



## 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 7 September 2022** at 7 pm in the Community Centre at which the following business will be transacted.

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#### Summons

**1. Apologies for Absence**

To receive members' apologies.

**2. Declarations of Interest**

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

**3. Public Engagement**

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

**4. Borough/County Councillor Reports**

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

**5. Minutes**

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 6 July 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. Streetscene Strategy 2022 - 2025**

The Streetscene Services Manager (Mr Chris Walmsley) will deliver a short presentation and answer questions.

**8. 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).

#### **9. Statutory Business**

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

#### **10. Financial Matters**

- i. To consider a report of the Responsible Financial Officer providing the financial position (Enclosed).
- ii. To consider a report of the Responsible Financial Officer recommending payments to be approved (Enclosed).
- iii. To consider a report of the Responsible Financial Officer providing details spend against budget headings (Enclosed).
- iv. To Review of Effectiveness of the System of Internal Audit (Enclosed).
- v. To Review Internal Audit Plan (Enclosed).
- vi. To Review Financial Risk Assessment (Enclosed).

#### **11. Newsletter**

The Parish Clerk to report at the meeting.

#### **12. Christmas Event Planning**

The Parish Clerk to report at the meeting.

#### **13. Environment Reports**

To receive a verbal update at the meeting.

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

- Chorley Liaison (20 July 2022) – Councillor John McAndrew (the agenda which includes the minutes of the previous meeting and the LCC Parish and Town Council Charter 2022-2024 “Better Working Together” is enclosed together with the minutes from the meeting held on 20 July).
- Friends of Astley Park – Councillor John McAndrew.
- Neighbourhood Area Meeting (NW Parishes and Chorley North) (29 June 2022 – Councillor John McAndrew. (The agenda which includes the minutes of the previous meeting on 31 January 2022 is enclosed together with the minutes from the meeting held on 29 June).

#### **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 2 November 2022 at 7pm.

Schedule of Meetings 2022/23

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

- 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



30 August 2022



# Astley Village Parish Council

<b>Title</b>	<b>Borough/County Councillor Reports</b>					
<b>Report of</b>	<b>Councillors Alistair Morwood, Adrian Lowe and Jean Sherwood, Borough Councillors - Chorley North and Astley (Chorley Borough Council)</b>					
<b>Date</b>	<b>7 September 2022</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	<b>X</b>
<p><b>Purpose of Report</b></p> <p>To consider a report from the Borough Councillors - Chorley North and Astley (Chorley Borough Council).</p>						
<p><b>Key Issues</b></p> <p>We have continued serving the residents in Astley Village and these have recently included a range of actions and initiatives as outlined below:</p> <p>West Way play area, Foxcote playground and the Garden of Reflection are all at the tender/quote stage prior to coming to fruition. I am sure we all eagerly await the imminent completion of these projects which will be so beneficial to the residents of the Village.</p> <p>Earlier this year a one-way 'events parking' system was initiated at Astley Park. The first event was Picnic in the Park. However, due to adverse weather, it was difficult to evaluate the true impact of the system. The recent and hugely successful flower show would be a better measure of success or otherwise. We are awaiting a response from the respective officer to ascertain this. A more telling analysis may emerge after this year's firework display. It was decided at our last Labour Group that it would be a shorter, 'quiet firework' display with music. It was felt this was in keeping with our green agenda &amp; would benefit wildlife, pets, children, veterans &amp; those affected by the trauma of war.</p> <p>The wildflower corridors were planted later this year and, in some areas, have been patchy. The Streetscene team strive to improve this popular biodiversity measure year on year.</p> <p>In recent weeks all three ward councillors met with residents who raised numerous issues and concerns. We immediately brought these to the attention of Places for People along with extensive photographic evidence. A meeting with them was arranged but subsequently cancelled. Another meeting will shortly ensue. Street surgeries will commence in two weeks, and we shall log the areas we cover and will feed back to you, where appropriate, at the next meeting.</p>						

Streetscene have been asked to clear the underpass which has slabs, stone and graffiti littered around. Adrian has requested that a letter is sent to the owner of the shopping area requesting him to clean up the site.

Regrettably, due to operational issues, some bin collections have been late, but teams have worked hard to rectify this by the following day.

**Action required by the Parish Council**

To note the report.



# Astley Village Parish Council

<b>Title</b>	<b>Borough/County Councillor Reports</b>					
<b>Report of</b>	<b>County Councillor Aidy Riggott (Euxton, Buckshaw &amp; Astley) - Lancashire County Council</b>					
<b>Date</b>	<b>7 September 2022</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	X
<b>Purpose of Report</b>						
To consider a report from the County Councillor for Astley Village (Lancashire County Council).						
<b>Key Issues</b>						
<p>Following on from discussions with Councillors when I attended July's Parish Council meeting, I have been working on securing a more long-lasting repair to the section of Chancery Road at the entrance to the village, focusing on the stretch between the roundabout at West Way through to just past Mimosa Close. I am aware that this is just outside the Parish boundary but is key section of the road network used by a large number of residents and visitors to the village. I am hoping to be able to provide a further update before the end of the year.</p> <p>Other pieces of casework have included reporting overgrown hedges and potholes for repair and in my capacity as County Councillor for Astley Village, I have also attended the Chorley Liaison meeting alongside Parish and Borough Councillors.</p>						
<b>Action required by the Parish Council</b>						
To note the report.						



## Astley Village Parish Council

### Meeting of the Council

6 July 2022 at 7.00pm

Present

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

#### **305.01 Apologies for Absence**

Councillor Arnold Almond

The Parish Council noted that Councillor Almond was currently not well and the Parish Councillors extended their best wishes to him for a speedy recovery.

#### **305.02 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.

#### **305.03 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.

#### **305.04 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 reported that the Cabinet at Chorley Borough Council had approved the West Way Play Area Contract Award Procedure on 16 June 2022 and Councillor Alistair Morwood offered to provide Councillors Keith Ashton and Matt Lynch with a copy of the tender document.

Councillors expressed concern 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. Councillor Aidy Riggott explained that it was often more cost efficient to carryout treatments that preserve roads that were in a good condition to ensure that any future repairs were not cost prohibitive in the future, and that many more roads can be treated and maintained by utilising this approach.

RESOLVED – That the report be noted.

### **305.05 Minutes**

RESOLVED - That the minutes of the Annual meeting of the Parish Council held on Wednesday 4 May 2022 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

It was noted that under Minute 304.10, the Parish Council had not been invited to appoint a representative to the Friends of Astley Park, but Councillor John McAndrew would continue to provide updates at meetings of the Parish Council.

### **305.06 Exclusion of the Press and Public**

RESOLVED – That the press and public be excluded from the meeting to enable the Parish Council to discuss the merits of candidates which inevitably could include their personal attributes and therefore be prejudicial (Minute 305.08(i)).

### **305.07 Parish Clerk Report**

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

#### **Millennium Notice Board**

The new outdoor dual door noticeboard and steel sub frame had now been installed.

#### **Trees Planted by the Parish Council, Chancery Road. Astley Village**

The Parish Clerk reported that he had now received the Section 96 License from Lancashire County Council for the trees on Chancery Road. The Parish Clerk suggested that as part of setting the budget for 2023/24, consideration be given to allocating a contingency budget for the future maintenance of the trees planted by the Parish Council.

#### **Astley Hall**

Chorley Borough Council had suggested that the grant of £2,000 towards the renovation of Astley Hall be used towards the restoration of the painting of Lady Susannah's mother, recently purchased by Chorley Borough Council at auction.

#### **Remembrance Community Garden in Astley Village**

The Parish Council considered the feedback received from the consultation with residents via the Spring Newsletter. It was noted that a resident of Astley Village (and ex-Teacher and Garden Designer) had offered assistance and this was being followed



up by Councillors Almond and Sheldon. It was suggested that the project at this stage be referred to as the “**Community Garden in Astley Village**”.

### **Chorley Flower Show**

Councillor Emma Barraclough provided an update at the meeting.

### **Community Litter Picks**

Councillors Keith Ashton and John McAndrew confirmed that they would be preparing an article will be prepared for inclusion in the Winter Newsletter in relation to the introduction of Community Litter Picks organised by the Parish Council.

