



## Astley Village Parish Council

### 'Virtual 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 6 January 2021** at 7.00pm at which the following business will be transacted.

Note: The live meeting can be accessed via the following link:

#### **Join Zoom Meeting**

<https://zoom.us/j/95522765928>

Meeting ID: 955 2276 5928

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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 meeting of the ordinary Parish Council held on Wednesday 4 November 2020 and the Extraordinary meeting of the Parish Council held on 4 December 2020. (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. (Enclosed)

## **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 consider a report of the Responsible Financial Officer proposing the 2021/22 budget headings and Precept. (Enclosed).
- v. To appoint the Internal Auditor for 2020/21 Accounts.
- vi. To Review the Asset Register. (Enclosed)

## **9. Proposed Change to Standing Orders – Urgent Business**

To consider a report of the Parish Clerk (Enclosed)

## **10. Newsletter**

To review the Winter Newsletter and consider the timescale for the next newsletter.

## **11. Environment Reports**

To receive a verbal update at the meeting.

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

- Chorley Liaison – Councillor Laura Lennox.
- Neighbourhood Working Group – Councillor Rod Fraser.
- Friends of Astley Park – Councillor John McAndrew.
- Astley Advisory Group – Councillor Arnold Almond

## **13. Correspondence**

The Clerk to report at the meeting.

## **14. 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.

## **15. Date of Next Meeting**

To note that the next meeting of the Parish Council will take place on Wednesday 3 March 2021 at the rise of the Parish Meeting.

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

A handwritten signature in black ink, appearing to read 'Craig Ainsworth', written in a cursive style.

30 December 2020



## Astley Village Parish Council

4 November 2020 at 7pm

Present

Councillor Laura Lennox (Chair) (in the Chair); Councillors Arnold Almond, Rod Fraser, Chris Lennox, John McAndrew, Anne Pryce, Gillian Sharples and Chris Sheldon.

### **295.01 Apologies for Absence**

There were no apologies for absence.

### **295.02 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.

No declarations were made.

### **295.03 Public Engagement**

At 7.01 pm it was:

RESOLVED - That Standing Order 70 be suspended, and the meeting be adjourned to allow members of the public to address the meeting.

Councillor Aidy Riggott (Lancashire County Council) attended the meeting and reported on the following issues:

- The waste centres continued to remain open. All vans and trailers (including single axle trailers) must make an appointment to visit a recycling centre.
- Libraries remained open Monday to Saturday 10am to 12 midday and 2pm to 4pm. It was possible to book an appointment for essential internet access and although browsing was not allowed the libraries continued to offer services from the door, including 'Six of the Best' collection of books from the door, collection of reservations from the door and return of books at the door.

At 7.10 pm the meeting resumed.

### **295.04 Minutes**

RESOLVED - That the minutes of the meeting of the Council held on 2 September 2020 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

### **295.05 Exclusion of the Press and Public**

RESOLVED – That the Press and public be excluded from the meeting during consideration of item 17 “Employee Salaries” (Minute 17) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

## 295.06 Parish Clerk Report

The Parish Clerk submitted a report (copies of which had been circulated) providing an update on ongoing projects and work outstanding and suggesting the Parish Council consider its Vision, Aims & Objectives to inform the review of the 'Village Development Two Year Plan'.

The Parish Council discussed the recent security issues relating to the Parish Council email addresses provided by Easy Web Sites and Mr James Reilly, Managing Director of Easy Web Sites joined the meeting to respond to Councillors concerns.

RESOLVED – (1) That the following Vision, Aims & Objectives be approved:

### **'Improving Astley Village for everyone'**

#### **AIM 1: To be a Parish where local people are involved in their community**

- To ensure the Parish Council is listening and communicating effectively with residents.
- To encourage residents to engage with Parish Council activities and the decision making processes.
- To work with local businesses, Chorley Borough Council, Lancashire County Council and Places for People to improve the Village and meet issues raised by local residents

#### **AIM 2: To be a cleaner, greener, more attractive Parish**

- To make the Village a more attractive and sustainable place for all.
- To work with partners and residents to ensure the Village is clean and attractive.
- To enhance the open spaces and contribute to the environmental sustainability of the Village.
- To influence the regeneration of the built environment through responding to planning consultations.

#### **AIM 3: To support activities that improve the health and well-being of residents**

- To work with Partners to encourage and promote good health opportunities.
- To promote cycling within the Village.
- To improve access to play, sport, and leisure facilities and activities.
- 

#### **AIM 4: To be a Parish that is a safe place to live.**

- To improve road safety in the Village.
- To work with Partners to ensure effective Traffic Management arrangements are in place and implemented for events taking place in the Parish and Astley Park.

(2) That the Parish Clerk be requested to investigate the introduction of 'Gateway signs' at each end of Chancery Road and submit proposals to a future meeting of the Parish Council.

## **295.07 Statutory Business**

### (i) Co-option to the Parish Council Vacancy

The Parish Clerk reminded members that Keith Robinson had resigned as a Parish Councillor at the Parish Council Meeting on 28 July 2020 and Jennifer Dawson had resigned as a Parish Councillor at the Parish Council Meeting 2 September 2020. In accordance with the provisions of Section 87(2) of the Local Government Act, 1972, notice of the vacancies had been posted on the website and parish council notice boards and that the deadline to request an election to fill the vacancy by ten electors had passed. A notice had therefore been posted on the website and notice boards inviting expression of interest in relation to the vacancies by 30 October 2020.

There remained one outstanding application (deferred from the last meeting) and the applicant had been invited to attend this meeting of the Parish Council but had not done so despite them confirming they still wished to be considered.

RESOLVED – That the Parish Clerk be requested to extend the deadline for expression of interest in relation to the current vacancies to the end of December 2020 and that applicants be informed that their application will only be considered if they attend the meeting of the Parish Council it is due to be considered.

