



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 2 July 2025** at 6.30 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.

4. Borough/County Councillor Reports

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

5. Minutes

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 7 May 2025. (Enclosed).

6. Parish Clerk Report

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

7. Statutory Business

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

8. Financial Matters

- i. To consider a report of the Responsible Financial Officer providing the financial position (Enclosed).
- ii. To consider a report of the Responsible Financial Officer recommending payments to be approved (Enclosed).

- iii. To consider a report of the Responsible Financial Officer providing details spend against budget headings (Enclosed).
 - iv. To review the Asset Register (Enclosed)
- 9. Review of Village Development Plan**
Councillor Chris Sheldon to report at the meeting (Attached)
- 10. Christmas Event 2025**
The Parish Clerk to report at the meeting.
- 11. Environment Reports**
To receive a verbal update at the meeting.
- 12. Reports from Parish Council representatives on Other Bodies**
- Chorley Liaison. The next meeting will be held on Wednesday, 16 July 2025 at 6.30pm. The minutes from the last meeting on Wednesday, 19 March 2025 are attached for information.
 - Neighbourhood Area Meeting (NW Parishes and Chorley North). The next meeting will be held on Tuesday 22 July 2025 at 6.30pm.
- 13. Correspondence**
The Clerk to report at the meeting.
- 14. Matters for information**
Notify the Chair of any item to be brought under this section, prior to the meeting. Only items requiring urgent attention, information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions or spend can be agreed.
- 15. Dates of Future Meetings**
To note that the next meeting of the Parish Council will take place on Wednesday 3 September 2025 at 6.30 pm.

Schedule of Meetings 2025/26

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

- Wednesday 3 September 2025
- Wednesday 5 November 2025
- Wednesday 7 January 2026
- Wednesday 4 March 2026 at the rise of the Parish Meeting

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



24 June 2025

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	2 July 2025					
Type of Paper	Decision		Discussion		Information	X
Purpose of Report To consider a report from the Borough Councillors - Chorley North and Astley (Chorley Borough Council).						
Key Issues We continue to respond to concerns and issues raised by constituents across the ward. We have passed on a number of issues that have involved our Chorley Borough Council officers and those at Lancashire County Council. We have been particularly pleased to see some of the local roads in the Chorley North part of the ward being improved. With the upcoming Buckshaw and Whittle by-election taking place on 26 June 2025, two of the councillors have been involved in local campaigning in order to assist our candidate as much as they can. The third member of the team has been involved in a number of Mayoral events which take up most weekends and a number of weekdays. We were pleased to be available for the Skip Day at the end of May which took place on the Hallgate Car Park. Despite the poor weather it was a successful day, with staff from Places for People joining in to support residents get their items to the skip. A number of issues were dealt with by Councillor Sherwood following the last Parish Council Meeting. We hope that these have been resolved to the satisfaction of the Committee, but we will happily take up any further issues which might need our attention.						
Action required by the Parish Council To note the report.						



Astley Village Parish Council

Annual Meeting of the Council

7 May 2025 at 6.30pm

Present

Councillor Gillian Sharples (Chair) in the Chair; Councillor John McAndrew (Vice-Chair); Councillor Chris Sheldon.

322.01 Election of the Chair of the Parish Council

RESOLVED – That Councillor Gillian Sharples be elected Chair of the Parish Council until the next Annual Council Meeting.

Councillor Sharples signed the Declaration of Acceptance of Office and took the Chair.

Councillor Sharples in the Chair

322.02 Appointment of Vice Chair of the Parish Council

RESOLVED – That Councillor John McAndrew be elected Vice Chair of the Parish Council until the next Annual Council Meeting.

322.03 Apologies for Absence

Apologies were received from Councillors Keith Ashton, Elaine Bibby, Neil Forkin and Ian Thomas.

322.04 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 and a Pecuniary interest as a member of the Friends of Astley Park.

322.05 Public Engagement

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

The Parish Clerk reported that a resident had complained that a wooden pallet from the bin store near the West Way Sports Hub had been smashed resulting in nails being visible if which this could cause injury. The item of equipment with the slide had been vandalised and sharp metal edges on display. There were plastic bottles everywhere and during a recent visit with her granddaughter a large group of youths had been hanging around the play area which she had found intimidating.

In addition, the sleepers at the Buckshaw School end of the underpass had been smashed and bricks had been broken up and smashed.

Two residents expressed their concerns regarding the state of the West Way Nature Reserve (the Buckshaw Pond and the Turtle Pond) and in particular the litter and debris especially Buckshaw pond. One of the residents stated that they would clean it themselves using a dinghy or strapping themselves to a tree to clear the pond as the reeds had lots of litter caught in them. They mentioned that there was no litter bin around the pond areas and the decking over the turtle pond had two of the boards burned and needed replacing. They also suggested that the new interpretation boards could have included additional information including the medicinal benefits have the plants growing in the area.

Councillor Jean Sherwood gave assurances that she would refer the issues for urgent investigation and advised the resident that they should not attempt to clean the ponds themselves.

Concern was also expressed at the general untidiness around Clough Acre and the wooden steps and rails leading to the properties were in need of repair. It was suggested that the bins near Great Meadow were often full and needed emptying more often.

Following the Parish Council funding the cost of a new recycling bin outside the shops at Hallgate the three bins that were originally adjacent to the community centre had been removed. Parish Councillors stated that it had been intended that the new recycling bin was in addition to the existing bins not to replace them.

The broken pallet had been taken. The padlock had been broken off and has now been repaired.

322.06 Borough/County Councillor Reports

Reports from Chorley North and Astley Ward Borough Councillors and County Councillor Aidy Riggott.

Councillor Jean Sherwood, Borough and County Councillor Aidy Riggott attended the meeting.

Councillor Sherwood reported that although a site visit had not taken place with Places for People for some time, there appeared to have been a significant improvement to the landscaping and maintenance of the area and a lot of the previous issues raised with Places for People had been addressed.

It was noted that the community skip would be available on Saturday 24 May 2025 between 9am and 12 noon at the Hallgate Car Park to help residents dispose of unwanted household items to help keep the local area clean and safe.

The Parish Council congratulated County Councillor Aidy Riggott on being re-elected to Lancashire County Council on 1 May 2025.

RESOLVED – That the reports be noted.

322.07 Minutes

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 5 March 2025 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

322.08 Review of Standing Orders, Financial Regulations and Scheme of Delegation

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider/review the Parish Council's:

- Standing Orders.
- Financial Regulations.
- Scheme of Delegation.

It was reported that the Personnel Committee at its meeting held on 20 November 2024 had agreed "that in future a sub group of the Personnel Committee should undertake an annual appraisal for the Parish Clerk and the Parish Council be recommended to amend the Terms of Reference of the Personnel Committee to read:

4. Annual Appraisals

A sub-group of the Personnel Committee will 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 - That the Parish Council's Standing Orders, Financial Regulations and Scheme of Delegation be confirmed including the proposed changes to the Scheme of Delegation and Terms of Reference of the Personnel Committee to reflect the recommendation of the Personnel Committee.

322.09 Appointment of Committees, Membership, Terms of Reference

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider the Appointment of Committees, Membership, Terms of Reference.

RESOLVED - (1) That the following members be appointed to the Personnel Committee:

Councillor Chris Sheldon (Chair).
Councillor Keith Ashton.
Councillor Matt Lynch.
Councillor John McAndrew (Ex-officio).

