



## Astley Village Parish Council

### Agenda

To: Members of Astley Village Parish Council.

**YOU ARE HEREBY SUMMONED** to attend the Meeting of the Astley Village Parish Council to be held on **Wednesday 4 March 2026** at 6.30 pm in the **West Way Hub** at which the following business will be transacted.

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#### Summons

**1. Apologies for Absence**

To receive members' apologies.

**2. Declarations of Interest**

Members and Officers are invited to declare any interests they may have in any of the items included on the agenda for this meeting in accordance with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

**3. Public Engagement**

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

**4. Borough/County Councillor Reports**

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

**5. Minutes**

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 7 January 2026. (Enclosed).

**6. Parish Clerk Report**

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

**Introduction of Time Credits Scheme**

A report on the Chorley Together volunteer recognition programme is attached to the Parish Clerk Report and Bernie Heggarty, Community Partnerships Manager at Chorley Borough Council will be attending the meeting to answer any questions Parish Councillors may have.

**7. Statutory Business**

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

## **8. Financial Matters**

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

## **9. Spring Newsletter 2026**

The Parish Clerk to report at the meeting.

## **10. Policy and Document List Review**

To review the current Policy and Document List (Enclosed).

## **11. Review Annual Council Work Programme - Scheduled Items**

To review the Annual Council Work Programme of Scheduled Items (Enclosed).

## **12. Annual Report of the Parish Council 2025/26**

To note the Annual Report of the Parish Council 2025/26 presented to the Parish Meeting on 4 March 2026 (Enclosed).

## **13. Environment Reports**

To receive a verbal update at the meeting.

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

- To report on the meeting held on 21 January 2026 at 6.30pm - Councillor Gillian Sharples (Agenda and relevant papers attached).
- Neighbourhood Area Meeting (NW Parishes and Chorley North). The next meeting will be held on 17 March 2026 at 6.30pm.

## **15. Correspondence**

The Clerk to report at the meeting.

## **16. Matters for Information**

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

## **17. Dates of Future Meetings**

To note that the next meeting of the Parish Council will take place on Wednesday 6 May 2026 at the rise of the Parish Meeting.

## Schedule of Meetings 2026/27

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

- Wednesday 6 May 2026 (Annual Meeting)
- Wednesday 1 July 2026
- Wednesday 2 September 2026
- Wednesday 4 November 2026

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

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



25 February 2026



# Astley Village Parish Council

<b>Title</b>	<b>Borough/County Councillor Reports</b>					
<b>Report of</b>	<b>County Councillor Aidy Riggott (Euxton, Buckshaw &amp; Astley) - Lancashire County Council</b>					
<b>Date</b>	<b>4 March 2026</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	X
<b>Purpose of Report</b>						
To consider a report from the County Councillor for Astley Village (Lancashire County Council)						
<b>Key Issues</b>						
<p>The last few months have been dominated by the typical winter issues, potholes, blocked gullies and faulty streetlights- my thanks to those who keep reporting them to Lancashire County Council.</p> <p>I have been working in collaboration with Councillor Lowe to understand which authority (Lancashire County Council or Places for People) is responsible for a faulty streetlight on Buckshaw Hall Close. The underlying issue may prove to be another ENW matter.</p> <p>I have also been supporting residents affected by the lack of mobility crossings and dropped kerbs in certain areas of the village. Hopefully I will be able to update further on this matter at the meeting as to the reason for the long delays.</p> <p>Following an earlier referral from Councillors Lowe, Morwood and Sherwood I requested that Lancashire County Council look at parking issues around the junction of Deerfold and Studfold. I have been following this up with Lancashire County Council as the promised updates have yet to be shared.</p>						
<b>Action required by the Parish Council</b>						
To note the report.						



## Astley Village Parish Council

### Meeting of the Council

7 January 2026 at 6.30pm

Present

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

#### **326.01 Apologies for Absence**

Apologies were received from Councillors Gillian Sharples and Chris Sheldon.

#### **326.02 Declarations of Interest**

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

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

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

#### **326.03 Public Engagement**

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

#### **326.04 Borough/County Councillor Reports**

Reports from Chorley North and Astley Ward Borough Councillors and County Councillor (Lancashire County Council) (copies of which had been circulated) were considered. Councillors Adrian Lowe and County Councillor Aidy Riggott attended the meeting.

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

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

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

It was reported that Lancashire County Council would continue to monitor the impact of the introduction of car parking charges on Hallgate Car Park and were collaborating with Chorley Borough Council including the traffic regulation orders to prevent parking on Hallgate although this was likely to displace parking elsewhere in the village centre/ surrounding residential roads. Below is the full response received from Lancashire County Council re the parking concerns on Hallgate:

“Thank you for your enquiry dated 10 November 2025 raising concerns about parking displacement onto Hallgate and other nearby roads following the introduction of parking restrictions on Chorley Borough Councils car park.

During the consultation period, we advised Chorley Borough Council that introducing parking charges would likely result in vehicles being displaced onto surrounding roads, which has now occurred.

Prior to the implementation of these charges, we met with a representative from Chorley Borough Council and the school. Site visits were conducted, and we informed the school that there were no feasible measures we could introduce to enable school vehicles to park on Hallgate.

Officers also advised Chorley Borough Council that it should be the responsibility of Chorley Borough Council to work collaboratively with the school to identify a suitable solution. This could involve providing parking spaces within the existing car park or assisting the school in creating a designated drop-off area at the front of the premises for pupil pick-up and drop-off.

We are currently assessing the parking situation on Hallgate and will provide a further update once our investigations are complete.”

#### Long Croft Meadow - Dangerous Parking

The Parish Council discussed the continued dangerous parking on Long Croft Meadow by employees of Chorley and South Ribble Hospital including parking on the junction of Chancery Road across the cycle path

RESOLVED – (1) That the reports be noted.

(2) That the Parish Clerk be requested to write to Lancashire Teaching Hospitals NHS Foundation Trust, requesting them to remind employees of Chorley and South Ribble Hospital to be considerate when parking with Astley Village.

(3) That residents be advised to provide photographs of inconsiderate/ dangerous parking in the village to Lancashire County Council and Lancashire Police.

## **326.05 Minutes**

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

## **326.06 Parish Clerk Report**

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

### **Finger Post Signs**

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

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

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

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

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

Councillor Sheldon had now reviewed the proposed wording on both sides of all fingers on all 4 systems and an order had been placed with White Hill Direct Ltd:

### **Installation of New Christmas Tree Lights**

It was noted that the original quote from the Christmas Tree Lights Contractor provided an option not to trim the tree but replace all lighting at a cost of £2,425 plus vat but the Parish Council in May 2025 had given approval to option 1 and for a specialist tree surgeon to prune/shape the Christmas tree prior to removing the existing lights and replacing them with new multicoloured LED lights at a cost of £2,695 plus VAT including PATesting the lights annually prior to the Parish Council Carol Singing Event and switching on the lights at the Carol Singing Event on Friday 5 December 2025.

Councillors commented that it appeared the top of the tree had been cut off but there was no evidence that the Christmas tree had been pruned/shaped and by cutting off the top of the tree, the tree would actually grow outwards defeating the objective of containing the tree within the existing barriers.

In addition, at the request of the Contractor, the Parish Council replaced the barrier to the site with a drop-down bollard to enable you to access the site with a cherry picker to dress the tree and Parish Councillors queried whether the quote included hiring a cherry picker and how the tree was dressed.

RESOLVED – (1) That the report be noted.

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

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

(3) The Parish Clerk be requested to confirm with the Christmas Tree Lights Contractor that a specialist tree surgeon was engaged to prune/shape the Christmas tree and whether the quote included hiring a cherry picker and how it was possible to dress the tree without accessing the site with a cherry picker.

### **326.07 One-Way System/ Road Closure on Chancery Road During Large Events**

The Parish Clerk reported that this item has been placed on the agenda at the request of Councillor Elaine Bibby.

