



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 September 2023** at 6.30 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. Events/One way system on Chancery Road- Astley Walled Gardeners Apple Day at Astley Hall.

Mr Dave Goulden, Vice Chairman from the Astley Walled Gardeners and Caroline Scott, Museum Officer (Exhibitions and Events), Chorley Borough Council to attend the meeting to present a proposal to introduce a Events/One way system on Chancery Road, for the Astley Walled Gardeners Apple Day at Astley Hall on the 24 September 2023.

6. Minutes

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 5 July 2022. (Enclosed).

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 Internal Audit Plan (Enclosed).
- v. To review of Effectiveness of the System of Internal Audit (Enclosed).
- vi. To review Financial Risk Assessment (Enclosed).
- vii. To receive the External Auditor Report (Enclosed).

10. Winter Newsletter 2023

The Parish Clerk to report at the meeting.

11. Chorley Flower Show 2023

Councillor Emma Barraclough to report at the meeting.

12. Christmas Event 2023

The Parish Clerk to report at the meeting.

13. Environment Reports

To receive a verbal update at the meeting.

14. Reports from Parish Council representatives on Other Bodies

- Chorley Liaison (held on 19 July 2023) (Agenda and Key Papers Enclosed) – Councillor Gillian Sharples.
- Neighbourhood Area Meeting (NW Parishes and Chorley North) held on 4 July 2023 – Councillor Gillian Sharples.

15. Correspondence

The Clerk to report at the meeting.

16. Matters for information

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

17. Dates of Future Meetings

To note that the next meeting of the Parish Council will take place on Wednesday 1 November 2023 at 6.30 pm.

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

- Wednesday 1 November 2023
- Wednesday 3 January 2024
- Wednesday 6 March 2024 at the rise of the Parish Meeting
- 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



29 August 2023



Astley Village Parish Council

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 September 2023					
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> <ul style="list-style-type: none"> • After July's meeting action was immediately taken regarding the Hallgate/Chancery Road pedestrian crossing. On 6 July 2023, Lancashire County Council was contacted regarding the trees and visibility. On the 7 July 2023, officers went to inspect the area to ascertain the issues. The Streetscene team cut back the grass that they seemed appropriate as to improve visibility at the crossing. This grass cutting will be maintained at a three-week period. • A discussion was had with Lindsay Blackstock regarding the knee fencing that was due to be installed at the Foxcote Play Area. The work remained outstanding and it was thought necessary that the proposed works be revised. A decision was made that a better option would be to increase the signage adding to the existing no dogs in the play area sign. • The play area at West Way Sports Hub was officially opened on Friday 14 July 2023. It is being well used and we have had lots of good comments from residents. We requested that the original small litter bin be replaced by a larger one. It was agreed that 2 120 Litre bins would put in its place. • This year's flower show was a huge success again. The weather was kind and attendance figure were high. A one-way system was put into place along Chancery Road & resident feedback was positive. • Despite the pouring rain the community skip day on Saturday 22 July went ahead. There was a steady turn out. This was a joint initiative with Places for People and Chorley Borough Council. 						

- Following on from the success of last year, the firework display will again be an animal friendly event.
- We plan to meet with Places for People again in September 2023. They have informed us that they have planted wildflowers around spaces near to their properties.
- Regarding planting at the reflection garden. We have been informed by Lindsey Blackstock that all of the budget from the Neighbourhood Priority Project was spent on the hard landscaping, tree and benches. There was no remaining budget. Should any be allocated in the future, there needs to be a formal agreement about who maintains the planter and plants with Streetscene before anything is taken forward.
- At the beginning of August 2023, we were made aware of a piece of artwork inside the Chancery Road underpass. After an inspection it was deemed to be a memorial and not graffiti. Therefore, a decision was made not to remove it.
- On 1 August 2023 travellers moved onto Astley Park car park. Recognising their UK ethnic minority status, the council's due process dealt with this matter.
- On the evening of the 7 August 2023, at the invite of a representative of Astley & Buckshaw Junior Football Club, we visited West Way Sports Hub. Numerous issues were discussed including funding, a refreshment area, ongoing plans and present agreement issues.
- On the 10 August 2023, the footpath works from Buckshaw School to Clough Acre began. This project was financed by Neighbourhood Priority Funding and has now been completed.

Action required by the Parish Council

To note the report.



Astley Village Parish Council

Title	Borough/County Councillor Reports					
Report of	County Councillor Aidy Riggott (Euxton, Buckshaw & Astley) - Lancashire County Council					
Date	6 September 2023					
Type of Paper	Decision		Discussion		Information	X
Purpose of Report						
To consider a report from the County Councillor for Astley Village (Lancashire County Council)						
Key Issues						
<p>Over the last few weeks I have been supporting residents impacted by the parking relating to events held at Brookfields Sports Facility off Chancery Fields (in Euxton). I have visited the village on the days of the events and have sought advice from Lancashire County Council on what powers exist to manage the situation, which can be summarised as:</p> <p>No TTRO (Temporary Traffic Regulation Order) had been applied for (from LCC), and they are doubtful if the powers LCC have could allow for one to be approved anyway. (Legal context is very tight) If LCC had been approached they would have pointed those running the event to the district Council (in our case Chorley Council) who have powers under the 'Town and Police Clauses Act' to put highway management in place. There are private companies who provide this type of work for events. LCC also wrote to the Police alerting them to this problem and asked them to enforce any matters of obstruction (which LCC cannot do – more info here https://www.lancashire.police.uk/contact-us/need-advice/parking-issues/)</p> <p>I have also written to and received a response from the Chairman of the Community Trust and am awaiting a reply to my follow up concerns, namely "<i>Please can you confirm that no further events are planned after this coming weekend and that any future events that are likely to result in overflow parking on verges and footpaths is clearly approved by the relevant Councils?</i>"</p> <p>All of the left over signage from this summers resurfacing programme in the village has been removed.</p>						

In response to the Parish Councils requests received following the last meeting, I can update as below:

LCC would not consider the installation of pedestrian barriers marked with chevrons at this location. This type of signage combination is not prescribed in the Department for Transport's Traffic Signs Regulations and General Directions 2016. The sightlines on the approach to the crossing are good and the speed limit for this section of Chancery Road is 20mph during the start and end times of the school day.

