



## 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 7 January 2026** at 6.30 pm in the **West Way Hub** 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).

**5. Minutes**

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 5 November 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. One-Way System/ Road Closure on Chancery Road During Large Events**

This item has been placed on the agenda at the request of Councillor Elaine Bibby.

**8. Statutory Business**

- i. Consider applicants for co-option to the vacant Councillor position.
- ii. To consider any planning issues relevant to the village. (Enclosed).

## **9. 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 consider a report of the Responsible Financial Officer proposing the 2026/27 budget headings and Precept. (Enclosed).
- v. To review the Review Asset Register (Enclosed)
- vi. To appoint Internal Auditor for the 2025/26 Accounts.

## **10. Introduction of Time Credits Scheme**

To consider a report of the Parish Clerk. (Enclosed).

## **11. Spring Newsletter 2026**

The Parish Clerk to report at the meeting.

## **12. Christmas Event 2025**

The Parish Clerk to report at the meeting.

## **13. Environment Reports**

To receive a verbal update at the meeting.

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

- Chorley Liaison. The next Meeting will be held on 21 January 2026 at 6.30pm - Councillor Gillian Sharples. The deadline for items to be requested by Members is Friday 9 January 2026.
- Neighbourhood Area Meeting (NW Parishes and Chorley North). The next meeting will be held on 17 March 2026 at 6.30pm.

## **15. Minutes of the Personnel Committee**

To receive the minutes of the Personnel Committee held on Wednesday 12 November 2025 (Enclosed).

## **16. Correspondence**

The Clerk to report at the meeting.

## **17. 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.

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

To note that the next meeting of the Parish Council will take place on Wednesday 4 March 2026 at the rise of the Parish Meeting.

### Schedule of Meetings 2026/27

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

- Wednesday 4 March 2026 at the rise of the Parish Meeting.
- Wednesday 6 May 2026 (Annual Meeting)
- Wednesday 1 July 2026
- Wednesday 2 September 2026
- Wednesday 4 November 2026
- Wednesday 6 January 2027
- Wednesday 3 March 2027 at the rise of the Parish Meeting

Craig Ainsworth  
Clerk to the Parish Council  
5 Clarendon Gardens  
Bromley Cross  
BL7 9GW



23 December 2025

# Astley Village Parish Council

<b>Title</b>	<b>Borough/County Councillor Reports</b>					
<b>Report of</b>	<b>Councillors Alistair Morwood, Adrian Lowe and Jean Sherwood, Borough Councillors - Chorley North and Astley (Chorley Borough Council)</b>					
<b>Date</b>	<b>7 January 2026</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 Borough Councillors - Chorley North and Astley (Chorley Borough Council).</p>						
<p><b>Key Issues</b></p> <p>After Chorley Borough Council decided to implement car parking charges at Hall Gate car park from the 5 November 2025, we continue to ask officers to monitor the impact and work with Lancashire County Council for a collaborative approach.</p> <p>The Borough Council is looking at options to make improvements in the Centre of the Village. This involves improvements to the underpass such as Firstly, a general litter pick/de-weeding of the paths leading to and under the underpass and the steps either side. The banks are to be strimmed to remove excessive overgrowth, followed by a general weeding/tidy up of any vegetation.</p> <p>In relation to the underpass itself, it is clearly understood that the graffiti to the northern side (in blue) is to be left as it forms a memorial to a person who passed away. However, the other side, where the brickwork appears to have been painted red could be cleared up/repainted to improve how it looks. Missing bricks, as shown in the photos, are to be replaced and moss covering the brickwork is to be removed.</p> <p>We continue as a Borough Council to review what impact on the village big events in the Park have such as the bonfire and lighting event</p> <p>We continue to respond to resident's issues and concerns throughout the ward and attend our various committees and portfolio meetings.</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

5 November 2025 at 6.30pm

Present

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

#### **325.01 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.

#### **325.02 Public Engagement**

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

#### **325.03 Borough/County Councillor Reports**

Reports from Chorley North and Astley Ward Borough Councillors and County Councillor (Lancashire County Council) (copies of which had been circulated) were considered. Councillors Alistair Morwood and Jean Sherwood attended the meeting and reported on the following:

##### Partnership Street Surgery

The Partnership Street Surgery organised by Places for People had taken place on 30 September 2025 and was attended by the Borough Ward Councillors, Parish Councillors John McAndrew and Ian Thomas, the Police and Fire Service.

##### Improvements to the Chancery Road Underpass

The Parish Council had requested the Borough Ward Councillors to support a project to tidy up the brickwork and vegetation around the entrances each side of the underpass. It had been agreed to carry out the works under the 'Big Impact Scheme' and the Director of Property and Planning (Chorley Borough Council)

and Councillor Adrian Lowe would be contacting the Parish Council to discuss the proposed improvements.

#### Astley Village Community Centre

Chorley Borough Council had been successful in securing grant funding to improve the energy efficiency of Astley Village Community Centre. This included the installation of heat pumps, solar, wall and roof insulation and new windows. Unfortunately, there was a need to close the facility for a temporary period (approximately 10–16 weeks), commencing from January 2026.

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

Parking charges and restrictions between 8am and 5pm (Monday-Sunday) had been introduced on the Hallgate Car Park from 5 November 2025, and there had been evidence of displaced parking on Hallgate which was being monitored, if necessary, traffic regulation orders would be considered to prevent parking on Hallgate (and surrounding roads).

The small car park located between Astley community centre and Oliver House School had around eight spaces, which were owned by the Council. These spaces had been allocated to the school and tied to the rental agreement they had in place with the councils regarding Astley community centre. However, discussions were taking place between Chorley Brough Council and Oliver House regarding potential concessions for the school staff.

