



Astley Village Parish Council

Agenda

To: Members of Astley Village Parish Council.

YOU ARE HEREBY SUMMONED to attend the Meeting of the Astley Village Parish Council to be held on **Wednesday 6 July 2022** at 7 pm in the Community Centre at which the following business will be transacted.

Summons

1. Apologies for Absence

To receive members' apologies.

2. Declarations of Interest

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

3. Public Engagement

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

4. Borough/County Councillor Reports

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

5. Minutes

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 4 May 2022. (Enclosed).

6. Exclusion of the Press and Public

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

7. Parish Clerk Report

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

8. Statutory Business

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

9. Financial Matters

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

10. Newsletter

The Parish Clerk to report at the meeting.

11. Christmas Event Planning

The Parish Clerk to report at the meeting.

12. Environment Reports

To receive a verbal update at the meeting.

13. Reports from Parish Council representatives on Other Bodies

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

14. Correspondence

The Clerk to report at the meeting.

15. 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.

16. Dates of Future Meetings

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

Schedule of Meetings 2022/23

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

- 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

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

29 June 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	6 July 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 6 July 2022</p> <p>Since the last meeting there was the Borough Council elections whereby Councillors Alistair Morwood was re-elected.</p> <p>We have met with the Parish Council and officers from Chorley Borough Council regarding the memorial garden. Councillor Lowe continues to take the lead on this on behalf of the Ward Councillors.</p> <p>We extensively campaigned before, throughout the period of the local elections regarding resident's concerns and issues, each one was responded too.</p> <p>Events parking was addressed and a one way system trialed particularly for picnic in the Park. Feedback shows that we have picked up a few improvements we could make to signage at the entrance to Chancery Road but on the whole we think it worked well. We had about 40/50 cars parked on Chancery Road that might otherwise have parked on verges/down side streets. The weather wasn't the best, so it wasn't a test of it on a really busy event day, but it was a decent start.</p> <p>The refurbishment of the Foxcote play area is fast approaching and plans drawn up and gone out to tender and contract awarded.</p> <p>West Way Sports hub play area is progressing as a collaborative project and the contract to go out to tender.</p> <p>The wildflower planting has been done and amended from lessons learned from the previous year. Still more lessons to learn.</p>						

As routine we report damaged road surfaces, blocked drains, weed issue, blocked paths, overhanging trees and areas that require cleaning etc.

We continue to build on our existing working relationship with the Parish Council and Places for people.

Action required by the Parish Council

To note the report.



Title	Borough/County Councillor Reports					
Report of	County Councillor Aidy Riggott (Euxton, Buckshaw & Astley) - Lancashire County Council					
Date	6 July 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>Earlier this year at its Budget setting meeting on 17 February 2022, the current administration at Lancashire County Council approved the allocation of an annual budget of £58,000 for a small grants scheme to support local nature and biodiversity projects and earlier this month I supported this through Cabinet as we finalised how the scheme will operate.</p> <p>The grant will be made available to all Parish and Town Councils to access through the Public Rights of Way Local Delivery Scheme (LDS). The Public Rights of Way Local Delivery Scheme has been in place since 2012 and invites Parish and Town Councils to opt in to receive a grant of £500 towards minor maintenance work which they carry out on public rights of way in their area. The option to opt in to receive a grant of £300 for biodiversity projects will be added to the annual Public Rights of Way Local Delivery Scheme offer letter. Parish and Town Councils will be able to opt in for the biodiversity grant even if they do not choose to opt in for the Public Rights of Way Local Delivery Scheme.</p> <p>In line with the Public Rights of Way Local Delivery Scheme process those opting in will receive an upfront payment on confirmation of their participation each year by the opt in deadline. Parish and Town Councils can work with local community groups and schools to support local projects in their areas. The grant could be used for small scale projects such as: · Nest boxes · Bird feeders · Bug hotels · Hedgehog houses · Bat boxes · Log piles · Communal gardens · Pollinator nest sites · Planting wildflowers · Creating ponds · Living walls · Rain garden.</p>						

I would encourage the Parish Council to investigate this scheme and seeing how it could benefit the Parish and its residents. I would be keen to assist you and work on this with you if that would be helpful.

I have also been supporting residents and working with Chorley Council Officers to assist residents in reporting potential tripping concerns on Chancery Road.

Action required by the Parish Council

To note the report.



Astley Village Parish Council

Annual Meeting of the Council

4 May 2022 at 7.00pm

Present

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

304.01 Election of the Chair of the Parish Council

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

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

Councillor Almond in the Chair

304.02 Appointment of Vice Chair of the Parish Council

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

304.03 Apologies for Absence

No apologies were received.

304.04 Declarations of Interest

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

Councillor John McAndrew declared a Personal and Prejudicial Interest as a Governor at Buckshaw Primary School and as a member of the Friends of Astley Park and took no part in the discussion or decision in relation to the grant applications considered under item 12 “Parish Clerk Report” (Minute 304.11).

304.05 Public Engagement

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

No questions/representations were made.

304.06 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.

RESOLVED – That the report be noted.

304.07 Minutes

RESOLVED - That the minutes of the meeting of the Parish Council held on Wednesday 2 March 2022 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

304.08 Appointment of Committees, Membership, Terms of Reference

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

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

Councillor Chris Sheldon (Chair).
Councillor Keith Ashton
Councillor John McAndrew ((Ex-officio).
Councillor Gillian Sharples.

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

General Purposes Working Group

Councillor Arnold Almond.
Councillor Keith Ashton.
Councillor John McAndrew.

Village Development Working Group

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

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

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

- The Parish Council's Standing Orders.
- The revised Financial Regulations to address the need to obtain three quotations or estimates for orders for works, goods, and services.
- The draft Scheme of Delegation which enables the Parish Clerk and Committees of the Parish Council to act to avoid any undue delays in decisions being taken.

