



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 September 2026** at 6.30 pm **in the West Way Hub** 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 1 July 2026. (Enclosed).

6. Parish Clerk Report

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

7. Statutory Business

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

8. Financial Matters

- i. To consider a report of the Responsible Financial Officer providing the financial position (Enclosed).
- ii. To consider a report of the Responsible Financial Officer recommending payments to be approved (Enclosed).
- iii. To consider a report of the Responsible Financial Officer providing details spend against budget headings (Enclosed).
- iv. To review Internal Audit Plan (Enclosed).
- v. To review of Statement on Internal Control and Effectiveness of the System of Internal Audit (Enclosed).
- vi. To review Financial Risk Assessment (Enclosed).
- vii. To receive the External Auditor Report (To follow).

9. Winter Newsletter 2026

The Parish Clerk to report at the meeting.

10. Christmas Event 2026

The Parish Clerk to report at the meeting.

11. Environment Reports

To receive a verbal update at the meeting.

12. Reports from Parish Council representatives on Other Bodies

- Chorley Liaison. The agenda from the last meeting held on Wednesday, 15 July 2026 is attached for information. The next meeting will be held on 21 October 2026 at 6.30pm.
- Neighbourhood Area Meeting (NW Parishes and Chorley North).

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 4 November 2026 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 4 November 2026
- Wednesday 6 January 2027
- Wednesday 3 March 2027 at the rise of the Parish Meeting

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

A handwritten signature in black ink, appearing to read 'Craig Ainsworth', written in a cursive style.

19 August 2026

Astley Village Parish Council

Title	Borough/County Councillor Reports					
Report of	Councillors Adrian Lowe and Jean Sherwood, Borough Councillors - Chorley North and Astley (Chorley Borough Council)					
Date	2 September 2026					
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 At the last parish council meeting a resident stated that there was a rat problem where she lived and thought the wildlife corridors might be the cause of this. The resident’s concerns were passed on to the Director of Communities. The response was as follows: “Wildflower meadows are unlikely to attract rats because they are not a food source; however, we will review the matter to ensure no issues have been missed. We are cautious with rodenticide, balancing effective pest control with the need to protect non-target species and the wider environment.” On the 9 July 2026 the director emailed an update. “A site visit was carried out by our Senior Pest Control Officer who visited the area with the scheme manager. Rentokil were already monitoring and addressing rat activity around the building and gardens.” Actions taken: • Bird feeding has stopped to reduce attractants. • Two damaged drain covers were identified and reported to the relevant parties. • Wildflower corridors need cutting back. Measures are in place, with follow-up ongoing where needed. 20 July 2026: We met with the Streetscene manager to look at ways we could improve the wildlife corridors on Chancery Road. This could now not take place until spring next years. We will have experienced heavy rain followed by four periods of extreme heat which has obviously affected gardens throughout the country.						

Meanwhile verges have been cut, weeds removed and trees pruned, all in keeping with our routine maintenance.

A request was made to point the brickwork at the underpass. This has now been done, as has the removal of graffiti at the same site.

Action required by the Parish Council

To note the report.



Astley Village Parish Council

Meeting of the Council

1 July 2026 at 6.30 pm

Present

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

329.01 Apologies for Absence

Councillors Keith Ashton and Neil Forkin.

329.02 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 Ian Thomas declared a Personal Interest as the Chair and trustee of The Leyland and District Royal Air Forces Association Branch.

Councillor Ian Thomas declared a Personal Interest as a Director and Trustee of The Jubilee Tower Credit Union Ltd.

329.03 Public Engagement

Members of the public are invited to put questions/make representations to the members of the Parish Council. The following issues were raised:

No issues were raised.

329.04 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 noted that Borough Councillors Adrian Lowe, Jean Sherwood and County Councillor Aidy Riggott had offered his apologies.

It was reported that the litter bin had been moved closer to the underpass as requested by the Parish Council.. The brickwork had been replaced and pointed. The steps leading down to the underpass had been straightened and relayed.

RESOLVED – That the reports be noted.

329.05 Minutes

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 6 May 2026 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

329.06 Parish Clerk Report

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

In particular, the following issues in the report were discussed:

Coping stones at the planter/ Parish Council notice board at the corner of Hall Gate

The coping stones at the planter/ Parish Council notice board at the corner of Hall Gate had now been replaced by DWG (NW) Limited.

Delivery of the Parish Council Newsletter

Peter Hodson had informed the Parish Council that he will no longer be able to deliver the Parish Council Newsletter on behalf of Buckshaw (ROF) Scout Group. The Parish Clerk reported that he had contacted Lee Distribution Limited who delivered Coppull Parish's newsletter for the last 3-4 years and delivered newsletters for Croston Parish Council.

The Parish Clerk had provided a map of the roads the newsletter was delivered to. The charge was £145 for 1000 copies and the Parish Council would determine when the newsletters would be delivered. There are currently 1, 421 properties in the Parish making the cost approximately £206 (15p per copy).

RESOLVED – (1) That the report be noted.

(2) That the following expenditure approved by the Parish Clerk in accordance with Standing Order 16.2 be noted:

- Sue Edwards, Internal Audit 2024/25 £75.00
- Post Office Counters Ltd, Postage-Parish Council Summons £1.90
- Printwise, Spring Newsletter 2026 £760.00
- The Lancashire Wildlife Trust Ltd, West Way Pond £1,146.00
- Cartridge People, Printer Cartridges £80.80
- Post Office Counters Ltd, Postage £9.95
- Hartwood Maintenance, Maintenance of Planters £177.00

(3) That approval be given to Lee Distribution Limited being engaged to deliver the Parish Council Newsletter at a cost of £145 for 1000 copies.

