



Astley Village Parish Council

Meeting of the Council

5 March 2025 at 6.32pm

Present

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

321.01 Apologies for Absence

Apologies were received from Councillors Emma Barraclough and Matt Lynch.

321.02 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.

321.03 Public Engagement

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

321.04 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 Adrian Lowe attended the meeting and reported that there was nothing specific to report since the last meeting, but they continued to respond to resident's issues and concerns and attend various committees and portfolio meetings. He reported that the ward councillors had supported the Parish Council's bid to the Neighbourhood Priority Scheme for 2025/26 to upgrade the Path from Chancery Road, through Dam Head Wood to Astley Park. In addition, funding had been secured to repeat the 'Skip Day' on Hallgate in conjunction with Places for People in the summer.

He reported that he had requested the Property Services Team at Chorley Borough Council to confirm whether the bike station outside the Morrisons Local shop would be painted as part of the Public Realm initiative together with the jet washing and painting of the three bins located near the shops.

County Councillor Aidy Riggott attended the meeting and reported that Lancashire County Council had recently set a new standard of technical questions that they required responses to prior to granting approval for graffiti/murals on bridge structures, so that any requests could be assessed by both the asset and bridge design team.

RESOLVED – That the reports be noted.

321.05 Minutes

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 8 January 2025 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

321.06 One-Way System/Road Closure on Chancery Road During Large Events

It was reported that at the last meeting of the Parish Council on 8 January 2025, the Parish Clerk was requested to write to the leader of Chorley Council regarding the current unsatisfactory arrangements regarding the one-way system/road closure on Chancery Road during large events held at Astley Park as vehicles were not observing the one-way restrictions and travelling the wrong way along Chancery Road creating serious safety issues and that the Parish Council were unable to support the current arrangements unless as a minimum the number of marshals was increased.

A copy of the response from Councillor Alistair Bradley, Executive Leader of Chorley Borough Council to the concerns expressed at the last meeting of the Parish Council was also considered (copies of which had been circulated).

Nikki Burrough, Events Manager at Chorley Borough Council attended the meeting and reported that the Council was exploring using staff from the Council's Streetscene Team to undertake the traffic management arrangements as an alternative to using the previous traffic management company. It was noted that the issues had primarily been in relation to the Bonfire and Fireworks at Astley Park.

It was suggested that the letter sent to all residents in April each year setting out details of the traffic management arrangements and dates of the large events held in Astley Park be incorporated into the Parish Newsletter published in May and that a targeted letter be sent by Chorley Borough Council to all residents in October each year specifically in relation to the Bonfire and Fireworks at Astley Park.

RESOLVED – (1) That Nikki Burrough, Events Manager at Chorley Borough Council be thanked for attending the meeting and be requested to attend the Parish Council Meeting in January 2026 to review the traffic management arrangements for large events held in Astley Park.

(2) That details of the traffic management arrangements and dates of the large events held in Astley Park be incorporated into the Parish Newsletter published in May and that a targeted letter be sent by Chorley Borough Council to all residents in October each year specifically in relation to the Bonfire and Fireworks at Astley Park.

321.07 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:

Proposed Introduction of Car Parking Charges on Hallgate Car Park

The Parish Clerk reported that Chorley Borough Council's Executive Cabinet had decided in principle to introduce a small fee for parking on Hallgate car park to bring the car park in line with other council-owned parks.

Proposed Improvements to the Public Realm in Astley Village

The Parish Clerk reported that the new bollard had now been installed and the Parish Council had been provided with three keys for its removal held by the Parish Clerk, Councillor Keith Ashton and the Caretaker at the Astley Village Community Centre.

Proposed Improvements to the Chancery Road Underpass

The Parish Clerk reported that the Village Development Working Group had met on 5 February 2025 and approved:

- cutting back the overgrown vegetation and the general clean-up of the areas at either side of the underpass (including the removal of the broken bricks).
- replacing the rotten sleepers with new sleepers (clarification has been sought on whether all the current sleepers would be replaced).
- the preparation and painting (black) of the handrails either side of the underpass; the handrails along the sloping paths and on the steps leading to the bus stop on each side.
- requesting Bryan Lee Builders to provide a quotation for repairing the brickwork at either side of the underpass which was in poor repair.

It was noted that the overgrown vegetation had been cut back and generally cleaned up together with the replacement of the rotten sleepers with new sleepers and the painting of the handrails on the Community Centre side of the underpass but no work had taken place to date on the Buckshaw Primary School side.

West Way Sports Hub - Proposed Active Track

The Village Development Working Group had met on 5 February 2025 and recommended that the Parish Council should seek (i) an additional path that crosses between the football pitches (ii) a short link near the children's playground and (iii) further access towards the south end on the active track as it was felt residents would use these routes anyway as shortcuts to the active track.

The Working Group recommended that in order to attract the full £15,000 funding

allocated by the Parish Council, the Parish Council should stipulate that these two paths be included in the final design.

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

The Parish Council was reminded that Chorley Borough Council had confirmed that it could facilitate the collections for the recyclable waste using the same team that empty the bin near café ambio. Chris Walmsley, Head of Streetscene and Waste at Chorley Borough Council had confirmed that they were waiting on delivery of the bin and it would then it will be installed.