RESOLVED - That the Parish Council's Standing Orders as set out in Agenda Item 10 (a) Financial Regulations as set out in Agenda Item 10 (b) and Scheme of Delegation as set out in Agenda Item 10 (c) the report be confirmed subject to the typos being corrected as identified at the meeting.

304.10 Appointment of Council Representatives on Outside Bodies

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

- Chorley Liaison – Councillor Arnold Almond.
- Friends of Astley Park – Councillor John McAndrew.
- Neighbourhood Area Meeting (NW Parishes and Chorley North) - Councillor Arnold Almond (Substitute Councillor John McAndrew).

304.11 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.

Events Held at Astley Park – Parking in Astley Village

Mr Andrew Daniels Shared Service Lead - Communications and Visitor Economy (Chorley Borough Council) attended the meeting and 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.

He reported that a traffic order had been approved by Lancashire County Council to make Chancery Road one way and allow parking down one side of the road for the Queen's Platinum Jubilee Picnic in the Park on Sunday 5 June 2022 to trial the new arrangements. It was explained that the Order had been made but if the Parish Council did not support the proposal it would not be proceeded with.

Lancashire County Council had also been requested to approve a similar traffic order to be in place for the Chorley Flower Show at the end of July 2022 to enable restrictions to be put in place if necessary.

A letter would be sent to all residents of Astley Village informing them of the proposed arrangements for the Queen's Platinum Jubilee Picnic in the Park on Sunday 5 June 2022.

The following comments were made:

- No waiting at any time restrictions should be introduced on Hallgate to enable residents to access the local businesses and provide a clearway.
- Would the proposed traffic order encourage visitors to park in the village rather than use the park and ride facilities.
- The West Way Sports Hub would provide additional parking.

Applications for Funding

Friends of Astley Park

It was reported that in collaboration with the Chorley Borough Council and Lancashire Environmental Fund(LEF), the Friends of Astley Park had completed a project to create a 2.05-mile-long perimeter footpath around Astley Park now known as Astley Park Trail. There were two flights of steps on the trail which were not usable by people in wheelchairs and difficult for those with children in pushchairs or with impaired mobility. It was proposed to create two short paths, so anyone needed to bypass those steps could do so. Chorley Borough Council had agreed to create one of the paths and the Friends of Astley Park were seeking funding to create the other (a 108-metre length skirting the edge of Dog Trap Wood).

The total cost of completing the project was £3,464 and it was hoped that Lancashire Environmental Fund would make a grant of £2,400 and the balance of £1,064.00 would be met by Chorley Borough Council and the Friends of Astley Park. The application was for the Friends of Astley Park's contribution of £264.

Buckshaw Primary School Art/History Project

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

The total cost of materials was approximately £410 which included eight wooden boards, paint, and varnish. In addition, the school had made enquiries regarding an artist to assist the school with the design and were requesting support with the funding of their travel costs to school. The application was for £500.

Remembrance Community Garden in Astley Village

Following site meeting on Friday 22 April 2022 with the Borough Ward Councillors and officers from Chorley Borough Council, an article for the Spring Newsletter to enable residents to be consulted on the proposed scheme. The Queens Platinum Jubilee tree with Queen's Green Canopy Plaque and two benches with jubilee plaques on them would be incorporated into the overall scheme.

Wildflower Meadow Programme 2022

It was reported that that preparation had not been undertaken in line with what was agreed between Chorley Borough Council and the Parish Council.

It was noted that there was a need to avoid areas that had bulbs in them as the preparation would remove/kill the bulbs but Chorley Borough Council would address the following:

- The Farthings to Long Copse: The areas shaded by tree canopies would be seed back to grass by Chorley Borough Council.
- Long Copse to Merefield: Chorley Borough Council would reattend to prepare areas that had sufficient light.
- Merefield to Hall Gate: Chorley Borough Council would reattend to prepare areas that had sufficient light avoiding areas that had been planted with bulbs but if possible would get the meadow in behind/around the bulbs.
- Deerfold to Studfold: The areas shaded by tree canopies would be seed back to grass by Chorley Borough Council.
- Studfold to Long Croft Meadow: The areas would be reseeded back to grass by Chorley Borough Council.
- Buckshaw Hall close entrance: Chorley Borough Council would reattend to prepare areas that had sufficient light.

In addition, it had been suggested by Chorley Borough Council that following the removal of trees along Chancery Road it was possible that some of the failed areas from last year would now have enough light to be successful this year. Given that the preparation that had been done, it was worth sowing wildflower seeds.

Nature Reserve and Wildlife Educational Project

It was reported that a meeting had been arranged with the Outdoor Play Co-ordinator and Forrest School Co-ordinator at Buckshaw Primary School on Wednesday 11 May 2022 at 1.30pm to discuss working in partnership with Chorley Borough Council and the Parish Council to refurbish the Nature Reserve.

Trees

An update was provided in relation to the trees previously planted Council in front of the shops/flats and along Chancery Road. Lancashire County Council had confirmed the following:-

- The remedial work to the existing trees identified by the County Council Arboricultural Officer should be completed within one month of 21 April 2022 and once completed the Parish Council would need to supply a plan of the locations of the trees, to enable the County Council Arboricultural Officer to approve works. Everglades Nurseries had been requested to undertake this work.
- The Parish Council would undertake the entire responsibility, financial or otherwise, for the planting and subsequent maintenance of the planting would rest with the Parish Council in perpetuity and in this respect the Parish Council's attention was drawn to the obligations placed upon it by sub-sections 1,6 and Section 96 of the Highways Act 1980.
- Once the recommended works had been completed, the County Council Arboricultural Officer would inspect the work, and if this was approved Lancashire County Council would send the Parish Council a Section 96(4) of the Highways Act 1980, license which may incur a financial charge.

RESOLVED – (1) That the report be noted.

(2) That the expenditure approved by the Parish Clerk, 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) and Microsoft 365 Personal - £59.99 in accordance with Standing Order 16.2 be noted.

