



Astley Village Parish Council

Agenda

To: Members of Astley Village Parish Council.

YOU ARE HEREBY SUMMONED to attend a meeting of the Astley Village Parish Council to be held on **Friday 21 January 2022** at **6pm** 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.

Broadfields – Problems Being Experienced by Residents (Lack of Communications, Support and Repairs/Maintenance by Places for People)

This item has been requested by Councillor Emma Barraclough.

4. Borough/County Councillor Reports

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

5. Minutes

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 3 November and the Extraordinary Parish Council Meeting on Tuesday 23 November 2021. (Enclosed).

6. Exclusion of the Press and Public

To consider the Press and public for any item on the Summons due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

7. Parish Clerk Report

To consider a report of the Parish Clerk & Responsible Financial Officer providing an update on ongoing projects, work outstanding and activities since

the last meeting of the Parish Council.(Enclosed).

8. Statutory Business

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

9. West Way Sports Hub - Phase 2 (New Play Area and Work to Pathways at the Site)

To consider a report of the Parish Clerk & Responsible Financial Officer (Enclosed).

10. Financial Matters

- i. To consider a report of the Responsible Financial Officer providing the financial position (Enclosed).
- ii. To consider a report of the Responsible Financial Officer recommending payments to be approved (Enclosed).
- iii. To consider a report of the Responsible Financial Officer providing details spend against budget headings (Enclosed).
- iv. To consider a report of the Responsible Financial Officer proposing the 2022/23 budget headings and Precept. (Enclosed).
- v. To appoint the Internal Auditor for 2021/22 Accounts.
- vi. To Review the Asset Register. (Enclosed)

11. The implications of potential HMOs in the Parish

At the last meeting on 3 November 2021, it was agreed to include this item on the Summons for this Council Meeting.

12. Newsletter

The Parish Clerk to report at the meeting.

13. Environment Reports

To receive a verbal update at the meeting.

14. Reports from Parish Council representatives on Other Bodies

- Chorley Liaison (20 October 2021) – Councillor Arnold Almond.
- Friends of Astley Park – Councillor John McAndrew.
- Neighbourhood Area Meetings (Chorley Town North) (29 September 2021) – Councillor Arnold Almond (Substitute Councillor John McAndrew).

15. Minutes of the Personnel Committee.

To note the minutes of the Personnel Committee held on 7 July and 17 November 2021 (Enclosed)

16. Correspondence

The Parish Clerk to report at the meeting.

17. Matters for information

Notify the Chair of any item to be brought under this section, prior to the meeting. Only items requiring urgent attention, information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions or spend can be agreed.

18. Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 2 March 2022 at 7pm.

Schedule of Meetings 2021/22 and 2022/23

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

- Wednesday 2 March 2022 at the rise of the Parish Meeting.
- Wednesday 4 May 2022 (Annual Meeting)
- Wednesday 6 July 2022
- Wednesday 7 September 2022
- Wednesday 2 November 2022
- Wednesday 4 January 2023
- Wednesday 1 March 2023 at the rise of the Parish Meeting

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



15 January 2022

Ward Councillor's Report to Astley Village Parish Council, 5 January 2022

Your three Ward Councillors continue their work on Chorley Borough Council, attending various committees meeting of which they are members. This includes, Planning, Licensing, Governance, Chorley in Bloom and Executive and Full Council Meetings.

At the full Council Meeting in November 2021, the first of the Neighbourhood Projects were confirmed for 2022 the details of which you are aware from previous reports. Further projects can be advanced at the next Neighbourhood Meeting in January 2022. Suggestions have included the sighting of a Memorial Stone, extra planters and or Knee fencing along Chancery Road and work with local primary schools on Hedgehog Awareness. The suggestion regarding Hedgehogs came from Councillor Jean Sherwood, following her visit to the Chorley Hedgehog Rescue Centre and her follow up report which was published in the recent Parish Newsletter.

Following concerns raised after the Astley Park Bonfire and Fireworks in November 2021, the Ward Councillors met with a number of Parish Councillors and Mr Andrew Daniels from Chorley Borough Council to determine what improvements could be made to ensure parking problems and nuisance were reduced. A number of actions were agreed and confirmed in writing to the Chair of the Parish Council on the 9 November 2021. We understand that Places for People have secured the steps to the Notice Board on Great Meadow since that was brought to our attention at this same meeting.

A Consultation on the Play Area at the West Way Sports hub was arranged on the early evening of the 6 December 2021. A number of Parish Councillors attended and a few members of the public. We understand this was generally positive, however a parish report has since been shared with Mr Simon Forester at Chorley Borough Council outlining some concerns. Chorley Borough Council are currently looking to respond to these concerns. At the last Parish Council Meeting, concerns were raised as to the condition of the all-weather pitches. There was a suggestion that there was some deterioration of the pitches, but we have been assured that there has been no such deterioration.

Finally, as Ward Councillors we have been out and about delivering our Christmas Cards to our constituents. We take this opportunity to wish all the Parish Councillors a very Merry Christmas and a Happy New year.

Councillors Alistair Morwood, Adrian Lowe, Jean Sherwood.



Astley Village Parish Council

3 November 2021 at 7.00pm

Present

Councillor Arnold Almond (Chair) (in the Chair); Councillor John McAndrew (Vice Chair); Councillors Keith Ashton, Emma Barraclough, Susan Crook, Rod Fraser, Matt Lynch, Gillian Sharples and Chris Sheldon.

301.01 Apologies for Absence

No apologies were received.

301.02 Declarations of Interest

Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.

Councillor John McAndrew declared a Personal Interest as a Governor at Buckshaw Primary School.

Councillor Matt Lynch declared a Personal Interest as a Non-Executive Director of Jigsaw Homes Group Ltd

301.03 Statutory Business

(i) Co-option to the Parish Council Vacancy

One application had been received and had been circulated to Parish Councillors.

It was confirmed that Ms Barraclough fulfilled the qualifications for standing for election.

RESOLVED – (1) (Unanimously) - That Ms Emma Barraclough be co-opted on to the Parish Council.

Councillor Emma Barraclough signed the Declaration of Acceptance of Office and joined the meeting.

(2) The Parish Clerk be requested to extend the deadline for expressions of interest in relation to the current vacancy to Monday 20 December 2021.

(ii) Planning Issues Relevant to the Village

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

- The erection of a first-floor side extension over existing double garage and the erection of a single storey rear extension including two roof lanterns following demolition of existing conservatory at 75 Wymundsley, Astley Village, Chorley, PR7 1US (Reference: 21/01099/FULHH). The deadline for any representations was 10 October 2021

RESOLVED – That the planning application referred to in the report be noted.

301.04 Public Engagement

At 7.05 pm it was:

RESOLVED – That Standing Order 70 be suspended, and the meeting be adjourned to allow members of the public to address the meeting.

A report was provided from the Chorley North and Astley Ward Borough Councillors. Councillor Alistair Morwood attended the meeting. He reported that following a report from the Parish Clerk, Streetscene had tidied up the illegal fly tipping at the rear of the shops at Astley Village and an investigation was ongoing. In addition, the new low level lighting was currently being installed in Astley Park.

Concern was expressed regarding access by residents to the West Way Sports Hub as the main gates were locked during the day and the difficulty residents and groups had experienced in trying to book the facilities. Reassurance was sought that residents would be able to access the new play facility when completed. Councillor Alistair Morwood agreed to investigate the concerns raised.

Councillor Aidy Riggott (Lancashire County Council) attended the meeting and provided an update in relation to the activities of Lancashire County Council affecting Astley Village. He reported that a number of ash and horse chestnut trees would be removed along Chancery Road and The Farthings due to disease and the Parish Council were asked to consider if they had a preference as to what species should replace them. Resurfacing works were taking place on Great Meadow and it was suggested that the road surface on Long Croft Meadow also needed attention. Funding was available from Lancashire County Council to support facilities for young people and Councillor Riggott offered to provide details for inclusion in the Parish Council Newsletter.

It was hoped that Parish Councillors would be able to attend the Parish and Town Council Conference on Saturday 13 November 2021, 'Working Better Together' organised by Lancashire County Council.

At 7.32 pm the meeting resumed.

301.05 Minutes

RESOLVED - That the minutes of the meeting of the Parish Council held on Wednesday 8 September 2021 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

301.06 Parish Clerk Report

The Parish Clerk reported on the following:

- The Parish Clerk had contacted Chorley Borough Council regarding the possibility of the Parish Council having a stand at the Chorley Flower Festival in 2022 to raise the profile of the Parish Council. A response had been received stating that once Chorley Borough was in the early planning stages of Chorley Flower Show 2022 and would be in touch with further details.
- Information had been received from Royal British Legion Industries about this year's upcoming National Remembrance inviting the Parish Council to consider purchasing a 'Tommy'; which had become a nationally recognised symbol of Remembrance and military support. Parish Council had been consulted on the proposal.
- A draft licence had been received from Chorley Borough Council confirming the terms previously agreed and approved for the two fingerpost signs to be placed on Chorley Borough Council land and seeking clarification of the location of the third fingerpost sign which was originally intended to be placed on adopted highway.
- Information had been received from the Chorley Hedgehog Rescue including posters which had been displayed on the Parish Council Notice Boards. A short article would also be included in the Parish Council Winter Newsletter.
- A resident had written to the Parish Council making unhappy at the state of the grass verge east side Chancery Road.
- A resident had written to the Parish Council to report that bollard on the corner of Edgefield had been seriously damaged and this had been reported to Lancashire County Council and had now been removed.
- Parish Councillors had been invited to attend the Parish and Town Council Conference on Saturday 13 November 2021, 'Working Better Together' organised by Lancashire County Council.
- A resident had written to the Parish Council regarding the maintenance of trees, hedges, pathways grass verges etc.
- Chorley Borough Council had received £17,080.00, Section 106 monies from the planning permission granted for the Strawberry Fields site, and it had been confirmed that once a detailed plan had been developed for the Foxcote play the Parish Council would be consulted on any proposals.
- Streetscene at Chorley Borough Council had responded quickly to tidy up the rubbish/fly tipping at the rear of the shops at Astley Village.
- Parish Councillors had been invited to take part in the Chorley Civic Remembrance Sunday commemorations.

- A list of sites agreed by Councillor Adrian Lowe (Chorley Borough Council) as part of the Wildflower & Meadows Project on Chancery Road which appeared to cover the sites agreed/requested by the Parish Council. The Parish Council was reminded that that the Parish Council had previously agreed to consider introducing a two metre Mini Meadows of Wildflowers or Wildlife Corridor along the footpath between Chancery Road and Derian House.
- The Parish Clerk, in consultation with the Chair of the Parish Council had completed the Lancashire County Council Parish and Town Councils Survey 2021, seeking views to help deliver and improve services to Parish Councils.
- The tree works requested by the Parish Council, including the pruning required on the trees on Chancery obscuring the sight line to the pedestrian crossing, travelling from the Euxton Lane roundabout had been completed by Lancashire County Council.
- A resident had contacted the Parish Council regarding traffic on Deerfold.
- Coping stones had been removed from the planters and Adlington Dry Stone Walling had been requested to carry out the repairs.
- Chorley Borough Council had provided an update regarding the play area at the West Way Sports Hub including details of the proposed consultation with the local schools/residents during September and October 2021. It had been suggested that drop-in consultation session be held from the social room at West Way for local parents/kids to put their ideas across and presenting the proposed ideas to pupils at Buckshaw Primary School and potentially Oliver House School.
- Chorley Borough Council had been requested to consider financial assistance to meet the additional costs incurred by the Parish Council in holding virtual meetings during the Covid-19 pandemic.

The Parish Clerk reminded the Parish Council that at the Parish Council Meeting on 7 July 2021 it had been agreed that consideration be given to further sites where trees could be planted in the village including the new West Way Sports Hub be considered at a future meeting of the Parish Council.

RESOLVED – (1) That the report be noted.

(2) That the expenditure approved by the Parish Clerk, room hire, Astley Village Community Centre (£41.40), livedrive (Cloud storage) (£25), a new jacket for the Village Caretaker (£63), the annual cost of cleaning the parish noticeboards (£40) and External Audit by PKF Littlejohn LLP (£240) in accordance with Standing Order 16.2 be noted.

(3) That instead of purchasing a ‘Tommy’ as a symbol of Remembrance and military support. The Parish Council consider the commissioning of artwork near the subway and this be considered by the Village Development Working Group.

(4) That the Parish Council should purchase a poppy wreath on behalf of Astley Parish which could be laid at the war memorial in Astley Park on Remembrance Sunday.

(5) That a fingerpost sign should not be located near Damhead Wood due to the condition of the footpath but permission for the third fingerpost sign be sought at the junction of Derian House and Chancery Road directing pedestrians to the village centre.