(2) That the following Working Parties be established, and the following Councillors be appointed to them:

General Purposes Working Group

Councillor Keith Ashton.
Councillor Neil Forkin.
Councillor John McAndrew.
Councillor Ian Thomas.

Village Development Working Group

Councillor Keith Ashton.
Councillor Elaine Bibby.
Councillor Neil Forkin.
Councillor Chris Sheldon.
Councillor Ian Thomas.

322.10 Appointment of Council Representatives on Outside Bodies

RESOLVED – That the following Councillors be appointed to represent the Parish Council on the following Outside Bodies:

- Chorley Liaison – Councillor Gillian Sharples.
- Neighbourhood Area Meeting (NW Parishes and Chorley North) - Councillor Gillian Sharples (Substitute Councillor John McAndrew).

322.11 Parish Clerk Report

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

Proposed Improvements to the Chancery Road Underpass

It was reported that Bryan Lee Builders had stated that Chorley Borough Council had not requested them to quote for any work on the Buckshaw Primary School side of the underpass including cutting back the overgrown vegetation and generally cleaning up the area together with the replacing the rotten sleepers with

new sleepers and the painting of the handrails and the quotes they had provided was only for work to Hallgate side of the underpass. It was noted that the Parish Council had on three occasions asked them to confirm that the work quoted for, was for both sides of the underpass and no response to the contrary had been received. They had now provided the following additional quotes and stated that they would remove the bricks and tidy the landscaped area as a good will gesture.

- Replace sleepers and replace with new- £2,340.05 + VAT
- Prep and paint handrails apply two coats of black metal paint- £1,410.15 + VAT.

Councillor Sheldon had met the contractor on site on Wednesday 19 March 2025 to discuss a way forward and to replace the missing bricks and rake and repoint various sections as discussed at the site meeting would cost £594.20. Since the meeting had taken place and the quotes provided, as referred to earlier in the meeting under the Public Engagement item, there had been further damage to the brickwork and it was suggested that a further site meeting should take place by the contractor to enable them to confirm the quotation previously provided.

Proposed planting at the Astley Village Garden of Reflection

It was reported that five local landscape firms had been invited to provide quotes based on the specification approved by the Parish Council, but no quotes had been received. Pole Green Nurseries Ltd and Rivington View Nursery had been requested to provide quotes for the purchase the plants directly by the Parish Council but had stated that they were not able to provide the plants in the specification due to seasonal factors and the specific requirements identified such as the height of the plants.

Hartwood Maintenance and DWG (NW) Limited had been invited to provide a quote to undertake the groundwork with the option of also purchasing and planting the plants as in the specification at the Astley Village Garden of Reflection. DWG (NW) Limited had quoted £885 to carry out all groundworks and planting as per specification with the plants being supplied by the Parish Council and £1,175.00 to undertake the groundworks and purchase and plant the plants as per the specification. Hartwood Maintenance had also expressed an interest in carrying out the work and had asked if a representative from the Parish Council could meet them on site so he can provide an exact figure on price.

Installation of Christmas Tree Lights

It was reported that Richard Ryan had been requested to provide the cost to:

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

Two options had been proposed:

OPTION 1 - Prune/shape the tree and replace all lighting

- Trim tree £450.00 (to trim this tree keeping this shape down to around 10-20% less than now).
- Materials £740.00 (using exact type of lights you have now from same supplier).
- Labour £ 1,055.00 (inc. careful removal of existing strings)
Total cost £2,695 plus VAT.

OPTION 2 – Don't trim tree but replace all lighting

- Materials £1,065.00 (using exact type of lights you have now from same supplier).
- Labour £1,360.00 (inc. careful removal of existing strings).
Total cost £2,425 plus VAT (plus extending the existing fencing at the base of the tree).

Proposed Introduction of Car Parking Charges on Hallgate Car Park

It was reported that Chorley Borough Council had confirmed:

- There will be free parking for 1 hour.
- Parking permits will be available through MiPermit, a business permit can be created if required.
- There will be an additional 5 disabled bays created.
- It is proposed that the parking machines should accept card and cash payments.

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:

- Post Office Counters Ltd – Postage £6.80.
- Chorley Council - New Recycling Waste Bin £785.90.
- Post Office Counters Ltd – Postage £2.10.
- ICO - Annual Registration £52.00.
- Microsoft - Microsoft 365 Personal £84.99.

(3) That approval be given to the following work at the underpass by Bryan Lee Builders:

- Replace sleepers and replace with new - £2,340.05 + VAT
- Prepare and paint handrails apply two coats of black metal paint - £1,410.15 + VAT.
- Replace the missing bricks at the Chancery Road Underpass and raking and repointing various sections as discussed on site by Bryan Lee Builders and Councillor Chris Sheldon at a cost £594.20 (including VAT) but that in view of the further damage to the brickwork, the contractor be requested to confirm the quotation previously provided and the Parish Clerk be authorised to approve any revised quote not exceeding £2,000 + VAT

- (4) That DWG (NW) Limited be requested to undertake all works at the Astley Village Garden of Reflection as per the specification supplied by the Parish Council (including supplying the plants) at a cost of £1,175.00.
- (5) That that Richard Ryan be requested to arrange for a specialist tree surgeon to prune/shape the Christmas tree and remove the existing lights and replace them with new multicoloured LED lights at a cost of £2,695 plus VAT including PAtesting the lights annually prior to the Parish Council Carol Singing Event and switching on the lights at the Carol Singing Event.
- (6) That the Parish Clerk be requested to write to Chorley Brough Council informing them that as part of the proposed introduction of car parking charges on Hallgate car park, the Parish Council would wish to see free parking for 2 hours not 1 hour as proposed.
- (7) That the Parish Council should not have a stall at the 2025 Chorley Flower Show at that future attendance be reviewed at the September 2025 meeting.

322.12 Statutory Business

(i) Co-option to the Parish Council Vacancy

It was reported that Emma Barraclough had resigned as Parish Councillor with immediate effect on 7 May 2025.

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

RESOLVED –(1) The Parish Clerk be requested to invite expressions of interest to enable any applications to be considered at the next meeting of the Parish Council.

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

(ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) providing details of planning issues relevant to the village.

RESOLVED – That the report be noted.

322.13 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 22 April 2025.

RESOLVED – That the financial position be noted.

(ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 May 2025 and 30 June 2025 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
09/05/25	Employee 4	Reimbursements (March 2025)	42.42		42.42
09/05/25	Employee 4	Reimbursements (April 2025)	43.82		43.82
01/05/25	Easy Web Sites	Monthly rental	76.56	12.89	63.67
23/05/25	Zoom	Zoom Subscription (May 2025)	15.59	2.60	12.99
15/05/25	Employee 4	Salary (May 2025)	414.90		414.90
15/05/25	HMRC	Tax (May 2025)	103.80		103.80
15/05/25	HMRC	National Insurance (May 2025)	0.00		0.00
01/06/25	Easy Web Sites	Monthly rental	76.56	12.89	63.67
23/06/25	Zoom	Zoom Subscription (June 2025)	15.59	2.60	12.99
13/06/25	Employee 4	Salary (June 2025)	414.90		414.90
13/06/25	HMRC	Tax (June 2025)	103.80		103.80
13/06/25	HMRC	National Insurance (June 2025)	0.00		0.00
			1,307.94	30.98	1,276.96

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

(iii) Spend Against Budget Headings

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

RESOLVED – That the report be noted.

