



## Astley Village Parish Council

### Agenda

To: Members of Astley Village Parish Council.

**YOU ARE HEREBY SUMMONED** to attend the Meeting of the Astley Village Parish Council to be held on **Wednesday 3 September 2025** at 6.30 pm in the Community Centre at which the following business will be transacted.

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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).

**3. Public Engagement**

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

**4. Borough/County Councillor Reports**

To consider reports from Chorley North and Astley Ward Borough Councillors and County Councillor (Lancashire County Council) (Enclosed).

**5. Minutes**

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 2 July 2025. (Enclosed).

**6. Parish Clerk Report**

To consider a report of the Parish Clerk & Responsible Financial Officer providing an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.(Enclosed).

**7. Statutory Business**

- i. Consider applicants for co-option to the vacant Councillor positions.
- 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 review Internal Audit Plan (Enclosed).
- v. To review of Effectiveness of the System of Internal Audit (Enclosed).
- vi. To review Financial Risk Assessment (Enclosed).
- vii. To receive the External Auditor Report (Enclosed).

#### **9. Winter Newsletter 2025**

The Parish Clerk to report at the meeting.

#### **10. Christmas Event 2025**

The Parish Clerk to report at the meeting.

#### **11. Environment Reports**

To receive a verbal update at the meeting.

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

- Chorley Liaison. The agenda from the last meeting held on Wednesday, 16 July 2025 is attached for information. The next meeting will be held on 15 October 2025 at 6.30pm.
- Neighbourhood Area Meeting (NW Parishes and Chorley North). The agenda and relevant reports from the last meeting held on Tuesday 22 July 2025 is attached for information. The next meeting will be held on 17 March 2026 at 6.30pm.

#### **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. Dates of Future Meetings**

To note that the next meeting of the Parish Council will take place on Wednesday 5 November 2025 at 6.30 pm.

#### Schedule of Meetings 2025/26

Meetings of the Parish Council will take place on the following dates at 6.30 pm:

- Wednesday 5 November 2025
- Wednesday 7 January 2026
- Wednesday 4 March 2026 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.

25 August 2025

# Astley Village Parish Council

<b>Title</b>	<b>Borough/County Councillor Reports</b>					
<b>Report of</b>	<b>County Councillor Aidy Riggott (Euxton, Buckshaw &amp; Astley) - Lancashire County Council</b>					
<b>Date</b>	<b>3 September 2025</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	<b>X</b>
<p><b>Purpose of Report</b></p> <p>To consider a report from the County Councillor for Astley Village (Lancashire County Council)</p>						
<p><b>Key Issues</b></p> <p>In early July 2025, I received a matter of concern from Councillor Sherwood on behalf of herself and Councillors Lowe and Morwood who had visited the village that morning and noticed a small open door at the top of the lefthand wall as we entered the Chancery Road underpass near the shops, in which there appeared to be a short cable visible. They were rightly concerned that a child or resident might try to reach this.</p> <p>I reported this to Lancashire County Council, who inspected the site and during their visit, they confirmed that the door was damaged and that they could not close it fully. Lancashire County Council also identified that some of the cabling needed replacing. An order was raised to replace the door as soon as practical and to complete the cable installation by the end of September 2025.</p> <p>I would like to thank Councillor Sherwood for bringing this to my attention.</p> <p>I have also been supporting a resident with the installation of a dropped kerb on Great Meadow to ensure wheelchair access to their home.</p>						
<p><b>Action required by the Parish Council</b></p> <p>To note the report.</p>						



## Astley Village Parish Council

### Meeting of the Council

2 July 2025 at 6.30pm

Present

Councillor John McAndrew (Vice-Chair) in the Chair; Councillors Keith Ashton, Neil Forkin and Ian Thomas.

#### **323.01 Apologies for Absence**

Apologies were received from Councillors Elaine Bibby, Gillian Sharples and Chris Sheldon.

The Parish Clerk reported that Councillor Elaine Bibby had offered her apologies for this meeting and the Parish Council Meeting on 3 September due to due to holidays. It was reported that Councillor Bibby had been unable to attend the Annual Council Meeting on 7 May 2025.

The Parish Clerk reported that where a member was unable to attend any meeting of the Parish Council for a period of six consecutive months following the date of their last attendance, they automatically cease to be a member of the Parish Council, unless the Parish Council has resolved to approve a reason for an extended absence.

Councillor Bibby had requested the Parish Council to consider waiving the requirements of Section 85 (1) of the Local Government Act 1972 and had indicated that she would attend the Parish Council Meeting on 5 November 2025.

RESOLVED – That the Parish Council authorise any absence from attendance at meetings by Councillor Elaine Bibby until the end of November 2025 in accordance with S85 (1) of the Local Government Act 1972.

#### **323.02 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.

Councillor Neil Forkin declared a Disclosable Pecuniary Interest in item 7. Statutory Business (Planning Issues) (Minute 323.07) as the applicant for planning permission as withdrew from the meeting and took no part in the discussion or vote on this item.

### **323.03 Public Engagement**

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

Residents suggested that the Wildflower Meadows/ Corridors were attracting vermin near Ravensthorpe and requested that the verges be returned to grassed areas and wildflowers be planted in raised planters. They believed the Wildflower Meadows/ Corridors made the village look untidy and was not appealing visually to residents or visitors.

A Councillor suggested that residents contact the Environmental Health Department at Chorley Borough Council to request the Pest Control Team to install boxes to control the rats.

Residents suggested that additional litter bins should be provided throughout the village especially near Merefield together with drop crossings adjacent to the bus stops.

It was noted that waste and rubbish was being accumulated at the rear of the shops at Hallgate and it was suggested that the Waste Management Team at Chorley Borough Council should remind the landlord of their responsibilities.

Borough Councillor Adrian Lowe stated that he would request Streetscene (Chorley Borough Council) to undertake planting in the stone planter at the corner of Hallgate and for the area around Merefield and Ravensthorpe to be trimmed back. Consideration would be given an additional litter bin near Merefield.

He undertook to notify the Environment Health Department (Chorley Borough Council) of (i) the rat issue and would liaise with Places for People and (ii) the concern over the waste and rubbish accumulated at the rear of the shops at Hallgate.

### **323.04 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 reported that Borough Councillor Alistair Morwood, had sent his apologies as he was unable to attend the meeting due to mayoral engagements and County Councillor Aidy Riggott had also sent his apologies.

Councillor Adrian Lowe reported that following complaints from a resident at Judeland, the Chancery Road underpass had been swept and cleared by Chorley Borough Council's Streetscene Team on 1 July 2025. It was noted that the maintenance of the underpass was the responsibility of Lancashire County Council.

RESOLVED – That the reports be noted.

### **323.05 Minutes**

RESOLVED - That the minutes of the Annual Parish Council Meeting held on Wednesday 7 May 2025 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

### **323.06 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:

#### **Chorley Silver Brass Band**

The Parish Council had previously contacted Chorley Silver Band regarding playing at the Parish Christmas event. The new Secretary had contacted the Parish Council to introduce themselves and enquire if the Parish Council had any activities planned over the next year for which the Parish Council would like a brass band to perform, including the Parish Christmas event.

#### **Proposed Planting at the Astley Village Garden of Reflection**

The Estates Team at Chorley Borough Council were in the process of preparing a licence agreement stating that the Parish Council would be responsible for the maintenance of the new planting at the Astley Village Garden of Reflection.

It had previously been acknowledged that the permission of Chorley Borough Council would be required to undertake planting on their land and the future maintenance needed to be considered e.g. would this be undertaken by the Parish Council contractor.

#### **Neighbourhood Priority Scheme for 2025/26**

The recommendation of the Neighbourhood Area Meeting (NW Parishes and Chorley North) on Monday, 24 February 2025 for the Executive Member to approve 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 has been confirmed.

It was reported that it was understood that the officer allocated to the project by Chorley Borough Council had expressed concerns about the viability of the project as it may be necessary to cut down some trees to make the path safe, which the Borough Council and the Parish Council would not support as this ancient woodland.

It was suggested that if the project could not go ahead as originally proposed, the Parish Council should request that the funds to be allocated to improve the footpath through Judeland Wood, e.g. the section from in front of 81 The Farthings down into the Astley Park.

## **Proposed Improvements to the Chancery Road Underpass**

At the last Meeting last week, approval was given to the following work at the Chancery Road underpass by Bryan Lee Builders:

- Replace sleepers - £2,340.05 + VAT
- Prepare and paint handrails apply two coats of black metal paint - £1,410.15 + VAT.
- Replace the missing brickwork and repointing various sections as discussed on site between Bryan Lee Builders and Councillor Chris Sheldon at a cost £594.20 (including VAT) but that in view of the further damage to the brickwork, the contractor be requested to confirm the quotation previously provided.

The contractor had confirmed that the previous quote (£594.20 including VAT) to replace the missing bricks and repointing various sections and these works together with painting the handrails had been completed but to date the sleepers on the school side had not been replaced.