(6) That the Parish Clerk be requested to write to Chorley Borough Council enquiring when the lease to Astley and Buckshaw Junior FC for the Derian Pitches was due for renewal and seeking an assurance that the Parish Council would be consulted as part of the renewal process.

(7) That further sites where trees (including fruit trees) could be planted in the village including the new West Way Sports Hub be considered at a future meeting of the Parish Council be considered by the Village Development Working Group prior to the next meeting.

(8) That Chorley Borough Council be requested to consider introducing a two metre Mini Meadows of Wildflowers or Wildlife Corridor along the footpath between Chancery Road and Derian House.

301.07 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 23 October 2021.

RESOLVED – That the financial position be noted.

(ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 November 2021 and 31 December 2021 as follows:

Date	Creditor	Description	Cheque No	Total	Vat	Net
09/11/21	Employee 4	Reimbursements (September 2021)	EB	41.50		41.50
09/11/21	Employee 4	Reimbursements (October 2021)	EB	43.30		43.30
01/11/21	Easy Web Sites	Monthly rental	DD	58.80	9.80	49.00
23/11/21	Zoom	Zoom Subscription (November 2021)	EB	14.39	2.40	11.99
15/11/21	Employee 2	Salary (November 2021)	EB	77.22		77.22
15/11/21	Employee 4	Salary (November 2021)	EB	304.50		304.50
15/11/21	HMRC	Tax (November 2021)	EB	76.20		76.20
01/12/21	Easy Web Sites	Monthly rental	DD	58.80	9.80	49.00
23/12/21	Zoom	Zoom Subscription (December 2021)	EB	14.39	2.40	11.99
15/12/21	Employee 2	Salary (December 2021)	EB	77.22		77.22
15/12/21	Employee 4	Salary (December 2021)	EB	304.50		304.50
15/12/21	HMRC	Tax (December 2021)	EB	76.20		76.20
				1,147.02	24.40	1,122.62

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

(iii) Spend Against Budget Headings

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

RESOLVED – (1) That the report be noted.

(2) That Parish Councillors be requested to submit and budget proposals for consideration as part of setting the budget and Precept for 2022/23 to the Parish Clerk no later than Friday 17 December 2021.

301.8 Draft Protocol for Public Participation

The Parish Clerk invited the Parish Council to consider a draft Protocol (copies of which had been circulated) setting out the procedural rules governing public participation at Parish Council meetings.

RESOLVED – (1) That the Protocol be adopted.

(2) That ‘Public Engagement’ should be part of the normal business of the Parish Council.

(3) That immediately after ‘Public Engagement’, the Parish Clerk be requested to include an item “Borough/County Councillor Reports” as a standard item on the Parish Council Summons and the Borough Councillors and County Councillor be requested to submit a written report in advance of the meeting and circulated with the Summons and reports for the meeting.

301.9 Review of GRDP Arrangements

The Parish Clerk & Responsible Financial Officer submitted the following documents (copies of which had been circulated) for the Parish Council to review:

- (i) Contact Privacy Policy.
- (ii) Document Retention Policy.
- (iii) Assessment of Personal Data held by Parish Council (September 2021).
- (iv) Draft GDPR Risk Assessment.

RESOLVED – The documents be amended as follows:

- a) In the Contact Privacy Notice where reference is made to “Data Information Officer” it should be changed to “Data Protection Officer (DPO)”.
- b) That the Parish Clerk be appointed Data Protection Officer.
- c) The sentence in the fourth paragraph of the Contract Privacy Notice be amended from “Children We will not process any data relating to a child (under 18) without

the express parental/ guardian consent of the child concerned. Contact the Data Information Officer for the following:" to:

"We will not process any data relating to a child (under 18) without the express consent of the parent/guardian of the child concerned."

- d) The email signature on all Parish Council emails should include a link to the Contact Privacy Notice on the Parish Council website.
- e) All personal information should be redacted before circulation.
- f) Parish Councillors be recommended to only access emails on devices with suitable up-to-date anti-virus software installed on them.
- g) That the risk level be classed as "Low" in the GDPR Risk Assessment and under "Website security", the wording be amended to read "Ensure that you have the written consent of the individual including parental consent if the subject is **18** or under)".
- h) Parish Councillors should not record private meetings or where the press and public have been excluded from a meeting.
- i) That all correspondence received from residents by the Parish Clerk be considered by the Parish Council under the item "Correspondence" and residents be made aware that there may be a delay in responding to them.

301.10 Facilities for Young People living in Astley Village

The Parish Clerk reminded the Parish Council that at the last meeting on 8 September 2021, it was agreed to include this item on the Summons for this Council Meeting.

Councillor John McAndrew reported that he had posted a request on the Astley Village Mums and Dads site on Facebook asking residents for information regarding facilities for young people living in Astley Village There had been over 80 responses and some very interesting ideas which he had circulated to Parish Councillors. In addition, an article would be included in the Winter Newsletter.

RESOLVED – That the report be noted.

301.11 The implications of potential HMOs in the Parish

The Parish Clerk reminded the Parish Council that at the last meeting on 8 September 2021, it was agreed to include this item on the Summons for this Council Meeting.

RESOLVED – That the item be deferred until the next meeting of the Parish Council on 5 January 2022.

300.12 Newsletter

The Parish Council discussed the timing and potential articles for the Winter edition of the Parish Council Newsletter and the following articles were noted:

- Introduction from Councillor Susan Crook. (Councillor Susan Crook).
- Chair's report (Councillor Arnold Almond).
- Ask residents to share their experiences of 'How Astley Village had changed over the last 20 years'. (Councillor Keith Ashton).
- Mini Meadows of Wildflowers & Wildlife Corridors Project on Chancery Road (Councillor Chris Sheldon).
- Facilities for Young People living in Astley Village (Councillor John McAndrew)
- Details of the Christmas event and Christmas Tree lights switch-on (Parish Clerk).
- An article raising awareness of hedgehogs in the area (Borough Councillor Jean Sherwood).
- Details of how to report issues to Lancashire County Council. (County Councillor Aidy Riggott)
- The official opening of the West Way Sports Hub (Chorley Borough Council).
- The G7 Speaker's conference at Astley Hall on 17-19 September 2021. (Councillor Arnold Almond).

The Clerk reported that everything would be sent to the printers by Friday 5 November with a first draft being provided by 5pm on Tuesday 9 November so it can be signed off and be printed on Friday 12 November and delivered by Friday 26 November at the latest.

RESOLVED – (1) That the report be noted.

(2) That the number of newsletters printed be increased from 1600 to 1650.

301.13 Christmas Event Planning

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider the proposed arrangements for this year's Christmas event and Christmas Tree lights switch-on.

RESOLVED – (1) That the Christmas Carol Singing be held round the Christmas Tree in front of the shops on Wednesday 15 December 2021 at 7pm.

(2) The winners of the competition to design a poster to promote the event organised by Buckshaw Primary School, (one from KS1 (Infants) and one from KS2 (juniors) be presented with a book voucher.

(3) The electricians be requested to put the lights on the tree and test them on Wednesday 1 December 2021.

(4) Invitations to attend the event be sent to all residents via the Winter Newsletter/posters in the Parish Council Noticeboards and the Chair be requested to write to Ravensthorpe, and the local Wards/County Councillors inviting them to attend.

(5) That the following expenditure be approved:

- Adlington Electrical Ltd, Christmas Tree Lights - £240.
- Book vouchers for winners of the poster competition - £20.

(6) That the Parish Clerk be requested to book the Community Centre on Thursday 8 December 2022 from 6 – 9pm for the 2022 Christmas Event.

301.14 Environment Reports

It was reported that at the Parish Council Meeting on 7 July 2021 it had been agreed that Places for People be approached suggesting the possibility of a joint approach to the maintenance of the planters throughout the village.

RESOLVED – That the Parish Clerk be requested to invite Hartwood Maintenance to carry out the weeding/tidying and watering of the flower beds in May 2022 at a cost of £280 to allow for additional plants to be purchased (previously £230).

301.15 Reports from Parish Council representatives on Other Bodies

No update was provided in relation to the Neighbourhood Working Group.

Chorley Liaison

Councillor Arnold Almond reported that he and the Parish Clerk had attended a meeting of the Chorley Liaison on Wednesday 20 October 2021,

Friends of Astley Park

Councillor John McAndrew reported the Friends of Astley Park were carrying out an extensive planting programme around the fountain.

Neighbourhood Area Meeting (Chorley Town North)

Councillor Arnold Almond reported that he and the Parish Clerk had attended a meeting of the Neighbourhood Area Meetings (Chorley Town North) on Wednesday 29 September 2021.

The Chair reported that the Parish Council had not submitted any proposals to the Neighbourhood Area Meetings (Chorley Town North) on Wednesday 29 September 2021 as the Parish Council had not discussed or prepared any submission.

The Parish Council expressed its disappointment that the Chorley North and Astley Ward Borough Councillors had not submitted a proposal that would benefit the residents of Astley Village.

It was suggested that the Parish Council could submit a proposal to the next Neighbourhood Area Meeting in January 2022. The total budget for 2021/22 was £8,000 and that they are looking for four projects, per group.

RESOLVED – (1) That the reports be noted.

(2) That the Chair of the Parish Council be requested to write to the Chorley North and Astley Ward Borough Councillors expressing this Parish Council's disappointment that a proposal that would benefit the residents of Astley Village was not presented at the last meeting of the Neighbourhood Area Meeting.

(3) That the Parish Council would welcome the opportunity to work with the Chorley North and Astley Ward Borough Councillors in preparing a proposal for funding in future years.

301.16 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 301.06).

301.18 Matters for information

Concern was expressed regarding the landscaping and grounds maintenance service being provided by Places for People due to the lack of resources being made available to maintain the area.

RESOLVED – That the Parish Clerk be requested to write to Councillor Peter Wilson (Deputy Leader, Chorley Borough Council) expressing the Parish Council's concern at the quality of the landscaping and grounds maintenance service being provided by Places for People due to the lack of resources being made available and the Chorley North and Astley Ward Borough Councillors and Councillor Peter Gabbott (Executive Member (Homes and Housing)) be copied into the correspondence.

301.19 Schedule of Meetings 2022/23

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

- Wednesday 4 May 2022 (Annual Meeting).
- Wednesday 6 July 2022.
- Wednesday 7 September 2022.
- Wednesday 2 November 2022.
- Wednesday 4 January 2023.
- Wednesday 1 March 2023 at the rise of the Parish Meeting.

301.20 Date of Next Meeting

To agreed that the next meeting of the Parish Council would take place on Wednesday 5 January 2022 at 7pm.

The meeting concluded at 10.10pm.

Chair



Astley Village Parish Council

23 November 2021 at 7.30pm

Present

Councillor Arnold Almond (Chair) (in the Chair); Councillor John McAndrew (Vice Chair); Councillors Keith Ashton, Susan Crook, Rod Fraser, Matt Lynch, Gillian Sharples and Chris Sheldon.

302.01 Apologies for Absence

Councillor Emma Barraclough offered her apologies for the meeting.

302.02 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.

No declarations were made.

302.03 Exclusion of the Press and Public

RESOLVED – (unanimously) That the Press and public be excluded from the meeting during consideration of item 3 “Planting of Trees on the Village Green in front of the Shops/Flats” (Minute 302.04) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

302.04 Planting of Trees on the Village Green in front of the Shops/Flats

The Parish Clerk submitted a report (copies of which had been circulated) following concerns that had been raised regarding the legality of the Parish Council planting five trees on the Village Green in front of the shops/flats.

This Extraordinary meeting had been called by the Chair of the Parish Council to decide how to proceed regarding the concerns/complaint received.

RESOLVED – (Unanimously (1) That:

- (i) That the five trees planted on the village green in front of the shops/flats in February 2021 be removed as soon as possible and the ground be made good.
- (ii) That the permission of Chorley Borough Council be sought to replant the five trees within a two-metre strip at the side of the path that goes from Derian House drive entrance to near the lay-bye on Euxton Lane previously identified by the Parish Council as a possible wildflower meadow.
- (iii) That Everglades Nurseries Ltd be requested to undertake the work and approval of the cost be delegated to the Parish Clerk subject to the cost not exceeding £500.

- (iv) That the Parish Council should seek retrospective permission from Chorley Borough Council and Lancashire County Council for the trees planted by the Parish Council during the last three years.

(2) That the Chair of the Parish Council be requested to clarify with the resident who wrote to the Parish Council on 24 July 2021 regarding previous safety issues on the area in front of the shops and the subway, the statement made by him “we are essentially bound to offer any plans to these organisations for permission, before proceeding with any plans”.

302.05 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 5 January 2022.