RESOLVED – (1) That the reports be noted.

(2) That the Parish Clerk be requested to explore meetings of the Parish Council taking place in the Community Room at the West Way Sports Hub during the works taking place at the Astley Village Community Centre in 2026.

### **325.04 Minutes**

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 3 September 2025 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

### **325.05 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.

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

It was reported that two quotes had been received for the path works from The Farthings to Astley Park and the lowest quote was received was £4,200. It was noted that the cost of the works had been estimated to cost £5,000 (£2,500 Neighbourhood Priority Scheme and £2,500 Parish Council). As the lowest quote was within the budget agreed by the Parish Council, the Parish Clerk under delegated powers had authorised the appointment of the contractor.

This had enabled the contractor to start work on 3 November 2025 and a letter had been sent to residents living directly in the cul-de-sac adjacent to proposed

works on Friday 31 October 2025 explaining what works were taking place. It was expected that the works would be completed by Friday 7 November 2025.

## **Finger Post Signs**

An update was provided in relation to obtaining permission to install four new finger post signs at the following locations:

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

It was noted that Chorley Borough Council had granted permission for the installation of signs on land within their ownership at The Farthings and at Long Copse/ Merefield.

Places for People had granted permission for the installation of a fingerpost sign on land within their ownership directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow.

The Parish Council had indicated two potential sites for the fourth sign also directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow. The “preferred” location was on land within the ownership of Lancashire County Council as it was within the Highways and they would need to give formal consent. The “alternative” location was within Chorley Borough Council’s ownership and had indicated they would give consent.

Lancashire County Council had indicated that they had no objections, but this would need be formalised. The Parish Council were asked to agree whether they wish to pursue the “preferred” location for the fourth sign with Lancashire County Council.

## **Lancashire Parish and Town Council Conference - Saturday 1 November 2025**

Councillor Ian Thomas provided a report following his attendance at Lancashire Parish and Town Council Conference on Saturday 1 November 2025.

## **Chorley Area Committee of LALC - Monday, 3 November 2025**

It was noted that Councillors Chris Sheldon, Ian Thomas and the Parish Clerk had attended the Chorley Area Committee of LALC on Monday, 3 November 2025. The Chief Executive of Chorley Council, Chris Sinnott, had made a presentation on local government re-organisation in Lancashire and the future of Chorley Council and the various options being proposed. The Parish Council discussed whether the Parish Council should debate the options at a future meeting and agree the Parish Council’s preferred option.

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:

- livedrive Internet Limited, livedrive Subscription £30.00.
- Chorley Borough Council, Room Hire (Community Centre) £160.00.
- Chorley MBC, Path works from The Farthings to Astley Park £2100.00.
- DWG (NW) Limited Garden of Reflection Planting Scheme £1,860.00.

(3) That endorse the decision of the Parish Clerk in accepting the lowest quote of £4,200 in respect of the path works from The Farthings to Astley Park.

(4) To pursue the “alternative” location for the fourth sign directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow within Chorley Borough Council’s ownership to enable all four fingerpost signs to be installed as soon as possible.

(5) That Councillor Sheldon be requested to review the proposed wording on both sides of all fingers on all 4 systems to enable the Parish Clerk to place the order with White Hill Direct Ltd:

“Astley Park via the tarmac path” but “via the tarmac path” could be underneath in a smaller font. Similarly for the single Finger systems : Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow”, “via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow could be underneath in a smaller font unless you think the text would be too small.

(6) That the Parish Clerk be requested to confirm the dates of the public consultation on local government re-organisation in Lancashire.

## **325.06 Statutory Business**

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

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

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

### (ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) providing details of planning issues relevant to the village. The Parish Council had not been consulted on any planning application received by Chorley Borough Council since the last Parish Council Meeting on 2 July 2025.

RESOLVED – That the report be noted.



## 325.7 Financial Matters

### (i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 21 October 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 November 2025 and 31 December 2025 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
07/11/2025	Employee 4	Reimbursements (September 2025)	42.42		42.42
07/11/2025	Employee 4	Reimbursements (October 2025)	43.82		43.82
01/11/2025	Easy Web Sites	Monthly rental	68.64	11.44	57.2
23/11/2025	Zoom	Zoom Subscription (November 2025)	16.79	2.8	13.99
14/11/2025	Employee 4	Salary in backpay (November 2025)	522.3		522.3
14/11/2025	HMRC	Tax (November 2025)	130.8		130.8
14/11/2025	HMRC	National Insurance (November 2025)	0		0
01/12/2025	Easy Web Sites	Monthly rental	68.64	11.44	57.2
23/12/2025	Zoom	Zoom Subscription (December 2025)	16.79	2.8	13.99
15/12/2025	Employee 4	Salary (December 2025)	428.5		428.5
15/12/2025	HMRC	Tax (December 2025)	107		107
15/12/2025	HMRC	National Insurance (December 2025)	0		0
			<b>1,445.70</b>	<b>28.48</b>	<b>1,417.22</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 – That the report be noted.

## 325.8 Winter Newsletter 2025

The Parish Clerk reported that all articles had been sent to the Printers on Monday 3 November 2025 and the Newsletter would be delivered from Friday 14 November 2025.

RESOLVED – That the report be noted.

### **325.9 Christmas Event 2025**

The Parish Clerk reported confirmed that the Christmas Event would take place between 6 and 8pm on Friday 5 December 2025 and that the Community Centre had been booked from 5pm until 9pm. Selection boxes had been purchased for every child at Buckshaw Primary School. Parish Councillors were requested to attend at 5pm.