(iv) Insurance Policy Schedule and Policy Document

The Responsible Financial Officer invited to consider the renewal of the Parish Council insurance from 1 June 2025. A copy of the Insurance Policy Schedule and Policy Document (with details of the main changes to the updated policy wording) (copies of which had been circulated) were reviewed. The Premium for 2025/26 was £436.44 compared to £497.21 in 2024/25.

RESOLVED - The Parish Clerk be requested to renew the existing insurance cover with Zurich Municipal Insurance at a cost of £436.44.

(v) Internal Auditors Report and Statement of Accounts for 2024/25

RESOLVED – That the report and assurances provided by the Internal Auditor be noted.

(vi) Annual Governance Statement 2024/25

RESOLVED – As the members of Astley Village Parish Council we acknowledge our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

(vii) Annual Return for the Financial Year 2024/25

It was noted that the Parish Clerk and Responsible Financial Officer had certified that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return had been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

RESOLVED – (1) That the following Accounting Statements 2024/25 for Astley Village Parish Council be approved as follows together with the explanation of any significant variances year on year in Section 2:

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

(2) That in respect of the variances – (box 6) that in 2023/24 the explanation provided that the Parish Council had contributed to the Play area West Way Sports Hub of £30,000 which explained why the payments were significantly higher than in 2024/25 (a difference of £32,491) and the grant meant that the expenditure in 2024/25 was much higher than normal be endorsed.

322.14 Spring Newsletter 2025

The Parish Council discussed the Spring edition of the Parish Council Newsletter.

It was noted that it was hoped the newsletter would be printed the week commencing Monday 12 May 2025 and distributed from 22 May 2025 and the Parish Clerk should be notified of any comments/ suggested changes no later than noon on Thursday 8 May 2025.

RESOLVED – That the report be noted.

322.15 Annual Council Work Programme - Scheduled Items

The Parish Clerk invited the Parish Council to review and update the Annual Council Work Programme (Scheduled Items) (copies of which had been circulated).

RESOLVED – That the Annual Council Work Programme (Scheduled Items) be noted.

322.16 Environment Reports

Councillor Sheldon reported that a 'den' had been constructed in Judeland Wood between the Farthings and Long Copse including a fire pit. He had received a complaint from residents that trees had been cut down and damaged in the construction of the 'den' and although the structure had now been cleared by Chorley Borough Council, the damaged trees required attention.

322.17 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The Chair provided a report on the Chorley Liaison meeting held on 19 March 2025. A copy of the Agenda and Key Papers had been circulated for information.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

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

RESOLVED – (1) That the report be noted.

(2) That Councillor Chris Sheldon be requested to liaise with Chorley Borough Council in relation to the Neighbourhood Priority Scheme to upgrade the Path from Chancery Road, through Dam Head Wood to Astley Park so that the project can be progressed.

322.19 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 322.11).

322.20 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 2 July 2025 at 6.30 pm.

The meeting concluded at 8.05 pm.

Chair

Astley Village Parish Council

Title	Parish Clerk Report					
Report of	Parish Clerk & Responsible Financial Officer					
Date	2 July 2025					
Type of Paper	Decision		Discussion	X	Information	
<p>Purpose of Report</p> <p>To provide an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.</p>						
<p>Key Issues</p> <p>Public Engagement</p> <p>At the last Parish Council Meeting, two residents expressed their concerns regarding the state of the West Way Nature Reserve (the Buckshaw Pond and the Turtle Pond) and in particular the litter and debris especially Buckshaw pond. One of the residents stated that they would clean it themselves using a dinghy or strapping themselves to a tree to clear the pond as the reeds had lots of litter caught in them. They mentioned that there was no litter bin around the pond areas and the decking over the turtle pond had two of the boards burned and needed replacing. They also suggested that the new interpretation boards could have included additional information including the medicinal benefits have the plants growing in the area.</p> <p>Councillor Jean Sherwood raised the issue the following day with Places for People and despite assurances that they would get back to her regarding the cleaning of the ponds raised at previous meeting, at the time of writing this report she has heard nothing.</p> <p>Apparently, the maintenance of the ponds is outsourced and the communication with the company is poor. Places for People have looked elsewhere when renewing a recent contract, but apparently health and safety issues proved problematic.</p>						
<p>Chorley Silver Brass Band</p> <p>The Parish Council previously contacted Chorley Silver Band regarding playing at the Parish Christmas event. The new Secretary has contacted the Parish Council to introduce themselves and asked if the Parish Council had any activities planned over the next year for which we would like a brass band to perform, including the Parish Christmas event.</p>						

Proposed planting at the Astley Village Garden of Reflection

Lindsey Blackstock is working with the Estates Team to obtain a licence agreement in place to say that the Parish Council would be responsible for the maintenance. such as the height of the plants.

At the last meeting, it was agreed that DWG (NW) Limited be requested to undertake all works at the Astley Village Garden of Reflection as per the specification supplied by the Parish Council (including supplying the plants) at a cost of £1,860.

DWG (NW) Limited will confirm the date the works will commence after they have spoken to the plant suppliers.

Proposed Introduction of Car Parking Charges on Hallgate Car Park

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

As requested, I have requested to written to Chorley Borough Council setting out the following comments in relation to the proposed Introduction of Car Parking Charges on Hallgate Car Park:

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

Chorley Borough Council have confirmed:

- There will be free parking for 1 hour.
- Parking permits will be available through MiPermit, a business permit can be created if required.
- There will be an additional 5 disabled bays created.
- It is proposed that the parking machines should accept card and cash payments. This is proposed.

As requested at the last meeting, I have written to Chorley Brough Council informing them that as part of the proposed introduction of car parking charges on Hallgate car park, the Parish Council would wish to see free parking for 2 hours not 1 hour as proposed. It was felt that one hour was not sufficient for walkers and may deter residents and members of the public from using the park for exercise.

At the time of writing the report a response had not been received.

Gateway Sign Enhancements

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

Chorley Liaison

An item was included on the agenda for the meeting of the Chorley Liaison held on 19 March 2025, requesting that Chorley Borough Council to provide a training/ briefing session on Safeguarding/ Prevent takes place for Parishes via a session at the Chorley Liaison in the same way as the Social Prescribing briefing provided on 22 January 2025.

At the meeting, the Director of Communities and Leisure explained that Officers were trained online and that a list of resources for prevent and safeguarding could be circulated to Parishes.

Tim Horobin, Prevent Delivery Officer from the Community Safety Team at Blackburn with Darwen Borough Council has contacted the Parish Council to offer happy to deliver training on Prevent.

Litter Bin Replacement

Chorley Borough Council have stated that there was a misunderstanding when the dual recycling bin was installed. The dual recycling bin was only supposed to replace one bin (No reduction in residual waste capacity as the dual waste bin covers both recyclable waste and residual) but the team removed two bins in error. These were replaced on Wednesday 14 May 2025 and Chorley Borough Council have apologised for any inconvenience and/ or confusion this has caused.

All litter bins in Astley Village are emptied every Wednesday with the exception of the bins below which are also emptied Saturdays:

- Hallgate Car Park.
- Hallgate shops.

In order to keep the recycled waste separate, the recycled waste side of the dual bin is emptied every Monday and Thursday. If the team are on site and note that other bins are full then they will empty these as required.

Proposed Improvements to the Chancery Road Underpass

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

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

They have confirmed that the previous quote (£594.20 including VAT) to replace the missing bricks and raking and repointing various sections as discussed with Councillor Sheldon was included in the first phase has not changed.

Works for the painting and brickwork started on Wednesday 21 May 2025 and a date for the sleepers to be installed will be confirmed.

The Parish Council have received a number of complaints regarding the damage caused in recent weeks and the brickwork has been removed.