### **West Way Ponds Community Nature Reserve and Wildlife Educational Project**

Councillor Barraclough reported that the enhancement of the site was moving forward. The Ranger Team (Chorley Borough Council) had carried out any urgent works and replaced the missing plank from the viewing platform and strimmed back the vegetation.

Quotes had been sought to tarmac the path linking from the Sports Hub to Wymundsley and quotes were in the process of being sought to remove the old boundary fencing, replace the timber boardwalks with non-slip planks, resurface the paths with fresh aggregate and create a small forest school education area for Buckshaw Primary School to use. Any non-native trees would be removed from the site to open up some of the canopy to let in more light to the other trees and pond.

Once the cost of the works were known, Chorley Borough Council would explore potential external funding streams that could be available and arrange a further meeting with the Parish Council.

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

The Parish Council noted the response from Mr Simon Forster, Open Space Strategy Officer at Chorley Borough Council.

RESOLVED – (1) That the report be noted.

(2) That the expenditure approved by the Parish Clerk, 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 and Internal Auditors Fee - £75 in accordance with Standing Order 16.2 be noted.

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

(3) That the Parish Clerk be authorised to place an order with White Hill Direct Ltd for the purchase of two direction fingerpost signs at a cost not exceeding £1,400 (excluding VAT as agreed by the Parish Council on 3 March 2021) and sign the licence with Chorley Borough Council on behalf of the Parish Council in accordance with Standing Order (5) for the installation of the signs at the following two locations:

- Chancery Road (near the subway) to the new West Way Sports Hub and the Village Centre.

- Judeland Wood to Astley Park.

(4) That the experimental traffic order to make Chancery Road one way for the Chorley Flower Show at the end of July 2022 be reviewed by Chorley Borough Council and the Parish Council following the event taking place.

(5) That Chorley Borough Council be requested to provide an image of the painting of Lady Susannah's mother and the estimate from the Lancashire Conservation Studios for the restoration of the painting recently purchased at auction.

(6) That the Parish Clerk be requested to arrange a meeting of the Village Development Working Group to be held via Zoom to progress the proposed Community Garden in Astley Village.

(7) That the Parish Clerk be requested to clarify whether the response from Mr Simon Forster, Chorley Borough Council, in respect of leasing of the grass pitches to Astley and Buckshaw Junior Football Club related to the 'Pony Field', West Way Sports Hub or both.

### **305.08 Statutory Business**

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

The Parish Clerk reported that expressions of interest had been received from four residents, subsequently reduced to three following one application being withdrawn.

Members had been provided with details of the applicants and their submissions.

Prior to the meeting, members and candidates had been provided with detailed arrangements of how the co-option procedure would be conducted,

The Parish Clerk reported that for a candidate to be co-opted to the Parish Council, it was necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting. If there was still a vacancy at the end of the election process, the vacancy would be advertised again, and the co-option process repeated until a candidate was successfully co-opted to the Parish Council (or until the vacancy is filled by normal election).

The following applicants were then given the opportunity to make a brief presentation prior to members holding an election to fill the vacancies and confirmed that they fulfilled the qualifications for standing for election:

- Ian Charles Thomas.
- Roderick Duncan Fraser.
- Matthew Eric Ellison Frohock

The press and public be excluded from the meeting to enable the Parish Council to discuss the merits of candidates which inevitably could include their personal attributes.

In accordance with Standing Order (9) it was:

RESOLVED - That the vote be held by signed ballot (anonymous ballot).

The three candidates were included in the election to co-opt to the vacancies, and the votes were cast as follows:

Ian Charles Thomas	5 votes.
Roderick Duncan Fraser	0 votes.
Matthew Eric Ellison Frohock	4 votes.

It was then:

RESOLVED – (1) That Mr Ian Thomas and Mr Matthew Ellison Frohock be co-opted on to the Parish Council.

Councillors Mr Ian Thomas and Mr Matthew Ellison Frohock signed the Declaration of Acceptance of Office and joined the meeting.

(2) The Parish Clerk be requested to extend the date for expressions of interest in relation to the current vacancy to Sunday 28 August 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 applications received by Chorley Borough Council:

- 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 was 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 was 19 July 2022.

RESOLVED – That the report be noted and no representations be made.

### **305.09 Financial Matters**

#### (i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 29 June 2022.

He reported that a number of queries had been raised by PKF Littlejohn LLP, the Parish Council's External Auditor in relation to the AGAR Part 3 and supporting documentation for the financial year 2021/22. The query (in bold) and the explanation provided, which had been accepted by the External Auditors were as follows:

**Section 2, Box 3: the current unexplained variance from the previous year for this box was £1,171 which was above 15%**

The VAT refund received for the financial year 2019/20 (received in the financial year 2020/21) was £1,894.25. Due to COVID-19, the ability for the Parish Council to undertake work was affected which meant the level of expenditure was lower than had been budgeted for. In turn the VAT refund received for the financial year 2020/21 (received in the financial year 2021/22) was only £761.68 (a difference of £1,132.57 which explains the variance).

**Section 2, Box 6: the current unexplained variance from the previous year for this box is £1,292 which was above 15%**

Due to COVID-19, the ability for the Parish Council to undertake work was affected which meant the level of expenditure in 2020/21 was lower than had been budgeted for (£6,277). With the lifting of restrictions in the financial year 2021/22, some of the work planned for 2020/21 was able to be carried out resulting in the expenditure shown (£8,069).

**Section 2, Box 7: the total reserves figure was more than twice Box 2. (i.e., £40,700 being twice the Precept levied)**

Below was a breakdown of the reserves held:

- £2,000 Employee Contingency.
- £35,000 earmarked/ringfenced contribution to new play area at West Way Sports Hub.
- £2,000 earmarked/ringfenced grant towards the restoration of Astley Hall.
- £5,000 Election Reserve.

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

(2) That the explanation provided by the Responsible Financial Officer in relation to the queries had been raised by PKF Littlejohn LLP, the Parish Council's External Auditor in relation to the AGAR Part 3 and supporting documentation for the financial year 2021/22 be endorsed.

(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 2022 and 31 July 2022 as follows:

Date	Creditor	Description	Total	Vat	Net
08/07/22	Employee 4	Reimbursements (May 2022)	54.25		54.25
08/07/22	Employee 4	Reimbursements (June 2022)	38.50		38.50
01/07/22	Easy Web Sites	Monthly rental	62.40	10.40	52.00
23/07/22	Zoom	Zoom Subscription (July 2022)	14.39	2.40	11.99

15/07/22	Employee 2	Salary (July 2022)	82.33		82.33
15/07/22	Employee 4	Salary (July 2022)	313.00		313.00
15/07/22	HMRC	Tax (July 2022)	7.03		7.03
01/08/22	Easy Web Sites	Monthly rental	62.40	10.40	52.00
23/08/22	Zoom	Zoom Subscription (August 2022)	14.39	2.40	11.99
15/08/22	Employee 2	Salary (August 2022)	82.33		82.33
15/08/22	Employee 4	Salary (August 2022)	310.20		310.20
15/08/22	HMRC	Tax (August 2022)	77.40		77.40
			<b>1,118.62</b>	<b>25.60</b>	<b>1,093.02</b>

RESOLVED – (1) - That approval be given to the payments as detailed above.

(2) That the Parish Clerk be requested to explore the practicalities of pausing the Zoom Subscription when not required.

(iii) Spend Against Budget Headings

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

RESOLVED – (1) - That the report be noted.

(2) That the Parish Clerk be requested to purchase ID badges for Parish Councillors.

(iv) Review of Asset Register

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to review the Asset Register.

RESOLVED – That the revised Asset Register and Insurance Value for each asset as suggested be approved subject to:

- The asset the value of the Millennium Notice Board being amended to £1,200, to reflect the purchase of the new outdoor dual door noticeboard and steel sub frame.
- The 24 trees Planted by the Parish Council, Chancery Road. Astley Village being added to the asset register.
- The direction fingerpost signs being added to the Asset Register once purchased.