The grass verge is cut by Chorley Borough Council. I understand that the verges are included in their mini meadows and wildlife corridor program. The district council cut the first 1.5m-2m adjacent to the road and pavement every 3 weeks to ensure that the grass or wildflowers do not impede the highway. Should the parish wish for further cuts or changes to the current cutting extents, they may wish to contact Chorley Borough Council directly.

The trees have been inspected and whilst a number of branches have already been removed works are ongoing to ensure they do not pose a danger to all highway users.

As part of the Lancashire Road Safety Partnership, we take requests for safety engineering measures very seriously however it is unfortunate that every year the number of requests, we receive exceeds what we can implement. The council consider requests in line with the Lancashire Road Safety Strategy published by the partnership, and which can be found on their website at Strategy – Lancashire Road Safety Partnership (lancsroadsafety.co.uk). This allows us to prioritise the measures that we take forward and unfortunately we cannot support the suggested changes to the crossing type on Chancery Road at this time.

There are no plans at this time to refresh the SLOW markings on the road. As mentioned above the speed limit is already set at 20mph during the schools peak times and there is no speed limit lower on the public highway we could ask motorists to slow down to. However, following an investigation of the casualty and speed data for Chancery Road, we have prioritised the instalment of temporary signage to help remind drivers to think about their speed. These will be installed between October and December 2023. We will reinstall the signs between April and June 2024 to maximise the effect of the message. In addition, we plan to deploy one of our Variable Message Signs on Chancery Road. The location will be added to our schedule.

Residents may benefit from the 'Community Toolkit' which gives examples of how they can raise awareness of speeding and road safety issues in their local area and is available online at Lancashire Road Safety Partnership. Should they witness regular incidents of nuisance or dangerous driving, residents can contact the police directly either by calling their non-emergency telephone number: 101, or online at Home - Lancashire Constabulary, with, if possible, a record of the registration numbers of the vehicles involved. In addition, as part of Operation Snap, the police will now consider dash-cam or mobile phone footage should concerns be raised about a specific road traffic incident. Further details of how to submit footage and how the police deal with it can be found at Lancashire Constabulary - Op Snap Public Submission Of Dashcam Footage FAQs

Action required by the Parish Council

To note the report.



Astley Village Parish Council

5 July 2023 at 6.30pm

Present

Councillor John McAndrew (Vice-Chair) in the Chair; Councillors Keith Ashton, Emma Barraclough, Rod Fraser, Matt Lynch, Chris Sheldon and Ian Thomas.

311.01 Apologies for Absence

No apologies were received from Councillors Edward Murdoch and Gillian Sharples.

311.02 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 and as a member of the Friends of Astley Park.

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

311.03 Public Engagement

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

A resident made the following points:

- The Parish Council was thanked for pursuing the issues put forward at a previous meeting and providing a prompt response.
- The improvements to the street lighting and the new cover on the flashing beacon at the pedestrian crossing on Chancery Road near Buckshaw Primary School had been carried out.
- Recognising that obvious road works of some sort are being implemented around the crossing area.

- There had been a recent accident close to the pedestrian crossing which highlighted the need for further improvements. It was suggested that zig zag pedestrian barriers be installed at each end of the pedestrian crossing and the strip of grass but cut three metres either side of the crossing and the trees on Chancery Road on the approach to the crossing be pruned to improve visibility.
- Residents were parking dangerously on the blind bend outside 1-2 Great Meadow and there was need to address this issue including reinstating the “slow” markings on the highway and installing appropriate signage advising motorists to slow down.

RESOLVED – That the Parish Clerk be requested to:

- (1) Write to Councillor Aidy Riggott requesting Lancashire County Council:
 - (a) Consider introducing zig zag pedestrian barriers be installed at each end of the pedestrian crossing and the trees on Chancery Road on the approach to the crossing be pruned to improve visibility.
 - (b) Replacing the current pedestrian crossing with a puffin crossing with a flashing green man/flashing amber signal.
 - (c) Reinstating the “slow” markings on the highway and install appropriate signage advising motorists to slow down.
- (2) The Parish Clerk be requested to write to the Ward Councillors, requesting Chorley Borough Council cut the strip of grass three metres either side of the pedestrian crossing to improve visibility.
- (3) That the issue of dangerous parking on the blind bend near 1-2 Great Meadow be raised by Parish Councillors at the next Village Estate Walkabout with Places for People.

311.04 Borough/County Councillor Reports

Reports from Chorley North and Astley Ward Borough Councillors and County Councillor (Lancashire County Council) (copies of which had been circulated) were considered.

It was noted that the defective flashing beacon outside Buckshaw Primary School had been replaced by Lancashire County council.

It was noted that there had been recent damage to the new play equipment at West Way and clarification was sought as to whether the CCTV cameras were monitored.

RESOLVED – (1) That the reports be noted.

- (2) That the Parish Clerk be requested to write to Chorley Borough Council clarifying when the perimeter paths which were part of the West way Play area original scheme would be installed and suggesting that the existing litter bin be replaced with a much bigger recycling bin and was emptied on a regular basis.