The Parish Council had received several complaints regarding the damage caused in recent weeks and the brickwork has been removed following replacing and pointing brickwork. Bryan Lee Builders had stated that they could replace the bricks again however they felt this would keep occurring and had suggested removing the new bricks and tiding the bedding area.

It was suggested that if vandalism could not be curbed or mitigated removing more bricks would just exacerbate the poor appearance of the current brickwork.

## **Finger Post Signs**

The Parish Clerk had written Chorley Borough Council requesting a licence for four new finger post signs:

- 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.

Chorley Borough Council had confirmed that the signs were acceptable and would prepare a new licence agreement once the exact locations had been confirmed. They have also apologised for the oversight in not responding earlier.

Michelle Newman, Community Housing Manager had confirmed that Places for People were agreeable to installation of a fingerpost sign on their land at the proposed location.

## **West Way Sports Hub - Proposed Active Track**

It was reported that consultants had now finished the feasibility study and taking account of the feedback had produced a design for the Active Track at West Way Sports Hub in Chorley. Sport England, Lancashire FA and Chorley Council



Development Management had confirmed in writing that they were happy with the scheme and no formal permissions were required. Details of the proposed scheme and design had been appended to the Parish Clerks report and as a Stakeholder, Chorley Borough Council had invited the Parish Council to provide feedback on these proposals (including the track design).

It was suggested that the proposed Active Track design looked good and the Parish Council should provide £15,000 toward the project.

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 £1.15.
- Post Office Counters Ltd – Postage £1.55.
- Post Office Counters Ltd – Stamps £6.96.
- Co-op - Envelopes £2.10.
- Amazon - Charging Lead £11.61.
- Richard Ryan Lighting - Christmas Lights (Payment 1) £898.00.
- Printwise - Spring Newsletter 2025 £790.00.
- Printwise - Councillor Recruitment Leaflet £85.00.

(3) That Chorley Silver Brass Band be invited to play at the Parish Christmas event on Friday 5 December 2025.

(4) That the Parish Clerk in consultation with the Chair be authorised to sign the licence agreement stating that the Parish Council would be responsible for the maintenance of the new planting at the Astley Village Garden of Reflection.

(5) That the Parish Clerk be requested to advise DWG (NW) Limited that the Parish Council would be agreeable to the scheme being delivered in phase's if sourcing the plants was an issue.

(6) The Bryan Lee Builders be requested to consider the feasibility and cost of replacing where possible the brickwork with wooden sleepers and that the sleepers on the school side of the underpass be replaced as soon as possible.

(7) That the Parish Clerk in consultation with Councillor Chris Sheldon be requested to confirm with Chorley Borough Council the location of the new Finger Post Signs to enable Chorley Borough Council to prepare a new licence agreement and obtain a quote for the purchase and installation of the fingerpost signs from the previous supplier.

(8) That should the project to upgrade the Path from Chancery Road, through Dam Head Wood to Astley Park not be viable, Chorley Borough Council be informed that the Parish Council would wish to see the £2,500 allocated from the Neighbourhood Priority Scheme used to improve the footpath through

Judeland Wood, e.g. the section from in front of 81 The Farthings down into the Astley Park.

- (9) That the proposed design for the Active Track at the West Way Sports Hub be supported and £15,000 be allocated toward the project.
- (10) That the Parish Clerk be requested to contact Tim Horobin, Prevent Delivery Officer from the Community Safety Team at Blackburn with Darwen Borough Council to enquire whether it was possible to deliver training on Prevent to members of the Parish Council via Zoom.

### **323.07 Statutory Business**

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

It was reported that Matt Lynch had resigned as Parish Councillor with immediate effect on 2 July 2025.

The Parish Clerk reported that there had been no applications received for the three vacancies on the Parish Council since the last meeting of the Parish Council.

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:

- proposed single storey rear extension measuring 3.37m in depth, with eaves height of 2.58m and a maximum height of 3.55m at 20 Wymundsley, Astley Village, Chorley, PR7 1UT (Reference: 25/00428/PDE).

The deadline for any representations was 4 June 2025.

RESOLVED – That the report be noted.

### **323.08 Financial Matters**

#### (i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 16 June 2025.

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 2025 and 31 August 2025 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
04/07/2025	Employee 4	Reimbursements (May 2025)	60.24		60.24
02/07/2025	Employee 4	Reimbursements (June 2025)	43.62		43.62
01/07/2025	Easy Web Sites	Monthly rental	72.6	12.1	60.5
23/07/2025	Zoom	Zoom Subscription (July 2025)	15.59	2.6	12.99
15/07/2025	Employee 4	Salary (July 2025)	415.1		415.1
15/07/2025	HMRC	Tax (July 2025)	103.6		103.6
01/08/2025	Easy Web Sites	Monthly rental	72.6	12.1	60.5
23/08/2025	Zoom	Zoom Subscription (August 2025)	15.59	2.6	12.99
13/08/2025	Employee 4	Salary (August 2025)	414.9		414.9
13/08/2025	HMRC	Tax (August 2025)	103.8		103.8
			<b>1,317.64</b>	<b>29.4</b>	<b>1,288.24</b>

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 – (1) That the report be noted.

(2) That the Parish Clerk be requested to purchase additional heavy duty black Bin liners refuse sacks and hi vis jackets for the monthly litter picks.

(iv) Asset Register

The Parish Clerk submitted the updated Asset Register (copies of which had been circulated).

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

**323.09 Review of Village Development Plan**

The Parish Council reviewed the Village Development Plan (copies of which had been circulated).

RESOLVED – (1) That the Village Development Plan be noted.

(2) That the Parish Clerk be requested to contact Hartwood Maintenance requesting that them to plant the summer bedding in the planters along Chancery Road as soon as possible.

(3) That Councillor Elaine Bibby be requested to agree with Hartwood Maintenance a planting scheme for each planter and a schedule of when the works should take place in Spring and Autumn each year.

### **323.10 Christmas Event 2025**

The Parish Clerk invited the Parish Council to consider the arrangements for the Parish Christmas event on Friday 6 December 2025. The Parish Clerk reported that the Community Centre had been booked from 5pm until 9pm.

RESOLVED – (1) That following the Christmas singing around 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.

(2) The Parish Council should again purchase selection boxes for every child at Buckshaw Primary School as they had for the last three years.

(3) That members of AKoustic be invited to play during the evening.

(4) That Councillor John McAndrew be requested to invite Buckshaw Primary School to attend and consult them on how the school could be involved in the event.

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

#### Chorley Liaison

It was reported that the next meeting would be held on Wednesday, 16 July 2025 at 6.30pm. The Parish Council were invited to suggest any items for inclusion on the agenda. The minutes from the last meeting on Wednesday, 19 March 2025 are attached for information.

#### Neighbourhood Area Meeting (NW Parishes and Chorley North)

It was reported that the next meeting would be held on Tuesday 22 July 2025 at 6.30pm.

RESOLVED – That the report be noted.

### **323.12 Correspondence**

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 323.06).

### **323.13 Date of Next Meeting**

It was noted that the next meeting of the Parish Council would take place on Wednesday 3 September 2025 at 6.30 pm.

The meeting concluded at 8.10 pm.

Chair

# Astley Village Parish Council

<b>Title</b>	<b>Parish Clerk Report</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>3 September 2025</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>	<b>X</b>	<b>Information</b>	
<p><b>Purpose of Report</b></p> <p>To provide an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.</p>						
<p><b>Key Issues</b></p> <p><b>Public Engagement</b></p> <p>At the last meeting on 2 July 2025, residents suggested that the Wildflower Meadows/ Corridors were attracting vermin near Ravensthorpe and requested that the verges be returned to grassed areas and wildflowers be planted in raised planters. They believed the Wildflower Meadows/ Corridors made the village look untidy and was not appealing visually to residents or visitors.</p> <p>Councillor Lowe has confirmed that Streetscene (Chorley Borough Council) have undertaken planting in the stone planter at the corner of Hallgate and for the area around Merefield and Ravensthorpe have been trimmed back</p> <p>The Environmental Health Department at Chorley Borough Council have been notified of the vermin near Ravensthorpe will liaise with Places for People to resolve the issue. They have also been notified of the concern over the waste and rubbish being accumulated at the rear of the shops at Hallgate.</p> <p>Officers have been out to assess the need for an additional litter bin near Merefield and at this moment they consider no need for another bin as they observed the area was neat and low volumes of usage for nearest bins. This will keep under review.</p>						
<p><b>Training on Prevent</b></p> <p>Tim Horobin, Prevent Delivery Officer from the Community Safety Team at Blackburn with Darwen Borough Council has confirmed it is possible to deliver training on Prevent to members of the Parish Council via Microsoft Teams.</p>						

## **Chorley Silver Brass Band**

The Parish Council have previously contacted Chorley Silver Band regarding playing at the Parish Christmas event. The new Secretary contacted the Parish Council to introduce themselves and enquire if the Parish Council has any activities planned over the next year for which the Parish Council would like a brass band to perform, including the Parish Christmas event.

At the last meeting of the Parish Council on 2 July 2025, it was agreed invite them to play at the Parish Christmas event on Friday 5 December 2025.