### (ii) Planning Issues Relevant to the Village

The Council considered the following two planning applications:

- (a) Two storey side extension at 11 Foxcote Astley Village Chorley PR7 1XE (Reference: 20/01094/FULHH).

RESOLVED – That the planning application be noted, and no representations be made.

- (b) First floor front extension; part single storey / part two storey rear extension and pitched roof to replace existing flat roof at 112 - 114 Deerfold Astley Village Chorley PR7 1UH (Reference: 20/01105/FULHH).

RESOLVED – That the planning application be noted, and no representations be made.

## **295.08 Financial Matters**

### (i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 25 October 2020.

RESOLVED - That the financial position be noted.

Date	Creditor	Description	Cheque No	Total	Vat	Net
15/11/20	Employee 4	Reimbursements (August 2020)	1583	43.90		43.90
15/11/20	Employee 4	Reimbursements (September 2020)	1584	57.39	2.40	54.99
15/11/20	Employee 4	Reimbursements (October 2020)	1585	57.24	2.40	54.84
01/11/20	Easy Web Sites	Monthly rental	DD	45.60	7.60	38.00
15/11/20	Employee 1	Back Pay	EB	46.12		46.12
15/11/20	Employee 2	Salary (November 2020)	EB	94.47		94.47
15/11/20	Employee 4	Salary (November 2020)	EB	257.74		257.74
15/11/20	HMRC	Tax on Back Pay (Employee 1)	1586	11.60		11.60
15/11/20	HMRC	Tax (November 2020)	1587	64.40		64.40
01/12/20	Easy Web Sites	Monthly rental	DD	45.60	7.60	38.00
15/12/20	Employee 2	Salary (December 2020)	EB	94.47		94.47
15/12/20	Employee 4	Salary (December 2020)	EB	292.30		292.30
15/12/20	HMRC	Tax (December 2020)	1588	73.00		73.00
				<b>1,183.83</b>	<b>20.00</b>	<b>1,163.83</b>

(ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 November and 31 December 2020 as follows:

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

(ii) Spend Against Budget Headings

The Responsible Financial Officer submitted a report (copies of which had been circulated) inviting the Parish Council to review the spend against budget headings.

RESOLVED – (1) That the report be noted.

(2) That the revised report format be welcomed, and expenditure incurred as a result of holding virtual meetings (Zoom) be shown against 'Room Hire/Zoom Charges'.

(3) That the grant of £2,000 previously agreed to Chorley Borough Council in respect of Astley Hall be identified as a separate budget heading and not within 'General Reserves'.

#### (iv) Parish Council Newsletter

The Parish Clerk submitted a report (copies of which had been circulated) summarising tenders received for the printing of the Newsletter. As part of the tendering exercise, quotes to create the newsletter including design/artwork based on written content and photographs provided had also been invited.

RESOLVED – That M C B Print Ltd ta Printwise (Poulton-le-Fylde) be approached to provide a design and printing service in respect of the Parish Newsletter based on the tender specification and price provided (£530).

#### (v) Financial Risk Assessment Review

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

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

- On page 5 under 'GDPR' replace "SAR" with "Subject Access Request".
- On page 5 under "Data protection", replace reference to the "Data Protection Agency" with "Information Commissioners Office" and change the level of risk to "L-M" from "L".
- On page 6 under "Meeting location" include reference to remote/virtual meetings and the Parish Clerk to confirm the mobile contact details held for the Village Caretaker.
- On page 6 "Council records – electronic", in the 'Review/Assess/Revise' Column, include details of the current arrangement.
- On page 1 under "Business continuity" include reference to remote/virtual meetings.
- On page 2, under "Bank and banking" including specific reference to Barclays Online Banking as 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.
- On page 6, under "Asset damage /loss – Office Equipment" inclusion of the Kyocera M5526CDW Printer.
- Throughout the document, include reference to the date the 'Review/Assess/Revise' action was undertaken (where applicable).

### **295.09 Village Development Two Year Plan**

The Parish Council received a report from Councillor Chris Lennox (copies of which had been circulated) suggesting new and enhanced projects and appropriate budgets.

It was noted that tenders had been invited from three companies to collect, test and dress the Parish Council Christmas tree. Only one quote had been received from City Illuminations Ltd at a cost of £300 per annum.

RESOLVED – (1) That the following revised Village Development Plan be approved:

PROJECTS	ACTIONS	WHEN	BUDGET £
Improve Village centre & enhance Village Green	Work with Chorley, Places for People, The Astley and shop leaseholder as part of Neighbourhood Working projects to improve the Village Centre. Green area in front of shops - <b>plant trees</b> following replacement of hedgeline with knee rail. <b>Wildflower Meadow</b> project at the rear of the Green.	2019/21	1,000
Planter scheme	<b>“Adopt a planter”</b> scheme with residents volunteering to maintain planters at the ends of roads.	2019/20	250
Tree planting	<b>Plant more trees</b> on wet verge areas to soak up excess water & replace trees which have had to be removed.	2019/21	5,000
Wildflower Meadows	<b>Extension of the Wildflower Meadow project</b> introduced at The Farthings to other areas <b>along Chancery Road in conjunction with Chorley,</b>	2020/21	500
New lighting scheme for the Christmas Tree	New lighting purchased – <b>installation for Christmas lights</b> to be agreed.	2020	800
Litter bins	Work with Chorley to site additional litter bins as required, particularly near entrances to Astley Park.	2019/21	
Road safety	Following the purchase of two permanent solar-powered Speed Indicator Devices (SPIDs) on Chancery Road to deter speeding, to monitor data to identify further action to improve road safety.	2020/21	
Health & Well-Being	Encourage activities and groups in the Village; provide <b>grants</b> ; Christmas carol singing event (when permitted); work with Chorley on <b>Westway Fields project to enhance play facilities</b> , with an agreed contribution by the Parish Council.	2019/21	20,000
Respect the Village campaign	Project to keep the Village clean and tidy. Encourage reporting environmental issues to Chorley and Places for People. Provide volunteer litter pick equipment for residents/groups for community litter picks.	2019/20	
Improving Community Engagement and Raising the Profile of the Parish Council	<b>Improving communications with residents</b> through upgrading the website and creating email addresses for councillors	2020/21	500

PROJECTS	ACTIONS	WHEN	BUDGET £
Finger Post signs	To provide <b>signage for pedestrians throughout the village</b>	2021/22	2,500
Gateway signs	To provide <b>gateway signs</b> at the entrance to the Village at each end of Chancery Road featuring Astley Hall.	2021/22	5,000

(2) That the Parish Clerk be authorised to arrange for the collection, testing and dressing of the Parish Council Christmas tree from 1 December 2020 to 6 January 2021 at a cost of £300.