311.05 Minutes

RESOLVED - That the minutes of the Annual Meeting of the Parish Council held on Wednesday 10 May 2023 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

311.06 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.

It was reported that the Chorley Borough Council had proposed for press release and photo opportunity of Parish Councillors and children from Buckshaw Primary School to take place on Tuesday 11 July 2023 at 2:15 pm and Parish Councillors were invited to attend.

It was reported that the Chair of the Parish Council had met with representatives from Derian House on 2 June 2023 regarding a potential application by them to Chorley Council for 'green parking' on part of the Pony Field, next to Derian House.

RESOLVED – (1) That the report be noted.

(2) That the Parish Council would support in principle an application by Derian House to Chorley Brough Council for 'green parking' on part of the Pony Field, next to Derian House, subject to receiving a detailed proposal in due course and the parking arrangement being reviewed after an appropriate time period.

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

- Zurich Municipal, Insurance Premium 2023-24 - £487.32 (01-3).
- Hartwood Maintenance, Maintenance of Planters - £280.00 (03-4).
- Chorley Borough Council, Room Hire (Community Centre) - £32.40 (01-1)
- Chorley Borough Council, Improvements to the footpath - £2,500.00 (03-2).
- Printwise, Printing of Spring Newsletter - £775.00 (02-1).
- SLCC, Annual Membership Fee -112.00 (01-6).
- Buckshaw (ROF) Scouts, Delivery of Spring Newsletter - £81.25 (02-1).
- VistaPrint, Information Boards - £56.58 (03-14).

(4) That the Parish Clerk be requested to seek a copy of the invoice from Hartwood Maintenance for the plants recently planted in the parish planters to satisfy the auditors requirements.

311.07 Statutory Business

(i) Co-option to the Parish Council Vacancy

RESOLVED –The Parish Clerk be requested to invite expressions of interest in relation to the current vacancy 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 rear extension (following demolition of existing conservatory) at 22 Elmwood Astley Village, Chorley, PR7 1UX (Reference: 23/00527/FULHH). The deadline for any representations was 17 July 2023.

RESOLVED – That the report be noted.

311.08 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 26 June 2023.

RESOLVED – That the financial position be noted.

(ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 July 2023 and 31 August 2023 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
07/07/23	Employee 4	Reimbursements (May 2023)	63.96		63.96
07/07/23	Employee 4	Reimbursements (June 2023)	63.96		63.96
01/07/23	Easy Web Sites	Monthly rental	66.00	11.00	55.00
23/07/23	Zoom	Zoom Subscription (July 2023)	15.59	2.60	12.99
14/07/23	Employee 4	Salary (July 2023)	360.60		360.60
14/07/23	HMRC	Tax (July 2023)	90.00		90.00
01/08/23	Easy Web Sites	Monthly rental	66.00	11.00	55.00
23/08/23	Zoom	Zoom Subscription (August 2023)	15.59	2.60	12.99
15/08/23	Employee 4	Salary (August 2023)	360.40		360.40
15/08/23	HMRC	Tax (August 2023)	90.20		90.20
			1,192.30	27.20	1,165.10

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

(iii) Spend Against Budget Headings

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

RESOLVED – That the report be noted.

(iv) Asset Register

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

RESOLVED – That the Asset Register be approved.

311.09 Review of Village Development Plan

The Village Development Plan (copies of which had been circulated) was reviewed.

It was suggested that the two benches from the Village Green be relocated adjacent to the footpath to West Way Sports Hub from Wymundsley facing the football pitches (location 1 - nearest to Wymundsley) and location 2 - adjacent to the West Way Nature Reserve meadow) instead of at the West Way Nature Reserve as previously agreed.

RESOLVED – (1) That no changes be made to the Village Development Plan.

- (2) That the Parish Clerk be requested to write to Chorley Borough Council, asking them to confirm that new seeding had taken place in the last 12 months to enhance the Mini Meadows of Wildflowers Project.
- (3) That the Village Development Working Group be requested to meet to consider enhancing the existing Gateway Signs and Councillor John McAndrew be invited to attend that meeting and submit proposals in advance to be circulated to members of the Working Group.
- (4) That the Parish Council endorse the decisions of the Village Development Working Group in relation to the design and wording for the commemorative plaques at the new Astley Village Community Garden of Reflection.
- (5) That the two benches from the Village Green be relocated adjacent to the footpath to West Way Sports Hub from Wymundsley facing the football pitches (location 1 - nearest to Wymundsley) and location 2 - adjacent to the West Way Nature Reserve meadow) and the Parish Clerk be requested to contact Chorley Borough Council to arrange for the work to take place.

311.10 Spring Newsletter 2023

It was acknowledged that there was a need for a longer period for Parish Councillors to review the newsletter before publication but that this was dependant on articles being submitted by the deadlines agreed.

RESOLVED – That the report be noted.

311.11 Chorley Flower Show 2023

The Parish Council agreed cover from Parish Councillors to set up on Thursday 27 July and on 28, 29 and 30 July (10am - 2.15pm and 1.45pm – 5pm). It was noted that Councillor Emma Barraclough would provide entry wristbands to Parish Councillors for the sessions they were covering.

RESOLVED -That Parish Councillors be requested to provide Councillor Emma Barraclough questions (and multiple-choice answers) for the “How well do you know your Village” quiz.

311.12 Christmas Event 2023

The Parish Clerk invited the Parish Council to consider the date and timing of the Christmas Event 2023

RESOLVED – (1) That the Christmas Event 2023 should take place on Friday 8 December 2023 at 7pm and the Parish Clerk be requested to book the Community Centre.

(2) That Councillor Emma Barraclough be thanked for offering to lead on the organisation of the event.