Bryan Lee Builders have stated that they can replace the bricks again however they feel this will keep happening and have suggested removing the new bricks and tiding the bedding area the best they can.

Neighbourhood Priority Scheme for 2025/26

The recommendation of the Neighbourhood Area Meeting (NW Parishes and Chorley North) on Monday, 24 February 2025 for the Executive Member to approve the bid on behalf of the Parish Council to the Neighbourhood Priority Scheme for £2,500 to upgrade the Path from Chancery Road, through Dam Head Wood to Astley Park has been fully confirmed. The most appropriate lead officers are now being allocated to each project and they will be in contact soon to take the project forward.

Chorley Borough Council have been informed that it has been agreed that Councillor Chris Sheldon will liaise with the Council in relation to the Neighbourhood Priority Scheme to upgrade the Path from Chancery Road, through Dam Head Wood to Astley Park so that the project can be progressed.

Finger Post Signs

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

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

Chorley Borough Council have now confirmed the principle of these signs are acceptable to on the basis of the previous Licence which they are arranging the production of. They have also apologised for the oversight in not responding earlier.

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



Chorley Borough Council have confirmed that the Council owns the land where the other 3 fingerpost signs are proposed but require further information.

Attached to my report are three plans showing the locations and the Parish Council are requested to mark the exact location proposed in more detail – some of the locations might be on land that is part of the adopted highway and so they need to verify the position so that the correct reporting can be undertaken.

Chancery Road Zebra Crossing

A resident contacted the Parish Council concerned that the sides of the road along Chancery Road have been allowed to grow tall making it difficult for motorists to clearly see the approach to the zebra crossing outside the school on Chancery Road.

This was raised with Chorley Borough Council who confirmed that they had been cutting the grass adjacent to the road but have asked the team to cut further back adjacent to the crossing to improve visibility and will then maintain as such.

West Way Sports Hub - Proposed Active Track

As requested, I have written to Chorley Borough Council be requested to incorporate (i) an additional path that crosses between the football pitches (ii) a short link near the children's playground and (iii) further access towards the south end on the active track as it was felt residents would use these routes anyway as shortcuts to the active track (shown in green on the plan attached to the report) within the design of the proposed active track at West Way Sports Hub prior to the public consultation exercise. In addition, the Parish Council would wish to see improvements made to the surface of the overflow car park which was raised by Parish Councillors at the consultation meeting in January 2025.

They have confirmed that the requests above have been included in the design for the site apart from the routes through Clough Acre and Timber Brook for reasons already communicated with the Parish Council. They have suggested that direct discussions with these residents will be key to the final layout.

Consultants have now finished the feasibility study and taking account of your feedback have produced the attached design for the Active Track at Westway Sports Hub in Chorley. Sport England, Lancashire FA and Chorley Council Development Management have confirmed in writing that they are happy with the scheme and no formal permissions are required.

The Active Track is a wide path which is proposed to be used by all. See attached photo of an example active track and a copy of DRAFT signage that will be placed from each access point into the site. Below is a brief overview with attached plans to illustrate the design:-

- A recreational loop (Active Track) will be developed at West Way Sports Hub site in Chorley. This will be an addition to the previous Sports Hub development which includes a full sized, floodlit artificial grass pitch (AGP) with adjacent 8 lane 100m sprint track; a single storey changing pavilion; new car parking and access improvements; and development of grass playing pitches at the site, completed in 2022.
- The proposed Active Track is to run in one continuous loop around the grass playing pitch area of the West Way site, as well as the offering connectivity to the residential housing estate to the eastern side of the site so users can join and leave the Active Track at various designated entry and exit points. Please note that these entry points have been placed on existing key access points thinking about resident privacy, safety, topography of the land and lighting provision.
- The Active Track surface is to have a proprietary recycled rubber/aggregate mix surface, 700m in length and 3m wide, delineated by a solid white central dividing line. It will be lit by solar powered LED way-markers, surface-mounted at the path edges and in the centre line and set at 5m intervals.
- There are to be ancillary infrastructure installations along the route of the Active Track, including signage, waste bins and benches. – see attached draft sign to be put at each access point.

- In addition, the Council is looking to upgrade the existing overspill car park and modify the bus and coach bays, formalising additional parking provision at the Sports Hub site.
- The landscaping is to be kept simple through tree planting and wildflower/differential mowing to accord with statutory Biodiversity Net Gain requirements.

Delivery of the project is subject to confirmation of the budget which is estimated at £450,000. Approval of the budget will be sought from Chorley Borough Council in July 2025, after which, we can progress to procurement and thereafter delivery. The broad timescales are set out below:

- May/June 2025 – stakeholder engagement and wider consultation with immediate residents and potential site users and partner organisations to understand needs, usage patterns and plan support networks and facilitators aimed at largely daytime off-peak use to balance existing stakeholder use at peak times.
- July 2025 – Council for budget and evaluation criteria approval
- Aug – Dec 2025 – work up detailed proposals and tender documentation
- January 2026 – Tender published for the works
- May 2026 - Start on site once the football season has ended.

As a Stakeholder, Chorley Borough Council have invited the Parish Council to provide feedback on these proposals (including the track design) and depending on the responses, a stakeholder meeting be held.

Installation of Christmas Tree Lights

At the last meeting, approval was given to Richard Ryan Lighting arranging for a specialist tree surgeon to prune/shape the Christmas tree and remove the existing lights and replace them with new multicoloured LED lights at a cost of £2,695 plus VAT including PAtesting the lights annually prior to the Parish Council Carol Singing Event and switching on the lights at the Carol Singing Event (which is on Friday 5 December 2025).

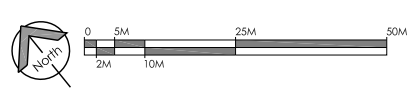
Richard Ryan Lighting have now confirmed that they will be undertaking the work agreed by the Parish Council and the work by the tree surgeon will take place in September 2025.

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

- Sue Edwards- Internal Audit 2024/25 £75.00
- Post Office Counters Ltd - Postage-Parish Council Summons £1.15
- Post Office Counters Ltd – Postage £1.55
- Post Office Counters Ltd – Stamps £6.96
- Co-op - Envelopes £2.10
- Amazon - Charging Lead £11.61
- Richard Ryan Lighting - Christmas Lights (Payment 1) £898.00
- Printwise - Spring Newsletter 2025 £790.00
- Printwise - Councillor Recruitment Leaflet £85.00