It was reported that on Friday 7 November 2025, Chorley Borough Council had combined the previously separately held “Light up Astley” and Fireworks Display events. This had attracted significantly more people than in previous years, which had led to indiscriminate parking on both sides of Chancery Road (including the grass verges) and surrounding residential roads.

In addition, following the event, motorists did not adhere to the one-way system/ road closure on Chancery Road creating ‘grid lock’ along Chancery Road as there was insufficient room for two cars to pass and it was suggested that the stewards/ marshals needed to be present until after 9pm.

RESOLVED – (1) That Chorley Borough Council be requested to consider reverting to holding separate events for “Light up Astley” and Fireworks Display and if the events are to be combined, introducing an admission charge.

(2) That Chorley Borough Council be requested to ensure the stewards/ marshals be present until after 9pm to ensure motorists adhered to the one-way system/ road closure on Chancery Road creating ‘grid lock’ along Chancery Road.

## **326.08 Statutory Business**

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

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

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

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

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

- An application for a single storey front and side extension (Reference: 25/01135/FULHH) at 57 Wymundsley Astley Village Chorley PR7 1US. The deadline for any representations was 18 December 2025.
- An application for a first-floor side/rear extension, and single storey rear extension (Reference: 25/01147/FULHH) at 50 The Farthings Astley Village Chorley PR7 1TP. The deadline for any representations was 18 December 2025.
- An application for a single storey rear extension with balcony above, and associated alterations (following demolition of existing conservatory) (Reference: 25/01153/FULHH) at 30 Long Copse Astley Village Chorley PR7 1TH. The deadline for any representations was 25 December 2025.

RESOLVED – That the report be noted.

## **326.9 Financial Matters**

### (i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 16 December 2025.

RESOLVED – That the financial position be noted.

### (ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 January 2026 and 28 February 2026 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
09/01/2026	Employee 4	Reimbursements (November 2025)	76.89		76.89
09/01/2026	Employee 4	Reimbursements (October 2025)	60.24		60.24
01/01/2026	Easy Web Sites	Monthly rental	68.64	11.44	57.20
23/01/2026	Zoom	Zoom Subscription (January 2026)	16.79	2.80	13.99
15/01/2026	Employee 4	Salary in backpay (January 2026)	428.30		428.30
15/01/2026	HMRC	Tax (January 2026)	107.20		107.20
15/01/2026	HMRC	National Insurance (January 2026)	0		0
01/02/2026	Easy Web Sites	Monthly rental	68.64	11.44	57.20
23/02/2026	Zoom	Zoom Subscription (February 2026)	16.79	2.80	13.99
13/02/2026	Employee 4	Salary (February 2026)	428.50		428.50
13/02/2026	HMRC	Tax (February 2026)	107		107
13/02/2026	HMRC	National Insurance (February 2026)	0		0
			<b>1,378.99</b>	<b>28.48</b>	<b>1,350.51</b>

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

(iii) Spend Against Budget Headings

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

RESOLVED – That the report be noted.

(iv) To consider a report of the Responsible Financial Officer proposing the 2026/27 budget headings and Precept.

The Parish Clerk submitted a report (copies of which had been circulated) to assist the Parish Council in finalising the Budget for 2026/27.

It was reported that the 2026/27 Tax Base approved by Chorley Borough Council for Astley Village was 923.83 (1,421 properties).

The Village Development Plan Working Group had met on 9 December 2025 and made recommendations in relation to the Village Development Plan and make recommendations in respect of the Budget for 2026/27.

**Neighbourhood Priority Scheme for 2026/27**

It was reported that typically, neighbourhood priority project proposals were considered during the February/March meetings, however, due to the Local Government Reorganisation, which has introduced some uncertainty around the upcoming arrangements, Chorley Borough Council had agreed to postpone the proposal and selection process for the 2026/27 neighbourhood priorities until after May 2026 and the details of this process will be confirmed at a later date.

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

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

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

The Wildlife Trust for Lancashire, Manchester and North Merseyside had confirmed that they are happy to come out for a site visit to discuss maintenance and improvements which would include Adam Sharples who carried out the original site visit and quote, although this ended up passing delivery onto our Contracts team as they had hit capacity.

### **Gateway Sign Enhancements**

In relation to enhancing the Gateway Signs it was noted Councillor John McAndrew had previously provided details of proposals together with costings.

It was suggested that consideration be given to illuminating the Gateway Signs (possibly installing solar floodlights) and providing a backing to the signs to make them more visible.

RESOLVED (Unanimously) – (1) That the Astley Village Parish Precept for 2026/27 be set at £24,200 (Parish Yield: £20,323 and Parish Top-up Grant: £3,877) with the Band D amount being £22 (the same as 2025/26).

(2) That the updated Village Development Plan be approved including the following new schemes:

- To be funded from the Improvements to the Village Centre Budget, providing additional litter bins including the Astley Village Community Garden of Reflection to be funded from the existing budget of £5,750.00.
- To increase the Road Safety Budget to £5,000.00 to enable the Parish Council to work with Lancashire County Council to fund Speed Enforcement.
- The refurbishment of the footbridge between The Farthings and Long Copse to be fully funded by the Parish Council and £5,000 be allocated to fund the scheme.

(3) That approval be given to:

- Continuing to make provision for additional improvements to the Chancery Road Underpass and allocate a reduced budget of £2,000.
- Commissioning a survey/ report from The Wildlife Trust for Lancashire, Manchester and North Merseyside to consider further maintenance/future improvements West Way Nature Reserve to be funded from the existing budget of £500.

- Increasing the Astley Village Community Garden of Reflection budget to £1,850.00 for additional planting and future maintenance.

- (4) That Parish Councillors be requested to provide photographic evidence of littering at the Astley Village Community Garden of Reflection to support the request for additional litter bins.
- (5) That Councillor Elaine Bibby be requested to make arrangements to meet Adam Sharples from The Wildlife Trust for Lancashire, Manchester and North Merseyside to consider further maintenance/future improvements West Way Nature Reserve.
- (6) That Councillor John McAndrew be requested to investigate illuminating the Gateway Signs (possibly installing solar floodlights) and providing a backing to the signs to make them more visible.
- (7) That Lindsey Blackstock, Open Space Strategy Officer (Chorley Borough Council) be requested to provide a specification for the refurbishment of the footbridge between The Farthings and Long Copse for consideration by the Parish Council to be fully funded by the Parish Council and £5,000 be allocated to fund the scheme.
- (8) That the following 2026/27 budget be approved subject to further consideration and review at the end of the financial year:

Budget Heading		Budget Sub-Heading	Total Budget (£)
<b>01 - ADMINISTRATION</b>	01-1	Room Hire/ Zoom Subscription	400.00
	01-2	Office/Sundry (including new Laptop)	1,500.00
	01-3	Insurance	550.00
	01-4	Auditors/Accounts	400.00
	01-5	Election/By-Election/Polls	7,000.00
	01-6	Employee Costs (Salary, Training etc.)	7,000.00
	01-7	Employee Contingency	1,000.00
	01-8	IT/Website	1,000.00
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1,900.00
	02-2	Village Caretaker	-
	02-3	Councillor Training	500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	03-1	Christmas Tree Lights/ Christmas Event	1,000.00
	03-2	Improvements to the Village Centre (including additional seating and litter bins)	5,750.00
	03-3	The refurbishment of the footbridge between The Farthings and Long Copse	5,000.00
	03-4	Planter Scheme (including maintenance)	1,000.00
	03-5	Tree Planting and Maintenance	500.00
	03-6	Wildflower Meadows/Corridors	250.00
	03-7	West Way Nature Reserve maintenance/future improvements	500.00
	03-8	Astley Village Community Garden of Reflection (additional planting and future maintenance)	1,850.00
	03-9	Chancery Road Underpass Improvements	2,000.00
	03-10	Refurbishment of existing Gateway Signs	500.00
	03-11	Road Safety (Maintenance of SPIDs and Speed Enforcement via Lancashire County Council)	5,000.00

	03-12		
	03-13	Paths to provide access from Great Meadow to the play area at West Way Sports Hub	15,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council (including updating the Village map board)	2,500.00
<b>04 - GENERAL RESERVE</b>	04	General Reserve	20,000.00
		Balance held in the Unify Credit Union deposit Account	10,000.00
<b>TOTAL BUDGET</b>			94,600

(v) To review the Review Asset Register

The Parish Clerk submitted the updated Asset Register (copies of which had been circulated).