**305.10 Newsletter**

The Parish Clerk reported that the Spring Newsletter had been printed the week commencing Monday 9 May 2022 and distributed during May 2022.

RESOLVED – That the report be noted.

### **305.11 Christmas Event Planning**

The Parish Clerk reported that the Community Centre had been booked for Thursday 8 December 2022 from 6 – 9pm for the 2022 Christmas Event.

RESOLVED – That (1) That the Christmas Carol Singing be held round the Christmas Tree in front of the shops on Thursday 8 December 2022 at 7pm and the Parish Clerk be requested to invite Parklands Academy School Band to play at the event.

(2) That the Parish Council should provide refreshments in the Community Centre following the Christmas Carol Singing.

(3) The electricians be requested to put the lights on the tree and test them on Wednesday 1 December 2022.

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

### **305.12 Environment Reports**

It was reported that fly-tipping had taken place at Broadfields.

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

#### Chorley Liaison

A copy of the minutes from the last meeting held on 16 March 2022 had been circulated with the Summons. The next meeting would be held on Wednesday 20 July 2022.

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

The Parish Clerk reported that he had attended a meeting of the Neighbourhood Area Meeting (NW Parishes and Chorley North) on Wednesday, 29 June 2022. A copy of the agenda and minutes from the meeting held on 31 January 2022 had been circulated with the Summons. The next meeting will be held on 9 February 2023 at 6.30 pm.

RESOLVED – That the reports be noted.

### **305.14 Correspondence**

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 305.07). In addition, the Parish Clerk reported that he had received:

- concern from a resident of the Farthings at the number of events held in Astley Park including ChorFest.
- complaints had been received regarding the lack of grass cutting on the areas owned by A.P.A. Blackpool Limited off Hallgate, Astley Village.

RESOLVED – That the Parish Clerk be requested to write to A.P.A. Blackpool Limited making them aware of the complaints received regarding the lack of grass cutting in front and behind the shops at Hallgate.

### **305.15 Date of Next Meeting**

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

The meeting concluded at 9.05 pm.

Chair



# Astley Village Parish Council

<b>Title</b>	<b>Parish Clerk Report</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>7 September 2022</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	<b>X</b>

**Purpose of Report**

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

**Key Issues**

**Experimental Traffic order To Make Chancery Road One Way**

Mr Andrew Daniels Shared Service Lead - Communications and Visitor Economy (Chorley Borough Council) has requested the views of the Parish Council in relation to the Experimental Traffic order making Chancery Road One Way during events held at Astley Park following the Chorley Flower Show. Mr Peter O'Neill (Chorley Borough Council) will attend the meeting in relation to this issue.

A resident has contacted the Parish Council expressing “concern at the amount of people dropping off people at the end of Hallgate for the flower show but ignoring the one-way system is pathetic and quite frankly arrogant, both yesterday and today I have witnessed and encountered vehicles coming the wrong way it is dangerous. How come yet again it’s residents that are suffering through an event which is supposed to be good for the area? Everything is well organised within the event but outside of the event it’s put up and shut up. Can I suggest it is monitored for future events.”

**Astley Hall**

The following information has been provided by Chorley Borough Council regarding the estimated cost of restoring the picture purchased of Lady Susannah’s mother, also Susannah Brooke as a child.

“The distortions on the painting in the top left and bottom right are due to loss of the stretcher keys on the back of the painting. The stretcher members are out of line in the corners which will definitely be contributing the very cockled appearance of the canvas/paint. The painting would need re-lining to improve the tented/delaminated sections of canvas and paint. If there is damage due to excess heat, this cannot be reversed but can be retouched during conservation (likewise with the abrasion to the thin paint) this will improve the visual



appearance. The thick overpaint would be removed during any varnish removal treatments and any tears/damages would need to be repaired/filled & re-touched again. The old stretcher could either be repaired or replaced. The frame looks in good condition though! Unfortunately, it is not advisable to do a re-lining/full consolidation treatment without removing varnish/overpaint as the varnish and overpaint will react to the heat that is used during the lining process.

A copy of the Susannah Brooke Child Picture is attached to this report (APPENDIX B)

**As an estimate for full conservation treatment based will be in the region of £2000 - £2800**

### **Community Garden in Astley Village**

The Village Development Working Group met on Thursday 28 July 2022 via Zoom and was attended by Councillors Keith Ashton, Emma Barraclough, Gillian Sharples and Chris Sheldon. The Parish Clerk was also in attendance.

It was agreed that Councillor Chris Sheldon should be appointed Chair of the Working Group until the Annual Meeting of the Parish Council in May 2023. A copy of the minutes are attached to this report.

### **Community Litter Picks**

The Working Group discussed the proposed introduction of Community Litter Picks facilitated by the Parish Council. It was agreed to recommend to the Parish Council the following:

- Buckshaw Primary School be invited to participate in the initiative as part of the school curriculum.
- Community Litter Picks be organised by the Parish Council once a month on a Saturday morning (for example the second Saturday of every month) by providing access to the equipment stored at the Community Centre and leading the litter pick.
- That each month a different area of the Village be targeted and that details be provided in the Parish Council Newsletter.
- Councillors Keith Ashton and John McAndrew be requested to prepare an article inclusion in the Winter Newsletter in relation to the introduction of Community Litter Picks.
- Consideration be given to the Parish Council having a Facebook account which could be used to promote events such as the Community Litter Picks.

### **Community Garden in Astley Village**

The Neighbourhood Area Meeting: NW Parishes and Chorley North have committed £2,000 to the project and the Parish Council have previously indicated that it would commit to provide a similar amount. The Working Group discussed the proposed Community Garden in Astley Village. It was agreed to recommend to the Parish Council the following:

- The project and area be named the “Astley Village Community Garden of Reflection”.
- Instead of The Original Tommy Soldier Statue - 6ft (£650.00), it was recommended that the solid Unknown Tommy Statue (£175.00) be purchased – images below:



The Original Tommy Soldier Statue



Solid Unknown Tommy Statue

- The scheme included in the Spring Newsletter be proceeded with subject to:
  - The Royal British Legion Industries Ltd, Tommy Statue should only be in place for the three weeks prior and a week after Armistice Day each year.
  - The back of the existing notice board should remain as it is but on the front of the existing raised planter a sign be included with “Astley Village Community Garden Reflection”.
  - The location of the single Tommy should be determined later once the work has commenced.
  - The Parish Council should accept the offer of assistance from the resident of Astley Village and ex-Teacher and Garden Designer.
- That the Parish Clerk be requested to discuss with the Chorley North and Astley Ward Councillors and Lindsey Blackstock (Open Space Strategy Officer, Chorley Borough Council) the suggested changes.
- That the scheme be started as soon as possible after the September Parish Council Meeting.



Solid Unknown Tommy Statue with “A Time to Reflect” at the bottom - £175 plus delivery  
 Material - Aluminium Composite (3mm thick)  
 Size - 1.47m- 4ft 10  
 Can be installed in the ground using included angle irons or mounted on the side of a wall or building using wall plugs and fixing screws. Suitable for permanent use, or easily removed and re-installed.

An amended plan incorporating the suggested changes has been prepared by Lindsey Blackstock (Open Space Strategy Officer, Chorley Borough Council) together with a Specification and Bill of Quantity, which are attached to this report (Appendix D and E).

### **Derian House**

Mick Croskery, Fundraising Manager (Income, Communications & Marketing) at Derian House has invited the Parish Council to Derian House to see first-hand the work they do for children and families across the Northwest of England.

### **Finger Post Modular Sign System**

Finger Post signs for (i) Chancery Road (near the subway) pointing to the Village Centre and to the new West Way Sports Hub (on the shop side at the corner of Ravensthorpe) (ii) Judeland Wood to Astley Park have been ordered. White Hill Direct Ltd have been installed.

### **Chorley Flower Show**



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

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

Mr Simon Forster, Open Space Strategy Officer (Chorley Borough Council) has confirmed that the response provided at the last meeting, referred to the grass pitches at West Way Sports Hub only.