(3) That the Parish Council support the experimental traffic order to make Chancery Road one way and allow parking down one side of the road for the Queen's Platinum Jubilee Picnic in the Park on Sunday 5 June 2022.

(4) That the success of the experimental traffic order be reviewed by Chorley Borough Council and the Parish Council prior to the Chorley Flower Show at the end of July 2022.

(5) If successful, Lancashire County Council be requested to approve a similar traffic order to be in place for the Annual Bonfire and Fireworks.

(6) It was essential that there were sufficient, well-trained stewards in place at the entrance to Chancery Road and the Park and Ride facilities should continue to be promoted as the preferred way to travel to the events.

(7) Enforcement arrangements should be in place in relation to drivers who fail to park were directed by Stewards along Chancery Road.

(8) The Shared Service Lead - Communications and Visitor Economy (Chorley Borough Council) be requested to include with the letter to residents of Astley Village a permit to allow them to access the area around Hallgate to ensure there is no detrimental effect on the businesses in this area.

(9) The Parish Clerk be requested to seek the support of Chorley Borough Council to the introduction of no waiting at any time restrictions on Hallgate.

(10) To make a grant of £264 to Friends of Astley Park to create a path skirting the edge of Dog Trap Wood as described in the application.

(11) To make a grant of £500 to the Buckshaw Primary School Art/History Project as described in the application.

304.12 Statutory Business

(i) Co-option to the Parish Council Vacancy

No applications had been received for the three vacancies on the Parish Council.

RESOLVED –The Parish Clerk be requested to extend the deadline for expressions of interest in relation to the current vacancies to Sunday 26 June 2022 to enable any applications to be considered at the next meeting of the Parish Council.

(ii) Planning Issues Relevant to the Village

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

- 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.

RESOLVED – That the report be noted.

304.13 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 25 April 2022.

RESOLVED – (1) That the financial position be noted.

(2) That the details of the previous Parish Clerk (Ms Debra Platt) be removed from the Unify Credit Union Limited Deposit Account and replaced with the present Parish Clerk and Financial Responsible Officer (Mr Craig Ainsworth).

(ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 May 2022 and 30 June 2022 as follows:

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

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

(iii) Spend Against Budget Headings

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

It was suggested that as part of the West Way Sports Hub - Phase 2 (New Play Area and Work to Pathways at the Site) there was a need for at least two benches' parents to sit on. It was suggested that if these were not already included in the proposed scheme, the Parish Council should provide them.

It was proposed that additional benches (8 to 10) be provided elsewhere in the Village at suitable points on other roads or by footpaths and that residents views on suitable locations could be canvased via the Winter Parish Newsletter.

RESOLVED – (1) That the report be noted.

(2) That The Parish Clerk be requested to confirm with Chorley Borough Council that benches would be incorporated into the new play area at the West way Sports Hub.

(3) That £7,000 be allocated to provide additional benches within Astley Village to be funded from the General Reserve.

(4) That residents' views on suitable locations in the Village at suitable points on other roads or by footpaths be canvased via the Winter Parish Newsletter.

(5) That the budget for Improving Community Engagement and Raising the Profile of the Parish Council (03-14) be increased from £500 to £1,500 to be funded from the General Reserve.

(6) That the Parish Clerk be requested to write to Chorley Borough Council inviting suggestions on how the grant of £2,000 towards the renovation of Astley Hall could be used.

(iv) Internal Auditors Report and Statement of Accounts for 2021/22

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

(v) Annual Governance Statement 2021/22

RESOLVED – As the members of Astley Village Parish Council we acknowledge our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Yes	No	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<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
			✓

(vi) Annual Return for the Financial Year 2021/22

It was noted that the Parish Clerk and Responsible Financial Officer had certified that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return had been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

RESOLVED – That the following Accounting Statements 2021/22 for Astley Village Parish Council be approved as follows:

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	53,427	59,912	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 or Rates and Levies	20,689	20,794	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5,719	5,817	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,251	6,277	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 authority's borrowings (if any).
6. (-) All other payments	14,627	6,777	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	59,912	73,469	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	59,912	73,469	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 and assets	31,377	24,878	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure of Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

304.14 Report of the Village Development Working Group

The Chair of the Working Group (Councillor Chris Sheldon) reported that the Working Group had not met since the last Parish Council Meeting.

304.15 Report of the General Purposes Working Group

The Chair of the Working Group (Councillor Arnold Almond) reported that 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:

- Councillor John McAndrew had suggested the Parish Council approach the School Caretaker and agreed to speak to him, regarding his interest in the Parish Council calling on him for assistance with jobs that come up on Astley Village

- Councillors John McAndrew and Arnold Almond would resurrect the discussions regarding inserts to the Gateway Signs, previously agreed in 2021 but not actioned.

In addition, it had been agreed to place an order with White Hill Direct Ltd to (i) purchase an outdoor dual door noticeboard to display 9 sheets of A4 per window (case dimensions 1050 x 1400 x 30mm) painted green finish RAL 6005 at a cost of £679 (ex-vat) and (ii) construct steel sub frame to connect to existing posts and support new case (steel subframe powder coated and welded sections in green finish RAL 6005) to bolt to the existing posts on the existing Millennium noticeboard at a cost of £250 (ex-vat).

It was hoped that the work would be completed within the next 3-4 weeks.

RESOLVED – That the report be noted.

304.16 Newsletter

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

It was noted that it was hoped the newsletter would be printed the week commencing Monday 9 May 2022 and distributed before the end of May 2022.

RESOLVED – That the report be noted.

304.17 Annual Council Work Programme - Scheduled Items

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

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

304.18 Environment Reports

The following issues were raised:

- Concern was expressed at the standard of the carriageway repairs undertaken near the roundabout at the entrance to Astley Village and noted that the repairs did not appear to be of the same standard as adjacent areas.
- There had been reports of anti-social behaviour in the vicinity of Buckshaw Close and the situation had been reported to the Police.