The meeting concluded at 8.15 pm

Chair



Astley Village Parish Council

Title	Parish Clerk Report					
Report of	Parish Clerk & Responsible Financial Officer					
Date	21 January 2022					
Type of Paper	Decision		Discussion		Information	X
Purpose of Report To provide an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.						
Key Issues <ul style="list-style-type: none"> Following the co-option of Councillor Emma Barraclough to the Parish Council vacancy, an email address has been created, the website and noticeboards updated and the necessary statutory documentation completed. The deadline for expressions of interest in relation to the current vacancy has been extended to Monday 20 December 2021. Hartwood Maintenance have been invited to carry out the weeding/tidying and watering of the flower beds in May 2022 at a cost of £280 to allow for additional plants to be purchased and have responded to confirm they wish to undertake the work on behalf of the Parish Council. Following the bonfire event organised in Astley Park by Chorley Borough Council there had been problems with cars parked on the grass verges all along Chancery Road. A site meeting was held with Mr Andrew Daniels, Chorley Borough Council's Shared Service Lead (Communications and Visitor Economy) on Tuesday 9 November 2021. An update will be provided at the Parish Council Meeting on 5 January 2022. A Learning disability provider in the Chorley area has contacted the Parish Council and would like to advertise some Community Support Worker jobs in the Parish Newsletter. Unfortunately, the enquiry was received too late for the Winter Newsletter. 						

- The Parish Council purchased a poppy wreath at a cost of £20 which was laid by the Chair at the war memorial in Astley Park on Remembrance Sunday.
- Chorley Borough Council have been requested to consider introducing a two metre Mini Meadows of Wildflowers or Wildlife Corridor along the footpath between Chancery Road and Derian House and Mr Chris Walmsley (Chorley Borough Council) has agreed to look to see if this is a viable location. I have confirmed that the Parish Council would meet the costs incurred.
- The West Way Sports Hub Phase 2 'Drop-in' consultation took place at the Sports Hub on Monday 6 December 2021 from 3pm until 7pm and there is a separate report on the agenda for this meeting covering this issue.
- Adlington Electrical Ltd lit the Christmas Tree Lights from Thursday 2 December 2021.
- Following the disappointment expressed at the Parish Council Meeting on 3 November 2021 that no proposal that would benefit the residents of Astley Village had been presented to the last meeting of the Neighbourhood Area Meeting, the Chorley North and Astley Ward Borough Councillors have suggested the following possible Neighbourhood priority projects which could be submitted the Neighbourhood Area Meeting in January 2022:
 1. To provide a memorial stone in Astley Village.
 2. To provide extra planters and knee fencing on Chancery Road.
 3. To work with local primary schools to help with hedgehog awareness.

The Parish Council at the meeting on 5 January 2022 are invited to consider the above suggestions.

- Unfortunately, due to the style of the coat chosen by the Village Caretaker it has not been possible to have it embroidered or printed with the Parish Council logo.
- The Parish Council have received an email from a resident asking whose responsibility was it to maintain the trees/bushes along Chancery Road as their property was on Long Copse and they wanted to trim the trees/bushes at the back of my plot which backs onto their path. They have been advised to contact Lancashire County Council.
- The Parish Council have received an email from a resident concerned that cars are parking on the ramp leading up to the Post Box behind the shops in the village centre which obstructed the post box for all users but in particular wheelchair and other disabled persons. The resident suggested that a bollard or post should be installed to prevent people causing this problem. Chorley Borough Council have confirmed that the ramp did appear to be part of the adopted highway and therefore any restrictions would need the consent of A.P.A Blackpool limited.

- An email was sent to Councillor Peter Wilson (Deputy Leader, Chorley Borough Council), Chorley North and Astley Ward Borough Councillors and Councillor Peter Gabbott (Executive Member (Homes and Housing)) expressing the Parish Council's concern at the quality of the landscaping and grounds maintenance service being provided by Places for People in Astley Village due to the lack of resources being made available. The responses received from Councillor Peter Gabbott, Councillor Adrian Lowe, Ms Michelle Newman and Ms Jennifer Mullin (Director of Communities) have been circulated to Parish Councillors.
- The Christmas Carol Singing was held round the Christmas Tree in front of the shops on Wednesday 15 December 2021 at 7pm and was attended by approximately 50 residents and Father Christmas!. Mr Willsher (Parklands High School) and Ms Sharon Brown (Buckshaw Primary School) were informed of the that unfortunately the event had been scaled back due to the Covid-19 pandemic. The poster competition by pupils at Buckshaw Primary School had not taken place. The Community Centre has been booked for Thursday 8 December 2022 from 6 – 9pm for the 2022 Christmas Event.
- The Village Development Working Group had met via Zoom on Thursday 16 December 2021 to review the Village Development Two Year Plan prior to consideration of the 2022/23 Budget. The Working Group also considered the suggestion made at the Parish Council Meeting on 3 November 2021 that instead of purchasing a 'Tommy' as a symbol of Remembrance and military support, the commissioning of artwork near the subway. The Village Development Working Group also considered whether to recommend further sites where trees (including fruit trees) could be planted in the village including the new West Way Sports Hub.
- Councillor Chris Sheldon has expressed the view that the third fingerpost sign which had been suggested is located at the junction of Derian House and Chancery Road directing pedestrians to the village centre would not assist in indicating to pedestrians the shortcut route from near Derian House to the Village Centre. Whilst it is shorter, it is difficult to identify where just one sign could be located to indicate the route, unless it pointed across the pond which residents chose the correct path on the far side of the pond.
- Chorley Borough Council have been asked to confirm when the lease to Astley and Buckshaw Junior FC for the Derian Pitches was due for renewal and seeking an assurance that the Parish Council would be consulted as part of the renewal process.
- An item has been included on the Parish Council Summons, immediately after 'Public Engagement and an item "Borough/County Councillor Reports" as a standard item on the Parish Council Summons. The Borough Councillors and County Councillor have been requested to submit a written report in advance of the meeting which can be circulated with the Summons and reports for the meeting.
- Parish Councillors have been reminded that the email signature on all Parish Council emails should include a link to the Contact Privacy Notice on the Parish Council website.

- The Winter Newsletter was sent to the printers Friday 12 November and delivery commenced on Friday 26 November 2021. The feedback from residents has been positive.

Planting of Trees on the Village Green in front of the Shops/Flats

Following the Extraordinary Parish Council Meeting on 23 November 2021, a meeting took on 30 November 2021 to discuss the tree's planted along Chancery Road with Mr Chris Walmsley, Mr Bill Whisker and the Chair and Parish Clerk. There had also been correspondence with the ward Councillors and County Councillor Aidy Riggott and A.P.A Blackpool limited. County Councillor Aidy Riggott has agreed to raise the issue with County Councillor Shaun Turner, Cabinet Member for Environment and Climate Change and County Councillor Paul Rigby, Champion for Parishes.

The Chair of the Parish Council has been in communications with Ms Heather Burke (Mr Latif's P.A.), regarding the trees on the Village Green in front of the Shops/Flats, Ms Burke has reiterated the previous stance, that the trees are not a high priority to Mr Latif and she again confirmed that Mr Latif had NOT asked for the trees to be removed and was adamant that the Parish Council should not remove the trees at this time. Therefore, as the trees are on Mr Latif's land, the Parish Council are not in a position to go onto the land to remove them. The Chair will continue to liaise with Ms Burke on this matter and has informed her that the Parish Council will need a decision by February 2022 as to whether the trees need to be relocated as this will need to be done before the growing season opens up.

Everglades Nurseries have been informed of the possibility that the Parish Council may ask them to relocate the trees in January/February 2022.

An update will be provided by the Chair at the meeting on 5 January 2022.

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

- Councillor Almond - Poppy Wreath (Remembrance Sunday) £20.
- Chorley Borough Council - Room Hire (Extraordinary Council Meeting) £6.90.
- Printwise - Winter 2021 Newsletter £545.
- Ms Sue Edwards - Internal Audit 2020-21 £75.
- 1st Euxton Scout Group – Delivery of Winter Newsletter £81.25.

Action required by the Parish Council

That the report be noted.

Title	Planning Issues Relevant to the Village					
Report of	Parish Clerk					
Date	21 January 2022					
Type of Paper	Decision		Discussion		Information	X
<p>Purpose of Report</p> <p>To consider any planning issues relevant to the village.</p>						
<p>Key Issues</p> <p>The Parish Council has been consulted on the following planning applications received by Chorley Borough Council:</p> <p>The Conversion of integral garage to habitable accommodation at 73 Long Croft Meadow, Astley Village, Chorley, PR7 1TR (Reference: 21/01479/FULHH).</p> <p>The deadline for any representations is 26 January 2022.</p> <p>A two storey side extension at 87 Studfold, Astley Village, Chorley, PR7 1UA (Reference: 22/00012/FULHH).</p> <p>The deadline for any representations is 31 January 2022.</p>						
<p>Action required by the Parish Council</p> <p>To consider whether to make any representations on the planning applications.</p>						



Astley Village Parish Council

Title	West Way Sports Hub - Phase 2 (New Play Area and Work to Pathways at the Site)					
Report of	Parish Clerk & Responsible Financial Officer					
Date	21 January 2022					
Type of Paper	Decision	X	Discussion		Information	

Purpose of Report

To (i) provide a formal response to the consultation on Phase 2 (new play area and work to pathways at the site) of the West Way Sports Hub Development and (ii) in view of the comments received from Parish Councillors since the consultation event on 6 December 2021, review the previous decision of the Parish Council to make a financial contribution to the proposed play area and the footpaths as part of the West Way Development.

Key Issues

Background

The decision to make a financial contribution towards play equipment at the proposed play area within the West Way Development was taken a number of years ago and is included in the Village Development Two Year Plan. The budget for play equipment was increased from £20,000 to £30,000 and a further £5,000 was allocated to provide footpaths as part of agreeing the Parish Council budget for 2021/22. It was envisaged that the Parish Council would fund one or more pieces of play equipment. The budgets allocated by Chorley Borough Council, without any contribution from the Parish Council, are £60,000 for the footpaths and £80,000 for the play area. The consequences if the Astley Village Parish Council withdrew its financial support are unclear.

At the Parish Council Meeting on 3 March 2021 Mr Simon Forster, Open Space Strategy Officer at Chorley Borough Council attended the meeting and provided an update on the West Way Sports Hub and associated development and the Parish Council discussed the proposed play area (including the location) and the running track (Appendices A and B).

The Parish Council have previously agreed that the play equipment should be fully accessible and supported the option put forward by Chorley Borough Council to pursue a 'generic design' for the play area, similar to the one installed at Harpers Lane Recreation Ground (Appendices C and D).

The Parish Council has nominated Councillors Keith Ashton and Matt Lynch to represent the Parish Council on the Tendering Evaluation Panel and it was originally envisaged that the tendering exercise and the work would take place during the Spring/Summer of 2021.

At the parish Council Meeting on 7 July 2021, it was reported that:

- The 'generic design' for the play area had been submitted for planning consent and a decision was expected in August 2021.
- Once the tendering process for the play area had taken place, a design and build minor amendment planning application would be made for the successful design.
- Subject to staff resources the play area tendering process would be started in August 2021, and it was expected that the Tender Evaluation Panel would meet in September/October 2021.
- Chorley Borough Council was engaged with Chorley Athletics and Triathlon Club to finalise the proposals for additional footpaths forming a jogging path around the site and once there was a clear picture of what could be achieved within the budget available a site meeting would be arranged with representatives of the Parish Council to discuss layout drawings to ensure that the footpath extensions requested by the Parish Council was as expected.

It was reported to Parish Councillors in September 2021 that the original timescales had slipped, and it was proposed to:

- Engage with the local schools/residents in September and October 2021 to confirm the brief for the play area tender and ensure it meets the needs and aspirations of local children. (*This took the form of a 'drop-in' consultation event on Monday 6 December 2021 between 3pm-7pm at the West Way Sports Pavilion*)
- Councillor John McAndrew met with the School Council at Buckshaw Primary School on 18 November 2021 and raised the issue of the play area.
- A tender package would be brought together to be placed on the Northwest Chest procurement system in November 2021.
- Following tenders being returned and evaluated, it was anticipated that the contractor would be appointed before the end of January 2022.
- Start on site was expected in March 2022 and a six-week construction programme was anticipated with the play area expected to be completed in May/June 2022.

The 'Drop in' Consultation event was well attended by Parish Councillors but unfortunately not by many residents. The flyer for the 'drop-in' stated that "during the drop-in event, you will be able to view the plans so far and give your opinions on some of the options that will enable us to finalise the plans to create these facilities for the local community".

At the consultation session, a number of constructive comments and suggestions were put forward by Parish Councillors and concern was expressed that the phase 2 proposals had changed from the scheme previously shared with the Parish Council and there was some major concerns, from the Operations Management of the Sports Hub itself, parking, the safety of the users getting to and from the facility in the evening, the availability of toilet facilities close to the play area and the proposed play area itself. A copy of the current proposals is attached (Appendices E and F).