The Chair and Parish Councillors would also be switching on the Christmas Tree lights as part of the event.

RESOLVED – That the report be noted.

### **325.10 Environmental Issues**

It was reported that the two oval plaques under the trees marking the Diamond Jubilee and Platinum Jubilee at the Astley Village Garden of Reflection had been removed.

It was also noted that one of the trees planted at the Astley Village Garden of Reflection had been damaged.

RESOLVED - (1) That the Parish Clerk be requested to purchase two new oval plaques under the trees marking the Diamond Jubilee and Platinum Jubilee and DWG (NW) Limited be requested to install them in a way that they cannot be removed.

(2) That the Parish Clerk be authorised to agree the cost of purchasing two new oval plaques and their installation.

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

#### Chorley Liaison

The Chair provided a summary of the business considered at the meeting of the Chorley Liaison held on 15 October 2025. The agenda and relevant papers had been circulated for information.

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

The next meeting would be held on 17 March 2026 at 6.30pm.

RESOLVED – That the report be noted.

### **325.12 Correspondence**

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 319.04).

### **325.13 Schedule of Meetings 2026/27**

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider the Schedule of Meetings for 2026/27.

RESOLVED – (1) That approval be given to Meetings of the Parish Council being held on the following dates at 6.30 pm:

- Wednesday 4 March 2026 at the rise of the Parish Meeting.
- Wednesday 6 May 2026 (Annual Meeting).
- Wednesday 1 July 2026.
- Wednesday 2 September 2026.
- Wednesday 4 November 2026.
- Wednesday 11 November 2026
- Wednesday 6 January 2027.
- Wednesday 3 March 2027 at the rise of the Parish Meeting.

(2) That the Parish Clerk be requested to make arrangements for a meeting of the Village Development Working Group to be held on Tuesday 9 December 2025 at 6:30 pm via Zoom to consider projects as part of the 2026/27 budget.

#### **325.14 Date of Next Meeting**

To note that the next meeting of the Parish Council will take place on Wednesday 7 January 2026 at 6.30 pm.

The meeting concluded at 7.30 pm.

Chair

<b>Title</b>	<b>Parish Clerk Report</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>7 January 2026</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>	X	<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>Borough/County Councillor Reports</b></p> <p>The Parish Council requested the Borough Ward Councillors to support a project to tidy up the brickwork and vegetation around the entrances each side of the underpass. It had been agreed to carry out the works under the 'Big Impact Scheme' and the Director of Property and Planning (Chorley Borough Council) and Councillor Adrian Lowe would be contacting the Parish Council to discuss the proposed improvements.</p> <p>Councillor Adrian Lowe has confirmed that a site visit has taken place to consider options and it had been agreed:</p> <ul style="list-style-type: none"> <li>• A general litter pick/de-weeding of the paths leading to and under the underpass and the steps either side.</li> <li>• The banks to be strimmed to remove excessive overgrowth, followed by a general weeding/tidy up of any vegetation.</li> <li>• South side, where the brickwork ( painted red) to be cleared up/repainted to improve how it looks.</li> <li>• Missing bricks are to be replaced and moss covering the brickwork is to be removed.</li> </ul> <p><b>Proposed Introduction of Car Parking Charges on Hallgate Car Park</b></p> <p>Following the introduction of parking charges and restrictions between 8am and 5pm (Monday-Sunday) on the Hallgate Car Park from 5 November 2025, the Parish Council has been contacted by a number of residents concerned at displaced parking on Hallgate which was being monitored, and requesting traffic regulation orders to be considered to prevent parking on Hallgate (and surrounding roads).</p> <p><b>Winter Newsletter 2025</b></p> <p>The Newsletters were delivered from Friday 14 November 2025.</p>						

## **Local Government Re-organisation in Lancashire**

At the last meeting of the Parish Council, it was noted that the Chief Executive of Chorley Council, Chris Sinnott, had made a presentation on local government re-organisation in Lancashire and the future of Chorley Council and the various options being proposed. The Parish Council discussed whether the Parish Council should debate the options at a future meeting and agree the Parish Council's preferred option.

There was a discussion as to whether there was time within the consultation period to invite residents' views at the Parish Meeting on 4 March 2026 and I was requested to confirm the dates of the public consultation on local government re-organisation in Lancashire.

The Chief Executive of Chorley Council, Chris Sinnott has confirmed that the consultation will be arranged and run by the government and at the moment they have indicated that it will run from some point in January to May 2026.

## **Installation of New Christmas Tree Lights and Christmas Event 2025**

Richard Ryan Lighting confirmed that they carried the work agreed by the Parish Council to the Christmas Tree and the existing good condition lights were removed and the tree trimmed and the new lights installed.

The Christmas Event took place on Friday 5 December 2025. Unfortunately, due to the inclement weather the singing and Christmas tree switch on had to take place in the Community Centre and the attendance by residents was considerably lower than in previous years with 35 people present.

Selection boxes were purchased for every child at Buckshaw Primary School and Nursery.

## **Astley Village Garden of Reflection**

At the last meeting I was requested to purchase two new oval plaques under the trees marking the Diamond Jubilee and Platinum Jubilee and DWG (NW) Limited be requested to install them in a way that they cannot be removed and authorised to agree the cost of purchasing two new oval plaques and their installation.

Poppy Signs Ltd had quoted £349.912 for two oval face plates, produced in stainless steel (same design as the previous plaques), with square section spike including installation on site using concrete. Authorisation has been given and the installation will take place in January 2026.