(3) That the Parish Clerk be requested to investigate the Radar Speed Sign not working on the Buckshaw Hall end of Chancery Road.

### **295.10 Newsletter**

The Parish Clerk reported that the 1<sup>st</sup> Euxton (ROF) Scout Group had confirmed that they could deliver the newsletter during the first week of December 2020 but following the new COVID-19 national restrictions from 5 November this may not be possible.

It was noted that most of the articles had now been received.

RESOLVED – That the report be noted and that the newsletter should continue to be produced for distribution once the 1<sup>st</sup> Euxton (ROF) Scout Group as able to do so.

### **295.11 Environment Reports**

It was reported that Chorley Borough Council had now addressed the condition of the paving (including the removal of weeds) in the Village Centre and at a number of bus stops in the Village.

It was noted that a site meeting was being arranged with Chorley Borough Council and Oliver House regarding the ongoing issues with the barrier to the Community Centre/Astley Park car park.

The following issues were raised:

- The Daffodil Bulbs provided by Chorley Borough Council had now been delivered.
- The bench at the bus stop by Deerfold had been removed following being damaged as a result of vandalism.
- Places for People had worked hard in collecting leaves.

### **295.12 Reports from Parish Council representatives on Other Bodies**

The following confirmed that there were no updates to report:

- Chorley Liaison – Councillor Laura Lennox.
- Neighbourhood Working Group – Councillor Rod Fraser.
- Friends of Astley Park – Councillor John McAndrew

### **295.13 Correspondence**

The Parish Clerk reported that he had received notification from PKF Littlejohn LLP, the Parish Council's External Auditors that the following concerns had been raised on the basis of their review of Sections 1 and 2 of the Annual Governance and

Accountability Return (AGAR), and would feature in the report 2019/20:

“in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

- “The AGAR was not accurately completed before submission for review. The figures in Section 2, Box 3 of the prior year comparative column do not agree to the prior year final signed AGAR. Box 3 for the prior year should read £6,458.
- “The AGAR has not been signed in accordance with the Accounts and Audit Regulations 2015. Section 2 was not signed by the Responsible Finance Officer before approval”.

RESOLVED – That the report be noted and the Parish Clerk be requested to include a response to the concerns when displaying the External Auditors report on the Parish Council’s notice boards and website.

#### **295.14 Appointment of Committees**

The Parish Clerk submitted a report (copies of which had been circulated) regarding the appointment of a Personnel Committee including proposed membership and Terms of Reference.

RESOLVED – (1) That a Personnel Committee be appointed with the following membership:

- Councillor Chris Lennox (Chair)
- Councillor Arnold Almond
- Councillor John McAndrew
- Councillor Rod Fraser (Ex-Officio)

(2) That the Terms of Reference suggested in the report be approved.

(3) That the Personnel Committee be requested to review the HR policies/documents suggested in the report at their next meeting.

(4) That in future, the term ‘Village Caretaker’ be used.

#### **295.15 Schedule of Meetings 2021/22**

RESOLVED - that meetings take place on the following dates:

- Wednesday 3 March 2021 at the rise of the Parish Meeting
- Wednesday 5 May 2021 (Annual Meeting)
- Wednesday 7 July 2021
- Wednesday 1 September 2021
- Wednesday 3 November 2021
- Wednesday 5 January 2022
- Wednesday 2 March 2022 at the rise of the Parish Meeting

#### **295.16 Matters for information**

No matters were raised.

Confidential Item

### **295.17 Employee Salaries**

The Parish Clerk submitted a report (copies of which had been circulated) updating the Parish Council and the Personnel Committee on the Local Government Services' Pay Agreement 2020-21 and the rates of pay agreed from 1 April 2020 and a request to reduce the weekly hours of the Village Caretaker.

RESOLVED (1) – That the report be noted.

(2) That the contracted hours for the Village Caretaker be reduced from 2.5 hours to 2 hours per week from 1 January 2021.

(3) That the position of Senior Village Caretaker be disestablished, and the Staffing budget be reviewed accordingly.

(4) That the Parish Clerk be requested to discuss with the Village Caretaker and The Brothers of Charity the feasibility of him being able to continue to work safely during the Covid-19 National Restrictions from 5 November 2020.

### **295.18 Date of Next Meeting**

To note that the next meeting of the Parish Council will take place on Wednesday 6 January 2021.

The meeting concluded at 9.34 pm

Chair



## Astley Village Parish Council

6 December 2020 at 7pm

Present

Councillor Rod Fraser (Vice-Chair) (in the Chair); Councillors Arnold Almond, Chris Lennox, John McAndrew, Anne Pryce, Gillian Sharples and Chris Sheldon.

### **296.01 Apologies for Absence**

Councillor Laura Lennox had declared an interest in the item to be discussed and had therefore offered her apologies for the meeting.

### **296.02 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.

### **296.03 Application for Funding**

The Parish Council considered an application which had been made to the Parish Council Grant Scheme for £500 submitted by Buckshaw Primary School (copies of which had been circulated).

The application requested the Parish Council to fund a scheme to be managed by Buckshaw Primary School through the Family Support Worker and the School Business Manager to purchase garments including school shoes, PE kits, winter coats/scarves/gloves, waterproofs, and wellington boots. They anticipated supporting around 20 families.