304.19 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 16 March 2022. A copy of the agenda for the held on 31 16 March 2022 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 and Planning Inspectorate had now dismissed the appeal.

Neighbourhood Area Meeting (NW Parishes and Chorley 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. A copy of the minutes from the meeting held on 31 January 2022 had been circulated with the Summons. The next meeting was scheduled to take place on Wednesday, 29 June 2022.

RESOLVED – (1) That the reports be noted.

(2) At the next Chorley Liaison, the Chair be requested to raise the Parish Council's concern at the difficulties being experienced by Parish Councillors in contacting Council Officers.

304.20 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 304.11).

The Parish Clerk reported that Places for People had requested the Parish Council enquiring whether any litter campaigns were being considered as there had been reports of issues near Great Meadow.

RESOLVED – That Councillors Keith Ashton and John McAndrew be requested to respond to Places for People on behalf of the Parish Council.

304.21 Date of Next Meeting

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

The meeting concluded at 9.05 pm.

Chair



Astley Village Parish Council

Title	Parish Clerk Report					
Report of	Parish Clerk & Responsible Financial Officer					
Date	6 July 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>Experimental Traffic order To Make Chancery Road One Way That the Parish Council supported the experimental traffic order to make Chancery Road one way and allow parking down one side of the road for the Queen’s Platinum Jubilee Picnic in the Park on Sunday 5 June 2022 but agreed that the success of the experimental traffic order be reviewed by Chorley Borough Council and the Parish Council prior to the Chorley Flower Show at the end of July 2022.</p> <p>Mr. Andrew Daniels (Shared Service Lead - Communications and Visitor Economy) has sought feedback from the Parish Council following the trial one-way system in place road for the Queen’s Platinum Jubilee Picnic in the Park on Sunday 5 June 2022. Chorley Borough Council had noted a few improvements required, particularly the signage on approach to the end of Chancery Road where access was prohibited. Following consultation with Parish Councillors, the consensus was that on the whole it seemed to work well, and the arrangements should be repeated for future events.</p> <p>I have sought the support of Chorley Borough Council to the introduction of no waiting at any time restrictions on Hallgate.</p> <p>Community Grants The community grant of £264 to Friends of Astley Park to create a path skirting the edge of Dog Trap Wood and the grant of £500 to the Buckshaw Primary School Art/History Project have been paid.</p>						

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

Chorley Borough Council have confirmed that benches will be incorporated into the new play area at the West way Sports Hub and are included in the tender specification.

Astley Hall

Following correspondence with Chorley Borough Council requesting suggestions on how the grant of £2,000 towards the renovation of Astley Hall could be utilised. The following response has been received:

“Astley Hall recently (and for the first time in our history as an art gallery), purchased a painting at auction. It is that of Lady Susannah’s mother, also Susannah Brooke as a child. The painting cost the Hall and Council £1,035 in total but it is in considerable disrepair. The Friends of Astley Hall are interested in helping us raise funds for its restoration but a donation from you would go a considerable way to stabilising this historic piece of work so that we can display it within the Hall. Please find attached an image of the painting and an estimate from the Lancashire Conservation Studios for the restoration of the painting. I appreciate that this isn’t part of the restoration work but we are also tasked with enhancing the visitor experience and I believe that a donation would be better suited to the preservation of the artefacts within the building rather than just an element of the building work. Astley Hall receives £2,500 per annum for the care of exhibits and so any assistance with conservation is very much appreciated”.

Remembrance Community Garden in Astley Village

A resident of Astley Village and ex-Teacher and Garden Designer has contacted the Parish Council regarding the plans to develop a Community Remembrance Garden in the village and offering assistance. This is being followed up by Councillors Almond and Sheldon.

Planters

The planters have been weeded, tided and replanted.

Fingerpost Signs

Chorley Borough Council have confirmed that they are finalising the draft licence including drawing up the official OS plans and issuing the invoice for £100 for the drafting of the licence. for the following two locations (you will recall that it was agreed not to proceed with location 1):

- Location 2 - Chancery Road (near the subway) to the new West Way Sports Hub (on the shop side at the corner of Ravensthorpe).
- Location 3 - Judeland Wood to Astley Park.

Trees

The works identified by Lancashire County Council’s Arboricultural Officer in the report “Chancery Road. Astley Village Tree planting review” have now been completed by Everglades Nursery and this has been confirmed to Lancashire County Council.

Lancashire County Council have confirmed that they are in the process of cataloguing the trees as these all have to be registered with our Asset Management on a location plan to identify each tree and position where they are located. The license will be sent to the Parish Council by the end of the week commencing 20 June 2022.

The five trees on the Green at the shops have been removed and the land made good.

Chorley Flower Show

An update will be provided by Councillor Barraclough at the meeting.

Wildflower Meadow Programme 2022

Mr Chris Walmsley, Streetscene Services Manager (Chorley Borough Council) has confirmed that the actions described below have been completed:

The preparation has been undertaken in line with what was agreed and where the ground had been prepared under the tree canopies, this has been reseed back to grass as required.

Following the removal of some of the trees along Chancery Road by Lancashire County Council, some of the failed areas from last year will now have enough light to be successful this year.

Refurbishment of the Millennium Notice Board

White Hill Direct Ltd have confirmed that the new notice board will be installed during the week commencing 27 June 2022.

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 will be prepared for inclusion in the Winter Newsletter.

Nature Reserve and Wildlife Educational Project

A meeting took place with the Outdoor Play Co-ordinator and Forrest School Co-ordinator at Buckshaw Primary School and Lindsey Blackstock, Open Space Strategy Officer (Chorley Borough Council) on Wednesday 11 May 2022 to discuss working in partnership with Chorley Borough Council and the Parish Council to refurbish the Nature Reserve. An update will be provided by Councillor Barraclough at the meeting.