The Parish Council is still awaiting from Chorley Borough Council a licence agreement to be in place to confirm that the Parish Council would be responsible for the maintenance, such as the height of the plants. However, the Parish Council are requested to consider selecting an appropriate contractor to maintain the area planted by the Parish Council so that arrangements can be put in place ahead of the agreement being signed.

## **Tommy Statues/ Remembrance Sunday – 9 November 2025**

The Chair of the Parish Council laid a wreath on behalf of the Parish Council

Thanks to Councillor John McAndrew who attached the Tommy Statues to the Gateway Signs.

## **Gateway Sign Enhancements**

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

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

The path works from The Farthings to Astley Park were completed on Friday 7 November 2025 and provided an improvement for residents to use.

Edging boards were only put in the areas where we needed to raise the levels over the tree roots and to bring the path flatter to be safer to walk on. They were not specified right along the whole length. The contractor has actually put in more edging than quoted. The path surface is a high quality so I think that it will bind well and be retained. This will be monitored and revisited, if necessary, but the design is as intended.

## **Finger Post Signs**

At the last meeting of the Parish Council, it was agreed to pursue the “alternative” location for the fourth sign directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow within Chorley Borough Council’s ownership to enable all four fingerpost signs to be installed as soon as possible.

The Parish Council has now signed a licence for four new finger post signs on behalf of the Parish Council:

- Location A - To the east of The Farthings at the western end junction of the southern path across Judeland Wood.
- Location B- To the south of Chancery Road at the southern path junction between Long Copse and Merefield.
- Location C- To the east of Buckshaw Hall Close and to the north of the pond on the north side of Chancery Road.
- Location D - To the east of Buckshaw Hall Close and to the south of the pond on the west of Broadfields.

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

The Parish Council on 3 September 2025, approval was given to the Parish Clerk proceeding with the quote provided by White Hill Direct Ltd for the supply and installation of the fingerpost signs. This was signed and returned to Chorley Borough Council on 28 November 2028.

At the last meeting on 5 November 2025, that Councillor Sheldon be requested to review the proposed wording on both sides of all fingers on all 4 systems to enable the Parish Clerk to place the order with White Hill Direct Ltd.

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

- Royal British Legion Poppy, Wreath £33.58
- Post Office Counters Ltd, Postage-Parish Council Summons £2.00
- Sainsburys, Christmas Refreshments £80.95
- Printwise, Christmas Printing £100.00
- Printwise, Winter Newsletter 2025 £760.00
- Tesco, Christmas Selection Boxes £350.00
- Tesco, Christmas Selection Boxes £35.00
- Post Office Counters Ltd, Postage and Stamps £9.36

## **Action required by the Parish Council**

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

<b>Title</b>	<b>Planning Issues Relevant to the Village</b>					
<b>Report of</b>	<b>Parish Clerk</b>					
<b>Date</b>	<b>7 January 2026</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 been consulted on the following planning applications received by Chorley Borough Council:  An application for a single storey front and side extension (Reference: 25/01135/FULHH) at 57 Wymundsley Astley Village Chorley PR7 1US.  The deadline for any representations was 18 December 2025.  An application for a first-floor side/rear extension, and single storey rear extension (Reference: 25/01147/FULHH) at 50 The Farthings Astley Village Chorley PR7 1TP.  The deadline for any representations was 18 December 2025.  An application for a single storey rear extension with balcony above, and associated alterations (following demolition of existing conservatory) (Reference: 25/01153/FULHH) at 30 Long Copse Astley Village Chorley PR7 1TH.  The deadline for any representations is 25 December 2025.						
<b>Action required by the Parish Council</b>  To note the report.						

## AGENDA ITEM 9(i)

FINANCIAL POSITION - SUMMARY 7 JANUARY 2026			
			£
Receipts and Expenditure Account			
Receipts			
Precepts			20,278.00
Grant			3,877.00
Refunds			-
Other			-
Bank Interest (Barclays)			650.32
Dividend (Unify Credit Union)			-
Advertisements			-
VAT on Receipts/Recovered			697.89
Total Receipts			25,503.21
Expenditure Total			21,606.45
Income & Expenditure Reconciliation			
Balance Brought Forward at 1 April 2025			68,401.35
Add: total receipts to date		+	25,503.21
Less: total expenditure to date		-	21,606.45
			72,298.11
Bank Reconciliation			
Community Account	16/12/25	+	5,000.00
Business Premium Account	16/12/25	+	59,113.78
Unify Credit Union deposit	01/04/25		10,000.00
Less unpresented cheques/ET/SO		-	1,815.67
Plus uncleared credits		+	
			72,298.11
	Unpresented cheques/SO/Payments		
	Poppy Signs		419.89
	December		16.79
	Jan/ February		1378.99
			1815.67
	Uncleared Incomes		
			0.00



**AGENDA ITEM 9(ii)****PAYMENTS TO BE APPROVED**

January/ February 2026

Date	Creditor	Description	Cheque No	Total	Vat	Net
09/01/2026	Employee 4	Reimbursements (November 2025)	EB	76.89		76.89
09/01/2026	Employee 4	Reimbursements (October 2025)	EB	60.24		60.24
01/01/2026	Easy Web Sites	Monthly rental	DD	68.64	11.44	57.2
23/01/2026	Zoom	Zoom Subscription (January 2026)	EB	16.79	2.8	13.99
15/01/2026	Employee 4	Salary in backpay (January 2026)	EB	428.3		428.3
15/01/2026	HMRC	Tax (January 2026)	EB	107.2		107.2
15/01/2026	HMRC	National Insurance (January 2026)	EB	0		0
01/02/2026	Easy Web Sites	Monthly rental	DD	68.64	11.44	57.2
23/02/2026	Zoom	Zoom Subscription (February 2026)	EB	16.79	2.8	13.99
13/02/2026	Employee 4	Salary (February 2026)	EB	428.5		428.5
13/02/2026	HMRC	Tax (February 2026)	EB	107		107
13/02/2026	HMRC	National Insurance (February 2026)	EB	0		0
				<b>1,378.99</b>	<b>28.48</b>	<b>1,350.51</b>

