



Astley Village Parish Council

Agenda

To: Members of Astley Village Parish Council.

YOU ARE HEREBY SUMMONED to attend the Annual Meeting of the Astley Village Parish Council to be held on **Wednesday 4 May 2022** at 7 pm in the Community Centre at which the following business will be transacted.

Summons

1. Election of the Chair of the Parish Council

- (a) To elect a Chair for the ensuing year.
- (b) The person elected to make a declaration of acceptance of office.
- (c) The Chair to return thanks for their election.

2. Appointment of Vice Chair of the Parish Council

3. Apologies for Absence

To receive members' apologies.

4. 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).

5. Public Engagement

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

6. Borough/County Councillor Reports

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

7. Minutes

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 2 March 2022. (Enclosed).

8. 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.

9. Appointment of Committees and Working Groups, Membership, Terms of Reference

To consider a report of the Parish Clerk (Enclosed).

10. Review of Standing Orders, Financial Regulations and Scheme of Delegation

To consider a report of the Parish Clerk (Enclosed).

11. Appointment of Council Representatives on Outside Bodies

To appoint Parish Council representatives to the following Outside Bodies

- Chorley Liaison.
- Friends of Astley Park.
- Neighbourhood Area Meeting (NW Parishes and Chorley North).

12. 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).

Annual Bonfire and Fireworks - November 2022

Mr Andrew Daniels Shared Service Lead - Communications and Visitor Economy (Chorley Borough Council) will attend the meeting to provide an update in relation to the steps being taken to avoid the issues of cars being parked on the grass verges all along Chancery Road.

13. Statutory Business

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

14. 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 the Internal Auditors Report and Statement of Accounts for 2021/22 (Enclosed).
- v. To consider the Annual Governance Report 2021/22 (Enclosed).
- vi. To consider the Annual Return for the Financial Year 2021/22 (Enclosed).

15. Report of the Village Development Working Group

To consider a report of the Working Group.

16. Report of the General Purposes Working Group

To consider a report of the Working Group.

17. Newsletter

The Parish Clerk to report at the meeting.

18. Annual Council Work Programme - Scheduled Items (Enclosed).

19. Environment Reports

To receive a verbal update at the meeting.

20. Reports from Parish Council representatives on Other Bodies

- Chorley Liaison (16 March 2022) – Councillor Arnold Almond (Agenda Enclosed).
- Friends of Astley Park – Councillor John McAndrew.
- Neighbourhood Area Meeting (NW Parishes and Chorley North) (Minutes from the meeting held on 31 January 2022 are Enclosed) – Councillor Arnold Almond (Substitute Councillor John McAndrew). The next meeting is scheduled on Wednesday, 29 June 2022.

21. Correspondence

The Clerk to report at the meeting.

22. 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.

23. Dates of Future Meetings

To note that the next meeting of the Parish Council will take place on Wednesday 6 July 2022 at 7pm.

Schedule of Meetings 2022/23

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

- 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



27 April 2022

Title	Borough/County Councillor Reports					
Report of	Councillors Alistair Morwood, Adrian Lowe and Jean Sherwood, Borough Councillors - Chorley North and Astley (Chorley Borough Council)					
Date	4 May 2022					
Type of Paper	Decision		Discussion		Information	X
<p>Purpose of Report</p> <p>To consider a report from the Borough Councillors - Chorley North and Astley (Chorley Borough Council).</p>						
<p>Key Issues</p> <p>Ward Councillors Report to Astley Village Parish Council 4 May 2022</p> <p>Your three ward councillors continue to attend the various committees and meetings associated with their respective responsibilities.</p> <p>We have continued our regular Street surgeries throughout the Ward of Chorley North and Astley, knocking on the doors of our constituents to listen to their concerns. A number of issues were raised which came under the responsibility of Places for People. As a result, a Zoom meeting was organised with Places for People by the Parish Council. This was also attended by Councillors Adrian Lowe and Jean Sherwood.</p> <p>Work has continued with plans for the Memorial/Remembrance Garden and following various options prepared by Lindsey Blackstock. A final plan is hoped to be finished soon. In order to progress matters, a meeting with Bernie Heggarty (Chorley Borough Council) in charge of the Neighbourhood Plan Funding, has been arranged on the proposed sight for Friday 22 April 2022.</p> <p>Finally, your Councillors are very much involved with the local elections taking place on the 5 May 2022. Cllr Alistair Morwood is standing for re election in the ward and we are confident of a positive result.</p> <p>The election will herald a new municipal year and we look forward to continuing our links with the Parish Council.</p>						
<p>Action required by the Parish Council</p> <p>To note the report.</p>						



Title	Borough/County Councillor Reports					
Report of	County Councillor Aidy Riggott (Euxton, Buckshaw & Astley) - Lancashire County Council					
Date	4 May 2022					
Type of Paper	Decision		Discussion		Information	X
<p>Purpose of Report</p> <p>To consider a report from the County Councillor for Astley Village (Lancashire County Council)</p>						
<p>Key Issues</p> <p>Since the last meeting of the Parish Council, I have been continuing to support the Parish Councils request to formally receive permission to retain the recently planted trees on Chancery Road. These discussions are approaching their conclusion and successful outcome is envisaged.</p> <p>I have been supporting residents who have raised concerns about the unsatisfactory condition of a section of Chancery Road near to Mimosa Close. I note that this is outside the Parish boundaries but is a key route used by many residents of the Parish and is therefore something I wanted to bring to your attention.</p>						
<p>Action required by the Parish Council</p> <p>To note the report.</p>						



Astley Village Parish Council

2 March 2022 at 7.01pm

Present

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

303.01 Apologies for Absence

No apologies were received.

303.02 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.

303.03 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)

Councillor Emma Barraclough explained that a number of lights along the footpaths were not working which were the responsibility of Places for People. In addition, vehicles involved in the current refurbishment kitchens and bathrooms to properties at Broadfields had damaged a wall and the grassed areas. No grounds maintenance had taken place for some time and the wall that had been hit was already damaged – no repairs had been made in the last 18 months.

There was currently insufficient residents' parking, but it was suggested that if the current wall was removed and the existing parking area remodelled, it would be possible to achieve one parking space adjacent to each property. Residents had

drawn up a plan which they would like to present to Places for People..

Residents were complaining of the lack of communication from Places for People.

It was reported that Leanne Wilkinson, Place Team Manager – North West for Places for People Homes had been invited to attend the meeting but had been unable to attend.

RESOLVED – That the Parish Clerk be requested to arrange a meeting involving Places for People, Parish, Ward and County Councillors to discuss the issues raised by residents of Broadfields and put forward the proposal in relation to the provision of additional parking.

303.04 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.

In addition, it was reported that it had been agreed that the carriageway at the entrance of Chancery Road from the roundabout would be resurfaced by Lancashire County Council.

RESOLVED – That the report be noted.

303.05 Minutes

RESOLVED - That the minutes of the meeting of the Parish Council held on Friday 21 January 2022 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

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

Lindsey Blackstock, Open Space Strategy Officer, Chorley Borough Council attended the meeting to provide an update on the new play area at West Way, the refurbishment of the Foxcote Play Area and the proposal to establish a Remembrance Community Garden in Astley Village jointly funded by the Neighbourhood Area Forum and the Parish Council.

The Parish Clerk submitted a report (copies of which had been circulated) setting out the response from Chorley Borough Council relating to the issues raised at the last Parish Council Meeting on 21 January 2022 regarding Phase 2 (New Play Area and Work to Pathways at the Site) at West Way Sports Hub.

The Parish Council was reminded that at the last meeting on 21 January 2022, it had been agreed to support the Neighbourhood Priority Projects suggested by the Chorley North and Astley Ward Borough Councillors for consideration at the Neighbourhood Area Meeting on 31 January 2022. At the Neighbourhood Area Meeting on 31 January 2022, a joint proposal by the Parish Council and Chorley North and Astley Ward Borough Councillors had been put forward for a Remembrance

Community Garden in Astley Village. A draft proposal prepared by Chorley Borough Council was tabled at the meeting for consideration by the Parish Council.

RESOLVED – (1) That the response from Chorley Borough Council relating to the issues raised at the last Parish Council Meeting on 21 January 2022 regarding Phase 2 (New Play Area and Work to Pathways at the Site) at West Way Sports Hub be noted.

(2) That in view of the response, the details and location of the new play area as part of Phase 2 at the West Way Sports Hub as detailed in the public consultation be supported.

(3) That the proposed refurbishment of the Foxcote Play Area be welcomed and a copy of the letter sent to residents outlining the proposed scheme be circulated to Parish Councillors for information.

(4) That in relation to establish a Remembrance Community Garden on the Village Green:

(i) Chorley Borough Council in conjunction with the Village Development Working Group be requested to prepare a revised scheme to include the suggestions put forward by Parish Councillors.

(ii) That a contribution of £2,000 be made towards the scheme from the Parish Council (which should include improvements to the existing footpaths).

(iii) That residents be consulted on the proposed scheme through the Summer Newsletter.

(5) That the membership of the Village Development Working Group be extended to include Councillor Emma Barraclough:

- Councillor Keith Ashton.
- Councillor Emma Barraclough.
- Councillor Gillian Sharples.
- Councillor Chris Sheldon.

(5) That Lindsey Blackstock be thanked for her report and for attending the meeting.

303.07 Parish Clerk Report

The Parish Clerk & 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.

Annual Bonfire and Fireworks – 5 November 2021

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.

Fingerpost Signs

Councillor Chris Sheldon expressed the view that the third fingerpost sign which had been suggested was 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.

The Parish Council were reminded that Chorley Borough Council had given approval to the proposed signs on Chancery Road (near the subway) to the new West Way Sports Hub (on the shop side at the corner of Ravensthorpe) and from Judeland Wood to Astley Park subject to a formal annual licence agreement.

The Parish Council had given approval at the meeting on 7 July 2021 to:

- The Parish Council paying an annual fee (if demanded) of £1.00 per annum.
- Paying Chorley Council's cost for the drafting of the Licence (£100 plus VAT).
- The Parish Clerk agreeing the terms of the Licence with Chorley Borough Council the Parish Clerk purchasing the fingerpost signs at a cost of £1,400 (excluding VAT).

Trees

The Parish Council had written to Lancashire County Council requesting support and permission for the trees planted by the Parish Council along Chancery Road. The Chair of the Parish Council reported that he had emailed the owner of the land where the Parish Council had planted trees in front of the shops/flats numerous times seeking permission but to date no indication of their views had been received.

Wildflower Meadow Programme 2022

It had been agreed with Chris Walmsley, Streetscene Services Manager (Chorley Borough Council) to establish a single 50 metre long, two-metre-wide wildflower strip the side of the path from Derian House drive entrance to near the lay-bye on Euxton Lane with access to the field at each end, at an estimated cost of £170. The path was about 70m long so there will be around 10m at each end where there would be no wildflowers.

Chorley Flower Show 2022

Following the decision of the Parish Council on 8 September to request the Parish Clerk be requested to contact 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, an application for the Parish Council to have a presence at the Chorley Flower Show at Astley Park between 29-31 July 2022 (10am – 5pm) had now been made.

RESOLVED – (1) That the report be noted.