Unfortunately, Chorley Silver Band are unable to play at the Parish Christmas event as they need to start playing at our Blackburn Cathedral at 7pm so need time to pack down, load cars, travel and set up ready to start at 7 so there will just not be enough time.

They are sorry and have suggested that if they can assist with any other occasions to contact them, the more notice the better and they will endeavour to book the Parish Council in.

## **Proposed planting at the Astley Village Garden of Reflection**

The Estates Team at Chorley Borough Council have prepared a licence agreement stating that the Parish Council would be responsible for the maintenance of the new planting at the Astley Village Garden of Reflection.

At the last meeting of the Parish Council on 2 July 2025 it was agreed that in consultation with the Chair I be authorised to sign the licence agreement stating that the Parish Council would be responsible for the maintenance of the new planting at the Astley Village Garden of Reflection.

It was also agreed to advise DWG (NW) Limited that the Parish Council would be agreeable to the scheme being delivered in phase's if sourcing the plants was an issue.

DWG (NW) Limited will confirm the date the works will commence after they have spoken to the plant suppliers. They have stated that they will chase up the supplier and advise the Parish Council of a plan subject to their response.

## **Maintenance of Planters**

At the last Parish Council Meeting on 2 July 2025, I was requested to contact Hartwood Maintenance requesting that them to plant the summer bedding in the planters along Chancery Road as soon as possible. In addition, it was agreed that Councillor Elaine Bibby be requested to agree with Hartwood Maintenance a planting scheme for each planter and a schedule of when the works should take place in Spring and Autumn each year.

Councillor Elaine Bibby met with Hartwood Maintenance on 10 July 2025 and requested that all the planters maintained by the Parish Council have the same plants, and have a colour scheme that matches throughout the village (a combination of red and white flowering plants, if not available then yellow and white as an alternative colourway)

The Chancery Road planters have been restocked with new plants, mostly a red and white scheme, but some are yellow and white.

## **Proposed Introduction of Car Parking Charges on Hallgate Car Park**

At the time of writing the report a response had not been received from Chorley Brough Council regarding the Parish Council request to see free parking for 2 hours not 1 hour as proposed. It was felt that one hour was not sufficient for walkers and may deter residents and members of the public from using the park for exercise.

## **Proposed Improvements to the Chancery Road Underpass**

At the last meeting of the Parish Council on 2 July 2025, it was noted that Parish Council had received several complaints regarding the damage caused in recent weeks and the brickwork has been removed following replacing and pointing brickwork. Bryan Lee Builders had stated that they could replace the bricks again however they felt this would keep occurring and had suggested removing the new bricks and tiding the bedding area.

It was suggested that if vandalism could not be curbed or mitigated removing more bricks would just exacerbate the poor appearance of the current brickwork.

It was agreed that Bryan Lee Builders be requested to consider the feasibility and cost of replacing where possible the brickwork with wooden sleepers and that the sleepers on the school side of the underpass be replaced as soon as possible.

Bryan Lee Builders and Councillor Chris Sheldon have met and considered the possible alternatives to renewing the brickwork. They concluded that it would not be viable to replace the brickwork with sleepers and recommended not take any action on the brickwork for now.

They also discussed "tidying up" the undergrowth, mainly tree saplings around the entrance to the underpass, which he said could be done. Councillor Sheldon has suggested this is not done until the Autumn as it is still bird nesting season.

Bryan Lee Builders have replaced the sleepers on the school side of the underpass. Councillor Sheldon has suggested that the Borough Ward Councillors be asked if they could ask Chorley Borough Council to support a project to tidy up the brickwork and vegetation around the entrances each side of the underpass, as a "visible" projects to be done this financial year.

This invoice has now been paid.

## **Gateway Sign Enhancements**

The Village Development Working Group will consider ways to enhance existing Gateway Signs in due course.

## **Installation of Christmas Tree Lights**

Richard Ryan Lighting have now confirmed that they will be undertaking the work agreed by the Parish Council and the work by the tree surgeon will take place in September 2025.



## **Neighbourhood Priority Scheme for 2025/26**

The recommendation of the Neighbourhood Area Meeting (NW Parishes and Chorley North) on Monday, 24 February 2025 for the Executive Member to approve 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 has been confirmed.

At the last meeting of the Parish Council on 2 July 2025, it was reported that it was understood that the officer allocated to the project by Chorley Borough Council had expressed concerns about the viability of the project as it may be necessary to cut down some trees to make the path safe, which the Borough Council and the Parish Council would not support as this ancient woodland.

As requested, I have written to Chorley Borough Council, requesting that should the project to upgrade the Path from Chancery Road, through Dam Head Wood to Astley Park not be viable, Chorley Borough Council, the Parish Council would wish to see the £2,500 allocated from the Neighbourhood Priority Scheme used to improve the footpath through Judeland Wood, e.g. the section from in front of 81 The Farthings down into the Astley Park

It was agreed at the meeting of the Neighbourhood Area Meeting (NW Parishes and Chorley North) on Tuesday 22 July 2025 it was agreed that the funds would be re-directed to improving the footpath in Judeland Wood.

Councillor Sheldon has met with met up with Lindsey Blackstock (Chorley Borough Council) and agreed on what needed to be done and there was an expectation that this could be achieved in the budget (£2,500 Neighbourhood Priority Scheme and £2,500 Parish Council). Lindsey is obtaining quotes and it is hoped to proceed soon.

## **West Way Sports Hub - Proposed Active Track**

Chorley Borough Council have confirmed that Chorley Athletic and Tri and England Athletics and they are also happy with the design and a report was considered at the full Council Meeting in July 2025 and approved the full budget and tender evaluation criteria.

The consultants have been re-engaged to work on the next phase of detailed design and tender documents to go out to tender in early 2026 and start on site in May 2026 after the football season finishes so that we keep disruption to a minimum.

As an interim project Chorley Borough Council are looking to invest around £30,000 of the budget to enhance the current car park at West Way Sport Hub to remodel the spaces to fit in more parking bays to improve congestion.

A public consultation about the Active Track is proposed to promote the use of the track rather than the design and will be focused on finding out people's health aims and working with the NHS and other sectors to support use of the Active Track to enhance lifestyles, rehabilitation, social prescribing and increase physical activity. The outcomes of the consultation will be used to put in a funding bid to Sport England to help fund use of the Track and support services in Chorley. The idea is that we get the Active Track used in the daytime and off-peak hours to help keep the Sports Hub busy all of the time.

When the survey has been drafted it will be shared with the Parish Council.

## Finger Post Signs

The Parish Clerk has written Chorley Borough Council requesting a licence for four new finger post signs:

- 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.

At the last meeting of the Parish Council on 2 July 2025, it was agreed that in consultation with Councillor Chris Sheldon I be requested to confirm with Chorley Borough Council the location of the new Finger Post Signs to enable Chorley Borough Council to prepare a new licence agreement and obtain a quote for the purchase and installation of the fingerpost signs from the previous supplier.

Chorley Borough Council have now approved the location and are drafting a new Licence on the basis of the previous Licence.

Michelle Newman, Community Housing Manager has confirmed that Places for People are agreeable to installation of this signage on their land.

White Hill Direct Ltd have provided the following quote for the supply and installation of the fingerpost signs:

### **System 1 (quantity required 2)**

Double Finger Post system

This system gives both directional finger arms on one level

Finger size 770mm x 165mm Face to View

Direction and logo applied to both faces

Chevron End 16mm Double Plate

Aluminium Construction

Main post 76mm x 3500mm

Ball Finial for 76mm Round post

**Price £489.00 each (excluding VAT)**

### **System 2 (quantity required 2)**

Single Finger Post 770mm x 165mm Face to View

Direction and Logo applied both faces

Chevron End 16mm Double Plate

Aluminium Construction

Main post 76mm x 3500mm

Ball Finial for 76mm Round post

**Price £389.00 each (excluding VAT)**

Powder Coat finish To RAL 6005 Green ( moss Green)

Proof layouts provided prior to production and manufacture

Installation of 4 systems as outlined above at locations in Astley Village.

Assumed locations require soft ground installation, should there be hard ground, tarmac, paving etc then additional charges would be required for machinery hire for cutting and repair materials for reinstating the Hard standing with tarmac etc.

**Installation of 4 Units into Soft grounds £ 395.00 (excluding VAT)**

**Installation of 4 Units into Hard grounds £490.00 (excluding VAT)**

I have purchased additional heavy duty black Bin liners refuse sacks and hi vis jackets for the monthly litter picks as requested by the Parish Council at the last meeting together with black plastic cable ties for the poppy signs.

The Parish Clerk has approved the following expenditure in accordance with Standing Order 16.2:

- Amazon, Laminated Sheets (REFUND) £12.44
- Amazon, Laminated Sheets £12.44
- Amazon, Black Plastic Cable Ties (REFUND) £7.49
- Amazon, Black Plastic Cable Ties £7.49
- Amazon, Strong Drawstring Bin Bag Liners £24.99
- Elite, Hi Viz Jackets £87.49
- SLCC, Annual Membership Fee £110.00
- Hartwood Maintenance, Maintenance of Planters £170.49
- Bryan Lee Builders, Underpass Works £5,094.44
- PFK Littlejohn LLP, External Audit 2024/25 £252.00

**Action required by the Parish Council**

To note the report and consider the recommendations in the report.

