



Astley Village Parish Council

Meeting of the Council

4 September 2024 at 6.30pm

Present

Councillor Gillian Sharples (Chair) in the Chair; Councillor John McAndrew (Vice-Chair); Councillors Keith Ashton, Emma Barraclough and Chris Sheldon.

318.01 Apologies for Absence

Apologies were received from Councillors Matt Lynch and Ian Thomas.

318.02 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.

318.03 Public Engagement

Members of the public are invited to put questions/make representations to the members of the Parish Council.

Pedestrian crossing near Buckshaw Primary School

Residents expressed concern that it was difficult to see pedestrians waiting to cross the pedestrian crossing near Buckshaw Primary School due to the poor street lighting around the crossing and when wild flowers were in bloom and the grass was long it was difficult to see pedestrians (especially children) approaching the crossing from either side of Chancery Road. Concern was also expressed regarding the speed off traffic along Chancery Road.

It was suggested that a zig zag barrier be installed at the side of Chancery Road (near the flats nearest to the woods) and to improve visibility, the street lighting be improved at this location.

Community Garden, Great Meadow

Residents reported that they had been informed that Places for People proposed to remove the community garden at Great Meadow to provide additional car parking spaces.

It was suggested that Places for People be requested to clarify the situation and the date of the next estate walkabout with Places for People.

West Way Nature Reserve

Residents asked if it would be possible to make the land next to the ponds at the West Way Nature Reserve available for community use.

It was reported that the Parish Council had recently funded the refurbishment at the West Way Nature Reserve at a cost of £5,000, including new interpretation boards but that the Parish Council could provide additional funding to make the land next to the ponds available for community use.

It was suggested that Ms Lindsey Blackstock (Open Space Strategy Officer, Chorley Borough Council) be requested to advise on whether the land was suitable to be used for community use.

318.04 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.

The Chair reported that the Chorley North and Astley Ward Borough Councillors (Councillors Alistair Morwood, Adrian Lowe and Jean Sherwood) had sent their apologies as they were attending a meeting at Chorley Town Hall at 6pm. In addition, County Councillor Riggott was attending Lancashire County Council business in York and therefore had sent his apologies.

RESOLVED – That the reports be noted.

318.05 Minutes

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 3 July 2024 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

318.06 Request for Dropped Kerbs at Long Croft Meadow Bus Stop - Negative Response from Lancashire County Council

It was reported that this item had been placed on the agenda at the request of Councillor Keith Ashton.

Councillor Ashton explained that he had contacted County Councillor Riggott regarding the need for dropped kerbs to be sited on either side of the road at the bus stops near to Long Croft Meadow, as several residents had complained about the awkwardness of lifting their walkers or wheelchairs over the kerbs when trying to access the footpaths along Chancery Road or into Broadfields or Long Croft Meadow.

It was noted that Lancashire County Council had explored the installation of a

mobility crossing/ dropped kerb near the bus stop closest to Long Croft Meadow, on Chancery Road but due to concerns that the sweeping bend in the road, it would create a road safety concern for pedestrians if a dropped crossing was introduced at the bus stop and therefore was not possible.

The Parish Council expressed concern at the admission by Lancashire County Council that there was poor visibility at this location as residents would continue to cross at this point to the bus stop with or without the installation of a mobility crossing/ dropped kerb.

It was proposed to introduce two additional mobility for the bus stops at Mimosa Close and Buckshaw Hall Close although the final locations may change slightly upon installation. There were already eight mobility crossings along Chancery Road.

RESOLVED – (1) That in view of the assessment by Lancashire County Council that there was poor visibility for motorists to see residents crossing to the bus stop closest to Long Croft Meadow, on Chancery Road, Lancashire County Council be requested to introduce measures to slow vehicles down at this location.

(2) That Chorley Borough Council and Places for People be requested to cut back the vegetation overgrowth at Broadfields to provide maximise visibility for motorists to see residents crossing to the bus stop closest to Long Croft Meadow, on Chancery Road.

318.07 Proposed Improvements to the Chancery Road Underpass

It was reported that at the last meeting, it was agreed that County Councillor Aidy Riggott and a representative from Chorley Borough Council be invited to attend this meeting to discuss the proposed Improvements to the Chancery Road Underpass.

It was noted that County Councillor Riggott had suggested that as the next Parish Council meeting was not until 6 November, if the Parish Council wanted to try and arrange another time for him to meet to discuss this issue, he was happy do that.

