



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 11 January 2023** at 7 pm in the Community Centre at which the following business will be transacted.

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.

Mr Andrew Pratt MBE, Deputy Police and Crime Commissioner for Lancashire will be attending the meeting.

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 2 November 2022. (Enclosed).

6. Exclusion of the Press and Public

To consider the Press and public for any item on the Summons due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies

(Admission to Meetings) Act 1960.

7. 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).

Mr Peter O'Neill, Events Team Leader, Chorley Borough Council will be attending the meeting to discuss the traffic order making Chancery Road one way for the bonfire and fireworks display event on Friday 4 November 2022.

8. Statutory Business

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

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 2022/23 budget headings and Precept. (Enclosed).
- v. To review the Review Asset Register (Enclosed)
- vi. To appoint Internal Auditor for the 2021/22 Accounts.

10. Spring Newsletter

The Parish Clerk to report at the meeting.

11. Christmas Event – 8 December 2022

The Parish Clerk to report at the meeting.

12. Environment Reports

To receive a verbal update at the meeting.

13. Reports from Parish Council representatives on Other Bodies

- Chorley Liaison – Councillor John McAndrew
- Friends of Astley Park – Councillor John McAndrew.
- Neighbourhood Area Meeting (NW Parishes and Chorley North) (The next meeting will be held on 9 February 2023).

14. Minutes of the Personnel Committee

To receive the minutes of the Personnel Committee held on Wednesday 23 November/ 8 December 2022 (Enclosed)

15. Correspondence

The Clerk to report at the meeting.

16. 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.

17. Dates of Future Meetings

To note that the next meeting of the Parish Council will take place on Wednesday 1 March 2023 at the rise of the Parish Meeting.

Schedule of Meetings 2023/24

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

- Wednesday 1 March 2023 at the rise of the Parish Meeting.
- Wednesday 10 May 2023 (Annual Meeting)
- Wednesday 5 July 2023
- Wednesday 6 September 2023
- Wednesday 1 November 2023
- Wednesday 3 January 2024
- Wednesday 6 March 2024 at the rise of the Parish Meeting

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



23 December 2022



Astley Village Parish Council

Title	Borough/County Councillor Reports					
Report of	Councillors Alistair Morwood, Adrian Lowe and Jean Sherwood, Borough Councillors - Chorley North and Astley (Chorley Borough Council)					
Date	11 January 2023					
Type of Paper	Decision		Discussion		Information	X
<p>Purpose of Report</p> <p>To consider a report from the Borough Councillors - Chorley North and Astley (Chorley Borough Council).</p>						
<p>Key Issues</p> <p>We are delighted that the Foxcote play Area was officially opened on 22 November 2022. A group of children from Buckhaw Primary School were invited along to try out the new equipment and have their photograph taken. The play inspector has cut away loose netting which was embedded in the grassed section opposite the play area as it was perceived to be a potential trip hazard. The team leader will arrange for this area to be levelled out as soon as possible.</p> <p>Work on the Village Green Garden of Refection is now underway. I am sure residents will enjoy the fruits of this collaborative project between Astley Village Parish Council and Chorley Borough Council.</p> <p>We will begin to distribute our winter newsletter throughout the village and in the north of the ward. Residents should receive their copy sometime in January 2023.</p> <p>A request has been made for three Chorley Borough Council notice boards in the ward, one of which will be in Astley Village.</p> <p>We are still waiting to hear from Places for People regarding a walkabout in the village. This will be pursued further after Christmas.</p> <p>Chorley Borough Council will pilot five 'green' bus shelters to encourage biodiversity throughout the borough. One of these bus stops will be by Chorley and South Ribble Hospital.</p>						

Unfortunately, all three of us were unable to attend the village carol service due to Chorley Borough Council commitments.

Action required by the Parish Council

To note the report.



Astley Village Parish Council

Meeting of the Council

2 November 2022 at 7.00pm

Present

Councillor Arnold Almond (Chair) in the Chair; Councillor John McAndrew (Vice Chair); Councillors Emma Barraclough, Matt Lynch, Edward Murdoch, Chris Sheldon and Ian Thomas.

307.01 Apologies for Absence

Councillors Keith Ashton and Gillian Sharples.

307.02 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 Chris Sheldon declared a Personal Interest as a member of the Lancashire Wildlife Trust.

307.03 Public Engagement

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

No issues were raised.

307.04 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 the double flashing beacon outside Buckshaw Primary School was not illuminated and this had been reported to Lancashire County Council but no action had been taken to date.

It was reported that a resident had contacted the Parish Council concerning dangerous parking on Studfold, including cars being parked on the bend at the bottom of Studfold near Chancery Road with other cars parked opposite to them. This resulted in the road being reduced to a single lane with the traffic in the left lane being forced out into on-coming traffic. It was suggested that if vehicles were causing an obstruction, this should be reported to the Police.

It was reported that there had been incidents of anti-social behaviour on Wymundsley involving a group of lads, aged between 12 and 16. Residents front doors had been repeatedly kicked causing damage and footballs had been kicked at the windows and tennis balls thrown at the doors. The incidents had been reported to the police.

RESOLVED – (1) That the reports be noted.

(2) That Councillor John McAndrew be requested to provide details of the case number regarding the flashing beacon outside Buckshaw Primary School to Councillor Aidy Riggott.

(3) That the Parish Clerk be requested to clarify with the resident whether the dangerous parking was at particular times of the day.

307.05 Minutes

RESOLVED - That the minutes of the Annual meeting of the Parish Council held on Wednesday 7 September 2022 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

307.06 Exclusion of the Press and Public

RESOLVED – That the press and public be excluded from the meeting to enable the Parish Council to discuss the merits of candidates which inevitably could include their personal attributes and therefore be prejudicial (Minute 307.08(ii)).

307.07 Parish Clerk Report

The Parish Clerk and Responsible Financial Officer submitted a report (copies of which had been circulated) providing an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.

Parish and Town Council Conference Saturday 12 November 2022

It was reported that Councillors Emma Barraclough and John McAndrew would be attending the Lancashire Parish and Town Council Conference on Saturday 12 November 2022.

The St Vincent de Paul Society Chorley Buddies

The Parish Clerk reported that the St Vincent de Paul Society Chorley Buddies had approached the Parish Council requesting a meeting to discuss proposal to introduce a Community Larder and run support groups in Astley Village. Councillor John McAndrews reported that he together with, Parish Clerk had met Paul McBeth prior to the Parish Council and suggested that there were opportunities to make better use of the small meeting room at the Astley Village Community Centre during the day.

Astley Village Community Garden of Reflection

It was reported that Chorley Borough Council had confirmed the costings for the scheme based on the tenders received. The approximate cost of delivering the scheme was £9,500, significantly above the funding already allocated.

Derian House

Parish Councillors referred to the recent visit to Derian House and the issues discussed during the visit including parking.

Attachments to Lighting Columns

The Parish Clerk reported that costs had been obtained costings for the purchase of poppies along Chancery Road attached to the lighting columns:

Poppy size - 30.1cm x 39.6cm, giving 24 poppies per sheet of Correx.

- 24 poppies (single sheet) – total £125.32.
- 120 poppies (5 sheets) - total price £465.34.
- 240 poppies (10 sheets) - total price £816.87.

It was suggested that an application be made to Lancashire County Council seeking permission for attachments to lighting columns along Chancery Road including poppies in the period immediately before and after Armistice Day and banners throughout the year.

It was reported that a resident had requested that plastic poppies be installed on the lighting columns in Astley Village this year. Chorley Borough Council had offered to provide a small number of poppies which the Parish Council could borrow to put up in key areas in the Village.

West Way Sports Hub – Phase 2 (New Play Area and Works to Pathways at the Site)

It was reported that the tender return date for the West Way Sports Hub – Phase 2 had now expired and only received one compliant bid had been received. Councillors Keith Ashton and Matt Lynch would now be involved in the tender evaluation and a meeting would shortly take place to discuss the submitted proposal.

Planters

It was reported that discussions had taken place with Hartwood Maintenance regarding the cost of an enhanced maintenance programme between May and September each year which included watering, weeding, maintenance and any extra soil required for the plants in the ten planters in the village. The additional cost was £160.

Estimated Costs of Parish Elections

It was reported that Chorley Borough Council had confirmed that the estimated re-charge for the elections combined with borough elections in May 2023 would be £3,114.06 for a contested election and £290.81 for an uncontested election. The Parish Clerk confirmed that there was currently £5,000 allocated in the Parish Council Budget for Election/By-Election/Polls.

Remembrance Sunday – 13 November 2022

It was noted that Councillor Emma Barraclough would lay a wreath on behalf of the Parish Council at Chorley's Remembrance Sunday commemoration on Sunday 13 November 2022.

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:

- LALC, New Councillors and Clerks Training (£35.00).
- White Hill Direct Ltd, Dual Door External Noticeboard (£1,114.80).
- Royal British Legion, Unknown Tommy statue (£200.00)
- havis.co.uk, Hi Vis Vest (£11.23).
- Amazon, Bulldog Clips (£7.50).
- Hartwood Maintenance, Planters Maintenance (£300.00).
- White Hill Direct Ltd, Additional Finger Post Sign (£300.00).
- Asda, Heavy Duty Bin Liners (£12).