The following comments have been received by the Parish Clerk from Parish Councillors since the 'Drop in' Consultation session. The text in red is the response received from Chorley Borough Council on 5 January 2022.

Operations Management of the Sports Hub

- There appears to be an intention to erect a perimeter fence on the Eastern border of the facility three grassed football pitches, which would result in its segregation from the village. It was explained that this fence was necessary to ensure that vehicles cannot drive on to the pitches which will be leased to clubs.
- The opinion is that a perimeter fence is unnecessary and would create animosity from the village residents as it would be seen as a physical barrier to them using the open football pitches freely and some provision should be made to ensure that pitches remain in good condition and playable. It was disappointing that the pitches appear not to be available for casual use by Astley Village residents and are restricted to clubs affiliated to the FA.
- It was intimated that, when not booked the gates to the Sports Hub, will be locked denying access for people wishing to drive to the play area or use the external pitches.
- The Parish Council are of the opinion that access to the facility for residents of Astley Village should be free and available at anytime hours, seven days per week.
- The inference is that if the local residents don't use the area, it is of no consequence to the Chorley Borough Council.
- The impression was given, during the 'Drop in' consultation that Chorley Borough Council had given a priority to the Football Association (FA) affiliated football clubs as the FA had contributed (£700,000 to the scheme and that it was only to be used for the Sports Hub and the two football pitches). As a result, the FA had priority over almost everything and that the impact on the local area including providing community facilities such as a play area was not important.
- It had previously been assumed that management and supervision of the Sports Hub facilities, including the Play Area, the toilet facilities and the three grassed area football pitches would be available daily, in accordance with a posted daily schedule of opening times. This assumption was not given as fact during the discussions.

Erecting fencing is an option being considered to protect the grass pitches. The fencing being considered is timber post and rail, approximately one metre in height and would include multiple gated accesses for pedestrians/push bikes so would not exclude access for the community.

When the sports hub is open the gates to the site will be open. At present due to staffing issues the site is only operating on weekday evenings and for match play during the day at the weekends. As these staffing issues are resolved in 2022 it is anticipated that the site will be open more during the day both in the week and at weekends. However, it should be noted that Chorley Borough Council do not routinely provide car parking for play areas of the size proposed and it is anticipated that local residents will be able to walk to the play area from nearby residential areas via footpaths (see comment on completion of footpaths below).

The successful funding bid to the Football Foundation required a programme of use to be pre-agreed in 2019 with FA affiliated grass roots football clubs. This was to demonstrate to the Football Foundation that the site was viable and had sufficient use by grassroots football clubs to justify the Football Foundation investment. At present due to staffing issues, the site is only operating on weekday evenings and for match play during the day at the weekends to accommodate training/matches for the FA affiliated clubs. As these staffing issues are resolved it is anticipated that the site will be open more during the day both in the week and at weekends and more opportunities for local community groups and residents to make bookings will become available.

Options are being considered for the responsibility and ongoing maintenance of the grass pitches, including a potential lease/license to a partner football club. However, it is not anticipated that resident access to grass pitches will be restricted unless weekend match play or training sessions on the grass pitches are scheduled.

Safety of the Users/Footpaths

- The proposed footpaths seem to be in the locations previously discussed and link up to existing paths on Astley Village. Although there would be a footpath from the Judland junction to the Sports Hub, there is no provision for lighting. There was also a suggestion that the pathway on the Southwest boundary be extended to the Car Park facilities and South to join up with the pathway and underpass to Chancery Road.
- An alternative view in relation to lighting, was that this was not a priority as it would be expensive. However, if access paths are not lit then it would be difficult to access the floodlit facilities if not driven by car to the Sports Hub, which may be a barrier to some Astley Village residents.
- When a question regarding the lighting was posed to a representative of Chorley Borough Council stating that "as an adult he/she would not feel comfortable walking unlit paths, especially if the surface was going to be uneven" the representative replied, "that's your choice" and continued to say that the path was supposed to be for joggers who all wear head torches, as if that justifies the flippant comment.
- In the opinion of the Parish Council there should be well drained paths to allow pedestrian access from Astley Village.
- There is currently no footpath along West Way from the Euxton Lane roundabout, or from Chancery Road, which is a major safety issue for would be walkers to the Sports Hub.
- If the area surrounding the three grassed football and the play area are not going to be managed, maintained or lit, it has the possibility to encourage crime and vandalism (of various natures).
- Locals who attended the drop-in session expressed the same concerns as Parish Councillors and exhibited frustration at not being able to use the facility and the lack of safe access to it.
- There is currently only one path available from the village which was very muddy and unfinished. An assurance was given that the path would be completed, to meet up with the path leading via the underpass from the village centre.
- There should be a short connecting path from the Places for People properties between the senior and junior pitches to the play area.
- Any paths created should be tarmacked and at least two meters wide so suitable for parents with prams, pushchairs or wheelchairs. The drainage needs to be sufficient so that puddles do not form and impede access
- Lighting of the path which is yet to be completed was discussed and there was a view that there should be a footpath in both directions along West Way.
- It should be noted that the intended play area is to be located quite close to the four ponds of the Community Nature Reserve and that fencing of this reserve should be considered.
- In some ways, if it is going to be used exclusively for the FA, it would be better not to have the paths put in to help reduce the likelihood of further parking pressures in Astley Village.

The 'missing' section of lit footpath between the sports hub and the underpass to Chancery Road is to be brought forward quickly in the new year to improve connectivity to the site.

Following comments received at the consultation Chorley Borough Council will look again at the footpath links to prioritize those providing key connections to the site from Astley Village and the Places for People properties. Once the footpath layout is agreed for the remainder of the site the need for additional lighting in specific locations can be further considered.

Provision of a footpath along West Way itself would be a matter for the Highways Authority.

Play Equipment

- It was disappointing that the play area was not larger as it appeared that from the mocked-up plan, there would only be seven pieces of equipment although it was suggested that this could be increased depending on the items chosen.
- The play area facilities should be provided for children and not include any "fitness" equipment designed for older teenagers and adults.

Parking

- In the opinion of the Parish Council, the parking spaces already in place and the proposed overflow parking on the Sports Hub will not be adequate for the facility. The three proposed walk-in entry points to the grassed football pitches area on the East boundary of the Sports Hub that connect to Astley Village residential roads will create parking issues outside residents' properties (the roads on the social housing are adopted but the residents parking bays have never been adopted and are the property of the private landlord Places for People).
- Parking on the residential roads when people are wanting to use the facilities both on scheduled match days and for casual use will be a major problem. The parking provided is inadequate and if the gates will be locked on non-match/non-scheduled practice days, the car parks will be inaccessible.
- It was intimated that the current parking facilities will be closed once the pre-booked Sports Hub football sessions are completed, thus leaving no parking facilities for casual visits to the grassed football pitches, or the play area. Surely, this is an oversight?

The overflow car parking adjacent to the grass pitches is due to be completed in 2022 and will provide a further 64 car parking spaces.

Availability of Toilet Facilities

The toilet facilities will not be available by anyone not registered to the facility so no one visiting the play area could use the toilet. Not even if they are disabled.

General

The Parish Council had been told previously that the external football pitches would be available to residents to use free of charge, with no access restrictions for residents use and the play area was for the benefit of residents. It appears that to use any of the facility's you had to be registered club and as the usage of the facility was at capacity, new clubs were unable to register, making all the facilities on West Way a member only organisation.

Other Comments

A new play area could be built on the Village Green next to the Buckshaw Primary School that would be more beneficial to all residents and the Village Green would be an ideal site

as it is:

- central to the village, so easily accessible.
- clearly visible from the main road and less likely to be vandalised.
- at a very rough estimate the available space is approximately 15m x 22m which is very similar to a playground next to the bridge over the railway leading to Buckshaw Village (Knight Avenue Play Park);
- there is a pedestrian crossing across Chancery Road adjacent to the site;
- the Village Green is currently little used;
- the site is level.

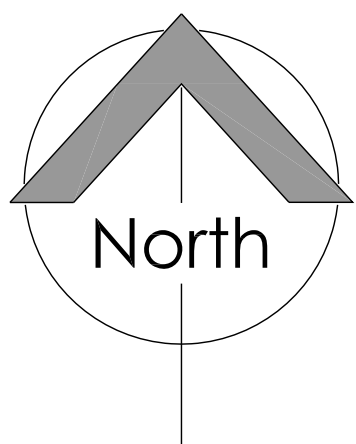
The Parish Council should consider informing Chorley Borough Council that a decision on whether to make a financial contribution to the play area and pathways at the West Way development be made after the project is up and running that it and satisfies that the needs of the residents are being met.

Subject to further feasibility studies Chorley Borough Council are happy to consider an alternative location for the play area on the village green rather than at West Way Sports Hub. Chorley Borough Council are also happy to delay the West Way play area tendering exercise scheduled to begin in early 2022 so that the two potential sites can be discussed in further depth and a considered decision reached. Some initial thoughts on the proposed village green location are as follows:

- Chorley Borough Council are aware that previous proposals for play/sports equipment on the village green have been met with some resistance from local residents. Further public consultation would be required to assess local support / resistance.
- The proximity of the site to local residential flats is noted. It is anticipated that residents may object to the provision of play equipment for older children/teens.
- The proximity of the proposal to Chancery Road is noted. It is also worth noting that a recent play area installed in Clayton Green by Chorley Borough Council, adjacent to a busy road has received significant levels of local criticism due to the road safety implications and exposure to emissions due to the heavy traffic.
- The Village Green site is more constrained in area than the West Way site and the size of play area would therefore likely be smaller with less equipment installed.
- A play area on the Village Green may require planning permission.
- Proposals are currently being brought forward to fully renovate the nearby existing play area at Foxcote in 2022. Would this address some of the demand?

Action required by the Parish Council

1. Provide a formal response to Chorley Council following the consultation on the West Way Sports Hub - proposed phase 2 (new play area and work to pathways at the site) as soon as possible.
2. In view of the comments received from Parish Councillors since the 'Drop in' Consultation session, review the previous decision to contribute to play area and the footpaths as part of the West Way Development.



Existing
Vegetation

Euxton Brook

Existing
Vegetation

Existing
Vegetation

Existing vegetation to
be cut back

4.5m x 90m
visibility splay

90 space macadam car park
including 6 accessible spaces & 6
electric vehicle charging points

New entrance
road and gates

Existing vegetation to
be cut back

West Way (B5252)

Existing
vegetation

Ponds

64 space overflow parking
(grass reinforcement)

Senior 11v11
football pitch
100 x 64m

Full size artificial
grass pitch

Spectator area

Spectator area

100m polymeric sprint straight
+ 2 no. jump pits

9v9 football pitch
(u11's / u12's)
73 x 46m

9v9 football pitch
(u11's / u12's)
73 x 46m

4 team
changing
pavilion

Future
play area

Wymundsley

Wymundsley

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General Note

No.	Revision / Issue	Date
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Issue Purpose

Tender

Client
Chorley Council

Project
Proposed Sports Development at
West Way Playing Fields, Chorley

STEVE WELLS
ASSOCIATES
... making sport happen

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

Dwg. Title

Proposed Site Plan
1-500

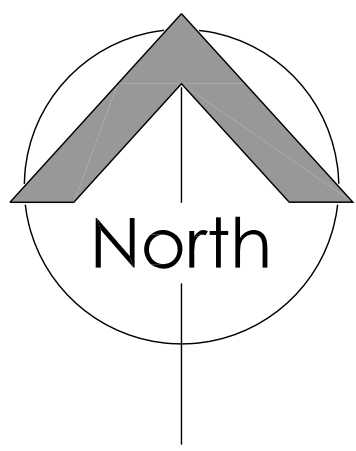
Dwg. No.
205-057-3002

Scale
1:500 @ A1

Drawn by
NG

Date
July 2019

Checked
DKW



NOTE:
Refer to drawing no.
205-057-3004
'Site Entrance Details'
for more information

Existing vegetation
to be cut back

1.8M high "V"
mesh fence

1.8M high "V" mesh
entrance gates set 6m
back from road

Relocate existing
lamp post

Position of relocated
lamp post

1.8M high "V"
mesh fence

Existing vegetation
to be cut back

West Way (B5252)

Provide electric charging points for
6 no. spaces and connected back
to plant room. Designed by M&E
sub contractor

Supply and install rotating
camera mounted on a pole
and connected back to
plant room. Designed by
M&E sub contractor.

AGP by others.
Access required through
contractors site to allow
construction by specialist
supplier.

Overflow parking
by others

New path to tie
into existing

Footpath construction comprising of 100mm granular
sub-base, 40mm Dense Bitumen Macadam binder
course (20mm nominal size), 15mm surface course
(6mm nominal size).