(2) That the expenditure approved by the Parish Clerk, Hartwood Maintenance (£100 to weed/ tidy the ten planters in Astley Village) and Norton (£64.99 - Anti Virus Software (Subscription)) in accordance with Standing Order 16.2 be noted.

(3) That Mr Andrew Daniels (Chorley Borough Council) be requested to provide an update to the next meeting of the Parish Council on 4 May in relation to the steps being taken to avoid the issues of cars being parked on the grass verges all along Chancery Road.

(3) That the Parish Council should proceed with the two fingerpost signs previously approved by Chorley Borough Council.

(4) That the Parish Clerk be requested to write to APA Blackpool Ltd, (Mr Fazaz Latif), stating that unless retrospective permission was granted for the trees planted by the Parish Council in front of the shops/flats within 28 days from the date of the letter, the Parish Council would take steps to remove the trees.

(5) That approval be given to a single 50 metre long, two-metre-wide wildflower strip the side of the path from Derian House drive entrance to near the lay-bye on Euxton Lane with access to the field at each end to be funded at a cost of £170 by the Parish Council.

(6) That approval be given to the purchase of information boards (at a cost not exceeding £500) to promote the Parish Council at the Chorley Flower Show and that Parish Councillors should attend the event (on a rota basis) over the three days.

303.08 Statutory Business

(i) Co-option to the Parish Council Vacancy

No application had been received and had been circulated to Parish Councillors.

It was noted that Ms Susan Crook had resigned from the Parish Council on 25 February 2022 resulting in three vacancies on the Parish Council. It was reported that the statutory notice had been displayed on the Parish Council noticeboards from 26 February 2022 and if ten electors did not call for a by-election by 18 March 2022, the Parish Council could co-opt to the vacancy.

RESOLVED –The Parish Clerk be requested to extend the deadline for expressions of interest in relation to the current vacancies to Sunday 24 April 2022.

(ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) confirming that the Parish Council had not been consulted by Chorley Borough Council on any planning applications since the last meeting of the Parish Council on 21 January 2022.

RESOLVED – That the report be noted.

303.09 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 21 February 2022.

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 March 2022 and 30 April 2022 as follows:

Date	Creditor	Description	Cheque No	Total	Vat	Net
04/03/22	Employee 4	Reimbursements (January 2022)	EB	58.60		58.60
04/03/22	Employee 4	Reimbursements (February 2022)	EB	27.10		27.10
01/03/22	Easy Web Sites	Monthly rental	DD	62.40	10.40	52.00
23/03/22	Zoom	Zoom Subscription (March 2022)	EB	14.39	2.40	11.99
15/03/22	Employee 2	Salary (March 2022)	EB	77.22		77.22
15/03/22	Employee 4	Salary & Backpay (March 2022) (Note 1)	EB	373.88		373.88
15/03/22	HMRC	Tax (March 2022)	EB	93.40		93.40
01/04/22	Easy Web Sites	Monthly rental	DD	62.40	10.40	52.00
23/04/22	Zoom	Zoom Subscription (April 2022)	EB	14.39	2.40	11.99
15/04/22	Employee 2	Salary (April 2022)	EB	82.33		82.33
15/04/22	Employee 4	Salary (April 2022)	EB	309.76		309.76
15/04/22	HMRC	Tax (April 2022) (Note 2)	EB	0.00		0.00
				1175.87	25.60	1150.27

Note 1 – This included the current pay offer of 1.5% calculated from 1 April 2021 to 31 March 2022. The pay settlement for 2021/22 had not been resolved.

Note 2 – The Parish Council was in credit with HMRC (£131.57) and therefore it was proposed not to make a payment in April 2022.

(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 the General Purposes Working Group (Councillors Arnold Almond, Keith Ashton and John McAndrew) be requested to arrange for the refurbishment of the Millennium Notice Board - as previously agreed within the allocated budget (£1,000 (excluding VAT) agreed by the Parish Council on 3 March 2021).

(iv) Precept 2022/23

The Parish Clerk reported that the Village Development Working Group at its meeting on 16 December 2021 in reviewing the Parish Plan as part of the budget setting process, had invited the Parish Council to consider the following issues:

- The frequency of maintaining the Planters.
- To investigate an annual maintenance/service plan for the SPIDs.
- The introduction of Community Litter Picks organised by the Parish Council.
- The maintenance of the Nature reserve and replacement of the adjoining fencing.
- To proceed now with the two fingerpost signs previously agreed.
- Not to pursue the commissioning of artwork near the subway.
- To consider a symbol of Remembrance in the Village.
- Not to identify at the present time any further sites where trees (including fruit trees) could be planted in the village.

The Parish Clerk submitted a report (copies of which had been circulated) in relation to an annual maintenance/service plan for the SPIDs.

It was noted that Chorley Council had agreed to repair/ replace the fencing at the Nature reserve following the representations made by the Parish Council in relation to the proposed new play area at West Way.

The Parish Council had now agreed to proceed now with the two fingerpost signs previously agreed and to establish a Remembrance Community Garden on the Village Green as a symbol of Remembrance in the Village.

RESOLVED – (1) That an annual maintenance/service plan for the SPIDs be not pursued.

(2) That Hartwood Maintenance be requested to maintain the ten planters in the village as follows:

- May - weed/ tidy/ water and plant summer bedding plants (£300 increased from £230 in 2021 to allow for additional planting).
- September - weed/ tidy/ water and plant winter bedding plants (£300).
- February – weed and tidy (£100).

(3) That Councillors Keith Ashton and John McAndrew be requested to take the lead on the introduction of Community Litter Picks organised by the Parish Council.

(4) That the previous suggestion of commissioning of artwork near the subway be not pursued.

(5) That with the exception of the Remembrance Community Garden, no further trees be planted in the village.

(6) That Councillor Emma Barraclough be requested to discuss with Chorley Borough Council and Buckshaw Primary School, the possibility of the Parish Council sponsoring the tidying up of the Nature Reserve and a wildlife educational project.

303.10 The implications of potential HMOs in the Parish

The Parish Clerk reminded the Parish Council that at the last meeting on 21 January 2022, it was agreed to include this item on the Summons for this Council Meeting.

RESOLVED – That the Parish Clerk be requested to confirm with Councillor Lynch whether to include this item on the Summons for the next Parish Council Meeting on 4 May 2022.

303.11 Her Majesty The Queen's Platinum Jubilee

The Parish Council considered a letter from the Department for Levelling Up, Housing and Communities (copies of which had been circulated) regarding opportunities for the Parish Council and local community to engage with the Platinum Jubilee.

The Parish Council were reminded that at the meeting on 8 September 2021 it had been agreed not to participate in the Platinum Jubilee Beacons initiative but alternative way of marking the Platinum Jubilee be considered.

RESOLVED – That approval be given to the planting of a tree (with The Queen's Green Canopy Plaque) as part of the Remembrance Community Garden to mark Her Majesty The Queen's Platinum Jubilee.

303.12 Newsletter

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

- Walks within and from the Parish (to link in with the provision of the two new fingerpost signs (Councillor Keith Ashton).
- Consultation on the proposed Remembrance Community Garden (Councillor Arnold Almond).
- The introduction of Community Litter Picks organised by the Parish Council (Councillor John McAndrew).
- The Village Development Plan – as updated in January 2022 (Councillor Chris Sheldon).
- Improvements/ proposals in relation to the Nature Reserve (Councillor Emma Barraclough).
- The re-opening of Astley Hall (Councillor Emma Barraclough).
- Promoting the Parish Council (Parish Clerk).
- Chair's report (Councillor Arnold Almond).

RESOLVED – That the Parish Clerk be requested to circulate details of the suggested articles for inclusion in the Summer Newsletter by 31 March 2022 and Parish Councillors be requested to submit the article(s) allocated to them to the

Parish Clerk by Friday 29 April 2022.

303.13 Policy and Document List Review

The Parish Clerk invited the Parish Council to review the updated Policy and Document List (copies of which had been circulated).

It was reported that the Personnel Committee on 17 November 2021 had recommended that the relevant personnel 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

* Requires annual review

RESOLVED – That the recommendations of the Personnel Committee be agreed and no further changes be made to the Policy and Document List.

303.14 Annual Report of the Parish Council 2021/22

The Chair submitted the Annual Report 2021/22 which had been presented to the Annual Parish Meeting earlier in the evening.

RESOLVED - That the Annual Report be noted.

302.15 Environment Reports

No issues were raised.

303.16 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

Councillor Arnold Almond reported that he and the Parish Clerk had attended a meeting of the Chorley Liaison on Wednesday 19 January 2022. A copy of the agenda for that meeting had been circulated with the Summons.

Friends of Astley Park

Councillor John McAndrew reported that he had made representations on behalf of the Parish Council, against the proposed development at Parklands High School to the Planning Inspector reiterating the previous objections of the Parish Council as agreed at the last meeting of the Parish Council on 21 January 2022.

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 Monday 31 January 2022 and a copy of the agenda had been circulated with the Summons.

RESOLVED – That the reports be noted.

303.17 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 303.06).

303.18 Date of Next Meeting

To agreed that the next meeting of the Parish Council would take place on Wednesday 4 May 2022 at 7pm. (Annual Meeting)

The meeting concluded at 9.24pm.

Chair

Title	Appointment of Committees and Working Groups, Membership, Terms of Reference					
Report of	Parish Clerk & Responsible Financial Officer					
Date	4 May 2022					
Type of Paper	Decision	X	Discussion		Information	
<p>Purpose of Report</p> <p>To consider the Appointment of Committees and Working Groups, Membership, Terms of Reference.</p>						
<p>Key Issues</p> <p>Standing Committees and Sub-committees may be formed by resolution of the Parish Council at any time and delegated powers may be decided upon at the time the Sub-committee is formed by means of a Minute detailing the Terms of Reference.</p> <p>Historically, the Parish Council has only appointed a Personnel Committee with delegated powers to deal with all personnel, employment, and recruitment issues, with reports and recommendations made to full Parish Council if necessary. In cases of emergency that will not wait until the next full Parish Council Meeting, the Committee has full powers to act on behalf of the Parish Council. The full Terms of Reference are set out in the draft Scheme of Delegation (Item 8 on the Summons).</p> <p>In accordance with Standing Order 43, it has been agreed that the Vice-Chair will be ex-officio voting member of the Personnel Committee. For the 2020/21 municipal year it was agreed that the total membership of the Personnel Committee should be four members. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights.</p> <p>In addition, the Parish Council's Grievance and Disciplinary Procedures require the Parish Council to establish the following Panels:</p> <p>Disciplinary/Grievance Panel – which will be a meeting of the Personnel Committee, chaired by a member of that Personnel Committee not involved in the investigation.</p>						

Personnel Appeals Panel – which has delegated powers to make decisions on the behalf of the Council in the following matters and where possible the Chair of the Parish Council will hear the appeal with two Parish Councillors not involved in the grievance meeting conducted by the Personnel Committee:

- Appeals against decisions made by the Personnel Committee in Grievance, Disciplinary and Capability matters.
- Dealing with Appeals to a final conclusion, only reporting to Parish Council the actions it has taken at the end of the process.