311.13 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The next Chorley Liaison meeting would be held on 19 July 2023.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

The Parish Clerk had attended the Neighbourhood Area Meeting (NW Parishes and Chorley North) held on 4 July 2023. A copy of the Agenda and Key Papers had been circulated for information.

RESOLVED – That the report be noted.

311.15 Minutes of the Personnel Committee

The minutes of the Personnel Committee held on Wednesday 7 June 2023 (copies of which had been circulated) were noted.

311.16 Correspondence

Correspondence received had been reported as part of the ‘Parish Clerk Report’ (Minute 311.06).

311.17 Date of Next Meeting

RESOLVED - It was agreed that the next meeting of the Parish Council would take place on Wednesday 6 September 2023 at 6.30 pm.

The meeting concluded at 8.15 pm.

Chair

Astley Village Parish Council

Title	Parish Clerk Report					
Report of	Parish Clerk & Responsible Financial Officer					
Date	6 September 2023					
Type of Paper	Decision		Discussion		Information	X

Purpose of Report

To provide an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.

Key Issues

Astley Village Garden of Reflection

Poppy Signs have now installed three oval plaques marking the Golden Jubilee, the Queens life and the Kings Coronation to go on the benches.

The original plaque adjacent to the Oak tree is very well installed on a much heftier pole and is believed to be set in concrete below ground.

Councillor Sheldon has asked the installer to return the two oval plaques to go under the trees marking the Diamond Jubilee and Platinum Jubilee (with oval Face Plate Stakes Square Section Spike) to Poppy Signs to enable the Parish Council to agree a better fixing arrangement. Thanks to Councillor Chris Sheldon for meeting the contractor on site to oversee the installation.



Astley Village Estate Walkabout with Places for People

The Village Estate Walkabout with Places for People will take place in September 2023.

Leasing of the Grass Pitches to Astley and Buckshaw Junior Football Club (Pony Field near Derian House)

No response has been received from Chorley Borough Council regarding the request for information enquiring when the lease to Astley and Buckshaw Junior FC for the Pony Field near Derian House are due for renewal and seeking an assurance that the Parish Council would be consulted as part of the renewal process.

Neighbourhood Area Meeting - NW Parishes and Chorley North

I attended the meeting of the Neighbourhood Area Meeting - NW Parishes and Chorley on 4 July 2023 on behalf of the Parish Council.

New Signage for West Way Nature Reserve

There is no update to report in relation to this project.

Neighbourhood Priorities 2023/24 – Improvements to the footpath from Buckshaw Primary School to Clough Acre

The improvements to the footpath from Buckshaw Primary School to Clough Acre have now been completed. The work started on Wednesday 9 August 2023 and the desired line route was barriered off to keep people safe while the works were in progress.



Chancery Road Subway

A resident contacted the Parish Council seeking its views on whether the graffiti which had appeared overnight on Saturday 29 July was acceptable or whether it's needed to be removed. It was reported to Chorley Borough Council but due to the nature of the graffiti (it was a memorial to someone who passed away in 2017), it was agreed by the Chair (following consultation with Parish Councillors) that it be left intact and not removed. The graffiti itself was not offensive.

Derian House – Parking

I have written to Derian House informing them that the Parish Council would support in principle an application by Derian House to Chorley Brough Council for 'green parking' on part of the Pony Field, next to Derian House, subject to receiving a detailed proposal in due course and the parking arrangement being reviewed after an appropriate time period.

They have responded by stating that they are keen to resolve to benefit both themselves and the local community and the CEO was currently considering various options and would continue to ensure the Parish Council was made aware of any developments.

Travellers – Hallgate

On Tuesday 1 August 2023, travellers arrived on Hallgate car park. This was reported to Chorley Borough Council.

Play Area and Path at West Way Sports Hub

Chorley Borough Council arranged for press release and photo opportunity of Parish Councillors and children from Buckshaw Primary School on Friday 30 June 2023.

At the last meeting of the Parish Council, I was requested to write to Chorley Borough Council clarifying when the perimeter paths which were part of the West way Play area original scheme would be installed and suggesting that the existing litter bin be replaced with a much bigger recycling bin and was emptied on a regular basis.



Chorley Borough Council have stated that discussions regarding the boundary footpath at West Way are still ongoing and it was hoped to be able to provide a tarmac footpath rather than the compacted gravel originally envisaged. Options for including more bollard lighting are also being considered. A meeting is currently being set up with Sport England for advice on the design and to see what further funding might be available to supplement the existing budget. Once the meeting has taken place with Sport England the proposals will be forwarded for the Parish to review.

The Chorley Borough Ward Councillors have supported the Parish Council's request that the original small litter bin be replaced by a larger one. It was agreed that 2 120 Litre bins would put in its place.

At the last Parish Council meeting, it was noted that there had been recent damage to the new play equipment at West Way and clarification was sought as to whether the CCTV cameras were monitored.

Chorley Borough Council have confirmed that the CCTV at West Way is monitored in the pavilion and can also be monitored from Chorley Police Station.

Christmas Event 2023

The Community Centre has been booked for Friday 8 December 2023 from 5pm until 9pm. This is also a separate agenda item on the Council Summons for this meeting.

Broadfields Allotments

A resident has contacted the Parish Council expressing their concern at the decision of Places for People to turn a former small triangle of wood and bushes behind their property, which they thought was a wildlife habitat, into allotment for use by their tenants. They are worried that the land will become a mess and a tipping site once more and attract vermin. They have stated that there was no consultation with residents.

Planting/Maintenance of Planters on Chancery Road

I requested a copy of the invoice from Hartwood Maintenance for the plants recently planted in the parish planters and they have responded by explaining that they have an account with their suppliers which we pay at the end of each month and therefore there is not a specific receipt for the plants recently supplied to the Parish Council.

