



Astley Village Parish Council

Meeting of the Council

1 July 2026 at 6.30 pm

Present

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

329.01 Apologies for Absence

Councillors Keith Ashton and Neil Forkin.

329.02 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 Ian Thomas declared a Personal Interest as the Chair and trustee of The Leyland and District Royal Air Forces Association Branch.

Councillor Ian Thomas declared a Personal Interest as a Director and Trustee of The Jubilee Tower Credit Union Ltd.

329.03 Public Engagement

Members of the public are invited to put questions/make representations to the members of the Parish Council. The following issues were raised:

No issues were raised.

329.04 Borough/County Councillor Reports

Reports from Chorley North and Astley Ward Borough Councillors and County Councillor (Lancashire County Council) (copies of which had been circulated) were considered.

It was noted that Borough Councillors Adrian Lowe, Jean Sherwood and County Councillor Aidy Riggott had offered his apologies.

It was reported that the litter bin had been moved closer to the underpass as requested by the Parish Council.. The brickwork had been replaced and pointed. The steps leading down to the underpass had been straightened and relayed.

RESOLVED – That the reports be noted.

329.05 Minutes

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 6 May 2026 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

329.06 Parish Clerk Report

The Parish Clerk and Responsible Financial Officer submitted a report (copies of which had been circulated) providing an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.

In particular, the following issues in the report were discussed:

Coping stones at the planter/ Parish Council notice board at the corner of Hall Gate

The coping stones at the planter/ Parish Council notice board at the corner of Hall Gate had now been replaced by DWG (NW) Limited.

Delivery of the Parish Council Newsletter

Peter Hodson had informed the Parish Council that he will no longer be able to deliver the Parish Council Newsletter on behalf of Buckshaw (ROF) Scout Group. The Parish Clerk reported that he had contacted Lee Distribution Limited who delivered Coppull Parish's newsletter for the last 3-4 years and delivered newsletters for Croston Parish Council.

The Parish Clerk had provided a map of the roads the newsletter was delivered to. The charge was £145 for 1000 copies and the Parish Council would determine when the newsletters would be delivered. There are currently 1,421 properties in the Parish making the cost approximately £206 (15p per copy).

RESOLVED – (1) That the report be noted.

(2) That the following expenditure approved by the Parish Clerk in accordance with Standing Order 16.2 be noted:

- Sue Edwards, Internal Audit 2024/25 £75.00
- Post Office Counters Ltd, Postage-Parish Council Summons £1.90
- Printwise, Spring Newsletter 2026 £760.00
- The Lancashire Wildlife Trust Ltd, West Way Pond £1,146.00
- Cartridge People, Printer Cartridges £80.80
- Post Office Counters Ltd, Postage £9.95
- Hartwood Maintenance, Maintenance of Planters £177.00

(3) That approval be given to Lee Distribution Limited being engaged to deliver the Parish Council Newsletter at a cost of £145 for 1000 copies.

329.07 Statutory Business

(i) Co-option to the Parish Council Vacancies

It was noted that there were three vacancies on the Parish Council. These had been advertised on the Parish Council Noticeboards and website.

RESOLVED – The Parish Clerk be requested to invite expressions of interest to enable any applications to be considered at the next meeting of the Parish Council.

(ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) providing details of planning issues relevant to the village. The Parish Council had been consulted on the following planning applications received by Chorley Borough Council:

- An application for a single storey side and rear extension, with associated alterations (Reference: 26/00382/FULHH) at 15 Deerfold, Astley Village, Chorley PR7 1UD

The deadline for any representations was 28 May 2026.

- An application for a two storey side extension and single storey rear extension with balcony above (Reference: 26/00431/FULHH) at Ackhurst House, Southport Road, Chorley, PR7 1NT.

The deadline for any representations was 11 June 2026.

- Erection of a single storey rear extension, installation of rooflights and boundary fencing (Reference: 26/00532/FULHH) at 3 Woodfall, Astley Village, Chorley PR7 1XD.

The deadline for any representations was 12 July 2026.

RESOLVED – That the report be noted.

329.08 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 12 June 2026.