**BUDGET REPORT – 7 JANUARY 2026****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	285.22		114.78
	01-2	Office/Sundry (including new Laptop)	1,500.00	662.44		837.56
	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	6,000.50		999.50
	01-7	Employee Contingency	1,000.00	-		1,000.00
	01-8	IT/Website	1,000.00	733.73		266.27
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1,900.00	1,658.25		241.75
	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	1,314.28		314.28
	03-2	Improvements to the Village Centre (including additional Seating) as part of the Public Realm 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	2,100.00		400.00
	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	2,209.91		209.91
	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>20,273.12</b>		<b>52,976.88</b>
<b>VAT to be Recovered</b>		<b>£1,324.93</b>				



## AGENDA ITEM 9(iv)

balance as of 31 March 2026 (the amount to be carried forward) will be **£68,200**.

## 2026/27 Budget

The total suggested budget for 2026/27 is **£94,600**. This is based on:

- The allocation of budgets recommended by the Village Development Working Group on 9 December 2025 to deliver the Village Development Plan (Appendix C).
- The anticipated underspend carried forward as of 1 April 2026 (approximately **£68,200**). This does not include any additional bank interest between the time of writing the report.
- The anticipated **£68,200** carry forward including the balance held in the Unify Credit Union deposit Account (Approx £10,000).
- Maintaining a 'General Reserve' of £20,000. It is good practice that the General Reserve is equivalent to the Precept.
- Parish Top-up Grant from Chorley Borough Council (£3,877)
- Bank interest for 2026/27 (approximately £650) and VAT to be reclaimed from HMRC for the financial year 2025/26 which (approximately **£1,550**).
- **£20,323 being raised via the Parish Yield for the financial year 2026/27 (Band D Precept Charge of £22).**

Chorley Borough Council have confirmed that the Council Tax Base for Astley Village for the financial year 2026/27 is 923.83, therefore, to set a Precept at the same amount as 2025/26 the Parish Precept (including top-up Grant) would be as follows:

Actual No of properties	Council Tax Base 2026/27	Parish Precept 2026/27 (including top-up Grant)	Parish Top-up Grant 2026/27	Parish Yield 2026/27	Band D Parish Charge 2026/27
1,421	923.83	£24,200	£3,877	£20,323	<b>£22.00</b>

For the financial year 2025/26 the comparative figures were:

Actual No of properties	Council Tax Base 2025/26	Parish Precept 2025/25 (including top-up Grant)	Parish Top-up Grant 2025/26	Parish Yield 2025/26	Band D Parish Charge 2025/26
1,421	921.86	£24,155	£3,877	£20,278	<b>£22.00</b>

Since the meeting of the Village Development Working Group on 9 December 2025, the Parish Council received an important update regarding our neighbourhood priority project proposals for the 2026/27 delivery from Chorley Borough Council.

Typically, proposals are considered during the February/March meetings, however, due to the Local Government Reorganisation, which has introduced some uncertainty around the upcoming arrangements, Chorley Borough Council have reconsidered the approach for the coming year.

Additionally, Chorley Borough Council is currently focused on delivering a large-scale Community Impact Programme. This ambitious initiative encompasses over 100 projects across all ward areas, aiming for completion by May. These projects range from physical improvements to local areas, clean-up, and public realm initiatives, to supporting local communities.

Given these circumstances, it has been agreed to postpone the proposal and selection process for the 2026/27 neighbourhood priorities until after May 2026 and the details of this process will be confirmed at a later date.

They believe this is the most sensible and appropriate approach under the current situation and have confirmed that the current 2025/26 neighbourhood priorities remain unchanged and will continue to be delivered as planned. This does not affect Astley Village Parish Council as our scheme for 2025/26 has already been delivered.

### **Action required by the Parish Council**

The Council is invited to consider the updated information included in this report and:

1. Approve the updated Village Development Plan.
2. Approve a Budget for 2026/27 subject to further consideration and review at the end of the financial year.
3. Set the precept level for Astley Village for issue to Chorley Borough Council

## Appendix A

### Calculating Council Tax

The amount of council tax is dependent on the value of property. Each property is allocated a band based on its value in April 1991. Property built after this date is given the notional value it would have had in 1991.

The Council Tax base is achieved by multiplying the estimated number of properties within each band at the end of the financial year by the 'Band D Ratio' and adding the results together. This produces an equated tax base, i.e., as if all properties were in band D. Statutory fractions are used to calculate the ratios to band D.

The following table sets out a simple example of how a tax base would be calculated:

<b>Band</b>	<b>Number of properties</b>	<b>Ratio to band D</b>	<b>Number of properties x band D ratio</b>
<b>A</b>	90	6/9	60
<b>B</b>	90	7/9	70
<b>C</b>	90	8/9	80
<b>D</b>	90	9/9	90
<b>E</b>	90	11/9	110
<b>F</b>	90	13/9	130
<b>G</b>	90	15/9	150
<b>H</b>	90	18/9	180
<b>Taxbase</b>			870

The resultant band “D” equivalent tax bases are then amalgamated to produce a single figure – a tax base of 870 in the above example. The band D figure is then multiplied by the band D Ratio for each tax band to arrive at the charge for each property within the band.

The next step is to calculate how much is to be raised from council tax.