(3) That Parish Clerk be requested to arrange for the Parish Council's contribution to for the West Way Nature Reserve Project (£5,000) to be paid to Chorley Borough Council once the final cost was known but that this amount should include the future provision and installation of interpretation boards.

(4) That the budget for the Astley Village Community Garden of Reflection be increased from £2,000 to £5,000 subject to Chorley Borough Council agreeing to fund the balance of the Scheme.

(5) That the Parish Clerk be requested to seek permission from Lancashire County Council for attachments to lighting columns along Chancery Road, to include poppies in the period immediately before and after Armistice Day and banners throughout the year.

(6) That as part of the annual budget setting, (i) the budget for 'Improving Community Engagement and Raising the Profile of the Parish Council' be increased from £1,500 to £5,000 to fund the application process and various attachments to lighting columns along Chancery Road and (ii) the budget for 'Election/By-Election/Polls' be increased from £5,000 to £7,000.

(7) That the additional cost of £160 to maintain the ten planters in the village between May and September (watering, weeding, maintenance and any extra soil required etc.) be approved.

(8) That the proposal to introduce a Community Larder and run support groups in Astley Village by St Vincent de Paul Society Chorley Buddies be welcomed, and the Parish Council would support discussions taking place with Chorley Borough Council to discuss making better use of the small meeting room at the Astley Village Community Centre during the day.

307.08 Statutory Business

(i) Resignation from the Parish Council

The Parish Clerk reported that Mr Matt Frohock had resigned from the Parish Council on 13 October 2022 resulting in two vacancies on the Parish Council. It was reported that the statutory notice had been displayed on the Parish Council notice boards on 25 October 2022 and if ten electors did not call for a by-election by 15 November 2022, the Parish Council could co-opt to the vacancy.

(ii) Co-option to the Parish Council Vacancy

The Parish Clerk reported that there had been one expression of interest.

Members had been provided with details of the applicant and their submissions.

The Parish Clerk reported that for a candidate to be co-opted to the Parish Council, it was necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting. If there was still a vacancy at the end of the election process, the vacancy would be advertised again, and the co-option process repeated until a candidate was successfully co-opted to the Parish Council (or until the vacancy is filled by normal election).

The applicant (Mr Edward Murdoch) was then given the opportunity to make a brief presentation prior to members holding an election to fill the vacancy and confirmed that he fulfilled the qualifications for standing for election.

RESOLVED - The press and public be excluded from the meeting to enable the Parish Council to discuss the merits of candidate which inevitably could include their personal attributes.

It was then:

RESOLVED – (Unanimously) That Mr Edward Murdoch be co-opted on to the Parish Council.

Councillor Edward Murdoch signed the Declaration of Acceptance of Office and joined the meeting.

(iii) Planning Issues Relevant to the Village

The Parish Clerk reported that the Parish Council had not been consulted on any planning application received by Chorley Borough Council since the last meeting of the Parish Council on 7 September 2022.

RESOLVED – That the report be noted.

307.09 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 25 October 2022.

It was reported that Buckshaw Primary School had approached the Parish Council regarding funding to provide each child a school book bag to carry their books in which would cost £1,210. The school would normally provide the children with a plastic book bag to transport their book home and back to school but these were poor quality and the school were keen to encourage the children to take care of their books.

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

(2) That the Parish Council fund the cost of providing each child at Buckshaw Primary School with a school book bag at a cost of £1,210 and the 'Grant Awards/Local Projects and Groups Budget' be increased from £1,000 to £2,000.

(ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 September 2022 and 31 October 2022 as follows:

Date	Creditor	Description	Total	Vat	Net
04/11/22	Employee 4	Reimbursements (September 2022)	25.75		25.75
04/11/22	Employee 4	Reimbursements (October 2022)	45.35		45.35
01/11/22	Easy Web Sites	Monthly rental	69.60	11.60	58.00
23/11/22	Zoom	Zoom Subscription (Nov 2022)	14.39	2.40	11.99
15/11/22	Employee 2	Salary (Nov 2022)	82.33		82.33
15/11/22	Employee 4	Salary (Nov 2022)	310.20		310.20
15/11/22	HMRC	Tax (Nov 2022)	77.40		77.40
01/12/22	Easy Web Sites	Monthly rental	69.60	11.60	58.00
23/12/22	Zoom	Zoom Subscription (Dec 2022)	14.39	2.40	11.99
15/12/22	Employee 2	Salary (Dec 2022)	82.33		82.33
15/12/22	Employee 4	Salary (Dec 2022)	310.00		310.00
15/12/22	HMRC	Tax (Dec 2022)	77.60		77.60
			1,178.94	28.00	1,150.94

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.

307.10 Newsletter

The Parish Clerk reported that the timetable for producing and distributing the Winter Newsletter was as follows:

- Friday 28 October – Deadline for articles from Parish Councillors.
- Tuesday 1 November – Deadline to send articles to Printers.
- Friday 4 November – Printers send final proof of the newsletter

- Monday 7 November – Final version sent to Printers.
- Wednesday 16 November – Printed newsletters delivered to Parish Clerk.
- Wednesday 23 November – Delivery to residents.

It was reported that the Parish Council Facebook account had now been created to promote events and a draft Protocol for the administration of the account had been prepared. The Facebook account would be administered by Councillors Emma Barraclough and Gillian Sharples.

RESOLVED – (1) That the report be noted.

(2) The Parish Clerk be requested to confirm whether Chancery Fields, Mimosa Close, Clematis Close, Camomlie Close, Columbine Close and Badgers Walk receive a copy of the Parish Newsletter.

(3) That the number of newsletters printed be increased from 1650 to 1700 (1750 if the properties in resolution (2) above are not already included in the distribution).

(4) That Councillor Emma Barraclough be requested to prepare an article in the Winter Newsletter providing details of the new Parish Council Facebook account and the draft Protocol for the administration of the account be circulated to Parish Councillors.

307.11 Christmas Event Planning

The Parish Clerk reported that Parklands High School had confirmed that the band should be ok for Thursday 8 December 2022 to play at the Parish Christmas Carol Singing be held round the Christmas Tree in front of the shops in Astley Village at 7pm

Councillor Barraclough reported that she had arranged the following:

- Knitted and crocheted decorations for display.
- Candy canes be and Christmas colouring sheets be provided.
- Posters be displayed around the village and in the new A-frame display b.
- The event be promoted on the Parish Council Facebook.
- A suggestion/compliment box.
- Colouring sheets and pencils.
- Buckshaw Primary School would be singing Jingle Bells and Away in a Manger.
- Parkland School Band would be playing two Christmas Carols.

The Carol Sheet and new information boards would shortly be printed.

Adlington Electrical Ltd had agreed to put the lights on the Parish Council Christmas tree again this year. They will be put on the tree and tested on Thursday 1 December 2022 and taken down on 6 January 2023.

RESOLVED – (1) That the report be noted.

(2) That the Parish Council fund the cost of providing each child at Buckshaw Primary School with a Christmas selection box (£1.25 each) and the cost be met from the 'Lighting of Christmas Tree/Christmas Event' Budget.

307.12 Environment Reports

It was reported that the walkabout with Places for People (Great Meadow and Buckshaw Close) would take place on Thursday 11 November 2022 at 11.30am (meeting at Buckshaw Hall Close ponds).

307.13 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

A copy of the agenda from the last meeting held on 18 October 2022 had been circulated with the Summons. Councillor John McAndrew reported that he had attended the meeting where an informative presentation had been made by Inspector Mike Moyes from Lancashire Constabulary.

RESOLVED – That the reports be noted.

307.14 Correspondence

Correspondence received had been reported as part of ‘Borough/County Councillor Reports’ (Minute 307.4) and the ‘Parish Clerk Report’ (Minute 307.07).

307.15 Schedule of Meetings 2023/24

RESOLVED - That meetings of the Parish Council take place on the following dates:

- Wednesday 10 May 2023 (Annual Meeting)
- Wednesday 5 July 2023
- Wednesday 6 September 2023
- Wednesday 1 November 2023
- Wednesday 3 January 2024
- Wednesday 6 March 2024 at the rise of the Parish Meeting

307.16 Date of Next Meeting

To note that the next meeting of the Parish Council would take place on Wednesday 4 January 2023 at 7pm.

The meeting concluded at 9.10 pm.

Chair



Astley Village Parish Council

Title	Parish Clerk Report					
Report of	Parish Clerk & Responsible Financial Officer					
Date	11 January 2023					
Type of Paper	Decision	X	Discussion		Information	X

Purpose of Report

To provide an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.

Key Issues

Co-option to the Parish Council

Councillor Eddie Murdoch has been provided with a Parish Council email address and ID badge. The website and the noticeboards have been updated (including the Register of Members Interests Form).

Parish and Town Council Conference Saturday 12 November 2022

Councillors Emma Barraclough and John McAndrew attended the Lancashire County Council, annual Lancashire Parish and Town Council Conference on Saturday 12 November 2022. Councillors Emma Barraclough and John McAndrew will provide an update at the meeting.

The St Vincent de Paul Society Chorley Buddies

At the last Parish Council Meeting, the proposal to introduce a Community Larder and run support groups in Astley Village by St Vincent de Paul Society Chorley Buddies be welcomed, and the Parish Council would support discussions taking place with Chorley Borough Council to discuss making better use of the small meeting room at the Astley Village Community Centre during the day. This has been communicated to The St Vincent de Paul Society Chorley Buddies.