# 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>3 September 2025</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	<b>X</b>
<b>Purpose of Report</b> To consider any planning issues relevant to the village.						
<b>Key Issues</b> The Parish Council has not been consulted on any planning application received by Chorley Borough Council since the last Parish Council Meeting.						
<b>Action required by the Parish Council</b> To note the report.						

## AGENDA ITEM 8(i)

FINANCIAL POSITION - SUMMARY 3 SEPTEMBER 2025			
			£
Receipts and Expenditure Account			
Receipts			
Precepts			20,278.00
Grant			3,877.00
Refunds			-
Other			-
Bank Interest (Barclays)			223.70
Dividend (Unify Credit Union)			-
Advertisements			-
VAT on Receipts/Recovered			697.89
Total Receipts			25,076.59
Expenditure Total			12,837.48
Income & Expenditure Reconciliation			
Balance Brought Forward at 1 April 2025			68,401.35
Add: total receipts to date		+	25,076.59
Less: total expenditure to date		-	12,837.48
			80,640.46
Bank Reconciliation			
Community Account	25/08/25	+	4,983.21
Business Premium Account	25/08/25	+	66,968.16
Unify Credit Union deposit	01/04/25		10,000.00
Less unrepresented cheques/ET/SO		-	1,310.91
Plus uncleared credits		+	
			80,640.46
	Unrepresented cheques/SO/Payments		
	Sept/ October		1310.91
			1310.91
	Uncleared Incomes		
			0.00

# AGENDA ITEM 8(ii)

## PAYMENTS TO BE APPROVED

September/ October 2025

Date	Creditor	Description	Cheque No	Total	Vat	Net
05/09/2025	Employee 4	Reimbursements (July 2025)	EB	58.83		58.83
05/09/2025	Employee 4	Reimbursements (August 2025)	EB	43.82		43.82
01/09/2025	Easy Web Sites	Monthly rental	DD	68.64	11.44	57.2
23/09/2025	Zoom	Zoom Subscription (September 2025)	EB	16.79	2.8	13.99
15/09/2025	Employee 4	Salary (September 2025)	EB	414.9		414.9
15/09/2025	HMRC	Tax (September 2025)	EB	103.8		103.8
15/09/2025	HMRC	National Insurance (September 2025)	EB	0		0
01/10/2025	Easy Web Sites	Monthly rental	DD	68.64	11.44	57.2
23/10/2025	Zoom	Zoom Subscription (October 2025)	EB	16.79	2.8	13.99
15/10/2025	Employee 4	Salary (October 2025)	EB	415.1		415.1
15/10/2025	HMRC	Tax (October 2025)	EB	103.6		103.6
15/10/2025	HMRC	National Insurance (October 2025)	EB	0		0
				<b>1,310.91</b>	<b>28.48</b>	<b>1,282.43</b>

**BUDGET REPORT – 3 SEPTEMBER 2025****Financial Year 2025/26 (1 April 2025 to 31 March 2026)**

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	400	95.93		304.07
	01-2	Office/Sundry (including new Laptop)	1,500.00	367.63		1,132.37
	01-3	Insurance	550	436.44		113.56
	01-4	Auditors/Accounts	400	285.00		115.00
	01-5	Election/By-Election/Polls	7,000.00	85.00		6,915.00
	01-6	Employee Costs (Salary, Training etc.)	7,000.00	3,740.90		3,259.10
	01-7	Employee Contingency	1,000.00	-		1,000.00
	01-8	IT/Website	1,000.00	504.93		495.07
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1,900.00	898.25		1,001.75
	02-2	Village Caretaker	0	-		-
	02-3	Councillor Training	500	-		500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00	-		2,500.00
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	03-1	Christmas Tree Lights/ Christmas Event	1000	748.33		251.67
	03-2	Improvements to the Village Centre (including additional Seating) as part of the Public Ream initiative by Chorley Borough Council	5,750.00	-		5,750.00
	03-3	Contribution Towards Upgrading the Path from Farthings to Astley Park as part of a Neighbourhood Priority Scheme	2,500.00	-		2,500.00
	03-4	Planter Scheme (including maintenance)	1000	170.49		829.51
	03-5	Tree Planting and Maintenance	500	-		500.00
	03-6	Wildflower Meadows/Corridors	250	-		250.00
	03-7	West Way Nature Reserve maintenance/future improvements	500	-		500.00
	03-8	Astley Village Community Garden of Reflection	2,000.00	-		2,000.00
	03-9	Chancery Road Underpass Improvements	10,000.00	4,245.37		5,754.63
	03-10	Refurbishment of existing Gateway Signs	500	-		500.00
	03-11	Road Safety (Maintenance of SPIDs)	500	-		500.00
	03-12	Four Additional Finger Post Signs around the Village	5,000.00	-		5,000.00
	03-13	Paths to provide access from Great Meadow to the play area at West Way Sports Hub	15,000.00	-		15,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council (including updating the Village map board)	5,000.00	86.49		4,913.51
<b>04 - GENERAL RESERVE</b>	04	General Reserve	0.00	-		-
			20,004.24			
Balance Carried Forward from 2024/25	68,401.35					
<b>TOTALS</b>			<b>93,254.24</b>	<b>11,664.76</b>		<b>61,585.24</b>
<b>VAT to be Recovered</b>		<b>£1,166.32</b>				
<b>Total Spend to Date</b>				<b>12,831.08</b>		





## INTERNAL AUDIT PLAN

Internal Control	Suggested test	Response
Proper bookkeeping	<ul style="list-style-type: none"> <li>Is the cashbook maintained and up to date?</li> <li>Is the cashbook arithmetic correct?</li> <li>Is the cashbook regularly balance?</li> </ul>	
a) Standing Orders and Financial Regulations b) Payment controls	<ul style="list-style-type: none"> <li>Has the Parish Council formally adopted standing orders and financial regulations?</li> <li>Has a Responsible Financial Officer been appointed with specified duties?</li> <li>Have items or services above a de minimis amount been competitively purchased?</li> <li>Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>Has VAT on payments been identified, recorded and reclaimed?</li> <li>Is s137 expenditure separately recorded and within statutory limits?</li> </ul>	
Risk management arrangements	<ul style="list-style-type: none"> <li>Does a scan of minutes identify any unusual financial activity?</li> <li>Do the minutes record the Parish Council carrying out an annual risk assessment?</li> <li>Is insurance cover appropriate and adequate?</li> <li>Are internal financial controls documented and regularly reviewed?</li> </ul>	
Budgetary controls	<ul style="list-style-type: none"> <li>Has the Parish Council prepared an annual budget in support of its precept?</li> <li>Is actual expenditure against the budget regularly reported to the Parish Council?</li> <li>Are there any significant unexplained variances from budget?</li> </ul>	
Income controls	<ul style="list-style-type: none"> <li>Is income properly recorded and promptly banked?</li> <li>Does the precept recorded in the cashbook agree to the Borough Council's notification?</li> <li>Are security controls over cash adequate and effective?</li> </ul>	
Reimbursement procedures	<ul style="list-style-type: none"> <li>Is all petty cash spent recorded and supported by VAT invoices/receipts?</li> <li>Is petty cash expenditure reported to each Council meeting?</li> <li>Is petty cash reimbursement carried out regularly?</li> </ul>	
Payroll controls	<ul style="list-style-type: none"> <li>Do salaries paid agree with those approved by the Parish Council?</li> <li>Are other payments to the Parish Clerk reasonable and approved by the Parish Council?</li> <li>Has PAYE/NIC been properly operated by the Parish Council as an employer?</li> <li>Are the 'electronic' salary pay arrangements transparent and authorised?</li> </ul>	
Asset controls	<ul style="list-style-type: none"> <li>Does the Parish Council keep an asset register of all material assets owned?</li> <li>Are the Asset/Investments registers up to date?</li> <li>Do asset insurance valuations agree with those in the asset register?</li> </ul>	
Bank reconciliation	<ul style="list-style-type: none"> <li>Is there bank reconciliation for each amount?</li> <li>Is bank reconciliation carried out regularly on the receipt of statements?</li> <li>Are there any unexplained balancing entries in any reconciliation?</li> </ul>	
Year end procedures	<ul style="list-style-type: none"> <li>Are year-end accounts prepared on the correct accounting basis (R&amp;P)?</li> <li>Do accounts agree with the cash book?</li> <li>Is there any audit trail from underlying financial records to the accounts?</li> </ul>	

AUDITOR NAME: ..... SIGNATURE: ..... DATE: .....

