



Astley Village Parish Council

Meeting of the Council

4 March 2026 at 6.32 pm

Present

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

327.01 Apologies for Absence

All Councillors were present.

327.02 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.

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

327.03 Public Engagement

Members of the public are invited to put questions/make representations to the members of the Parish Council. No issues were raised.

327.04 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. Councillors Alistair Morwood, Jean Sherwood and County Councillor Aidy Riggott attended the meeting.

County Councillor Aidy Riggott reported that officers at Lancashire County Council had been monitoring the displaced parking on Hallgate and were considering presenting proposals to the Cabinet on the introduction of traffic regulation orders to

prevent parking on sections of Hallgate and the area surrounding the dropped kerb near the shops.

A response had been received from Lancashire County Council regarding dangerous parking taking place at Long Croft Meadow which would be forwarded to the Parish Council for information.

RESOLVED – (1) That the reports be noted.

(2) That the Parish Clerk be requested to write to Lancashire County Council requesting the introduction of traffic regulation orders (no waiting at any time) on both sides of the bend at Hallgate and Chancery Road to prevent parking in view of the indiscriminate and dangerous parking currently taking place at this location.

327.05 Minutes

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 7 January 2026 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

326.06 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.

Introduction of Time Credits Scheme

A report on the Chorley Together volunteer recognition programme was considered.

Bernie Heggarty, Community Partnerships Manager at Chorley Borough Council attended the meeting to provide further information in relation to the Chorley Together Volunteer Recognition Programme.

It was noted that to take advantage of the Programme, the Parish Council would need to register with Chorley Together (which was free) and the Parish Council would determine at what point volunteers were eligible to receive a Volunteer reward card and take advantage of the rewards through the Volunteer Recognition Programme (valid for 12 months). Rewards and discounts opportunities included free tickets at Chorley Theatre and REEL Cinema; free admission to Astley Hall Chorley and 10% off the bill at Cafe Ambio. Volunteers would also have access to 'up-skilling' and training e.g. first aid opportunities.

Finger Post Signs

Arrangements had been made for the new finger post signs to be installed at the following locations by 31 March 2026:

- Two fingers directing pedestrians to Astley Park via the tarmac path - Finger 1 - and woodland path - Finger 2 - (at The Farthings).
- Two fingers directing pedestrians to Astley Village Centre (via Chancery Road) – Finger 1 and Astley Park – Finger 2 (at Long Copse/ Merefield).
- One Finger directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow (Derian House)
- One Finger directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow at the other side of the pond to provide continuation (Derian House).

The Parish Council thanked Councillor Chris Sheldon for his assistance with this project.

Work with Lancashire County Council - Speed Enforcement

Lancashire County Council had clarified that Lancashire County Council don't provide enforcement in relation to speed and that this is the police's role.

Gateway Sign Enhancements

Councillor John McAndrew had visited several 'gateway signs, in the Chorley area. Some of them have mains lighting and are very clear. He has contacted a number of suppliers including The LED Store and Gemma Lighting who could supply lights with timers and light meter overrides. Consideration had been given to using solar panels but the challenge would be fitting them to the existing sign! High-visibility, fluorescent, and reflective paints were available for metal street signs; however, none were appropriate.

Christmas Event 2026

Councillor John McAndrew had discussed with the Headteacher of Buckshaw Primary School, changes to the format of the Christmas event and the school were happy to support the event as follows:

- The event being held round the Christmas Tree on the Village Green. The school day at Buckshaw Primary School for KS2 (juniors) ends at 3.20pm and it was suggested the event starts at 3.30pm. Parents would bring their child across the road from the school to the Village Green.
- There would be carols accompanied by Chorley Silver Cross band. The carols could be reviewed to ensure they were known by the children.
- Two pupils (one from KS1 (Infants) and one from KS2 (juniors)) would be invited to switch on the lights at 3.45 pm. The lights would be switched on manually by the electrician. The school would organise a competition to design a poster to promote the event which could be displayed on the Parish Council Noticeboards and the winners will switch on the lights and receive a book voucher.
- Invitations to attend the event would be sent to all residents via the Winter Newsletter/posters in the Parish Council Noticeboards and the Chair will write to Ravensthorpe, and the local Wards/County Councillors inviting them to attend.
- Refreshments would be served by Parish Councillors in the Community Centre

from around 4pm until 6pm.