RESOLVED – That the Asset Register be approved.

(vi) To appoint Internal Auditor for the 2025/26 Accounts.

RESOLVED – That Ms Susan Edwards be appointed as Internal Auditor in respect of the 2025/26 Accounts at a cost not exceeding £100.

**326.10 Introduction of Time Credits Scheme**

The Parish Clerk and Responsible Financial Officer submitted a report (copies of which had been circulated) on the introduction of a 'Time Credits Scheme' through Tempo Time Credits, where volunteers to support environmental projects in the Parish such as litter picking, earn credits for the hours they volunteer, which could be redeemed for activities and services.

It was noted that because the funded Time Credits programme in Chorley ended in March 2025, Tempo is no longer able to set up new earn groups in the area or provide the infrastructure to support them and therefore are unable to offer the full scheme locally at present. However, it was suggested that the Parish Council explore Chorley Together, which offered a volunteer recognition programme.

RESOLVED - (1) That the report be noted.

(2) That the Parish Clerk be requested to investigate the Parish Council joining the Chorley Together volunteer recognition programme.

**326.11 Spring Newsletter 2026**

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

- Annual Report (Councillor Gillian Sharples).
- Christmas Event 2025 (TBC)
- Promoting the Monthly Litter Picks (Councillor Keith Ashton).
- The representations made by the Parish Council in relation to the Introduction of Car Parking Charges on Hallgate Car Park and Dangerous Parking on Long Croft Meadow and advising residents to provide photographs of inconsiderate/dangerous parking in the village to Lancashire County Council and Lancashire

Police

- New schemes included in the Village Development Plan (Councillor Chris Sheldon).
- The representations made to Chorley Borough Council in relation to One-Way System/ Road Closure on Chancery Road During Large Events held at Astley Park.

RESOLVED - That the following timetable for the production of the Spring edition of the Parish Council Newsletter be agreed:

- Parish Councillors email the Parish Clerk with suggested articles for inclusion in the Spring Newsletter by Wednesday 4 March 2026 and those articles be submitted to by Sunday 5 April 2026.
- All articles be sent to the Printers by Monday 13 April 2026.
- Deadline for Councillors to comment on the proof – Wednesday 6 May 2026.
- Newsletter delivered from Friday 22 May 2026.

### **326.12 Christmas Event 2025**

The Parish Christmas reviewed the Carol Singing Event which had been held on Friday 5 December 2025. Unfortunately, attendance had been lower than anticipated due to the inclement weather. The Christmas Tree lights had been switched on by three young people and the Parish Councillors present and refreshments had been served following the event in the Community Centre.

The Parish Council was reminded that at the Parish Council Meeting on 3 November 2021, following discussions between Councillor John McAndrew and the Headteacher of Buckshaw Primary School, changes to the format had been considered including

- The event being held round the Christmas Tree on the Village Green. The school day at Buckshaw Primary School for KS2 (juniors) ends at 3.20pm and it was suggested the event starts at 3.30pm. Parents would bring their child across the road from the school to the Village Green.
- There would be carols accompanied by Chorley Silver Cross band. The carols could be reviewed to ensure they were known by the children.
- Two pupils (one from KS1 (Infants) and one from KS2 (juniors)) would be invited to switch on the lights at 3.45 pm. The lights would be switched on manually by the electrician. The school would organise a competition to design a poster to promote the event which could be displayed on the Parish Council Noticeboards and the winners will switch on the lights and receive a book voucher.
- Invitations to attend the event would be sent to all residents via the Winter Newsletter/posters in the Parish Council Noticeboards and the Chair will write to Ravensthorpe, and the local Wards/County Councillors inviting them to attend.
- Refreshments would be served by Parish Councillors in the Community Centre from around 4pm until 6pm.
- The children would have the opportunity to meet Father Christmas in the small meeting room in the Community Centre (where we hold our meetings) and each child would receive a selection box rather than receiving them at school as at present.

- The day of the event be reviewed perhaps holding the event on a Thursday instead of a Friday.

RESOLVED – That Councillor John McAndrew be requested to discuss with the Headteacher of Buckshaw Primary School the changes to the format previously considered above and the item be considered at the next meeting of the Parish Council in March 2026.

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

#### Chorley Liaison

The next Meeting would be held on 21 January 2026 at 6.30pm.

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

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

RESOLVED – That the report be noted.

### **326.14 Minutes of the Personnel Committee**

The minutes of the Personnel Committee held on Wednesday 12 November 2025 were circulated for information.

RESOLVED – That the minutes be noted.

### **326.15 Correspondence**

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 326.06).

### **325.16 Date of Next Meeting**

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

The meeting concluded at 8.10 pm.

Chair



# Astley Village Parish Council

<b>Title</b>	<b>Parish Clerk Report</b>				
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>				
<b>Date</b>	<b>4 March 2026</b>				
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>	X	<b>Information</b>
<p><b>Purpose of Report</b></p> <p>To provide an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.</p>					
<p><b>Key Issues</b></p> <p><b>One-Way System/ Road Closure on Chancery Road During Large Events</b></p> <p>At the last meeting on 7 January 2026, Chorley Borough Council were requested to (i) consider reverting to holding separate events for “Light up Astley” and Fireworks Display and if the events are to be combined, introducing an admission charge and (ii) ensuring the stewards/ marshals be present until after 9pm to ensure motorists adhered to the one-way system/ road closure on Chancery Road creating ‘grid lock’ along Chancery Road.</p> <p>Maria Murphy, Events Officer at Chorley Borough Council has confirmed that in 2026, the Council will not be looking at reverting back to separate events as the feedback received was overwhelmingly positive regarding the combining of the events. However, due to the increase in attendance numbers the Council are already looking into ways we can introduce an admission charge and creating a safer arena for the event.</p> <p>Regarding the one-way system, the Council understand that this has its faults and are continuously looking into ways this can be made safer to ensure the safety of residents and staff but it is not possible to stop cars that are not adhering to the one-way system. The Council do place parking signs on the residential roads stating, ‘no parking’ and use traffic cones to prevent inconsiderate parking but cannot guarantee that each driver listens to these signs. The Council have agreed to make a note that security and road marshals stay in position for longer and will look into further ways to stop inconsiderate driving and parking.</p> <p><b>Work with Lancashire County Council - Speed Enforcement</b></p> <p>Paul Connell, Road Safety Officer at Lancashire County Council has clarified that Lancashire County Council don't provide enforcement in relation to speed and that this is the police's role. They do assist Parish Councils who have funds available to purchase speed indicator devices and in authorising suitable locations.</p>					

## **Gateway Sign Enhancements**

At the last meeting on 7 January 2026, Councillor John McAndrew was requested to investigate illuminating the Gateway Signs (possibly installing solar floodlights) and providing a backing to the signs to make them more visible.

Councillor John McAndrew has visited several 'gateway signs, in the Chorley area. Some of them have mains lighting and are very clear. He has contacted a number of suppliers including The LED Store and Gemma Lighting who can supply lights with timers and light meter overrides. Consideration has been given to using solar panels but the challenge will be fitting them to the existing sign! High-visibility, fluorescent, and reflective paints are available for metal street signs; however, none are anywhere near the colours we need.

## **Long Croft Meadow - Dangerous Parking**

At the meeting on 7 January 2026, I was requested to write to Lancashire Teaching Hospitals NHS Foundation Trust, requesting them to remind employees of Chorley and South Ribble Hospital to be considerate when parking with Astley Village.