Appointment of Working Bodies

The Parish Council has previously expressed the wish to be able act between meetings to avoid any undue delays in decisions being taken. Following the Parish Council Meeting in January 2021, two Working Groups were appointed to progress schemes and the general consensus is that these have worked well. However, these Working Groups do not have any delegated powers to make decisions but instead make recommendations to the next Parish Council Meeting.

General Purposes Working Group

The General Purposes Working Group is responsible for progressing schemes determined by the Parish Council which have not been delegated to another Committee/Working Group. Membership is determined at the Annual Meeting of the Parish Council and additional member(s), including lay member(s), with relevant professional experience may be invited to meetings of the Working Group where appropriate. The Chair is elected by the members of the Working Group at its first meeting after the Annual Meeting of the Parish Council. The frequency of meetings is determined by the Parish Council/Chair subject to the number of meetings not exceeding six in any twelve-month period and meetings are normally be held virtually. The Parish Clerk is invited to all meetings.

Village Development Working Group

The Village Development Working Group is responsible for progressing schemes within the Parish Development Plan which have not been delegated to another Committee/Working Group. Membership is determined at the Annual Meeting of the Parish Council and additional member(s), including lay member(s), with relevant professional experience may be invited to meetings of the Working Group where appropriate. The Chair is elected by the members of the Working Group at its first meeting after the Annual Meeting of the Parish Council. The frequency of meetings is determined by the Parish Council/Chair subject to the number of meetings not exceeding six in any twelve-month period and meetings are normally be held virtually. The Parish Clerk is invited to all meetings.

Action required by the Parish Council

The Parish Council are requested to:

1. Appoint a Personnel Committee, determine the membership and confirm the Terms of Reference as set out in the draft Scheme of Delegation (Item 10(c) on the Summons).
2. Appoint a General Purposes Working Group and a Village Development Working Group, determine the membership and confirm the Terms of Reference as set out in the draft Scheme of Delegation (Item 10(c) on the Summons).



Astley Village Parish Council

Standing Orders

Signed: Chair

ASTLEY VILLAGE PARISH COUNCIL

STANDING ORDERS

1. Meetings
 - a) Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.
 - b) Smoking is not permitted at any meeting of the Council.
2. The Statutory Annual Meeting
 - a) In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and
 - b) in a year which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.
3. In addition to the Statutory Annual Parish Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.
4. Chair of the Meeting

The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.
5. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he shall be the clerk or nominated officer:

 - To receive declarations of acceptance of office.
 - To receive and record notices disclosing interests at meetings.
 - To receive and retain plans and documents.
 - To sign notices or other documents on behalf of the Council.
 - To receive copies of bylaws made by another local authority.
 - To certify copies of bylaws made by the Council.
 - To sign and issue the summons to attend meetings of the Council.
 - To keep proper records for all Council meetings.
6. Quorum of the Council

Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.
7. If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chair may fix.
8. For a quorum relating to a committee or sub-committee, please refer to Standing Order 48.

9. Voting
Members shall vote by show of hands or, if at least two members so request, by signed ballot.
10. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.
11. (1) Subject to (2) and (3) below the Chair may give an original vote on any matter put to the vote and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.
- (2) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office he may not give an original vote in an election for Chair.
- (3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

12. Order of Business

At each Annual Parish Council Meeting the first business shall be:

- a) To elect a Chair of the Council
- b) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- e) To elect a Vice-Chair of the Council.
- f) To appoint representatives to outside bodies.
- g) To appoint committees and sub-committees.
- h) To consider the payment of any subscriptions falling to be paid annually.
- i) To inspect any deeds and trust investments in the custody of the Council as required;

and shall thereafter follow the order set out in the Standing Order 15

13. At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chair if the Chair and Vice-Chair be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.
14. 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. Standing Order 38 must be read in conjunction with this requirement.
15. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows: -

- a) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- b) After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
- c) To deal with business expressly required by statute to be done.**
- d) To dispose of business, if any, remaining from the last meeting.
- e) To receive such communications as the person presiding may wish to lay before the Council.
- f) To answer questions from Councillors.
- g) To receive and consider reports and minutes of committees.
- h) To receive and consider resolutions or recommendations in the order in which they have been notified.
- i) To authorise the sealing of documents.
- j) If necessary, to authorise the signing of orders for payment.

16. **Urgent Business**

16.1 A motion to vary the order of business on the grounds of urgency (i) may be proposed by the Chair or by any member and, if proposed by the Chair may be put to the vote without being seconded; and (ii) shall be put to the vote without discussion.

16.2 Where a decision is required to be taken on grounds of urgency, the Parish Clerk in consultation with the Chair will be authorised to take that decision on behalf of the Parish Council with the exception of any financial support to an individual or organisation.

The ruling of the Parish Clerk in consultation with the Chair in determining whether a decision is 'urgent', shall be final.

Where practical, the Parish Clerk will, prior to agreeing the decision in consultation with the Chair, seek the views of all members of the Parish Council by any media considered appropriate and take into account the consensus view of the majority of members of the Parish Council.

The Parish Clerk will report all decisions taken under this Standing Order to the next ordinary Parish Council meeting for information.

17. **Resolutions Moved on Notice**

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk and the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least eight clear days before the next meeting of the Council.

- 18. The Clerk shall date every notice of resolution or recommendation when received by them, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
- 19. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.

20. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
21. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
22. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.
23. Resolutions Moved Without Notice
Resolutions dealing with the following matters may be moved without notice: -
 - a) To appoint a Chair of the meeting.
 - b) To correct the Minutes.
 - c) To approve the Minutes.
 - d) To alter the order of business.
 - e) To proceed to the next business.
 - f) To close or adjourn the debate.
 - g) To refer a matter to a committee.
 - h) To appoint a committee or any members thereof.
 - i) To adopt a report.
 - j) To authorise the sealing of documents.
 - k) To amend a motion.
 - l) To give leave to withdraw a resolution or amendment.
 - m) To extend the time limit for speeches.
 - n) To exclude the press and public. (see Order 68 below)
 - o) To silence or eject from the meeting a member named for misconduct. (see order 33 below)
 - p) To give the consent of the Council where such consent is required by these Standing Orders.
 - q) To suspend any Standing Order. (see Order 79 below)
 - r) To adjourn the meeting.
24. Questions
A member may ask the Chair of the Council or the Clerk any question concerning the business of the Council, provided eight clear days notice of the question has been given to the person to whom it is addressed.
25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
26. Every question shall be put and answered without discussion.
27. A person to whom a question has been put may decline to answer.

28. Rules of Debate

No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.

29. a) A resolution or amendment shall not be discussed unless it has been proposed and seconded and, unless proper notice has already been given, it shall, if required by the Chair, be reduced to writing and handed to the Chair before it is further discussed or put to the meeting.
- b) A member when seconding a resolution or amendment may, if he then declares their intention to do so, reserve their speech until a later period of the debate.
- a) A member shall direct their speech to the question under discussion or to a personal explanation or to a question of order.
- b) No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed three minutes except by consent of the Council.
- c) An amendment shall be either:
- i) To leave out words.
 - ii) To leave out words and insert others
 - iii) To insert or add words.
- f) An amendment shall not have the effect of negating the resolution before the Council.
- g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding three minutes.
- j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- k) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by them which may have been misunderstood.
- l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- m) When a resolution is under debate no other resolution shall be moved except the following:
- i. To amend the resolution.
 - ii. To proceed to the next business.
 - iii. To adjourn the debate.
 - iv. That the question be now put.
 - v. That a member named be not further heard.
 - vi. That a member named leave the meeting.
 - vii. That the resolution be referred to a committee.
 - viii. To exclude the public and press.
 - ix. To adjourn the meeting.

30. A member shall remain seated when speaking unless requested to stand by the Chair.
31. a) the ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
b) Members shall address the Chair. If two or more members wish to speak, the Chair shall decide who to call upon.
c) Whenever the Chair speaks during a debate all other members shall be silent.
32. Closure
At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the Chair shall put the motion but, in the case of a motion "that the question be now put", only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.
33. Disorderly Conduct
a) **All members must observe the Code of Conduct, applicable at the time, which was adopted by the council.**
b) No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**
c) If, in the opinion of the Chair, a member has broken the provisions of paragraph (b) of this Order, the Chair shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting and the motion, if seconded, shall be put forthwith and without discussion.
d) The Chair may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.
34. Right of Reply
The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.
35. Alteration of Resolution
A member may, with the consent of the seconder, move amendments to their own resolution.
36. Rescission of Previous Resolution
a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice, for inclusion on the agenda, whereof bears the names of at least 4 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

- b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

37. Voting on Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken and so on until a majority of votes is given in favour of one person.

38. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 68.)

39. Resolutions on Expenditure

The Scheme of Delegations sets out the delegation arrangements in relation to expenditure. Any resolution which, if carried, would, in the opinion of the Chair, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

40. Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

41. Sealing of Documents

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

42. Committees and Sub Committees

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf: -

- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than members of the Council to any Committee; and
- c) may subject to the provisions of Standing Order 36 above at any time dissolve or alter the membership of committee.

- 43. Either the Chair and/or the Vice-Chair, ex-officio, shall be voting members of every committee.

44. Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the council and shall settle its programme of meetings for the year.

45. Special Meeting

The Chair of a committee or the Chair of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

46. Sub-Committees

Every committee may appoint sub-committees for purposes to be specified by the committee.

47. The Chair and Vice-Chair of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

48. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members.

49. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

50. Advisory Committees

- 1) The Council may create advisory committees, whose name and number of members and the bodies to be invited to nominate members shall be specified.
- 2) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- 3) An advisory committee may make recommendations and give notice thereof to the Council
- 4) An advisory committee may consist wholly of persons who are not members of the Council.

Voting in Committees

51. Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

52. **Chair of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

53. Presence of Non-Members of Committees at Committee Meetings

A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain their resolution to the committee but shall not vote.

54. Accounts and Financial Statement

- 1) Except as provided in paragraph (2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.

- 2) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chair or Vice-Chair of the Council.
- 3) All payments ratified under sub-paragraph (2) of this Standing Order shall be separately included in the next schedule of payments before the Council.

55. The Responsible Financial Officer shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of September.

56. Estimates/Precepts

- 1) The council shall approve written estimates for the coming financial year at its meeting before the end of the month of December.
- 2) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year, for consideration by Council, prior to the January meeting.

57. Interests

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 4 July 2012 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

58. **If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.**

59. **Deleted (Wales only).**

60. **The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**

61. If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, Standing Orders 57, 58 and 59 shall apply as appropriate.

62. The Clerk shall make known the purpose of Standing Order 61 to every candidate.

63. Canvassing of and Recommendations by Members
- 1) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this subparagraph of this Standing Order to every candidate.
 - 2) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
64. Standing Order Nos. 61 & 63 shall apply to tenders as if the person making the tender were a candidate for an appointment.

65. Inspection of Documents
A member may for the purpose of their duty as such (but not otherwise), inspect any document in possession of the Council or a committee and if copies are available shall, on request, be supplied for the like purpose with a copy.

66. **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

67. Unauthorised Activities
No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:
- a) Inspect any lands or premises which the Council has a right or duty to inspect;
or
 - b) Issue orders, instructions or directions.

Unless authorised to do so by the Council or the relevant committee or sub-committee.