The Head Teacher (Ms Katy Brooks) and School Business Manager (Miss Chloe Deane) attended the meeting to answer Councillors questions.

RESOLVED – That a grant of £500 be made to Buckshaw Primary School to enable the school to purchase garments as detailed in the report.

### **296.04 Date of Next Meeting**

To note that the next meeting of the Parish Council will take place on Wednesday 6 January 2021.

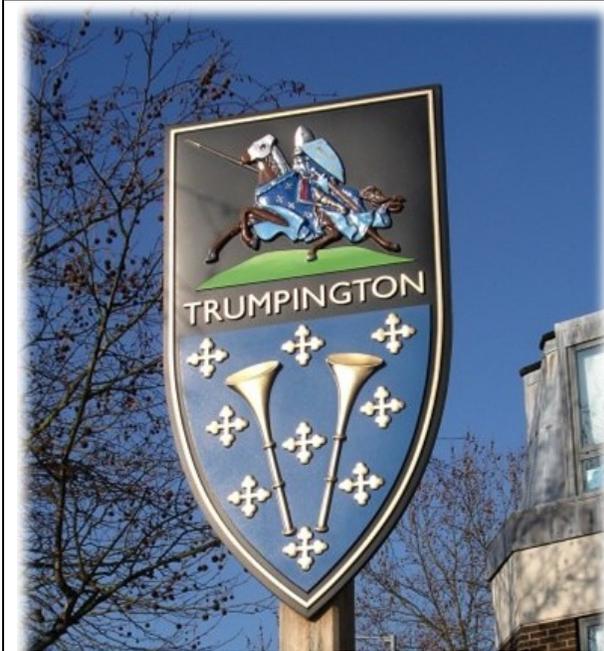
The meeting concluded at 7.16 pm

Chair



# Astley Village Parish Council

<b>Title</b>	<b>Parish Clerk's Report (Signage in the Village)</b>				
<b>Report of</b>	<b>Parish Clerk</b>				
<b>Date</b>	<b>6 January 2021</b>				
<b>Type of Paper</b>	<b>Decision</b>	X	<b>Discussion</b>		<b>Information</b>
<p><b>Purpose of Report</b></p> <p>To invite the Parish Council to agree the specification for new gateway and fingerpost signage in the Village.</p>					
<p><b>Key Issues</b></p> <p>At the Parish Council Meeting on 4 November 2020, I was requested to investigate the introduction of 'Gateway signs' at each end of Chancery Road and submit proposals to a future meeting of the Parish Council.</p> <p><b><u>Gateway Sign(s)</u></b></p> <p>Parish Councillors have suggested replacing the current metal entrance sign to the village on Chancery Road, close to Buckshaw Hall Close be replaced with a new gateway sign perhaps using the existing metal poles of the current Astley Village sign.</p> <p>At the Wymundsley end of Chancery Road there is a stone planter welcoming residents and visitors to the Village.</p> <p>The Parish Council in November suggested that a picture of Astley Hall be included on the new sign and it has been suggested that it might be sensible to wait until the hall exterior renovations are complete before settling this as the brickwork of the hall is due to re-emerge from under the render.</p>					



In terms of the design of the sign, the opposite has been suggested.

**TRUMPINGTON**

Dimensions

700mm x 1290mm

Single sided with fixings and green oak post

Guide price £3,000

**DESIGN**

It has been suggested that it has Astley Hall on it plus the name of the Parish "Astley Village".

<https://www.signsofthetimes.co.uk/boundary-signs/>

Brochure attached (Appendix A).

An alternative would be the Glasdon Gateway sign made from Everwood™ Material, an extremely realistic timber grain effect making it a low maintenance, long-lasting alternative to traditional wooden signs. Brochure attached (Appendix B).



Colours - Dark Oak, Light Oak, White.

**Dimensions**

Height: 1800mm (1300mm above ground) or 2300mm (1800mm above ground).

Width: 960mm, 1500mm, 2000mm.

Post Width: 160mm

Guide price £1,000

**Fingerpost Signs**

The Finger posts would direct pedestrians to Astley Park and Westway Playing Fiends. It is suggested that the first sign could be located on Chancery Road (location to be confirmed) to indicate the routes through Dogtrap Wood and Judeland Wood into Astley Park.

The second sign could be located on the Ravensthorpe side of the underpass (location to be confirmed) indicating the route to Westway pavilion and playing fields.

<https://www.signsofthetimes.co.uk/directional-fingerposts-finales/>

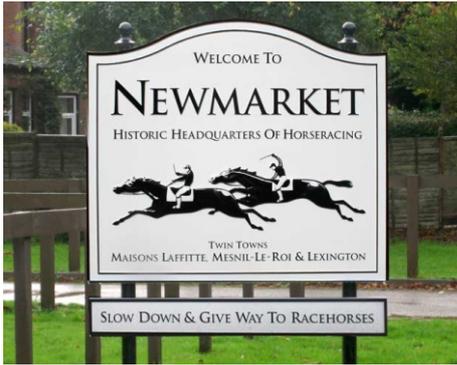
**Next Steps**

Permission/License to erect signage will need to be obtained from Lancashire County Council as the Council with responsibility for highway and footpaths.

**Action required by the Parish Council**

The Parish Council are requested to agree the specification for new gateway and fingerpost signage in the Village.

# SIGNS OF THE TIMES BOUNDARY SIGNS



'FIRST IMPRESSIONS LAST' ... How does the entrance to your village, town or city impress the traveller as they approach ? Beautiful cast signs depicting some interesting aspect of the place they are about to enter can make the difference. We have been manufacturing "Welcome to" or Boundary signs for nearly 30 years and they are to be found all over the country. See our Google Maps tab to see if there are any near you.

## Materials

The majority of Boundary or Gateway signs we manufacture are cast in a solid rigid polyurethane. See our cast study written for us by Bournemouth Borough Council whose signs were made about 20 years ago and still work very well.