## ASTLEY VILLAGE PARISH COUNCIL - REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

### Meeting the Standards

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	Internal Audit Tests (Auditor provided with a pro-forma to complete called 'Internal Audit Plan')	Yes
2. Independence	<ul style="list-style-type: none"> <li>Internal Auditor has direct access to those charged with governance.</li> <li>Reports are made in own name to management/Parish Council via a report.</li> <li>Auditor does not have any other role within the Parish Council.</li> </ul>	Yes
		Yes
		Yes
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Yes
4. Relationships	<ul style="list-style-type: none"> <li>Responsible officer (Clerk) is consulted on the internal audit plan and on the scope of each audit.</li> <li>Responsibilities for officers and internal audit are defined in relation to internal control, risk management.</li> <li>The responsibilities of Parish Council members are understood; training of members is carried out as necessary.</li> </ul>	Yes
		Yes
		Yes
5. Audit Planning and reporting	<ul style="list-style-type: none"> <li>The Internal Audit Plan properly takes account of corporate risk.</li> <li>The plan has been approved by the Parish Council.</li> <li>Internal Auditor has reported in accordance with the plan.</li> </ul>	Yes
		Yes
		Yes

### Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Response
Internal audit work is planned	Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes
Understanding the Parish Council's needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	Yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	Yes
Add value and assist the Parish Council to achieve its objectives	Demonstrated through positive Parish Council response to recommendations and follow up action where called for.	Yes
Be forward looking	Changes on national agenda are considered when the Internal Audit guidance is reviewed. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes
Be challenging	Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Yes
Ensure the right resources are available	<ul style="list-style-type: none"> <li>Adequate resource is made available for internal audit to complete its work.</li> <li>Internal auditor understands the body and the legal and corporate framework in which it operates.</li> </ul>	Yes
		Yes
Banking arrangements checked	Viewed procedure, Financial Regulations, authorisations	Yes

Reviewed by the Parish Council on 6 September 2023

## Astley Village Parish Council - Financial Risk Assessment

### Notes

This document has been produced to enable the Parish Council to assess the Financial risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review assess and revise if required.

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Councillors	Loosing Councillor membership or having more than 7 vacancies at any one time  Election 2023	L  L L	When a vacancy arises, there is a legal process to follow. This either leads to a bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Parish Council meeting then appointment. If there are more than 7 vacancies at any one time on the Parish Council, it becomes non quorate. The legal process of the Borough Council appointing members takes place. High risk of having all new Councillors or many new ones, loosing experience	Existing procedures adequate.  Procedures of another body are adequate. No action can be taken.
Business continuity	Risk of Parish Council not being able to continue its business due to an unexpected or tragic circumstance	L	There is a business continuity plan in place. During the Covid-19 Pandemic, virtual meetings of the Parish Council was held via Zoom. A full Risk Assessment was undertaken to ensure the safety of the Village Caretaker during the Covid-19 Pandemic.	The Plan was reviewed in March 2020 in response to the Covid-19 Pandemic.
Precept	Adequacy of precept Requirements not submitted to CBC in time Amount not received by Chorley Borough Council	L L L	To determine the precept amount required, the Parish Council regularly receives budget update information, and the precept is an agenda item at the Parish Council Meeting. At the Precept meeting, the Parish Council receives, the Responsible Financial Officer will submit a budget update report, including actual position and projected position to end the year and indicative figures or costings. With this information the Parish Council will agree the budget headings and projects for the following year and agree the precept amount to be requested from Chorley Borough Council. This figure is submitted by the Parish Clerk to Chorley Borough Council Precept should be considered by the Parish Council before the deadline - deadline should be ascertained from Chorley Borough Council asap. The Parish Clerk reports to the Parish Council Meeting when the monies are received.	Existing procedure adequate.
Precept	Risk to precept tax base figure & Grant	M	Identified risk of falling tax base figure. Monitored at precept setting each year and Identifying potential savings/changes.	Monitor – balances up

# FINANCIAL AND MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Election costs Or By-election costs	Risk of election costs	L	Risk is higher in an election year, but still a risk that a by-election is called for any casual vacancy. When a scheduled election is due, Parish Clerk obtains estimate of costs from the Chorley Borough Council for a full election and an uncontested election. No measures can be adopted to minimise the risk of having elections, as this is a democratic process. Council saves a sum each year to carry forward in case of an election at a four-year interval, by-Council elections are not accounted for.	Parish Council precepts an amount annually and plans for the four-year period by building up the fund.
Financial records	Inadequate records Financial irregularities	L L	The Parish Council has Financial Regulations which set out the requirements.	Existing procedure adequate. The Financial Regulations are reviewed annually at the Annual Parish Council Meeting.
Bank and banking	Inadequate checks  Bank mistakes Loss Charges Loss of signatories	L  L L L	The Parish Council has Financial Regulations which set out the requirements for financial transactions/budget monitoring. Occasional errors in processing cheques identified by the Responsible Financial Officer are dealt with immediately by informing the bank and awaiting their correction. The Parish Council will periodically review its banking arrangements. There are three signatories for the bank accounts (two Parish Councillors and the Parish Clerk) and all payments need to be countersigned therefore all payments are authorised by two persons. Barclays Online Banking is 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. Any changes required to the bank mandate will be made as quickly as possible. The Parish Clerk has a debit card to make purchases which have been approved by the Parish Council.	Existing procedure adequate. Monitor the bank statements monthly.
Cash / Loss	Loss through theft or dishonesty	L	The Parish Council has Financial Regulations which set out the requirements. Cash/cheques received are banked within three banking days. There is no petty cash or float. This is audited by the Internal Auditor annually.	Existing procedure adequate.
Litigation	Potential risk of legal action being taken against the Parish Council	L	Public liability insurance covers general personal injury claims where the Parish Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against.	Insurance is adequate for requirements but there is still risk of other claims.
Reporting and auditing	Information communication  Compliance	L  L	A monitoring statement is produced regularly and presented to each Parish Council, Meeting, discussed and approved at that meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank account. The Parish Council should regularly audit internally to comply with the Fidelity Guarantee.	Existing procedure adequate.

# FINANCIAL AND MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices	L L L L L	The Parish Council has Financial Regulations which set out the requirements. At each Parish Council Meeting the list of invoices awaiting approval is distributed to Councillors and considered. One of two Parish Councillor nominated by the Parish Council check and authorise each payment made via Digital Banking. Cheques are signed by two Parish Councillors nominated by the Parish Council. The Parish Council approves the list of requests for payment. The Parish Council has minimal stocks, these are checked and monitored by the Parish Clerk. Unpaid invoices to the Parish Council for adverts in the newsletter or services are pursued and where possible, payment is obtained in advance.	Existing procedure adequate.
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. A Grants Policy and application form was introduced in November 2012.	Existing procedure adequate. Parish Councillors to request S137 rules if required.
Grants - receivable	Receipts of Grant	L	The Parish Council receives an annual grant from Chorley Borough Council. If the grant was to cease, the Parish Council would need to review its budget as part of setting the Precept.	As required.
Charges - rentals receivable	Receipt of rental	Negative	Presently we have no arrangements in place	
Best value Accountability	Work awarded incorrectly Overspend on services	L L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Parish Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council. This is covered in the Financial Regulations.	Existing procedure adequate. Council need to specify exactly how it wants a contract to be carried out i.e., in house or by contractor.
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue Online banking controls and Measures	L L L L L L L	The Parish Council authorises the appointment of all employees through the Personnel Committee. Salary rates are assessed annually by the Personnel Committee and applied on 1 April each year. Salary analysis and slips are produced by the Parish Clerk monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). These are available for inspection at the Parish Council Meetings. The Tax and NI is worked out using an Inland Revenue computer programme updated regularly. All Tax and NI payments are submitted in the Inland Revenue Annual Return. The Parish Clerk has a contract of employment and job description. All contracts of employment contain a section on overpayment and recoup. Following review, salary cheques/standing orders written out in advance and paid on time.	Existing appointment system adequate. A Personnel Committee was set up to deal with any queries or scheduled business. Further details on salaries are contained in the Financial Regulations.
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety	L L L	Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Parish Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Existing procedure adequate. Purchase revised books. Membership of the SLCC. Monitor working conditions, safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	Negative	No allowances are allocated to Parish Councillors.	No procedure required.

# FINANCIAL AND MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
VAT	Re-claiming/charging	L	The Parish Council has Financial Regulations which set out the requirements. VAT is reclaimed regularly.	Existing procedure adequate.
Employers Annual Return	Paying and accounting for NI and Tax of employee's salaries	L	Employer's Annual Return is completed and submitted online to the Inland Revenue within the prescribed time frame by the Parish Clerk.	Existing procedure adequate.
Audit - Internal Audit	Completion within time limits	L L	Internal auditor is appointed by the Parish Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor. Procedures are all covered in the 'Review of Effectiveness of the system of Internal Audit' which is reviewed annually.	Existing procedure adequate. Internal Auditor to be appointed
Annual Return	Completion/Submission within time limits	L	Annual Return is completed and signed by the Parish Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedure adequate.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. As per the Financial Regulations prescribe.	Existing procedure adequate.
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Parish Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following each Parish Council Meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Parish Council meetings should be managed by the Chair.	Existing procedure adequate.
Website	Information is up to date compliant with the new Accessibility Regulations.	L L	The Parish Clerk regularly reviews the website content. Steps were taken to ensure the website was compliant by 23 September 2020.	Existing procedure adequate.
Members interests	Conflict of interest Register of Members interests	L L	The declaring of interests by members at a meeting is on the agenda to remind Councillors of their duty. Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate. Members to take responsibility to update their Register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	A review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Data protection	Policy Provision	L-M	The Parish Council is registered with the Information Commissioners Office (ICO). The changes required following the introduction of the new GDPR requirements introduced in 2018 have been implemented. It has been agreed that all Parish Councillors be offered a 'avpc.org.uk email address which to be used for all Parish Council business in line with the advice issued by the Information Commissioners Office.	Ensure annual renewal of registration.