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 2026 and 31 August 2026 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
03/07/2026	Employee 4	Reimbursements (May 2026)	60.24		60.24
03/07/2026	Employee 4	Reimbursements (June 2026)	42.42		42.42
01/07/2026	Easy Web Sites	Monthly rental	68.64	11.44	57.20
23/07/2026	Zoom	Zoom Subscription (July 2026)	16.79	2.80	13.99
15/07/2026	Employee 4	Salary (July 2026)	428.30		428.30
15/07/2026	HMRC	Tax (July 2026)	107.20		107.20
15/07/2026	HMRC	National Insurance July 2026)	0.00		0.00
01/08/2026	Easy Web Sites	Monthly rental	68.64	11.44	57.20
23/08/2026	Zoom	Zoom Subscription (August 2026)	16.79	2.80	13.99
14/08/2026	Employee 4	Salary (August 2026)	428.50		428.50
14/08/2026	HMRC	Tax (August 2026)	107.00		107.00
14/08/2026	HMRC	National Insurance (August 2026)	0		0
			1,344.52	28.48	1,316.04

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

(iii) Spend Against Budget Headings

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

(iv) Asset Register

The Parish Clerk submitted the updated Asset Register (copies of which had been circulated). It was suggested that the following be added:

- Four Additional Directional Finger Post Signs – Purchase Value £2,581. Insurance Value £2,600. (To the east of The Farthings at the western end junction of the southern path across Judeland Wood. To the south of Chancery Road at the southern path junction between Long Copse and Merefield. To the east of Buckshaw Hall Close and to the north of the pond on the north side of Chancery Road. To the east of Buckshaw Hall Close and to the south of the pond on the west of Broadfields).
- Replace “Lap top computer” with “Parish Council ThinkPad Laptop – Purchase Value £723. Insurance Value £800.

RESOLVED – (1) That the changes proposed to the Asset Register be approved.

(2) That the previous lap top computer be removed from the Asset Register and Councillor Chris Sheldon be authorised to appropriately dispose of it.

(v) Annual Governance Statement 2025/26

The Parish Clerk reported that the AGAR Form that had been submitted were in the incorrect format and the 2024/25 form has been used. As there had been amendments to the forms this year including the addition of a new assertion (Assertion 10) the information previously approved by the Parish Council at the last meeting on 6 May 2026 had been transcribed into the correct form using the same dates (the approval dates given may remain unchanged) and the Parish Council was requested to ratify the additional assertion

RESOLVED – That the amended Annual Governance Statement forms for 2025/26 be ratified.

329.09 Review of Village Development Plan

The Parish Council reviewed the Village Development Plan (copies of which had been circulated). It was reported that a meeting of the Village Development Working Group was held on Wednesday 3 June 2026 at 6:30pm via Zoom to discuss:

- Improvements to the Interpretation Boards at West Way Nature Reserve and Councillor Elaine Bibby be requested to confirm what improvements had been proposed by The Wildlife Trust for Lancashire, Manchester and North Merseyside.
- Gateway Sign Enhancements.
- Further planting at the Astley Village Community Garden of Reflection.
- Potential Projects

At the meeting, the Parish Clerk was requested to contact Lancashire County Council and Chorley Borough Council asking them to cut back the tree overhanging the Speed Indicator Sign on Chancery Road and mow around the various planters especially those on Chancery Road. It was confirmed that the area around the planters had been mowed and this would continue moving forwards.

The Parish Council noted that:

- Councillor Neil Forkin was discussing with appropriate contractors the options to carry out Gateway Sign enhancements and report back to a future meeting.
- The Working Group had recommended that the Parish Council revisit potential improvements to the Interpretation Boards at West Way Nature Reserve as part of the 2027/28 budget process.
- Councillor Elaine Bibby had discussed with DWG (NW) Limited options to provide a raised planter around the Jubilee tree at the Astley Village Community Garden of Reflection and undertaking the future maintenance of the various planters owned by the Parish Council in the Village and the following costings had been provided:

	Item	Detail	£
1	Works to Stone planter at the Junction of West Way/Chancery Road	Remove (if possible) moss growth from planter. Secure any loose brickwork. Clear and dispose old planting and weed growth around planter. Incorporate new topsoil and compost. Plant up with colourful summer bedding plants.	250.00
2	Works to planters (November 2026)	Supply and plant winter bedding to 7 composite framed planters and 3 stone planters along Chancery Road. To include clearance of summer plants, compost as required, bulbs and bedding plants.	365.00
3	Works to Planters (May 2027)	Supply and plant summer bedding to 7 composite framed planters and 3 stone planters along Chancery Road. To include clearance of winter plants, compost as required, and colourful summer bedding plants.	495.00
4	Maintenance Monthly April – October (the maintenance in May to be carried out at the same time as the planting)	Maintain 7 composite framed planters and 3 stone planters along Chancery Road. To include strim one metre around each planter as required. Removal of weed growth from within planters. Application of summer fertiliser as required.	35.00 X 5

Price quoted include all necessary materials, labour and disposal of any waste to approved facility.