Leasing of the Grass Pitches to Astley and Buckshaw Junior Football Club

The Parish Council will recall that at the January 2022 meeting it was agreed "that the Parish Council are concerned that Astley and Buckshaw Junior Football Club appear to have exclusive use of football pitches in the local area and if this is the case, the Parish Council should make representations to protect the interests of young people living in Astley Village in terms of their needs and access to these football pitch facilities".

Chorley Borough Council responded by noting the concerns of the Parish Council regarding the potential leasing of the grass pitches to Astley and Buckshaw Junior Football Club (ABJFC). They confirmed that further work needed to be done in terms of grass pitch lease/license/hire negotiations in order to agree principles acceptable to all stakeholders and that once a draft model for use and maintenance of the grass pitches had been agreed it would be shared with the Parish Council for comment.

Simon Forster, Open Space Strategy Officer at Chorley Borough Council has now provided the following update:

"Chorley Council have undertaken a considerable amount of work alongside ABJFC over the last 3 months to develop a lease model which satisfies the current and future aspirations

of both Chorley Council and ABJFC along with the need for local residents to continue to be able to access the grass pitches.

Chorley Borough Council are keen to reassure the Parish Council the lease model has a number of advantages and will maintain public access. I have set out a number of points relating to the proposed lease below:

- Chorley Council's Grounds Maintenance team are unable to provide the ongoing level of maintenance required to justify the investments which have been made in the grass pitches in terms of primary & secondary drainage systems and playing surface.
- ABJFC have the ability to use volunteers to undertake the additional specific maintenance required to keep the pitches in peak condition throughout the playing season allowing for a financially sustainable long term maintenance model.
- The long-term leasing of the pitches to ABJFC allows the club, as a voluntary organisation, to access grant funding from Lancashire FA not available to the Council for machinery and goalposts to maintain the highest quality pitch provision on the site.
- Provisions within the lease will ensure that local residents continue to be able to use the playing fields – with restrictions on the use of the pitches themselves during training and matches. This arrangement is the same for all playing fields across the borough which are hired for individual matches and training sessions (such as Astley Park pitches) or those that are leased to individual clubs. At the moment ABJFC envisage some form of training on the pitches between 6pm and 8.30pm during the football season when the light conditions allow. Mondays and Tuesdays will be the regular days for training sessions and Wednesday to Friday will see lighter use. This evening use will be limited to the spring and autumn evenings as there is no floodlighting of the grass pitch areas so winter evening play will not be possible. There will also be matches played on the pitches on Saturdays and Sundays throughout the football season. The specific wording within the lease shall be as follows: The Tenant will have possession of the premises during matches and training sessions but will permit the Landlord and/or their agents and members of the public access at all other times."

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

- 1st Euxton Scouts, Delivery of Spring Newsletter - £81.25.
- Chorley Borough Council, Room Hire (Community Centre) - £32.40.
- Vista Print, Chorley Flower Promotion Items - £201.68*
- Printwise, Printing of Spring Newsletter - £590.00.
- Hartwood Maintenance, Maintenance of Planters - £280.00.
- SLCC, Annual Membership Fee - £112.
- Internal Auditors Fee - £75.

*The Parish Council subsequently received a refund of £52.18 making the total £149.50 (excluding VAT).

Action required by the Parish Council

To note the report.

Responses to the Consultation on the Proposed Remembrance Community Garden in Astley Village

“Thank you for including the article on this in the Parish Newsletter that was recently delivered. It invites input and I would like to provide some.

I do think the proposal to improve the green space opposite Hall Gate and so increase its use and value to the community deserves great encouragement.

Unfortunately, I find the more detailed suggestions of how to do so muddled in concept and potentially counter-productive if acted upon. My overall concern is that the wider aim of a ‘garden’ space for all to reflect in risks being dominated, or even excluded, by the more specific War Memorial proposal mentioned in the Chair’s Report. It is true that Astley Village does not have its own War Memorial or Community Memorial Garden. The lack of the former seems likely to be a direct consequence of the area still being farm fields long after the end of WW II. I don’t know where I could find out how many residents of Astley Village have served or died in subsequent conflicts, 20 of which (both wars and other events including the Northern Ireland ‘troubles’) have permanent reference at the Cenotaph. I am aware that other causes of various types of mental distress that should not be forgotten probably affect more current residents. From the legacy of the pandemic, both deaths and chronic ill health, to the doubtless continuing domestic violence, child abuse and elder abuse within the area there are multiple strong reasons that a very local, comfortable outdoor space to visit and reflect in or indeed simply socialise at, an important part of most people’s mental wellbeing, would be a community asset.

Astley Village’s ‘Green’ was rather oddly placed at its northern extremity by the planners 50 years ago and to improve use of the smaller, central space now would make a great deal of belated sense. If the aim of wider community use is to be achieved I think it should accommodate different types of people using it for varied purposes at different times of the day or week. Its proximity to the school means that it will have the presence of a specific group of potential users twice a day in term time – very different to those who may be there in the middle of the day, evenings, or weekends. To create a War Memorial there risks excluding, or at least exposing to criticism, social behaviour that ought to be encouraged as legitimate. Alternatively, any markers of remembrance could become effectively ignored most of the time. The Cenotaph in Astley Park, with its adjacent small memorial to the Chorley Pals, is within a mile of most of the village. Much closer is the Park’s walled garden where the presence of a soldier sculpted in stone prompts remembrance of war for the vast majority of the year, though at other times public leisure events dominate the space.

I suspect the two cannons pointing in its general direction have quite varied effects on different individuals’ thoughts. Just as close, the Evader’s Garden offers the opportunity for further prompts to reflect on the effects of war. For those who are aware the existence of Astley Park itself along with its town centre gates, through which it is only a short distance to the Chorley Pals Memorial, is an enduring reminder of how the Great War changed Chorley in many ways. In summary I hope the Parish Council’s plan to improve the use of the area opposite Hall Gate can be implemented but urge that it is suitable for general use in a way that potentially contributes to the wellbeing of as wide a spectrum of local people as possible.