329.07 Statutory Business

(i) Co-option to the Parish Council Vacancies

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

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

(ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) providing details of planning issues relevant to the village. The Parish Council had been consulted on the following planning applications received by Chorley Borough Council:

- An application for a single storey side and rear extension, with associated alterations (Reference: 26/00382/FULHH) at 15 Deerfold, Astley Village, Chorley PR7 1UD

The deadline for any representations was 28 May 2026.

- An application for a two storey side extension and single storey rear extension with balcony above (Reference: 26/00431/FULHH) at Ackhurst House, Southport Road, Chorley, PR7 1NT.

The deadline for any representations was 11 June 2026.

- Erection of a single storey rear extension, installation of rooflights and boundary fencing (Reference: 26/00532/FULHH) at 3 Woodfall, Astley Village, Chorley PR7 1XD.

The deadline for any representations was 12 July 2026.

RESOLVED – That the report be noted.

329.08 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 12 June 2026.

RESOLVED – That the financial position be noted.

(ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 July 2026 and 31 August 2026 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
03/07/2026	Employee 4	Reimbursements (May 2026)	60.24		60.24
03/07/2026	Employee 4	Reimbursements (June 2026)	42.42		42.42
01/07/2026	Easy Web Sites	Monthly rental	68.64	11.44	57.20
23/07/2026	Zoom	Zoom Subscription (July 2026)	16.79	2.80	13.99
15/07/2026	Employee 4	Salary (July 2026)	428.30		428.30
15/07/2026	HMRC	Tax (July 2026)	107.20		107.20
15/07/2026	HMRC	National Insurance July 2026)	0.00		0.00
01/08/2026	Easy Web Sites	Monthly rental	68.64	11.44	57.20
23/08/2026	Zoom	Zoom Subscription (August 2026)	16.79	2.80	13.99
14/08/2026	Employee 4	Salary (August 2026)	428.50		428.50
14/08/2026	HMRC	Tax (August 2026)	107.00		107.00
14/08/2026	HMRC	National Insurance (August 2026)	0		0
			1,344.52	28.48	1,316.04

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.

(iv) Asset Register

The Parish Clerk submitted the updated Asset Register (copies of which had been circulated). It was suggested that the following be added:

- Four Additional Directional Finger Post Signs – Purchase Value £2,581. Insurance Value £2,600. (To the east of The Farthings at the western end junction of the southern path across Judeland Wood. To the south of Chancery Road at the southern path junction between Long Copse and Merefield. To the east of Buckshaw Hall Close and to the north of the pond on the north side of Chancery Road. To the east of Buckshaw Hall Close and to the south of the pond on the west of Broadfields).
- Replace “Lap top computer” with “Parish Council ThinkPad Laptop – Purchase Value £723. Insurance Value £800.

RESOLVED – (1) That the changes proposed to the Asset Register be approved.

(2) That the previous lap top computer be removed from the Asset Register and Councillor Chris Sheldon be authorised to appropriately dispose of it.

(v) Annual Governance Statement 2025/26

The Parish Clerk reported that the AGAR Form that had been submitted were in the incorrect format and the 2024/25 form has been used. As there had been amendments to the forms this year including the addition of a new assertion (Assertion 10) the information previously approved by the Parish Council at the last meeting on 6 May 2026 had been transcribed into the correct form using the same dates (the approval dates given may remain unchanged) and the Parish Council was requested to ratify the additional assertion

RESOLVED – That the amended Annual Governance Statement forms for 2025/26 be ratified.

329.09 Review of Village Development Plan

The Parish Council reviewed the Village Development Plan (copies of which had been circulated). It was reported that a meeting of the Village Development Working Group was held on Wednesday 3 June 2026 at 6:30pm via Zoom to discuss:

- Improvements to the Interpretation Boards at West Way Nature Reserve and Councillor Elaine Bibby be requested to confirm what improvements had been proposed by The Wildlife Trust for Lancashire, Manchester and North Merseyside.
- Gateway Sign Enhancements.
- Further planting at the Astley Village Community Garden of Reflection.
- Potential Projects

At the meeting, the Parish Clerk was requested to contact Lancashire County Council and Chorley Borough Council asking them to cut back the tree overhanging the Speed Indicator Sign on Chancery Road and mow around the various planters especially those on Chancery Road. It was confirmed that the area around the planters had been mowed and this would continue moving forwards.

The Parish Council noted that:

- Councillor Neil Forkin was discussing with appropriate contractors the options to carry out Gateway Sign enhancements and report back to a future meeting.
- The Working Group had recommended that the Parish Council revisit potential improvements to the Interpretation Boards at West Way Nature Reserve as part of the 2027/28 budget process.
- Councillor Elaine Bibby had discussed with DWG (NW) Limited options to provide a raised planter around the Jubilee tree at the Astley Village Community Garden of Reflection and undertaking the future maintenance of the various planters owned by the Parish Council in the Village and the following costings had been provided:

	Item	Detail	£
1	Works to Stone planter at the Junction of West Way/Chancery Road	Remove (if possible) moss growth from planter. Secure any loose brickwork. Clear and dispose old planting and weed growth around planter. Incorporate new topsoil and compost. Plant up with colourful summer bedding plants.	250.00
2	Works to planters (November 2026)	Supply and plant winter bedding to 7 composite framed planters and 3 stone planters along Chancery Road. To include clearance of summer plants, compost as required, bulbs and bedding plants.	365.00
3	Works to Planters (May 2027)	Supply and plant summer bedding to 7 composite framed planters and 3 stone planters along Chancery Road. To include clearance of winter plants, compost as required, and colourful summer bedding plants.	495.00
4	Maintenance Monthly April – October (the maintenance in May to be carried out at the same time as the planting)	Maintain 7 composite framed planters and 3 stone planters along Chancery Road. To include strim one metre around each planter as required. Removal of weed growth from within planters. Application of summer fertiliser as required.	35.00 X 5

Price quoted include all necessary materials, labour and disposal of any waste to approved facility.