## Shapes & Sizes

Cast signs are supplied in almost any size and shape. The domed rectangle is a popular shape with a coat of arms or a local point of interest featured in the dome.



## Finish & Appearance

Letters, borders, logos, motifs and complicated coats of arms are all realised in relief. Background colours are spray finished and the relief detail is all hand painted by our talented artists.

## Design & Artwork

Clients are encouraged to send us any artwork, size and shape details at an early stage so that we can quote accurately and assist in the design.



## Fixings

Signs can be single or double sided, and curved to fit concave or convex walls. They can be drilled for wall fixing or we can supply posts, complete with all fixings.

For further information regarding materials, posts and fixings see FAQ's on our website.

To make an enquiry, call us on 01525 874185 or email us - [enquiries@sott.co.uk](mailto:enquiries@sott.co.uk)

**SIGNS OF THE TIMES**  
Quality Cast Signs

Signs of the Times Ltd, Wingfield Road  
Tebworth, Bedfordshire, LU7 9QG



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[enquiries@sott.co.uk](mailto:enquiries@sott.co.uk)

[www.sott.co.uk](http://www.sott.co.uk)



# Village Gateways

[www.glasdon.com](http://www.glasdon.com)

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# GLASDON GATEWAY

Creates an attractive, highly visible display for signage, perfect for approaches to towns and villages or entrance areas. It is also ideal as a sign or notice feature for displaying woodland trails, village walks or points of interest.

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# EVERWOOD™ MATERIAL

Is a specially formulated blend of Durapol® material, which emphasises the grain-like appearance of timber. Unlike timber it requires no regular surface treatments such as staining or painting and the material will be unaffected by brine, bacteria, rot, mould and insects.

Everwood material is easy to clean, requires minimal maintenance and can be recycled at the end of its life. Like Durapol material, it has been formulated to withstand extremes of temperature and is impact-tested in our Quality Assurance Laboratory as part of our BS EN ISO 9001:2015 test procedure.



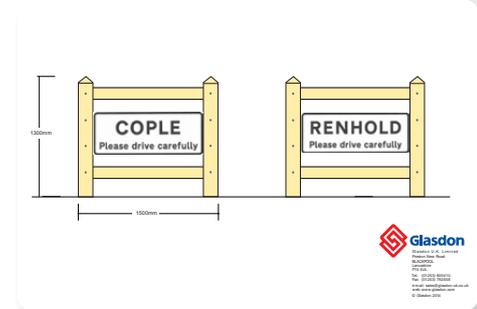
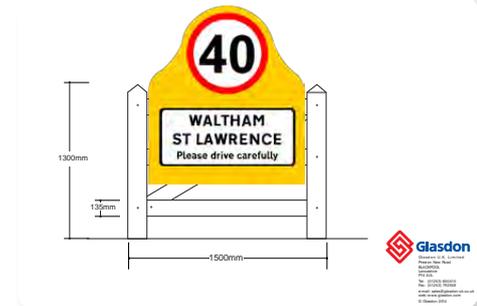
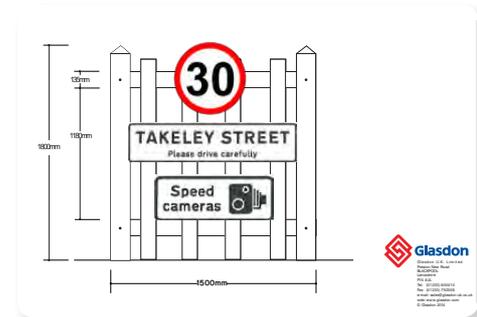






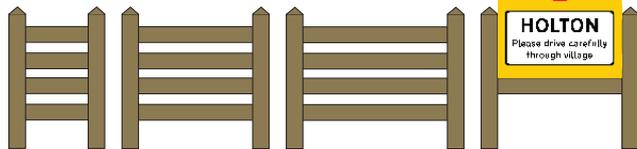
# DESIGN & PERSONALISATION

We offer a free, in-house personalisation service to help you visualise how your product will look with your crest or logo.



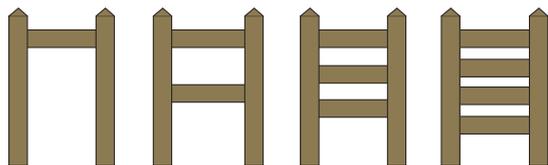
# Customise your own Gateway choosing from the following options:

## Standard Options



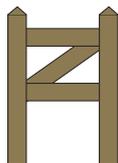
### Width

960mm, 1500mm or 2000mm. Ornate model: 1690mm.



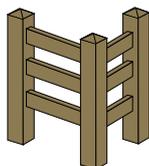
### Number of Slats

Available with 1, 2, 3 or 4 slats.



### Crossbar

Creates a traditional farm gate appearance.



### L-Shape

Available in all widths, with between 1-4 slats and with or without a crossbar.

*Non-standard options are available, please contact us with your requirements.*

Light Oak



Dark Oak



White



## Height

1800mm (1300mm above ground) or 2300mm (1800mm above ground)

Ornate model: 2300mm

Recommended depth below ground: 500mm

Gateway can be easily cut down to the desired height.

## Signage

We can supply you with custom-made signage to your specification.

If you'd prefer, you can use your own signage, either existing or from your usual supplier: if that's the case, we recommend you send us the exact dimensions of the sign so we can ensure a perfect fit.

## Fixing

Below Ground Extended Base.

We strongly recommend that all models are installed 500mm below ground level into concrete foundations (please refer to installation instructions).

To create a neat finish, the concrete foundations may be topped with turf or tarmac to match the surrounding area (avoid contact with hot tarmac as this will seriously impair the performance of the product).

Alternatively, a Surface Mount Kit is available (please contact our sales office for information).

# OTHER GATEWAY CONFIGURATIONS

We can help you design your unique Gateway to fulfil your vision. Because Glasdon Gateway is such a versatile product there are many ways to create your ideal village gateway. Contact our sales office to discuss your requirements.