Resident Complaint Hallgate

A resident of Deerfold has contacted Parish Councillors following a very near miss whilst leaving the shops car park on Hallgate. They found their view was restricted by the undergrowth and trees on the corner, and when they started to pull out a speeding car coming out the park car park came close to colliding with him. The hedge, undergrowth and tree means that visibility is zero, cars coming out of the pub/shops car park entrance cannot see traffic coming from the park and vice-versa. This has been true for some time and only drastic cut back will solve the issue. I understand that this has been reported to Lancashire County Council and Chorley Borough Council.

Public Engagement

Councillor Aidy Riggott has been requested to pursue the following issues with Lancashire County Council:

- (a) Consider introducing zig zag pedestrian barriers be installed at each end of the pedestrian crossing and the trees on Chancery Road on the approach to the crossing be pruned to improve visibility.
- (b) Replacing the current pedestrian crossing with a puffin crossing with a flashing green man/flashing amber signal.
- (c) Reinstating the "slow" markings on the highway and install appropriate signage advising motorists to slow down.

The Borough Ward Councillors have confirmed that Chorley Borough Council have carried out work to improve visibility either side of the pedestrian crossing.

Regarding the parking on Great Meadow, Councillor Aidy Riggott has reminded the Parish Council of the advice he shared on this matter following earlier cited concerns in April (see below):

"Parking was observed along the length of this stretch of Great Meadow. However, this did not appear to represent an issue for traffic using this 20mph road, and visibility was maintained to identify any approaching conflicts.

Despite this, Lancashire County Council acknowledge that their visits only reveal a snapshot of certain timeframes, and that parking behaviour may vary with individual instances of inappropriate behaviour occurring from time to time. Where this is the case, we suggest residents report this to the Police on their non-emergency number 101. Alternatively, they can report this through the Lancashire Constabulary website, ideally with a record of the registration numbers of the vehicles and/or photographic evidence.

This is because only the Police can issue penalties in areas where no parking restrictions exist, under the Road Traffic Act. In instances where parking is of a repetitive residential nature, the Police can often deliver a timely resolution without incurring an additional impact on surrounding parking availability.”

The Streetscene team at Chorley Borough Council have cut back the grass that they seemed appropriate as to improve visibility at the pedestrian crossing on Chancery Road. This grass cutting will be maintained at a three-week period.

Mini Meadows of Wildflowers Project

Chorley Borough Council have confirmed that the wildflower areas along Chancery Road were sown in May 2023 but it had been noted that they have been a little slow coming through everywhere. It is suspected that this was due to the prolonged hot, dry weather despite watering these areas during the hot weather to help facilitate germination and we are starting to see a few flowers coming through.

Relocation of Benches

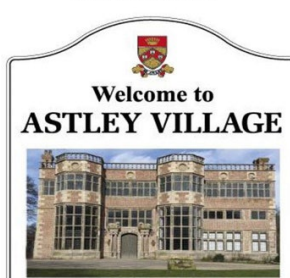
Chorley Borough Council have agreed to relocate the two benches from the Village Green adjacent to the footpath to West Way Sports Hub from Wymundsley facing the football pitches (location 1 - nearest to Wymundsley) and location 2 - adjacent to the West Way Nature Reserve meadow). The positions of the benches, facing towards the football pitches are as shown below.



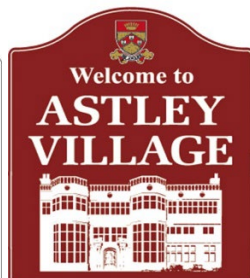
Gateway Signs

A meeting of the Village Development Working Group took place on Monday 24 July 2023 to consider enhancing the existing Gateway Signs. Councillor John McAndrew attended the meeting and provided details of proposals together with costings. The original designs are shown below but the Working Group suggested a number of changes and requested Councillor McAndrew to seek amended designs. An update will be provided at the meeting.

1175 x 1200mm



975 x 1200mm



Floodlights on the West Way Sports Hub

At the meeting on 1 March 2023, it was reported that there was a floodlight on each of two stanchions at the West Way Sports Hub which were directly in the vision of car drivers, driving either way around Great Meadow which were blinding drivers and impairing their vision. It was suggested that the angle of the floodlights be adjusted.

Chorley Borough Council have investigated the issue and don't believe there is a problem as the lighting up the entrance as it should.

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

- Poppy Signs, Plaques for Garden of Reflection - £591.82 (03-8).
- Amazon, Litter Pickers - £23.90 (03-2).
- Post Office Counters Ltd, Postage - £1.85 (01-2).
- PFK Littlejohn LLP, External Audit 2022/23 - £252.00 (01-4).

Action required by the Parish Council

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



Astley Village Parish Council

Title	Planning Issues Relevant to the Village					
Report of	Parish Clerk					
Date	6 September 2023					
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 not been consulted on the following planning application received by Chorley Borough Council since the last Parish Council Meeting on 5 July 2023.						
Action required by the Parish Council						
To note the report.						