- The children would have the opportunity to meet Father Christmas in the small meeting room in the Community Centre (where we hold our meetings) and each child would receive a selection box rather than receiving them at school as at present.
- The day of the event be reviewed perhaps holding the event on a Thursday instead of a Friday.

West Way Nature Reserve

Councillor Elaine Bibby had met with a representative from the Wildlife Trust for Lancashire, Manchester and North Merseyside on Friday 23 January 2026 and the Parish Council considered the following proposals and a quote provided for the Trust for the works identified:

- To add some small bird and owl boxes in the trees.
- Signage for waterborne wildlife - signage for water safety.
- Some repairs to wooden areas (a small area of the bridge, couple of planks on the viewing platform) these have been damaged by small fires (presumably these have been caused by people lighting fires).
- To clear some verges, becoming a little overgrown.
- Possibility of a second waste bin, at the opposite end of the route around the nature area.
- The removal of old fence posts, and metal mesh fencing close to the nature reserve area.

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:

- Richard Ryan Lighting, Christmas Tree Lights Final Payment £1,526.01.
- Chorley Leisure, Room Hire (West Way sports Hub) £152.70.
- Poppy Signs, Replacement Plaques £419.89.
- Norton, Anti-Virus Software (Subscription) £69.99.
- White Hill Direct, Four Additional Fingerpost Signs £2,581.20.

(3) That the Parish Clerk be requested to register the Parish Council with Chorley Together to take advantage of the Volunteer Recognition Programme and that volunteers be eligible through the Parish Council to access the rewards for 12 months, after taking part in three monthly litter picks during a 12 month period.

(4) That potential Gateway Sign enhancements be considered by the Village Development Working Group.

(5) That the Christmas Event be held on Thursday 3 December 2026 (time TBC), the Parish Clerk be requested to book Chorley Silver Band and Councillor John McCarron be requested to:

- Confirm the proposed changes to the format of the Christmas event with the Headteacher of Buckshaw Primary School.
- Confirm with Oliver House School that the Astley Village Community Centre would be available from 3:15 pm on Thursday 3 December 2026.

(6) That approval be given to the following proposals and Councillor Elaine Bibby be requested to make arrangements for the works to be undertaken by the Wildlife Trust for Lancashire, Manchester and North Merseyside:

Works	Quote (£)
<p>Bird and bat boxes</p> <p>X12 standard bird boxes mounted at different locations and elevations X1 treecreeper nest to encourage known local population X6 bat boxes to encourage bat colonies</p> <p>Sited appropriately to avoid direct sun, ensuring clear flight paths, set at correct heights and protected from predators</p> <p>Price includes fitting</p>	£279
<p>Replace fire-damaged handrails and decking boards</p> <p>Replacement of fire damaged timber on culvert handrail Replacement of fire damaged decking boards on pond dipping platform with like-for-like non-slip decking boards Damaged timbers to be removed from site for safe disposal</p>	£265
<p>Danger water signage</p> <p>X3 aluminium water safety signs mounted on posts close to the water Includes anti vandal coating</p>	£273
<p>Clear culverts & dredge litter from pond edges</p> <p>Flush out the culverts to remove leaf litter and sediment build up, ensuring water can move between ponds Dredge litter from the pond edges for safe disposal</p>	£138
TOTAL (excluding VAT)	£955

(7) That £1,000 be moved from the Road Safety budget (03-11) to the West Way Nature Reserve budget (03-7).

327.07 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 application received by Chorley Borough Council:

An application for a first-floor side extension above existing attached garage (Reference: 26/00199/FULHH) at 73 Wymundsley Astley Village Chorley PR7 1US.