I have written to the Deputy Chief Executive, Chorley Borough Council asking the Council to indicate if they would support would the reconfiguration of the existing access arrangements at the Community Centre to enable the small meeting room to be used during the day. The Parish Development Working Group have suggested that £10,000 be allocated in the budget to support this initiative.

West Way Nature Reserve Project

The Parish Council's contribution to for the West Way Nature Reserve Project (£5,000) has been paid to Chorley Borough Council and this amount includes the future provision and installation of interpretation boards. The invoice raised by Chorley Borough Council has now been paid and the work is expected to start in January 2023. It is expected that the Project for the will be completed during the 2022/23 financial year.

Restoration of Astley Hall - Conservation of the painting of Susannah Brooke (child).

Chorley Borough Council have provided an update regarding the conservation of the painting of Susannah Brooke (child). The paintings conservator, Lancashire Conservation Studios have now assessed the painting in person and has provided the attached report (Appendix A). The cost of conservation excluding VAT is a little over what was originally estimated. Lancashire Conservation Studios had assumed from the images that the distortions were due to lack of tension but in fact they are caused by delamination of the lining canvas which can only be corrected by re-lining. This is slightly more expensive to rectify.

The Parish Council are invited to consider if it is happy to continue with the contribution of up to £3,000, and Chorley Borough Council will cover the remaining amount from its collections budget.

If this is agreed, it is expected that the conservation of the painting will be completed during the 2022/23 financial year therefore it is suggested that the budget be removed.

Experimental Traffic order To Make Chancery Road One Way

A traffic order was in put place, making Chancery Road one way for the bonfire and fireworks display event on Friday 4 November 2022.

Mr Peter O'Neill, Events Team Leader, Chorley Borough Council will attend the meeting on 11 January 2023 to discuss the system used on Friday 4 November and going forward with events.

Astley Village Community Garden of Reflection

At the last Council Meeting it was agreed that the budget for the Astley Village Community Garden of Reflection be increased from £2,000 to £5,000 subject to Chorley Borough Council agreeing to fund the balance of the Scheme.

Chorley Borough Council have confirmed that they are able to provide £4,000 total from neighbourhood priority funding.

Therefore, my understanding that this now covers the full anticipated costs of £9,500:

- £4000 – Neighbourhood Priorities budget (Chorley Borough Council).
- £5000 – Parish Council.
- £500 – Open Spaces (Chorley Borough Council).

Work started on site at the beginning of December 2022. The benches have also been ordered and the Parish Development Plan Working Group have suggested that the existing benches be relocated at the West Way Nature Reserve (one along the long stretch on the west Way side and the other with its back to West Way car park). Lancashire Wildlife Trust are due to start work on West Way Nature Reserve in February so it is suggested that the two benches are installed after this is complete. In the interim the two benches will be stored at Chorley Borough Councils Bengal Street Depot.

The project will be completed during the 2022/23 financial year therefore it is suggested that the budget be removed (£5,000).

Gateway Signs

The Parish Development Working Group will be considering options for the refurbishment of the existing Gateway Signs at their next meeting and have recommended that £1,000 be allocated for this initiative.

Buckshaw Primary School

The grant agreed at the last meeting to fund the cost of providing each child at Buckshaw Primary School with a school book bag at a cost of £1,210 has been paid to the school.

The 'Grant Awards/Local Projects and Groups Budget' has been increased from £1,000 to £2,000 as agreed by the Parish Council on 11 November 2022. The Parish Development Working Group have suggested that the Grant Awards/Local Projects and Groups Budget be increased in the 2023/24 budget to £2,500.

Leasing of the Grass Pitches to Astley and Buckshaw Junior Football Club (Pony Field near Derian House)

No response has been received from Chorley Borough Council regarding the request for information enquiring when the lease to Astley and Buckshaw Junior FC for the Pony Field near Derian House are due for renewal and seeking an assurance that the Parish Council would be consulted as part of the renewal process.

Speed Indicator Device (SPiDs) Policy and Procedure

Lancashire County Council have approved new policy and procedures regarding the installation of SPiDs - please find the link below to the Policy & procedures, Appendix: <https://council.lancashire.gov.uk/documents/s204361/Appendix%20A.pdf>

It is recommended that the Road Safety budget which includes the maintenance of SPiDs be reduced from £1,000 to **£500**.

Proposing Neighbourhood Priorities 2023/24

The next round of Neighbourhood Area Group Meetings will take place in January 2023 and February 2023. At these meetings, members will be invited to propose neighbourhood priority project ideas to be discussed and agreed for delivery between April 2023 and March 2024

Appendix A provides details of creating a proposal and the process and to aid this Appendix B provides a local insight. Ideas must be submitted prior to the meeting (Appendix C) so they can be collated and shared to help aid discussions within the meetings.

Parish Council Budget 2023/24

As part of the annual budget setting, it has been agreed that (i) the budget for 'Improving Community Engagement and Raising the Profile of the Parish Council' be increased from £1,500 to £5,000 to fund the application process and various attachments to lighting columns along Chancery Road and (ii) the budget for 'Election/By-Election/Polls' be increased from £5,000 to £7,000.

There is a separate report on the agenda (Item 9(iv)) inviting the Parish Council to (i) approve the updated Village Development Plan as recommended by the Parish Development Plan Working Group on 14 December 2022, (ii) approve a Budget for 2023/24 subject to further consideration and review at the end of the financial year. And (iii) set the precept level for Astley Village for issue to Chorley Borough Council.

Christmas Event - Thursday 8 December 2022

Adlington Electrical Ltd have agreed to put the lights on the Parish Council Christmas tree again this year. They were put on the tree and tested and will be taken down on 6 January 2023.

The Parish Christmas Carol Singing was held on Thursday 8 December 2022 and attended by approximately 110 people. Refreshments were served following the event in the Community Centre. Father Christmas made an appearance and children from Buckshaw Primary School entertained us with some carols.

That the Parish Council provided each child at Buckshaw Primary School with a Christmas selection box and the cost was met from the 'Lighting of Christmas Tree/Christmas Event' Budget (£250 – 300 selection boxes). Tesco made a donation of £40 to purchase 40 additional selection boxes and Councillor Matt Lynch funded 10 selection boxes.

Attachments to Lighting Columns

It is proposed to write to Lancashire County Council in January 2023, seeking permission for attachments to lighting columns along Chancery Road, to include poppies in the period immediately before and after Armistice Day and banners throughout the year.

The Parish Council agreed at the November 2022 meeting to increase the budget for 'Improving Community Engagement and Raising the Profile of the Parish Council' from £1,500 to **£5,000** to fund the application process and various attachments to lighting columns along Chancery Road.

Grit Bins

A resident has contacted the Parish Council stating that she has sent an email to Chorley Borough Council requesting a grit bin for Judeland cul-de-sac, houses 9 - 41. They live at the very end of multiple cul-de-sacs and says it is extremely dangerous and difficult to start a journey en-route to Chancery Road and West Way. I have replied to the resident explaining that Lancashire County Council as the Highway Authority that are responsible for providing grit bins and that they do provide grit bins where the location meets the intervention criteria, alternatively these can be provided by other authorities if they choose to do so. This is the Lancashire County Council page <https://www.lancashire.gov.uk/winter/gritting/grit-bins/> and contains more information and a link to apply for a grit bin. The outcome isn't influenced by partner or Councillor support unfortunately.

Winter Newsletter

The printed Winter Newsletter was delivered to Parish Clerk on Wednesday 16 November 2022 and delivered to 1st Euxton (ROF) Scout Group on Wednesday 23 November for delivery to residents.

The 1st Euxton (ROF) Scout Group have confirmed that Chancery Fields, Mimosa Close, Clematis Close, Camomlie Close, Columbine Close and Badgers Walk receive a copy of the Parish Newsletter in future.

Remembrance Sunday

Councillor Emma Barraclough attended Chorley's Remembrance Sunday commemoration on Sunday 13 November 2022 on behalf of the Parish Council and lay a wreath on behalf of the Parish Council.

Councillor Matthew Lynch collected a small number of poppies from Chorley Borough Council to put up in key areas in the Village. The poppies were put up on the street signs, the Astley Village welcome signs and the SPIDs this year. The Tommy at the Astley Village Community Garden of Reflection was removed by Councillor John McAndrew on 16 November 2022.

The Parish Clerk has arranged to purchase 120 poppies for along Chancery Road to be attached to the lighting columns Poppy size - 30.1cm x 39.6cm, (5 sheets) - Total cost £465.34.

Personnel Committee

The Personnel Committee met on Wednesday 23 November and 8 December 2022 to review (i) the Pay and Conditions of Service of Existing Employees, (ii) Bullying and Harassment Policy and (iii) Equality and Diversity Policy. A copy of the minutes are on the agenda for this meeting.

In relation to the 2023/24 Parish Council Budget, the Personnel Committee have recommended that:

- The post of Village Caretaker should remain vacant and that the Employee Costs (Salary, Training etc.) budget be reduced to £5,750.
- The current budget for equipment for the Village Caretaker of £500 is removed.
- The Employee Contingency budget be reduced from £2,000 to £1,000.