FINANCIAL POSITION - SUMMARY 6 September 2023
Financial Year 2023/24 (1 April 2023 to 31 March 2024)

			£
Receipts and Expenditure Account			
Receipts			
Precepts			20,543.00
Grant			3,877.00
Refunds			-
Other			-
Bank Interest (Barclays)			155.36
Dividend (Unify Credit Union)			-
Advertisements			-
VAT on Receipts/Recovered			1,250.78
Total Receipts			25,826.14
Expenditure Total			9,278.32
Income & Expenditure Reconciliation			
Balance Brought Forward at 1 April 2023			80,586.00
Add: total receipts to date		+	25,826.14
Less: total expenditure to date		-	9,278.32
Balance			97,133.82
Bank Reconciliation			
Community Account (chequeing account)	23/08/23	+	5,000.00
Business Premium Account	23/08/23	+	88,027.09
Unify Credit Union deposit	01/04/23		5,438.46
Less unrepresented cheques/ET/SO		-	1,331.73
Plus uncleared credits		+	
			97,133.82
Unrepresented cheques/SO/Payments			
August			15.59
External Auditors			252.00
Oct/Sept			1064.14
			1331.73
Uncleared Incomes			
			0.00

AGENDA ITEM 9(ii)

PAYMENTS TO BE APPROVED

September/ October 2023

Date	Creditor	Description	Cheque No	Total	Vat	Net
08/09/23	Employee 4	Reimbursements (July 2023)	EB	44.20		44.20
08/09/23	Employee 4	Reimbursements (August 2023)	EB	45.76		45.76
01/09/23	Easy Web Sites	Monthly rental	DD	66.00	11.00	55.00
23/09/23	Zoom	Zoom Subscription (September 2023)	EB	15.59	2.60	12.99
15/09/23	Employee 4	Salary (September 2023)	EB	360.40		360.40
15/09/23	HMRC	Tax (September 2023)	EB	0.00		0.00
01/10/23	Easy Web Sites	Monthly rental	DD	66.00	11.00	55.00
23/10/23	Zoom	Zoom Subscription (October 2023)	EB	15.59	2.60	12.99
13/10/23	Employee 4	Salary (October 2023)	EB	360.60		360.60
13/10/23	HMRC	Tax (October 2023)	EB	90.00		90.00
				1,064.14	27.20	1,036.94

BUDGET REPORT – 6 September 2023
Financial Year 2023/24 (1 April 2023 to 31 March 2024)

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription	250.00	117.93		132.07
	01-2	Office/Sundry	1,000.00	91.84		908.16
	01-3	Insurance	450.00	487.32		37.32
	01-4	Auditors/Accounts	300.00	210.00		90.00
	01-5	Election/By-Election/Polls	7,000.00	-		7,000.00
	01-6	Employee Costs (Salary, Training etc)	5,750.00	3,435.12		2,314.88
	01-7	Employee Contingency	1,000.00	-		1,000.00
	01-8	IT/Website	1,000.00	385.00		615.00
02 - COUNCIL	02-1	Newsletter/Publications	1,500.00	856.25		643.75
	02-2	Village Caretaker	-	-		-
	02-3	Councillor Training	500.00	-		500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00	-		2,500.00
03 - VILLAGE DEVELOPMENT PLAN	03-1	Lighting of Christmas Tree/Christmas Event	800.00	-		800.00
	03-2	Village Improvements (Additional Seating & Footpath improvements)	7,000.00	2,519.92		4,480.08
	03-3	Improve Village Centre & Enhance Village Green	1,000.00	-		1,000.00
	03-4	Planter Scheme (including maintenance)	860.00	280.00		580.00
	03-5	Tree Planting and Maintenance	500.00	-		500.00
	03-6	Wildflower Meadows/Corridors	500.00	-		500.00
	03-7	West Way Nature Reserve	-	-		-
	03-8	Astley Village Community Garden of Reflection	1,000.00	493.18		506.82
	03-9	Astley Village Community Centre - Increase community use of the building	10,000.00	-		10,000.00
	03-10	Refurbishment of existing Gateway Signs	1,000.00	-		1,000.00
	03-11	Road Safety (Maintenance of SPIDs)	500.00	-		500.00
	03-12	Grant - Astley Hall (Restoration of Picture)	3,000.00	-		3,000.00
	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	5,000.00	47.14		4,952.86
04 - GENERAL RESERVE	04	General Reserve	18,909.30	-		18,909.30
Balance Carried Forward from 2022/23	80,586.00					
TOTALS			106,319.30	8,923.70		97,395.60
VAT to be Recovered		£264.66				
Total Spend to Date				9,188.36		

INTERNAL AUDIT PLAN

Item 9(iv)

Internal Control	Suggested test	Response
Proper bookkeeping	<ul style="list-style-type: none"> ▪ Is the cashbook maintained and up to date? ▪ Is the cashbook arithmetic correct? ▪ Is the cashbook regularly balance? 	
a) Standing Orders and Financial Regulations b) Payment controls	<ul style="list-style-type: none"> ▪ Has the Parish Council formally adopted standing orders and financial regulations? ▪ Has a Responsible Financial Officer been appointed with specified duties? ▪ Have items or services above a de minimis amount been competitively purchased? ▪ Are payments in the cashbook supported by invoices, authorised and minuted? ▪ Has VAT on payments been identified, recorded and reclaimed? ▪ Is s137 expenditure separately recorded and within statutory limits? 	
Risk management arrangements	<ul style="list-style-type: none"> ▪ Does a scan of minutes identify any unusual financial activity? ▪ Do the minutes record the Parish Council carrying out an annual risk assessment? ▪ Is insurance cover appropriate and adequate? ▪ Are internal financial controls documented and regularly reviewed? 	
Budgetary controls	<ul style="list-style-type: none"> ▪ Has the Parish Council prepared an annual budget in support of its precept? ▪ Is actual expenditure against the budget regularly reported to the Parish Council? ▪ Are there any significant unexplained variances from budget? 	
Income controls	<ul style="list-style-type: none"> ▪ Is income properly recorded and promptly banked? ▪ Does the precept recorded in the cashbook agree to the Borough Council's notification? ▪ Are security controls over cash adequate and effective? 	
Reimbursement procedures	<ul style="list-style-type: none"> ▪ Is all petty cash spent recorded and supported by VAT invoices/receipts? ▪ Is petty cash expenditure reported to each Council meeting? ▪ Is petty cash reimbursement carried out regularly? 	
Payroll controls	<ul style="list-style-type: none"> ▪ Do salaries paid agree with those approved by the Parish Council? ▪ Are other payments to the Parish Clerk reasonable and approved by the Parish Council? ▪ Has PAYE/NIC been properly operated by the Parish Council as an employer? ▪ Are the 'electronic' salary pay arrangements transparent and authorised? 	
Asset controls	<ul style="list-style-type: none"> ▪ Does the Parish Council keep an asset register of all material assets owned? ▪ Are the Asset/Investments registers up to date? ▪ Do asset insurance valuations agree with those in the asset register? 	
Bank reconciliation	<ul style="list-style-type: none"> ▪ Is there bank reconciliation for each amount? ▪ Is bank reconciliation carried out regularly on the receipt of statements? ▪ Are there any unexplained balancing entries in any reconciliation? 	
Year end procedures	<ul style="list-style-type: none"> ▪ Are year-end accounts prepared on the correct accounting basis (R&P)? ▪ Do accounts agree with the cash book? ▪ Is there any audit trail from underlying financial records to the accounts? 	