The deadline for any representations was 24 March 2026.

RESOLVED – That the report be noted.

327.8 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 21 February 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 March 2026 and 30 April 2026 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
06/03/2026	Employee 4	Reimbursements (January 2026)	42.42	42.42	
06/03/2026	Employee 4	Reimbursements (February 2026)	43.82	43.82	
01/03/2026	Easy Web Sites	Monthly rental	68.64	11.44	57.20
23/03/2026	Zoom	Zoom Subscription (March 2026)	16.79	2.80	13.99
13/03/2026	Employee 4	Salary (March 2026)	428.30		428.30
13/03/2026	HMRC	Tax (March 2026)	107.20		107.20
13/03/2026	HMRC	National Insurance (1 April 25 to 31 March 26)	213.90		213.90

01/04/2026	Easy Web Sites	Monthly rental	68.64	11.44	57.20
23/04/2026	Zoom	Zoom Subscription (April 2026)	16.79	2.80	13.99
13/04/2026	Employee 4	Salary (March 2026)	*428.3		*428.3
15/04/2026	HMRC	Tax (April 2026)	*107.2		*107.2
13/04/2026	HMRC	National Insurance (April 2026)	*0		*0
			1006.50	114.72	891.78

*Exact figures to be confirmed

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.

327.9 Spring Newsletter 2026

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

- Annual Report (Councillor Gillian Sharples).
- Christmas Event 2026, including changes to the format (Councillor John McAndrew).
- Promoting the Monthly Litter Picks, including the incentives offered to volunteers through the Chorley Together Volunteer Recognition Programme (Councillor Keith Ashton).
- The representations made by the Parish Council in relation to indiscriminate and dangerous parking taking place on Hallgate Car Park and Dangerous Parking on Long Croft Meadow including advising residents to provide photographs of inconsiderate/ dangerous parking in the village to Lancashire County Council and Lancashire Police) (Parish Clerk).
- New schemes included in the Village Development Plan (Councillor Chris Sheldon).
- The representations made to Chorley Borough Council in relation to One-Way System/ Road Closure on Chancery Road During Large Events held at Astley Park (Parish Clerk).

RESOLVED - That the following timetable for the production of the Spring edition of the Parish Council Newsletter be agreed:

- Parish Councillors email the Parish Clerk with the articles by Sunday 5 April 2026.
- All articles be sent to the Printers by Monday 13 April 2026.
- Deadline for Councillors to comment on the proof – Wednesday 6 May 2026.
- Newsletter delivered from Friday 22 May 2026.

327.10 Policy and Document List Review

The Parish Clerk invited the Parish Council to review the updated Policy and Document List (copies of which had been circulated).

RESOLVED – That no changes be made to the Policy and Document List.

327.11 Review Annual Council Work Programme - Scheduled Items

The Parish Clerk invited the Parish Council to review the Annual Council Work Programme of Scheduled Items (copies of which had been circulated).

RESOLVED – That no changes be made to the Annual Council Work Programme of Scheduled Items.

327.12 Annual Report of the Parish Council 2025/26

The Chair submitted the Annual Report 2025/26 which had been presented to the Annual Parish Meeting earlier in the evening.

RESOLVED - That the Annual Report be noted.

327.13 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The Chair provided a summary of the business considered at the meeting of the Chorley Liaison held on 21 January 2026. The agenda and relevant papers had been circulated for information.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

Following the announcement of the elections, it has been agreed to pause the Neighbourhood Area Meetings, with a decision on their future to be taken after the elections and therefore the next meeting on 17 March 2026 at 6.30pm.had been cancelled,

327.14 Correspondence

Correspondence received had been reported as part of the ‘Parish Clerk Report’ (Minute 327.06).

327.15 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 6 May 2026 at 6:30 pm at the Astley Village Community Centre.

The meeting concluded at 8.10 pm.

Chair