Though I understand the motivation for remembrance of and its importance I think it would be counterproductive for that to be that dominant theme and that military remembrance in particular is very well provided for already on a far more local basis than it is for most of the country's population."

Resident of Judeland

Subsequent response

"Thanks, Craig.

I am entirely happy that the Parish Council does as it sees fit, but just wanted my perspective included. I'm sure others would have different ones. I can see that the article didn't say a war memorial was intended but there are a lot of references to reminders of military conflict in the texts. Unfortunately, I know I won't be able to be at the meeting on 6th July, so did describe my view at some length.

Kind regards"

"Hello

I have just read the article in the village Newsletter. As a resident of the village, an ex-Teacher and Garden Designer, I was very interested in the councils plans to develop a Community Remembrance Garden in the village.

If you could supply me with the measurements of the area to be used, the 'Brief 'for the garden and budget, I may be able to help. I also need to know which of the items of hard landscaping have definitely already been decided and their proposed locations. If the Parish Council have to agree an outline plan by the end of June, this does not allow much time for residents to offer a big input.

Thank you.

Jan Sanderson"

Other Feedback Received from the Spring Newsletter

"Hi,

I read the recent AVPC newsletter, May, with great interest.

I always look forward to reading it to catch up on what is happening in the community.

What interested me the most was the article on Astley Village Development Plan, in particular the wildlife corridors. Whilst I see the need for them to encourage wildlife, what I don't understand is why the dandelions are allowed to grow so abundantly.

If the front cover picture has been taken a few weeks later it would have been awash with dandelion seed heads, rather than daffodils. Dandelions are the scourge of gardeners and can ruin a perfectly kept lawn. I have never seen so many in one area.

With each plant producing on average 10 flowers, and each flower producing approx. 150-200 seeds per head, that is a lot of weeds.

Chorley Council must be aware of that. I appreciate that they removed some of the larger docks, they should have done the same with the dandelions before they formed into seed heads.

There are going to be lot of people battling to remove them from their gardens next year.

Can AVPC put a bit of pressure on CC to also remove the dandelions next time. No body like them, nobody wants them.

Regards”

“Good morning,

My wife and I have just read the Spring 2022 edition of the Astley Village Newsletter. We enjoyed doing so!

We have lived on The Farthings since our house was built in February 1980. I think our cul-de-sac may have been the last part of the Astley Village development.

We are quite happy to remain in Astley Village. We consider it to be a rather good place to be.

The Village Newsletter is just one of the attributes of being a resident of the village.

So, thank you for being Chair and all that entails and the council’s work.

Kind regards”

Astley Village Parish Council

Title	Planning Issues Relevant to the Village					
Report of	Parish Clerk					
Date	6 July 2022					
Type of Paper	Decision	X	Discussion		Information	
Purpose of Report To consider any planning issues relevant to the village.						
Key Issues <p>The Parish Council has been consulted on the following planning applications received by Chorley Borough Council for:</p> <ul style="list-style-type: none"> the replacement and raising of roof, rear dormer and front roof lights at 3 Long Copse, Astley Village, Chorley PR7 1TH (Reference: 22/00634/FULHH). The deadline for any representations is 8 July 2022. front two storey gabled porch, single storey rear extension and internal alterations at 38 Merefield, Astley Village, Chorley, PR7 1UR (Reference: 22/00668/FULHH). The deadline for any representations is 19 July 2022. 						
Action required by the Parish Council To consider whether to make any representations on the above planning applications.						

FINANCIAL POSITION - SUMMARY 6 July 2022

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

Financial Year 2022/23 (1 April 2022 to 31 March 2023)			£
Receipts and Expenditure Account			
Receipts			
Precepts			20,397.00
Grant			3,877.00
Refunds			52.18
Other			-
Bank Interest (Barclays)			6.96
Bank Interest (Unify Credit Union)			-
Advertisements			-
VAT on Receipts/Recovered			942.69
Total Receipts			25,275.83
Expenditure Total			
			6,625.26
Income & Expenditure Reconciliation			
Balance Brought Forward at 1 April 2022			84,345.11
Add: total receipts to date		+	25,275.83
Less: total expenditure to date		-	6,625.26
Balance			102,995.68
Bank Reconciliation			
Community Account (chequeing account)	29/06/22	+	1,500.00
Business Premium Account	29/06/22	+	97,229.58
Unify Credit Union deposit	01/04/22		5,384.72
Less unrepresented cheques/ET/SO		-	1,118.62
Plus uncleared credits		+	
			102,995.68
	Unrepresented cheques/SO/Payments		
	July/August		1118.62
			1118.62
	Uncleared Incomes		
			0.00

AGENDA ITEM 9(ii)

PAYMENTS TO BE APPROVED

July/August 2022

Date	Creditor	Description	Cheque No	Total	Vat	Net
08/07/22	Employee 4	Reimbursements (May 2022)	EB	54.25		54.25
08/07/22	Employee 4	Reimbursements (June 2022)	EB	38.50		38.50
01/07/22	Easy Web Sites	Monthly rental	DD	62.40	10.40	52.00
23/07/22	Zoom	Zoom Subscription (July 2022)	EB	14.39	2.40	11.99
15/07/22	Employee 2	Salary (July 2022)	EB	82.33		82.33
15/07/22	Employee 4	Salary (July 2022)	EB	313.00		313.00
15/07/22	HMRC	Tax (July 2022)	EB	7.03		7.03
01/08/22	Easy Web Sites	Monthly rental	DD	62.40	10.40	52.00
23/08/22	Zoom	Zoom Subscription (August 2022)	EB	14.39	2.40	11.99
15/08/22	Employee 2	Salary (August 2022)	EB	82.33		82.33
15/08/22	Employee 4	Salary (August 2022)	EB	310.20		310.20
15/08/22	HMRC	Tax (August 2022)	EB	77.40		77.40
				1,118.62	25.60	1,093.02