AUDITOR NAME: SIGNATURE: DATE:

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

Meeting the Standards

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	Internal Audit Tests (Auditor provided with a pro-forma to complete called 'Internal Audit Plan')	Yes
2. Independence	<ul style="list-style-type: none"> ▪ Internal Auditor has direct access to those charged with governance. ▪ Reports are made in own name to management/Parish Council via a report. ▪ Auditor does not have any other role within the Parish Council. 	Yes
		Yes
		Yes
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Yes
4. Relationships	<ul style="list-style-type: none"> ▪ Responsible officer (Clerk) is consulted on the internal audit plan and on the scope of each audit. ▪ Responsibilities for officers and internal audit are defined in relation to internal control, risk management. ▪ The responsibilities of Parish Council members are understood; training of members is carried out as necessary. 	Yes
		Yes
		Yes
5. Audit Planning and reporting	<ul style="list-style-type: none"> ▪ The Internal Audit Plan properly takes account of corporate risk. ▪ The plan has been approved by the Parish Council. ▪ Internal Auditor has reported in accordance with the plan. 	Yes
		Yes
		Yes

Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Response
Internal audit work is planned	Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes
Understanding the Parish Council's needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	Yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	Yes
Add value and assist the Parish Council to achieve its objectives	Demonstrated through positive Parish Council response to recommendations and follow up action where called for.	Yes
Be forward looking	Changes on national agenda are considered when the Internal Audit guidance is reviewed. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes
Be challenging	Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Yes
Ensure the right resources are available	<ul style="list-style-type: none"> ▪ Adequate resource is made available for internal audit to complete its work. ▪ Internal auditor understands the body and the legal and corporate framework in which it operates. 	Yes
		Yes
Banking arrangements checked	Viewed procedure, Financial Regulations, authorisations	Yes

Reviewed by the Parish Council on 7 September 2022

Notes

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

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

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

FINANCIAL AND MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Election costs Or By-election costs	Risk of election costs	L	Risk is higher in an election year, but still a risk that a by-election is called for any casual vacancy. When a scheduled election is due, Parish Clerk obtains estimate of costs from the Chorley Borough Council for a full election and an uncontested election. No measures can be adopted to minimise the risk of having elections, as this is a democratic process. Council saves a sum each year to carry forward in case of an election at a four-year interval, by-Council elections are not accounted for.	Parish Council precepts an amount annually and plans for the four-year period by building up the fund.
Financial records	Inadequate records Financial irregularities	L L	The Parish Council has Financial Regulations which set out the requirements.	Existing procedure adequate. The Financial Regulations were reviewed in November 2018.
Bank and banking	Inadequate checks Bank mistakes Loss Charges Loss of signatories	L L L L L	The Parish Council has Financial Regulations which set out the requirements for financial transactions/budget monitoring. Occasional errors in processing cheques identified by the Responsible Financial Officer are dealt with immediately by informing the bank and awaiting their correction. The Parish Council will periodically review its banking arrangements. There are three signatories for the bank accounts (two Parish Councillors and the Parish Clerk) and all payments need to be countersigned therefore all payments are authorised by two persons. Barclays Online Banking is the preferred method of the Parish Council conducting its financial transactions and the Barclays Online Banking Guarantee which protects the Parish Council against fraudulent activity by a third party. Any changes required to the bank mandate will be made as quickly as possible. The Parish Clerk has a debit card to make purchases which have been approved by the Parish Council.	Existing procedure adequate. Monitor the bank statements monthly.
Cash / Loss	Loss through theft or dishonesty	L	The Parish Council has Financial Regulations which set out the requirements. Cash/cheques received are banked within three banking days. There is no petty cash or float. This is audited by the Internal Auditor annually.	Existing procedure adequate.
Litigation	Potential risk of legal action being taken against the Parish Council	L	Public liability insurance covers general personal injury claims where the Parish Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against.	Insurance is adequate for requirements but there is still risk of other claims.
Reporting and auditing	Information communication Compliance	L L	A monitoring statement is produced regularly and presented to each Parish Council, Meeting, discussed and approved at that meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank account. The Parish Council should regularly audit internally to comply with the Fidelity Guarantee.	Existing procedure adequate.