# CO-ORDINATING EVERWOOD™ MATERIAL LITTER BINS & SEATS

The Elwood™ Seat is a low maintenance timber-effect bench with a back rest. This outdoor seating product co-ordinates with Sherwood™ Litter Bin and Glenwood™ Post to provide a matching set of street furniture ideal for parks, recreational areas and rural locations.



01253 600416



glasdon.direct@glasdon-uk.co.uk



www.glasdon.com



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# 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>6 January 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	X
<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>• Part single and part two storey side/rear extension.at 67 Deerfold Astley Village Chorley PR7 1UD (Reference: 20/01204/FULHH). The deadline for any representations was 3 December 2020.</li> <li>• Single storey side extension at 108 Wymundsley Astley Village Chorley PR7 1UT 1UD (Reference: 20/01201/FULHH). The deadline for any representations was 4 December 2020.</li> <li>• Two storey side extension, front porch (following the demolition of existing garage) at 14 Wymundsley Astley Village Chorley PR7 1UT (Reference: 20/01289/FULHH). The deadline for any representations was 29 December 2020.</li> </ul>						
<b>Action required by the Parish Council</b>						
To note the report.						

**FINANCIAL POSITION - SUMMARY 6 JANUARY 2021**  
**Financial Year 2020/21 (1 April 2020 to 31 March 2021)**

£

**Receipts and Expenditure Account**

**Receipts**

Precepts		20,794.00
Grant		3,877.00
Other		-
Bank Interest		28.57
Advertisements		-
VAT on Receipts/Recovered		1,894.25
<b>Total Receipts</b>		<u>26,593.82</u>

**Expenditure Total**

9,126.27

**Income & Expenditure Reconciliation**

Balance Brought Forward at 1 April 2020		59,912.56
Add: total receipts to date	+	26,595.67
Less: total expenditure to date	-	9,126.27
<b>Balance</b>		<u>77,381.96</u>

**Bank Reconciliation**

Community Account (chequeing account)	30/12/20	+	1,500.00
Business Premium Account	30/12/20	+	71,699.04
Unify Credit Union deposit	03/03/20		5,244.97
Less unpresented cheques/ET/SO		-	1,062.05
Plus uncleared credits		+	
			<u>77,381.96</u>

Unpresented cheques/SO/Payments	
Jan/Feb	1,062.05
	<u>1,062.05</u>

Uncleared Incomes	
	<u>0.00</u>

## PAYMENTS TO BE APPROVED - January/February 2021

## ASTLEY VILLAGE PARISH COUNCIL

Financial Year 2020/21 (1 April 2020 to 31 March 2021)

Date	Creditor	Description	Cheque No	Total	Vat	Net	Budget	S137
15/01/21	Employee 4	Reimbursements (November 2020)	EB	83.24	10.69	72.55	01-1&2	
15/01/21	Employee 4	Reimbursements (December 2020)	EB	76.59	2.40	74.19	01-1&2	
01/01/21	Easy Web Sites	Monthly rental	DD	45.60	7.60	38.00	01-8	
15/01/21	Employee 2	Salary (January 2021)	EB	75.57		75.57	01-6	
15/01/21	Employee 4	Salary (January 2021)	EB	263.94		263.94	01-6	
15/01/21	HMRC	Tax (January 2021)	1589	66.00		66.00	01-6	
01/02/21	Easy Web Sites	Monthly rental	DD	45.60	7.60	38.00	01-8	
15/02/21	Employee 2	Salary (February 2021)	EB	75.57		75.57	01-6	
15/02/21	Employee 4	Salary (February 2021)	EB	263.94		263.94	01-6	
15/02/21	HMRC	Tax (February 2021)	1590	66.00		66.00	01-6	
				<b>1,062.05</b>	<b>28.29</b>	<b>1,033.76</b>		

**BUDGET REPORT – 6 JANUARY 2021**  
**Financial Year 2020/21 (1 April 2020 to 31 March 2021)**

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	100.00	100.93		(0.93)
	01-2	Office/Sundry	1,500.00	836.70		663.30
	01-3	Insurance	400.00	391.19		8.81
	01-4	Auditors/Accounts	175.00	275.00		(100.00)
	01-5	Election/By-Election/Polls	5,000.00	-		5,000.00
	01-6	Employee Costs (Salary, Training etc)	12,000.00	5,464.52		6,535.48
	01-7	Employee Contingency	2,250.00	-		2,250.00
	01-8	IT/Website	1,000.00	590.00		410.00
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1,000.00	611.25		388.75
	02-2	Village Caretaker	1,000.00	-		1,000.00
	02-3	Councillor Training	150.00	-		150.00
	02-4	Grant Awards/Local Projects & Groups	1,000.00	500.00		500.00
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	03-1	New Lighting Scheme for the Christmas Tree	800.00	-		800.00
	03-2	Village Improvements	-	69.83		69.83
	03-3	Improve Village Centre & Enhance Village Green	1,000.00	-		1,000.00
	03-4	Planter Scheme	250.00	-		250.00
	03-5	Tree Planting	5,000.00	-		5,000.00
	03-6	Wildflower Meadows	500.00	-		500.00
	03-7	Litter Bins	-	-		-
	03-8	Respect the Village Campaign	-	-		-
	03-9	Finger Post Signs	2,500.00	-		2,500.00
	03-10	Gateway Signs	5,000.00	-		5,000.00
	03-11	Road Safety	-	-		-
	03-12	Grant (Chorley Borough Council) - Astley Hall	2,000.00	-		2,000.00
	03-13	Health & Well-Being	20,000.00	-		20,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council	500.00	-		500.00
<b>04 - GENERAL RESERVE</b>	04	General Reserve	23,381.38	-		23,381.38
Balance Carried Forward from 2019/20	59,912.56					
<b>TOTALS</b>			<b>86,506.38</b>	<b>8,839.42</b>		<b>77,666.96</b>
<b>VAT to be Recovered</b>		<b>£286.85</b>				
<b>Total Spend to Date</b>				<b>9,126.27</b>		



