhood priority proposals that focus on the following community recovery themes:
  - Support and enable residents to feel proud of where they live
  - Support residents to take an active part in their community
  - Provide opportunities to make communities healthier
  - Provide employment or education opportunities
  - Provide opportunities that address food poverty
  - Provide opportunities that help encourage residents to be more active
  - Provide support to make residents more digitally connected
  - Provide peer support opportunities for those experiencing difficulties
  - Provide opportunities to addresses social isolation
  - Provide support for those experiencing financial hardship

43. To help aid proposals, a structured application form will be used to aid discussions in the meeting and selection of priorities. The proposal form will include consideration of points below:

- Detail of Project - what is to be delivered and anticipated actions?
- What are expected outcomes/how will it enhance life of people in the community?
- Is there a rationale or any evidence that supports why the project is needed?
- Which other partners may need to be consulted in order to deliver the project?
- What are the anticipated costs of the project?
- What other resources may be needed to deliver the project?
- Do you feel the project can be completed within financial year?

44. Proposal forms will be made available and need to be submitted prior to the Jan/Feb meetings for them to be fully discussed at the meeting and final priority projects agreed (An example form can be seen in Appendix)

### **Neighbourhood Working – General**

45. Through the Neighbourhood working review it was recognised that overall, the model was working well and therefore proposed that the following continue in the same format.

46. Definition of neighbourhood remains and is still suitable for what Neighbourhood working sets out to achieve

47. Frequency of meetings will remain - Currently area groups come together twice per year with the January/February meeting used to determine the plan for the neighbourhood area in the following financial year subject to the budget set for that year. The June/July round of meetings is used to review, determine progress and adjust projects accordingly (excluding 2021/22 due to ward changes and impact of Covid.)

48. Representation at Neighbourhood Meetings will remain - in neighbourhood areas that are not parishes, it will be essential that Ward and County Councillors consult with key groups and stakeholders within their neighbourhoods to identify the needs that can be addressed through the neighbourhood working process.

49. Meeting Agenda - The purpose of the meeting is to provide feedback on projects, initiatives, and service activity at a neighbourhood level to Members. In addition, meetings can provide opportunities for other Council service areas to explain developments in their areas. There will be the opportunity to bring to officers' attention queries around business as usual and universal service delivery.

#### Recommended Agenda Items

- Neighbourhood Priorities
- Adoptions
- Empty Homes
- CIL spends
- Intelligence – Data and local insight
- Open Space development / improvements

### **Future Recommendations for consideration**

The following discussion points are some ideas that could be considered at future meetings

50. Cllr Grants - Neighbourhood area meetings provide the avenue to identify issues of concern within ward areas across Chorley. There is the opportunity this can assist Cllrs in helping

to identify meaningful smaller projects and addressing needs in their local area and allocating their grant

51. Community Clean Up / Environmental projects - Previously through Neighbourhood Working Chorley Council have provided an annual programme of skip/clean up days across the Borough. These events were fully delivered using council resource.

It is recognised that there is a need to be able to respond positively to assist residents/groups who wish to tidy up a local grot spot and work with them to deliver these events.

Therefore, the preferred option to achieve suitable environmental projects identified would suggest linking with funding from FCC Environment who are contracted to deliver our waste collection service and allocate an annual fund of £4000 to support local community projects making environmental improvements

Those projects / areas of concern identified within neighbourhood meetings can be aligned to the FCC Environment funding aims and assist in implementing the grant process

Criteria for successful applicants/projects would include

- Help to keep neighbourhoods clean and safe
- Equipment support for local clean-up projects.
- Support local environmental communication and education campaigns
- Support recycling and waste reduction initiatives
- involves improvements to waste reduction, recycling, or re-use within their local community

In addition support would continue to remain in helping facilitate clean up events; such as the loaning of equipment, identifying how to dispose of waste and community development support to build on the energy and enthusiasm of the group to undertake more activity utilising Time Credits

## Implications of report

### Risk

52. Risks are addressed in the body of the report

53. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	✓	Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area	✓	Policy and Communications	

## Comments of the Statutory Finance Officer

54. As detailed within the budget section above there is 50k relating to these works within the Council revenue budget.

### Comments of the Monitoring Officer

55. There are no issues of concern with this report from a Monitoring Officer perspective.

JENNIFER MULLIN  
DIRECTOR COMMUNITIES

Report Author	Ext	Date
Bernie Heggarty	5818	24/05/2021