## Appendix B

### Proposed Budget - Financial Year 2026/27 (1 April 2026 to 31 March 2027)

Budget Heading		Budget Sub-Heading	Total Budget (£)
<b>01 - ADMINISTRATION</b>	01-1	Room Hire/ Zoom Subscription	400.00
	01-2	Office/Sundry (including new Laptop)	1,500.00
	01-3	Insurance	550.00
	01-4	Auditors/Accounts	400.00
	01-5	Election/By-Election/Polls	7,000.00
	01-6	Employee Costs (Salary, Training etc.)	7,000.00
	01-7	Employee Contingency	1,000.00
	01-8	IT/Website	1,000.00
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1,900.00
	02-2	Village Caretaker	-
	02-3	Councillor Training	500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	03-1	Christmas Tree Lights/ Christmas Event	1,000.00
	03-2	Improvements to the Village Centre (including additional seating and litter bins)	5,750.00
	03-3	Contribution towards the refurbishment of the footbridge between The Farthings and Long Copse as part of a Neighbourhood Priority Scheme	2,500.00
	03-4	Planter Scheme (including maintenance)	1,000.00
	03-5	Tree Planting and Maintenance	500.00
	03-6	Wildflower Meadows/Corridors	250.00
	03-7	West Way Nature Reserve maintenance/future improvements	500.00
	03-8	Astley Village Community Garden of Reflection (additional planting and future maintenance)	1,850.00
	03-9	Chancery Road Underpass Improvements	2,000.00
	03-10	Refurbishment of existing Gateway Signs	500.00
	03-11	Road Safety (Maintenance of SPIDs and Speed Enforcement via Lancashire County Council)	5,000.00
	03-12		
	03-13	Paths to provide access from Great Meadow to the play area at West Way Sports Hub	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
<b>04 - GENERAL RESERVE</b>	04	General Reserve	20,000.00
		Balance held in the Unify Credit Union deposit Account	10,000.00
Expected Balance Carried Forward from 2025/26	<b>68,200</b>		
<b>TOTAL BUDGET</b>			<b>94,600</b>

## NOTES

### Village Development Working Group

The Village Development Working Group met on 9 December 2025, and all Councillors were invited to attend to recommended initiatives for 2026/27. The Working Group also considered proposals which could be submitted in respect of Neighbourhood Priorities 2026/27.

They recommended three new initiatives:

- To be funded from the Improvements to the Village Centre Budget, providing additional litter bins including the Astley Village Community Garden of Reflection to be funded from the existing budget of £5,750.00.
- To increase the Road Safety Budget to £5,000.00 to enable the Parish Council to work with Lancashire County Council to fund Speed Enforcement.
- Making a bid to the Neighbourhood Priority Scheme for 2026/27 to refurbishment of the footbridge between The Farthings and Long Copse and allocating a contribution of £2,500.00 should the bid be successful.

It was also agreed in relation to existing budgets:

- To continue to make provision for additional improvements to the Chancery Road Underpass and allocate a reduced budget of £2,000.
- To commission a survey/ report from The Wildlife Trust for Lancashire, Manchester and North Merseyside to consider further maintenance/future improvements West Way Nature Reserve to be funded from the existing budget of £500.
- To increase the Astley Village Community Garden of Reflection budget to £1,850.00 for additional planting and future maintenance.

Since the meeting of the Village Development Working Group on 9 December 2025, the following information has been received:

#### **Additional litter bins including the Astley Village Community Garden of Reflection**

Chorley Borough Council have responded stating that they are not aware of any littering issues in this area or concerns about capacity in the nearby bins and have requested the reasoning for installing another bin in this area. They would generally only install additional bins where there is a demonstrable issue such as heavy littering and/ or the waste volume reports for nearby bins are consistently high.

#### **Commission a survey/ report from The Wildlife Trust for Lancashire, Manchester and North Merseyside to consider further maintenance/future improvements West Way Nature Reserve**

The Wildlife Trust for Lancashire, Manchester and North Merseyside have confirmed that they are happy to come out for a site visit to discuss maintenance and improvements which would include Adam Sharples who carried out the original site visit and quote, although this ended up passing delivery onto our Contracts team as they had hit capacity. Mondays work best for Adam, but he is reasonably flexible with enough time to reschedule other commitments.



Steve Cowell, Contracts Manager, who's team did the path work and platform has also responded stating that they can provide a survey, report and recommendations for the site. The survey would need to be done in the Spring and early summer.



# Astley Village Parish Council

## VILLAGE DEVELOPMENT PLAN UPDATED JANUARY 2026

PROJECTS	ACTIONS	WHEN	BUDGET £
Christmas	Lighting of Christmas Tree/Christmas Event	Ongoing	1000
Improvements to the Village Centre (including additional seating and litter bins)	Work with Chorley Borough Council, Places for People, The Astley and shop leaseholders to improve the appearance of Astley Village as part of the Public Realm initiative by Chorley Borough Council	Ongoing	5,750
Planter Scheme (including planting and maintenance)	Increase the number of planters throughout the village and expand the "adopt a planter" scheme with residents volunteering to maintain the planters.	Ongoing	1000
Tree Planting and Maintenance	To work with and encourage Chorley Borough Council and Lancashire County Council to plant/replace trees removed in Astley Village.	Ongoing	500
Wildflower Meadows/ Corridors	Extension of the Mini Meadows of Wildflowers Project to other areas of Astley Village in conjunction with Chorley Borough Council.	Ongoing	250
West Way Nature Reserve maintenance/future improvements	To commission a survey/ report from The Wildlife Trust for Lancashire, Manchester and North Merseyside to consider further maintenance/future improvements West Way Nature Reserve	2026/27	500
Litter Bins	Work with Chorley Borough Council to site additional litter bins as required, particularly near entrances to Astley Park to be funded from the 'Improvements to the Village Centre' budget.	Ongoing	
Respect the Village Campaign	Project to keep the Village clean and tidy. Encourage reporting environmental issues to Chorley Borough Council and Places for People to be funded from the 'Improving Community Engagement' budget.	Ongoing	
Gateway Signs	Refurbish the existing Gateway Signs.	2026/27	500
Astley Village Community Garden of Reflection	Further planting around the Community Garden of Reflection and future maintenance.	2026/27	1,850
Chancery Road Underpass	Increase public safety and security, additional improvements to the Chancery Road Underpass	2026/27	2,000
Road Safety (Maintenance of SPIDs)	Following the purchase of two permanent solar-powered Speed Indicator Devices (SPIDs) on Chancery Road to deter speeding, to work with Lancashire County Council to fund Speed Enforcement.	2026/27	5,000