68. Admission of the Public and Press to Meetings
The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolutions: -
"That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"

69. The Council shall state the special reason for exclusion.
70. At all meetings of the Council the Chair may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
71. The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

72. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

73. Confidential Business

No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.

Any member in breach of the provisions of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

74. Liaison with County and District Councillors

A summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

75. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

76. Planning Applications

The Clerk shall, refer to Council particulars of every planning application notified to the Council.

77. Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

- 1) Such Regulations shall include detailed arrangements for the following:

- a) the accounting records and systems of internal control;
- b) the assessment and management of risks faced by the Council;
- c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
- d) the financial reporting requirements of members and local electors and
- e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000.

- 2) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £10,000 shall be procured on the basis of a formal tender as summarised in (3) below.

- 3) Any formal tender process shall comprise the following steps:

- a) a public notice of intention to place a contract to be placed in a local newspaper;
- b) a specification of the goods, materials, services and the execution of works shall be drawn up;
- c) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;

- d) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
- e) tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

4) The Council, nor any Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 61, 63 & 64 regarding improper activity.

5) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

78. Code of Conduct on Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the 'Standards for England' for consideration.

79. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

80. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

81. Standing Orders to be Given to Members

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to Parish Clerk of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.



Astley Village Parish Council

FINANCIAL REGULATIONS

1. General

- 1.1 These financial regulations govern the conduct of the financial transactions of the Parish Council and may only be amended or varied by resolution of the Parish Council. Financial Regulations must be observed in conjunction with the Parish Council's Standing Orders.
- 1.2 The Parish Clerk is the Responsible Financial Officer for the Parish Council.
- 1.3 The Responsible Financial Officer (RFO), under the Policy direction of the Parish Council, shall be responsible for the proper administration of the Parish Council's financial affairs.
- 1.4 Deliberate or willful breach of these regulations by an employee may give rise to disciplinary procedures.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

2. Annual Budget Estimates

- 2.1 Any Standing Committee may formulate and submit proposals to the Parish Council in respect of Revenue and Capital costs for the following financial year not later than the end of November each year.
- 2.2 The Parish Council shall review the Budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved Budget.
- 2.3 The annual Budget shall form the basis of financial control for the ensuing year.

3. Budgetary Control

- 3.1 Expenditure on Revenue items may be incurred up to the amounts included in the approved budget.
- 3.2 No expenditure may be incurred which will exceed the amount provided in the revenue budget without the express authority of the Parish Council. The RFO may, with the approval of Parish Council, vire between budget subheadings.
- 3.3 The RFO shall provide the Parish Council with a statement of Income and Expenditure at each meeting, under each head of the budgets, comparing actual expenditure against the Budget.

- 3.4 The RFO may incur expenditure on behalf of the Parish Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure.
- 3.5 Unspent provisions in the revenue budget shall not be automatically carried forward to a subsequent year without going through the budget review and approval.
- 3.6 No expenditure shall be incurred in relation to any Capital project and no contract entered into or tender accepted involving Capital expenditure unless the Parish Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All works shall be administered in accordance with the Parish Council's Standing Orders and Financial Regulations relating to contracts.

4. Accounting and Audit

- 4.1 All accounting procedures and financial records of the Parish Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 4.2 The RFO shall be responsible for ensuring completion of all accounts of the Parish Council as soon as practicable after the end of the financial year and submission to the Parish Council for approval by resolution no later than 15 June each year.
- 4.3 The RFO shall be responsible for ensuring that there is an independent, adequate and effective system of internal audit of the Parish Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Parish Council shall, if the RFO or Internal Auditor requires, make available such documents of the Parish Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.4 An Internal Auditor, who shall be competent and independent of the operations of the Parish Council, shall be appointed by the Parish Council. The Internal Auditor will report to the Parish Council in writing as required.
- 4.5 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 4.6 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity for inspection of the accounts required by the Accounts and Audit Regulations.

- 4.7 The RFO shall, as soon as practicable, bring to the attention of all Parish Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative nature.

5. Banking Arrangements and Cheques

- 5.1 The Parish Council's banking arrangements shall be made by the RFO and approved by the Parish Council. Banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 A schedule of the payments shall be prepared by the RFO for approval by the Parish Council. All payments will be authorised by two Parish Councillors.

6 Payment of Accounts

- 6.1 The RFO is authorised to pay all accounts, bills and payments for services required to be transacted up to a value of £500 subject to the inclusion of details of the payments made in accordance with this regulation being included on the schedule of payments made and submitted to each Council Meeting. Payments shall be effected by cheque, or BACS or other order drawn on the Council's bankers.
- 6.2 The Parish Council will make safe and efficient arrangements for the making of its payments and all payments shall be effected by cheque, BACS or internet banking transfer
- 6.3 If a payment exceeding £500 is necessary to be made to avoid a charge of interest under the Late Payment of Commercial Debts (Interest) Act 1998, or required under the Public Contracts Regulations 2015, the RFO may take all necessary steps to settle such invoices.
- 6.4 If thought appropriate by the Parish Council, payment for certain items may be made by BACS or internet banking transfer provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Parish Council as made.
- 6.5 No employee or Parish Councillor shall disclose any PIN or password, relevant to the working of the Parish Council or its bank accounts, to any person not authorised in writing by the Parish Council.
- 6.6 The Parish Council, and any members using computers for the Parish Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.7 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Parish Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 6.8 All invoices for payment shall be examined, verified and coded by the RFO who shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.9 The RFO shall scrutinise invoices in relation to arithmetical accuracy and coding shall post them to the appropriate expenditure heading. The RFO shall approve the invoices for payment.

7 Payment of Salaries

- 7.1 The payment of salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Parish Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates.

8 Loans and Investments

- 8.1 All loans and investments shall be negotiated in the name of the Parish Council.
- 8.2 All loans and investments shall be in accordance with relevant regulations, proper practice and guidance, and shall be reviewed on a regular basis.
- 8.3 All investments and money under the control of the Parish Council shall be in the name of the Parish Council.
- 8.4 All borrowings shall be effected in the name of the Parish Council, after obtaining the necessary borrowing approval. Any application for borrowing approval shall be approved by Parish Council as to terms and purpose.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. Income

- 9.1 The collection of all sums due to the Parish Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 All sums found to be irrecoverable and any bad debts shall be reported to the Parish Council and shall be written off in the year.
- 9.3 All sums received on behalf of the Parish Council shall be banked intact as directed by the RFO. In all cases, all income shall be deposited with the Parish Council's bankers with such frequency as the RFO considers necessary. Personal cheques shall not be cashed out of money held on behalf of the Parish Council.

- 9.4 The RFO shall ensure that any VAT Return that is required is promptly completed. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made quarterly.
- 9.5 Where any significant sums of cash are received by the Parish Council, the RFO shall take such steps as are necessary to ensure that more than one person is present when the cash is counted in the first instance, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for Works, Goods and Services

- 10.1 A Purchase Order, letter or email shall be issued for all work, goods and services unless a formal contract is prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 A Parish Councillor may not issue a purchase order or make any contract on behalf of the Parish Council.
- 10.3 Regard shall be had at all times to obtaining value for money, good quality and reliable workmanship in the provision of goods and services for the Parish Council.

11. Contracts

- 11.1 Procedures as to contracts are laid down as follows:

11.1.1 Every contract shall comply with these Financial Regulations and no exceptions shall be made other than in an emergency as described at Regulation 3.5 provided that these Regulations shall not apply to contracts which relate to items 1 to 5 below.

1. For the supply of gas, electricity, water, sewerage and telephone services.
2. For specialist services such as provided by solicitors, accountants, surveyors and planning consultants.
3. For work to be executed, or goods/materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
4. For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Parish Council.
5. For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
6. for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the RFO shall act after consultation with the Chair);

11.1.2 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Parish Council.

11.1.3 Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

11.1.4 All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one Parish Councillor. Those present shall sign and date a list of those tenders received.

11.1.7 Routine orders for the supply of goods and maintenance covered by the estimates shall be placed by the Parish Clerk or appropriate officer, together with orders for urgent repairs to the Parish Councils assets, regarding which he/she shall consult the Chair.

11.1.8 In the case of contracts at an estimated cost of less than £2,000 it shall be in the discretion of the Parish Council whether to obtain competitive quotations in any particular case.

11.1.9 For contracts at an estimated cost of £2,000 or more, but less than £10,000 three competitive quotations shall usually be obtained, and in the case of contracts costing £10,000 or more, public notice inviting tenders shall be given in one or more newspapers circulating in the district. The Committee may also resolve to invite tenders by newspaper advertisement in other cases, if thought desirable.

11.1.10 If less than three tenders are received for contracts above £10,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

11.1.11 The requirements regarding tendering may be waived by the Council, if so resolved in any particular case, the reasons for which shall be stated in the Minutes.

11.1.12 The Parish Council shall not be obliged to accept the lowest or any tender, quote or estimate.

12. Payments Under Contracts for Building or Other Construction Works

12.1 Payments on account of the contract sum shall be made by the RFO within the time specified in the contract, upon receipt of authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage retention as may be agreed in the particular contract).

12.2 Where contracts provide for payments by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of the work carried out under contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Parish Council.

- 12.3 Any variation, addition to, or omission from, a contract must be approved by the RFO to the Contractor in writing, the Parish Council being informed where the final cost is likely to exceed the financial provision.

13 Assets, Properties and Estates

- 13.1 The Parish Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Parish Council and shall ensure a record is maintained of all properties owned by the Parish Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations.
- 13.2 No property shall be sold, leased or otherwise disposed of without the authority of the Parish Council, together with any other consents by law, save where the estimated value of any one item of tangible movable property does not exceed £500, in which case the RFO may make the decision to dispose.
- 13.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown I the Register shall be reviewed annually.

14 Insurance

- 14.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the Parish Council's insurers.
- 14.2 The RFO shall keep a record of all insurances effected by the Parish Council and the property and risks covered thereby and annually review it.
- 14.3 The RFO shall be notified of any loss, liability, damage or any event likely to lead to a claim, and shall report these to Parish Council at the next available meeting.
- 14.4 All appropriate employees and members of the Parish Council shall be included in a suitable Fidelity Guarantee insurance which shall cover the maximum risk exposure as determined by the Parish Council.

15. Risk Management

- 15.1 The Parish Council is responsible for putting in place arrangements for the management of risk. Annually, the RFO shall carry out Risk Assessment using a robust, proportionate and appropriate method, across all activities of the Parish Council. The Risk Management Policy shall be reviewed by the Parish Council annually.

16. Revision Of Financial Regulations

- 16.1 It shall be the duty of the Parish Council to review the Financial Regulations of the Parish Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Parish Council of any requirement for a consequential amendment to these Financial Regulations.



Astley Village Parish Council

Scheme of Delegation

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Standing Committees and Sub-committees of the Parish Council to act with delegated authority in the specific circumstances detailed.

1. Proper Officer and Responsible Financial Officer – Duties and Powers

1.2 Responsible Financial Officer

The Parish Clerk shall be the Responsible Financial Officer to the Parish Council and shall be responsible for the Parish Councils accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer

2.1 The Parish Clerk shall be the Proper Officer of the Parish Council and as such is specifically authorised to:

- To receive declarations of acceptance of office.
- To receive and record notices disclosing interests at meetings.
- To receive and retain plans and documents.
- To sign notices or other documents on behalf of the Council.
- To receive copies of bylaws made by another local authority.
- To certify copies of bylaws made by the Council.
- To sign and issue the summons to attend meetings of the Council.
- To keep proper records for all Council meetings.