- The Working Group had recommended the Parish Council consider
 - Cleaning the various highway signs in the village.
 - Replacing the Parish Map at the Astley Village Community Garden of Reflection.
 - Approaching Chorley Borough Council and the local Chorley Borough Council to see if they would support the following potential future projects:
 - Outdoor fitness equipment at the West way Sports Hub
 - A piece of Public Art in the Village
 - A mural on the Community Centre facing Chancery Road.

The Parish Clerk reported that Jennifer Mullin, Director of Communities and Leisure at Chorley Borough Council had replied stating that she and the communities' team were busy developing fresh proposals that aimed to support projects making a real community impact. These would be presented to the Leader of the Council and would help shape how the Council approached new initiatives such as those suggested by the Parish Council.

It was also reported that Lindsey Blackstock, Open Space Strategy Officer at Chorley Council had suggested that the addition of outdoor fitness equipment being provided at the West way Sports Hub would need to be discussed with ward councillors, current and future new site users, Chorey Leisure and Chorley Borough Council officers once the Active Track was completed. Any further improvements would need to fit the needs of site users as the Active Track was going to greatly change the look and feel of the site and attract new users.

It was suggested that when the Active Track was completed and open to the general public and sports clubs and the suggestion of outdoor fitness equipment at the West way Sports Hub be considered with a view to further consultation with users at that point.

The Parish Clerk has requested Poppy Signs Limited to provide a quote to replace the Parish Map at the Astley Village Community Garden of Reflection. It was suggested that additional Parish Maps could be installed near the West Way Sports Hub and the Astley Village Community Centre to assist pedestrians from the Sports Hub and Astley Park.

RESOLVED – (1) That the report be noted.

(2) That approval be given to the works included in the quote provided by DWG (NW) Limited for works to Stone planter at the Junction of West Way/Chancery Road and the future maintenance of the various planters owned by the Parish Council in the Village from August 2026, subject to confirmation that the prices quoted include VAT.

(3) That DWG (NW) Limited be requested to provide options to provide a raised planter around the Jubilee tree at the Astley Village Community Garden of Reflection.

(4) That DWG (NW) Limited be requested to replace the coping stones at the planter at the Astley Village Garden of Reflection.

(5) That the Borough Ward Councillors be requested to arrange for the following works to be undertaken at the West way Nature Reserve:

- Replace the missing brackets from the information board.
- Maintain the overgrown paths
- Replace the “deep water” sign.
- Remove the litter especially around the decking area.

329.10 Christmas Event 2026

The Parish Clerk invited the Parish Council to consider the arrangements for the Parish Christmas event on Thursday 3 December 2026. The Parish Clerk reported that the Community Centre had been booked from 3 pm until 6.00 pm with the Christmas singing around the Christmas Tree at 3.30 pm.

RESOLVED – (1) That following the Christmas singing around the Christmas Tree, refreshments be made available in the Community Centre (non-alcoholic mulled wine, orange juice, mince pies and a tub of chocolates) from around 4.00 pm until 6.00 pm and the Parish Clerk be authorised to approve the associated expenditure from within the existing budget allocated.

(2) That The Parish Clerk be requested to write to Oliver House School to confirm that the Parish Council can access the Community Centre, from 3.00 pm on Thursday 3 December 2026 and invite the staff and students to attend the Parish Christmas event.

(2) The Parish Council should again purchase selection boxes for every child at Buckshaw Primary School.

(3) The Parish Clerk be requested to confirm with Chorley Silver Band that they are available to accompany the Christmas singing around the Christmas Tree and members of AKoustic be invited to play during the event.

(4) Invitations be sent to all residents via the Winter Newsletter and Chair be requested to write to Ravensthorpe and the local ward and county councillors to invite them to attend and Buckshaw Primary School be requested to communicate details of the event to parents so they can bring their child across the road from the school to the Village Green at the end of the school day (KS2 juniors) at 3.20 pm.

(5) The Parish Clerk be requested to write to the Headteacher at Buckshaw Primary School regarding the poster-design competition to promote the event (which the School had previously agreed to organise) with the winning posters being displayed on the Parish Council noticeboards and the winning pupils being invited to switch on the lights and receive a book voucher for £20 from ebb & flo bookshop, Chorley.

329.12 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

It was noted that the next meeting of the Chorley Liaison would be held on 15 July 2026.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

It was reported that it had been agreed to pause the Neighbourhood Area Meetings and therefore the next meeting on Thursday 18 June 2026 had been cancelled.

329.13 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 329.06).

329.14 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 2 September 2026 at 6:30 pm.

The meeting concluded at 7.31 pm.

Chair

Title	Parish Clerk Report					
Report of	Parish Clerk & Responsible Financial Officer					
Date	2 September 2026					
Type of Paper	Decision		Discussion	X	Information	
Purpose of Report To provide an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.						
Key Issues Local Government Reorganisation in Lancashire The option the Government has chosen is: • North - Lancaster, Preston, Ribble Valley • West - Fylde, Wyre, Blackpool • East - Blackburn with Darwen, Hyndburn, Rossendale, Pendle, Burnley • South - Chorley, South Ribble, West Lancashire Councils						
West Way Active Track Project The Parish Council's contribution (£15,000) towards the project has now been paid to Chorley Borough Council.						
Wildflower Meadows At the Parish Council Meeting on 6 May 2026, residents suggested that the Wildflower Meadows/ Corridors were attracting vermin near Ravensthorpe and requested that the verges be returned to grassed areas and wildflowers be planted in raised planters. They believed the Wildflower Meadows/ Corridors made the village look untidy and was not appealing visually to residents or visitors. It was suggested that residents contact the Environmental Health Department at Chorley Borough Council to request the Pest Control Team to install boxes to control the rats. And Councillor Adrian Lowe undertook to raise the issue with Pest Control Team at Chorley Borough Council.						