FINANCIAL AND MANAGEMENT

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

FINANCIAL AND MANAGEMENT

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

FINANCIAL AND MANAGEMENT

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

FINANCIAL RISK THROUGH EQUIPMENT LOSS OR DAMAGE

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Asset register updated in September 2020 in accordance with Audit suggestions.
Maintenance	Poor performance of assets Loss of income or performance Risk to third parties	L L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.	Existing procedure adequate. Ensure inspections carried out.
Asset damage /loss	Street furniture, SPID, noticeboards etc damage or loss or in need of repair	L	The Parish Council is responsible for two boundary signs, seats, bike hoops, planters - all covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to the Parish Council and/or dealt with. Problems will be reported. Councillors to monitor and report problems	Parish Clerk monitor reports
Asset damage /loss	Office equipment	L	The Parish Council's lap top computer and Kyocera M5526CDW Printer. – covered by insurance. The laptop is kept in a carry bag to protect it.	The office equipment requirements were reviewed in September 2020.
Notice boards	Risk/damage/injury to third parties Roadside safety	L L	The Parish Council has 3 notice boards sited in the village. Locations have approval by relevant parties, insurance cover, inspected regularly by the Parish Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Parish Clerk.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L L	The Parish Council Meetings are usually held at the Community Centre. However, during the Covid-19 Pandemic, virtual meetings will be held via Zoom. The premises and the facilities are considered to be adequate for the Parish Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. Problems will be reported.	Existing locations adequate.
Council records - paper	Loss through: Theft; fire. Damage	L L L	The Parish Council records are stored at the home of the Parish Clerk. Records include minute books and copies, records such as personnel, insurance, salaries etc. Recent materials are in a metal filing cabinet (not fireproof) and older more historical records in the attic.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L L	The Parish Council's electronic records are stored on the Parish Council's laptop. Back-ups of the files are taken utilising a Cloud provider.	Documents held by the Parish Council are backed up via the 'Cloud'.
Damage	Wilful damage and graffiti	M	Monitored and reported by all to the Parish Clerk or Chorley Borough Council/ Lancashire County Council for quick repairs/cleaning.	

Reviewed by the Parish Council on 7 September 2022

Section 1 – Annual Governance Statement 2022/23

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 2023, that:

	Agreed		
	Yes	No*	
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
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

10 May 2023

and recorded as minute reference:

Minute 310.13 (vi)

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

Chairman



Clerk



www.avpc.org.uk

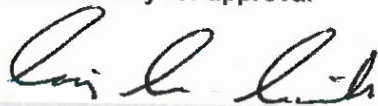
Section 2 – Accounting Statements 2022/23 for

ASTLEY VILLAGE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	73,469	84,345	<i>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.</i>
2. (+) Precept or Rates and Levies	20,350	20,397	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	4,673	5,156	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	6,105	6,530	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	8,042	22,782	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	84,345	80,586	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	84,345	80,586	<i>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.</i>
9. Total fixed assets plus long term investments and assets	24,978	31,702	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)			
11b. Disclosure note re Trust funds (including charitable)			✓

I certify that for the year ended 31 March 2023 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 authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

1 May 2023

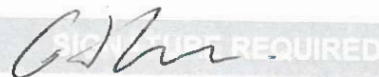
I confirm that these Accounting Statements were approved by this authority on this date:

10 May 2023

as recorded in minute reference:

Minute 310.13 (vii) E

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



Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **ASTLEY VILLAGE PARISH COUNCIL – LA0008**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

20/08/2023



Astley Village Parish Council

NOTICE OF CONCLUSION OF AUDIT

**Annual Governance & Accountability Return for the year
ended 31 March 2023**

**Sections 20(2) and 25 of the Local Audit and Accountability Act
2014**

**Accounts and Audit Regulations 2015
(SI 2015/234)**

The audit of accounts for Astley Village Parish Council for the year ended 31 March 2023 has been completed and the accounts have been published.

The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Astley Village Parish Council on application to The Responsible Financial Officer by emailing your request to clerk@avpc.org.uk

or by writing to:
Astley Village Parish Council, c/o 5 Clarendon Gardens,
Bromley Cross, BL7 9GW

to arrange a mutually convenient time.

Copies will be provided to any person on payment of £5.00 for each copy of the Annual Governance & Accountability Return.

Announcement made by Craig Ainsworth, Responsible Financial Officer
Date of announcement: 30 August 2023

Chorley Liaison

Wednesday, 19th July 2023, 6.30 pm

Council Chamber, Town Hall, Chorley and Youtube

Call in (audio only) +44 20 3321 5257 Conference ID:

Agenda

Apologies

1 **Welcome by the Chair**

2 **Minutes of meeting Wednesday, 22 March 2023 of Chorley Liaison**

Minutes of the last meeting are attached to be agreed as a correct record.

3 **LCC Cabinet Member (Highways and Transport)**

The LCC Cabinet Member (Highways and Transport) is in attendance and will be giving a strategic update on his portfolio followed by a short open forum session. We kindly ask that questions are based on strategic themes.

An opportunity for more complex and specific questions to be asked was given and these have been presented to the Cabinet Member for a written response. A copy of the questions received is enclosed.

4 **Item from the Director of Governance/ Monitoring Officer**

The Director of Governance has offered to provide training for Parish Councils on Register of Interests and Code of Conduct and would like to gauge interest in this training.

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**

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**

Chris Sinnott
Chief Executive

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), Alan Platt (Western Parishes), Michelle Le Marinel (Northern Parishes), Aaron Beaver (Chorley Town West), Danny Gee (Chorley Town North) and Beverley Murray (Chorley Town East).

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

Chorley Liaison agenda management timetable

Date of meeting	Deadline for items to be requested by Members	Agenda Publication Deadline
Wednesday 18 October 2023	Friday 6 October 2023	Tuesday 10 October 2023
Wednesday 20 March 2023	Friday 8 March 2024	Tuesday 12 March 2024

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
- Sport Provision

Intheboro

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

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

Intheboro is published on the 1st of every month.