Car park construction comprising of 200mm granular
sub-base, 70mm Dense Bitumen Macadam base
course in 2 layers (28mm nominal size), 30mm
surface course (10mm nominal size).
Each parking space (5m x 2.5m) to be de-marked,
including accessible spaces.

Road construction comprising of 350mm granular
sub-base, 130mm Dense Bitumen Macadam base
course in 2 layers (28mm nominal size), 30mm surface
course (10mm nominal size). Layer thickness to be
agreed with highways.

Regrade and rotovate existing area of grassland, rake over
and prepare existing top soil before laying grass seed.
Allow for making good where necessary outside this area.

Pre-cast concrete half battered kerb

Pre-cast concrete drop kerb

150x50 pre-cast concrete pin kerb with
concrete haunching

400mm deep x 300mm wide gravel
filled drainage channel topped off with
30mm thick topsoil with seeded finish

LAMP POSTS

LP = lamp post

Supply and install 13 no. column + single bracket
photocell LED lights (suitable for car parks) on
24 hr timer. Column height 4m.
DW Windsor Monaro or similar.

Lighting to be designed by M&E sub-contractor
and linked back to building plant room

TREE SCHEDULE

Bp - Betula Pendula (Silver Birch)
Sa - Sorbus Aucuparia (Rowan)

Tree size = Girth 12/14cm heavy standard
Tree pits for 10/12cm trees 900 x 900 x 650mm.
Base of pits broken up 200mm.
Tree pits back filled with topsoil: tree planting compost 1:3
by volume.
Trees to comply with BS 3969 Part 1 and BS 3975 Part 4
and to BS 5236.

Trees to be double staked with 2no. 75x75mm softwood
stakes, pressure treated with non toxic preservative 1m
below ground and 600mm above ground.

NOTE

Ground to be scanned for underground services before the
commencement of any works

Supply and install 6 no.
Sheffield cycle hoops

Future
play area

400mm deep x 300mm wide gravel
filled drainage channel topped off with
30mm thick topsoil with seeded finish

Grass pitch works
by others

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General Note

Issue Purpose

Tender

Client
Chorley Council

Project
Proposed Sports Development at
West Way Playing Fields, Chorley

STEVE WELLS
ASSOCIATES
... making sport happen

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

Dwg. Title

Proposed External Works

Dwg. No.
205-057-3024

Scale
1:250 @ A1

Drawn by
NG

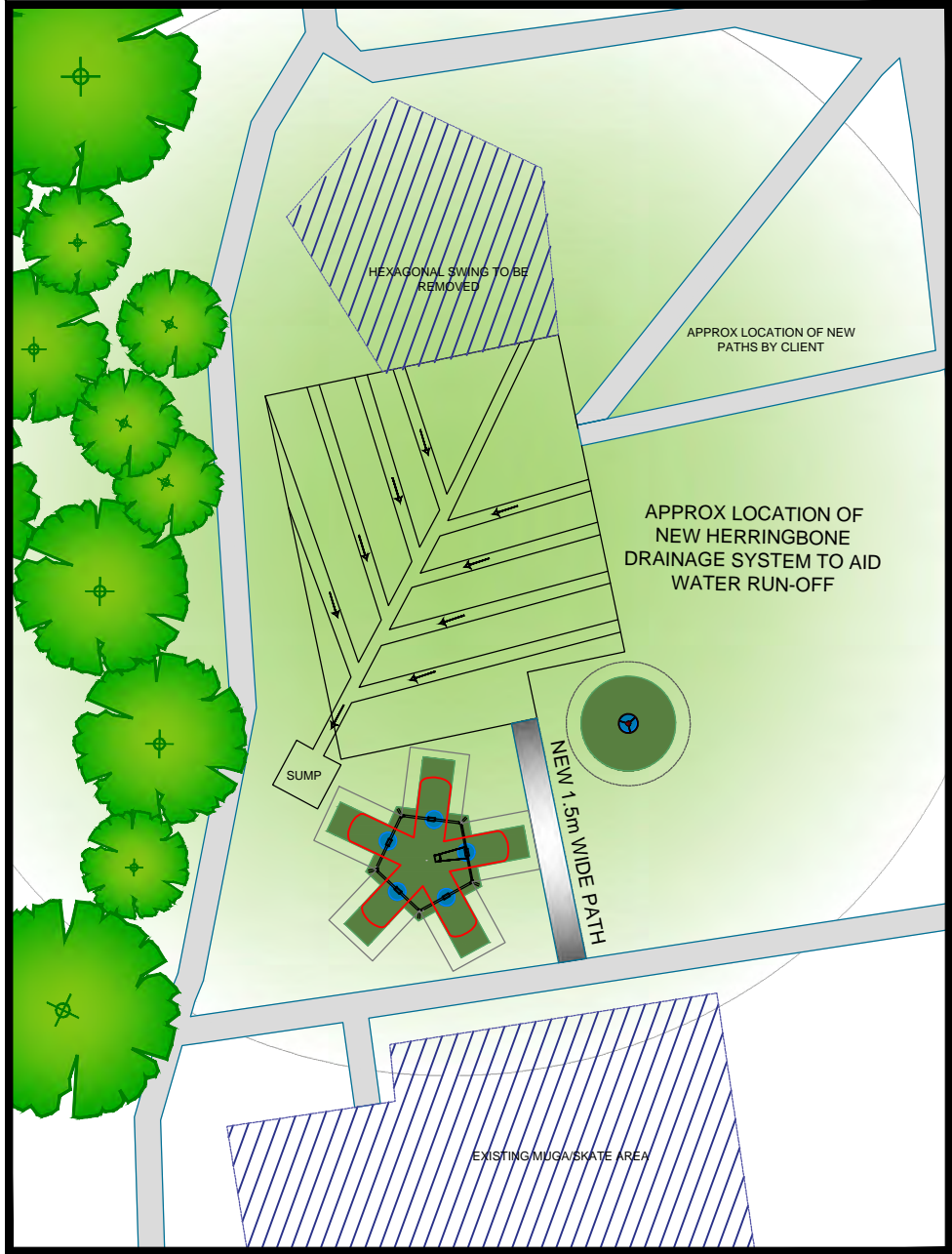
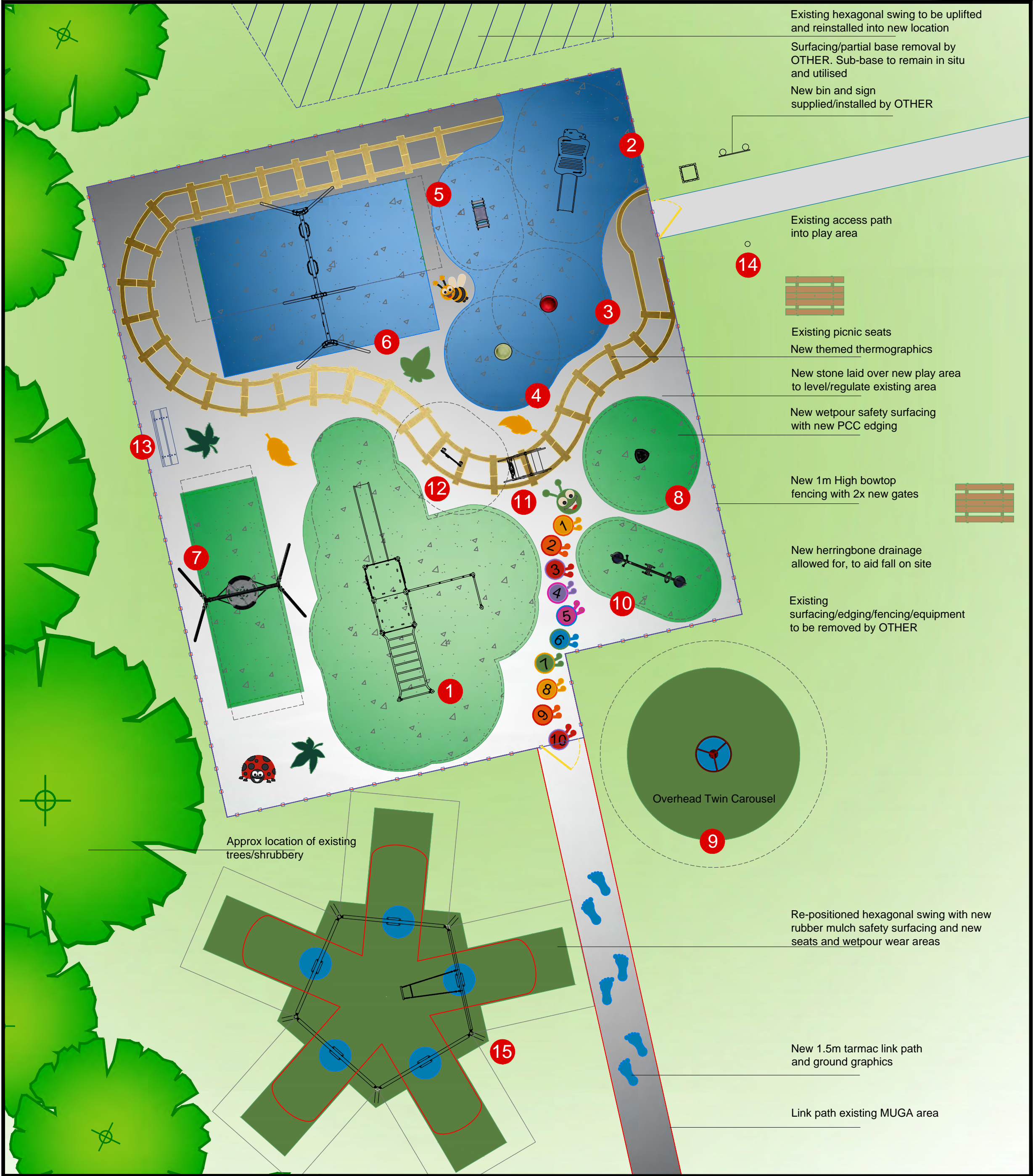
Date
July 2019

Checked
DKW

No.	Revision / Issue	Date
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Harpers Lane Recreation Ground

Chorley B.C



LOCATION OF NEW PATHS & NEW HERRINGBONE DRAINAGE SYSTEM



PLEASE NOTE:
ALL COLOURS SHOWN ARE SUBJECT TO ULTRA VIOLET LIGHT DEGRADATION AND AS SUCH TOTAL COLOUR STABILITY CANNOT BE GUARANTEED. COLOURS SHOWN INDICATIVELY ONLY AND MAY DIFFER FROM SHADES SHOWN ON DRAWING, ONCE INSTALLED

THERMOGRAPHIC DIMENSIONS SHOWN INDICATIVELY FOR PLAN PURPOSES ONLY, MAY DIFFER IN SIZE ONCE LAID

KEY:

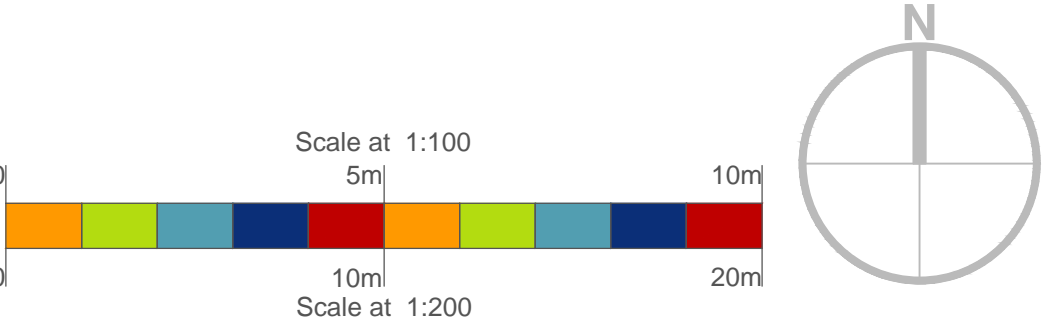
= NEW BIN/SIGN (SUPPLIED/INSTALLED BY OTHER)	= NEW BLACK/GREEN FLECK WETPOUR
= NEW 1.5m WIDE TARMAC ACCESS PATH TO MUGA AREA	= NEW RUBBER MULCH = SAFETY SURFACING
= NEW THEMED THERMOGRAPHICS	= NEW 1m HIGH BOWTOP FENCING & 2x GATES
= NEW BLACK/BLUE FLECK WETPOUR	= NEW PCC EDGING

Design assumes the site will be levelled by other (max. gradient 1:100), free draining and with good access

Quotation and design is submitted site unseen, we reserve the right, following a full site survey to amend the design appropriately.

Areas and dimensions shown are critical for compliance with European safety standards En1176 & En1177, If in doubt ask.