Jennifer Mullin, Director of Communities and Leisure at Chorley Borough Council has provided an update following a site visit carried out by Paul Bentham, Senior Pest Control Officer.

The Senior Pest Control Officer attended with the scheme manager and confirmed that Rentokil are currently dealing with the main building and external gardens. They have visited recently and are continuing to monitor and address external rat activity.

- A number of actions have already been taken on site:
- Bird feeding has now been stopped to reduce attractants.
- Two damaged drain covers were identified; one has been reported previously to the property owner, and the other is the responsibility of United Utilities. Paul Lee is aware of these issues.
- The wildflower corridors have been identified as needing to be cut back.
- Overall, appropriate measures are in place, and further follow-up is ongoing where required.

West way Nature Reserve

At the last meeting of the Parish Council, the Borough Ward Councillors were requested to arrange for the following works to be undertaken at the West way Nature Reserve:

- Replace the missing brackets from the information board.
- Maintain the overgrown paths
- Replace the “deep water” sign.
- Remove the litter especially around the decking area.

Councillor Adrian Lowe has confirmed that Streetscene who are responsible for the maintenance have been made aware and will deal with the issues

Astley Village Garden of Reflection

The Parish Council is still awaiting a licence agreement from Chorley Borough Council to confirm that the Parish Council will be responsible for maintenance. The agreement is also expected to cover details such as the required height of the plants. In the meantime, the Parish Council is requested to consider selecting a suitable contractor to maintain the area planted by the Parish Council, so that arrangements can be put in place ahead of the agreement being signed.

At the Parish Council have provided photographic evidence of littering at the Astley Village Community Garden of Reflection to support the request for additional litter bins and has been sent to Chris Walmsley, Head of Streetscene and Waste at Chorley Borough Council, who previously confirmed that Chorley Borough Council would only look to install additional bins where there is a demonstrable, persistent need.

Raised Planter around the Jubilee tree at the Astley Village Community Garden of Reflection

Councillor Elaine Bibby had discussed with DWG (NW) Limited options to provide a raised planter around the Jubilee tree at the Astley Village Community Garden of Reflection

DWG (NW) Limited have suggested a cage to protect the tree and keep it safe whilst growing.

Refurbishment of the Footbridge between The Farthings and Long Copse

Lindsey Blackstock, Open Space Strategy Officer at Chorley Borough Council, has confirmed that she supports the refurbishment of the footbridge between The Farthings and Long Copse. She has referred the request to Streetscene and Property Services at Chorley Borough Council, should they have any input.

Chorley Borough Council has recently been out to tender for similar footbridges in Plock Wood and Yarrow Valley. Landscape Engineering has been awarded the work, based on cost comparisons that supported the appointment of the contractor.

The contractor is currently working on site at Plock Wood in Yarrow Valley and they are also starting work on Westway Active Track mid-May, so they are working in Chorley for the next 6 months. Once this has been completed, Lindsey will arrange a site meeting with Councillor Chris Sheldon and Landscape Engineering to obtain costings for the Farthings/Long Copse bridge. There may be further savings if the contractor is able to purchase materials in greater quantities across the projects.

At the Parish Council on 6 May 2026 it was agreed that Councillor Chris Sheldon be authorised to agree on behalf of the Parish Council the works to refurbish the Footbridge between The Farthings and Long Copse subject to the works not exceeding the budget allocated.

Various Maintenance Works

DWG (NW) Limited have been requested to repair the stone planter at the Junction of West Way/Chancery Road and replace the coping stones at the planter at the Astley Village Garden of Reflection.

Maintenance of the various planters owned by the Parish Council in the Village

DWG (NW) Limited have been requested to undertake the future maintenance of the various planters owned by the Parish Council in the Village from August 2026.

Parish Map/ Welcome Sign

Poppy Signs Limited have provided the following quote to replace the Parish Map at the Astley Village Community Garden of Reflection:

- Manufacture, supply and install replacement sign face. Digital print with gloss UV laminate mounted onto curved-top, 3mm aluminium composite flat panel. Riveted over the face of the existing. Machine finished to size. **Total cost (including VAT) - £455.42**

It is not feasible to apply a print over the existing as the laminate is too badly wrinkled. It has been suggested that additional Parish Maps could also be installed near the West Way Sports Hub and the Astley Village Community Centre to assist pedestrians from the Sports Hub and Astley Park.

Gateway Sign Enhancements

Councillor Neil Forkin was discussing with appropriate contractors the options to carry out Gateway Sign enhancements and report back to a future meeting.

Christmas Event 2026

At the last meeting of the Parish Council, it was agreed that the Parish Council should proceed with the changes to the format of the Christmas event as follows and the event be held on Thursday 3 December 2026:

The changes we are proceeding with this year are as follows:

- Holding the event on Thursday 3 December 2026 (not a Friday evening) around the Christmas Tree on the Village Green. The school day at Buckshaw Primary School for KS2 (juniors) ends at 3.20 pm, and the event will start at 3.30 pm so that parents can bring their child across the road from the school to the Village Green.
- Following the Christmas singing around the Christmas Tree, refreshments will be made available in the Community Centre (non-alcoholic mulled wine, orange juice, mince pies and a tub of chocolates) from around 4.00 pm until 6.00 pm.
- Chorley Silver Band be booked to accompany the Christmas singing around the Christmas Tree and members of AKoustic have been invited to play during the event.
- Buckshaw Primary School be requested to communicate details of the event to parents closer to the event so they can bring their child across the road from the school to the Village Green at the end of the school day (KS2 juniors) at 3.20 pm.
- Buckshaw Primary School be invited to organise a poster-design competition in early November to promote the event with the winning posters being displayed on the Parish Council noticeboards and the winning pupils being invited to switch on the lights and receive a book voucher for £20 from ebb & flo bookshop, Chorley.