Action required by the Parish Council

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



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Dwg. Purpose **Tender**

No.	Revision / Issue	Date

Project
**Proposed Active Track at
West Way Playing Fields
Chorley
PR7 6DJ**

Client
Chorley Council

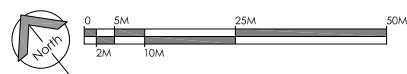
Dwg. Title
Existing Site Plan



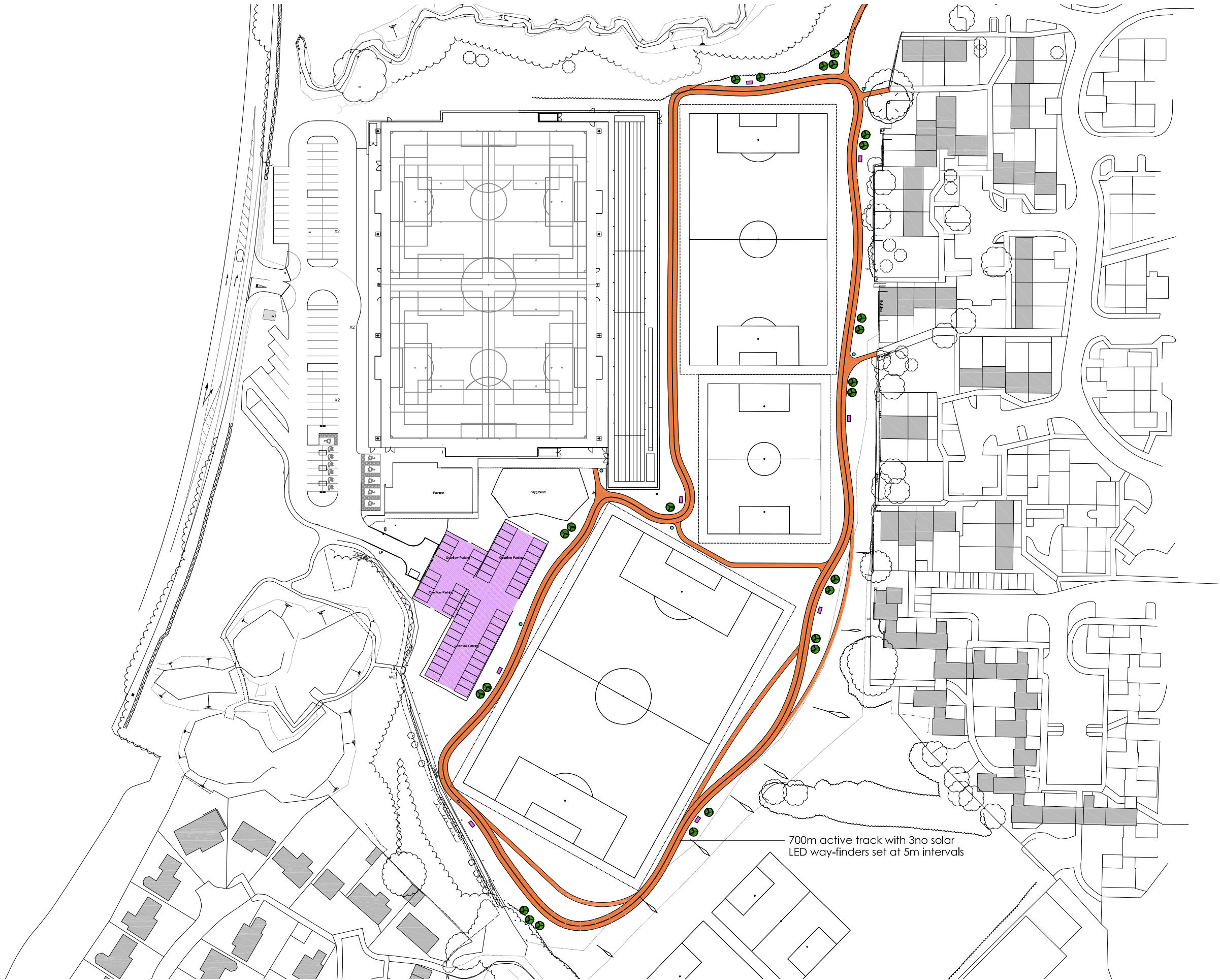
STEVE WELLS
ASSOCIATES
making sport happen

Churchill House, Mill Hill, Pontefract, West Yorkshire,
WF8 4HY t : 01977 797258 e : mail@stevewells-associates.com

Dwg. No. 205-108-3002		Rev.
Scale 1:1250 @ A3	Date February 2025	
Drawn by GSB	Checked DKW	



- bins
- bench



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Dwg. Purpose **Tender**

No.	Revision / Issue	Date
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Project

Proposed Active Track at
West Way Playing Fields
Chorley
PR7 6DJ

Client

Chorley Council

Dwg. Title

Proposed Site Plan



Churchill House, Mill Hill, Pontefract, West Yorkshire,
WF8 4HY t : 01977 797258 e : mail@stevewells-associates.com

Dwg. No.

205-108-3003

Rev.