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Freedom of Information Act	Policy Provision	L-M	The Parish Council has a model publication scheme for Local Councils in place. The Parish Clerk/Parish Council are aware that if a substantial request arrives then this may require many hours of additional work. The Parish Council is able to request a fee if the work will take more than 15 hours, but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the F of I Act.
GDPR	GDPR breach SAR request	L	The Parish Council cannot avoid or anticipate a Subject Access Request but can guard against and GDPR breach. Anti-virus protection is on the Lap-Top and annually renewed. Information is not kept beyond when necessary. It has been agreed that all Parish Councillors be offered a 'avpc.org.uk email address which to be used for all Parish Council business in line with the advice issued by the Information Commissioners Office (ICO)	There are documented procedures dealing with a GDPR breach or SAR request.

FINANCIAL RISK THROUGH EQUIPMENT LOSS OR DAMAGE				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Asset register updated in September 2020 in accordance with Audit suggestions.
Maintenance	Poor performance of assets Loss of income or performance Risk to third parties	L L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.	Existing procedure adequate. Ensure inspections carried out.
Asset damage /loss	Street furniture, SPID, noticeboards etc damage or loss or in need of repair	L	The Parish Council is responsible for two boundary signs, seats, bike hoops, planters - all covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to the Parish Council and/or dealt with. Problems will be reported. Councillors to monitor and report problems	Parish Clerk monitor reports
Asset damage /loss	Office equipment	L	The Parish Council's lap top computer and Kyocera M5526CDW Printer. – covered by insurance. The laptop is kept in a carry bag to protect it.	The office equipment requirements were reviewed in September 2020.
Notice boards	Risk/damage/injury to third parties Roadside safety	L L	The Parish Council has 3 notice boards sited in the village. Locations have approval by relevant parties, insurance cover, inspected regularly by the Parish Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Parish Clerk.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L L	The Parish Council Meetings are usually held at the Community Centre. However, during the Covid-19 Pandemic, virtual meetings will be held via Zoom. The premises and the facilities are considered to be adequate for the Parish Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. Problems will be reported.	Existing locations adequate.
Council records - paper	Loss through: Theft; fire. Damage	L L L	The Parish Council records are stored at the home of the Parish Clerk. Records include minute books and copies, records such as personnel, insurance, salaries etc. Recent materials are in a metal filing cabinet (not fireproof) and older more historical records in the attic.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L L	The Parish Council's electronic records are stored on the Parish Council's laptop. Back-ups of the files are taken utilising a Cloud provider.	Documents held by the Parish Council are backed up via the 'Cloud'.
Damage	Wilful damage and graffiti	M	Monitored and reported by all to the Parish Clerk or Chorley Borough Council/ Lancashire County Council for quick repairs/cleaning.	

**Reviewed by the Parish Council on 6 September 2023**



### Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Astley Village Parish Council – LA0008**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), 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.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP		
External Auditor Signature		Date
		10/08/2025

## Astley Village Parish Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for <b>Astley Village Parish Council</b> for the year ended 31 March 2025 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance &amp; Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of <b>Astley Village Parish Council</b> on application to:</p> <p>(a) _____          _____          _____          _____</p> <p>(b) _____          _____          _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance &amp; Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) _____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) _____</p>	<p>(e) Insert the date of placing of the notice</p>

## Section 1 – Annual Governance Statement 2024/25

### ASTLEY VILLAGE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

**7 May 2025**

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

**MINUTE322.13(vi)**

Chairman

Clerk

**www.avpc.org.uk**



## Section 2 – Accounting Statements 2024/25 for

### ASTLEY VILLAGE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	80,586	58,994	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	20,543	20,389	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6,262	5,352	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	6,122	6,550	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	42,275	9,784	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	58,994	68,401	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	58,994	68,401	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	31,702	32,002	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)			
11b. Disclosure note re Trust funds (including charitable)			✓

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval:



Date

28 April 2025

I confirm that these Accounting Statements were approved by this authority on this date:

7 May 2025

as recorded in minute reference:

MINUTE 322.13(vii)

Signed by Chairman of the meeting where the Accounting Statements were approved



## **Chorley Liaison**

Wednesday, 16th July 2025, 6.30 pm

Council Chamber, Town Hall, Chorley and Youtube

### **Agenda**

#### **Apologies**

**1 Minutes**

**2 Welcome by the Chair**

**3 Item suggested by Chorley Council - implementation of the new food waste service**

Doug Cridland, Shared Waste Services Manager, will attend to deliver a short presentation.

**4 Item requested by Whittle-le-Woods and Euxton Parish Councils**

The question and response is enclosed.

**5 Item requested by Adlington Town Council**

The questions and responses are enclosed.

**6 Item requested by Wheelton Parish Council**

The question and response are enclosed.

**7 Questions from Members of the Liaison and the public**

In order to allow members of the Liaison and members of the public to raise issues of local concern, a period of 20 minutes has been set aside.

A member of the public may speak for no more than 3 minutes. Members of the public are not required to give notice of the issue they intend to raise, although it is expected in the case of service issues that the appropriate mechanisms for resolving the issue have been explored.

Where a question is raised which cannot be answered at the meeting, a record will be kept by officers supporting the meeting and it will be

responded to via the appropriate mechanism.

**8 Items for Future Meetings**

A schedule setting out deadlines for items to be requested on the agenda for the Chorley Liaison and dates for future meetings is enclosed.

**9 Any urgent business previously agreed with the Chair**

Chris Sinnott  
Chief Executive

Electronic agendas sent to Members of the Chorley Liaison.

If you need this information in a different format, such as larger print or translation, please get in touch on 515151 or [chorley.gov.uk](http://chorley.gov.uk)

## Chorley Liaison agenda management timetable

Date of meeting	Deadline for items to be requested by Members	Agenda Publication Deadline
<b>Wednesday, 15 October</b>	Friday, 3 October	Tuesday, 7 October
<b>Wednesday, January 2026</b>	Friday, 9 January 2026	Tuesday, 13 January 2026
Wednesday, 18 March 2026	Tuesday, 10 March 2026	Friday, 6 March 2026

Please email [democratic.services@chorley.gov.uk](mailto:democratic.services@chorley.gov.uk) if you would like to request an item on the agenda.

### Future agenda items

Revival/survival strategy for Chorley town centre post Covid

Update on diversionary activities

EV chargers

Update on infrastructure improvements following developments at the Botany Bay site

Local Plan process

Digital skills update

Biodiversity Net Gain

### Intheboro

We are always on the look out for articles to include in intheboro which may be useful for Parish Councils.

If you have anything you feel may be useful and would like to be included please email [intheboro@chorley.gov.uk](mailto:intheboro@chorley.gov.uk).

Intheboro is published on the 1<sup>st</sup> of every month.

## **Neighbourhood Area Meeting; NW Parishes and Chorley North**

Tuesday, 22nd July 2025, 6.30 pm

Council Chamber, Town Hall, Chorley and MS TEAMS

### **Agenda**

**1 Appointment of Chairperson**

**2 Welcome and Introductions**

**3 Apologies for absence**

**4 Minutes of meeting Monday, 24 February 2025 of Neighbourhood Area Meeting; NW Parishes and Chorley North**

**5 Terms of Reference**

To receive and consider the Terms of Reference.

**6 Northwest Parishes and Chorley North - Neighbourhood Priorities Updates 24/25 Report**

To receive and consider the report of the Director of Communities and Leisure attached.

**7 Northwest Parishes and Chorley North - Neighbourhood Priorities Updates 25/26 Report**

To receive and consider the report of the Director of Communities and Leisure attached.

**8 Any other business**

**9 Date of next meeting**

Tuesday, 17 March 2026 at 6.30pm.

Chris Sinnott  
Chief Executive

Electronic agendas sent to Members of the Neighbourhood Area Meeting; NW Parishes and Chorley North Councillors Mark Clifford, Danny Gee, Tommy Gray, Hasina Khan,

Meeting contact [clare.gornall@chorley.gov.uk](mailto:clare.gornall@chorley.gov.uk) on or email





**Report to Neighbourhood Area Meeting; NW Parishes and Chorley North - Tuesday, 22 July 2025**

**Northwest Parishes and Chorley North - Neighbourhood Priorities Updates 25/26 Report**

**Introduced by Executive Member (Early Intervention)**

**Report of Director (Communities and Leisure)**

**Is this report confidential?** No

**Is this decision key?** No

**Purpose of the Report**

1. To update the group on initial delivery and progress of the neighbourhood priorities for completion in 2025/26.

**Recommendations**

2. That the report be noted, and any issues/clarification is discussed and agreed at the meeting.

**Corporate priorities**

3. The report relates to the following corporate priority:

Healthy, safe and engaged communities

**Background to the report**

4. Neighbourhood working has been a key priority for Chorley Council and since 2007 has seen the creation, adoption and implementation of the neighbourhood working model for Chorley which provides bringing together of neighbourhood teams, a funding mechanism to support local initiatives, reinforcement of the role of the ward Councillor in neighbourhoods, partnership working with key local stakeholders and support for relatively deprived and poorly organised neighbourhoods.