The Headteacher at Buckshaw Primary School has confirmed that the details will be passed to the new headteacher, Jen Woodcock, who will be taking over in September 2026.

Oliver House School have confirmed they are happy for the Parish Council to access the community centre from 3pm on 3 December and they will be attending the event.

Chorley Silver Band have confirmed that they are available, and the Community Centre has been booked.

Invitations will be sent to all residents via the Winter Newsletter and Chair will write to Ravensthorpe and the local ward and county councillors to invite them to attend.

Richard Ryan has confirmed that the cost of a pre-visit (2 persons) to check and test the strings are ok and check no vandalism etc and add a set or so if the tree growth and to attend the Christmas event to switch on the lights is £ 230 plus VAT. **Total cost (including VAT) - £276.**

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

- Post Office Counters Ltd, Postage £3.30.
- SLCC, Annual Membership Fee £158.00.
- Post Office Counters Ltd, Postage-Parish Council Summons £1.90.
- Chorley Council, Contribution to West way Active Track £15,000.00.
- DWG (NW) Limited, Replace coping stones at the planter/ Parish Council notice board at the corner of Hall Gate £285.00.

Action required by the Parish Council

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



Astley Village Parish Council

Title	Planning Issues Relevant to the Village					
Report of	Parish Clerk					
Date	2 September 2026					
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 been consulted on the following planning application received by Chorley Borough Council since the last Parish Council Meeting: An application for a single storey rear extension (following demolition of rear conservatory) (Reference: 26/00574/FULHH) at 92 The Farthings, Astley Village, Chorley. PR7 1SH. The deadline for any representations was 24 July 2026.						
Action required by the Parish Council To note the report.						

AGENDA ITEM 8(i)**FINANCIAL POSITION - SUMMARY 2 SEPTEMBER 2026****£****Receipts and Expenditure Account****Receipts**

Precepts	20323.00
Grant	3877.00
Refunds	0.00
Other	0.00
Bank Interest (Barclays)	179.75
Dividend (Unify Credit Union)	0.00
Advertisements	0.00
VAT on Receipts/Recovered	2144.21
Total Receipts	26523.96

Expenditure Total**23011.65****Income & Expenditure Reconciliation**

Balance Brought Forward at 1 April 2026		66490.96
Add: total receipts to date	+	26523.96
Less: total expenditure to date	-	23011.65
		70003.27

Bank Reconciliation

Community Account	14/08/26	+	4464.50
Business Premium Account	14/08/26	+	56778.10
Unify Credit Union deposit	01/04/26		10139.79
Less unrepresented cheques/ET/SO		-	1379.12
Plus uncleared credits		+	
			70003.27

Unrepresented cheques/SO/Payments

Zoom	
Subscription	16.79
September/ October	1362.33
	1379.12

Uncleared Incomes**0.00**

AGENDA ITEM 8(ii)

PAYMENTS TO BE APPROVED

September/ October 2026

Date	Creditor	Description	Cheque No	Total	Vat	Net
04/09/2026	Employee 4	Reimbursements (July 2026)	EB	76.65		76.65
04/09/2026	Employee 4	Reimbursements (August 2026)	EB	43.82		43.82
01/08/2026	Easy Web Sites	Monthly rental	DD	68.64	11.44	57.20
23/09/2026	Zoom	Zoom Subscription (September 2026)	EB	16.79	2.80	13.99
15/09/2026	Employee 4	Salary (September2026)	EB	428.50		428.50
15/09/2026	HMRC	Tax (September 2026)	EB	107.00		107.00
15/09/2026	HMRC	National Insurance (September 2026)	EB	0.00		0.00
01/10/2026	Easy Web Sites	Monthly rental	DD	68.64	11.44	57.20
23/10/2026	Zoom	Zoom Subscription (October 2026)	EB	16.79	2.80	13.99
15/10/2026	Employee 4	Salary (October 2026)	EB	428.50		428.50
15/10/2026	HMRC	Tax (October 2026)	EB	107.00		107.00
15/10/2026	HMRC	National Insurance (October 2026)	EB	0		0
				1,362.33	28.48	1,333.85

BUDGET REPORT – 2 September 2026
Financial Year 2026/27 (1 April 2026 to 31 March 2027)

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription	400.00	97.93		302.07
	01-2	Office/Sundry (including new Laptop)	500.00	447.16		52.84
	01-3	Insurance	550.00	518.53		31.47
	01-4	Auditors/Accounts	400.00	75.00		325.00
	01-5	Election/By-Election/Polls	7,000.00	0.00		7,000.00
	01-6	Employee Costs (Salary, Training etc.)	7,000.00	3,906.50		3,093.50
	01-7	Employee Contingency	1,000.00	0.00		1,000.00
	01-8	IT/Website	1,000.00	531.15		468.85
02 - COUNCIL	02-1	Newsletter/Publications	1900.00	760.00		1140.00
	02-2	Village Caretaker	-	0.00		0.00
	02-3	Councillor Training	500.00	0.00		500.00
	02-4	Grant Awards/Local Projects and Groups	2500.00	0.00		2500.00
03 - VILLAGE DEVELOPMENT PLAN	03-1	Christmas Tree Lights/ Christmas Event	1,000.00	0.00		1,000.00
	03-2	Improvements to the Village Centre (including additional seating and litter bins)	5,750.00	285.00		5,465.00
	03-3	The refurbishment of the footbridge between The Farthings and Long Copse	5,000.00	0.00		5,000.00
	03-4	Planter Scheme (including maintenance)	1,000.00	177.00		823.00
	03-5	Tree Planting and Maintenance	500.00	0.00		500.00
	03-6	Wildflower Meadows/Corridors	250.00	0.00		250.00
	03-7	West Way Nature Reserve maintenance/future improvements	1,500.00	995.00		505.00
	03-8	Astley Village Community Garden of Reflection (additional planting and future maintenance)	1,850.00	0.00		1,850.00
	03-9	Chancery Road Underpass Improvements	2,000.00	0.00		2,000.00
	03-10	Refurbishment of existing Gateway Signs	500.00	0.00		500.00
	03-11	Road Safety (Maintenance of SPIDs and Speed Enforcement via Lancashire County Council)	4,000.00	0.00		4,000.00
	03-12			0.00		0.00
	03-13	Paths to provide access from Great Meadow to the play area at West Way Sports Hub	15,000.00	15,000.00		0.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council (including updating the Village map board)	2,500.00	0.00		2500.00
04 - GENERAL RESERVE	04	General Reserve	19,181.62	0.00		19,181.62
		Balance held in the Unify Credit Union deposit Account	10,139.79			10,139.79
Balance Carried Forward from 2026/27	66,409.96					
TOTALS			92,921.41	22,793.27		70,128.14