### **Christmas Carol Singing**

An email has been sent enquiring whether Parklands school band would be available to play at the Parish Christmas Carol Singing be held round the Christmas Tree in front of the shops in Astley Village on Thursday 8 December 2022 at 7pm. To date, no reply has been received.

### **Quarterly meeting with Places for People**

The quarterly meeting with Places for People was held on Tuesday 22 August 2022. Attended by Councillor Barraclough and the Parish Clerk. An update will be provided at the meeting.

### **Grass Cutting in Front and behind the Shops**

An email has been sent to A.P.A. Blackpool Limited off Hallgate, Astley Village regarding the complaints received regarding the lack of grass cutting in front and behind the shops at Hallgate. To date, no reply has been received.

Since the last meeting, further complaints have been received from residents:

“Yesterday evening whilst I was out with my husband walking the dog, we were shocked and upset at the state in which around the shop area and subway looked. We have lived on Wymundsley for almost 27 years and never felt like this about where we live. It looks disgraceful. I have attached some photos which I took last night. I wasn't sure who to contact and would appreciate it if you could direct me to the right person regarding this issue.”

“I am all for "sharing services" and using good practice in Facilities & Logistics Management, but if this fragmentation of trees and grass cutting services, so that it is not clear to the public who does what, where to report to and actually see action, is an example then it's no wonder Astley Village is beginning to look scruffy. The front of Astley Village shops is a prime example of where the once "village green" doesn't help the look of the overall area as the shops themselves are looking their age.”

### **Littering in Chancery Road Underpass**

A resident has contacted the Parish Council regarding the regular littering in the underpass in Chancery Road near the Buckshaw school. They have stated that on a daily basis litter such as plastic drink bottles and cans are left on the path. Recently there were large slabs of broken paving. They believe that this is not an isolated incident and is happening almost daily and is very antisocial and dangerous and asking if the Parish Council do something to improve the situation.

### **Speed Indicator Devices (SpIDs)**

Recently one of the speed indicator devices on Chancery Road was turned the wrong way and a resident kindly turned it back the right way. However, they have commented that they believe that as both the solar-powered speed reminders are three years old and are not calibrated meaning they don't show the correct speed being travelled, both signs need to be replaced with new solar powered speed reminders like the one on Southport Road.

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

Chorley Borough Council have confirmed that the tendering process is now underway.

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

- Chorley Borough Council, Survey for Finger Post Signs (£120.00).
- Everglades Nurseries, Removal of 5 trees from area in front of the shops (£132.00).
- Zazzle!, D badges & Lanyards for Councillors and Parish Clerk (£41.33).
- Iced, Artwork (Parish Council Logo) (£40.50).

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

To note the report.



### **Village Development Working Group**

The Village Development Working Group met on Thursday 28 July 2022 via Zoom and was attended by Councillors Keith Ashton, Emma Barraclough, Gillian Sharples and Chris Sheldon. The Parish Clerk was also in attendance.

It was agreed that Councillor Chris Sheldon should be appointed Chair of the Working Group until the Annual Meeting of the Parish Council in May 2023.

### **Community Litter Picks**

The Working Group discussed the proposed introduction of Community Litter Picks facilitated by the Parish Council. It was agreed to recommend to the Parish Council the following:

- Buckshaw Primary School be invited to participate in the initiative as part of the school curriculum.
- Community Litter Picks be organised by the Parish Council once a month on a Saturday morning (for example the second Saturday of every month) by providing access to the equipment stored at the Community Centre and leading the litter pick.
- That each month a different area of the Village be targeted and that details be provided in the Parish Council Newsletter.
- Councillors Keith Ashton and John McAndrew be requested to prepare an article inclusion in the Winter Newsletter in relation to the introduction of Community Litter Picks.
- Consideration be given to the Parish Council having a Facebook account which could be used to promote events such as the Community Litter Picks.

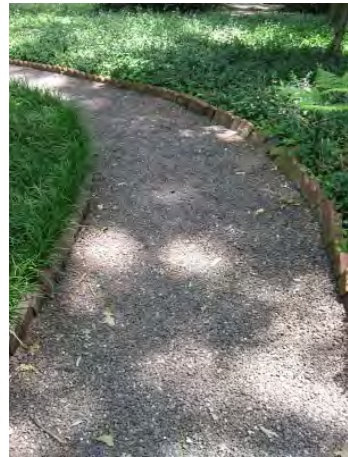
### **Community Garden in Astley Village**

The Neighbourhood Area Meeting: NW Parishes and Chorley North have committed £2,000 to the project and the Parish Council have previously indicated that it would commit to provide a similar amount. The Working Group discussed the proposed Community Garden in Astley Village. It was agreed to recommend to the Parish Council the following:

- The project and area be named the “Astley Village Community Garden of Reflection”.
- The scheme included in the Spring Newsletter be proceeded with subject to:
  - Instead of The Original Tommy Soldier Statue - 6ft (£650.00), it was recommended that the solid Unknown Tommy Statue (£175.00) be purchased and should only be in place for the three weeks prior and a week after Armistice Day each year. It was noted that the Tommy would need to be installed into a solid foundation, such as concrete, through the fittings in each corner of the base.
  - The back of the existing notice board should remain as it is but on the front of the existing raised planter a sign be included with “Astley Village Community Garden of Reflection”.
  - The location of the single Tommy should be determined later once the work has commenced.
  - The Parish Council should accept the offer of assistance from the resident of Astley Village and ex-Teacher and Garden Designer.
- That the Parish Clerk be requested to discuss with the Chorley North and Astley Ward Councillors and Lindsey Blackstock (Open Space Strategy Officer, Chorley Borough Council) the suggested changes.
- That the scheme be started as soon as possible after the September Parish Council Meeting.

# ASTLEY VILLAGE COMMUNITY GARDEN OF REFLECTION

**PATHS**—1.5m wide bound gravel paths with edging boards, subbase and 6mm wearing course. To provide a smooth level route.



**AIM**—to create a community space for all to enjoy, spending time either together or alone to relax and reflect.

**BENCHES**—2 new benches to be installed to match existing. Plaque for the “Queens Platinum Jubilee” and “Time to Reflect”.



**SHRUBS**



**TREE PLANTING**—specimen ornamental cherry tree to commemorate the “Queens Platinum Jubilee”

Life-sized Tommy Statue (1.47m- 4ft 10) to be in place annually for three weeks prior and a week after Armistice Day. Location to be determined on site.

Raised bed planter to be upgraded with new planting scheme to be designed by local resident in partnership with the Parish Council. Paving slab path to be installed around the planter with additional planting to create a garden area.

Crocus bulbs to be planted in ribbons into the grass for impact



**FLOWERS**



**GRASSES**

Stipa tenuissima 'ponytails'



**BULBS**



Molinia 'moorhexe'



**EXISTING SITE**



**SPECIFICATION – ASTLEY VILLAGE COMMUNITY GARDEN OF REFLECTION**    CHANCERY ROAD, ASTLEY VILLGE, PR7 1XP

This is a project designed to enhance the public open space off Chancery Road to create a community garden. A path is to be constructed from aggregate which is approx. 60m long by 1.5m wide. A smooth even all-weather surface is required to allow easy movement of people in wheelchair and pushchairs.

Access to the land is gained from Chancery Road near the entrance to Buckshaw Primary School. Please note that through term time the access path and entrance to the school are very busy and the preferred construction time is during October half term when the school is shut. This is Monday 24<sup>th</sup> October to Tuesday 1<sup>st</sup> November inclusive. The school is back open on Wednesday 2<sup>nd</sup> November. Ideally, it is the intention that the Tommy Statue should be in place for the three weeks prior and a week after Armistice Day on Friday, 11 November 2022.

Disruption to residents and damage to the highway and footpaths are to be mitigated against through a work method statement and risk assessments.







Following public consultation, the following concept design has been agreed for the site.

## ASTLEY VILLAGE COMMUNITY GARDEN OF REFLECTION

**PATHS**—1.5m wide bound gravel paths with edging boards, subbase and 6mm wearing course. To provide a smooth level route.



**AIM**—to create a community space for all to enjoy, spending time either together or alone to relax and reflect.

**BENCHES**—2 new benches to be installed to match existing. Plaque for the “Queens Platinum Jubilee” and “Time to Reflect”.