Below is the response received from Shaun Ashworth, Interim Director Estates & Facilities at Lancashire Teaching Hospitals NHS Foundation Trust.

“Thank you for your letter outlining the concerns raised at the Parish Council meeting on 7 January 2026 regarding parking by members of staff from Chorley and South Ribble Hospital on Long Croft Meadow and the surrounding area. We appreciate you sharing the detailed feedback from local residents, and we understand the frustration and safety concerns this situation is causing.

First, please be assured that Lancashire Teaching Hospitals NHS Foundation Trust takes these issues seriously. We fully recognise the impact that inappropriate or inconsiderate parking can have on the local community.

I can confirm that the Trust is currently exploring options to upgrade the multi storey car park at Chorley and South Ribble Hospital. This work will, however, take some time and will be subject to the necessary local planning processes. While this longer-term solution is progressed, we remain committed to doing what we can to mitigate the current pressures.

There are also options available to Chorley Council, should they wish to pursue them, including designating the area concerned as a resident only parking zone and deploying parking enforcement officers to issue fixed penalty notices to offending vehicles. We would be supportive of any measures the Council deems appropriate to improve safety and reduce congestion for local residents.

In the meantime, we will be issuing a clear and firm reminder to all hospital staff to be considerate when parking in neighbouring residential areas. We will reinforce expectations around responsible behaviour and highlight the concerns raised by the community to help prevent further issues.

We value our relationship with the Astley Village community and are committed to working collaboratively with the Parish Council, residents, and the local authority to find a sustainable solution. Thank you again for bringing this matter to our attention.

If you would find it helpful, I would be happy to meet with representatives of the Parish Council to discuss this further.”

## **Installation of New Christmas Tree Lights and Christmas Event 2026**

At the last meeting on 7 January 2026, I was requested to confirm with the Christmas Tree Lights Contractor that a specialist tree surgeon was engaged to prune/shape the Christmas tree and whether the quote included hiring a cherry picker and how it was possible to dress the tree without accessing the site with a cherry picker.

It has been confirmed by the contractor that Highfield Tree Care Ltd (Arborist and Tree Surgeons) carried out the work to the tree on 18 November 2025 but accepts that the pruning has not delivered what was expected by the Parish Council. It was suggested (and agreed) that the Parish Council withhold 50% of the cost included in the original quote for the trimming of the tree (£225) while the Parish Council confirm with Highfield Tree Care Ltd exactly what works they carried out (reducing the original invoice of £1,496.67 by £225 (£1,271.67 plus 20% VAT (£254.24) making the total £1,526.01) which has now been paid.

The contractor accepts that the drop down bollard was his suggestion to facilitate the use of a cherry picker to do the work, but the company he was working with were unavailable as the time approached so decided to completely redress the tree using four staff and a 12 tread ladder with a specialist extended hook system which took a full day.

At the last Parish Council Meeting, Parish Councillors revisited the previous discussions between Councillor John McAndrew and the Headteacher of Buckshaw Primary School, changes to the format had been considered which had included

- The event being held round the Christmas Tree on the Village Green. The school day at Buckshaw Primary School for KS2 (juniors) ends at 3.20pm and it was suggested the event starts at 3.30pm. Parents would bring their child across the road from the school to the Village Green.
- There would be carols accompanied by Chorley Silver Cross band. The carols could be reviewed to ensure they were known by the children.
- Two pupils (one from KS1 (Infants) and one from KS2 (juniors)) would be invited to switch on the lights at 3.45 pm. The lights would be switched on manually by the electrician. The school would organise a competition to design a poster to promote the event which could be displayed on the Parish Council Noticeboards and the winners will switch on the lights and receive a book voucher.
- Invitations to attend the event would be sent to all residents via the Winter Newsletter/posters in the Parish Council Noticeboards and the Chair will write to Ravensthorpe, and the local Wards/County Councillors inviting them to attend.
- Refreshments would be served by Parish Councillors in the Community Centre from around 4pm until 6pm.
- The children would have the opportunity to meet Father Christmas in the small meeting room in the Community Centre (where we hold our meetings) and each child would receive a selection box rather than receiving them at school as at present.
- The day of the event be reviewed perhaps holding the event on a Thursday instead of a Friday.

It was agreed that Councillor John McAndrew be requested to discuss with the Headteacher of Buckshaw Primary School the changes to the format previously considered above and the item be considered at the next meeting of the Parish Council in March 2026.

Councillor John McAndrew has discussed with the Headteacher at Buckshaw Primary School the suggestions made at the last Parish Council meeting (see above) and she seems happy to go along with our suggestions.

## **Astley Village Garden of Reflection – New Plaques and Additional Litter Bins**

At the November 2025 meeting I was requested to purchase two new oval plaques under the trees marking the Diamond Jubilee and Platinum Jubilee and DWG (NW) Limited be requested to install them in a way that they cannot be removed and authorised to agree the cost of purchasing two new oval plaques and their installation.

Poppy Signs Ltd had quoted £419.89 for two oval face plates, produced in stainless steel (same design as the previous plaques), with square section spike including installation on site using concrete. Poppy Signs have now installed the Diamond and Platinum Jubilee signs, supervised by Councillor John McAndrew and the invoice of £419.89 has been paid.



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

At the last meeting on 7 January 2026, Parish Councillors were requested to provide photographic evidence of littering at the Astley Village Community Garden of Reflection to support the request for additional litter bins.

Chris Walmsley, Head of Streetscene & Waste at Chorley Borough Council has confirmed that as previously outlined, the Council would only look to install additional bins where there is a demonstrable persistent need and has asked if the Parish Council could provide the evidence to enable the Council to review the request.

## **Refurbishment of the Footbridge between The Farthings and Long Copse**

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

Chorley Borough Council have recently been out to tender for very similar footbridges in Plock Wood, Yarrow Valley and Landscape Engineering have been awarded the work based on cost comparatives to justify the contractor.

Chorley Borough Council are in the process of contract awarding the Plock Wood job and once this has been done Lindsey will arrange a site meeting with Councillor Chris Sheldon and Landscape Engineering to provide costings for The Farthings/Long Copse bridge as it might be they can buy higher bulk and get further cost savings if they do all of them.

## **Introduction of Time Credits Scheme**

At the last meeting on 7 January 2026, I was requested to investigate the Parish Council joining the Chorley Together volunteer recognition programme.

A separate report on the Chorley Together volunteer recognition programme is attached to this report and the Parish Council are invited to consider how it wishes to proceed. Bernie Heggarty, Community Partnerships Manager at Chorley Borough Council will be attending the meeting to answer any questions Parish Councillors may have.

## Finger Post Signs

At the November 2025 meeting of the Parish Council, it was agreed to pursue the “alternative” location for the fourth sign directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow within Chorley Borough Council’s ownership to enable all four fingerpost signs to be installed as soon as possible.