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

- Tesco, Christmas Selection Boxes - £250.
- Buckshaw Primary School, School Book Bags - £1,210
- Chorley Council, Astley Village Community Garden of Reflection - £5,000
- Chesford Grange Hotel, SLCC Practitioners Conference - £246.50.
- SLCC, SLCC Practitioners Conference £288.
- Councillor Emma Barraclough, Christmas Event - £45.90.
- Tesco, Christmas Event Refreshments - £101.35.
- Printwise, Christmas Event Printing - £100.
- Printwise, Winter Newsletter 2022 - £750.
- Tesco, Milk for Christmas Event - £5.25
- Post Office Counters Ltd, 2nd Class Stamps - £5.44

Action required by the Parish Council

To note the report.

Lancashire Conservation Studios
Lancashire County Museums Service
Condition and Conservation Treatment Recommendations



Client: Astley Hall – Amy Dearnaley

Date of assessment: 18/10/2022

Report Created by: Michael Bowes - Conservator

Artist: -

Title: - portrait of Susannah Brooke (Child)

Date: -

Dimensions mm (excl frame): - 800 x 640

Accession No:-

Object:



Description of Object

Oil painted Portrait of Susannah Brooke – this is the proposed sitter however further research is necessary to confirm the sitter with more certainty. The child is depicted in a white dress with a lace head-dress, holding flowers. The background is predominantly dark but there is a distant landscape visible to the right of the sitter. The painting is in poor condition with a large amount of over paint and delamination in the original canvas.

CONDITION REPORT

PAINTING

The painting is currently insecure. The paint layer is extremely fragile in some sections and is actively flaking from the ground layer of the painting.

The painting has had previous conservation intervention. It appears as if the original varnish has been removed at some point as small remnants can be seen in the weave texture of the canvas. The current varnish appears to have yellowed indicating that this treatment may have been some time ago. There are also visible areas of old retouching in the lower section of the painting.

Poor condition in terms of stability of paint and stability of primary support

There are numerous delamination's of the original canvas from the secondary support canvas (lining) these are particularly evident in the upper left corner and lower right corner however there are several sections across the painting where delamination has and is occurring.

There is damage and loss of paint in the upper left and lower right corners. This is related to the distortions in the primary canvas and associated loss of paint due to the bulge in the canvas support. These areas are fragile and will require consolidation to avoid further loss of original paint.

The painting appears to have a significantly discoloured varnish layer and a significant amount of retouching and overpaint. The over paint appears to be particularly evident in the lower sections of the dress and arms of the sitter, however it is assumed that

large amounts of the dark coloured background may also have overpainted section owing to the abrasion that can be seen at various points across the painting.

It is unknown if this overpaint is covering large areas of loss or damage and this will only become obvious once conservation treatment has commenced.

It is highly recommended that the painting is removed from the old lining to correct the delamination's and distortions in the original canvas. The painting should be re-lined on to a conservation grade fabric and using conservation grade adhesives to ensure longevity and stability of the support method for the original painting. It is currently unknown as to the method of the current lining and the current adhesive is also unknown. The painting will be faced during the lining removal and relining process to offer protection and security to the original paint.

The current stretcher is missing stretcher keys and in a less than ideal condition. It is possible that a new stretcher may be required for the painting or fixtures to the old stretcher to realign the corners and allow proper support of the painting.

RECOMMENDATIONS AND CONSERVATION TREATMENT

1. De-frame the painting and photograph
2. Surface Clean – Remove the thin surface dirt deposits using aqueous cleaning methods
3. Remove discoloured varnish – removal of overpaint
4. Consolidate front sections of paint instability
5. Apply a facing material across the front of the painting to protect during old lining removal.
6. Remove old lining material from the original canvas
7. Remove old lining adhesive from the back of the original canvas
8. Prepare new lining material and adhesive and re-line the painting using the low pressure table.
9. Repair the current stretcher and re-stretch the painting
10. Fill losses to original paint and texture to match the surrounding original paint
11. Retouch losses and areas of old overpaint to re-integrate
12. Apply new conservation grade varnish layer
13. Re-frame into original frame. Line the rebate with conservation foam cushioning if needed.
14. Thin frame build-up – attach a thin wooden build-up to the back of the frame with a rebate to house the rigid backboard.
15. Seal painting and new conservation back board (6mm Correx) into frame to protect against environmental fluctuations while on display/storage/transport

A written and photographic record of conservation treatment and materials will be provided at the end of the project.

COSTS AND OPTIONS

Conservation Treatment to include all the treatment options above (1-15)	£ 3,200 (ex VAT) inclusive of materials
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TOTAL for conservation inclusive of VAT @20%	£3,840
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Glazing options – costs for glazing are taken from the dimensions 800 x 640 to be retro fit into current frame.

3mm Tru Vue Optium Acrylic	£ 200 (ex VAT)
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Tru Vue Ultra Vue 4.4mm Laminated	£ 120 (ex VAT)
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CONTACT DETAILS

Paintings Conservator

Michael Bowes
Conservation Officer – Paintings
Michael.Bowes@lancashire.gov.uk
01772 530225

PROPOSING NEIGHBOURHOOD PRIORITIES

Chorley Council continue to support neighbourhood working and sees the benefit of enabling elected representatives and other organisations to work together to improve local communities. Therefore, an annual budget of £50k has been retained to support neighbourhood priority project delivery

At the meetings in the New Year each Neighbourhood Area Group will be asked to select their priorities. To assist in this process, we have provided some supplementary information to help members of the group to prepare for identifying and selecting priorities

Producing your Proposal

The council also continues to encourage projects that focuses on the wider determinants of health and wellbeing, as these issues impact on the daily lives of our residents. In addition, the impact that the Cost of Living crisis is having on our communities is set to further exacerbate negative impacts for many residents, widening gaps in inequalities therefore there is an opportunity for Member to consider project that help to reduce this impact and lessen the long term impacts.

We would encourage you to think about how the project could help achieve any of the below

- Provide opportunities to make communities healthier
- Provide help to keep neighbourhoods clean and safe
- Provide support for those experiencing financial hardship
- Provide opportunities that address food poverty
- Provide opportunities that address furniture poverty
- Provide opportunities for those experiencing mental health issues
- Provide opportunities to addresses social isolation
- Provide opportunities to enhance life skills of residents
- Provide support to overcome digital barriers and address gaps in provision
- Provide opportunities that help encourage residents to be more active

Submitting your Proposal (Priority Proposal Form)

To help aid discussions in the meeting and selection of priorities we are asking if you can complete as best possible the Priority Proposal Form. This looks to gather information and make it easier at the area meeting to discuss, access feasibility and prioritise selection

Form includes

- Detail of Project - what is to be delivered and anticipated actions
- What are expected outcomes/how will it enhance life of people in the community
- Is there a rationale or any evidence that supports why the project is needed?
- What other partners may need to be consulted in order to deliver the project
- What are the anticipated costs of the project?
- What other resources may be needed to deliver the project
- Do you feel the project can be completed within financial year?

Funding Available

Chorley Council commits a £50k budget investment to support priorities which resulting from the creation of six areas, each Neighbourhood Area group will have a budget of £8000 to allocate to their chosen priority projects

Each area group can allocate the funds accordingly to projects which they agree to deliver. This will give the group opportunity to fund either one large project or allocate to several different projects. It is recommended that no more than a maximum of four projects are chosen to be delivered

While the council continues to support the delivery through this funding and officer time, each neighbourhood area is encouraged to consider what match-funding and support may be available through other partners. This has been successful in recent years in enhancing projects that would otherwise not been delivered.

Timescales

The following process will be used to nominate, select, and approve the neighbourhood priorities for each neighbourhood area:

Information: Selection reports created and sent to each neighborhood area group with project proposal criteria <i>Selection reports includes.</i> <ul style="list-style-type: none">• <i>Community insight</i>• <i>Guidance to help create priority proposal</i>• <i>Priority proposal form</i>• <i>Timescales</i>	December
Nomination: Deadline for Neighbourhood Priority project proposals to be submitted See below table for each area group deadline Proposals collated and circulated for Neighbourhood Area meetings	Jan/Feb
Selection: Neighborhood area meetings Discuss and agree projects to be delivered for 2023/24 delivery Meeting agenda content covered as agreed	February/March
Approval: Produce EMD to get final Exec Member sign off for 2023/24 Neighbourhood priorities delivery	March
Scoping: Assign Lead Officer to projects for scoping and delivery Lead officer works with lead member from neighbourhood group to scope the priority – including timescales, costs and funding etc.	April
Delivery: Delivery of agreed priority projects	April 23 to March 24

Update and monitoring: Neighbourhood Area meetings Update on the progress regards selected neighbourhood priorities	June / July
Mid-term Update and monitoring: Update provided by email (in addition to ongoing progress updates on individual projects) on all selected neighbourhood priorities to neighbourhood management groups	October

Deadlines for submitting Neighbourhood Priority Proposals

Neighbourhood Area	Deadline for submitting proposals	Meeting date
Chorley Town East	23 January 2023	30 January 2023
Northern Parishes	25 January 2023	2 February 2023
North West Parishes & Chorley North	2 February 2023	9 February 2023
Chorley Town West	7 February 2023	14 February 2023
Eastern Parishes	13 February 2023	20 February 2023
Western Parishes	22 February 2023	1 March 2023

Supplementary insight Information

At the meetings in the New Year each Neighbourhood Area Group will be asked to select up to four priorities. To assist in this process, the following information is to help members of the group to prepare for identifying and selecting priorities. It is a combination of data across a range of factors and local intelligence

This includes;

- Community Insight Information
- Previous priority project ideas
- Residents Survey
- Central Lancashire ICP - Marmot team review - Chorley selected Health inequalities / social determinants of health

Community Insight Information

Changing needs within our communities

The negative financial, health and social impacts of Covid and the emerging impacts related to the increase in the cost of living is significantly affecting those who were already in vulnerable situations but has also affected those experiencing hardship for the first time who are less likely or familiar with accessing support.