**SHRUBS**



**FLOWERS**



**GRASSES**

*Stipa latuissima* 'pontails'



**BULBS**

*Molinia 'moorhaze'*




Life-sized Tommy Statue (5ft (182cm)) to be in place annually for three weeks prior and a week after Armistice Day. Location to be determined on site.

Raised bed planter to be upgraded with new planting scheme to be designed by local resident in partnership with the Parish Council. Paving slab path to be installed around the planter with additional planting to create a garden area.

Crocus bulbs to be planted in ribbons into the grass for impact.

**TREE PLANTING**—specimen ornamental cherry tree to commemorate the “Queens Platinum Jubilee”







**EXISTING SITE**




The map below shows the location of the 1.5m wide aggregate path at a maximum length of 60m.



The map below shows the location of the paving flag path, to be constructed using the flags taken up from the paths to the existing benches. It creates a route around the existing raised bed. The length of this path is approximately 7m with the additional paved central section as shown by the white lines. The green lines denote the edge of the planting bed which is to be dug over and soiled ready for planting by others.



## BILL OF QUANTITY

Item	Description	Qty	Unit	Rate	Amount	
					£	p
1	PRELIMIARIES (including site security, welfare, storage etc)		ITEM			
2	SITE CLEARANCE. Removal of old flags from the path linking to the 2 existing benches and retain for use around the raised bed feature.		ITEM			
3	EXCAVATED MATERIAL Earth from creation of the tray for the path to be spread to along the woodland edge of the site. Exact location to be decided. OR to be removed from site. <b>CONFIRM</b>		ITEM			
4	FOOTPATH CREATION. Scrape off to create a tray 120mm deep x 1500mm wide for approx. 60m	10.8	M3			
5	Install timber edging boards (150x38mm) secured with pegs (50x450mm) at 1200mm centres	120	m			
6.	Supply and install terram sheeting to base of tray	90	m2			
7	Supply and compact MOT Type 1 to a depth of 100mm along full length of footpath	9	m3			
8	Supply and compact aggregate 10mm to dust to a depth of 20mm with camber 1:40 along full length of path. (Limestone or Ultitrec <a href="https://www.tarmac.com/solutions/aggregates-asphalt/ultitrec/">https://www.tarmac.com/solutions/aggregates-asphalt/ultitrec/</a> are the specified aggregates)	1.8	m3			
9	Paving flags from the existing paths to benches to be reused and laid on a MOT/sand subbase to create a walkway around the raised bed (7m approx.) and access to planting beds. Exact design to be determined at site visit. Planting beds to be created and dug over with topsoil added ready to be planted by the community.		ITEM  ITEM			

10	Concrete base to be constructed to accommodate the Royal British Legion Industries Ltd, Tommy Statue (Size - 1.47m- 4ft 100 Location to be determined at site meeting.		TBC			
11	Installation of 2nr benches to match existing on site to the edge of the aggregate path. To be supplied by Astley Village Parish Council		ITEM			
12.	To plant specimen tree 12-14 girth with double stake. Tree to be supplied by Chorley Council		ITEM			
13.	Reinstate site, tidy and make good		ITEM			
<b>TOTAL COST</b>						

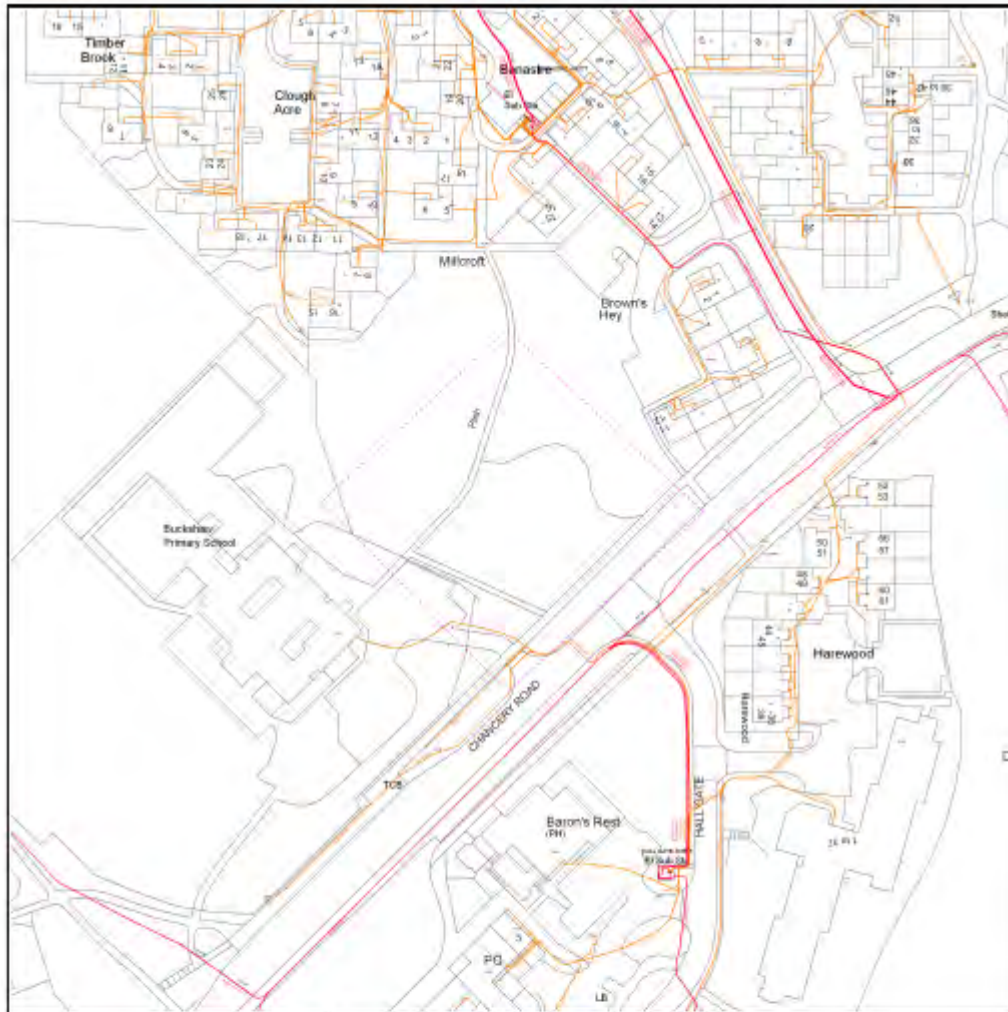
The appointed contractor will be expected to provide Risk Assessments, Method Statement, CoSHH assessments and Insurance details in line with CDM regulations prior to starting on site. Searches have been carried out for services and non are known to be present. Scanning before digging is however recommended.