RESOLVED – That the Parish Clerk be requested to include this item on the agenda for the next meeting on 6 November 2024 and County Councillor Aidy Riggott and a representative from Chorley Borough Council be invited to attend the meeting to discuss the proposed Improvements to the Chancery Road Underpass.

318.08 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:

Astley Village - Radar Speed Signs

It was reported that at the last meeting, was reported that the wires had been cut again to both solar panels for the radar speed sign on Chancery Road following Pandora Technologies Ltd Radar Speed Signs repairing the radar speed sign near Wymundsley in May 2024 at a cost of £175.20.

Pandora Technologies Ltd Radar Speed Signs had suggested fitting the solar connector at the top of the side panel and run it out of a gland with the waterproof connector further up the conduit, so the connection was made at the solar panel, rather than the sign and the cable is further away from harm's reach.

To achieve this, they would need to arrange for the radar speed signs and solars to be collected and had asked that they are taken down from the posts and wrapped up separately in skin of bubble wrap/cardboard to be collected by a carrier.

To make these changes to the radar speed signs and solar kit, including carriage each way, parts, labour and re-testing it would cost £460.00 + vat for both signs.

It was noted that if the vandals were intent on damaging the solar connection, they may still find a way to access the cable at the new height, however, it would be harder to reach without a ladder, less visible and a more robust connection into the sign, so would hopefully be successful in deterring them.

Event held at the former Chorley Rugby Union and Football Club, Brookfields

It was reported that at the last meeting, Parish Councillors and residents on Buckshaw Hall Close had raised regarding the impact caused by the inconsiderate motorists attending events held at the former Chorley Rugby Union and Football Club, Brookfields on Sunday 5 May 2024.

As requested, the Parish Clerk had written to the following on 8 July 2024 to the following, making them aware of the Parish Council's concerns and the responses received were set out in the Appendix to the report. No response has been received from the Police:

- The Leader of Lancashire County Council (County Councillor Williamson).
- The Cabinet Member for Highways and Transport, Lancashire County Council (County Councillor Swarbrick).
- The Member of Parliament for Chorley (Rt Hon Sir Lindsey Hoyle MP).
- The Leader of Chorley Borough Council (Councillor Alistair Bradley).
- The Chief Constable of Lancashire Constabulary (Sacha Hatchett).
- The Lancashire Police and Crime Commissioner (Clive Grunshaw).

A letter had been received from Lyndsay Riding, Partnerships Manager, theteamstop (also attached to the report) apologise for any inconvenience and stating that they were open to collaborating with the Parish Council, County Council and Chorley Council to find effective solutions.

The Chair of the Parish Council had issued a press release regarding the Parish Council's concerns relating to indiscriminate dangerous parking taking place in the village which was sent to the Lancashire Evening Post, Lancashire Telegraph and Lancashire Live as well as being shared via Facebook and on the Parish Council website.

Proposed planting at the Astley Village Garden of Reflection

It was reported that at the last meeting, Lindsay Blackstock (Chorley Borough Council) had attended the meeting and provided details of the proposed planting scheme at the Astley Village Garden of Reflection prepared by Jan Sanderson, a local resident. The Parish Council had allocated £2,000 for the financial year 2024/25 for the planting scheme and the estimated cost of plants was £1,100 in addition to the cost of preparing the area.

It was noted that since the last meeting:

- Permission from Head of Neighbourhoods and Waste at Chorley Borough Council (Chris Walmsley) has now been received for the planting scheme to go ahead.
- Lindsey Blackstock was working with the Estates Team to obtain a licence agreement in place to say that the Parish Council would be responsible for the maintenance.
- The Parish Clerk had approached Hartwood Maintenance to discuss undertaking the future maintenance of the planter at the Astley Village Garden of Reflection.
- A specification for the Parish Council to be able to obtain quotes from a Landscaping Contractor to prepare the areas for planting and plant the structure planting was expected shortly from Chorley Borough Council.
- Councillor John McAndrews had invited Buckshaw Primary School to be involved in the planting of the bulbs.