Scale

1:1250 @ A3

Date

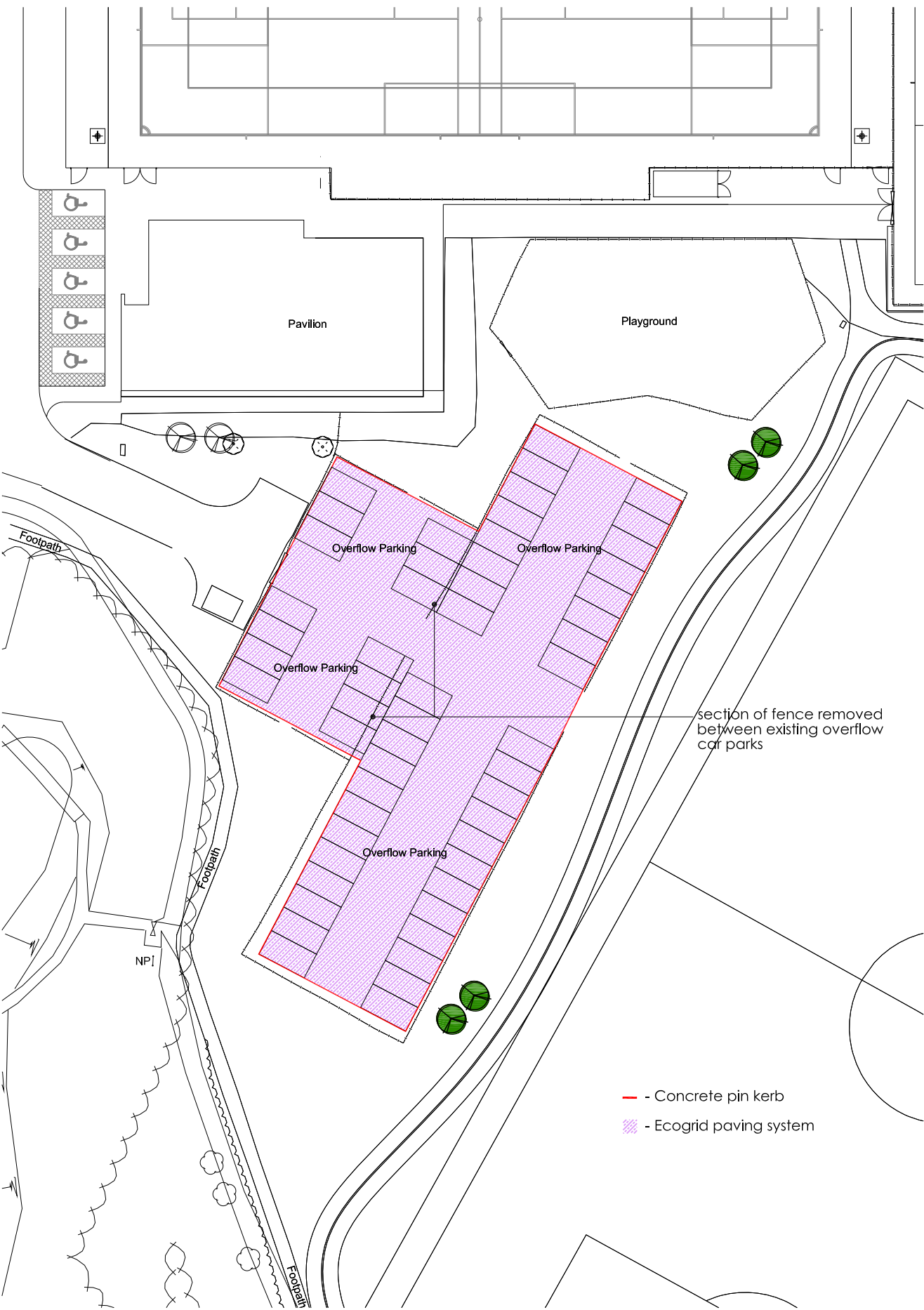
February 2025

Drawn by

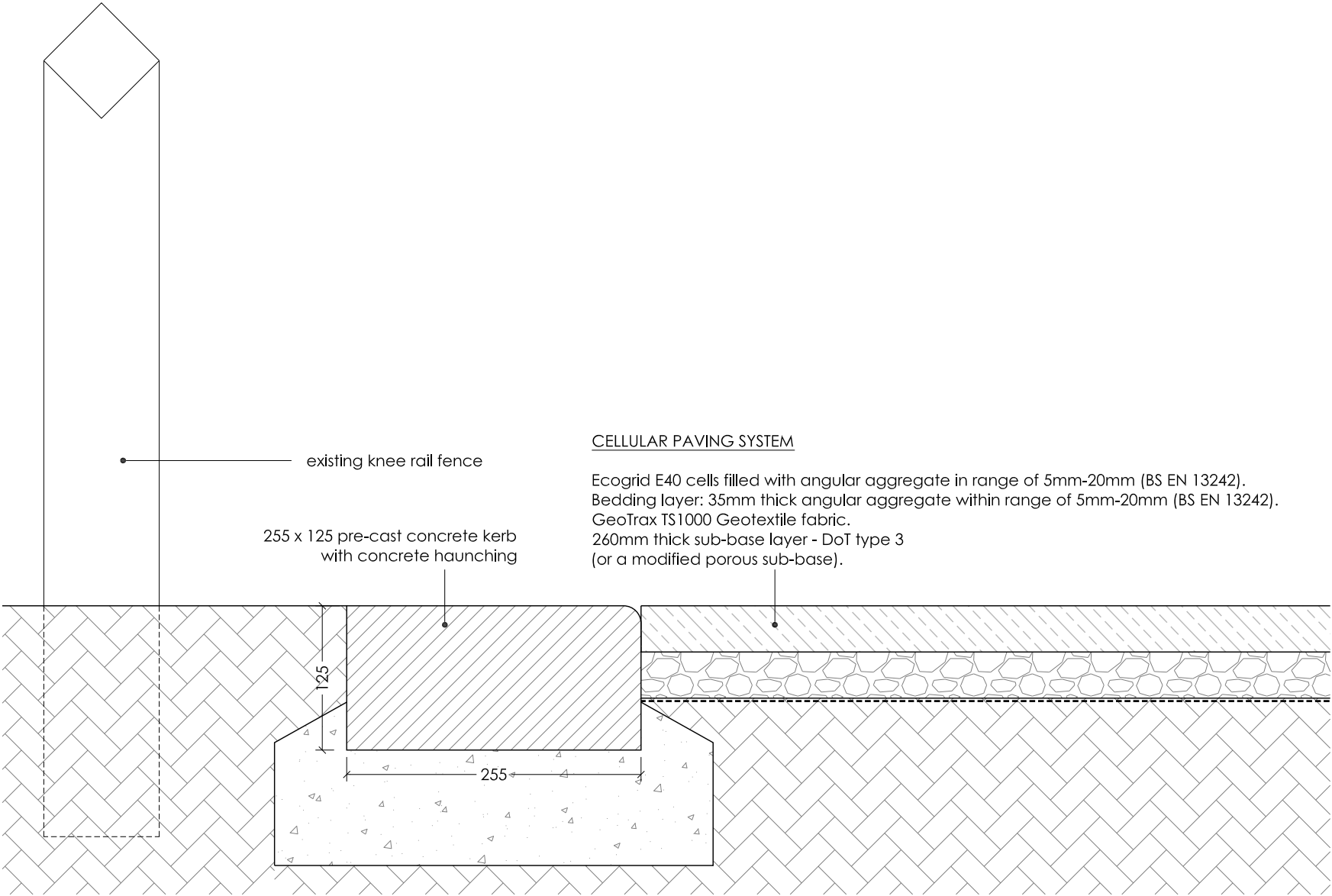
GSB

Checked

DKW



PROPOSED CAR PARK LAYOUT
1:500



PROPOSED ECO-GRID / KERB DETAIL
1:5

<div>Copyright Notice: This drawing is the copyright of Steve Wells Associates Ltd. and shall not be reproduced without permission. © 2025</div>			Project		Client	
			Proposed Active Track at West Way Playing Fields Chorley PR7 6DJ		Chorley Council	
Dwg, Purpose			No.		Dwg, Title	
Tender			Revision / Issue		Proposed Car Park Detail	
			Date			

STEVE WELLS
ASSOCIATES
making sport happen

Churchill House, Mill Hill, Pontefract, West Yorkshire,
WF8 4HY t : 01977 797258 e : mail@stevewells-associates.com

Dwg. No.		Rev.
205-108-3005		
Scale	Date	
1:5, 1:500 @ A3	February 2025	
Drawn by	Checked	
GSB	DKW	

Welcome to Westway Sports Hub Active Track

Chorley
Council



Pass with
care



Warn when
approaching



Keep it clean and
scoop the poop



Keep dogs on
short leads



Keep dogs off
marked pitches

A multipurpose facility for running,
cycling and walking. Share with care.



Lancashire
Constabulary
police and communities together

POLICE NOTICE



**NO
MOTORCYCLES**

Riding any type of motorcycle or motor
vehicle in this area is against the law!

Your actions are causing alarm, distress and
annoyance to members of the public.

**If found using a motorcycle in this area
the vehicle will be seized from you.**

You are warned under section 59
of the police Reform Act 2002.



SHARE WITH CARE

The paths on Westway Sports Hub
Active Track are a shared space for
walking, running and cycling to be
enjoyed by everyone.

Please be mindful of others, if stopped
move off the path.

As a cyclist it's important to keep your
speed down and watch out for others.

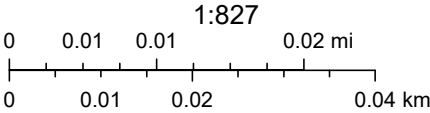
This area is subject to a Public Space Protection Order. This is to help everyone
enjoy the use of our outdoor spaces. More information about the detail of the
orders can be found at chorley.gov.uk/publicspaceprotectionorders

Park by-laws and further information is available at chorley.gov.uk

The Farthings Astley Village



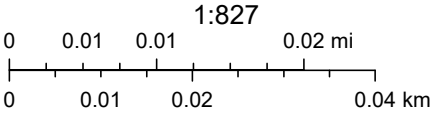
5/13/2025, 2:43:22 PM



Long Copse Merefield Astley Village



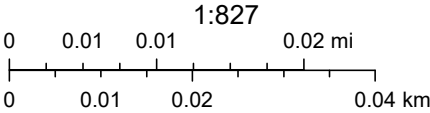
5/13/2025, 2:44:22 PM



Derian House Astley Village



5/13/2025, 2:45:34 PM





Title	Planning Issues Relevant to the Village					
Report of	Parish Clerk					
Date	2 July 2025					
Type of Paper	Decision		Discussion		Information	X
Purpose of Report To consider any planning issues relevant to the village.						
Key Issues <p>The Parish Council has been consulted on the following planning application received by Chorley Borough Council:</p> <p>An application for a proposed single storey rear extension measuring 3.37m in depth, with eaves height of 2.58m and a maximum height of 3.55m) (Reference: 25/00428/PDE) at 20 Wymundsley, Astley Village, Chorley, PR7 1UT.</p> <p>The deadline for any representations was 4 June 2025</p>						
Action required by the Parish Council To note the report.						