COVID-19 impact

The pandemic has presented a global challenge and the side effects of this on society is of concern. Intelligence suggests that the pandemic will widen existing inequalities and create new ones.

The drastic changes have understandably had a significant impact on the mental health of many residents and effected various groups differently. From the clinically extremely vulnerable to the furloughed fearing future uncertainty, this unique challenge to ordinary life has impacted both those with pre-existing vulnerabilities as well as those who normally enjoy mentally healthy lives.

It has been found that COVID-19 has compounded the “one community” aspect, to provide a well-established network of support, which covers a wide range of areas and early intervention and prevention remains vital in tackling these areas to mitigate the longer-term impacts.

Cost of Living Crisis

Since late 2021, there has been an emerging cost of living crisis that has impacted households. The crisis is characterised by the increase in the cost of everyday essentials, such as food, energy, and transport, which have been increasing faster than the rate of income for many households.

The causes behind this are generally considered to be:

- Rapid increase in energy prices caused by increased demand for gas in Asia, depleted storage supplies in Europe, and disrupted gas supply chains as a result of the war in Ukraine (80% of households in England are heated by mains gas with 33% of electricity generated from gas power stations),
- Increase in prices for commodities and goods as a result of the impact of the Covid-19, which has decreased the rate production due to pandemic shutdowns as well as increased global shipping costs as result of reduced capacity, making imports more expensive. The war in Ukraine has also impacted food prices as a major exporter of agricultural goods.

The impact is forecast to deepen for many:

- The Bank of England forecasts wages to grow by 4.75% in 2022 compared to an inflation rate of over 8%,

- Poorest households have been disproportionately affected by the increases in gas and electricity prices in particular, as they spend a larger proportion of their total household income on gas and electricity (11%) compared to the richest 10% (4%)
- Institute for Fiscal Studies (IFS) projected that by October 2022, the poorest households could experience an inflation rate of 14% compared to 8% for the richest households
- The National Institute of Economic and Social Research estimates 1.5m British households, 1 in 20, will soon face bills for food and energy which will exceed their disposable income after housing costs.

It is widely known that the current and emerging increases in the cost of living will impact all residents and some will not be able to accommodate the increases without having a detrimental impact on family or individual health, wellbeing and other wider impacts such as loss of jobs.

Themes of Support

In response to the above, the following gives some details of areas of focus that may inform area groups in selecting priorities. These themes have been identified through various themes of work within communities and act as a summary of the key areas of need that have been identified and what support might be required to meet these needs.

Cost of Living - Lower income households and those facing financial insecurity

The cost of living crisis has and will continue to have a significantly effect on many households. Through the engagement within our communities and joint working with our local partners it has been evidenced that residents in need of support has continued to rise following the pandemic. More residents who have previously never accessed support are presenting to services in need of help.

Energy

Data analysis following delivery of Household support fund (phase 1) has highlighted the main root causes residents are experiencing difficulties are:

- Recent rise in fuel bills - Many had seen their monthly outgoings rise by up to 25% over recent months and are worried how they will cope with further increases to fuel costs.
- Reduced income due to reductions in universal credit - affected those who are working as well as those who are not working. People on low incomes are struggling to meet their monthly out goings. Those experiencing reduced universal credit payments reported being behind on direct debit payments for household fuel charges.

Debt and Money management

One of the key themes found as part of the community hub response was households requiring financial support. Help is needed around managing money and debt management.

Feedback from our partners delivering Household Support Fund have identified significant number of people who are using online gambling websites and as a result struggling financially.

During Covid there was an increase in the use of takeaway delivery services. These behaviours have continued, and now become the norm for households. This emphasising on the education and awareness of how people could manage and allocate their money more effectively, along with establishing a healthier lifestyle.

Essential living – Food/essential items

Over the last 2 years we have a significant rise in the need and reliance on emergency food support. (foodbanks/food clubs). There has been a reduction in the perceived stigma previously attached to utilising food banks but still are some reluctance for families new to accessing support to come forward for help via this model.

Working with many local food partners the feedback indicates a growing need for this provision. Residents have reported in the struggles to budget for food and are seeking out food clubs/banks at least once a week. Feedback from HSF has shown that some residents no longer budgeted for food and had become dependent on the extra provision.

Furniture Poverty

Over the last two years and through support programmes delivered there has been a recognised rise in furniture poverty. A significant proportion of families and individuals do not have the financial resource to replace a piece of furniture (beds etc.) or white goods resulting in poor living conditions and poor value for money in how they manage their budgets (food shopping). LCC have commissioned a service across Lancashire, and it is important that this service is fully utilised, along with monitoring where possible to ensure that local demand can be supported.

Employability

As of September 2022, the Universal Credit claimant count in Chorley was 2.5% which compares to a Lancashire average of 4%. However, the economic inactivity rate in Chorley has increased to 23.3%, compared to pre-pandemic levels of 20.1%. This trend is similar nationally and the Office for National Statistics has suggested that this is possibly linked to NHS waiting lists for the over 50s.

Support will need to be around helping residents to get into employment and equipping them with the skills to do so. There are regional and national funding programmes available, and there is an established Chorley Together Employment working group

Mental health

Social Prescribing team identified that as a direct result of COVID clients have mainly needed help around emotional support, bereavement and experiencing heightened levels of anxiety. The national picture of mental health found post-CoVid confirms higher levels of mental distress for those unemployed or inactive employment.

Categories of Referrals (Service Level)	Qtr 1	Qtr 2
Social Isolation/Groups	37	85
Care needs	34	16
Mental Health	30	62
Financial Support	17	22
Bereavement	12	13
Housing/ASB	11	18
Weight Loss/Diabetes/Motivation	10	6
Dementia	7	3
Physical Health/Pain Mgt/Cancer	6	22
Learning Difficulties	6	2

Data from our social prescribing service shows referrals regarding mental health needs have doubled from Quarter 1 to Quarter 2 this year.

Since July this year the Social Prescribing Team have had a waiting list of over 100 cases, receiving 170 referrals/Population Health Management contacts in July 2022, 163 in August and 198 in September. This is a significant rise of around approx. 100 compared to last year with figures in July 2021 of 59, August 2021 of 76 and September 2021 of 72.

Feedback from the team of Social Prescribers in Chorley has identified gaps around provision for residents who possibly don't meet the crisis criteria of support from the Mental Health Team and are struggling whilst on waiting lists for Mindsmatter and other talking therapies.

The suggested focus is that support is required for those residents who need a form of a listening ear or more 'informal' drop-in where they can go to speak to a Mental Health specialise or volunteer on a 121 or group basis around their mental health.

In Chorley we have a lot of social activities, however those residents identified above sometimes are not ready to go to a group setting or somewhere they may have to participate in a specific activity.

Support will need to be focused around emotional wellbeing, holistic treatments, counselling and promoting activities aimed at increasing mental and physical wellbeing.

Support for parents and families

A key area that has been affected are parents and families and have been found to be more greatly impacted both economically and in terms of their mental health compared to non-parents. Many children living in deprived areas face “holiday hunger”. This is when the absence of free school meals during the school holidays is compounded by the need to pay childcare costs. Chorley saw an increase in households seeking support for basic food and supplies.

Support for this will need to be wide ranging around some key areas such as managing money, debt management and promoting activities aimed at increasing mental and physical wellbeing for the whole family.

Below are some of the issue's and support needs families reported who accessed Household Support Fund:

- Lack of knowledge and confidence to engage with other services and access available resources
- Trust issues or needed practical support such as help with online applications
- Advocacy/advice with current situation and issues they were experiencing
- Help to put their voice across and heard by agencies such as DWP, GP's CAF & TAF
- Support to prepare and cook nutritional family meals on a budget.
- Provision of nappies & baby milk
- Support to access free childcare
- Support with child behaviour
- Parents whose children were having issues with school
- Development delay of babies and children
- Post intervention and support for those experiencing historic domestic abuse.
- Support to cope with multiple children
- Support for new parents

It has been recognised that if handled in the right way (targeted and through trusted partners) families are willing to attend workshops that help them to develop skills such as cooking on a budget, healthy lifestyle approaches, being more active, looking after their mental health.

Older people

Older people have been adversely affected by Covid-19, not only in terms of the death toll but also regarding negative mental health impacts of the virus due to increased isolation levels and stress caused by the physical threat of the virus.

Loneliness in older people has been an area of increased risk prior to CoVid, as highlighted within the intelligence coming out of the social prescribing service, with a third of cases referred to social prescribing as part of this evaluation involved people feeling lonely.