2.2 In addition, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Parish Council:

- The day-to-day administration of services, together with routine inspection and control.
- Day to day supervision and control of all staff employed by the Parish Council.
- Where a decision is required to be taken on grounds of urgency, the Parish Clerk in consultation with the Chair will be authorised to take that decision on behalf of the Parish Council.
- The Parish Clerk is authorised to pay all accounts, bills and payments for services required to be transacted up to a value of £500 subject to the inclusion of details of the payments made in accordance with this regulation being included on the schedule of payments made and submitted to each Council Meeting. Payments shall be effected by cheque, or BACS or other order drawn on the Council's bankers.
- The Parish Clerk may incur expenditure on behalf of the Parish Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. The Parish Clerk shall report the action to the Parish Council as soon as practicable thereafter.

3. Delegated Powers re Planning Delegation

Planning applications shall be received by the Parish Clerk who will provide details to Parish Councillors. Where time permits, such applications will be included on the Parish Council Summons and considered at the next meeting of the Parish

Council. Where this is not possible and there is a consensus of views between Parish Councillors, the Parish Clerk shall be delegated to inform Chorley Borough Council of the views of the Parish Council.

Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Parish Council from time to time.

4. Parish Council

4.1 The following matters are reserved to the Parish Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Parish Council's consideration.

- Setting the Precept.
- Borrowing money.
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- Making, amending or revoking By-laws.
- Making of Orders under any Statutory powers.
- Matters of principle or policy.
- Nomination and appointment of representatives of the Parish Council to any other authority, organisation or body (excepting approved Conferences or meetings).
- Any proposed new undertakings.
- Prosecution or defence in a court of law.
- Nomination or appointment of representatives of the Parish Council at any inquiry on matters affecting the Parish, excluding those matters specific to a Committee.
- Approving the annual return.
- Confirming eligibility to exercise the General Power of Competence
- Terminate a contract of employment, unless the situation which has arisen is a matter of urgency or serious enough that employment could not continue, such as a Health & Safety violation, serious or gross misconduct, etc. The normal procedure is for the Personnel Committee to take a recommendation to full Parish Council.
- To approve pay increments but does have the authority to discuss and make recommendations to full Parish Council at precept or other suitable times.
- To create employment positions but can make recommendations to full Parish Council for a course of action or future plan.

5. Committees and Sub-Committees

5.1 Standing Committees and Sub-committees but they may be formed by resolution of the Parish Council at any time and delegated powers may be decided upon at the time the Sub-committee is formed by means of a Minute detailing the Terms of Reference.

5.2 Personnel Committee shall have delegated powers to deal with all personnel, employment, and recruitment issues, with reports and recommendations made to full Parish Council if necessary. In cases of emergency that will not wait until the next full Parish Council Meeting, the Committee will have full powers to act on behalf of the Parish Council.

Any decision made, or course of action taken by the Committee must be made in the best interest of the Council and Parishioners.

The Committee has the authority to deal with the following:

- Working practices
- Problems reported by staff.
- Disciplinary matters
- Complaints & Grievances
- Pay & Conditions.
- Advertise for and recruit staff as approved by full Parish council.
- Recommend changes in staffing.
- Ensure all current employment legislation is met.
- To review and maintain all HR policies/documents.
- To review the Parish Council's Social Media Policy
- Any other action as directed by full Parish Council.

Membership

In accordance with Standing Order 43, the Vice-Chair shall be an ex-officio voting members of the Personnel Committee making the total membership of the Committee 4 members. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights.

Membership of the Personnel Committee shall be decided and appointed annually at the Parish Council's Annual Meeting, in accordance with the Standing Order 42. If a vacancy occurs, additional members may be elected/co-opted as per the Council's Standing Orders.

The Chair of the Parish Council will not be a member of the Personnel Committee to enable them to undertake the annual appraisal of the Parish Clerk and chair and Personnel Appeals Panel.

Procedure Rules

The Committee will adhere to the Procedure Rules set out in the Annex to the Scheme of Delegation.

5.3 Disciplinary/Grievance Panel will be a meeting of the Personnel Committee, chaired by a member of that Committee not involved in the investigation.

5.4 Personnel Appeals Panel is delegated to make decisions on the behalf of the Council in the following matters:

- Appeals against decisions made by the Personnel Committee in Grievance, Disciplinary and Capability matters.
- Dealing with Appeals to a final conclusion, only reporting to Parish Council the actions it has taken at the end of the process.

Where possible the Chair of the Parish Council will hear the appeal with two Parish Councillors not involved in the grievance meeting conducted by the Personnel Committee.

6. Delegation – Limitations

- 6.1 Committees and Sub Committees shall, at all times, act in accordance with the Councils Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Parish Council from time to time.

7. Working Groups

7.1 General Purposes Working Group

The General Purposes Working Group will progress schemes determined by the Parish Council which have not been delegated to another Committee/Working Group. Membership will be determined at the Annual Meeting of the Parish Council and additional member(s), including lay member(s), with relevant professional experience may be invited to meetings of the Working Group where appropriate. The Chair will be elected by the members of the Working Group at its first meeting after the Annual Meeting of the Parish Council. The frequency of meetings will be determined by the Parish Council/Chair subject to the number of meetings not exceeding six in any twelve-month period and meetings will normally be held virtually. The Parish Clerk will be invited to all meetings.

7.2 Village Development Working Group

The Village Development Working Group will progress schemes within the Parish Development Plan which have not been delegated to another Committee/Working Group. Membership will be determined at the Annual Meeting of the Parish Council and additional member(s), including lay member(s), with relevant professional experience may be invited to meetings of the Working Group where appropriate. The Chair will be elected by the members of the Working Group at its first meeting after the Annual Meeting of the Parish Council. The frequency of meetings will be determined by the Parish Council/Chair subject to the number of meetings not exceeding six in any twelve-month period and meetings will normally be held virtually. The Parish Clerk will be invited to all meetings.

Annex

Procedure Rules to be applied to Committees

Chair

The Chair and Vice-Chair of the Committee will be elected annually by the members of the committee at its first meeting after the Annual Meeting of the council in accordance with Standing Order 43.

Frequency of Meetings

In accordance with Standing Order 35, the Chair of a Committee or the Chair of the Parish Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting. The Personnel Committee will meet at least one a year (usually in October/November).

Minutes

The Parish Clerk will issue the agenda to attend all Committee meetings and provide the legal public notice of all meetings. Minutes will be published on the Parish Council website and submitted to the full Parish Council Meeting for information.

(Personnel Committee only)

All meetings will be minuted by the Clerk unless the Clerk is the subject of the matter under consideration.

In relation to Grievances and Disciplinary Proceedings, the Parish Council will appoint an independent advisor to support the process including attending all meetings and be responsible for maintaining written records of the nature of the grievance raised, the employer's response, action taken (with reasons), details of any appeal and subsequent developments to be retained and kept.

The Chair of the Personnel Committee will present a confidential report to the full Parish Council Meeting setting out and confidential information in support of the decisions/recommendations of the Personnel Committee.

Quorum

Standing Order 48 states that "except where ordered by the Parish Council in the case of a committee the quorum of a committee or sub-committee shall be one-half of its members" The Parish Council Meeting has determined that a quorum will be reached with a minimum of 3 Councillors.

Confidentiality

All members must preserve confidentiality of discussions held under Part II of any meeting.

Accountability

The Chair will be responsible for reporting recommendations/actions of the Committee to the full Parish Council.



Astley Village Parish Council

Title	Parish Clerk Report					
Report of	Parish Clerk & Responsible Financial Officer					
Date	4 May 2022					
Type of Paper	Decision		Discussion		Information	X
<p>Purpose of Report</p> <p>To provide an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.</p>						
<p>Key Issues</p> <p>Annual Bonfire and Fireworks – November 2021 At the last meeting, it was agreed that I should invite Mr Andrew Daniels, Chorley Borough Council's Shared Service Lead (Communications and Visitor Economy) to provide an update in relation to the steps being taken to avoid the issues of cars being parked on the grass verges all along Chancery Road.</p> <p>Mr Daniels has confirmed that Chorley Borough Council was in discussions with Lancashire County Council to explore a temporary one-way system discussed with the Parish Council. Mr Daniels will attend the Parish Council Meeting on 4 May 2022 to provide an update on the options that have been suggested.</p> <p>Broadfields – Problems Being Experienced by Residents (Lack of Communications, Support and Repairs/Maintenance by Places for People) At the last meeting, I was requested to arrange a meeting involving Places for People, Parish, Ward and County Councillors to discuss the issues raised by residents of Broadfields and put forward the proposal in relation to the provision of additional parking.</p> <p>Leanne Wilkinson, Place Team Manager – North West for Places for People Homes has confirmed that Michelle Newman, Place Manager in Astley Village is already aware of some of these issues and is actively working on this. Parish, Ward and County Councillors met with representatives from Places for People on Tuesday 29 March.</p>						

Below is a list of actions/points raised at the meeting for Places for People.

- To feedback on the outcome of the meeting with Lancashire County Council re widening the entrance to Broadfields and possible additional parking spaces.
- To report the bricks that are now loose to the entrance wall of Broadfields and to take forward with the customer.
- To liaise with Places for People asset management re tagging lamp posts in the village to make them easily identifiable.
- To feed in the Parish newsletter (starting from the Summer 2022 newsletter)
- To meet Cllr Barraclough for a walk round on Broadfields
- To send details of how to report a repair (to be included in the next Parish Council newsletter)
- Future meetings to take place quarterly and Tony Gibbs, Landscapes Regional Manager to be invited.

Refurbishment of Foxcote Play Area

The letter sent to residents outlining the proposed scheme was circulated to Parish Councillors for information.

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

Chorley Borough Council have been informed that in view of the response received in relation to the concerns raised by the Parish Council at the meeting on 21 January 2022, the Parish Council supported the details and location of the new play area as part of Phase 2 at the West Way Sports Hub as detailed in the public consultation. An update on the tendering exercise will be provided at the meeting.

Remembrance Community Garden in Astley Village

It was agreed at the last meeting that:

- Chorley Borough Council in conjunction with the Village Development Working Group be requested to prepare a revised scheme to include the suggestions put forward by Parish Councillors.
- That a contribution of £2,000 be made towards the scheme from the Parish Council (which should include improvements to the existing footpaths).
- That residents be consulted on the proposed scheme through the Summer Newsletter.

Lindsey Blackstock, Open Space Strategy Officer at Chorley Council has suggested that the Parish Council provide details of what changes need to be made to the proposal presented to the last Parish Council Meeting and then for Parish Councillors to meet with her on site to finalise the proposal. The Village Development Working Group met on 21 March 2022 and agreed:

- The site chosen for the Garden; to be the area backing on to the Planter on the Green.
- To have a path joining the two existing golden jubilee benches. The path would form an arc inside the line of new trees, and two new benches would be added that will have platinum jubilee plaques on them.
- A semi-circular area behind the planter where we will plant a small memorial garden. The "tommy" and another plaque to be incorporated into the existing planter.