### Service Plans

UU Water

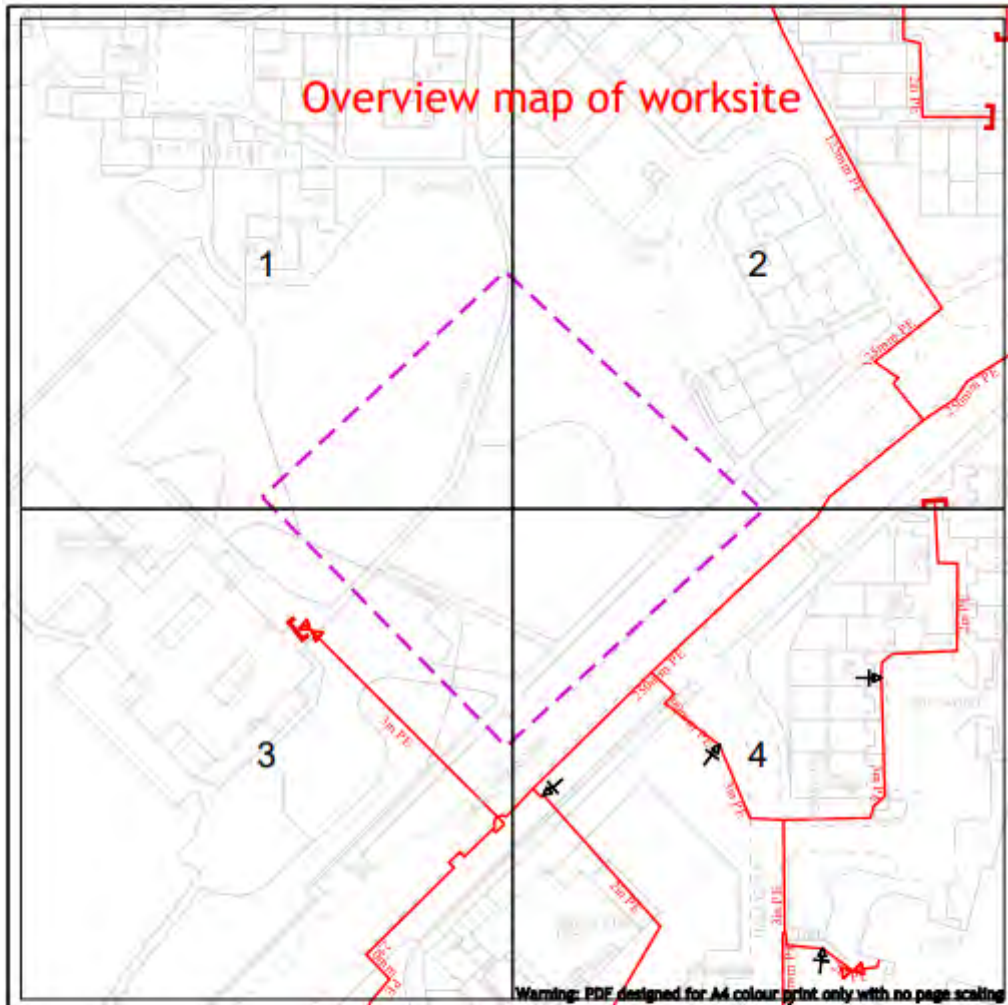


# Electricity North West Orange – Low Voltage



Requested by: Lindsey Blackstock Company: Chorley Council Date Requested: 24/08/2022 Job Reference: 26710570 Your Scheme/Reference: Asley Village Mem	<b>Operating Voltage</b>	<b>Colour Code</b>	<b>Line Colour</b>	
	132kV 33kV 22kV-25kV 11kV 6kV-6.6kV 1kV-6kV LV Unknown Voltage	Black Green Yellow Red Blue Violet Orange Brown		
<b>Dig Sites:</b> Area:  Line:	<p>Unless otherwise indicated the depth of Electricity North West Limited cables are in accordance with BS54 (rules for Low Voltage &amp; above for 220V cables) 150V and 220V cables are laid at depths as marked. The depth and position of Electricity North West Limited equipment was accurate as shown when the equipment was installed, however this position may have altered the level &amp; other reference data. Therefore Electricity North West Limited accept no responsibility for the position of Electricity North West Limited equipment being different from shown. No person, body or company, shall be relieved from liability for damage caused to Electricity North West Limited equipment by reason of being located differently to the indications on this drawing or from any regulatory loss of income or incentive, or expense, which may be suffered by Electricity North West Limited and which is caused or contributed to by any loss of supply as a result of any damage caused to Electricity North West Limited's equipment. Service cables are not necessarily shown but must be assumed to exist to all poles, streetlights and signs. There may be other Electricity North West Limited apparatus in the vicinity which is not indicated on the cable records. Other apparatus may also be present which is owned by a third party other than Electricity North West Limited.</p> <p>Reproduced from or based upon Ordnance Survey's map with the permission of Her Majesty's Stationary Office. Crown Copyright Reserved. LICENCE No. 100017692. Unauthorised reproduction may lead to Prosecution or Civil Proceedings.</p> <p>Reference should be made to HSE Guidance: H9(24) "Avoiding Danger from Underground Services" and E56 "Avoidance of Danger from Overhead Power Lines".</p> <p>Electricity North West Limited, 39 Wigglesworth Place, Birchwood Park, Warrington WA3 6AS. Registered in England and Wales. Registered No 02344746</p>			
Data Management Electricity North West Linley House Dickinson Street Manchester, M1 4LF Phone: 0800 195 4141 Email: <a href="mailto:planrequest@enwl.co.uk">planrequest@enwl.co.uk</a>				Scales on A4 paper: 1:1250 Area dig site 1:250 Line dig site

# Gas



	<p>Dig Sites Area:  Line: </p> <p>  LP Mains   MP Mains   IP Mains   LHP Mains         </p>	<p>  Valve   Depth of cover   Siphon         </p> <p>  Diameter Change   Material Change   Out of Standard Service         </p>
	<p>Date Requested: 24/08/2022          Job Reference: 26710570          Site Location: 357429 418627          Requested by: Mrs Lindsay Blackstock          Your Scheme/Reference: Asley Village Memorial Garden          View extent: 100m, 100m          Scale: 1:1025 (When plotted at A4)</p>	<p><b>IMPORTANT NOTICES</b></p> <p>This plan shows those pipes owned by Cadent Gas Limited in its role as a Licensed Gas Transporter (GTT). Gas pipes owned by other GTTs or otherwise privately owned may be present in this area. Information with regards to such pipes should be obtained from the relevant owners. The information shown on this plan is given without warranty, the accuracy thereof cannot be guaranteed. Service pipes, valves, siphons, stub connections etc. are not shown but their presence should be anticipated. No liability of any kind whatsoever is accepted by Cadent Gas Limited or their agents, servants or contractors for any errors or omission. Safe digging practices, in accordance with HSG57, must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that this information is provided to all persons (either direct labour or contractors) working for you on or near gas apparatus. The information included on this plan should not be referred to beyond a period of 28 days from the date of issue.</p> <p style="text-align: center;"><b>In case of emergency call - 0800 111 999</b></p> <p><small>© Crown Copyright ©. This plan is reproduced from or based on the GB map by Cadent Gas Limited, which is a portion of the copyright of His Majesty's Office. Crown Copyright Reserved. Ordnance Survey Licence number: 100028811.</small></p>



# Astley Village Parish Council

<b>Title</b>	<b>Planning Issues Relevant to the Village</b>				
<b>Report of</b>	<b>Parish Clerk</b>				
<b>Date</b>	<b>7 September 2022</b>				
<b>Type of Paper</b>	<b>Decision</b>	<b>X</b>	<b>Discussion</b>		<b>Information</b>
<b>Purpose of Report</b>					
To consider any planning issues relevant to the village.					
<b>Key Issues</b>					
The Parish Council has been consulted on the following planning application received by Chorley Borough Council for:					
<ul style="list-style-type: none"> <li>the erection of a single storey side/rear extension (following demolition of existing conservatory) and first floor side extension and associated alterations to fenestration at 22 Elmwood, Astley Village, Chorley PR7 1UX (Reference: 22/00800/FULHH). The deadline for any representations was 29 August 2022.</li> </ul>					
<b>Action required by the Parish Council</b>					
To consider whether to make any representations on the above planning application.					