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

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

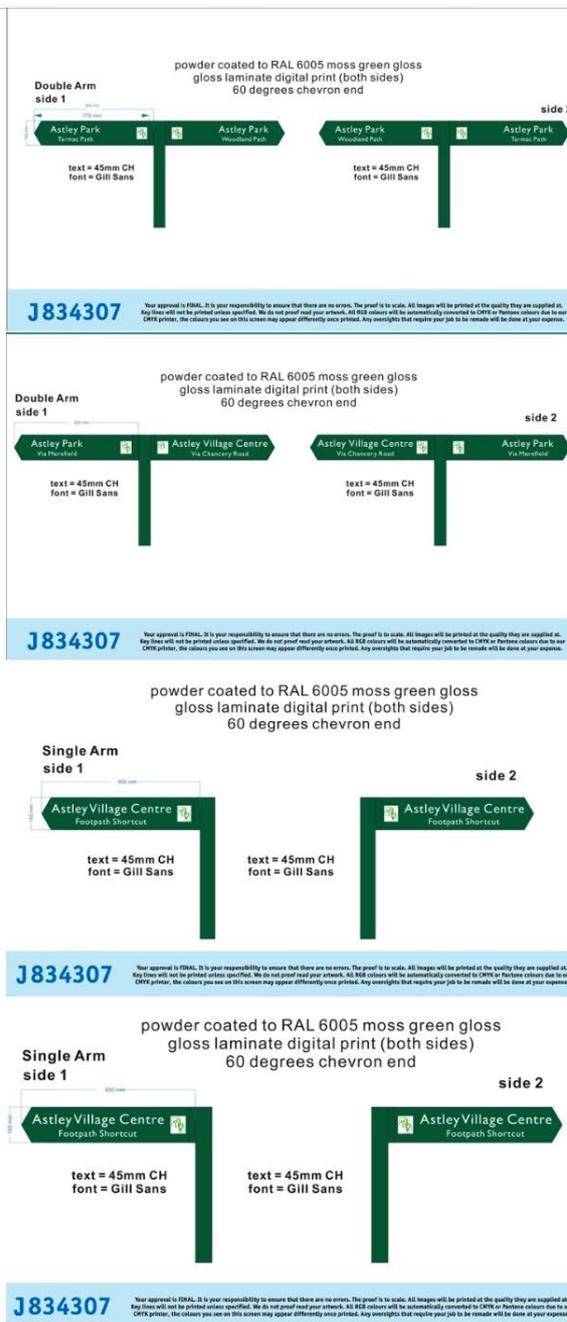
Michelle Newman, Community Housing Manager has confirmed that Places for People have stated that they are agreeable to installation of this signage on their land.

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

The signs will be installed before the end of March 2026 and the invoice of £2,581.20 has been paid.

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

At the last meeting on 7 January 2026, Councillor Elaine Bibby was requested to make arrangements to meet Adam Sharples from The Wildlife Trust for Lancashire, Manchester and North Merseyside to consider further maintenance/future improvements West Way Nature Reserve.



Councillor Elaine Bibby met with Adam Sharples from The Wildlife Trust for Lancashire, Manchester and North Merseyside on Friday 23 January 2026 and walked through the 'nature reserve', looking for ways to improve the area both aesthetically and practically. These were the findings, and suggestions :-

- To add some small bird and owl boxes in the trees
- Signage for waterborne wildlife - signage for water safety
- Some repairs to wooden areas (a small area of the bridge, couple of planks on the viewing platform) these have been damaged by small fires (presumably these have been caused by people lighting fires)
- To clear some verges, becoming a little overgrown
- Possibility of a second waste bin, at the opposite end of the route around the nature area ( Chorley Council?)
- The removal of old fence posts, and metal mesh fencing close to the nature reserve area

The quote provided by The Wildlife Trust for Lancashire, Manchester and North Merseyside for the above works is attached to this report and the Parish Council are requested to consider how it wishes to proceed

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

- Richard Ryan Lighting, Christmas Tree Lights Final Payment £1,526.01
- Chorley Leisure, Room Hire (West Way sports Hub) £152.70
- Poppy Signs, Replacement Plaques £419.89
- Norton, Anti-Virus Software (Subscription) £69.99
- White Hill Direct, Four Additional Fingerpost Signs £2,581.20

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

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

## Nature Works Quote

**Date:** 27/01/2025

**LWT lead:** Adam Sharples  
**Email:** [asharples@lancswt.org.uk](mailto:asharples@lancswt.org.uk)

**Site address:** Westway Pond (next to West Way Sports Hub), Astley Village  
**Contact name:** Elaine Bibby  
**Email:** [cllr.elaine.bibby@avpc.org.uk](mailto:cllr.elaine.bibby@avpc.org.uk)

<b>Works</b>	<b>Quote (£)</b>
<p><b>Bird and bat boxes</b></p> <p>X12 standard bird boxes mounted at different locations and elevations X1 treecreeper nest to encourage known local population X6 bat boxes to encourage bat colonies</p> <p>Sited appropriately to avoid direct sun, ensuring clear flight paths, set at correct heights and protected from predators</p> <p>Price includes fitting</p>	<b>£279</b>
<p><b>Removal of fallen down fence</b></p> <p>Remove rotten post and wire fence from North-East corner of the woodland Fence will be removed from site for safe disposal</p>	<b>£325</b>
<p><b>Replace fire-damaged handrails and decking boards</b></p> <p>Replacement of fire damaged timber on culvert handrail Replacement of fire damaged decking boards on pond dipping platform with like-for-like non-slip decking boards Damaged timbers to be removed from site for safe disposal</p>	<b>£265</b>
<p><b>Danger water signage</b></p> <p>X3 aluminium water safety signs mounted on posts close to the water Includes anti vandal coating</p>	<b>£273</b>
<p><b>Stone path by interpretation board</b></p> <p>Currently very muddy in front of the existing interpretation board preventing engagement We'll extend the stone path by the entrance up to the interpretation board</p>	<b>£898</b>
<p><b>Clear culverts &amp; dredge litter from pond edges</b></p> <p>Flush out the culverts to remove leaf litter and sediment build up, ensuring water can move between ponds Dredge litter from the pond edges for safe disposal</p>	<b>£138</b>

## Nature Works Quote

<b>Interpretation Boards</b>	
<p>Standard lectern to include a 3mm solid aluminium sign panel (using supplied artwork) mounted on 18mm thick ply backer on 1500 x 100 x 100mm solid oak post(s):</p> <p>Size A0 - two posts - £1388 each                      Size A1 - two posts - £1088 each                      Size A2 - one post - £803 each                      Size A3 – one post - £533 each</p> <p>Installation - £275</p> <p>To progress we will need:</p> <ul style="list-style-type: none"> <li>• The main body text to be included</li> <li>• A list of flora and fauna species you would ideally like included.</li> <li>• Any header/footer text</li> <li>• High resolution logo's</li> <li>• High resolution photographs/images (eg historic buildings, local points of interest) - we would provide all flora and fauna</li> <li>• Website links needed if QR codes are to be created to link to</li> <li>• Acknowledgements/specials thanks</li> </ul> <p>Alternatively, we can come up with wildlife specific text.</p>	<b>£TBC</b>
<b>Total (exc. VAT)</b>	<b>£TBC*</b>
<b>*Price includes labour</b>	

Quote valid for 90 days  
Includes 2-year LWT warranty †

**Please note: Responsibility for maintenance of equipment remains with the school. It is important that Forest School Leaders and/or teachers refer to any policies, procedures and risk assessment processes in place at their school or setting, and ensure that any pre-site checks are carried out before use, as covered in Forest School Leadership training.**

† LWT Warranty covers all repairs & replacement parts for a period of two years from purchase. Warranty does not include perishable items such as plants/trees, woodchip or natural log benches.