- The rear of the existing planter to become a sign showing 'Community Remembrance Garden'.
- Depending on cost, two standard benches placed outside the paved area, facing the planter, Tommy and sign.
- To integrate the Jubilee plan with the Remembrance Garden initiative.
- Residents be consulted via the Summer Newsletter.

Provision has been made in the 2022/23 budget for the Parish Council to make a contribution of £2,000 towards the scheme (including improvements to the existing footpaths).

Councillor Arnold Almond has prepared an article for the Summer Newsletter to enable residents to be consulted on the proposed scheme. The Queens Platinum Jubilee tree with Queen's Green Canopy Plaque will be incorporated into the overall scheme.

A site meeting took place on Friday 22 April with the Borough Ward Councillors and an update will be provided at the meeting.

Planters

Hartwood Maintenance (Kieran Daniels) have confirmed that they will maintain the ten planters in the village as follows and will confirm when the work will take place in due course:

- May - weed/ tidy/ water and plant summer bedding plants (£300).
- September - weed/ tidy/ water and plant winter bedding plants (£300).
- February – weed and tidy (£100).

Fingerpost Signs

I have written to Chorley Borough Council, confirming that the Parish Council has It was agreed to proceed with just the two fingerpost signs previously approved by Chorley Borough Council and requesting that a Licence be drafted so that the Parish Council can arrange to purchase and have installed the fingerpost signs on Chancery Road (near the subway) to the new West Way Sports Hub (on the shop side at the corner of Ravensthorpe) and from Judeland Wood to Astley Park.

Trees

the Parish Clerk wrote to APA Blackpool Ltd, (Mr Latif) on 18 March 2022, stating that unless retrospective permission was granted for the trees planted by the Parish Council in front of the shops/flats within 28 days from the date of the letter, the Parish Council would take steps to remove the trees. The Parish Council did not receive consent from Mr Latif by 14 April 2022 (28 days from the date of the letter) and the Parish Council have begun the process of removing the five trees.

Lancashire County Council require more information on the location of the 30+ trees planted on Chancery. Cllr Arnold Almond has asked Councillor Chris Sheldon if he can download and print a map of Astley Village Chancery Road, between Long Copse and Long Croft Meadow and AA will note where the trees are located. An update will be provided at the meeting.

Chorley Flower Show

Councillor Emma Barraclough has agreed to take the lead in relation to the purchase of information boards to promote the Parish Council at the Chorley Flower Show and that The Parish Clerk and Councillor Barraclough are finalising the content. Parish Councillors are requested to attend (on a rota basis) over the three days (29-31 July 2022 (10am – 5pm)).

The following items have been purchased:

- Display Stands £372.00 (including VAT).
- Table Runners £41.08 (including VAT).
- Promotional items £480.36 (including VAT).

A further update will be provided at the meeting.

Wildflower Meadow Programme 2022

Chris Walmsley, Streetscene Services Manager (Chorley Borough Council) has confirmed that a single 50 metre long, two-metre-wide wildflower strip the side of the path that goes from Derian House drive entrance to near the lay-bye on Euxton Lane with access to the field at each end has been included in the mini meadow programme. Work to prepare and sow the area was scheduled to take place between mid-March and mid-April 2022.

Refurbishment of the Millennium Notice Board

The General Purposes Working Group met on 22 March 2022 to discuss the refurbishment of the Millennium Notice Board and Gateway Signs. It was agreed:

- Cllrs John McAndrew and Arnold Almond will take a look at the Notice Board at the entrance to Hall Gate and will report back on possible solutions. If it is a simple problem, then they will fix it. Councillor Arnold Almond will contact Whitehill Direct Ltd to explain what was being considered and other potential work on the Finger Post Signs.
- Cllr John McAndrew suggested the Parish Council approach the School Caretaker and agreed to speak to him, regarding his interest in us calling on him for assistance with jobs that come up on Astley Village
- Cllrs John McAndrew and Arnold Almond will resurrect the discussions regarding inserts to the Gateway Signs, previously agreed in 2021 but not actioned.

Community Litter Picks

Councillors Keith Ashton and John McAndrew will provide an update at the meeting in relation to the introduction of Community Litter Picks organised by the Parish Council. An article has been prepared for inclusion in the Summer Newsletter.

Nature Reserve and Wildlife Educational Project

Councillor Emma Barraclough has contacted Chorley Borough Council and Buckshaw Primary School, to discuss the possibility of the Parish Council sponsoring the tidying up of the Nature Reserve and a wildlife educational project. An update will be provided at the meeting.

Buckshaw Primary School Art/History Project

Buckshaw Primary School are hoping to start a whole school project in April on local history including Astley Hall. It will involve the children researching an aspect of our local history and producing 4 pieces of art work that will be displayed on the outside walls around school. This will be a great way to engage the children in History, Geography and Art giving them an opportunity to learn about their local area.

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

- Adlington Electrical Ltd - Christmas Lights £294.00 (including VAT)
- ICO - Annual Registration £40.00 (including VAT)
- Zurich Municipal - Insurance Premium 2021/22 £449.54 (including VAT)
- Displays UK - Display Stands £372.00 (including VAT)
- VistaPrint - Table Runners £41.08 (including VAT)
- Hotline Branded Products - Chorley Flower Promotional items £480.36 (including VAT)

Action required by the Parish Council

1. To note the report.
2. To consider making a grant (up to £500) to the Buckshaw Primary School Art/History Project.

From: "Robinson, Jeanette"
Date: 26 April 2022 at 12:15:24 BST
To: Astley Village Parish Council <clerk@avpc.org.uk>
Subject: Re: Buckshaw Primary School Art/History project

Dear Craig,

Thank you for your email. That is wonderful news! I have costed the materials at approximately £410 with quotes from ASC timber this will include 8 wooden boards, paint and varnish. We have made enquires regarding an artist to assist us with the designing and we would really appreciate support with the funding of their travel costs to school if possible. With this in mind we would really appreciate a request for £500. Thank you so much for your time and consideration. When they are complete and in place it would be great if some of the council could visit.

Kind Regards,
Jeanette Robinson

From: Astley Village Parish Council <clerk@avpc.org.uk>
Sent: Monday, April 25, 2022 4:51:49 PM
To: Robinson, Jeanette
Subject: RE: Buckshaw Primary School Art/History project

Hello Jeanette,

I have now had the opportunity to canvas the views of Parish Councillors and they are fully supportive of your project and would like to make a grant. The grant scheme is available for requests up to £500.

Could you please confirm the cost of this project? A formal decision will be made at the next meeting on 4 May but in principle the Parish Council would be happy to make a financial contribution.

I look forward to hearing from you.

Best wishes
Craig

From: Robinson, Jeanette
Sent: 23 March 2022 09:19
To: clerk@avpc.org.uk
Subject: Buckshaw Primary School Art/History project

Good morning,

I am the History, Geography and Art lead teacher at Buckshaw Primary School and we are hoping to start a whole school project in April on local history including Astley Hall and I was wondering if you knew of anyone I could contact re funding/bids for this project. It will involve the children researching an aspect of our local history and producing 4 pieces of art work that will be displayed on the outside walls around school. As I'm sure you can imagine this will be a great way to engage the children in History, Geography and Art giving them an opportunity to learn about their local area. Thank you in advance,

Jeanette Robinson
Buckshaw Primary School

From: "Taylor, Maria" <Maria.Taylor@lancashire.gov.uk>
Date: 21 April 2022 at 16:02:49 BST
To: clerk@avpc.org.uk, "Edwards, Charles (Cllr)" <Charles.Edwards@lancashire.gov.uk>
Cc: "Ferguson, Valerie" <Valerie.Ferguson@lancashire.gov.uk>, VIP Mail <vipmail@lancashire.gov.uk>, cllr.almond@avpc.org.uk
Subject: FW: Chancery Rd, Astley Village. Review of Parish tree planting. 2021/22

Good afternoon

Please see attached report from our Lancashire County Council Arborist, including his recommendations, which need to be completed before we can issue any licenses or approval.

Can you please confirm the following:-

1. The attached report will be actioned and works completed within 1 month of the date of this email. Once completed you will need to supply a plan of the locations of the trees, so our County Arboricultural Officer can approve works.
2. Astley Village Parish Council will undertake the entire responsibility, financial or otherwise, for the planting and subsequent maintenance of the planting shall rest with Astley Village Parish Council in perpetuity and in this respect Astley Village Parish Council's attention is drawn to the obligations placed upon it by sub-sections 1,6 and Section 96 of the Highways Act 1980.
3. Once the recommended works have been completed, our County Council Arboricultural Officer will inspect the work, and if this is approved we will send you a Section 96(4) of the Highways Act 1980, license. This may incur a financial charge.

Regards

Maria Taylor
Technical Support Officer
Highways and Transport

From: Edwards, Steve <Steve.Edwards@lancashire.gov.uk>
Sent: 28 March 2022 14:48
To: Henderson, Mark <Mark.Henderson@lancashire.gov.uk>
Cc: Taylor, Maria <Maria.Taylor@lancashire.gov.uk>
Subject: Chancery Rd, Astley Village. Review of Parish tree planting. 2021/22

Hi Mark, I reviewed the tree planting done by Chorley B.C, on behalf of the Parish Council in the highway verges of Chancery Road. The situation is generally ok, the species with one exception are acceptable. The one that is not, a Beech has been planted unofficially by a resident. There is one dead tree, one in an unacceptable location and one in a poor location, being too close to an existing tree. I have detailed my findings in the attached word document. There is one major failing with the staking of the trees, which is that none of the tree ties are secured to the stakes, resulting in them sliding down and not providing any support. This is a major problem that will prevent the establishment of the trees, and should be rectified by the Parish Council asap. Please pass the review document to The Parish Council, and if they wish to speak with me about it that's fine, Cheers, Steve.

Steve Edwards.
Arboricultural Officer

Chancery Road, Astley Village. Review of trees planted by the Parish Council 2021/2022.

Trees inspected on 22.03.2022.

Location. Chancery Rd. Astley Village. Highway verges running between, Long Copse and the underpass, and between Deerfold to Long Croft Meadow. See attached map.

Species choice. There were additional species not on the list provided by the P.C. ie. Alder and Beech. Generally, the species planted were acceptable in the locations chosen. There are three exceptions to this statement, as follows ;

1. There is a single Beech near to Long Copse, this was obviously an unauthorised planting by a resident, as there was no stake and the tree was small, I recommend that this one is removed as unsuitable in the location, due to its ultimate size. It is also a poor specimen and is unlikely to prosper.
2. There is a Bird Cherry planted opposite the bus shelter near Gt. Meadow. This tree is in a poor location and at 1.5m, is too close to the kerb. The tree is also too close to existing trees and has lost its stake. I recommend that this tree is removed, and moved to a more open location, planting at least 3.5m from the kerb.
3. There is a Lime located opposite Broadfield, that was too close to an existing Birch, the tree will not develop a decent crown. I recommend that this is moved next winter as a replacement for a dead Birch near LC 34, close to Long Croft.

Other Issues.

There is a dead Birch near Lighting Column 34, close to Long Croft. This should be removed.