**AGENDA ITEM 10(i)**

**FINANCIAL POSITION - SUMMARY 7 September 2022  
Financial Year 2022/23 (1 April 2022 to 31 March 2023)**

			£
<b>Receipts and Expenditure Account</b>			
<b>Receipts</b>			
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
<b>Total Receipts</b>			<b>25,275.83</b>
<b>Expenditure Total</b>			
			<b>8,170.23</b>
<b>Income &amp; Expenditure Reconciliation</b>			
Balance Brought Forward at 1 April 2022			84,345.11
Add: total receipts to date		+	25,275.83
Less: total expenditure to date		-	8,170.23
<b>Balance</b>			<b>101,450.71</b>
<b>Bank Reconciliation</b>			
Community Account (chequeing account)	25/08/22	+	1,500.00
Business Premium Account	25/08/22	+	95,769.93
Unify Credit Union deposit	01/04/22		5,384.72
Less unpresented cheques/ET/SO		-	1,203.94
Plus uncleared credits		+	<b>101,450.71</b>
<b>Unpresented cheques/SO/Payments</b>			
Sept/October			1203.94
			<b>1203.94</b>
<b>Uncleared Incomes</b>			
			<b>0.00</b>

**AGENDA ITEM 10(ii)**

**PAYMENTS TO BE APPROVED**

September/October 2022

Date	Creditor	Description	Cheque No	Total	Vat	Net
09/09/22	Employee 4	Reimbursements (July 2022)	EB	44.00		44.00
09/09/22	Employee 4	Reimbursements (August 2022)	EB	27.10		27.10
10/09/22	livedrive Internet Limited	livedrive Subscription (Cloud)	EB	25.00	4.17	20.83
01/09/22	Easy Web Sites	Monthly rental	DD	69.60	11.60	58.00
23/09/22	Zoom	Zoom Subscription (Sept 2022)	EB	14.39	2.40	11.99
15/09/22	Employee 2	Salary (Sept 2022)	EB	82.33		82.33
15/09/22	Employee 4	Salary (Sept 2022)	EB	310.00		310.00
15/09/22	HMRC	Tax (Sept 2022)	EB	77.60		77.60
01/10/22	Easy Web Sites	Monthly rental	DD	69.60	11.60	58.00
23/10/22	Zoom	Zoom Subscription (Oct 2022)	EB	14.39	2.40	11.99
14/10/22	Employee 2	Salary (Oct 2022)	EB	82.33		82.33
14/10/22	Employee 4	Salary (Oct 2022)	EB	310.00		310.00
14/10/22	HMRC	Tax (Oct 2022)	EB	77.60		77.60
				<b>1,203.94</b>	<b>32.17</b>	<b>1,171.77</b>

**BUDGET REPORT – 7 September 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 (£)
<b>01 - ADMINISTRATION</b>	01-1	Room Hire/ Zoom Subscription	200.00	110.93		89.07
	01-2	Office/Sundry	1,000.00	308.42		691.58
	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	3,327.12		3,172.88
	01-7	Employee Contingency	2,000.00	-		2,000.00
	01-8	IT/Website	1,000.00	382.00		618.00
<b>02 - COUNCIL</b>	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
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	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	110.00		2,390.00
	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	100.00		2,400.00
	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	953.91		546.09
<b>04 - GENERAL RESERVE</b>	04	General Reserve	31,113.77	-		31,113.77
Balance Carried Forward from 2021/22	84,318.49					
<b>TOTALS</b>			<b>109,563.77</b>	<b>7,777.17</b>	<b>-</b>	<b>101,786.60</b>
<b>VAT to be Recovered</b>		<b>£393.06</b>				
<b>Total Spend to Date</b>				<b>8,170.23</b>		



# Astley Village Parish Council

## STATEMENT ON INTERNAL CONTROL

### Internal Control

Astley Village Parish Council is a local authority funded by public money and as such is responsible for ensuring its business is conducted in accordance with the law and proper standards and that public money is safeguarded, properly accounted for, used economically, efficiently and Parish Council effectively.

In meeting this responsibility assurances are required that there is a sound system of internal control and accountability.

Internal controls are designed to ensure that risks are managed to a reasonable and acceptable level forming part of an ongoing process designed to identify and prioritise the risks to the authority's policies, aims and objectives and to evaluate and manage those risks accordingly.

Internal Control	Suggested test	Response
Proper bookkeeping	<ul style="list-style-type: none"> <li>Is the Excel Financial Spreadsheet maintained and up to date?</li> <li>Is the Excel Financial Spreadsheet arithmetic correct?</li> <li>Is the Excel Financial Spreadsheet regularly balance?</li> </ul>	
a) Standing Orders and Financial Regulations b) Payment controls	<ul style="list-style-type: none"> <li>Has the Parish Council formally adopted standing orders and financial regulations?</li> <li>Has a Responsible Financial Officer been appointed with specified duties?</li> <li>Have items or services above a de minimis amount been competitively purchased?</li> <li>Are payments in the Excel Financial Spreadsheet supported by invoices, authorised and minuted?</li> <li>Has VAT on payments been identified, recorded and reclaimed?</li> <li>Is s137 expenditure separately recorded and within statutory limits?</li> </ul>	
Risk management arrangements	<ul style="list-style-type: none"> <li>Does a scan of minutes identify any unusual financial activity?</li> <li>Do the minutes record the Parish Council carrying out an annual risk assessment?</li> <li>Is insurance cover appropriate and adequate?</li> <li>Are internal financial controls documented and regularly reviewed?</li> </ul>	

Budgetary controls	<ul style="list-style-type: none"> <li>▪ Has the Parish Council prepared an annual budget in support of its precept?</li> <li>▪ Is actual expenditure against the budget regularly reported to the Parish Council?</li> <li>▪ Are there any significant unexplained variances from budget?</li> </ul>	
Income controls	<ul style="list-style-type: none"> <li>▪ Is income properly recorded and promptly banked?</li> <li>▪ Does the precept recorded in the Excel Financial Spreadsheet agree to Chorley Borough Councils notification? Are security controls over cash adequate and effective?</li> </ul>	
Reimbursement procedures	<ul style="list-style-type: none"> <li>▪ Is all petty cash spent recorded and supported by VAT invoices/receipts?</li> <li>▪ Is petty cash expenditure reported to each Council meeting?</li> <li>▪ Is petty cash reimbursement carried out regularly?</li> </ul>	
Payroll controls	<ul style="list-style-type: none"> <li>▪ Do salaries paid agree with those approved by the Parish Council?</li> <li>▪ Are other payments to the Parish Clerk reasonable and approved by the Parish Council?</li> <li>▪ Has PAYE/NIC been properly operated by the Parish Council as an employer?</li> <li>▪ Are the 'electronic' salary pay arrangements transparent and authorised?</li> </ul>	
Asset controls	<ul style="list-style-type: none"> <li>▪ Does the Parish Council keep an asset register of all material assets owned?</li> <li>▪ Are the Asset/Investments registers up to date?</li> <li>▪ Do asset insurance valuations agree with those in the asset register?</li> </ul>	
Bank reconciliation	<ul style="list-style-type: none"> <li>▪ Is there bank reconciliation for each amount?</li> <li>▪ Is bank reconciliation carried out regularly on the receipt of statements?</li> <li>▪ Are there any unexplained balancing entries in any reconciliation?</li> </ul>	
Year end procedures	<ul style="list-style-type: none"> <li>▪ Are year-end accounts prepared on the correct accounting basis (R&amp;P)?</li> <li>▪ Do accounts agree with the cash book?</li> <li>▪ Is there any audit trail from underlying financial records to the accounts?</li> </ul>	

AUDITOR NAME: ..... SIGNATURE: ..... DATE: .....

**Reviewed by the Parish Council on 8 September 2021**

## 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"> <li>▪ Internal Auditor has direct access to those charged with governance.</li> <li>▪ Reports are made in own name to management/Parish Council via a report.</li> <li>▪ Auditor does not have any other role within the Parish Council.</li> </ul>	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"> <li>▪ Responsible officer (Clerk) is consulted on the internal audit plan and on the scope of each audit.</li> <li>▪ Responsibilities for officers and internal audit are defined in relation to internal control, risk management.</li> <li>▪ The responsibilities of Parish Council members are understood; training of members is carried out as necessary.</li> </ul>	Yes
		Yes
		Yes
5. Audit Planning and reporting	<ul style="list-style-type: none"> <li>▪ The Internal Audit Plan properly takes account of corporate risk.</li> <li>▪ The plan has been approved by the Parish Council.</li> <li>▪ Internal Auditor has reported in accordance with the plan.</li> </ul>	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"> <li>▪ Adequate resource is made available for internal audit to complete its work.</li> <li>▪ Internal auditor understands the body and the legal and corporate framework in which it operates.</li> </ul>	Yes
		Yes
Banking arrangements checked	Viewed procedure, Financial Regulations, authorisations	Yes

## INTERNAL AUDIT PLAN

Agenda Item 10(v)

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

AUDITOR NAME: ..... SIGNATURE: ..... DATE: .....

# Astley Village Parish Council - Financial Risk Assessment

## 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.

<b>FINANCIAL AND MANAGEMENT</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
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**

<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
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.