# Astley Village Parish Council

<b>Title</b>	<b>Chorley Together Volunteer Recognition Programme.</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>4 March 2026</b>					
<b>Type of Paper</b>	<b>Decision</b>	X	<b>Discussion</b>		<b>Information</b>	
<p><b>Purpose of Report</b></p> <p>To report on the introduction of a 'Recognition Programme' where volunteers support environmental projects in the Parish such as litter picking earn credits for the hours they volunteer, which could be redeemed for activities and services.</p>						
<p><b>Key Issues</b></p> <p>Some Parish Councillors will recall that until the end of 2022, the Parish Council employed a Parish Caretaker whose primary role was to litter pick each Tuesday morning between 9.30 – 11.20 am, including walkways, footpaths, ginnels and paths. Since then, the Parish Council has held a monthly litter pick on the first Saturday of every month. Residents are encouraged to join the litter pick which has been promoted through posters on the Parish Council noticeboards and in the Winter/ Spring newsletters. The number of volunteers has fluctuated but very often it has just been the Parish Councillors.</p> <p>It has therefore been suggested that to encourage residents to volunteer, the Parish Council introduces a system of rewarding volunteers to support environmental projects in the Parish such as litter picking.</p> <p>At the last meeting on 7 January 2026, I was requested to investigate the Parish Council joining the Chorley Together volunteer recognition programme.</p> <p>In June 2025 Chorley Council launched its new reward scheme to thank all residents that offer their time to volunteer and support Chorley. This new programme offers multiple reward avenues including the new volunteer membership card which all Chorley volunteers can obtain via the lead of the organisation they volunteer with.</p> <p><b>Volunteer reward card</b></p> <p>The card is valid for 12 months and allows an individual to gain rewards and discounts at multiple venues and opportunities.</p>						

A list of the current rewards:

- Chorley Council events
- Astley Hall entrance
- Chorley Leisure
- REEL Cinema
- Chorley Theatre
- more to come!
- Milestone Certificates

In recognition of the hard work and dedication of residents that have volunteered, milestone certificates are given to volunteers by Chorley Together:

- 1 Year (Bronze)
- 5 Years (Silver)
- 10 Years (Gold)
- Lifetime Contribution

Residents involved in litter picks would receive a volunteer rewards card full of discounts if the Parish Council decide to join the Chorley Together Network. The Parish Council would not need to allocate a budget to support this initiative as any costs are met by Chorley Borough Council.

If the Parish Council joined the Chorley Together Network, a unique code and registration form will be provided that the Parish Council can give to volunteers to register for the recognition programme. Then they will be issued a rewards card that lasts one year – a brilliant way to thank volunteers for giving their free time to join litter picks. Details of how volunteers can use their rewards card are available on Chorley Borough Councils website and more rewards are added continuously.

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

The Parish Council are invited to consider how it wishes to proceed.



# Astley Village Parish Council

<b>Title</b>	<b>Planning Issues Relevant to the Village</b>					
<b>Report of</b>	<b>Parish Clerk</b>					
<b>Date</b>	<b>4 March 2026</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	<b>X</b>
<b>Purpose of Report</b>						
To consider any planning issues relevant to the village.						
<b>Key Issues</b>						
The Parish Council has not been consulted on any planning application received by Chorley Borough Council since the last Parish Council Meeting.						
<b>Action required by the Parish Council</b>						
To note the report.						

**AGENDA ITEM 8(i)**

<b>FINANCIAL POSITION - SUMMARY 4 MARCH 2026</b>			
			<b>£</b>
<b>Receipts and Expenditure Account</b>			
<b>Receipts</b>			
Precepts			20,278.00
Grant			3,877.00
Refunds			-
Other			-
Bank Interest (Barclays)			650.32
Dividend (Unify Credit Union)			-
Advertisements			-
VAT on Receipts/Recovered			697.89
<b>Total Receipts</b>			<b>25,503.21</b>
<b>Expenditure Total</b>			
			<b>26,944.62</b>
<b>Income &amp; Expenditure Reconciliation</b>			
Balance Brought Forward at 1 April 2025			68,401.35
Add: total receipts to date		+	25,503.21
Less: total expenditure to date		-	26,944.62
			<b>66,959.94</b>
<b>Bank Reconciliation</b>			
Community Account	21/02/26	+	5,000.00
Business Premium Account	21/02/26	+	55,479.00
Unify Credit Union deposit	01/04/25		10,000.00
Less unrepresented cheques/ET/SO		-	3,519.06
Plus uncleared credits		+	66,959.94
			<b>66,959.94</b>
<b>Unpresented cheques/SO/Payments</b>			
Finger Post Signs			2581.20
February (Zoom)			16.79
March			921.07
			<b>3519.06</b>
<b>Uncleared Incomes</b>			
			<b>0.00</b>

**AGENDA ITEM 8(ii)**

**PAYMENTS TO BE APPROVED**

March/ April 2026

Date	Creditor	Description	Cheque No	Total	Vat	Net
06/03/2026	Employee 4	Reimbursements (January 2026)	EB	42.42	42.42	
06/03/2026	Employee 4	Reimbursements (February 2026)	EB	43.82	43.82	
01/03/2026	Easy Web Sites	Monthly rental	DD	68.64	11.44	57.20
23/03/2026	Zoom	Zoom Subscription (March 2026)	EB	16.79	2.80	13.99
13/03/2026	Employee 4	Salary (March 2026)	EB	428.30		428.30
13/03/2026	HMRC	Tax (March 2026)	EB	107.20		107.20
13/03/2026	HMRC	National Insurance (1 April 25 to 31 March 26)	EB	213.90		213.90
01/04/2026	Easy Web Sites	Monthly rental	DD	68.64	11.44	57.20
23/04/2026	Zoom	Zoom Subscription (April 2026)	EB	16.79	2.80	13.99
13/04/2026	Employee 4	Salary (March 2026)	EB	*428.3		*428.3
15/04/2026	HMRC	Tax (April 2026)	EB	*107.2		*107.2
13/04/2026	HMRC	National Insurance (April 2026)	EB	*0		*0
				<b>1006.50</b>	<b>114.72</b>	<b>891.78</b>

**BUDGET REPORT – 4 MARCH 2026**  
**Financial Year 2025/26 (1 April 2025 to 31 March 2026)**

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
<b>01 - ADMINISTRATION</b>	01-1	Room Hire/ Zoom Subscription	400	448.61		(48.61)
	01-2	Office/Sundry (including new Laptop)	1,500.00	662.44		837.56
	01-3	Insurance	550	436.44		113.56
	01-4	Auditors/Accounts	400	285.00		115.00
	01-5	Election/By-Election/Polls	7,000.00	85.00		6,915.00
	01-6	Employee Costs (Salary, Training etc.)	7,000.00	6,836.24		163.76
	01-7	Employee Contingency	1,000.00	-		1,000.00
	01-8	IT/Website	1,000.00	860.92		139.08
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1,900.00	1,746.75		153.25
	02-2	Village Caretaker	0	-		-
	02-3	Councillor Training	500	-		500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00	-		2,500.00
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	03-1	Christmas Tree Lights/ Christmas Event	1000	2,585.95		(1,585.95)
	03-2	Improvements to the Village Centre (including additional Seating) as part of the Public Realm initiative by Chorley Borough Council	5,750.00	-		5,750.00
	03-3	Contribution Towards Upgrading the Path from Farthings to Astley Park as part of a Neighbourhood Priority Scheme	2,500.00	2,100.00		400.00
	03-4	Planter Scheme (including maintenance)	1000	170.49		829.51
	03-5	Tree Planting and Maintenance	500	-		500.00
	03-6	Wildflower Meadows/Corridors	250	-		250.00
	03-7	West Way Nature Reserve maintenance/future improvements	500	-		500.00
	03-8	Astley Village Community Garden of Reflection	2,000.00	2,209.91		(209.91)
	03-9	Chancery Road Underpass Improvements	10,000.00	4,245.37		5,754.63
	03-10	Refurbishment of existing Gateway Signs	500	-		500.00
	03-11	Road Safety (Maintenance of SPIDs)	500	-		500.00
	03-12	Four Additional Finger Post Signs around the Village	5,000.00	2,151.00		2,849.00
	03-13	Paths to provide access from Great Meadow to the play area at West Way Sports Hub	15,000.00	-		15,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council (including updating the Village map board)	5,000.00	86.49		4,913.51
<b>04 - GENERAL RESERVE</b>	04	General Reserve	0.00	-		-
			20,004.24			
Balance Carried Forward from 2024/25	68,401.35					
<b>TOTALS</b>			<b>93,254.24</b>	<b>24,910.61</b>		<b>48,339.39</b>
<b>VAT to be Recovered</b>			<b>£2,109.95</b>			