INTERNAL AUDIT PLAN

Internal Control	Suggested test	Response
Proper bookkeeping	- Is the Excel Financial Spreadsheet maintained and up to date? - Is the Excel Financial Spreadsheet arithmetic correct? - Is the Excel Financial Spreadsheet regularly balance?	
a) Standing Orders and Financial Regulations b) Payment controls	- Has the Parish Council formally adopted standing orders and financial regulations? - Has a Responsible Financial Officer been appointed with specified duties? - Have items or services above a de minimis amount been competitively purchased? - Are payments in the Excel Financial Spreadsheet supported by invoices, authorised and minuted? - Has VAT on payments been identified, recorded and reclaimed? - Is s137 expenditure separately recorded and within statutory limits?	
Risk management arrangements	- Does a scan of minutes identify any unusual financial activity? - Do the minutes record the Parish Council carrying out an annual risk assessment? - Is insurance cover appropriate and adequate? - Are internal financial controls documented and regularly reviewed?	
Budgetary controls	- Has the Parish Council prepared an annual budget in support of its precept? - Is actual expenditure against the budget regularly reported to the Parish Council? - Are there any significant unexplained variances from budget?	
Income controls	- Is income properly recorded and promptly banked? - Does the precept recorded in the Excel Financial Spreadsheet agree to the Borough Council's notification? - Are security controls over cash adequate and effective?	
Reimbursement procedures	- Is all petty cash spent recorded and supported by VAT invoices/receipts? - Is petty cash expenditure reported to each Parish Council meeting? - Is petty cash reimbursement carried out regularly?	
Payroll controls	- Do salaries paid agree with those approved by the Parish Council? - Are other payments to the Parish Clerk reasonable and approved by the Parish Council? - Has PAYE/NIC been properly operated by the Parish Council as an employer? - Are the 'electronic' salary pay arrangements transparent and authorised?	
Asset controls	- Does the Parish Council keep an asset register of all material assets owned? - Are the Asset/Investments registers up to date? - Do asset insurance valuations agree with those in the asset register?	
Bank reconciliation	- Is there bank reconciliation for each amount? - Is bank reconciliation carried out regularly on the receipt of statements? - Are there any unexplained balancing entries in any reconciliation?	
Year end procedures	- Are year-end accounts prepared on the correct accounting basis (R&P)? - Do accounts agree with the Excel Financial Spreadsheet? - Is there any audit trail from underlying financial records to the accounts?	

AUDITOR NAME: SIGNATURE: DATE:



Astley Village Parish Council

STATEMENT ON INTERNAL CONTROL

Internal Control

Astley Village Parish Council is a local authority funded by public money and as such is responsible for ensuring its business is conducted in accordance with the law and proper standards and that public money is safeguarded, properly accounted for, used economically, efficiently and Parish Council effectively.

In meeting this responsibility assurances are required that there is a sound system of internal control and accountability.

Internal controls are designed to ensure that risks are managed to a reasonable and acceptable level forming part of an ongoing process designed to identify and prioritise the risks to the authority's policies, aims and objectives and to evaluate and manage those risks accordingly.

Internal Control	Suggested test	Response
Proper bookkeeping	- Is the Excel Financial Spreadsheet maintained and up to date? - Is the Excel Financial Spreadsheet arithmetic correct? - Is the Excel Financial Spreadsheet regularly balance?	
a) Standing Orders and Financial Regulations b) Payment controls	- Has the Parish Council formally adopted standing orders and financial regulations? - Has a Responsible Financial Officer been appointed with specified duties? - Have items or services above a de minimis amount been competitively purchased? - Are payments in the Excel Financial Spreadsheet supported by invoices, authorised and minuted? - Has VAT on payments been identified, recorded and reclaimed? - Is s137 expenditure separately recorded and within statutory limits?	
Risk management arrangements	- Does a scan of minutes identify any unusual financial activity? - Do the minutes record the Parish Council carrying out an annual risk assessment? - Is insurance cover appropriate and adequate? - Are internal financial controls documented and regularly reviewed?	

Budgetary controls	- Has the Parish Council prepared an annual budget in support of its precept? - Is actual expenditure against the budget regularly reported to the Parish Council? - Are there any significant unexplained variances from budget?	
Income controls	- Is income properly recorded and promptly banked? - Does the precept recorded in the Excel Financial Spreadsheet agree to Chorley Borough Councils notification? Are security controls over cash adequate and effective?	
Reimbursement procedures	- Is all petty cash spent recorded and supported by VAT invoices/receipts? - Is petty cash expenditure reported to each Council meeting? - Is petty cash reimbursement carried out regularly?	
Payroll controls	- Do salaries paid agree with those approved by the Parish Council? - Are other payments to the Parish Clerk reasonable and approved by the Parish Council? - Has PAYE/NIC been properly operated by the Parish Council as an employer? - Are the 'electronic' salary pay arrangements transparent and authorised?	
Asset controls	- Does the Parish Council keep an asset register of all material assets owned? - Are the Asset/Investments registers up to date? - Do asset insurance valuations agree with those in the asset register?	
Bank reconciliation	- Is there bank reconciliation for each amount? - Is bank reconciliation carried out regularly on the receipt of statements? - Are there any unexplained balancing entries in any reconciliation?	
Year end procedures	- Are year-end accounts prepared on the correct accounting basis (R&P)? - Do accounts agree with the cash book? - Is there any audit trail from underlying financial records to the accounts?	