All tree ties were unsecured to the stakes. Many ties had slipped down and were useless. All tree ties should be repositioned close to the top of the stake, and secured with a fencing staple or small flat head nail. This is a general fault covering all the recent plantings, and is a failing of the planting team. I recommend that the P.C take this up with the contractor, Chorley B.C. and that they remedy this issue asap. The tree ties will need to be loosened annually during the initial 6 year establishment period, and then removed, as will the stakes. The grass should not be strimmed at the tree base, it will result in serious damage to the trees.

S. Edwards. Lancashire County Council. Arboricultural Officer. Asset Management.
28.03.2022.

Images of trees recently plantings on Chancery Road, Astley Village, illustrating some of the issues.



Chancery Rd. Tree planting review. 2022. Areas covered.

Author:

Date Created: 28/03/2022



Map Scale: 1:5,000

Map Centre: 357,305 418,709

Astley Village Parish Council

Title	Planning Issues Relevant to the Village					
Report of	Parish Clerk					
Date	4 May 2022					
Type of Paper	Decision		Discussion		Information	X
Purpose of Report To consider any planning issues relevant to the village.						
Key Issues The Parish Council has been consulted on the following planning application received by Chorley Borough Council: <ul style="list-style-type: none"> Single Storey Side Extension at 67 Deerfold, Astley Village, Chorley. PR7 1UD (Reference: 22/00225/FULHH).The deadline for any representations was 7 April 2022. 						
Action required by the Parish Council To note the report.						

FINANCIAL POSITION - SUMMARY 4 May 2022
Financial Year 2022/23 (1 April 2022 to 31 March 2023)

			£
Receipts and Expenditure Account			
Receipts			
Precepts			20,397.00
Grant			3,877.00
Other			-
Bank Interest			1.97
Advertisements			-
VAT on Receipts/Recovered			942.69
Total Receipts			25,218.66
Expenditure Total			3,370.31
Income & Expenditure Reconciliation			
Balance Brought Forward at 1 April 2022			84,345.11
Add: total receipts to date		+	25,218.66
Less: total expenditure to date		-	3,370.31
Balance			106,193.46
Bank Reconciliation			
Community Account (chequeing account)	25/04/22	+	1,425.62
Business Premium Account	25/04/22	+	75,328.72
Unify Credit Union deposit	01/04/22		5,384.72
Less unrepresented cheques/ET/SO		-	1,164.26
Plus uncleared credits		+	
			80,974.80
	Unrepresented cheques/SO/Payments		
	May/June		1164.26
			1,164.26

AGENDA ITEM 14(ii)

PAYMENTS TO BE APPROVED

May/June 2022

Date	Creditor	Description	Cheque No	Total	Vat	Net
06/05/22	Employee 4	Reimbursements (March 2022)	EB	44.20		44.20
06/05/22	Employee 4	Reimbursements (April 2022)	EB	27.10		27.10
01/05/22	Easy Web Sites	Monthly rental	DD	62.40	10.40	52.00
23/05/22	Zoom	Zoom Subscription (May 2022)	EB	14.39	2.40	11.99
13/05/22	Employee 2	Salary (May 2022)	EB	82.33		82.33
13/05/22	Employee 4	Salary (May 2022)	EB	309.96		309.96
13/05/22	HMRC	Tax (May 2022)	EB	77.40		77.40
01/06/22	Easy Web Sites	Monthly rental	DD	62.40	10.40	52.00
23/06/22	Zoom	Zoom Subscription (June 2022)	EB	14.39	2.40	11.99
15/06/22	Employee 2	Salary (June 2022)	EB	82.33		82.33
15/06/22	Employee 4	Salary (June 2022)	EB	309.96		309.96
15/06/22	HMRC	Tax (June 2022)	EB	77.40		77.40
				1,164.26	25.60	1,138.66

BUDGET REPORT – 4 May 2022**Financial Year 2022/23 (1 April 2022 to 31 March 2023)**

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription	200.00	35.97		164.03
	01-2	Office/Sundry	1,000.00	40.00		960.00
	01-3	Insurance	450.00	449.54		0.46
	01-4	Auditors/Accounts	300.00	-		300.00
	01-5	Election/By-Election/Polls	5,000.00	-		5,000.00
	01-6	Employee Costs (Salary, Training etc.)	6,500.00	1,402.97		5,097.03
	01-7	Employee Contingency	2,000.00	-		2,000.00
	01-8	IT/Website	1,000.00	156.00		844.00
02 - COUNCIL	02-1	Newsletter/Publications	1,500.00	-		1,500.00
	02-2	Village Caretaker	500.00	-		500.00
	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 Carol Singing	800.00	245.00		555.00
	03-2	Village Improvements	-	-		-
	03-3	Improve Village Centre & Enhance Village Green	1,000.00	-		1,000.00
	03-4	Planter Scheme (including maintenance)	700.00	-		700.00
	03-5	Tree Planting	2,500.00	-		2,500.00
	03-6	Wildflower Meadows	500.00	-		500.00
	03-7	Litter Bins	-	-		-
	03-8	Community Remembrance Garden	2,000.00	-		2,000.00
	03-9	Finger Post Signs	2,500.00	-		2,500.00
	03-10	Gateway Signs and Refurbishment of Millennium Notice Board	2,000.00	-		2,000.00
	03-11	Road Safety (Maintenance of Solar-Powered Speed Indicator Devices (SPIDs)	1,000.00	-		1,000.00
	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	744.53		(244.53)
04 - GENERAL RESERVE	04	General Reserve	35,803.45	-		35,803.45
Balance Carried Forward from 2021/22	84,318.49					
TOTALS			106,253.45	3,074.01	-	103,179.44
VAT to be Recovered		£236.31				
Total Spend to Date				3,310.32		

AGENDA ITEM 14 (v)

**14 Sycamore Avenue
Euxton
CHORLEY
Lancs
PR7 5EG**

26 April 2022

By Email: clerk@avpc.org.uk

Mr Craig Ainsworth
Parish Clerk & Responsible Financial Officer
Astley Village Parish Council
5 Clarendon Gardens
Bromley Cross
BL7 9GW

Dear Craig

I have completed the audit for Astley Village Parish Council for the year 1 April 2021 to 31 March 2022 and thank you for providing the information by email. Areas involved in the audit included:

- The system for the approval of expenditure was checked alongside the payments, as detailed in the minutes of meetings on the website, then checked on the bank statements.
- Income was received and accounted for and checked on the bank statements and excel records.
- Transfers from bank to bank were checked.
- A selection of invoices were checked against payments made.
- The financial risks were checked by the risk assessments on the website.
- Bank reconciliations were carried out correctly.
- A good budgetary process is in operation.
- Payments through the bank and reimbursements were documented correctly.

I believe that the control objectives and procedures set up and operated by Astley Village Parish Council are to a standard adequate to meet the needs of the council.

Yours sincerely

Susan Edwards

Susan Edwards

ASTLEY VILLAGE PARISH COUNCIL

www.avpc.org.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

15.04.2022

22.04.2022

25.04.2022

Susan Edwards

Signature of person who carried out the internal audit

Susan Edwards

Date

26.04.2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ASTLEY VILLAGE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

4 May 2022

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No

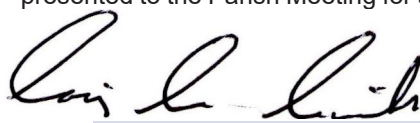
www.avpc.org.uk

Section 2 – Accounting Statements 2021/22 for
ASTLEY VILLAGE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	59,912	73,469	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept	20,794	20,350	Total amount of precept received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5,817	4,646	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received.
4. (-) Staff costs	6,277	6105	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the Parish Meeting's borrowings (if any).
6. (-) All other payments	6,777	8069	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	73,469	84,345	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	73,469	84,345	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments	24,978	24,978	"The value of all the property the Parish Meeting owns – it is made up of all its fixed assets and long term investments as at 31 March."
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in *Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices* and present fairly the financial position of this Parish Meeting.

Signed by the Chairman before being presented to the Parish Meeting for approval



Date

27 April 2022

I confirm that these Accounting Statements were approved by this Parish Meeting on this date:

4 May 2022

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Astley Village Parish Council

Annual Council Work Programme - Scheduled Items

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

Item	Meeting	
Summer Newsletter Articles Planning	January	1
Review the Asset Register	January	1
Appointment of Internal Auditor	January	1
Review the Village Development Plan	January	1
Approve Budget Headings and Precept	January	1
Review Policy and Document List	March	2
Summer Newsletter Articles planning	March	2
Receive Annual Report of the Parish Council	March	2
Review Annual Council Work Programme - Scheduled Items	May	3
Appointment of Committees and Working Groups, Membership, Terms of Reference	May	3
Review of Standing Orders, Financial Regulations and Scheme of Delegation	May	3
Appointment of Council Representatives on Outside Bodies	May	3
Review Insurance (prior to June renewal)	May	3
Consider Internal Auditors Report and Statement of Accounts	May	3
Consider the Annual Governance Report	May	3
Consider the Annual Return for the Financial Year	May	3
Review the Village Development Plan	July	4
Christmas Event planning	July	4
Review the Effectiveness of the System of Internal Audit and Statement on Internal Control	September	5
Review Internal Audit Plan	September	5
Review the Financial Risk Assessment		
Christmas Event planning	September	5
Winter Newsletter Articles Planning	September	5
Receive External Auditor Report	September	5
Christmas Event planning	November	6
Schedule of Meetings	November	6
Winter Newsletter Articles Planning	November	6
Personnel Review (by the Personnel Committee prior to precept setting)	Oct/Nov	6

Chorley Liaison

Wednesday, 16th March 2022, 6.30 pm

Council Chamber, Town Hall, Chorley and Youtube

Agenda

Apologies

1 **Welcome by the Chair**

2 **Minutes of meeting Wednesday, 19 January 2022 of Chorley Liaison**

(Pages 3 - 6)

3 **Climate Change Presentation**

Sally Green, Climate Change Programme Officer will deliver a short update on the Council's Climate Change Strategy.

4 **Dial-a-Ride Presentation**

Tracy Keating from Dial-a-Ride will be in attendance to provide a short presentation on the Community Transport and Dial-a-Ride scheme.

5 **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.

6 **Items for Future Meetings**

(Pages 7 - 8)

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

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

Gary Hall

Chief Executive

Meeting contact Coral Astbury, Democratic and Member Services Officer on 01257 515118 or email coral.astbury@chorley.gov.uk

Electronic agendas sent to Members of the Chorley Liaison Councillor Gordon France (Eastern Parishes) (Chair), Councillor Kim Snape (Chorley Rural East Division, Lancashire County Council) (Vice-Chair) and Councillors Alistair Bradley (Chorley Town), Sam Chapman (Northern Parishes), Hasina Khan (Chorley Town East), Debra Platt (Chorley Town North), Steve Holgate (Chorley Town West) and Alan Platt (Western Parishes).

Electronic agendas sent to Chorley Liaison reserves (Councillors) for information.