BUDGET REPORT – 6 July 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	86.95		113.05
	01-2	Office/Sundry	1,000.00	182.74		817.26
	01-3	Insurance	450.00	449.54		0.46
	01-4	Auditors/Accounts	300.00	75.00		225.00
	01-5	Election/By-Election/Polls	5,000.00	-		5,000.00
	01-6	Employee Costs (Salary, Training etc.)	6,500.00	2,387.26		4,112.74
	01-7	Employee Contingency	2,000.00	-		2,000.00
	01-8	IT/Website	1,000.00	260.00		740.00
02 - COUNCIL	02-1	Newsletter/Publications	1,500.00	671.25		828.75
	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	764.00		236.00
03 - VILLAGE DEVELOPMENT PLAN	03-1	Lighting of Christmas Tree/Christmas Carol Singing	800.00	245.00		555.00
	03-2	Village Improvements (Additional Seating)	7,000.00	-		7,000.00
	03-3	Improve Village Centre & Enhance Village Green	1,000.00	-		1,000.00
	03-4	Planter Scheme (including maintenance)	700.00	280.00		420.00
	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	1,500.00	912.58		587.42
04 - GENERAL RESERVE	04	General Reserve	31,113.77	-		31,113.77
Balance Carried Forward from 2021/22	84,318.49					
TOTALS			109,563.77	6,314.32	-	103,249.45
VAT to be Recovered		£310.94				
Total Spend to Date				6,625.26		

ASTLEY VILLAGE PARISH COUNCIL

ASSET REGISTER

Date purchased/ acquired	Asset description	Asset stored	Purchase Value/Est'd Value £	Insurance Value £ (Excess £250)
Street Furniture £21,261.26				
Prior to 2002	Millenium Noticeboard	Installed at junction of Chancery Road and Hallgate (estimated purchase value)	£500	£1,500
01 July 2005	Ornamental Village Entry Signs made of ironwork	Installed one at each boundary of the village on Chancery Road	£500	£550
01 July 2005	Bike hoops	Installed adjacent to the shop area	£200	£250
01 October 2005	Noticeboard	Installed on the wall in the shopping centre	£355	£380
01 June 2011	Two seats, made of recyclate material	Land adjacent to the School, Chancery Road	£768	£1,200
01 September 2011	Information board	Land adjacent to the School, Chancery Road	£1,500	£1,500
01 November 2011	Four planters made of recyclate material	Positioned around village	£1,548	£1,548
04 July 1905	Oak tree for Queens Diamond Jubilee	On land adjacent to the school, Chancery Road	£48	£250
04 July 1905	10 Queens Diamond Jubilee plaques	Plaques attached to: 6 planters, 1 tree, 3 seats	£210	£500
01 March 2012	Seat made of recyclate material	Beside bus stop, Chancery Road	£446	£600
01 November 2012	Living Christmas Tree	Land adjacent Chancery Road, in front of shops	£350	£600
01 October 2013	Two planters made of recyclate material	Positioned around village	£648	£650
01 November 2013	Metal fence sections which attach together	Around the Christmas tree	£200	£550
01 November 2014	Seat made of recyclate material and Planter	Seat at bus stop next to Great Meadow Planter on Chancery opposite Broadfields entrance	£893	£1,200
01 July 2015	Seat made of recyclate material x 1	Bus stop Chancery Road, opposite Buckshaw Hall Road (on Derian side)	£591	£600
01 March 2016	Plaques for seats x	Installed on seats around the village	£264	£264
01 July 2016	Seat made of recyclate material x3	Bus stop at Buckshaw Hall Close Bus stop at school	£1,620	£1,800
01 November 2016	Seat made of recyclate material x 1	Bus stop at Great Meadow Bus stop Chancery Road between Studfold and Long Croft Meadow	£522	£600
01 September 2017	Seat made of recyclate material x 3	Bus stop Chancery Road Broadfields (school side) Bus stop Chancery Road between Wymundsley & Judeland (school side) In front of pharmacy village centre	£1,731	£1,800
01 May 2018	Seat made of recyclate material x 1	Bus stop at Ravensthorpe	£535	£600
01 January 2019	Stone Planters	One at West Way entrance, one in centre	£3,350	£4,000
01 January 2020	Christmas Tree Light sets	Used on Christmas Tree in December	£390	£400
Totals			£17,169	£21,342
Mowers & Machinery £5,150.00				
01 July 2019	Two solar speed identification devices	Installed: one near Wymundsley and one opposite Buckshaw Hall Close	£6,800	£7,000
Totals			£6,800	£7,000
Office Equipment £540.75				
01 February 2016	Lap top computer	Clerk's office	£457	£525
01 September 2020	Mobile Filing Trolley	Kept at the Clerks Home Address	£134	£134
01 September 2020	Kyocera M5526CDW Printer	Kept at the Clerks Home Address	£318.00	£318.00
Totals			£909	£977

MINUTES OF CHORLEY LIAISON

MEETING DATE **Wednesday, 16 March 2022**

MEMBERS PRESENT: Councillor Gordon France (Chair), Councillor Kim Snape (Chorley Rural East Division, Lancashire County Council) (Vice-Chair),
Lancashire County Councillors: Julia Berry and Aidy Riggott,
Chorley Borough Councillors: Alistair Bradley, Debra Platt, Alan Platt and Aaron Beaver
Town and Parish Councillors: Ian Horsfield, Karen Wait, Katrina Reed, Terry Dickenson, Colin Evans, Arnold Almond, Tim Blackburn and Craig Ainsworth

OFFICERS: Jennifer Mullin (Director of Communities), Coral Astbury (Democratic and Member Services Officer), Zoe Whiteside (Service Lead – Spatial Planning) and Sally Green (Climate Change Programme Officer)

APOLOGIES: Chorley Borough Councillors: Sam Chapman Town and Parish Councillors: Katie Hardman (Anglezarke) and Alan Whittaker (Heskin)

22.18 Welcome by the Chair

The Chair welcomed everyone to the meeting.