Residents who would benefit from attending a social activity do not know where to start in terms of finding out where they are and what is available and sometimes need encouragement at first to attend. Cost is a factor in encouraging people to try a group and opportunities to occupy time with other leisure activities is limited for some residents particularly those who are already somewhat isolated or lonely Support will need to focus on building confidence, tackling loneliness, and promoting activities aimed at increasing mental and physical wellbeing.

Previous Neighbourhood Priority Projects

Below are a range of previous projects / ideas which may help groups

Priority Project	Details	Outcomes
Project to address Social Isolation	Delivery of open sessions to supporting people to connect with others through fun activity. Could be Community based café sessions, bingo activity, etc. Potential to build on what is out there and support	Help address poor levels of mental health and anxiety, and people scared of going out and meeting others. Will support residents to take an active part in their community. Support to Build confidence, Improve Wellbeing, and make connections to become self-sustainable
Provide opportunities that address food poverty	Support for local organisations who are helping provide emergency food parcels or hot food to those who are vulnerable within the community	Ensure that all residents struggling have essential supplies
Provide support for those experiencing financial hardship	Community based hubs to support housing (select move access), digital access benefit support, debt management etc.	Build skills, Improve Resilience Increase Digital Access. People not clear on where to go for help and lack of digital Skills are an issue and doing something face to face will help this support
Project to improve Mental Health	Provide peer support opportunities for those experiencing difficulties. Looking at peer support for anxiety/building confidence.	To address poor levels of mental health and anxiety, with higher levels of trauma, bereavement, domestic abuse, suicide, general impact of COVID-19. Build Personal Resilience, Improve Wellbeing Make connections in community Become self-sustainable

<p>Project to provide physical activity opportunities to make communities healthier</p>	<p>Provide opportunities that help encourage residents to be more active. Inactivity coupled with high levels of mental health and anxiety, have resulted in people not doing exercise</p> <p>“Getting Back to Exercise” sessions to come and try</p>	<p>Build confidence Improve Wellbeing Improve health</p>
<p>Addressing unemployment and supporting people back into work / making work ready</p>	<p>Delivery of series of Confidence Building courses, Interpersonal Skills etc. to provide new skills and Learning. Possible Roadshow of providers for come and try taster sessions</p> <p>Confidence and low-level mental health issues are long standing common barriers to employment.</p>	<p>moving customers closer to employment, but also will reduce social isolation, reduce the impact of poor emotional wellbeing</p> <p>The course will focus on low level Employability and Volunteering related Skills as well as further developing the Confidence and Emotional Wellbeing of the attendees.</p>
<p>Defibrillator Provision</p>	<p>Supply of Public access defibrillator and awareness sessions to increase confidence for community to use. Approx. £2000</p>	<p>Increased defibrillator provision in the area</p>
<p>Healthy Eating Project</p>	<p>Will provide nutritional advice and cooking skills workshops to educate adults / parents / and children around eating healthy and better wellbeing.</p>	<p>Help address levels of obesity and help cooking on budget style work across range of targeted cohorts of residents. Upskill residents and raise awareness of how to cook healthy meals. Educate to make better use of money and shopping on a budget</p>
<p>Community Clean Up Events</p>	<p>Deliver community clean up event with skip and bulky item collections. Also encourage residents to get involved through litter picking</p>	<p>Residents taking pride in where they live and creating cleaner, safer communities</p>

Residents' Survey 2021

Neighbourhood Area: North West Parishes and Chorley North

Wards:	Euxton; Buckshaw and Whittle; Chorley North and Astley
Population:	25,593
Male:	12,539
Female:	13,054
Surveys Completed:	312

Better Than Overall	Within Overall Threshold (5%)	Below Overall
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Perception of the Council

	Neighbourhood Area	Overall Residents Survey
% of residents are satisfied with the way Chorley Council runs things	74%	73%
% of residents think Chorley Council provides value for money	57%	56%
% of the residents think that Chorley Council act on the concerns of local residents	55%	53%

Your Local Area

	Neighbourhood Area	Overall Residents Survey
% of residents are satisfied with their local area as a place to live	92%	86%

	Neighbourhood Area	Overall Residents Survey
% residents think Chorley Council keeps residents informed about the services and benefits it provides	66%	67%

	Neighbourhood Area	Overall Residents Survey
% of residents feel safe after dark	68%	64%
% of resident feel safe in the day	96%	92%

Satisfaction with Services

Services that residents said they were most satisfied with:	Neighbourhood Area	Overall Residents Survey
Waste and recycling collection	79%	83%
Parks and open spaces	87%	82%
Keeping public land clear of litter and refuse	71%	67%
Sports and leisure facilities	55%	53%

Life in Chorley

	Neighbourhood Area	Overall Residents Survey
% of residents think the council are making Chorley a better place to live	76%	78%
% of residents think the council are making their neighbourhood a better place to live	55%	54%
% of residents think Chorley is creating more things for families to do	67%	65%
% of residents think Chorley is making itself a better place to work	50%	46%
% of residents think that Chorley council involves them in decision making	45%	46%
% of residents think that Chorley is well run and efficient	54%	56%
% of residents think Chorley Council staff are friendly and polite	55%	61%
% of residents think Chorley Council are easy to contact	64%	67%
% of residents think Chorley Council listens to the concerns of residents	44%	45%
% of residents think Chorley Council supports appropriate housing for local people.	28%	31%

Areas where we are performing well:

- Residents were very satisfied with their local area as a place to live
- When compared to other wards Euxton had the highest satisfaction level with parks and open spaces and keeping public land clear of litter and refuse.
- The percentage of residents that feel safe during the day and after dark, scored higher than the overall borough results

Coronavirus (Covid 19 Pandemic)

The top three aspects that residents were concerned the most about were:

- The mental health of their friends and family (31%)
- Their own physical health (29%)
- The physical health of their friends and family (28%)

Areas where we could improve:

When compared to other wards, Buckshaw and Whittle had;

- The second highest level of dissatisfaction (22%) with sports and leisure facilities
- The second lowest satisfaction with the way Chorley Council runs things.
- The lowest satisfaction with waste and recycling collection

When compared to other wards, Chorley North and Astley had;

- The second lowest satisfaction with waste and recycling collection

Environmental Issues

74% of people think that it's important that the Council and residents work together to tackle climate change and its impact

Things the Council could be doing to move towards a greener Chorley were:

- Improvements to bus and rail services (72%)
- Greener energy, e.g. wind turbines, solar panels (65%)
- Tree planting, including 'Tree Giveaways'(64%)

ITEM 7 - APPENDIX C

Neighbourhood Priority – Proposal Form

We would encourage you to think about how the project could help achieve any of the below

- Provide opportunities to make communities healthier
- Provide help to keep neighbourhoods clean and safe
- Provide support for those experiencing financial hardship
- Provide opportunities that address food poverty
- Provide opportunities that address furniture poverty
- Provide opportunities for those experiencing mental health issues
- Provide opportunities to addresses social isolation
- Provide opportunities to enhance life skills of residents
- Provide support to overcome digital barriers and address gaps in provision
- Provide opportunities that help encourage residents to be more active

Please complete all sections with as much detail as available

Neighbourhood Area Group	
Issue you would like to improve through this project (if applicable from above list)	
Suggested Project Give details of what you think could be delivered	
What are the expected outcomes? How will it enhance the life of people in the community?	

<p>Is there any evidence you have that supports the outcomes you have identified?</p>	
<p>What other partners may need to be consulted in order to deliver the project</p>	
<p>What are the anticipated costs of the project? Is it achievable within the budget?</p>	
<p>Is there any funding identified from other sources towards the project?</p>	
<p>Do you feel can be completed by March 2024?</p>	
<p>Any other information you feel relevant</p>	

Please return completed forms to bernie.heggarty@chorley.gov.uk



Astley Village Parish Council

Title	Planning Issues Relevant to the Village					
Report of	Parish Clerk					
Date	11 January 2023					
Type of Paper	Decision		Discussion		Information	X
Purpose of Report						
To consider any planning issues relevant to the village.						
Key Issues						
The Parish Council has not been consulted on any planning application received by Chorley Borough Council since the last meeting of the Parish Council on 2 November 2022.						
Action required by the Parish Council						
To note the report.						