- EQUIPMENT:
1. PCM112303-CUSTOM BESPOKE 3xTOWER JUNIOR MULTI-UNIT
 2. KPL101202-CUSTOM] BESPOKE TODDLER MULTI-UNIT
 3. 1x ELE400024-3717E RED SPINNER BOWL
 4. 1x ELE400024-3717LG LIME GREEN SPINNER BOWL
 5. KPL121 TWO SEAT SPRINGER
 6. KSW903-CUSTOM BESPOKE SWING BAY WITH 1x TANGO SEAT (PARENT & CHILD SEAT) 2x CRADLE SEATS
 7. KSW90062 BIRDS NEST SWING WITH SHELL SEAT
 8. GXY8014 SPICA
 9. PCM151 OVERHEAD TWIN RING CAROUSEL
 10. M193 C-SAW
 11. FAHR - FIEYEE ERNIE THE ENGINE STEAM TRAIN
 12. FAHR - FITICK TRAIN TICKET OFFICE
 13. 1x METAL SEATS
 14. 1x DOG POST
 15. REPOSITIONED HEXAGONAL SWING WITH NEW SEATS



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Let's play

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Project	HARPERS LANE RECREATION GROUND	Designed by	S.K
Client	CHORLEY B.C.	Date	01.05.2018
Drawing No.	O6UJ9A000F11	Scale	1:100 @ A2
		Revision	N.A

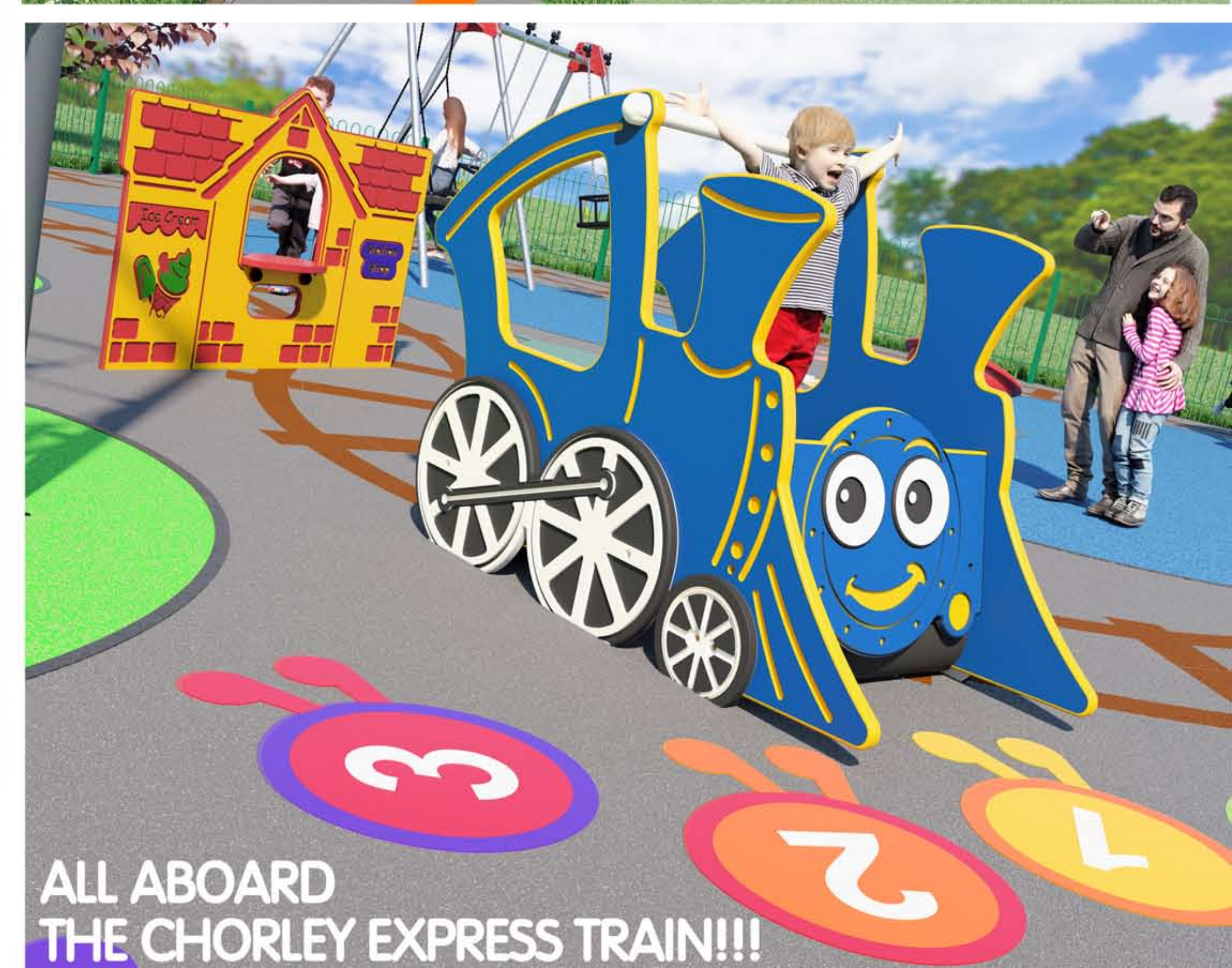
Harpers Lane Recreation Ground

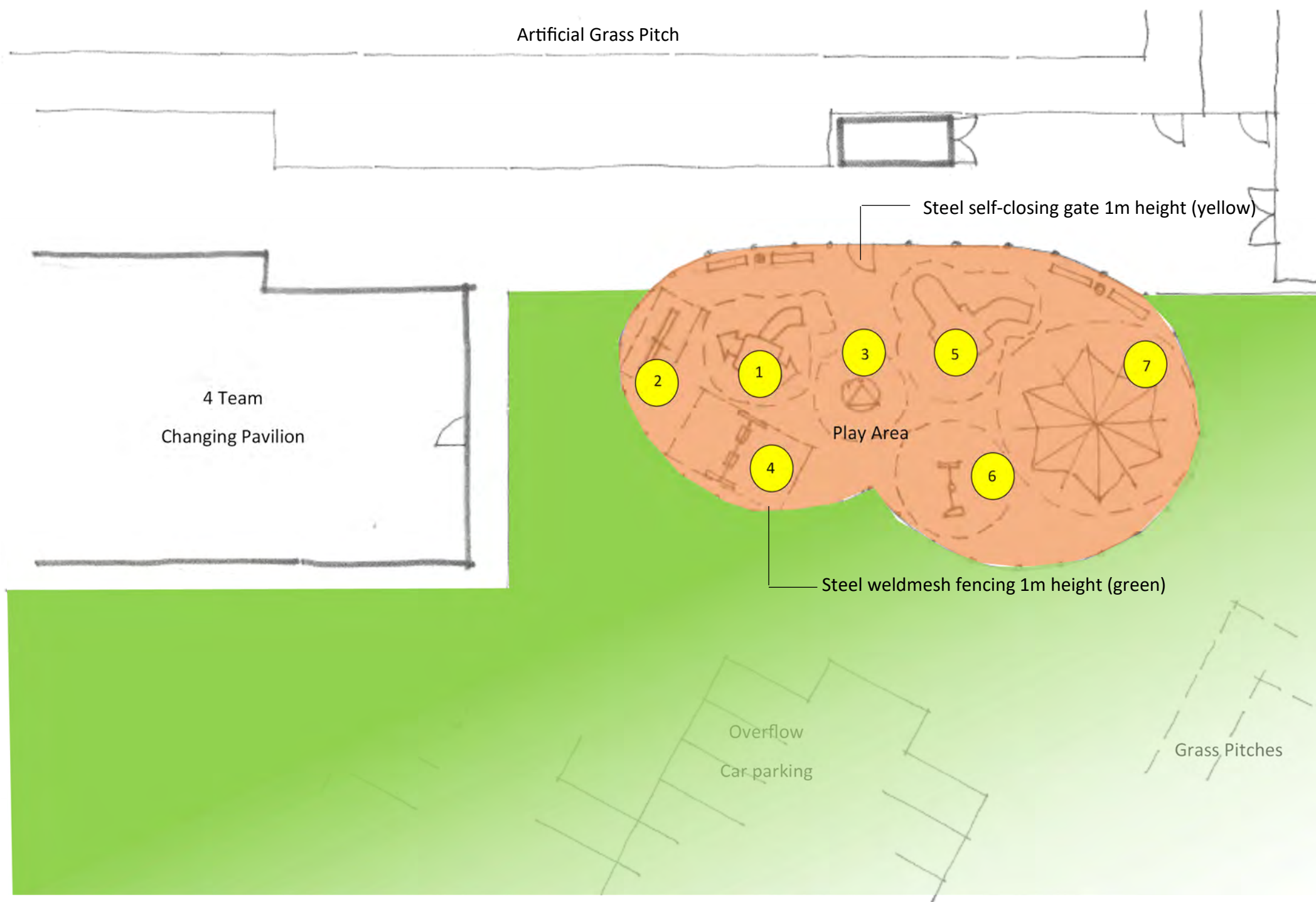
Chorley Borough Council

70+
Multiple Users


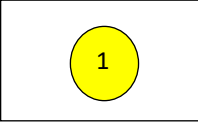
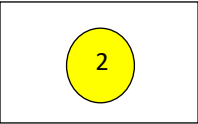
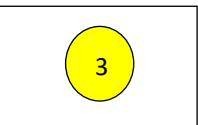
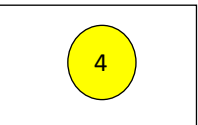
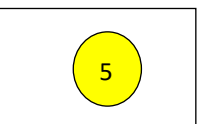
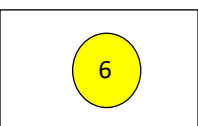
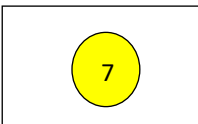
62+
Play Features

0-12
Age Range





LEGEND

-  Wetpour safety surfacing (Red)
-  Equipment Item 1
Infant Multiolay
-  Equipment Item 2
Infant Seesaw
-  Equipment Item 3
Infant Spinner
-  Equipment Item 4
Infant Swings
-  Equipment Item 5
Junior Multiplay
-  Equipment Item 6
Junior Rotator
-  Equipment Item 7
Junior Climber



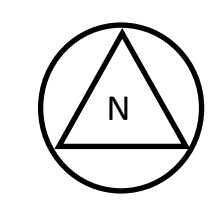
1m high green steel weldmesh fencing



1m high steel yellow self-close gate



Red wetpour safety surfacing

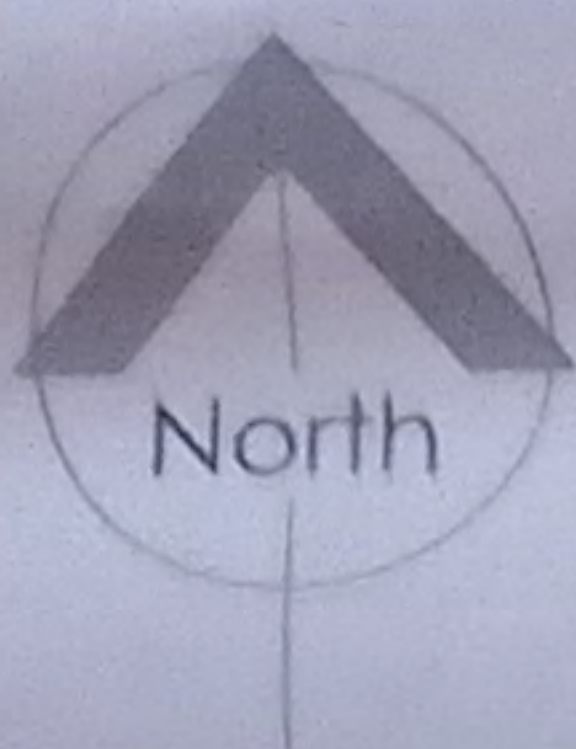


West Way Sports Hub

Play Area Details

1:250@A3

10/05/2021



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General Notice

Issue Purpose

Planning

Client
Chorley Council

Project

Proposed Sports Development at
West Way Playing Fields, Chorley

No.	Revision / Issue	Date
-----	------------------	------

STEVE WELLS
ASSOCIATES
... making sport happen

Churchill House, Mill Hill, Pordale, West Yorkshire,
WF9 4HY | 01877 707298 | info@steve-wells.co.uk

Proposed Coloured Site Plan

205-057-1002

1:500 @ A1

NG

July 2019

DKW

AGENDA ITEM 10(i)

FINANCIAL POSITION - SUMMARY 21 January 2022
Financial Year 2021/22 (1 April 2021 to 31 March 2022)

[illegible]

AGENDA ITEM 10(ii)