# Astley Village Parish Council

## POLICY AND DOCUMENT LIST/REVIEW

	Doc No.	Policy or Document	Created / Reviewed	Meeting/ Review	Council Website
Official	01	Code of Conduct	Adopted 4/7/2012		Yes
Official	02	Freedom of Information Publication Scheme	Adopted 3/11/2008		Yes
Official	03	Standing Orders*	Reviewed 4/5/2022	Annual meeting (May 2025)	Yes
Finance	04	Financial Regulations*	Reviewed 4/5/2022	Annual meeting (May 2025)	Yes
Finance	05	Financial Risk Assessment *	Reviewed 7/9/2022	September 2025	Yes
Finance	06	Review of Effectiveness of The System of Internal Audit*	Reviewed 7/9/2022	September 2025	Yes
Council	07	Asset Register *	Reviewed 11/1/2023	January 2026	Yes
Council	08	Complaints Procedure	Adopted 4/9/2019		Yes
Council	09	Grant Policy and Application Form	Reviewed 6/1/2021		Yes
Council	10	Business Continuity Plan	Reviewed 4/9/2013		No
Council	11	Social Media Policy	Reviewed 1/3/2017		Yes
Council	12	Publicity Protocol	Reviewed 3/10/2012		Yes
Council	13	Contact Privacy Policy	Approved 3/11/2021		Yes
Council	14	Representative Protocol	Approved 5/12/2007		Yes
Council	15	Bullying and Harassment Policy	Reviewed 23/11/2022	November 2025	Yes
Council	16	Equal Opportunities Policy	Reviewed 23/11/2022	November 2025	Yes
Council	17	Health and Safety Policy	Reviewed 19/1/2021	November 2026	Yes
Council	18	Grievance Procedure	Reviewed 19/1/2021	November 2026	Yes
Council	19	Disciplinary Procedure	Reviewed 19/1/2021	November 2026	Yes
Council	20	Councillor/Employee Relations	Reviewed 19/1/2021	November 2027	Yes

Council	21	Training Statement of Intent	Reviewed 19/1/2021	November 2027	Yes
Council	23	Terms of Reference for Personnel Committee	Reviewed 04/5/2022	Annual meeting (May 2025)	Yes
Council	24	Sickness Absence Policy/Procedure	Reviewed 19/1/2021	November 2025	Yes
Council	25	Clerk Expense/Reimbursement Policy	Approved 10/5/2023	November 2025	Yes
Council	26	Village Development Plan	Reviewed 11/1/2023	January 2026	Yes
Council	27	Internal Audit Plan and Statement of Internal Control*	Reviewed 7/9/2022	September 2025	Yes
Council	28	Vision, Aims and Objectives	Approved 4/11/2020		Yes
Council	29	Scheme of Delegation*	Approved 5/5/2021	Annual meeting (May 2025)	Yes
Council	30	Document Retention Policy	Approved 3/11/2021		Yes
Council	31	Protocol for Public Participation	Approved 2/11/2021		Yes
Council	32	GDPR Risk Assessment	Approved 3/11/2021	November 2026	Yes
		Contract of Employment & Statement of Particulars of Employees'	At time of appointment	Annually at the November meeting of the Personnel Committee	No

\* Requires annual review



# Astley Village Parish Council

## Annual Council Work Programme - Scheduled Items

For consideration by the Full Parish Council (unless otherwise specified)

Item	Meeting	
Review of Village Development Plan	January	1
Budget Headings and Precept for the Following Year	January	1
Review Asset Register	January	1
Appoint Internal Auditor	January	1
Consider Neighbourhood Priorities	January	1
Spring Newsletter	January	1
Christmas Event	January	1
Spring Newsletter	March	2
Policy and Document List Review	March	2
Review Annual Council Work Programme - Scheduled Items	March	2
Annual Report of the Parish Council (prepared by the Chair/Parish Clerk)	March	2
Election of the Chair and Appointment of Vice Chair of the Parish Council	May	3
Review of Standing Orders, Financial Regulations and Scheme of Delegation	May	3
Appointment of Committees and Working Groups, Membership, Terms of Reference	May	3
Appointment of Council Representatives on Outside Bodies	May	3
Insurance Policy Schedule and Policy Document	May	3
Internal Auditors Report	May	3
Annual Governance Report	May	3
Annual Return for the Previous Financial Year	May	3
Spring Newsletter	May	3
Review of Village Development Plan	July	4
Chorley Flower Show	July	4
Christmas Event planning	July	4
Review Internal Audit Plan	September	5
Review of Effectiveness of the System of Internal Audit	September	5
Review Financial Risk Assessment	September	5
External Auditor Report	September	5
Winter Newsletter	September	5
Chorley Flower Show	September	5
Christmas Event	September	5
Winter Newsletter	November	6
Christmas Event	November	6
Schedule of Meetings	November	6
Review of the Pay and Conditions of Service of Existing Employees (by the Personnel Committee prior to precept setting)	October/ November	



## **Astley Village Parish Council**

### **Annual Report 2025/2026**

#### **Re-elected as Chair**

I was honoured to be re-elected as Chair of Astley Village Parish Council at the council meeting which took place on Wednesday 7 May 2025. I have continued to enjoy working collaboratively with fellow councillors to help improve our local community. Thanks to all residents who have taken the time to provide feedback on the various projects and activities the Parish Council are involved with.

#### **Village Development Plan**

The following new schemes were added to the Village Development Plan:

- Providing additional litter bins, including at the Astley Village Community Garden of Reflection.
- Increasing the Road Safety budget to enable the Parish Council to work with Lancashire County Council to fund speed enforcement.
- The refurbishment of the footbridge between The Farthings and Long Copse.

We will also:

- Continue to make provision for additional improvements to the Chancery Road Underpass.
- Commission a survey/report from The Wildlife Trust for Lancashire, Manchester and North Merseyside to consider further maintenance/future improvements West Way Nature Reserve.
- Provide additional planting at the Astley Village Community Garden of Reflection
- investigate illuminating the Gateway Signs (possibly installing solar floodlights) and providing a backing to the signs to make them more visible.

As Chair, I am looking forward to seeing the results of what will be welcome enhancements to the village.

#### **Car parking charges at Hallgate car park**

Residents will be aware that since 5 November 2025, parking charges between 8am and 5pm (Monday-Sunday) were introduced on the Hallgate car park. There has been evidence of displaced parking on Hallgate which is being monitored by Lancashire County Council. Both the County Council and the Parish Council are

collaborating with Chorley Borough Council regarding the impact, and traffic regulation orders will be considered to try and prevent parking on Hallgate. However, we appreciate that this may mean that parking is displaced onto surrounding, residential roads.

### **One-Way system – Chancery Road**

We are continuing to highlight the issues regarding the one-way system, which is put in place by Chorley Borough Council for events taking place in Astley Park. On 7 November 2025, the fireworks display and Light Up Astley were combined into one event, meaning that there was a significant increase in numbers of people attending and various incidents of indiscriminate parking and drivers not adhering to the one-way system. We will continue to try and work collaboratively with the borough council to find a solution.

### **Remembrance Sunday/Poppies in the Parish**

Parish Councillors attended Chorley's Remembrance Sunday service on Sunday 9 November 2025. As Chair, I was honoured to lay a wreath on behalf of the Parish Council. Poppies were also attached to street signs throughout the village during the week before Armistice Day.

### **Monthly Litter Picks**

Our monthly litter picks are a great way to help keep our village clean and tidy. We meet on the first Saturday of each month at the Community Centre at 10am and we split into groups so we can cover as much of the village as possible. Equipment such as litter pickers, gloves, bin bags and hi-vis jackets are provided.

### **Christmas 2025**

The Parish Council held its annual Christmas carol singing event on Friday 5 December 2025. Once again, we were accompanied by members of the guitar group, 'AKA Acoustic', featuring our very own Cllrs' John McAndrew and Keith Ashton. We also lit the Christmas tree and refreshments were served afterwards.