FINANCIAL POSITION - SUMMARY 2 JULY 2025

£

Receipts and Expenditure Account

Receipts

Precepts	20,278.00
Grant	3,877.00
Refunds	-
Other	-
Bank Interest (Barclays)	223.70
Dividend (Unify Credit Union)	-
Advertisements	-
VAT on Receipts/Recovered	697.89
Total Receipts	25,076.59

Expenditure Total

5,677.27

Income & Expenditure Reconciliation

Balance Brought Forward at 1 April 2025	68,401.35
Add: total receipts to date	+ 25,076.59
Less: total expenditure to date	- 5,677.27
	87,800.67

Bank Reconciliation

Community Account	16/06/25	+	5,000.00
Business Premium Account	16/06/25	+	75,031.90
Unify Credit Union deposit	01/04/25		10,000.00
Less unrepresented cheques/ET/SO		-	2,231.23
Plus uncleared credits		+	
			87,800.67

Unrepresented cheques/SO/Payments	
Richard Ryan	
Lighting	898.00
June	15.59
July/August	1317.64
	2231.23

AGENDA ITEM 8(ii)

PAYMENTS TO BE APPROVED

July/ August 2025

Date	Creditor	Description	Cheque No	Total	Vat	Net
04/07/2025	Employee 4	Reimbursements (May 2025)	EB	60.24		60.24
02/07/2025	Employee 4	Reimbursements (June 2025)	EB	43.62		43.62
01/07/2025	Easy Web Sites	Monthly rental	DD	72.6	12.1	60.5
23/07/2025	Zoom	Zoom Subscription (July 2025)	EB	15.59	2.6	12.99
15/07/2025	Employee 4	Salary (July 2025)	EB	415.1		415.1
15/07/2025	HMRC	Tax (July 2025)	EB	103.6		103.6
15/07/2025	HMRC	National Insurance (July 2025)	EB	0		0
01/08/2025	Easy Web Sites	Monthly rental	DD	72.6	12.1	60.5
23/08/2025	Zoom	Zoom Subscription (August 2025)	EB	15.59	2.6	12.99
13/08/2025	Employee 4	Salary (August 2025)	EB	414.9		414.9
13/08/2025	HMRC	Tax (August 2025)	EB	103.8		103.8
13/08/2025	HMRC	National Insurance (August 2025)	EB	0		0
				1,317.64	29.4	1,288.24

BUDGET REPORT – 2 JULY 2025**Financial Year 2025/26 (1 April 2025 to 31 March 2026)**

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription	400	64.95		335.05
	01-2	Office/Sundry (including new Laptop)	1,500.00	265.47		1,234.53
	01-3	Insurance	550	436.44		113.56
	01-4	Auditors/Accounts	400	75.00		325.00
	01-5	Election/By-Election/Polls	7,000.00	85.00		6,915.00
	01-6	Employee Costs (Salary, Training etc.)	7,000.00	2,593.50		4,406.50
	01-7	Employee Contingency	1,000.00	-		1,000.00
	01-8	IT/Website	1,000.00	393.83		606.17
02 - COUNCIL	02-1	Newsletter/Publications	1,900.00	790.00		1,110.00
	02-2	Village Caretaker	0	-		-
	02-3	Councillor Training	500	-		500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00	-		2,500.00
03 - VILLAGE DEVELOPMENT PLAN	03-1	Christmas Tree Lights/ Christmas Event	1000	748.33		251.67
	03-2	Improvements to the Village Centre (including additional Seating) as part of the Public Ream initiative by Chorley Borough Council	5,750.00	-		5,750.00
	03-3	Contribution Towards Upgrading the Path from Chancery Road, through Dam Head Wood to Astley Park as part of a Neighbourhood Priority Scheme	2,500.00	-		2,500.00
	03-4	Planter Scheme (including maintenance)	1000	-		1,000.00
	03-5	Tree Planting and Maintenance	500	-		500.00
	03-6	Wildflower Meadows/Corridors	250	-		250.00
	03-7	West Way Nature Reserve maintenance/future improvements	500	-		500.00
	03-8	Astley Village Community Garden of Reflection	2,000.00	-		2,000.00
	03-9	Chancery Road Underpass Improvements	10,000.00	-		10,000.00
	03-10	Refurbishment of existing Gateway Signs	500	-		500.00
	03-11	Road Safety (Maintenance of SPIDs)	500	-		500.00
	03-12	Four Additional Finger Post Signs around the Village	5,000.00	-		5,000.00
	03-13	Paths to provide access from Great Meadow to the play area at West Way Sports Hub	15,000.00	-		15,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council (including updating the Village map board)	5,000.00	-		5,000.00
04 - GENERAL RESERVE	04	General Reserve	0.00	-		-
			20,004.24			
Balance Carried Forward from 2024/25	68,401.35					
TOTALS			93,254.24	5,452.52		67,797.48
VAT to be Recovered		£224.75				
Total Spend to Date				5,677.27		

ASTLEY VILLAGE PARISH COUNCIL

ASSET REGISTER

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

VILLAGE DEVELOPMENT PLAN UPDATED JANUARY 2025

PROJECTS	ACTIONS	WHEN	BUDGET £
Christmas	Lighting of Christmas Tree/Christmas Event	Ongoing	1,000
Improvements to the Village Centre (including additional Seating)	Work with Chorley Borough Council, Places for People, The Astley and shop leaseholder to improve the appearance of Astley Village as part of the Public Realm initiative by Chorley Borough Council	Ongoing	5,750
Planter Scheme (including planting and maintenance)	Increase the number of planters throughout the village and expand the "adopt a planter" scheme with residents volunteering to maintain the planters.	Ongoing	1,000
Tree Planting and Maintenance	To work with and encourage Chorley Borough Council and Lancashire County Council to plant/replace trees removed in Astley Village.	Ongoing	500
Wildflower Meadows/ Corridors	Extension of the Mini Meadows of Wildflowers Project to other areas of Astley Village in conjunction with Chorley Borough Council.	Ongoing	250
West Way Nature Reserve maintenance/future improvements	Additional funding to provide interpretation boards as part of the extension of the Mini Meadows of Wildflowers Project in conjunction with Chorley Borough Council,	Ongoing	500
Litter Bins	Work with Chorley Borough Council 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 Borough Council and Places for People.	Ongoing	
Gateway Signs	Refurbish the existing Gateway Signs.	2025/26	500
Astley Village Community Garden of Reflection	Planting around the Community Garden of Reflection.	2025/26	2,000
Chancery Road Underpass	Increase public safety and security at the bridge railings and its access and egress in conjunction with Chorley Borough Council, Lancashire County Council and the Lancashire Police Crime Commissioner	2025/26	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.	2025/26	500
West Way Sports Hub	To assist with the cost of paths to provide access from Great Meadow to the play area at West Way Sports Hub	2025/26	15,000
Improving Community Engagement and Raise the Profile of the Parish Council	Including having a presence at the Chorley Flower Festival, Poppies on lighting columns along Chancery Road and updating the Village map board.	2025/26	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.	2025/26	
Finger Post Signs in the Village	Four additional Finger Post Signs around the Village	2025/26	5,000
Path from Chancery Road, through Dam Head Wood to Astley Park	Making a bid to the Neighbourhood Priority Scheme for 2025/26 to upgrade the path from Chancery Road, through Dam Head Wood to Astley Park and allocating a contribution should the bid be successful.	2025/26	2,500