PAYMENTS TO BE APPROVED

January/February 2022

Date	Creditor	Description	Cheque No	Total	Vat	Net
07/01/22	Employee 4	Reimbursements (November 2021)	EB	77.63		77.63
07/01/22	Employee 4	Reimbursements (December 2021)	EB	42.85		42.85
01/01/22	Easy Web Sites	Monthly rental	DD	62.40	10.40	52.00
23/01/22	Zoom	Zoom Subscription (January 2022)	EB	14.39	2.40	11.99
14/01/22	Employee 2	Salary (January 2022)	EB	77.22		77.22
14/01/22	Employee 4	Salary (January 2022)	EB	304.50		304.50
15/01/22	HMRC	Tax (January 2022)	EB	76.20		76.20
01/02/22	Easy Web Sites	Monthly rental	DD	62.40	10.40	52.00
23/02/22	Zoom	Zoom Subscription (February 2022)	EB	14.39	2.40	11.99
15/02/22	Employee 2	Salary (February 2022)	EB	77.22		77.22
15/02/22	Employee 4	Salary (February 2022)	EB	304.70		304.70
15/02/22	HMRC	Tax (February 2022)	EB	76.00		76.00
				1189.90	25.60	1164.30

BUDGET REPORT – 21 JANUARY 2022
Financial Year 2021/22 (1 April 2021 to 31 March 2022)

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription	200.00	201.71		- 1.71
	01-2	Office/Sundry	1,500.00	543.46		956.54
	01-3	Insurance	400.00	444.87		- 44.87
	01-4	Auditors/Accounts	300.00	275.00		25.00
	01-5	Election/By-Election/Polls	5,000.00	-		5,000.00
	01-6	Employee Costs (Salary, Training etc)	6,000.00	5,447.88		552.12
	01-7	Employee Contingency	2,000.00	-		2,000.00
	01-8	IT/Website	1,000.00	513.00		487.00
02 - COUNCIL	02-1	Newsletter/Publications	1,500.00	1,156.25		343.75
	02-2	Village Caretaker	1,000.00	99.16		900.84
	02-3	Councillor Training	500.00	-		500.00
	02-4	Grant Awards/Local Projects & Groups	1,000.00	-		1,000.00
03 - VILLAGE DEVELOPMENT PLAN	03-1	Lighting of Christmas Tree/Christmas Event	800.00	-		800.00
	03-2	Village Improvements (Renovation of Bus Shelters)	3,000.00	3,025.00		- 25.00
	03-3	Improve Village Centre & Enhance Village Green	1,000.00	40.00		960.00
	03-4	Planter Scheme	500.00	230.00		270.00
	03-5	Tree Planting	5,000.00	-		5,000.00
	03-6	Wildflower Meadow Initiative	500.00	-		500.00
	03-7	Litter Bins	-	-		-
	03-8	Respect the Village Campaign	-	-		-
	03-9	Finger Post Signs	2,500.00	-		2,500.00
	03-10	Gateway Signs & Refurbishment of Millennium Notice Board	5,000.00	360.00		4,640.00
	03-11	Road Safety	-	-		-
	03-12	Grant (Chorley Borough Council) - Astley Hall	2,000.00	-		2,000.00
	03-13	Play area and path at West Way Sports Hub	35,000.00	-		35,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council	500.00	20.00		480.00
04 - GENERAL RESERVE	04	General Reserve	21,346.03	-		21,346.03
Balance Carried Forward from 2020/21	73,469.04					
TOTALS			97,546.03	12,356.33	-	85,189.70
VAT to be Recovered		£919.06				
Total Spend to Date				13,275.39		

Astley Village Parish Council

Title	Proposed 2022/23 Budget Headings and Precept					
Report of	Parish Clerk & Responsible Financial Officer					
Date	21 January 2022					
Type of Paper	Decision	X	Discussion		Information	
<p>Purpose of Report</p> <p>To assist the Council in finalising the Budget for 2022/23.</p>						
<p>Key Issues</p> <p>The Parish Council is reminded that the level of precept to cover expenditure during 2022/23 for Astley Village must be determined at this meeting so that Chorley Borough Council as rating authority can be advised accordingly to enable it to set a legal budget by 1 March 2022.</p> <p>Appended to this report are:</p> <ul style="list-style-type: none"> • A note setting out useful criteria used for calculating Council Tax (Appendix A) • A draft budget (Appendix B) • The updated Village Development Plan as recommended by the Village Development Working Group (Appendix C) 						
<p>2021/22 Budget</p> <p>The Precept for 2021/22 was £20,350 making the amount available £97,696.04 (including the underspend carried forward as of 1 April 2021) and other income received (grant from Chorley Borough Council (£3,877), bank interest and VAT reclaimed). The estimated expenditure as of 31 March 2022 is £13,500.</p>						
<p>2022/23 Budget</p> <p>The total suggested budget for 2022/23 is £88,250. This is based on:</p> <ul style="list-style-type: none"> • the allocation of budgets recommended by the Village Development Working Group on 16 December 2021 to deliver the Village Development Plan (Appendix C). • The anticipated underspend carried forward as of 1 April 2022 (approximately £84,000). This does not include the expected grant from Chorley Borough Council. 						

bank interest and VAT to be reclaimed from HMRC.

- Minor adjustments to more accurately reflect expected expenditure under individual budget headings.
- Maintaining a 'General Reserve' of £20,000. It is good practice that the General Reserve is equivalent to the Precept.

At the time of writing this report (20 December 2021), Chorley Borough Council have confirmed that they have not yet agreed the Council Tax Base for Astley Village for the financial year 2022/23 e.g., updating the number of properties in each Council Tax Band. The data for 2021/22 is below. If the Parish Council was to set a similar precept for 2022/23 the anticipated amounts would be very similar.

Actual No of properties	Council Tax Base 2021/22	Parish Precept 2021/22 (including top-up Grant)	Parish Top-up Grant 2021/22	Parish Yield 2021/22	Band D Parish Charge 2021/22
1,421	£924.90	£24,227	£3,877	£20,350	£22.00

Action required by the Parish Council

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

1. Approve the updated Village Development Plan.
2. Approve a Budget for 2022/23 subject to further consideration and review at the end of the financial year.
3. Set the precept level for Astley Village for issue to Chorley Borough Council.

Calculating Council Tax

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

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

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

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

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

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

At the time of writing this report (20 December 2021), Chorley Borough Council have confirmed that they have not yet agreed the Council Tax Base for Astley Village for the financial year 2022/23 e.g., updating the number of properties in each Council Tax Band. The amounts paid in each band for 2021/22 are below. If the Parish Council was to set a similar precept for 2022/23 the anticipated amounts would be very similar.

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

Proposed Budget - Financial Year 2022/23 (1 April 2022 to 31 March 2023)

Budget Heading		Budget Sub-Heading	Total Budget (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription	200
	01-2	Office/Sundry	1,000 (1)
	01-3	Insurance	450 (2)
	01-4	Auditors/Accounts	300
	01-5	Election/By-Election/Polls	5,000
	01-6	Employee Costs (Salary, Training etc.)	6,500 (3)
	01-7	Employee Contingency	2,000
	01-8	IT/Website	1,000
02 - COUNCIL	02-1	Newsletter/Publications	1,500
	02-2	Village Caretaker	500(4)
	02-3	Councillor Training	500
	02-4	Grant Awards/Local Projects & Groups	1,000
03 - VILLAGE DEVELOPMENT PLAN	03-1	Lighting of Christmas Tree/Christmas Carol Singing	800
	03-2	Village Improvements (Renovation of Bus Shelters)	(5)
	03-3	Improve Village Centre & Enhance Village Green	1,000
	03-4	Planter Scheme (including maintenance)	500
	03-5	Tree Planting	2,500 (6)
	03-6	Wildflower Meadows	500
	03-7	Litter Bins	-
	03-8	Respect the Village Campaign	-
	03-9	Finger Post Signs	2,500
	03-10	Gateway Signs and Refurbishment of Millennium Notice Board	2,000(7)
	03-11	Road Safety (Maintenance of Solar-Powered Speed Indicator Devices (SPIDs)	1,000 (8)
	03-12	Grant (Chorley Borough Council) - Astley Hall	2,000
	03-13	Play area and path at West Way Sports Hub	35,000 (9)
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council	500 (10)
04 - GENERAL RESERVE	04	General Reserve	20,000
TOTALS			88,250

- (1) Reduce the Office/Sundry budget from £1,000 to £500 to reflect expenditure.
- (2) It has previously been agreed to increase the Insurance Premium for 2021/22 to £450 to reflect the Insurance Premium 2021-22 (£444.87).
- (3) The Personnel Committee have recommended the Parish Council be recommended to increase the Employee Costs Budget from £6,000 to £6,500 for 2022/23 to cover the increase in salary costs, training etc.
- (4) Reduce the budget for equipment for the Village Caretaker from £1,000 to £500.
- (5) The Project for the Renovation of Bus Shelters is now complete so remove the budget provision (£3,000)

- (6) Reduce the provision for 'Tree Planting' from the Village Development Plan from £5,000 to £2,500. The description in the Village Development Plan will be changed to "To work with and encourage Chorley Borough Council and Lancashire County Council to plant/replace trees removed in Astley Village".
- (7) Reduce the budget for 'Gateway Signs and Refurbishment of Millennium Notice Board' from £5,000 to £2,000 as part of the Project has now been delivered.
- (8) Include a budget for the Maintenance of Solar-powered Speed Indicator Devices.
- (9) There is a separate report on the Council Summons in relation to earmarked financial contribution towards the play area and paths at the West Way Sports Hub.
- (10) The website has been upgraded and Parish Council email addresses have been provided for Parish Councillors. The description in the Village Development Plan will be changed to "Having a presence at the Chorley Flower Festival".



Astley Village Parish Council

VILLAGE DEVELOPMENT PLAN UPDATED JANUARY 2022

PROJECTS	ACTIONS	WHEN	BUDGET £
Christmas	Lighting of Christmas Tree/Christmas Carol Singing	Ongoing	800
Improve Village centre & enhance Village Green	Work with Chorley, Places for People, The Astley and shop leaseholder to improve the appearance of Astley Village.	Ongoing	1,000
Planter Scheme	Increase the number of planters throughout the village and expand the “adopt a planter” scheme with residents volunteering to maintain the planters.	Ongoing	500
Tree Planting	To work with and encourage Chorley Borough Council and Lancashire County Council to plant/replace trees removed in Astley Village.	2022/23	2,500
Mini Meadows/Wildflowers Project	Extension of the Mini Meadows of Wildflowers Project to other areas of Astley Village in conjunction with Chorley,	2022/23	500
Litter Bins	Work with Chorley to site additional litter bins as required, particularly near entrances to Astley Park.	Ongoing	
Respect the Village Campaign	Project to keep the Village clean and tidy. Encourage reporting environmental issues to Chorley & PfP. Provide volunteer litter pick equipment for residents/groups for community litter picks.	Ongoing 2022/23	
Finger Post Signs	To provide signage for pedestrians throughout the Astley Village.	2022/23	2,500
Gateway Signs and Refurbishment of Millennium Noticeboard	Refurbish the existing Gateway Signs Refurbishment of Millenium Noticeboard	2022/23	2,000
Road Safety	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.	2022/23	1,000
Health & Well-Being	To fund play equipment (£30,000) at the new West Way Sports Hub and fund additional footpaths (£5,000).	2021/22	35,000
Improving Community Engagement and Raise the Profile of the Parish Council	Having a presence at the Chorley Flower Festival.	2022/23	500
Safety (Footpaths and Lighting in Astley Village)	Encourage the appropriate bodies to maintain footpath surfaces and lighting throughout Astley Village.	2022/23	

ASTLEY VILLAGE PARISH COUNCIL

ASSET REGISTER

Date purchased/ acquired	Asset description	Asset stored	Purchase Value/Est'd Value £	Insurance Value £ (Excess £250)
Street Furniture £21,261.26				
Prior to 2002	Millenium Noticeboard	Installed at junction of Chancery Road and Hallgate (estimated purchase value)	£500	£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 1905	Oak tree for Queens Diamond Jubilee	On land adjacent to the school, Chancery Road	£48	£250
04 July 1905	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
Totals			£17,169	£21,342
Mowers & Machinery £5,150.00				
01 July 2019	Two solar speed identification devices	Installed: one near Wymundsley and one opposite Buckshaw Hall Close	£6,800	£7,000
Totals			£6,800	£7,000
Office Equipment £540.75				
01 February 2016	Lap top computer	Clerk's office	£457	£525
01 September 2020	Mobile Filing Trolley	Kept at the Clerks Home Address	£134	£134
01 September 2020	Kyocera M5526CDW Printer	Kept at the Clerks Home Address	£318.00	£318.00
Totals			£909	£977

MINUTES OF CHORLEY LIAISON

MEETING DATE **Wednesday, 20 October 2021**

MEMBERS PRESENT: Councillor Gordon France (Chair), Councillor Kim Snape (Vice-Chair),
Lancashire County Councillors: Julia Berry,
Chorley Borough Councillors (Chairs of Neighbourhood Area Meetings): Alistair Bradley, Sam Chapman and Debra Platt
Town and Parish Councillors: Kevin O'Donnell, Ian Horsfield, Craig Ainsworth, Arnold Almond, Tim Blackburn, Helen Drinkall, Karen Wait, Alan Cornwell, Alan Platt, Katrina Reed, Graham Ashworth, Christine Bailey, Paul Dodenhoff, Terry Dickenson, Burton and Colin Evans

OFFICERS: Jennifer Mullin (Director of Communities), Ruth Rimmington (Democratic Services Team Leader) and Coral Astbury (Democratic and Member Services Officer)

APOLOGIES: Chorley Borough Councillors (Chairs of Neighbourhood Area Meetings): Hasina Khan

OTHER:

21.1 Welcome by the Chair

The Chair, Councillor Gordon France, welcomed everyone to the meeting.