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



MINUTES OF CHORLEY LIAISON

MEETING DATE **Wednesday, 19 January 2022**

MEMBERS PRESENT: Councillor Gordon France (Eastern Parishes) (Chair),
 Councillor Kim Snape (Chorley Rural East Division,
 Lancashire County Council) (Vice-Chair),
 Lancashire County Councillors:, Julia Berry
 Chorley Borough Councillors (Chairs of Neighbourhood
 Area Meetings): Steve Holgate
 Town and Parish Councillors: Craig Ainsworth,
 Arnold Almond, Graham Ashworth, Tim Blackburn, Lisa
 Burton, Alan Cornwell, Terry Dickenson, Katie Hardman,
 Katrina Reed and Karen Wait

OFFICERS: Jennifer Mullin (Director of Communities), James
 Thomson (Deputy Director of Finance) and Coral Astbury
 (Democratic and Member Services Officer)

APOLOGIES: Chorley Borough Councillors: Sam Chapman, Debra Platt
 and Alan Platt

22.9 Welcome by the Chair

The Chair welcomed everyone to the meeting.

22.10 Minutes of meeting Wednesday, 20 October 2021 of Chorley Liaison

The minutes of the last meeting were agreed as a correct record.

22.11 Budget Presentation

James Thompson (Deputy Director of Finance) delivered a presentation which sought to brief members on the Council's 2022 Budget. The presentation also provided an overview on the additional revenue investment.

The Chair thanked James for his attendance and presentation.

22.12 Item requested by Adlington Town Council

The Vice-Chair Councillor Kim Snape presented this item on behalf of Adlington Town Council and explained that there was concern that the charge had been implemented without any consultation with parishes.

County Councillor Berry explained that she had challenged the £30 charge for hanging baskets as she thought it was unreasonable. Members questioned whether the charge



had been in place for some time, but not enforced. County Councillor Berry highlighted that the policy on Lancashire County Council's (LCC) website had not been updated since 2018 and she had received a draft policy.

Members expressed concern that Parish Councils were unaware of the charge and had not allocated for it within their budget. As it is the Queen's Platinum Jubilee Parishes would want to hang flowering baskets to make their areas look nice to celebrate.

Graham Ashworth (Heath Charnock) questioned how long the licence to hang baskets from the lamp post would last after paying the charge and confirmed that Heath Charnock Parish Council would support Adlington in escalating this issue with LCC.

Terry Dickenson (Wheelton) also offered the agreement and support of Wheelton Parish Council.

Councillor Kim Snape commented that it would also be beneficial for individual parishes to write to County Councillor Edwards alongside the letter from the meeting.

Agreed:

A letter would be sent from Members of the Chorley Liaison to County Councillor Charlie Edwards, including all County Councillors for the Borough, to explain the concern of members surrounding the £30 charge.

22.13 Item requested by Croston Parish Council

No representative from Croston Parish Council was in attendance to present this item.

The Director of Communities explained that advice would be different dependent upon what planning matter residents were contacting officers with. The team had suffered during the pandemic and had experienced a large increase in applications and planning appeals.

Officers were able to give enforcement advice and an enforcement officer was available. Pre-application planning advice was also available alongside general information which can be found on the Council website.

Terry Dickenson (Wheelton) explained that his Parish struggled to access planning applications in A3 format and asked if it would be possible to provide Parish Councils with A3 printers. The Director of Communities agreed to look into this matter further.

22.14 Item requested by Heapey Parish Council

As no representative from Heapey Parish Council was in attendance the Chair, Councillor Gordon France presented this item.

Councillor France explained that the Council has an excellent Streetscene team who kept the area tidy and would respond to fly tipping enquiries as soon as possible. Often, the manager would already be aware of issues should they make their way onto



social media. Councillor France explained that it was difficult to prosecute individuals for fly tipping as they do it in an area where there are no CCTV cameras or witnesses. Unless someone left evidence implicating themselves, it was very unlikely that a prosecution would be made.

Councillor Berry mentioned there was an increase in fly tipping on Higher House Lane and asked if a message could go out about ensuring residents use a proper waste removal operator who had a correct licence.

Members asked if there was a way for residents to check who has a licence to dispose waste. In response, the Director of Communities advised that trading standards had a safe trader scheme at LCC but there was no list of licensed waste carriers that the public could access.

22.15 Questions from Members of the Liaison and the public

Terry Dickenson (Wheelton) raised concern that Southlands High School were looking to reduce the number of admissions to the School to provide a better quality of education.

Members noted that if the Development at Botany Bay were undertaken, children would have to travel outside of the Borough to attend school.

County Councillor Berry explained that it was the decision of the academy how the school was ran, but there was concern that there would be an increase of children travelling outside of the Borough. The council would be able to disagree and the matter would be taken before a national adjudication officer.

Agreed:

A letter would be written on behalf of Members of Chorley Liaison to County Councillor Jayne Rear (Cabinet Member for Education and Skills) to express deep concern about the proposed number of pupils at Southland High School numbers and the impact on secondary school numbers within the Borough.

This item will be re-considered at the meeting on 20 July 2022.

22.16 Items for Future Meetings

This was noted.

22.17 Any urgent business previously agreed with the Chair

There was no further business.



Chair

Date

**Chorley Liaison agenda management timetable**

Date of meeting	Deadline for items to be requested by Members	Agenda Publication Deadline
Wednesday 20 July 2022	Friday 8 July 2022	Tuesday 12 July 2022
Wednesday 19 October 2022	Friday 7 October 2022	Tuesday 11 October 2022
Wednesday 18 January 2023	Friday 6 January 2023	Tuesday 10 January 2023

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

Future agenda items

Community energy funding

Revival/survival strategy for Chorley town centre post Covid

Time Credits

Our Health Our Care

Northern Rail

High School Places – to be reconsidered in July 2022

This page is intentionally left blank



Minutes of	Neighbourhood Area Meeting; NW Parishes and Chorley North
Meeting date	Monday, 31 January 2022
Members present:	Councillor Debra Platt (Chair), and Councillors Danny Gee, Tom Gray, Adrian Lowe, Aidy Riggott, Jean Sherwood, Christine Turner and John Walker
Officers:	Angela Barrago (Service Lead - Communities), Bernie Heggarty (Neighbourhood Priorities Officer) and Clare Gornall (Democratic and Member Services Officer)
Apologies:	Councillor Mark Clifford and Alistair Morwood
Other Members:	Craig Ainsworth – Clerk to Astley Village Parish Council Councillor Eric Bell – Whittle-le-Woods Parish Council Lisa Burton – Clerk to Whittle-le-Woods Parish Council Leanne Wilkinson – Places for People

21.10 Welcome and Introductions

The Chair welcomed everyone to the meeting.

21.11 Apologies for Absence

Apologies were received from Councillors Mark Clifford and Alastair Moorwood.

21.12 Minutes of meeting held on Wednesday 29 September 2021

The minutes of the meeting held on Wednesday, 29 September 2022 be approved as a correct record.

21.13 Matters Arising - To discuss the name of this Neighbourhood Area Meeting

Further to the last meeting, the Chair proposed that the name of the Neighbourhood Area Meeting be changed to reflect the areas covered.

There were 2 proposed names moved:

1. Chorley North – Borough and Parishes
2. NW Parishes and Chorley North

A vote was taken on each and by a majority it was

Resolved:- That the name of this Neighbourhood Area Meeting be changed to NW Parishes and Chorley North.

21.14 NW Parishes and Chorley North - 2021/22 Neighbourhood Priorities Update

Bernie Heggarty, Neighbourhood Priorities Officer presented a report of the Director of Communities updating the group on the delivery and progress of the neighbourhood priorities for completion in 2022.

Councillor Walker highlighted that the two bus shelters mentioned in the report were now in Clayton.

The Chair gave an update on a proposed Tree Planting project on Euxton Lane which had previously been delayed due to complex legal issues concerning ownership of land. She was pleased to announce that planting was now to go ahead Thursday / Friday this week and that she would provide Bernie Heggarty with the details.

Craig Ainsworth, clerk to Astley Village Parish Council, suggested that it would be useful to have information regarding the funding allocated to each of the priorities.

Councillor Turner referred to the priority to install a public access defibrillator at Buckshaw Parkway Station or surrounding area. The Chair was unaware if any contact had so far been made with the rail company. Councillor Turner said she would chase up and report back to the Chair.

Resolved:-

1. That the report be noted;
2. That Bernie Heggarty ensure that the Bus Shelters now in Clayton be referred to the appropriate Neighbourhood Area Meeting;
3. That the Chair update Bernie Heggarty with regard to the details of the Tree Planting project, Euxton Lane;
4. That future reports provide information regarding the funding allocated to each of the priorities (via an additional column on the table of priorities);
5. That Councillor Turner report back to the Chair with progress on contacting the rail company regarding a defibrillator at Buckshaw Parkway Rail Station.

21.15 NW Parishes and Chorley North - Selecting 2022/23 Neighbourhood Priorities

Bernie Heggarty, Neighbourhood Priorities Officer presented a report of the Director of Communities:

1. providing information on neighbourhood working and delivery which ensures the model continues to develop and meets the needs of members and the communities they serve;
2. providing area groups with local intelligence within their communities to help support the area group in discussing and selecting preferred priorities; and
3. providing information to area groups on the process of proposing Neighbourhood Priority projects.

Members discussed various options for new priorities for 2022/23. As there were more than 4 suggestions, it was proposed that some of the smaller projects be merged into a single priority (e.g. memorials / quiet areas).

Resolved:- That the four neighbourhood priorities for 2022/23 be agreed as follows:-

1. Creation of a Memorial area at Astley Village and Quiet Garden of Reflection at Euxton (leads – Councillors Lowe and Platt)
2. To install educational information boards near Buckshaw Village and deliver an eco-project working with St Josephs (leads – Councillors Riggott and Lowe)
3. Improvement to the footpath leading from Lady Crosse Drive to Dunham Drive in Whittle-le-Woods (lead – Councillor Walker)
4. To install benches at identified locations on Euxton Lane (lead – Councillor Gray)

21.16 Empty Properties Update

Bernie Heggarty, Neighbourhood Priorities Officer presented a report of the Director of Planning and Development providing an update on the progress being made in relation to long term empty properties (LTEP) in all neighbourhood areas.

Resolved:-

1. That the report be noted;
2. That Bernie Heggarty circulate information to all members regarding long term empty properties in order that members can identify key properties to focus on.

21.17 Adoptions Update

Angela Barrago, Service Lead – Communities presented a report of the Director of Planning and Development providing an update on progress being made towards adoptions on new developments.

Members suggested that it would be useful to have session provided on using the new adoptions system.

In response to a query from Councillor Turner regarding the data, as members were aware of new adoptions which were not in the report. Bernie Heggarty explained that Lancashire County Council had not provided any new information to the Planning Department. The changes to ward boundaries in May will have had a bearing on this.

Councillor Murray reminded members that the request for this information came out of a Scrutiny Task Group some time ago, and things have changed since then.

Resolved:-

1. That all members submit the information they have on recent adoptions not included in the report to Bernie Heggarty, who would then submit these specific requests for information to Lancashire County Council.
2. That the Adoptions Report is no longer a standing item on the agenda; and
3. That the Empty Properties Update be kept as a standing item on the agenda.

21.18 Date of next meeting

The next meeting is scheduled on Wednesday, 29 June 2022 at 6.30pm.

Chair

Date