AUDITOR NAME: SIGNATURE: DATE:

Reviewed by the Parish Council on 2 September 2026

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

APPENDIX A - Meeting the Standards

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	Internal Audit Tests (Auditor provided with a pro-forma to complete called 'Internal Audit Plan')	Yes
2. Independence	- Internal Auditor has direct access to those charged with governance. - Reports are made in own name to management/Parish Council via a report. - Auditor does not have any other role within the Parish Council.	Yes
		Yes
		Yes
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Yes
4. Relationships	- Responsible officer (Parish Clerk) is consulted on the internal audit plan and on the scope of each audit. - Responsibilities for officers and internal audit are defined in relation to internal control, risk management. - The responsibilities of Parish Council members are understood; training of members is carried out as necessary.	Yes
		Yes
		Yes
5. Audit Planning and reporting	- The Internal Audit Plan properly takes account of corporate risk. - The plan has been approved by the Parish Council. - Internal Auditor has reported in accordance with the plan.	Yes
		Yes
		Yes

APPENDIX B - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Response
Internal audit work is planned	Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes
Understanding the Parish Council's needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	Yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	Yes
Add value and assist the Parish Council to achieve its objectives	Demonstrated through positive Parish Council response to recommendations and follow up action where called for.	Yes
Be forward looking	Changes on national agenda are considered when the Internal Audit guidance is reviewed. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes
Be challenging	Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Yes
Ensure the right resources are available	- Adequate resource is made available for internal audit to complete its work. - Internal auditor understands the body and the legal and corporate framework in which it operates.	Yes
		Yes
Banking arrangements checked	Viewed procedure, Financial Regulations, authorisations	Yes

INTERNAL AUDIT PLAN

Internal Control	Suggested test	Response
Proper bookkeeping	- Is the Excel Financial Spreadsheet maintained and up to date? - Is the Excel Financial Spreadsheet arithmetic correct? - Is the Excel Financial Spreadsheet regularly balance?	
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Risk management arrangements	- Does a scan of minutes identify any unusual financial activity? - Do the minutes record the Parish Council carrying out an annual risk assessment? - Is insurance cover appropriate and adequate? - Are internal financial controls documented and regularly reviewed?	
Budgetary controls	- Has the Parish Council prepared an annual budget in support of its precept? - Is actual expenditure against the budget regularly reported to the Parish Council? - Are there any significant unexplained variances from budget?	
Income controls	- Is income properly recorded and promptly banked? - Does the precept recorded on the Excel Financial Spreadsheet agree to the District Council's notification? - Are security controls over cash adequate and effective?	
Reimbursement procedures	- Are all reimbursements recorded and supported by VAT invoices/receipts? - Is reimbursement expenditure reported to each Parish Council meeting?	
Payroll controls	- Do salaries paid agree with those approved by the Parish Council? - Are other payments to the Parish Clerk reasonable and approved by the Parish Council? - Has PAYE/NIC been properly operated by the Parish Council as an employer? - Are the 'electronic' salary pay arrangements transparent and authorised?	
Asset controls	- Does the Parish Council keep an asset register of all material assets owned? - Are the Asset/Investments registers up to date? - Do asset insurance valuations agree with those in the asset register?	
Bank reconciliation	- Is there bank reconciliation for each amount? - Is bank reconciliation carried out regularly on the receipt of statements? - Are there any unexplained balancing entries in any reconciliation?	
Year end procedures	- Are year-end accounts prepared on the correct accounting basis ? - Do accounts agree with the Excel Financial Spreadsheet? - Is there any audit trail from underlying financial records to the accounts?	

AUDITOR NAME: SIGNATURE: DATE:

Reviewed by the Parish Council on 2 September 2026

Astley Village Parish Council - Financial Risk Assessment

Notes

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

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

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

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

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

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Councillor allowances	Councillors over-paid Income tax deduction	Negative	No allowances are allocated to Parish Councillors.	No procedure required.
VAT	Re-claiming/charging	L	The Parish Council has Financial Regulations which set out the requirements. VAT is reclaimed regularly.	Existing procedure adequate.
Employers Annual Return	Paying and accounting for NI and Tax of employee's salaries	L	Employer's Annual Return is completed and submitted online to the Inland Revenue within the prescribed time frame by the Parish Clerk.	Existing procedure adequate.
Audit - Internal Audit	Completion within time limits	L L	Internal auditor is appointed by the Parish Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor. Procedures are all covered in the 'Review of Effectiveness of the system of Internal Audit' which is reviewed annually.	Existing procedure adequate. Internal Auditor to be appointed
Annual Return	Completion/Submission within time limits	L	Annual Return is completed and signed by the Parish Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedure adequate.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. As per the Financial Regulations prescribe.	Existing procedure adequate.
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Parish Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following each Parish Council Meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate.
Website	Information is up to date compliant with the new Accessibility Regulations.	L L	The Parish Clerk regularly reviews the website content. Steps were taken to ensure the website was compliant by 23 September 2020.	Existing procedure adequate.
Members interests	Conflict of interest Register of Members interests	L L	The declaring of interests by members at a meeting is on the agenda to remind Councillors of their duty. Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate. Members to take responsibility to update their Register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	A review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Data protection	Policy Provision	L-M	The Parish Council is registered with the Information Commissioners Office (ICO). The changes required following the introduction of the new GDPR requirements introduced in 2018 have been implemented. It has been agreed that all Parish Councillors be offered a 'avpc.org.uk email address which to be used for all Parish Council business in line with the advice issued by the Information Commissioners Office.	Ensure annual renewal of registration.
Freedom of Information Act	Policy Provision	L-M	The Parish Council has a model publication scheme for Local Councils in place. The Parish Clerk/Council are aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours, but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the Freedom of Information Act.
GDPR	GDPR breach SAR request	L	The Parish Council cannot avoid or anticipate a Subject Access Request but can guard against and GDPR breach. Anti-virus protection is on the Lap-Top and annually renewed. Information is not kept beyond when necessary. It has been agreed that all Parish Councillors be offered a 'avpc.org.uk email address which to be used for all Parish Council business in line with the advice issued by the Information Commissioners Office (ICO)	The procedures need to be put into a document for approval and review.