5. The definition of neighbourhood working adopted is as follows:

**‘Working with our partners to improve the quality of life, health and wellbeing of all our citizens and improve the environment of the neighbourhoods in which they live’**

This definition emphasised the need to work on a partnership basis and to address wider issues within our communities such as health but recognises that work and activities that improve the environment and quality of life for our communities is also essential.

6. Neighbourhood working delivery is developed from a twice-yearly neighbourhood area meeting whereby neighbourhood area groups submit expressions of Interest to undertake environmental and community ‘Neighbourhood Priority Projects’ in their wards/communities.
7. The neighbourhood meetings in January and February of each year provide the mechanism for the neighbourhood groups to identify and agree the preferred projects that are important to the residents of each area.
8. June/July area meetings provide an update on the early stages of scoping priority projects and next steps. It is also an avenue to highlight any challenges that may affect delivery which needs to be discussed with area group members and alternative options agreed to be taken forward

## **Neighbourhood Priorities 2025/26**

9. In the meetings held in February/March 2025 the priorities selected for Northwest Parishes and Chorley North neighbourhood area were:
- To deliver Community Clean Up/Skip Day initiatives in Astley Village, Euxton, Whittle and Chorley North
  - In partnership with Astley Village Parish Council upgrade the path from Chancery Road, through Dam Head Wood to Astley Park.
  - To make visual improvements to identified Cannon roundabout within Buckshaw Village
  - Support the delivery of a community event to showcase wellbeing clubs / groups operating within Buckshaw Village. In addition, if feasible, support the creation of a Community Wellbeing Hub at Lancaster Way Community centre.
10. A lead officer and lead elected member or parish council representative was identified for each project to take forward delivery throughout the year.
11. Initially scoping work, where possible, has been undertaken to further understand the proposed priorities and to identify actions required, establish timescales, potential costs and agree expected outcomes.

12. In completing the scoping work there may be some areas where it would be useful to clarify some issues identified. For each of the priorities, the neighbourhood meeting is asked to confirm that any scoping to date reflects what was expected to be achieved.

13. The table below provides an overview of the scoping work that has been undertaken to date.

Priority	Updates	Clarification / potential issues	Anticipated Completion
To deliver Community Clean Up/Skip Day initiatives in Astley Village, Euxton, Whittle and Chorley North	<p>Lead officer working with lead members and Parish Councils agreed dates for each Community Clean up</p> <p>Whittle -le-Woods event successful delivered on Saturday 10<sup>th</sup> May at Roebuck Inn Pub. 97 participants took part in the event, 88 attended the skip and 9 collections</p> <p>Astley Village event successful delivered on Saturday 24<sup>th</sup> May. 40 participants took part in the event, 36 attended the skip and 6 collections</p> <p>Euxton event will take place at Greenside Avenue site on Saturday 19<sup>th</sup> July St Joseph's Parish Centre event will take place on Saturday 28<sup>th</sup> July</p> <p>All events will have a team of Streetscene staff to support with collections for those who struggle to get items to the skip.</p> <p>See Appendix A: Scoping 25-26 - NW Parishes and Chorley North Clean Ups</p>	No issues anticipated	August

## Agenda Item 7

<p>In partnership with Astley Village Parish Council upgrade the path from Chancery Road, through Dam Head Wood to Astley Park.</p>	<p>Lead officer has scoped project to consider formalising a desire line path through the woods from Chancery Road to Astley Park</p> <p>Tree safety inspection has been undertaken by Chorley Council who express concerns about the quantity of exposed tree roots along the route of the path, possible damage to the tree roots owing to construction of a path and increased footfall.</p> <p>Putting in this formalised path also increases the vulnerability of the woodland habitat and disturbance to nature.</p> <p>People are currently using this desired line, but it is not suitable as access to all. Achieving this level of accessibility would be very detrimental to the woodland habitat.</p>	<p>Parish Council understand concerns about the viability of the project and agree would not be in support to take forward as this is ancient woodland and the impact if delivered.</p> <p>Recommended that funds to be allocated to improve the footpath through Judeland Wood, e.g. the section from in front of 81 The Farthings down into the Astley Park.</p>	<p>Dependent on outcome of recommendation</p>
<p>To make visual improvements to identified Cannon roundabout within Buckshaw Village</p>	<p>Delay in identifying council officer to take forward project. Lead officer within Streetscene Team now in place to take forward project</p> <p>Next steps for lead officer to meet with Euxton Parsh Council and stakeholders to fully scope project</p>	<p>Depending on the options presented, the cost may be a barrier and external funding needing to be sought beyond Neighbourhood working budget.</p>	<p>March 26</p>

## Agenda Item 7

<p>Support the delivery of a community event to showcase wellbeing clubs / groups operating within Buckshaw Village. In addition, if feasible, support the creation of a Community Wellbeing Hub at Lancaster Way Community centre.</p>	<p>BVfest successfully delivered on Sunday 28<sup>th</sup> June. Neighbourhood funding used to support the newly formed committee and support towards Gazebo hire and erection.</p> <p>Lead members and officer scoped the wellbeing project and agreed to working on ensuring continuation of group which will promote wellbeing and confidence for young people, and introduce them to opportunities to work towards employment, education or training.</p> <p>Provision will consist of Friday drop-in session for 16–24-year-old NEET young people in the local area</p> <p>Include employability sessions and linking in with wider work to support NEET young people in Chorley, including Chorley Careers Expo</p> <p>Activities will include art projects, outdoor activities, gaming, Cinema, gardening</p> <p>It is intended that attendees will feel better equipped to find employment, education or training opportunities and better life chances long term</p> <p>See Appendix B: 25-26 Scoping – Buckshaw Event and Wellbeing Hub</p>	<p>Project dependant on securing additional funding</p> <p>It is proposed that 24/25 Young peoples arts project is repurposed and allocated to be used to fund this provision</p>	<p>March 26</p> <p>Dependent on area group agreeing reallocation of funds</p>
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## **Climate change and air quality**

14. The work noted in this report has an overall positive impact on the council's carbon emissions and the wider climate emergency and sustainability targets of the council.

## **Equality and diversity**

15. Assessments are required for all new policies/services and or changes. If no impact assessment has been completed, please state why.

## **Risk**

16. All priority projects will be scoped accordingly, and risks identified through appropriate policies and procedures. Neighbourhood priorities which require external partners may lengthen timescales on delivery or completion, but in these cases all stakeholders will be notified, and alternative solutions will be proposed and agreed

## **Comments of the Statutory Finance Officer**

17. Neighbourhood priorities are supported by a £50k annual revenue budget. There are no other financial implications relating to the contents of this report.

## **Comments of the Monitoring Officer**

18. There are no legal implications arising directly from the report. However, each scheme may give rise to its own legal considerations, for example the need to satisfy the best value duty in the Local Government Act 1999 and comply with Contract Procedure Rules when awarding contracts.

## **Appendices**

- Appendix A: 25-26 Scoping – NW Parishes and Chorley North Clean Ups
- Appendix B: 25-26 Scoping – Buckshaw Event and Wellbeing Hub

Report Author: Bernie Heggarty, Community Partnerships Manager

Email: [bernie.heggarty@chorley.gov.uk](mailto:bernie.heggarty@chorley.gov.uk)

Telephone: 01257 515818

Date: Thursday, 25 June 2025

## Neighbourhood Priorities 2025/26: Scoping and planning

<b>Neighbourhood area</b>	North-West Parishes and Chorley North		
<b>Priority description</b>	Delivery of community cleans up in Astley Village, Euxton, Whittle and Chorley North		
<b>Lead Member / PC</b>	Councillor Lowe, Morwood and Sherwood and Parish Councils - Councillor Platt	<b>Lead Officer</b>	John Hill
<b>Estimated funding requirement and cost breakdown</b>	Skips and Driver Cost approximately £359 but can change (increase / decrease) dependant on amount of waste generated. Council Officers - 3 officers - approximately £580 for each skip day.		
<b>Funding sources (e.g. Chorley Council / parish / funding bid / LCC)?</b>	Chorley Council Neighbourhood Priority and / Parish / Town Council Funding		
<b>What is to be delivered?</b>	Delivery of community clean ups in Astley Village, Whittle and Chorley North		
<b>Anticipated outcomes/outputs from the priority?</b>	To make / improve a cleaner safer, neighbourhood for residents and to encourage community involvement concerning waste management and the environment.		
<b>Possible issues/Barriers?</b>	Skip company and volunteers / staff not turning up on clean up days		
<b>Dependencies - Other Teams/services support?</b>	Parish / Town Council, Elected Members, Street Scene Team, Places for People and Enforcement Officers		
<b>Project start date</b>	17/04/2025	<b>Project end date</b>	26/07/2025