# Astley Village Parish Council

<b>Title</b>	<b>Proposed 2021/22 Budget Headings and Precept</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>6 January 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>	X	<b>Discussion</b>		<b>Information</b>	
<b>Purpose of Report</b>						
To assist the Council in finalising the Budget for 2021/22.						
<b>Key Issues</b>						
<p>The Parish Council is reminded that the level of precept to cover expenditure during 2021/22 for Astley Village must be determined at this meeting so that Chorley Borough Council as rating authority can be advised accordingly to enable it to set a legal budget by 1 March 2021.</p> <p>Appended to this report is:</p> <ul style="list-style-type: none"> <li>• A note setting out useful criteria used for calculating Council Tax (Appendix A)</li> <li>• A draft budget (Appendix B)</li> </ul> <p><b>2020/21 Budget</b>            The Precept for 2020/21 was £20,794 making the amount available £86,508.23 (including the underspend carried forward from 2019/20 and other income received (grant from Chorley Borough Council, bank interest and VAT reclaimed). The estimated expenditure as at 31 March 2021 is £10,000.</p> <p><b>2021/22 Budget</b>            The total suggested budget for 2021/22 is £77,950. This is based on:</p> <ul style="list-style-type: none"> <li>• the allocation of budgets determined at the November Meeting of the Parish Council to deliver the Two-Year Parish Development Plan.</li> <li>• Minor adjustments to more accurately reflect expected expenditure under individual budget headings.</li> <li>• Maintaining a 'General Reserve' of £20,00. It is good practice that the General Reserve is equivalent to the Precept.</li> </ul>						

The estimated amount to be carried forward from 2020/21 is £76,500. This does not include the expected grant from Chorley Borough Council, bank interest and VAT to be reclaimed from HMRC.

**Action required by the Parish Council**

The Council is invited to consider the updated information included in this report and:

1. Approve a Budget for 2021/22 subject to further consideration and review at the end of the financial year.
2. Set the Precept level for Astley Village for issue to Chorley Borough Council.

## Calculating Council Tax

The amount of council tax is dependent on the value of property. Each property is allocated a band based on its value in April 1991. Property built after this date is given the notional value it would have had in 1991.

The Council Tax base is achieved by multiplying the estimated number of properties within each band at the end of the financial year by the 'Band D Ratio' and adding the results together. This produces an equated tax base, i.e., as if all properties were in band D. Statutory fractions are used to calculate the ratios to band D.

The following table sets out a simple example of how a tax base would be calculated:

<b>Band</b>	<b>Number of properties</b>	<b>Ratio to band D</b>	<b>Number of properties x band D ratio</b>
<b>A</b>	90	6/9	60
<b>B</b>	90	7/9	70
<b>C</b>	90	8/9	80
<b>D</b>	90	9/9	90
<b>E</b>	90	11/9	110
<b>F</b>	90	13/9	130
<b>G</b>	90	15/9	150
<b>H</b>	90	18/9	180
<b>Taxbase</b>			<b>870</b>

The resultant band “D” equivalent tax bases are then amalgamated to produce a single figure – a tax base of 870 in the above example. The band D figure is then multiplied by the band D Ratio for each tax band to arrive at the charge for each property within the band.

The next step is to calculate how much is to be raised from council tax.

At the time of writing this report (30 December 2020), Chorley Borough Council have confirmed that they have not yet agreed the Council Tax Base for Astley Village for the financial year 2021/22 e.g., updating the number of properties in each Council Tax Band. The amounts paid in each band for 2020/21 are below. If the Parish Council was to set a similar precept for 2021/22 the anticipated amounts would be very similar.

<b>Band</b>	<b>Amount Payable (£)</b>
<b>A</b>	14.67
<b>B</b>	17.11
<b>C</b>	19.56
<b>D</b>	22.00
<b>E</b>	26.89
<b>F</b>	31.78
<b>G</b>	36.67
<b>H</b>	44.00
<b>Gross Total</b>	<b>24,671</b>

## Proposed Budget - Financial Year 2021/22 (1 April 2021 to 31 March 2022)

Budget Heading		Budget Sub-Heading	Total Budget (£)
<b>01 - ADMINISTRATION</b>	01-1	Room Hire/ Zoom Subscription	200.00 (1)
	01-2	Office/Sundry	1,500.00
	01-3	Insurance	400.00 (2)
	01-4	Auditors/Accounts	300.00 (3)
	01-5	Election/By-Election/Polls	5,000.00
	01-6	Employee Costs (Salary, Training etc.)	6,000.00 (4)
	01-7	Employee Contingency	2,000.00
	01-8	IT/Website	1,000.00 (5)
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1,500.00 (6)
	02-2	Village Caretaker	1,000.00
	02-3	Councillor Training	500.00
	02-4	Grant Awards/Local Projects & Groups	1,000.00
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	03-1	New Lighting Scheme for the Christmas Tree	800.00
	03-2	Village Improvements	-
	03-3	Improve Village Centre & Enhance Village Green	1,000.00
	03-4	Planter Scheme	250.00
	03-5	Tree Planting	5,000.00
	03-6	Wildflower Meadows	500.00
	03-7	Litter Bins	-
	03-8	Respect the Village Campaign	-
	03-9	Finger Post Signs	2,500.00
	03-10	Gateway Signs	5,000.00
	03-11	Road Safety	-
	03-12	Grant (Chorley Borough Council) - Astley Hall	2,000.00
	03-13	Health & Well-Being	20,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council	500.00
<b>04 - GENERAL RESERVE</b>	04	General Reserve	20,000.00
<b>TOTALS</b>			<b>77,950.00</b>

- (1) Zoom subscription currently £14.39 per month.
- (2) Insurance Premium for 2020/21 was £391.19.
- (3) In 2020/21, the Audit fee paid to PKF Littlejohn LLP was £240 and the Internal Audit fee was £75.
- (4) The gross cost of salaries is currently £4,866.12.
- (5) The cost per month is £60 based on all Parish Councillors having a 'AVPC' email address (£720 per year).
- (6) Based on the current tender with MCB Print Ltd (Printwise), the cost of the Design/Printing of the Newsletter (two editions) would be £1,060 for 2021/22.