MINUTES OF CHORLEY LIAISON

MEETING DATE Wednesday, 19 March 2025

MEMBERS PRESENT: Councillor Kim Snape (Chorley Rural East Division, Lancashire County Council) (Chair), Councillor (Vice-Chair),
Lancashire County Councillors: Julia Berry and Steve Holgate,
Chorley Borough Councillors (Chairs of Neighbourhood Area Meetings): Michelle Beach, Alistair Bradley, Jenny Whiffen and Alan Whittaker
Town and Parish Councillors: Ian Horsfield, Darren Cranshaw, Graham Ashworth, Marel Urry, Russ Green, Ken McCrea, Barbara Farbon, Caroline Turner, Alison Walker and Stuart Anthony Clewlow

OFFICERS: Jennifer Mullin (Director of Communities) and Coral Astbury

APOLOGIES: Lancashire County Councillors: Aidy Riggott

OTHER:

21 Welcome by the Chair

The Chair welcomed everyone to the meeting.

22 Minutes

The minutes were approved as a correct record.

The Chair advised that all dates for the Local Plan Consultation Events were now on the website.

23 Item requested at a previous meeting: Chief Inspector James Neale

Chief Inspector James Neale of LCC gave a short presentation on local crime statistics and members noted that there had been a reduction in arson, criminal damage, violent crime, theft and public order offences.

Question in Advance – Heath Charnock

1. Can Chief Inspector James Neale confirm when the Police can allocate sufficient resources to effectively intervene in the Nickleton Brow to Knowsley Lane and up

to Anglezarke viewpoint area to reduce speeding traffic and deal with Anti-Social Behaviours, before a member of the public is killed?

2. How can all agencies work together to get LCC's Road Safety team to engage by as a first step reducing the speed limit down from 60mph to warn all drivers to be vigilant and drive with care to reflect the road conditions? The Police would then need to make sure those who then continue to recklessly ignore a reduced speed limit need to be caught as a warning to others to stop using the public highway as a race or challenge track.
3. Are there lessons to be learnt from elsewhere in the Borough and County that could be tried here?
4. Has the Police sufficient capacity and experience to focus enough resource to catch the minority of speeding drivers who create havoc in these areas of lower population density?

In response, Chief Inspector Neale confirmed that an issue had been identified in the area with road safety concerns, near the Yew Tree. However, the Police were only aware of three collisions and asked for Parishes to report the concerns via Lancashire Talking.

Chief Inspector Neale agreed to investigate the speeding drivers in relation to Question 1.

Bretherton Parish Council and Anderton Parish Council also referred to speeding concerns and asked the best route for reporting concerns. CI Neale confirmed that Lancashire Talking would be an appropriate route, as would Lancashire Road Safety Partnership.

CI Neale agreed to investigate the use of handheld speed monitoring guns for the parish councils.

24 Item requested by Charnock Richard Parish Council

The Chair suggested that an invite be extended to Lancashire County Council (LCC) to someone who had the technical information and could explain the process behind roadwork selection.

The Chair also requested that Parish Councils and Borough Representatives submit their questions in advance so they could be provided to LCC.

25 Item requested by Astley Village Parish Council

Craig Ainsworth, on behalf of Astley Village PC outlined the item and asked if there was an opportunity for training to be delivered as an addendum to the Chorley Liaison meeting.

The Director of Communities and Leisure explained that Officers were trained online and that a list of resources for prevent and safeguarding could be circulated to Parishes.

26 Item requested by Heapey Parish Council

The Chair advised that the issue raised by Heapey Parish Council was a complex issue and detailed guidance from government was only issued at the end of February 2025. A paper would be circulated in due course.

27 Questions from Members of the Liaison and the public

A question was asked about the motto of Chorley, in response the Leader advised that the borough had a new strapline which was, "the best of Lancashire in one place"

A question was asked if the Police would have a satellite site in the Town Centre, in response, the Leader advised that the Police would be based from Chorley Bus Station.

Questions received in advance from Adlington Parish Council:

1. Support for Town and Parish Councils to move their websites and emails to .gov.uk for compliance, security and GDPR/privacy reasons

ATC agreed in principle last financial year & is now exploring the costs/requirements/process to move its web site host and email provider away from co.uk to gov.uk to enable each Councillor and the Clerk (13 in total) to have a council email address. The costs are more expensive than anticipated. Navigating the transition and its technical requirements are a significant challenge.

ATC is fortunate to have a Councillor able to offer this professional expertise, but many others will not be in this situation. Unlike a registered charity, there are no financial concessions for a local council. ATC understands if the 'cost burden' becomes too much, that it need not proceed. ATC would like advice and practical support from Chorley Council on:

1. Whether it could recommend a gov.uk host provider that to seek economies of scale if a borough-wide contract could be secured to include those local councils if they wish to join?
2. Could Chorley Council offer 'umbrella' support under its own current chorley.gov.uk website to offer to host the local councils' websites at a cheaper cost and give technical advice /support where required?
3. Give advice for each local council in the Borough on the legal and technical compliance requirements of having gov.uk web/email service and what the definition or threshold of the 'cost burden' is that would remove this compliance requirement. Under these circumstances what should a local council aim to offer as the next best option bearing in mind, cost, compliance, security and privacy requirements on local councils

Response:

The Parish Council is eligible to use a gov.uk domain independently of the Borough Council.

Utilising the Borough Councils support and infrastructure would require further in-depth discussions to assess their exact requirements, resources, and financial implications.

2. 2.Concern about the increasing number of HMO applications in the Chorley District

ATC is becoming aware of change of use applications from a family home into a House in Multiple Occupation (HMO) both in the Borough and more recently in the Adlington District which are permitted development (Suo Generis). In Adlington, there is no significant student population. Individual larger family properties are being targeted presumably to bring in more income when let for the owner. There is no control or consideration for the impact on the immediate neighbourhood, in terms of other residents' rights to enjoy their own home, carparking (as the assumption is that in renting this type of accommodation access to shops and a bus route are all that is required) and a gradual change in the character and the demographics of the area if this trend is allowed to continue unchecked. This type of one bedroom with shared facilities accommodation needs to be in the right location. Towns and cities like Ormskirk or Preston have policies in place which allow the planning authority more control over location, quality of provision and to manage its impact.

Can Chorley Council reply to this concern on what it is doing or can do to ensure this type of HMO accommodation is effectively controlled and is directed towards suitable localities to not cause unwelcome or negative impacts in areas of traditional family properties in Chorley Borough.

Response:

In most cases, Houses of Multiple Occupation (HMOs) do not require planning permission when accommodating less than six people. Therefore, the Council as Local Planning Authority has no control over these. When HMOs are proposed for more than six people planning permission is required and the main issues that can be considered are car parking, impact on amenity of local residents and the appearance of the property should an external changes be required. Policy BNE1 of the Chorley Local Plan provides the policy basis to make planning decisions for HMOs and has been used to justify refusal of planning applications, ,most recently at the Planning Committee meeting on 1 April 2025 where a proposed for an HMO at 2 Mount Pleasant, Adlington was refused. Policies within the draft Central Lancashire Local Plan that has recently been subject to public consultation to seek to restrict new HMOs in close proximity to each other.

This item was noted.

29 Any urgent business previously agreed with the Chair

There was no urgent business agreed with the Chair.

Chair

Date