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

Reviewed by the Parish Council on 2 September 2026

Chorley Liaison

Wednesday, 15th July 2026, 6.30 pm

Council Chamber, Town Hall, Chorley and You Tube

Agenda

Apologies

1 **Welcome by the Chair**

2 **Minutes**

3 **Terms of reference**

To note the terms of reference.

4 **Item requested at the last meeting - Local Government
Reorganisation update**

Officers will attend to give an update.

5 **Item from the work programme - update on diversionary activities**

Officers will attend to provide an update.

6 **Item requested by Heath Charnock Parish Council**

A request has been received and is enclosed within the agenda pack.

7 **Item requested by Ulmes Walton Parish Council and Heapey Parish
Council**

A request has been received and is enclosed within the agenda pack.

8 Questions from Members of the Liaison and the public

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

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

Where a question is raised which cannot be answered at the meeting, a record will be kept by officers supporting the meeting and it will be responded to via the appropriate mechanism.

9 Items for Future Meetings

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

10 Any urgent business previously agreed with the Chair

Chris Sinnott
Chief Executive

Electronic agendas sent to Members of the Chorley Liaison.

If you need this information in a different format, such as larger print or translation, please get in touch on 515151 or chorley.gov.uk

[To view the procedure for public questions/ speaking click here and scroll to part two](#)



Chorley Liaison

Terms of Reference

1. A joint consultative meeting of Borough Council and Parish and Town Council representatives, with County Councillors also being invited to attend meetings. There are four meetings per year.
2. The liaison meeting is open to the public and its primary function is to engage with elected representatives to consider issues of shared priority and concern, particularly matters of a strategic nature, which impact on the local community.
3. In addition to the membership of Borough Councillors who are Chairs of the Neighbourhood meetings; parish or town councillor representatives from each of the Parish and Town Councils; and Lancashire County Councillors are also invited to attend to discuss and respond to County Council matters.

Agenda item requested by HCPC for 15 July, 2026 Chorley Liaison Meeting

Over the last two years, Heath Charnock Parish Council, has been in regular contact with United Utilities, the Chorley Community Safety Partnership (CCSP) and the former Deputy Commissioner of Lancashire Police to try to secure a partnership approach, co-ordinated action and resources to address diverse anti-social behaviours and speeding traffic, which are increasing again this year with the lighter evenings and warmer weather.

The CCSP and Police are currently using a static camera to monitor and secure data. Appropriate enforcement action by the Police is required to make an example of those who then drive under the influence of nitrous oxide, drink or drugs; to break up the drug dealing evident in the area; and to reduce traffic incidents/accidents due to high speeds which is damaging boundary walls/other property; and is encouraging theft of the traditional coping stones where repairs are not done quickly enough. Lancashire Highways need to take action to reduce speed limits and to control parking. This is all impacting negatively both on the appearance of this area and the quality of life for its residents and small businesses.

This is a high value, traditional, rural landscape around Anglezarke and Rivington Viewpoints and reservoirs of the West Pennines moors. It used to be a 'local' tourist spot. Since Covid and with social media, it has become increasingly attractive to tourism from those living up to 100 miles away, without the facilities on site to cope with additional parking or visitor facilities. As Rivington becomes 'too busy' with tourists, parked cars left abandoned on the public highway and congestion, Anglezarke, once quieter, is now attracting more visitor numbers with even fewer facilities for them than Rivington has.

United Utilities, as the main land owner, has prepared a draft paper 'A Sustainable Future for Rivington' which needs discussion, development and multi-agency input and support to deliver. Residents are increasingly fed-up with the visitor numbers and the impact of often unwanted tourism.

Can this be discussed, as other adjacent rural fringe areas are likely to be impacted. The data from the current surveillance also needs to be discussed if it could be made available at this meeting. HCPC is then looking to both Chorley and Lancashire County Councils to take action, and Lancashire Police in a multi-agency, co-ordinated approach.

Agenda Item 7

Item from Ulnes Walton Parish Council and Heapey Parish Council

Can anything be done to raise the profile of the unacceptability of littering on country lanes?

Chorley Liaison agenda management timetable

Date of meeting	Deadline for items to be requested by Members
Wednesday, 21 October	Friday, 9 October
Wednesday, 20 January	Friday, 8 January
Wednesday, 17 March	Friday, 5 March

Please email democratic.services@chorley.gov.uk if you would like to request an item on the agenda.

Future agenda items

Local Plan update – October

Tour de France update

Resettlement Scheme

Revival/survival strategy for Chorley town centre post Covid

Update on infrastructure improvements following developments at the Botany Bay site

Intheboro

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

If you have anything you feel may be useful and would like to be included please email intheboro@chorley.gov.uk.

Intheboro is published around the 1st of the month.