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 £	Changes made in 2020/2021	Insurance Value £
Prior to 2002	Noticeboard	Installed at junction of Chancery Road and Hallgate (estimated purchase value)	£500		£1,500
Jul-05	Ornamental Village Entry Signs made of ironwork	Installed one at each boundary of the village on Chancery Road	£500		£550
Oct-05	Noticeboard	Installed on the wall in the shopping centre	£355		£380
Sep-11	Information board	Land adjacent to the School, Chancery	£1,500		£1,500
Jan-19	Stone Planters	One at West Way entrance, one in centre	£3,350		£3,350
Jul-05	Bike hoops	Installed adjacent to the shop area	£200		£250
Jun-11	Two seats, made of recyclate material	Land adjacent to the School, Chancery Road	£768		£1,200
Mar-12	Seat made of recyclate material	Beside bus stop, Chancery Road	£446		£600
Nov-14	Seat made of recyclate material and Planter	Seat at bus stop next to GtMdw Planter on Chancery opposite Broadfields entrance	£893		£1,200
Jul-15	Seat made of recyclate material x 1	Bus stop Chancery Road, opposite Buckshaw Hall Road (on Derian side)	£591		£600
Jul-16	Seat made of recyclate material x3	Bus stop at Buckshaw Hall Close Bus stop at school Bus stop at Great Meadow	£1,620		£1,800
Nov-16	Seat made of recyclate material x 1	Bus stop Chancery Road between Studfold and Long Croft Meadow	£522		£600
Sep-17	Seat made of recyclate material x 3	Bus stop Chancery Road Broadfields (school side) Bus stop Chancery Road btwn Wymundsley & Judeland (school side) In front of pharmacy village centre	£1,731		£1,800
May-18	Seat made of recyclate material	Bus stop at Ravensthorpe	£535		£600
2012	10 Queens Diamond Jubilee plaques	Plaques attached to: 6 planters, 1 tree, 3 seats	£210		£500
Mar-16	Plaques for seats x	Installed on seats around the village	£264		£264
Feb-16	Lap top computer	Clerk's office	£457		£525
Jan-20	Christmas Tree Light sets	Used on Christmas Tree in December	£390		£400
Nov-11	Four planters made of recyclate material	Positioned around village	£1,548		£1,548
2012	Oak tree for Queens Diamond Jubilee	On land adjacent to the school, Chancery Road	£48		£250
Nov-12	Living Christmas Tree	Land adjacent Chancery Road, in front of shops	£350		£600
Oct-13	Two planters made of recyclate material	Positioned around village	£648		£650
Nov-13	Metal fence sections which attach together	Around the Christmas tree	£200		£550
Jul-19	Two solar speed identification devices	Installed: one near Wymundsley and one opposite Buckshaw Hall Close	£6,800		£7,000
Sep-20	Mobile Filing Trolley	Kept at the Clerks Home Address	£134		£134
Sep-20	Kyocera M5526CDW Printer	Kept at the Clerks Home Address	£318.00		£318.00
2020/2021 asset figure for Audit			£31,377	£0	£28,669
Total asset 2020/2021 Audit			£31,377		



# Astley Village Parish Council

<b>Title</b>	<b>Proposed Change to Standing Orders – Urgent Business</b>					
<b>Report of</b>	<b>Parish Clerk</b>					
<b>Date</b>	<b>6 January 2021 and 3 March 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>	X	<b>Discussion</b>		<b>Information</b>	
<p><b>Purpose of Report</b></p> <p>To consider a proposed change to the Parish Council's Standing Orders in relation to Urgent Business.</p>						
<p><b>Key Issues</b></p> <p>At present, there is limited provision to take urgent action between Parish Council Meetings and the Parish Council are invited to consider a proposed change to the Parish Council's Standing Orders in relation to Urgent Business</p> <p>Standing Order 80 requires that a resolution to permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council. Therefore, if the Parish Council were minded to make the change as suggested, consideration would need to be adjourned until the Parish Council Meeting on 3 March 2021.</p> <p><u>Current Position</u></p> <p>At present there appears to be two ways of dealing with 'urgent business':</p> <ol style="list-style-type: none"> <li>1. The Financial Regulations state that "the Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. The Clerk shall report the action to the Council as soon as practicable thereafter." This provision is extremely limited.</li> <li>2. The Parish Council could hold an extraordinary Parish Council Meeting just to consider the 'urgent business'</li> </ol>						

## Proposed Change

Most Parish Council's Standing Orders make provision for decisions required to be taken on grounds of urgency.

It is recommended that Standing Order 16 "Urgent Business" be amended from:

"A motion to vary the order of business on the ground of urgency:

- a) May be proposed by the Chair or by any member and, if proposed by the Chair, may be put to the vote without being seconded and
- b) Shall be put to the vote without discussion."

## **TO**

"16.1 A motion to vary the order of business on the grounds of urgency (i) may be proposed by the Chair or by any member and, if proposed by the Chair may be put to the vote without being seconded; and (ii) shall be put to the vote without discussion.

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.

The ruling of the Parish Clerk in consultation with the Chair in determining whether a decision is 'urgent', shall be final.

Where practical, the Parish Clerk will, prior to agreeing the decision in consultation with the Chair, seek the views of all members of the Parish Council by any media considered appropriate and take into account the consensus view of the majority of members of the Parish Council.

The Parish Clerk will report all decisions taken under this Standing Order to the next ordinary Parish Council meeting for information."

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

To consider the proposed change to the Parish Council's Standing Orders in relation to Urgent Business.