Please detail key milestones and completion dates below

	Milestone detail	Start date	Completion Date
1	contact with Whittle Parish Council Parish Council and agree details of event. Roebuck Inn Public House on Saturday 10 <sup>th</sup> May 2025 – 9.00am – 12.00noon.	07/02/2025	07/02/2025
2	Raise purchase order for Whittle Skip Day	16/04/2025	16/04/2025
3	Request skips and drivers from Suez and Dickinsons	17/04/2025	17/04/2025
4	Request Street Scene Officers and Enforcement Officer for collections and skip supervision on skip days	17/04/2025	17/04/2025
5	all relevant forms and poster sent to the Parish Council	17/04/2025	17/04/2025
6	Contact Cllr Lowe to agree details of Astley events Hallgate on Saturday 24 <sup>th</sup> May 9.00am – 12.00noon and St Joseph's Parish Centre on Sat 26 <sup>th</sup> July 9am to 12pm	17/04/2025	17/04/2025
7	Contact St Joseph's Parish Church and Parish Centre and agreed 26 <sup>th</sup> July for the skip day.	24/04/2025	24/04/2025
8	Design all skip day posters and sent to Cllrs for promotion in their areas.	24/04/2025	24/04/2025
9	Final checks for skip day at Whittle collections teams all relevant contact details for the day and collections list	07/05/2025	07/05/2025
10	Deliver Whittle skip day	10/05/2025	10/05/2025
11	Send information to customer services for Astley Village.	12/05/2025	12/05/2025
13	Final checks for Astley Village. All relevant contact details for the day and collections list.	19/05/2024	19/05/2025
15	Agree Euxton Date as Saturday 19 July. Poster and documents sent to Cllr Platt for completion and return	21/05/2025	21/05/2025
16	Deliver Astley Village Hallgate skip day	24/05/2025	24/05/2024
17	Send information to customer services for St Joseph's Parish Centre and checks for Euxton skip day.	14/07/2025	14/07/2025
18	Deliver Euxton Skip Day	19/07/2025	19/07/2025
19	Final checks for skip day at St Joseph's collections teams all relevant contact details for the day and collections list	21/07/2025	21/07/2025
20	Deliver St Joseph's Parish Centre Skip Day	26/07/2025	26/07/2025



## Neighbourhood Priorities 2025/26: Scoping and planning

<b>Neighbourhood area</b>	Northwest Parishes and Chorley North		
<b>Priority description</b>	<p>Support the delivery of a community event to showcase wellbeing clubs / groups operating within Buckshaw Village.</p> <p>Support the continuation of the Community Wellbeing Hub at Lancaster Way Community centre with a focus on support for NEET young people</p>		
<b>Lead Member / PC</b>	Cllr Russ Green Cllr Diedra Moss	<b>Lead Officer</b>	Laura Hendi
<b>Estimated funding requirement and cost breakdown</b>	£6k		
<b>Funding sources (e.g. Chorley Council / parish / funding bid / LCC)?</b>	<p>Chorley Council NP Budget</p> <p>Will scope: P4P, Jigsaw, Progress</p>		
<b>What is to be delivered?</b>	<p>£500 to support the delivery of BVFEST on 28th June</p> <p>Main funding (plus additional funding sources) will be used to secure a regular Friday drop-in session for 16–24-year-old NEET young people in the local area.</p> <p>The group will promote wellbeing and confidence for these young people, and introduce them to opportunities to work towards employment, education or training.</p> <p>Included within the offer will be:</p> <ul style="list-style-type: none"> <li>Art projects (including outdoor display boards)</li> <li>Gaming afternoons</li> <li>Cinema afternoons</li> <li>Community gardening</li> </ul> <p>Alongside this there will be employability sessions and linking in with wider work to support NEET young people in Chorley, including Chorley Careers Expo.</p>		
<b>Anticipated outcomes/outputs from the priority?</b>	<p>1 weekly wellbeing session</p> <p>An established community garden</p> <p>An outdoor art project</p> <p>Attendees report improved sense of wellbeing</p> <p>Attendees report that they feel better equipped to find employment, education or training opportunities</p>		

# Agenda Item 7

## Possible issues/Barriers?

NEET cohort can be hard to engage  
Funds are not fully identified at this point.

## Dependencies - Other Teams/services support?

Community garden and art project depend on some support from property.

## Project start date

June 2025

## Project end date

March 2026

Please detail key milestones and completion dates below

	Milestone detail	Start date	Completion Date
1.	Investigate support required for BVFest and action accordingly. Include identifying funding required and transfer funds.	01/06/2025	28/06/2025
2.	Deliver BVFest event	28/06/2025	28/06/2025
3.	Scope and agree with Cllrs on required outcomes of weekly drop in project. Identify providers to deliver	01/06/2025	01/07/2025
4.	Agree service spec with chosen provider (U Develop) including funding, monitoring requirements and project outcomes.	01/07/2025	01/08/2025
5.	Support to maintain Friday drop-in Wellbeing Hub and continue to operate weekly, with focused delivery on NEET young people within the local community	01/06/2025	31/03/2026
6.	Reach out to known contacts at Jigsaw and Places for People to identify any possible funding sources	01/07/2025	01/08/2025
7.	Art project delivery commences		31/03/2026
8.	Community garden project commences		31/03/2026
9.	Ongoing dialogue between UDevelop and Community Projects team to identify opportunities to link with wider NEET work including commissioned services	01/07/2025	Ongoing
10.	LH to link with Social Prescribing team to promote the group	18/08/2025	22/08/2025
11.	Work with Udevelop and comms to promote the group with local platforms	04/08/2025	15/08/2025

<p>Support the delivery of a community event to showcase wellbeing clubs / groups operating within Buckshaw Village. In addition, if feasible, support the creation of a Community Wellbeing Hub at Lancaster Way Community centre.</p>	<p>BVfest successfully delivered on Sunday 28<sup>th</sup> June. Neighbourhood funding used to support the newly formed committee and support towards Gazebo hire and erection.</p> <p>Lead members and officer scoped the wellbeing project and agreed to working on ensuring continuation of group which will promote wellbeing and confidence for young people, and introduce them to opportunities to work towards employment, education or training.</p> <p>Provision will consist of Friday drop-in session for 16–24-year-old NEET young people in the local area</p> <p>Include employability sessions and linking in with wider work to support NEET young people in Chorley, including Chorley Careers Expo</p> <p>Activities will include art projects, outdoor activities, gaming, Cinema, gardening</p> <p>It is intended that attendees will feel better equipped to find employment, education or training opportunities and better life chances long term</p> <p>See Appendix B: 25-26 Scoping – Buckshaw Event and Wellbeing Hub</p>	<p>Project dependant on securing additional funding</p> <p>It is proposed that 24/25 Young peoples arts project is repurposed and allocated to be used to fund this provision</p>	<p>March 26</p> <p>Dependent on area group agreeing reallocation of funds</p>
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**Neighbourhood Priorities 2025/26: Scoping and planning**

<b>Neighbourhood area</b>	Northwest Parishes and Chorley North
<b>Priority description</b>	<p>Support the delivery of a community event to showcase wellbeing clubs / groups operating within Buckshaw Village.</p> <p>Support the continuation of the Community Wellbeing Hub at Lancaster Way Community centre with a focus on support for NEET young people</p>
<b>Lead Member / PC</b>	Cllr Russ Green Cllr Diedra Moss
<b>Lead Officer</b>	Laura Hendi
<b>Estimated funding requirement and cost breakdown</b>	£6k
<b>Funding sources (e.g. Chorley Council / parish / funding bid / LCC)?</b>	Chorley Council NP Budget Will scope: P4P, Jigsaw, Progress
<b>What is to be delivered?</b>	<p>£500 to support the delivery of BVFEST on 28th June</p> <p>Main funding (plus additional funding sources) will be used to secure a regular Friday drop-in session for 16–24-year-old NEET young people in the local area.</p> <p>The group will promote wellbeing and confidence for these young people, and introduce them to opportunities to work towards employment, education or training.</p> <p>Included within the offer will be:          Art projects (including outdoor display boards)          Gaming afternoons          Cinema afternoons          Community gardening</p> <p>Alongside this there will be employability sessions and linking in with wider work to support NEET young people in Chorley, including Chorley Careers Expo.</p>
<b>Anticipated outcomes/outputs from the priority?</b>	1 weekly wellbeing session An established community garden An outdoor art project Attendees report improved sense of wellbeing Attendees report that they feel better equipped to find employment, education or training opportunities

**Possible issues/Barriers?**

NEET cohort can be hard to engage  
Funds are not fully identified at this point.

**Dependencies -  
Other Teams/services  
support?**

Community garden and art project depend on some  
support from property.

**Project start date**

June 2025

**Project end date**

March 2026

**Please detail key milestones and completion dates below**

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