Proposed Planting at the Astley Village Garden of Reflection

The Parish Clerk reported that he had invited five small local landscape firms to provide quotes based on the specification approved by the Parish Council. The Village Development Plan Working Group had been authorised to consider the quotes and authorise the work to proceed within a budget of £2,500

The Village Development Working Group had met on 5 February 2025, but no quotations had been received by the deadline of 29 January 2025. The Working Group had requested the Parish Clerk to write to the companies again requesting them to confirm that they are not interest in quoting to undertaking this planting/ landscaping work and extend the deadline to Friday 31 January 2025. To date no quotations had been received.

Finger Post Signs

The Village Development Working Group had met on 5 February 2025 and considered the proposed location four additional finger post signs in the village agreed as part of the 2025/26 budget, The following locations had been suggested and a plan showing the proposed location was attached to the Parish Clerk's report.

- Two fingers directing pedestrians to Finger 1 - Astley Park via the tarmac path and Finger 2 - woodland path.
- Two fingers (just before Merefield) directing pedestrians to Finger 1 - Astley Village Centre (via Chancery Road) Finger 2 – Astley Park.
- One Finger directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow and the same wording on a second one finger post at the other side of the pond to provide continuation.

The Parish Clerk had written Chorley Borough Council seeking a licence for the proposed addition four Finger Post Signs.

Installation of Christmas Tree Lights

At the last Parish Council Meeting on 8 January 2025, it was noted that the Parish Christmas Tree needs to be pruned/shaped as its now getting too big for its fencing, and it was suggested that as part of the current public realm scheme around the shops/ community centre, the existing bollard is removed and replaced with a lockable/ removable bollard to enable a cherry picker to access the site so that the lights can be removed each January, and the tree dressed in December to avoid the lights remaining on the tree.

The Parish Clerk has invited Richard Ryan to provide the cost to:

- Arrange for the Christmas Tree pruned/shaped and if necessary, extend the existing fencing at the base of the tree.
- Once the existing bollard is replaced with a new drop-down bollard, access the site via a cherry picker so that the existing lights can be removed to avoid the lights remaining on the tree and in November each year dress the tree and if necessary, add fresh lights to match existing style and type.
- PAtest the lights annually prior to the Parish Council Carol Singing Event and switch on the lights on at the Carol Singing Event.

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:

- Norton - Anti Virus Software (Subscription) £64.99.
- Post Office Counters Ltd – Postage £6.80.
- Hartwood Maintenance - Maintenance of Planters £100.00.
- Sihoo UK - Office Chair £209.99.
- Post Office Counters Ltd – Postage £1.55.

(3) That the Parish Clerk be requested to write to Chorley Borough Council setting out the following comments in relation to the proposed Introduction of Car Parking Charges on Hallgate Car Park:

- The Parish Council would wish to see a short stay period of free parking between one and two hours and if this is not possible, a way of users of the car park being refunded the car parking charge if they spent a specified amount at the shops at Hallgate or café ambio.
- Clarify whether designated parking would be provided for Oliver House and staff working at the businesses at Hallgate and Buckshaw Primary School and whether this would be through a staff permit scheme. The Parish Council accepted the need to deter parking all day for other users.
- Clarify how many blue badge car parking spaces would be available and their location within the car park.
- The parking machines should accept card and cash payments.

(4) That Bryan Lee Builders be requested to confirm that overgrown vegetation would also be cut back and generally cleaned up together with the replacement of the rotten sleepers with new sleepers and the painting of the handrails on the Buckshaw Primary School side of the underpass.

(5) Bryan Lee Builders to provide a quotation for repairing the brickwork at either side of the underpass which was in poor repair.

(6) That Chorley Borough Council be requested to incorporate (i) an additional path that crosses between the football pitches (ii) a short link near the children's playground and (iii) further access towards the south end on the active track as it was felt residents would use these routes anyway as shortcuts to the active track (shown in green on the plan attached to the report) within the design of the proposed active track at West Way Sports Hub prior to the public consultation exercise.

(7) That the Parish Council would wish to see improvements made to the

surface of the overflow car park which was raised by Parish Councillors at the consultation meeting in January 2025.

- (8) That the Parish Clerk be requested to obtain the cost of purchasing the plants directly from Pole Green Nurseries Ltd and Rivington View Nursery and invite Hartwood Maintenance to provide a quote to undertake the groundwork and undertake the proposed Planting at the Astley Village Garden of Reflection
- (9) That approval be given to the proposed location of the Finger Post Signs as indicated on the plan attached to the report and recommended by the Village Development Working Group.

321.08 Statutory Business

(i) Co-option to the Parish Council Vacancies

It was noted that there was a vacancy on the Parish Council which 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 not been consulted on any planning application received by Chorley Borough Council since the last Parish Council Meeting on 6 November 2024. However, since the report had been prepared, the Parish Council had been consulted on a planning application received by Chorley Borough Council in relation to the erection of new boundary fence and gate to south (side) of property at 23 Long Croft Meadow, Astley Village, Chorley, PR7 1TR (Reference: 25/00179/FULHH).