Replacement of the Existing Litter Bins Outside Buckshaw Primary School and at the Shops at Hallgate with Recycling Litter Bins

It was reported that at the last meeting, Chorley Borough Council had been requested to replace the existing litter bins outside Buckshaw Primary School and at the shops at Hallgate with recycling litter bins to be funded by the Parish Council to be funded from the Village Improvements budget. The local ward Councillors had requested Chris Walmsley, Head of Streetscene at Chorley Borough Council to respond to the request.

West Way Sports Hub - Proposed Plans for Boundary Footpaths

It was reported that at the last meeting, an update had been requested from Chorley Borough Council in relation to the proposed plans for boundary footpaths. Simon Forster, Open Space Strategy Officer (Chorley Borough Council) had confirmed that meetings have taken place with UK Athletics and Chorley Athletics and Triathlon Club earlier this year and the footpath scheme is still being considered to provide a circuit route around the playing fields with connections into the residential areas. Funding options are now being considered for delivery of the scheme. He has asked if the Parish Council can confirm that the previous offer of a funding towards the scheme is still available.

Buckshaw Junior Football Club – Sponsorship

It was reported that the Parish Council agreed in January 2024 to sponsor the match kit of one of the Astley and Buckshaw Junior Football Club junior teams up to a cost of £500 from the “Improving Community Engagement and Raising the Profile of the Parish Council” budget. The club have decided to use the sponsorship money for two of their new under 8s team and had asked the Parish Council to approve the proposed design of the shirts which was circulated at the meeting.

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:
- SLCC - Annual Membership Fee £112.00.
 - Post Office Counters Ltd – Postage £1.55.
 - Hotline Branded Products - Chorley Flower Promotional items £505.20.
 - ABJFC - U7's Football Strip Sponsorship £500.00.
 - Hartwood Maintenance - Maintenance of Planters £310.47.
 - Asda - Bottled Water (Flower Show) £4.00.
 - PFK Littlejohn LLP - External Audit 2022/23 £252.00
- (3) That the proposed changes to the sign and solar kit be approved and the Parish Clerk be requested to contact Pandora Technologies Ltd regarding them collecting both radar speed signs from their current location and carrying out the modifications and that the Parish Clerk be authorised to approve the cost up to £2,000 (including parts, labour and re-testing).
- (4) That Lancashire County Council be requested to provide the team stop with guidance on creating a traffic management plan and Chorley Borough Council be requested to provide advice and support to the team stop to avoid similar issues at future events.
- (5) That the Parish Clerk be requested to contact Chris Walmsley, Head of Streetscene at Chorley Borough Council regarding replacing the existing litter bins outside Buckshaw Primary School and at the shops at Hallgate with recycling litter bins to be funded by the Parish Council to be funded from the Village Improvements budget.
- (6) That the Parish Council reaffirm its previous commitment to provide £15,000 funding towards proposed plans for boundary footpaths including access from Great Meadow to the play area at the West Way Sports Hub
- (7) That the proposed design of the shirts for the under 8s team being sponsored by the Parish Council be approved and the Parish Clerk be requested to inform Buckshaw Junior Football Club accordingly and arrange for a photograph of the team and Parish Councillors to be included in the Winter Parish Newsletter.
- (8) That representatives of Chorley Borough Council be invited to attend the next Parish Council Meeting on 6 November 2024 to provide an update on the proposed improvements to the public realm in Astley Village.

318.09 Statutory Business

(i) Co-option to the Parish Council Vacancies

It was noted that there were three vacancies on the Parish Council. These have been advertised on the Parish Council Noticeboards and website. A leaflet, advertising for Parish Councillors has also been produced and will be delivered to every property within the Parish. A leaflet has been drafted to be delivered to residents in Astley Village to try and recruit more Parish Councillors.

RESOLVED – (1) 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.

- (2) That the Parish Clerk be requested to arrange for the printing of the leaflet to be delivered to residents in Astley Village with the Winter Newsletter to try and recruit of more Parish Councillors.

(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 not been consulted on any planning application received by Chorley Borough Council since the last Parish Council Meeting on 3 July 2024.

RESOLVED – That the report be noted.

318.10 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 29 August 2024.