## Chorley Liaison

Wednesday, 21st January 2026, 6.30 pm  
Council Chamber, Town Hall, Chorley and Youtube

### Agenda

#### Apologies

1 **Minutes**

2 **Welcome by the Chair**

3 **Item from Chorley Council - Draft 2026-27 Budget Update**

Neil Halton, Director of Finance, will give a short presentation on the draft budget and take any questions.

The draft budget will be available here

<https://democracy.chorley.gov.uk/ieListDocuments.aspx?CId=115&MId=11295> from 14 January.

4 **Update on information previously requested - diversionary activities**

(Verbal Report)

To receive and consider an update from the Director of Communities and Leisure.

5 **Item requested by Bretherton Parish Council - removal of the Public Rights of Way grant by the County Council**

Discussion item.

6 **Questions from Members of the Liaison and the public**

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

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

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

**7 Items for Future Meetings**

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

**8 Any urgent business previously agreed with the Chair**

Chris Sinnott  
Chief Executive

Electronic agendas sent to Members of the Chorley Liaison

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# Agenda Item 1

Liaison Members discussed Lancashire County Council's Sufficiency Strategy and the over concentration of care and children's homes; however, it was noted that these were not matters that could be considered through the planning process.

Following an expression of concerns around regulation and antisocial behaviour, officers advised that the council was investigating issues surround children's homes and poor management. A multi-agency approach was being taken with the police, Ofsted and the local authorities who placed the children in care, some of which were based in London. This work would ensure that all children's homes were Ofsted registered and regulated as required. The council was working to address antisocial behaviour with the powers it had; however, a request was made to the Liaison Members to report any issues to the council and police to provide an evidence base.

## **Grey Belt Guidance**

This report was provided in response to a question from Heapey Parish Council at the last meeting.

The concept of Grey Belt was introduced in the updated version of the National Planning Policy Framework (NPPF) in December 2024. The assessment criteria and process for considering whether a site could be considered Grey Belt was outlined in the report. This criteria included that a site must be located in the Green Belt as well as there being a demonstrable unmet need for the type of development proposed.

The implications for Chorley, including an increase in the number of Permission in Principle applications, were noted in the report. It was anticipated that this trend would continue until the council could demonstrate a 5-year supply of new homes, most likely when the new local plan was due to be adopted in 2026.

Following discussion, Liaison Members noted that:

- Treatment of a full planning application coming in following permission in principle would depend on the timing in relation to the new local plan.
- Grey Belt did not have to be attached by boundary to a developed area or road.
- Employment or industrial development on a major scale would need to demonstrate an unmet need in the borough to be considered as Grey Belt.
- Previous planning appeals, although the results disappointing, provided useful context in considering future proposals e.g. demonstrating what Grey Belt was and what the Planning Inspectorate considered to be a sustainable site.
- Assessments were challenging in the west of the borough in relation to villages merging.
- The council had policies in place to stop applicants trying to avoid the affordable housing requirement.

## **Houses in Multiple Occupation (HMOs) Article 4 Direction**

At the Full Council meeting on 23 September, the HMO Article 4 Direction was agreed. This came into immediate effect from 24 September. The borough-wide Article 4 Direction removed permitted development rights which allowed the conversion of dwellinghouses (Class Use C3) into Houses in Multiple Occupation (HMOs) for up to six

# Agenda Item 1

residents (Use Class C4). The immediate Direction would require the grant of planning permission for change of use.

Based on the council's current policies it was noted that there was not strength behind the Article 4 Direction in deterring HMO applications coming forward compared to if it wasn't in place. However, there were emerging policies in the new local plan that referred to the overconcentration of HMOs which had not received any objection as part of the consultation process, and therefore the council could start adding weight to these policies when considering future applications.

Following queries, it was agreed that officers would look into whether there was any evidence to suggest that the number of HMO applications had reduced at neighbouring authorities where they had similar Article 4 Directions in place. This would be reported back to the Liaison.

In relation to the Housing Act, some HMOs required licences and inspections and therefore the council was proactively inspecting existing HMOs to ensure they were safe, being correctly managed by the owners, and licensed if required. It was agreed that all Parish and Town clerks be emailed to request that they pass on any information they may have on existing HMOs in their area to ensure these checks could take place.

Liaison Members were advised that a training session would be taking place in early December for Borough and Parish/Town Councillors in regards to the planning matters discussed. Details on this session would be sent out in due course.

The Chair thanked Kevin for his updates.

## **12 Item suggested by Chorley Council: Local Government Reorganisation (LGR) update**

Hollie Walmsley, Head of People, Policy and Partnerships delivered a [presentation](#) which provided an update on Local Government Reorganisation.

Reassurances were provided that under the proposals, Parish/Town Councils would continue to exist, and although complexities were unknown at this stage, they would likely increase their responsibilities to ensure that localism remained.

Following discussion, the following was noted:

- The number of councillors under the new unitary council was unknown at this stage but based on the guidance from the Boundary Commission it was suggested that number would likely reduce from the existing 42 councillors.
- Discussions were likely to take place around the creation of a parish/town council for Chorley centre to ensure an equal level of representation, however this was not being considered as part of the current proposals.
- With regards to existing debt, the Government had not yet confirmed how this would be divided.
- Government would ultimately be making the final decision, but it was hoped that the Council's proposal would make a difference. Liaison Members were advised that the Government intended to consider stakeholder feedback and therefore

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Parish/Town Council and resident feedback in the upcoming consultations was vital.

- It was recognised that both the best solution for residents and the longer term sustainability of the councils was important.
- The Governance of the new unitary councils had not yet been considered as part of the proposals. This would be a decision for the new individual unitary councils.
- Assets of the current council would transfer to the new unitary council, meaning there was the potential for shared assets, but this would be considered as part of the process once a decision had been received from the Government.

It was agreed that Hollie attend a future meeting of the Chorley Liaison to provide an update when further details were known.

The Chair thanked Hollie for the presentation.

## **13 Item requested by Hoghton Parish Council**

The Chair introduced the two topics requested by Hoghton Parish Council, one concerning the technical performance of Chorley Planning Department and another in relation to rural bus services.

Jennifer Mullin, Director of Communities and Leisure advised that the technical performance of Chorley Planning Department would be dealt with as a complaint by the Head of Planning and Enforcement.

In relation to rural bus services, and in particular the request for a bus service link from Hoghton and Brindle with Chorley, a response had been received from the Principal Transport Officer at Lancashire County Council (LCC). This response was presented to the Liaison Members and would be provided to both Hoghton and Brindle Parish Councils. It suggested that there was currently no capacity within existing resources for a completely new service to this area, however LCC were awaiting an announcement from the Government regarding future funding for bus services.

In the meantime, feedback was welcomed in terms of aspirational times that residents would like to travel, to help build a picture of how any potential service provision could be best provided. It was proposed that Chorley Council would compose a survey for residents. This would be available to be completed both online and in person.

The Chair thanked Jennifer for the updates.

## **14 Questions from Members of the Liaison and the public**

No questions were received.

## **15 Items for Future Meetings**

Future meeting dates and suggested topics included within the agenda were noted.

**Chorley Liaison agenda management timetable**

<b>Date of meeting</b>	<b>Deadline for items to be requested by Members</b>
Wednesday, 18 March	Friday, 6 March
Wednesday, 15 July	Friday, 3 July
Wednesday, 21 October	Friday, 9 October
Wednesday, 20 January	Friday, 8 January
Wednesday, 17 March	Friday, 5 March

Please email [democratic.services@chorley.gov.uk](mailto:democratic.services@chorley.gov.uk) if you would like to request an item on the agenda.

**Future agenda items**

EV chargers

Biodiversity Net Gain

Revival/survival strategy for Chorley town centre post Covid

Update on infrastructure improvements following developments at the Botany Bay site

Local Plan process

Digital skills update

**Intheboro**

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

If you have anything you feel may be useful and would like to be included please email [intheboro@chorley.gov.uk](mailto:intheboro@chorley.gov.uk).

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