FINANCIAL POSITION - SUMMARY 11 January 2023
Financial Year 2022/23 (1 April 2022 to 31 March 2023)

			£
Receipts and Expenditure Account			
Receipts			
Precepts			20,397.00
Grant			3,877.00
Refunds			52.18
Other			-
Bank Interest (Barclays)			87.27
Bank Interest (Unify Credit Union)			-
Advertisements			-
VAT on Receipts/Recovered			942.69
Total Receipts			25,356.14
Expenditure Total			
			22,682.06
Income & Expenditure Reconciliation			
Balance Brought Forward at 1 April 2022			84,345.11
Add: total receipts to date		+	25,356.14
Less: total expenditure to date		-	22,682.06
Balance			87,019.19
Bank Reconciliation			
Community Account (chequeing account)	23/12/22	+	1,500.00
Business Premium Account	23/12/22	+	81,521.84
Unify Credit Union deposit	01/04/22		5,384.72
Less unrepresented cheques/ET/SO		-	1,387.37
Plus uncleared credits		+	
			87,019.19
Unrepresented cheques/SO/Payments			
January/February			1372.98
Zoom			14.39
			1387.37
Uncleared Incomes			
			0.00

AGENDA ITEM 9(ii)

PAYMENTS TO BE APPROVED

January/February 2023

Date	Creditor	Description	Cheque No	Total	Vat	Net
06/01/23	Employee 4	Reimbursements (November 2022)	EB	51.85		51.85
06/01/23	Employee 4	Reimbursements (December 2022)	EB	42.85		42.85
01/01/23	Easy Web Sites	Monthly rental (January 2023)	DD	69.60	11.60	58.00
23/01/23	Zoom	Zoom Subscription (January 2023)	EB	14.39	2.40	11.99
13/01/23	Employee 4	Salary & Backpay (January 2023)	EB	553.30		553.30
13/01/23	HMRC	Tax (January 2023)	EB	138.20		138.20
01/02/23	Easy Web Sites	Monthly rental (February 2023)	DD	69.60	11.60	58.00
23/02/23	Zoom	Zoom Subscription (February 2023)	EB	14.39	2.40	11.99
15/02/23	Employee 4	Salary (February 2023)	EB	335.00		335.00
15/02/23	HMRC	Tax (February 2023)	EB	83.80		83.80
				1,372.98	28.00	1,344.98

BUDGET REPORT – 11 January 2023
Financial Year 2022/23 (1 April 2022 to 31 March 2023)

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription	200.00	197.64		2.36
	01-2	Office/Sundry	1,000.00	631.68		368.32
	01-3	Insurance	450.00	449.54		0.46
	01-4	Auditors/Accounts	300.00	275.00		25.00
	01-5	Election/By-Election/Polls	5,000.00	-		5,000.00
	01-6	Employee Costs (Salary, Training etc.)	6,500.00	5,909.68		590.32
	01-7	Employee Contingency	2,000.00	-		2,000.00
	01-8	IT/Website	1,000.00	611.00		389.00
02 - COUNCIL	02-1	New sletter/Publications	1,500.00	1,421.25		78.75
	02-2	Village Caretaker	500.00	12.00		488.00
	02-3	Councillor Training	500.00	35.00		465.00
	02-4	Grant Awards/Local Projects and Groups	2,000.00	1,974.00		26.00
03 - VILLAGE DEVELOPMENT PLAN	03-1	Lighting of Christmas Tree/Christmas Event	800.00	701.60		98.40
	03-2	Village Improvements (Additional Seating)	7,000.00	-		7,000.00
	03-3	Improve Village Centre & Enhance Village Green	1,000.00	-		1,000.00
	03-4	Planter Scheme (including maintenance)	860.00	580.00		280.00
	03-5	Tree Planting	2,500.00	110.00		2,390.00
	03-6	Wildflower Meadows/Corridors	500.00	-		500.00
	03-7	West Way Nature Reserve	5,000.00	-		5,000.00
	03-8	Astley Village Community Garden of Reflection	5,000.00	5,166.66	-	166.66
	03-9	Finger Post Signs	2,500.00	1,373.00		1,127.00
	03-10	Gateway Signs and Refurbishment of Millennium Notice Board	2,000.00	929.00		1,071.00
	03-11	Road Safety (Maintenance of SPIDs	1,000.00	-		1,000.00
	03-12	Grant - Astley Hall (Restoration of Picture)	3,000.00	-		3,000.00
	03-13	Play area and path at West Way Sports Hub	35,000.00	-		35,000.00
	03-14	Improving Community Engagement and Raising the Profile	1,500.00	1,215.11		284.89
04 - GENERAL RESERVE	04	General Reserve	21,091.25	-		21,091.25
Balance Carried Forward from 2021/22	84,318.49					
TOTALS			109,701.25	21,592.16	-	88,109.09
VAT to be Recovered		£1,089.90				
Total Spend to Date				22,682.06		



Astley Village Parish Council

Title	Proposed 2022/23 Budget Headings and Precept					
Report of	Parish Clerk & Responsible Financial Officer					
Date	11 January 2023					
Type of Paper	Decision	X	Discussion		Information	
Purpose of Report						
To assist the Council in finalising the Budget for 2023/24.						
Key Issues						
<p>The Parish Council is reminded that the level of precept to cover expenditure during 2023/24 for Astley Village must be determined at this meeting so that Chorley Borough Council as rating authority can be advised accordingly to enable it to set a legal budget by 1 March 2023. Chorley Borough Council we be setting its budget and Parish Precepts on Tuesday 28 February 2023.</p> <p>Appended to this report are:</p> <ul style="list-style-type: none"> • A note setting out useful criteria used for calculating Council Tax (Appendix A) • A draft budget (Appendix B) • The updated Village Development Plan as recommended by the Village Development Working Group (Appendix C) 						
2022/23 Budget						
<p>The Parish Yield for 2022/23 was £20,397 with the Band D amount being £22 (the same as 2021/22) making the amount available £109,650.69 (including the underspend carried forward as of 1 April 2022 - £84,345.11) and other income received (grant from Chorley Borough Council (£3,877), bank interest and VAT reclaimed). The estimated expenditure as of 31 March 2023 is £32,000 including the West Way Nature Reserve Project (£5,000) and conservation of the painting of Susannah Brooke (£3,000)</p>						

2023/24 Budget

The total suggested budget for 2023/24 is **£103,410**. This is based on:

- the allocation of budgets recommended by the Village Development Working Group on 14 December 2022 to deliver the Village Development Plan (Appendix C).
- The anticipated underspend carried forward as of 1 April 2023 (approximately £78,000). This does not include any additional bank interest between the time of writing the report and 31 March 2023 and VAT to be reclaimed from HMRC for the financial year 2022/23.
- Minor adjustments to reflect expected expenditure more accurately under individual budget headings already agreed by the Parish Council.
- Maintaining a 'General Reserve' of £20,000. It is good practice that the General Reserve is equivalent to the Precept.

Assuming an anticipated underspend to be carried forward as of 1 April 2023 (approximately £78,000), Parish Top-up Grant from Chorley Borough Council (£3,877), bank interest and VAT to be reclaimed from HMRC (approximately £1,100), £20,433 would need to be raised via the Parish Yield for the financial year 2023/24.

At the time of writing this report (23 December 2022), Chorley Borough Council have confirmed that they have not yet agreed the Council Tax Base for Astley Village for the financial year 2023/24 e.g., updating the number of properties in each Council Tax Band. The data for 2022/23 is below. If the Parish Council was to set a similar precept for 2023/24 the anticipated amounts would be very similar.

Actual No of properties	Council Tax Base 2022/23	Parish Precept 2022/23 (including top-up Grant)	Parish Top-up Grant 2022/23	Parish Yield 2022/23	Band D Parish Charge 2022/23
1,421	£927.20	£24,274	£3,877	£20,397	£22.00

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 2023/24 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.

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:

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

At the time of writing this report (23 December 2022), Chorley Borough Council have confirmed that they have not yet agreed the Council Tax Base for Astley Village for the financial year 2023/24 e.g., updating the number of properties in each Council Tax Band. The data for 2022/23 is below. If the Parish Council was to set a similar precept for 2023/24 the anticipated amounts would be very similar.

Band	Amount Payable (£)
A	14.67
B	17.11
C	19.56
D	22.00
E	26.89
F	31.78
G	36.67
H	44.00
Gross Total	24,671

Appendix B

Proposed Budget - Financial Year 2023/24 (1 April 2023 to 31 March 2024)

Budget Heading		Budget Sub-Heading	Total Budget (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription (1)	250.00
	01-2	Office/Sundry	1,000.00
	01-3	Insurance	450.00
	01-4	Auditors/Accounts	300.00
	01-5	Election/By-Election/Polls (2)	7,000.00
	01-6	Employee Costs (Salary, Training etc.) (3)	5,750
	01-7	Employee Contingency (4)	1,000.00
	01-8	IT/Website	1,000.00
02 - COUNCIL	02-1	Newsletter/Publications	1,500.00
	02-2	Village Caretaker (5)	0
	02-3	Councillor Training	500.00
	02-4	Grant Awards/Local Projects and Groups	2,000.00
03 - VILLAGE DEVELOPMENT PLAN	03-1	Lighting of Christmas Tree/Christmas Event	800.00
	03-2	Village Improvements (Additional Seating)	7,000.00
	03-3	Improve Village Centre & Enhance Village Green	1,000.00
	03-4	Planter Scheme (including maintenance)	860.00
	03-5	Tree Planting and Maintenance (6)	500.00
	03-6	Wildflower Meadows/Corridors	500.00
	03-7	West Way Nature Reserve (7)	0
	03-8	Astley Village Community Garden of Reflection (8)	0
	03-9	Finger Post Signs (9)	0
	03-10	Gateway Signs and Refurbishment of Millennium Notice Board (10)	1000.00
	03-11	Road Safety (Maintenance of SPIDs) (11)	500.00
	03-12	Grant - Astley Hall (Restoration of Picture) (12)	0
	03-13	Play area and path at West Way Sports Hub	35,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council (13)	5,000.00
04 - GENERAL RESERVE	04	General Reserve	20,000.00
Balance Carried Forward from 2022/23	64,880.00		
TOTALS			92,410.00