PROJECTS	ACTIONS	WHEN	BUDGET £
West Way Sports Hub	To assist with the cost of paths to provide access from Great Meadow to the play area at West Way Sports Hub	2026/27	15,000
Improving Community Engagement and Raise the Profile of the Parish Council	Including having a presence at the Chorley Flower Festival, Poppies on lighting columns along Chancery Road and updating the Village map board.	Ongoing	5,000
Safety (Footpaths and Lighting in Astley Village)	Encourage the appropriate bodies to maintain footpath surfaces and lighting throughout Astley Village to be funded from the 'Improvements to the Village Centre' budget.	Ongoing	
Refurbishment of the footbridge between The Farthings and Long Copse	Making a bid to the Neighbourhood Priority Scheme for 2025/26 to refurbishment of the footbridge between The Farthings and Long Copse and allocating a contribution should the bid be successful.	2026/27	2,500

ASTLEY VILLAGE PARISH COUNCIL

**ASSET REGISTER**

Date purchased/ acquired	Asset description	Asset stored	Purchase Value/Est'd Value £	Insurance Value £ (Excess £250)
<b>Street Furniture £27,842</b>				
01 July 2022	Millenium Noticeboard	Installed at junction of Chancery Road and Hallgate	£1,200	£1,500
01 July 2005	Ornamental Village Entry Signs made of ironwork	Installed one at each boundary of the village on Chancery Road	£500	£550
01 July 2005	Bike hoops	Installed adjacent to the shop area	£200	£250
01 October 2005	Noticeboard	Installed on the wall in the shopping centre	£355	£380
01 June 2011	Two seats, made of recyclate material	Land adjacent to the School, Chancery Road	£768	£1,200
01 September 2011	Information board	Land adjacent to the School, Chancery Road	£1,500	£1,500
01 November 2011	Four planters made of recyclate material	Positioned around village	£1,548	£1,548
04 July 2012	Oak tree for Queens Diamond Jubilee	On land adjacent to the school, Chancery Road	£48	£250
04 July 2012	10 Queens Diamond Jubilee plaques	Plaques attached to: 6 planters, 1 tree, 3 seats	£210	£500
01 March 2012	Seat made of recyclate material	Beside bus stop, Chancery Road	£446	£600
01 November 2012	Living Christmas Tree	Land adjacent Chancery Road, in front of shops	£350	£600
01 October 2013	Two planters made of recyclate material	Positioned around village	£648	£650
01 November 2013	Metal fence sections which attach together	Around the Christmas tree	£200	£550
01 November 2014	Seat made of recyclate material and Planter	Seat at bus stop next to Great Meadow Planter on Chancery opposite Broadfields entrance	£893	£1,200
01 July 2015	Seat made of recyclate material x 1	Bus stop Chancery Road, opposite Buckshaw Hall Road (on Derian side)	£591	£600
01 March 2016	Plaques for seats x	Installed on seats around the village	£264	£264
01 July 2016	Seat made of recyclate material x3	Bus stop at Buckshaw Hall Close Bus stop at school Bus stop at Great Meadow	£1,620	£1,800
01 November 2016	Seat made of recyclate material x 1	Bus stop Chancery Road between Studfold and Long Croft Meadow	£522	£600
01 September 2017	Seat made of recyclate material x 3	Bus stop Chancery Road Broadfields (school side) Bus stop Chancery Road between Wymundsley & Judeland (school side) In front of pharmacy village centre	£1,731	£1,800
01 May 2018	Seat made of recyclate material x 1	Bus stop at Ravensthorpe	£535	£600
01 January 2019	Stone Planters	One at West Way entrance, one in centre	£3,350	£4,000
01 January 2020	Christmas Tree Light sets	Used on Christmas Tree in December	£390	£400
01 January 2020	Trees	Trees planted along Chancery Way (Inventory attached)	£2,924	£3,000
01 August 2022	Directional Finger Post Signs	Location 2 - Chancery Road (near the subway) to the West Way Sports Hub and Location 3 - Judeland Wood to Astley Park	£1,200	£1,200
16 September 2022	Two Unknown Tommy statues	Purchased to be in-situe for the three weeks prior and a week after Armistice Day in the Village and at the Community Garden of Reflection	£500	£500
01 December 2022	Three seats, made of recyclate material	Included as part of the Community Garden of Reflection Project	£1,800	£1,800
<b>Totals</b>			<b>£24,293</b>	<b>£27,842</b>
<b>Mowers &amp; Machinery £7,000.00</b>				
01 July 2019	Two solar speed identification devices	Installed: one near Wymundsley and one opposite Buckshaw Hall Close	£6,800	£7,000
<b>Totals</b>			<b>£6,800</b>	<b>£7,000</b>
<b>Office Equipment £977.11</b>				
01 February 2016	Lap top computer	Clerk's office	£457	£525
01 September 2020	Mobile Filing Trolley	Kept at the Clerks Home Address	£134	£134
01 September 2020	Kyocera M5526CDW Printer	Kept at the Clerks Home Address	£318.00	£318.00
<b>Totals</b>			<b>£909</b>	<b>£977</b>