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 September 2024 and 31 October 2024 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
06/09/24	Employee 4	Reimbursements (July 2024)	EB	62.92	
06/09/24	Employee 4	Reimbursements (August 2024)	EB	45.76	
01/09/24	Easy Web Sites	Monthly rental	DD	68.64	11.44
23/09/24	Zoom	Zoom Subscription (September 2024)	EB	15.59	2.60
13/09/24	Employee 4	Salary (September 2024)	EB	391.20	
13/09/24	HMRC	Tax (September 2024)	EB	97.80	
01/10/24	Easy Web Sites	Monthly rental	DD	68.64	11.44
23/10/24	Zoom	Zoom Subscription (October 2024)	EB	15.59	2.60
15/10/24	Employee 4	Salary (October 2024)	EB	391.20	
15/10/24	HMRC	Tax (October2024)	EB	97.80	
				1,255.14	28.08

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

(iii) Spend Against Budget Headings

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

RESOLVED – That the report be noted.

(iv) Internal Audit Plan

The Parish Clerk submitted the current Internal Audit Plan (copies of which had been circulated) inviting the Parish Council to review the current arrangements.

RESOLVED – That the existing Internal Audit Plan be approved.

(v) Review of Effectiveness of the System of Internal Audit

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

RESOLVED – That the existing System of Internal Audit be approved.

(vi) Financial Risk Assessment

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

RESOLVED – That the Financial Risk Assessment be approved.

(vii) External Auditor Report 2023/24

The Parish Clerk reported that the Parish Council had received the External Auditor's Report and Certificate for 2023/24. The External Auditor's limited assurance opinion was that on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

RESOLVED – That the External Auditor's Report and Certificate for 2023/24 be noted.

318.11 Winter Newsletter 2024

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

- Chair's Report (Councillor Gillian Sharples).
- Christmas Event 2024 (Councillor John McAndrew).

- Chorley Flower Show 2024 (Councillor Gillian Sharples).
- Monthly Litter Picks (Councillor Keith Ashton).
- Buckshaw Junior Football Club – Sponsorship (Parish Clerk)
- Update on the Village Development Plan (Councillor Chris Sheldon).
- Real Madrid Foundation Clinic on Friday 26 July 2024 (Darren Marsden)

RESOLVED (1) That the following timetable to produce the Winter edition of the Parish Council Newsletter be agreed:

- Parish Councillors email the Parish Clerk with suggested articles for inclusion in the Winter Newsletter by Sunday 29 September 2024 and those articles be submitted to by Sunday 13 October 2024.
- All articles be sent to the Printers by Monday 21 October 2024.
- Deadline for Councillors to comment on the proof – Wednesday 6 November 2024.
- Newsletter delivered from Friday 15 November 2024.

318.12 Chorley Flower 2024

The Parish Council reviewed the attendance by Parish Councillors at the Chorley Flower Show on Friday 26 and Saturday 27 July 2024 and it was agreed that attending just on the first two days had worked well. It was noted that there would be a need to update the Parish Councillors details and the Parish Development Plan on the information boards if the Parish Council decided to attend the Chorley Flower Show in 2025.

318.13 Christmas Event 2024

The Parish Clerk reported that the Community Centre had been booked for Friday 6 December 2024 from 5pm until 9pm.

RESOLVED – (1) That following the Christmas singing round the Christmas Tree at 6pm, refreshments be made available in the Community Centre and the Parish Clerk be authorised to approve the associated expenditure from within the existing budget allocated (£800).

- (2) The Parish Council should again purchase selection boxes for every child at Buckshaw Primary School as they had for the last two years.
- (3) That members of AKoustic be invited to accompany the Christmas singing again this year.
- (4) That Councillor John McAndrew be requested to invite Buckshaw Primary School to attend.

318.14 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 Wednesday, 17 July 2024. The Chair reported that there had been presentations on the refurbishment of Chorley Bus Station and the Home Energy Support Scheme. There had also been a discussion on implementing speed control measures and the effectiveness of speed indicator devices.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

As reported at the last meeting, with the agreement of the Executive Member (Early Intervention), it had been agreed to cancel the round of Neighbourhood Area Meetings including the Neighbourhood Area Meeting (NW Parishes and Chorley North) on Thursday 20 June 2024. A copy of the NW Parishes and Chorley North Neighbourhood Priorities Update Report for 2023/24 and NW Parishes and Chorley North Neighbourhood Priorities Updates for 2024/25 had been circulated for members information. The next meeting would be held on Monday, 24 February 2025 at 6.30pm.

RESOLVED – That the report be noted.

318.15 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 318.08).

318.16 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 6 November 2024 at 6.30 pm.

The meeting concluded at 8.00 pm.

Chair