- The Working Group had recommended the Parish Council consider
 - Cleaning the various highway signs in the village.
 - Replacing the Parish Map at the Astley Village Community Garden of Reflection.
 - Approaching Chorley Borough Council and the local Chorley Borough Council to see if they would support the following potential future projects:
 - Outdoor fitness equipment at the West way Sports Hub
 - A piece of Public Art in the Village
 - A mural on the Community Centre facing Chancery Road.

The Parish Clerk reported that Jennifer Mullin, Director of Communities and Leisure at Chorley Borough Council had replied stating that she and the communities' team were busy developing fresh proposals that aimed to support projects making a real community impact. These would be presented to the Leader of the Council and would help shape how the Council approached new initiatives such as those suggested by the Parish Council.

It was also reported that Lindsey Blackstock, Open Space Strategy Officer at Chorley Council had suggested that the addition of outdoor fitness equipment being provided at the West way Sports Hub would need to be discussed with ward councillors, current and future new site users, Chorey Leisure and Chorley Borough Council officers once the Active Track was completed. Any further improvements would need to fit the needs of site users as the Active Track was going to greatly change the look and feel of the site and attract new users.

It was suggested that when the Active Track was completed and open to the general public and sports clubs and the suggestion of outdoor fitness equipment at the West way Sports Hub be considered with a view to further consultation with users at that point.

The Parish Clerk has requested Poppy Signs Limited to provide a quote to replace the Parish Map at the Astley Village Community Garden of Reflection. It was suggested that additional Parish Maps could be installed near the West Way Sports Hub and the Astley Village Community Centre to assist pedestrians from the Sports Hub and Astley Park.

RESOLVED – (1) That the report be noted.

(2) That approval be given to the works included in the quote provided by DWG (NW) Limited for works to Stone planter at the Junction of West Way/Chancery Road and the future maintenance of the various planters owned by the Parish Council in the Village from August 2026, subject to confirmation that the prices quoted include VAT.

(3) That DWG (NW) Limited be requested to provide options to provide a raised planter around the Jubilee tree at the Astley Village Community Garden of Reflection.

(4) That DWG (NW) Limited be requested to replace the coping stones at the planter at the Astley Village Garden of Reflection.

(5) That the Borough Ward Councillors be requested to arrange for the following works to be undertaken at the West way Nature Reserve:

- Replace the missing brackets from the information board.
- Maintain the overgrown paths
- Replace the “deep water” sign.
- Remove the litter especially around the decking area.

329.10 Christmas Event 2026

The Parish Clerk invited the Parish Council to consider the arrangements for the Parish Christmas event on Thursday 3 December 2026. The Parish Clerk reported that the Community Centre had been booked from 3 pm until 6.00 pm with the Christmas singing around the Christmas Tree at 3.30 pm.

RESOLVED – (1) That following the Christmas singing around the Christmas Tree, refreshments be made available in the Community Centre (non-alcoholic mulled wine, orange juice, mince pies and a tub of chocolates) from around 4.00 pm until 6.00 pm and the Parish Clerk be authorised to approve the associated expenditure from within the existing budget allocated.

(2) That The Parish Clerk be requested to write to Oliver House School to confirm that the Parish Council can access the Community Centre, from 3.00 pm on Thursday 3 December 2026 and invite the staff and students to attend the Parish Christmas event.

(2) The Parish Council should again purchase selection boxes for every child at Buckshaw Primary School.

(3) The Parish Clerk be requested to confirm with Chorley Silver Band that they are available to accompany the Christmas singing around the Christmas Tree and members of AKoustic be invited to play during the event.

(4) Invitations be sent to all residents via the Winter Newsletter and Chair be requested to write to Ravensthorpe and the local ward and county councillors to invite them to attend and Buckshaw Primary School be requested to communicate details of the event to parents so they can bring their child across the road from the school to the Village Green at the end of the school day (KS2 juniors) at 3.20 pm.

(5) The Parish Clerk be requested to write to the Headteacher at Buckshaw Primary School regarding the poster-design competition to promote the event (which the School had previously agreed to organise) with the winning posters being displayed on the Parish Council noticeboards and the winning pupils being invited to switch on the lights and receive a book voucher for £20 from ebb & flo bookshop, Chorley.

329.12 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

It was noted that the next meeting of the Chorley Liaison would be held on 15 July 2026.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

It was reported that it had been agreed to pause the Neighbourhood Area Meetings and therefore the next meeting on Thursday 18 June 2026 had been cancelled.

329.13 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 329.06).

329.14 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 2 September 2026 at 6:30 pm.

The meeting concluded at 7.31 pm.

Chair