22.19 Minutes of meeting Wednesday, 19 January 2022 of Chorley Liaison

The Chair provided an update on actions from the last meeting and advised that a letter had been written to County Councillor Jayne Rear regarding Southlands High School, no response had yet been received.

A response had been received from County Councillor Edwards in relation to the costs of hanging baskets on lamp posts. The Chair explained that it was a generic letter and did not answer the questions which the Parishes had asked, an additional letter would be written requesting relevant answers.

The minutes were agreed as a correct record.

22.20 Climate Change Presentation

Sally Green (Climate Change Programme Officer) delivered a short presentation which provided an update on the public consultation of the climate change strategy.

In response to a question, the Climate Change Programme Officer confirmed that joint responses would be welcomed.

The Chair thanked Sally for her attendance and presentation.

22.21 Dial-a-Ride Presentation

Tracy Keating, on behalf of Dial-A-Ride, attended the meeting and gave a short presentation. Tracy explained the background of Dial-a-Ride and explained that they aimed to provide transport to those who did not have their own transport and could not access public transport.

Tracy explained that they had started a community car service where volunteers would take people to services, such as medical appointments that dial-a-ride could not do. Currently they only had two volunteers with a third volunteer pending the results of a DBS check.

Councillor Berry asked members if they could give dial-a-ride some publicity and requested that Parish Councils discuss how they could connect.

It was acknowledged by members that without the dial-a-ride service some vulnerable individuals would be isolated and unable to get out of their home.

The Chair thanked Tracy for her attendance and presentation.

22.22 Questions from Members of the Liaison and the public

Terry Dickenson (Wheelton) asked if the group could write a letter to the Boundary Commission outlining their concerns on the proposed parliamentary review.

A discussion was held and it was agreed that Chorley Liaison was not the correct forum for submitting a response to the Boundary Commission as there would always be a difference in opinion from those who were proposed to be taken out of the constituency and those who are proposed to come back in.

The Leader of the Council, Councillor Bradley advised Terry that he could re-draft the proposed boundary and submit it to the Boundary Commission as an alternative proposal.

Councillor Bradley explained that a motion had already been put forward by the Council requesting the commission respect cultural links to the town and borough. At the second round of consultation the Council would further reinforce it's position.

22.23 Items for Future Meetings

This was noted.

22.24 Any urgent business previously agreed with the Chair

There was no any other business.

Chair

Date

Neighbourhood Area Meeting; NW Parishes and Chorley North

Wednesday, 29th June 2022, 6.30 pm

Council Chamber, Town Hall, Market Street, Chorley or Microsoft Teams

Agenda

- | | |
|--|---------------|
| 1 Appointment of Chair | (Pages 3 - 4) |
| <p>To appoint a Chair for the remainder of the municipal year 2022-23.</p> <p>The terms of reference for Neighbourhood Area Meetings are attached for information.</p> | |
| 2 Welcome and Introduction | |
| 3 Apologies for Absence | |
| 4 Minutes of meeting Monday, 31 January 2022 of Neighbourhood Area Meeting; NW Parishes and Chorley North | (Pages 5 - 8) |
| <p>Minutes of the meeting held on 31 January 2022 attached for approval.</p> | |
| 5 Northwest Parishes and Chorley North - 2021/22 Neighbourhood Priorities Update | (To Follow) |
| <p>Report to follow.</p> | |
| 6 Northwest Parishes and Chorley North - 2022/23 Neighbourhood Priorities Update | (To Follow) |
| <p>Report to follow.</p> | |
| 7 Any other business | |
| 8 Date of next meeting | |
| <p>The next meeting will be held on Thursday, 9 February 2022 at 6.30pm.</p> | |

Gary Hall
Chief Executive

Electronic agendas sent to Members of the Neighbourhood Area Meeting; NW Parishes and Chorley North.

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

Meeting contact clare.gornall@chorley.gov.uk on or email

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Neighbourhood Working in Chorley

Neighbourhood Area Meetings

Rules of Engagement

Following the review of neighbourhood working in Chorley the constitution of the twice yearly neighbourhood area meetings has been revised and will be as follows.

1. **Representation:** this will extend from just Chorley Council Ward Member representation at present, to include Parish Councils and County Councillors. Membership will therefore be made up of:
 - The relevant Chorley Council Ward Members for the neighbourhood area
 - The relevant divisional County Councillors for each neighbourhood area
 - Parish Councils within each neighbourhood area are asked to each nominate one serving Parish Councillor who will represent their Parish at neighbourhood meetingsIn un-parished neighbourhood areas, representation from key community groups and organisations can be co-opted to the meeting to assist the priority setting for the neighbourhood where appropriate.
2. **Decision Making:** decisions taken by the meeting will be by consensus with the expectation that voting should not be a requirement. Decisions on neighbourhood priorities and funding will require Executive Cabinet approval.
3. **Leadership:** Each neighbourhood area meeting will nominate a Chorley Council Ward Member to chair meetings.
4. **Purpose:** Each neighbourhood area will have the main task of determining three priority work streams/projects for the neighbourhood area for a 12 month period. Such projects/work streams will need to be achievable rather than aspirational and within the capacity and influence of the Council together with partner agencies and community groups where appropriate.
5. **Agenda for meetings:** the meeting agenda will be limited to discussion on neighbourhood area priorities and delivery of the actions that arise from those priorities.
6. **Meetings:** meetings will be held twice a year at Chorley Town Hall, probably in January/February and then in June/July. They will be supported by officers but will not be open to the public to attend.
7. **Communications:** Communications, including agenda and any correspondence relating to meetings will be predominantly by email to Ward Councillors, County Councillors, and Parish Councillors for each neighbourhood area. General communications will often be through intheboro, the Council's monthly electronic bulletin for councillors, parish and partner representatives.

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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 2021 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 Sherwood)
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