- (1) It is suggested that the Room Hire/ Zoom Subscription budget is increased from £200 to **£250**.
- (2) The Parish Council agreed at the November 2022 meeting to increase the budget for 'Election/By-Election/Polls' from £5,000 to **£7,000**.
- (3) The budget for Employee Costs (Salary, Training etc.) is currently of £6,500. The Personnel Committee have recommended that the post of Village Caretaker remains vacant and that the budget be reduced to **£5,750**.
- (4) As the Personnel Committee have recommended that the post of Village Caretaker is not filled at the present time, it is suggested that the current budget for equipment for the Village Caretaker of £500 is removed.
- (5) The Personnel Committee have recommended that the Employee Contingency budget be reduced from £2,000 to **£1,000**.
- (6) Reduce the budget for Tree planting from £2,500 to **£500**.
- (7) The Project for the West Way Nature Reserve will be completed during the 2022/23 financial year therefore it is suggested that the budget be removed (£5,000).
- (8) The Project for the Astley Village Community Garden of Reflection will be completed during the 2022/23 financial year therefore it is suggested that the budget be removed (£5,000).
- (9) The Project for the installation of Finger Post Signs has been completed during the 2022/23 financial year therefore it is suggested that the budget be removed (£2,500).
- (10) The Project for the Refurbishment of Millennium Notice Board has been completed during the 2022/23 financial year therefore it is suggested that the budget be reduced from £2,000 to **£1000** for the Gateway Signs.
- (11) It is recommended that the Road Safety budget which includes the maintenance of SPIDs be reduced from £1,000 to **£500**.
- (12) The grant for the Conservation of the painting of Susannah Brooke (child) at Astley Hall will be completed during the 2022/23 financial year therefore it is suggested that the budget be removed (£3,000).
- (13) The Parish Council agreed at the November 2022 meeting to increase the budget for 'Improving Community Engagement and Raising the Profile of the Parish Council' from £1,500 to **£5,000** to fund the application process and various attachments to lighting columns along Chancery Road.

The Parish Development Working Group have suggested that **£10,000** be allocated in the budget to reconfigure the existing access arrangements at the Astley Village Community Centre to enable the small meeting room to be used during the day.

The Parish Development Working Group have suggested that the Grant Awards/Local Projects and Groups Budget be increased from £2,000 to **£2,500**.



Astley Village Parish Council

VILLAGE DEVELOPMENT PLAN UPDATED JANUARY 2023

PROJECTS	ACTIONS	WHEN	BUDGET £
Christmas	Lighting of Christmas Tree/Christmas Event	Ongoing	800
Improve Village Centre & Enhance Village Green (including additional Seating)	Work with Chorley, Places for People, The Astley and shop leaseholder to improve the appearance of Astley Village	Ongoing	8,000
Planter Scheme (including maintenance)	Increase the number of planters throughout the village and expand the “adopt a planter” scheme with residents volunteering to maintain the planters.	Ongoing	860
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,	Ongoing	500
Litter Bins	Work with Chorley to site additional litter bins as required, particularly near entrances to Astley Park.	Ongoing	
Respect the Village Campaign	Project to keep the Village clean and tidy. Encourage reporting environmental issues to Chorley & PFP. Provide volunteer litter pick equipment for residents/groups for community litter picks.	Ongoing 2023/24	
Gateway Signs	Refurbish the existing Gateway Signs	2023/24	1,000
Astley Village Community Centre	Reconfigure the existing access arrangements to enable the small meeting room to be used during the day.	2023/24	10,000
Road Safety (Maintenance of SPIDs)	Following the purchase of two permanent solar-powered Speed Indicator Devices (SPIDs) on Chancery Road to deter speeding, to monitor data to identify further action to improve road safety.	2023/24	500
Play area and path at West Way Sports Hub	To fund play equipment (£30,000) at the new West Way Sports Hub and fund additional footpaths (£5,000).	2023/24	35,000
Improving Community Engagement and Raise the Profile of the Parish Council	Including having a presence at the Chorley Flower Festival and banners and Poppies on lighting columns along Chancery Road.	2023/24	5,000

PROJECTS	ACTIONS	WHEN	BUDGET £
Safety (Footpaths and Lighting in Astley Village)	Encourage the appropriate bodies to maintain footpath surfaces and lighting throughout Astley Village.	2023/24	

ASSET REGISTER

Date purchased/ acquired	Asset description	Asset stored	Purchase Value/Est'd Value £	Insurance Value £ (Excess £250)
Street Furniture				
£23,725.00				
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	£1,620	£1,800
01 November 2016	Seat made of recyclate material x 1	Bus stop at Great Meadow 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 Astlev Park	£1,200	£1,200
Totals			£21,993	£25,542
Mowers & Machinery				
£5,150.00				
01 July 2019	Two solar speed identification devices	Installed: one near Wymundsley and one opposite Buckshaw Hall Close	£6,800	£7,000
Totals			£6,800	£7,000
Office Equipment				
£540.75				
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
Totals			£909	£977



Astley Village Parish Council

Personnel Committee

23 November 2022 at 7pm

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

Councillor Gillian Sharples on 23 November 2022

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 5 'Contract of Employment & Statement of Particulars' as the report concerned himself.

4. Minutes

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 17 July November 2021 (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 5 “Contract of Employment & Statement of Particulars” (Minute 5) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

6. 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 for all employees of the Parish Council.

The report also included an update on Local Government Pay Award 2022/23.

The Parish Clerk reported that the Village Caretaker had informed him that he wished to resign from his post. The Personnel Committee discussed the options available including whether Chorley Borough Council (Streetscene) could replicate the current arrangement i.e., litter pick along Chancery Road once a week

The Parish Clerk reported that Standing Order 14 required that “in every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees” and this had been delegated to this Committee.

In addition, within the Terms of Reference of the Personnel Committee, “the Chair should undertake an annual appraisal for the Parish Clerk and the Clerk will undertake an annual appraisal for the Village Caretaker and any other staff employed by the Parish Council. The Personnel Committee will receive a report outlining the outcome of the annual appraisals undertaken. The Personnel Committee will consider any issues raised.”

RESOLVED – (1) That the Contract of Employment & Statement of Particulars for the Parish Clerk and Responsible Financial Officer be noted and no changes be made.

(2) That the update in relation to Local Government Pay Award 2022/23 and National Living Wage be noted.

(3) That the Village Caretaker’s contract of employment be terminated as at 31 December 2022 and that in the period between now and that date, any outstanding holiday entitlement should be taken.

(4) That the Parish Clerk be requested to contact Mr Chris Walmsley at Chorley Borough Council to ascertain whether Streetscene could replicate the current arrangement i.e., litter pick along Chancery Road once a week, and if so, how much this would cost.

(5) That the Chair of the Personnel Committee be requested to undertake the annual appraisal for the Parish Clerk.

7. Review of HR Policies

The Personnel Committee reviewed the following HR Policies:

- (a) Bullying and Harassment Policy.
- (b) Equality and Diversity Policy.

RESOLVED – (1) That no changes be made to the Bullying and Harassment Policy.

(2) In relation to the Equality and Diversity Policy, the following changes be made:

- In the fifth paragraph under “Introduction” the deletion of “senior management team in the second sentence and replaced with “the Chair of the Parish Council and the Chair of the Personnel Committee”.
- Under the sub-heading “DISABILITY”, the deletion of the third bullet point and replace with “seek to continue to improve access to information”.

8. Date of Next Meeting

RESOLVED – That the next meeting of the Personnel Committee be held in November 2023 at 7pm at the Community Centre at a date determined by the Parish

9. Adjournment

At 7.45 pm it was:

RESOLVED – That the meeting be adjourned until 6.00 pm on Thursday 8 December 2022 at the Community Centre, to consider the response from Chorley Borough Council regarding whether Streetscene could replicate the current arrangement i.e., litter pick along Chancery Road once a week, and make recommendations to the Parish Council on 11 January 2023 as part of the budget setting.

The meeting reconvened at 6.00 pm on Thursday 8 December 2022.

Present

Councillor John McAndrew (in the Chair); Councillors Keith Ashton and Gillian Sharples.

10. Apologies for Absence

Councillor Chris Sheldon on 8 December 2022.

11. Election of Chair

RESOLVED – That Councillor John McAndrew be elected Chair of this adjourned meeting of the Personnel Committee.

Councillor McAndrew in the Chair.

12. Contract of Employment & Statement of Particulars (Continued)

The Parish Clerk reported Mr Chris Walmsley at Chorley Borough Council had stated that unfortunately Streetscene were not in a position to undertake the work undertaken weekly by the Village Caretaker without it impacting on their business.

Chorley Borough Council had confirmed that Chancery Road was included in the litter picking schedule and, during the summer months, the grounds team should also litter pick ahead of mowing but neither of these were undertaken on a weekly basis.

RESOLVED – That the Parish Council Meeting on 11 January 2022 be recommended to:

- (1) Not to recruit to the Village Caretaker vacancy at the present time.
- (2) That the budget for Employee Costs (Salary, Training etc.) be reduced from £6,500 to £5,750 in view of the recommendation that the post of Village Caretaker remains vacant and that the current budget for equipment for the Village Caretaker of £500 be removed.
- (3) That the Employee Contingency budget be reduced from £2,000 to £1,000.

The meeting concluded at 6.06 pm

Chair