RESOLVED – That the report be noted.

321.09 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 19 February 2025. It was reported that the Parish Council had received a dividend of £96.57 (minus £5 fee) in respect of the Unify Credit Union Deposit Account making the balance £5,638.37.

RESOLVED – (1) That the financial position be noted.

(2) That the Parish Clerk be requested to make an additional deposit into the Unify Credit Union Deposit Account to achieve a balance of £10,000 balance (or the maximum amount permitted if there is a cap on the amount to be deposited below £10,000.

(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 2025 and 30 April 2025 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
07/03/25	Employee 4	Reimbursements (January 2025)	42.42		42.42
07/03/25	Employee 4	Reimbursements (February 2025)	43.82		43.82
01/03/25	Easy Web Sites	Monthly rental	76.56	12.89	63.67
23/03/25	Zoom	Zoom Subscription (March 2025)	15.59	2.60	12.99
14/03/25	Employee 4	Salary (March 2025)	406.30		406.30
14/01/25	HMRC	Tax (March 2025)	101.60		101.60
01/04/25	Easy Web Sites	Monthly rental	76.56	12.89	63.67
23/04/25	Zoom	Zoom Subscription (April 2025)	15.59	2.60	12.99
15/04/25	Employee 4	Salary (April 2025)	414.96		414.96
15/04/25	HMRC	Tax (April 2025)	103.74		103.74
15/04/25	HMRC	National Insurance (April 2025)	15.30		15.30
			1,312.44	30.98	1,281.46

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.

321.10 Spring Newsletter 2025

The Parish Clerk reported that the following articles had been suggested together with the timetable for the production of the Spring edition of the Parish Council Newsletter:

Articles

- Annual Report (Councillor Gillian Sharples).
- New Councillor Introductions (Councillors Elaine Bibby and Neil Forkin).
- Christmas Event 2024 (Councillors Emma Barraclough and Gillian Sharples).
- Chorley Flower Show 2025 (Councillors Emma Barraclough and Gillian Sharples).
- Promoting the Monthly Litter Picks (Councillor Keith Ashton).
- Replacement of the Existing Litter Bins Outside Buckshaw Primary School and at the Shops at Hallgate with Recycling Litter Bins ((Councillor Keith Ashton).

- New schemes included in the Village Development Plan (Councillor Chris Sheldon).
- Proposed Improvements to the Chancery Road Underpass (Councillor Chris Sheldon).
- Proposed Planting at the Astley Village Garden of Reflection (Councillor John McAndrew).
- An article provided by Buckshaw Primary School (Councillor John McAndrew/ School).
- An interview with residents from the Independent Living Accommodation regarding living in the Parish and the public transport provision (Councillor Keith Ashton).
- Improvements to the Public Realm in Astley Village (Chorley Borough Council).
- Details of the traffic management arrangements and dates of the large events held in Astley Park (Chorley Borough Council).

Timetable

- Articles be submitted to the Parish Clerk by Sunday 6 April 2025.
- All articles be sent to the Printers by Monday 14 April 2025.
- Deadline for Councillors to comment on the proof – Wednesday 7 May 2025.
- Newsletter delivered from Wednesday 23 May 2025.

RESOLVED – That the report be noted.

321.11 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.

321.12 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.

321.13 Annual Report of the Parish Council 2024/25

The Chair submitted the Annual Report 2024/25 which had been presented to the Annual Parish Meeting earlier in the evening.

RESOLVED - That the Annual Report be noted.

321.14 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The agenda for the meeting held on 22 January 2025 at 6.30pm was circulated for information. Unfortunately, the Chair had been unable to attend the meeting as no

zoom link provided had been provided.

The Democratic & Member Services Team Leader had stated that Chorley Borough Council was not able to assist with Safeguarding /Prevent training for Parishes.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

It was noted that Councillor Chris Sheldon and the Parish Clerk had attended the Neighbourhood Area Meeting (NW Parishes and Chorley North) on Monday, 24 February 2025 and the bid on behalf of the Parish Council to the Neighbourhood Priority Scheme for £2,500 to upgrade the Path from Chancery Road, through Dam Head Wood to Astley Park had been approved.

RESOLVED – (1) - That the report be noted.

(2) That an item be included on the agenda for the next Chorley Liaison, requesting that Chorley Borough Council to provide a training/ briefing session on Safeguarding/ Prevent takes place for Parishes via a session at the Chorley Liaison in the same way as the Social Prescribing briefing provided on 22 January 2025. <https://www.youtube.com/user/ChorleyCouncil>

321.15 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 321.07).

321.16 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 7 May 2025 at the rise of the Parish Meeting.

321.17 Exclusion of the Press and Public

RESOLVED – That the Press and public be excluded from the meeting during consideration of item 19 'Village Caretaker' (Minute 321.18) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Confidential Item

321.18 Village Caretaker

This item had been placed on the Summons at the request of the Chair.

The Parish Council reviewed the previous decision to disestablish the post of "Village Caretaker"

RESOLVED – That no further action be taken.

The meeting concluded at 8.13 pm.

Chair