21.2 Minutes of meeting Wednesday, 21 July 2021 of Chorley Liaison

The minutes of the last meeting held, Wednesday 21 July 2021 were agreed as a correct record.

21.3 Climate Emergency Presentation

Sally Green (Climate Change Program Officer) delivered a presentation which sought to brief members on the Council's strategic themes, commitments and achievements, ongoing work and the progress with electric vehicle charging points.

The Chair thanked Sally for her attendance and presentation.

21.4 The route of the Bolton Ironman Race to omit Chorley District Roads

Graham Ashworth (Heath Charnock) introduced this item and explained that the impact on the Parish was worse now there are two ironmen events a year. Roads are being closed for at least 10 hours, with Heath Charnock being closed first at 6 or 7 AM and not re-opening until 4pm in the afternoon. It was explained that this causes issues for residents who have carers.

The Parish Council had provided alternative routes for the Ironman Race, which would prevent the race from entering the borough of Chorley.

County Councillor Snape explained that the previous Cabinet Member at Lancashire County Council (LCC) for Highways did get the route altered. In summer Ironman stuck to the original route, which came through Anderton on the periphery of Lancashire. However, in September a week's notice was given that there would be a supplementary route which would cut off half of Heath Charnock. Councillor Snape provided that contact would need to be made with the new LCC Cabinet Member for Highways to ensure that the route did not continue to come within the borough.

Councillor Bradley requested that a letter be sent to County Councillor Edwards to remind him of LCC's commitment to keeping the Ironman Race out of Chorley.

21.5 Dropped kerbs in the Borough

The Chair introduced this item as a service request had been received, it was provided that a response had not yet been received from LCC. An update would be provided at the next meeting.

Alan Cornwell (Charnock Richard) explained that LCC had now been out and put black markings down on the pavement where the kerb needed to be dropped.

21.6 Questions from Members of the Liaison and the public

Several questions were received from members of the liaison:

- Concern about clumps of Japanese Knotweed appearing in Anglezarke, County Councillor Snape would report this issue.
- Colin Evans (Whittle-le-Woods) requested an update on the CCTV at Whittle. Councillor Bradley provided that the CCTV was being contributed too by the Parish and there was an idea to tie it back into the wider system. An update would be provided outside of the meeting.
- Colin Evans (Whittle-le-Woods) asked for an update on weeding and hedge trimming. It was explained that the area was overgrown, particularly in Union Street where the Village Hall is. The Chair provided that Officers would request Streetscene to look.
- Alan Platt (Ulmes Walton) explained the Parish concern for the potential new prison which could be built in Ulmes Walton and asked for any support members of the liaison could give in objecting to the application. County Councillor Snape

explained that individual parishes could take the application back and ask their families and friends to raise awareness. However, it is a planning application and there is unsurety as to when it will be heard. Councillor Bradley provided that the authority had expressed concern at the application in relation to highways and the impact on Southport Road. The authority would want to see significant highways enhancements.

21.7 Items for Future Meetings

Graham Ashworth (Heath Charnock) mentioned about the weekly planning list and asked about the possibility of breaking it down further. Councillor Bradley confirmed that this was being looked into by ICT and an update would be provided outside the meeting.

21.8 Any urgent business previously agreed with the Chair

None.

Chair

Date

Neighbourhood Area Meeting – Chorley North

29 September 2021

Attendance:

Cllrs T Gray, D Platt (in the Chair), A Riggott, C Turner, J Walker, A Lowe, A Morwood, J Sherwood, Cllr B Murray - Chorley Borough Council;

Cllr Arnold Almond – Chair, Astley Village parish council;

Craig Ainsworth – Clerk to Astley Village parish council.

Cllr H Khan – Lancashire CC

Cllr M Clifford – Lancashire CC

Chorley Borough Council Officers

Jennifer Mullin – Director of Communities

Bernie Heggarty – Neighbourhood Priorities Officer

Ruth Rimmington – Team Leader, Member Services

Clare Gornall – Democratic and Member Services

Apologies: – Cllr D Gee.

1. Election of Chair

Resolved - That Councillor Debra Platt be elected Chair of the Neighbourhood Area Meeting – Chorley North.

2. Welcome and Introductions

The Chair welcomed everyone to meeting and attendees introduced themselves.

3. Apologies for absence

Apologies were received from Cllr Danny Gee.

4. Terms of Reference

Resolved – That the report be noted.

5. Empty Properties Update

Jennifer Mullin, Director of Communities and Bernie Heggarty, Community Engagement presented the report. Bernie Heggarty confirmed that the next update will be presented in context of new electoral ward boundaries so the information would be clearer. In addition Cllr Morwood indicated that for the next Strategy Report to Cabinet, the information regarding empty properties would be listed as the number of households.

Resolved - That the report be noted.

6. Chorley North - Neighbourhood Priorities – 2019/20 Project Updates

Jennifer Mullin, Director of Communities presented the update. She highlighted the work of the Communities Team during the pandemic, e.g. food banks and schools. She indicated that going forward the future priorities identified were:-

- Social isolation
- Food poverty
- Employability

One member stressed that any projects once completed may need ongoing maintenance (e.g. installation of benches). It was noted that there some errors in the text on the information boards at Chapel Steps.

Resolved –

1. That the report be noted; and
2. That Bernie Heggarty ensure that the information displayed on the information boards is correct.

7. Chorley North – Selecting 2021/22 Priorities

Bernie Heggarty emphasized that the priorities should be realistic and achievable in the November – January delivery timescale. Each Neighbourhood Area has a budget of £8k.

Members held in depth discussions around a number of suggestions.

Resolved – i) That the following four priorities be agreed:

1. To arrange Three Community skip / clean up days at identified locations within the neighbourhood area. – Cllrs Platt and Riggott to lead on this priority
2. Install a public access defibrillator at Buckshaw Parkway Station / or surrounding area. (Euxton parish council can maintain). Also liaise with Chorley Run Fit Group who meet at the station – Cllr Riggott and Cllr Platt to lead
3. Community Café to tackle loneliness and vulnerability – Cllr Turner to lead.
4. Bus Shelter which needs restoring, tidying up, painting etc. – joint project with Whittle le Woods parish council – Cllr Walker to lead with Cllr Clifford . Bernie Heggarty to contact Chris Walmsley.

ii) Foxgate Drive play Area was also highlighted by Craig Ainsworth Astley Village parish council clerk. It was agreed that Bernie Heggarty would provide information with regard to funding for this play area.

- iii. Afghan refugees – Jennifer Mullin can provide information that can be shared in relation to specific areas

8. Date of next meeting

The next meeting is to be held on Monday 31 January 2022 at 6.30pm.

9. Any other items that the Chair decides are urgent

Resolved – It was agreed that the following items to be placed on the agenda at the next meeting:-

1. Deprivation report – Data will be provided to aid selection of 2022/23 priorities
2. Adoption Report – This is provided annually at the Jan/Feb meetings and will be on the next agenda
3. Proposal to rename the Neighbourhood Area Meeting – it was agreed at this meeting that further discussion around the name of this neighbourhood area is needed and will be an agenda item at next meeting



Astley Village Parish Council

Personnel Committee

7 July 2021 at 6.15pm

Present

Councillor Chris Sheldon (Chair) (in the Chair); Councillors John McAndrew and Gillian Sharples.

1. Apologies for Absence

None.

2. Declarations of Interest

Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.

Mr C Ainsworth (Parish Clerk & Responsible Financial Officer) declared an interest in item 5 'Parish Clerk & Responsible Financial Officer – Review of Contracted Hours' as the report concerned himself.

3. Minutes

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 19 January 2021 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

4. Exclusion of the Press and Public

RESOLVED – That the Press and public be excluded from the meeting during consideration of items 5 "Parish Clerk & Responsible Financial Officer – Review of Contracted Hours" (Minute 5) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

5. Parish Clerk & Responsible Financial Officer – Review of Contracted Hours

The Chair of the Personnel Committee submitted a report (copies of which had been circulated) reminding the Committee that at the last meeting it was agreed that:

(a) the contracted hours for the Parish Clerk & Responsible Financial Officer be increased to 30 hours per month and that this be backdated to 1 August 2020;

(b) the Parish Clerk be requested to continue to keep a record of the hours worked on Parish Council business and the issue be reviewed by the Personnel Committee in six months.

RESOLVED – (1) That the contracted hours for the Parish Clerk & Responsible Financial Officer should remain at 30 hours per month.

(2) That the Contract of Employment & Statement of Particulars for all employees of the Parish Council be reviewed annually by the Personnel Committee.

6. Date of Next Meeting

RESOLVED – (1) That the next meeting of the Personnel Committee be held on Wednesday 17 November 2021 at 7pm at the Community Centre.

(2) That the Parish Clerk be requested to prepare a schedule of HR policies including a review date every five years.

The meeting concluded at 6.31 pm.

Chair



Astley Village Parish Council

Personnel Committee

17 November 2021 at 7pm

Present

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

1. Apologies for Absence

None.

2. Declarations of Interest

Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.

Mr C Ainsworth (Parish Clerk & Responsible Financial Officer) declared an interest in item 5 'Contract of Employment & Statement of Particulars' as the report concerned himself.

3. Minutes

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 7 July 2021 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

4. Exclusion of the Press and Public

RESOLVED – That the Press and public be excluded from the meeting during consideration of item 5 "Contract of Employment & Statement of Particulars (Minute 5) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

5. Contract of Employment & Statement of Particulars

The Parish Clerk and Responsible Financial Officer submitted a report (copies of which had been circulated) inviting the Committee to review the Contract of Employment & Statement of Particulars for all employees of the Parish Council. The report also included an update on Local Government Pay Claim 2021/22 and that the Government had announced that employees over the age of 23 would receive £9.50 an hour following changes to the National Living Wage which would come into effect from April 2022.

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

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

RESOLVED – (1) That the track changes to the Contract of Employment & Statement of Particulars for the Parish Clerk and Responsible Financial Officer and Village Caretaker suggested by the Parish Clerk be approved subject to including within the Contract of Employment & Statement of Particulars for the Village Caretaker a summary of duties.

(2) That the update in relation to Local Government Pay Claim 2021/22 and National Living Wage be noted and the Parish Council be recommended to increase the Employee Costs Budget (01-6) from £6,000 to £6,500 for 2022/23 to cover the increase in salary costs, training etc.

(3) That the Parish Clerk be requested to discuss with The Brothers of Charity a mechanism to undertake an annual appraisal for the Village Caretaker.

(4) That the Chair of the Personnel Committee be requested to undertake the annual appraisal for the Parish Clerk on 23 November 2021.

6. Schedule of HR Policies

The Parish Clerk reminded the Committee that at the last meeting it was agreed that the Parish Clerk be requested to prepare a schedule of HR policies including a review date every five years. The Committee reviewed the schedule (copies of which had been circulated).

RESOLVED – That the policies/documents be reviewed as follows:

Doc No.	Policy or Document	Created / Reviewed	Meeting/ Review
15	Bullying and Harassment Policy	Reviewed 19/01/21	November 22
16	Equal Opportunities Policy	Reviewed 19/01/21	November 22
17	Health and Safety Policy	Reviewed 19/01/21	November 23
18	Grievance Procedure	Reviewed 19/01/21	November 23
19	Disciplinary Procedure	Reviewed 19/01/21	November 23
20	Councillor/Employee Relations	Reviewed 19/01/21	November 24
21	Training Policy	Reviewed 19/01/21	November 24
23	Terms of Reference for Personnel Committee*	Reviewed 5/05/21	Annually at the Annual Parish Council Meeting in May
24	Sickness Absence Policy/Procedure	Reviewed 19/01/21	November 25
25	Clerk Expense/Reimbursement Policy	Approved 02/09/20	November 25

	Contract of Employment & Statement of Particulars of Employees*	At time of appointment	Annually at the November meeting of the Personnel Committee
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* Requires annual review

7. Date of Next Meeting

RESOLVED – That the next meeting of the Personnel Committee be held on Wednesday 16 November 2022 at 7pm at the Community Centre.

The meeting concluded at 8pm.

Chair