# Astley Village Parish Council

<b>Title</b>	<b>Introduction of Time Credits Scheme</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>7 January 2026</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 report on the introduction of a 'Time Credits Scheme' where volunteers to support environmental projects in the Parish such as litter picking, earn credits for the hours they volunteer, which could be redeemed for activities and services.</p>						
<p><b>Key Issues</b></p> <p>Some Parish Councillors will recall that until the end of 2022, the Parish Council employed a Parish Caretaker whose primary role was to litter pick each Tuesday morning between 9.30 – 11.20 am, including walkways, footpaths, ginnels and paths. Since then, the Parish Council has held a monthly litter pick on the first Saturday of every month. Residents are encouraged to join the litter pick which has been promoted through posters on the Parish Council noticeboards and in the Winter/ Spring newsletters. The number of volunteers has fluctuated but very often it has just been the Parish Councillors.</p> <p>It has therefore been suggested that to encourage residents to volunteer, the Parish Council introduces a system of rewarding volunteers to support environmental projects in the Parish such as litter picking.</p> <p>The Chorley-based program, run through Tempo Time Credits, ended on March 31, 2025, due to a lack of funding from Chorley Borough Council. While the specific Chorley program has ended, the Tempo Time Credits scheme continues in other parts of Lancashire and the UK.</p>						
<p><b>How Tempo Time Credits Work</b></p> <p><b>Earn Groups:</b> The Parish Council becomes a "Earn Group" within the Tempo network. Volunteers would earn one Tempo Time Credit for every hour they volunteer.</p>						

**Volunteering Activities:** Credits can be earned for a wide range of community contributions, such as helping maintain local outdoor spaces, running community events, supporting local libraries, or assisting at food banks. Initially it is suggested the Parish Council restrict activities to those that support environmental projects in the Parish such as litter picking.

**Rewards and Recognition:** Volunteers can exchange their accumulated Tempo Time Credits for various activities, products, and services provided by a network of local and national "Recognition Partners".

**Funding and Implementation:** The Parish Council would fund the Tempo Time Credits program.

Following discussions with Tempo Time Credits, they have confirmed that ordinarily, Parish Councils and other community organisations can apply to become an "earn group," meaning they issue Time Credits to volunteers in recognition of their contributions.

However, because the funded Time Credits programme in Chorley ended in March 2025, Tempo is no longer able to set up new earn groups in the area or provide the infrastructure to support them and therefore are unable to offer the full scheme locally at present.

#### **Action required by the Parish Council**

The Parish Council are invited to note the report.



## Astley Village Parish Council

### Personnel Committee

12 November 2025 at 6.30 pm

Present

Councillor Chris Sheldon (Chair) (in the Chair); Councillors Keith Ashton and John McAndrew.

#### **1. Election of Chair**

RESOLVED – That Councillor Chris Sheldon be elected Chair of the Personnel Committee until the next Annual Parish Council Meeting.

*Councillor Sheldon in the Chair.*

#### **2. Apologies for Absence**

There were no apologies.

#### **3. 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.

Mr C Ainsworth (Parish Clerk & Responsible Financial Officer) declared an interest in item 7 'Contract of Employment & Statement of Particulars' as the report concerned himself and left the meeting during the discussion and vote on the item.

#### **4. Minutes**

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 8 November 2023 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

#### **5. Exclusion of the Press and Public**

RESOLVED – That the Press and public be excluded from the meeting during consideration of item 7 'Contract of Employment & Statement of Particulars' (Minute 7) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

## **6. Review of HR Policies**

The Committee reviewed the following policies (copies of which had been circulated):

- (i) Bullying and Harassment Policy.
- (ii) Equality and Diversity Policy.

### **(i) Bullying and Harassment Policy**

RESOLVED – That the Bullying and Harassment Policy be confirmed.

### **(ii) Equality and Diversity Policy**

The Committee discussed the need to provide a training/ briefing session to all Parish Councillors at least once a year.

RESOLVED – That the Equality and Diversity Policy be confirmed.

## **7. Contract of Employment & Statement of Particulars**

The Parish Clerk and Responsible Financial Officer submitted a report (copies of which had been circulated) inviting the Committee to review the Contract of Employment & Statement of Particulars of the Parish Clerk and Responsible Financial Officer.

Agreement had been reached on the Local Government Pay Award for 2025/26 covering the year from 1 April 2025 to 31 March 2026 and the cost implications were set out in the report.

The Committee also reviewed the 'Clerk Expense/ Reimbursement Policy' and 'Sickness Absence Policy/ Procedure'.

RESOLVED - (1) That the Local Government Pay Award for 2025/26 from 1 April 2025 be noted.

(2) That the pay grade of the Parish Clerk be maintained at LC2 point 23.

(3) That in future, the annual appraisal of the Parish Clerk be undertaken by this Committee at the November meeting, as part of the Contract of Employment & Statement of Particulars item on the agenda.

## **8. Date of Next Meeting**

RESOLVED – That the next meeting of the Personnel Committee be held on Wednesday 11 November 2026 at 6.30 pm at the Community Centre.

The meeting concluded at 7.10 pm.

Chair