<b>FINANCIAL RISK THROUGH EQUIPMENT LOSS OR DAMAGE</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
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 8 September 2021

## **Chorley Liaison**

Wednesday, 20th July 2022, 6.30 pm

Council Chamber, Town Hall, Chorley and Youtube

### Agenda

#### **Apologies**

- 1 **Welcome by the Chair**
- 2 **Minutes of meeting Wednesday, 16 March 2022 of Chorley Liaison**
- 3 **Streetscene Strategy 2022 - 2025**

The Director of Customer and Digital and the Streetscene Services Manager will deliver a short presentation and answer questions.
- 4 **LCC Better Working Together**

County Councillor Alan Cullens will be attendance to speak on this item.
- 5 **Item requested by Adlington Town Council**

## **Background**

Clarification of the youth outreach and engagement work/staff support from both LCC and the CCC Inspire teams. Adlington Town Council is aware that LCC youth workers are active in Coppull. Is this support available to other outer council areas, such as Adlington, and what will be offered by Inspire during the summer holidays 2022 in particular? Will transport be considered to meet/reduce the cost of getting young people into the Town Centre to attend the Youth facilities/activities? If yes, please explain, and will any transport that is provided offer various convenient pick up and drop off points in several locations to be effective.

## **Response from CBC Community Engagement Officer**

The council funded, Inspire Youth Zone 'Detached Project', includes youth engagement at the different parks in Adlington, along with other areas of Chorley. This project involves a small team of youth engagement workers visiting parks and open spaces where young people are likely to gather. Once there, the team will engage the young people in activity and conversation in order to gain a better understanding of the behaviours and matters affecting the young people in each area and provide advice and signposting to opportunities relevant to them. Unfortunately, Inspire are experiencing significant challenges with recruitment, which has affected their ability to send the detached team out, focusing staffing resource on keeping their doors open.

There are no plans to offer transport to Inspire from Adlington at this time. The young people consulted in Adlington have told youth workers that as Inspire doesn't have a skate park, they would not be interested in attending there. A pilot scheme to encourage young people from non central locations of Chorley is planned and described in the Outreach Plan. If this proves successful in the locations identified, we will use the learning obtained to inform further work of this nature.

I have met with LCC's Children and Family Wellbeing Targeted Youth Service, who are also in the process of recruiting additional youth workers. Once these positions are trained and ready, by September, they will work with Inspire to rebuild relationships with young people in Adlington on Tuesday evenings for a long term project. Councillors will be informed of where and when this is to take place and ongoing outcomes & observations as the provision develops.

Free bus passes are available from Children and Family Wellbeing, for any young person aged 16-18 that is not in education or employment.

## **6 Item requested by Anderton Parish Council**

### **Background**

In order to try to improve the public transport provision across the borough is there anything that Chorley Council can do to try to bring about a real time electronic display of bus (and preferably train) information at Chorley Interchange. Compared with other town's transport interchanges within Lancashire this seems sadly lacking and detrimental to sustainable travel objectives.

**7 Item requested by Brindle Parish Council**

**Background**

Planning Officer Interpretation of Planning Regulations particularly with regard to Article Q.

**8 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.

**9 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.

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

Gary Hall  
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), Hasina Khan (Chorley Town East), Debra Platt (Chorley Town North), Alan Platt (Western Parishes), Michelle Le Marinel (Northern Parishes) and Aaron Beaver (Chorley Town West).

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](http://chorley.gov.uk)





**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.



# Better Working Between Lancashire County Council and Parish and Town Councils

**Parish & Town Council Charter 2022-2024**

Communication • Consultation • Contacts

## **Foreword**

Parish and Town Councils are an important part of local government and have a vital role in acting on behalf of the communities they represent. Lancashire County Council is committed to working with Parish and Town Councils across the County to connect with local communities, understand their needs and respond to their priorities. In turn, the local councils recognise the strategic role of Lancashire County Council and the equitable distribution of services.

This revised Charter has been developed in partnership with representatives of Parish and Town Councils in Lancashire and sets out how we will work together. I very much welcome this revised Charter and look forward to continuing to work closely with our local Councils over the coming period.

### **County Councillor Peter Buckley**

Cabinet member for community and cultural services

February 2022

## Introduction

We aim for Lancashire to be the best place to live, work, visit and prosper.

We want Lancashire to be the county people choose to create a home, raise their children, develop a career and grow old in. We are committed to developing and celebrating our diverse communities, heritage and landscape to create a strong sense of place that we can all be proud of.

This is reflected in our Corporate Priorities of Delivering better services; Protecting our environment; Supporting economic growth; and Caring for the vulnerable. It is further underpinned by our values of being Supportive, Innovative, Respectful and Collaborative.

## Working across the three levels of local government in Lancashire

In Lancashire there are three levels of local government, namely the County Council, 12 District Councils and 212 Parished areas (represented by over 180 Parish Councils, 19 Town Councils and 1 Neighbourhood Council). Only half of Lancashire's residents are currently represented by a Parish or Town Council, with the remainder living in an Unparished area.

Generally, the County Council is responsible for the more strategic functions and services such as education and social care whereas the Districts Councils provide services such as household waste collection, environmental health and housing. Whilst some functions are shared between County and District, the County Council has the strategic role of achieving equitable, efficient and cost-effective distribution of services.

The Local Government Association has provided a useful overview of the different responsibilities between County and District Councils, and Unitary Councils such as our neighbours in Blackpool and Blackburn with Darwen. This report can be accessed [here](#). The Government have also produced a guide to help understand how councils work, which can be viewed [here](#).

Parish and Town Councils in Lancashire are very diverse in their geographical locations, size, budget, aspirations and socio-demographic factors. In their role as democratically accountable bodies, Parish and Town Councils offer a means of directly shaping the important decisions which affect their locality. They offer a means of decentralising the provision of certain services and of revitalising local communities. Parish and Town Councils offer local knowledge and intelligence, links to community groups and other grass-roots organisations.

The map at Appendix A illustrates the complex structure of local government in Lancashire showing Parished and Unparished areas within each of the 12 Districts.

## About this Charter

This Charter sets out the relationship between Lancashire County Council and Parish and Town Councils in Lancashire. We aim to work effectively together for the benefit of local people, whilst recognising our respective responsibilities as autonomous democratically elected, statutory bodies.

The Charter is the result of experience and local consultation about establishing better ways of working and to confirm existing good practice. The document is not a service level agreement, nor does it specify key performance indicators or list target response times as these will vary from service to service and the severity of the issue raised. It is intended as a high-level framework for better working between Lancashire County Council and the Parish and Town Councils across Lancashire.

The relationship between individual Districts and the Parish and Town Councils that are located within their geographical boundary do not form part of this Charter, nor does the relationship between the County Council and each of the 12 District Councils. That is the subject of separate District liaison meetings and Lancashire Leaders' meetings which are outside the scope of this document.

## How we will work better together:

### 1. Improving communication

Effective communication is the basis for any successful working relationship.

Lancashire County Council will:

- Nominate a County Councillor to serve as Parish and Town Council Champion, and an appointed County Council Cabinet Member. These elected members will lead on ways to sustain and improve effective partnership working and will have officer support from members of the Partnerships Development Team.
- Maintain an up-to-date list of Parish & Town Council Clerk contact details (contact name, email, phone & postal address).
- Provide clear details for Parish and Town Councils on how to report specific issues and service requests. (eg. [Report It](#) for highways issues).
- Respond to service requests and queries promptly in line with agreed corporate customer service standards, providing acknowledgement and regular updates as required. (eg. [response times for pothole repairs](#)).
- Encourage and support County Councillors to work closely with their local Parish / Town Council(s) and to be a link between the County Council and local council.
- Operate a dedicated email address ([parishcouncils@lancashire.gov.uk](mailto:parishcouncils@lancashire.gov.uk)) which will be monitored by officers, for queries about general matters that Parish and Town Councils may wish to raise, such as co-ordinating responses to Neighbourhood Plan consultations.

- Share relevant information directly with Parish and Town councils in a timely way by email on appropriate issues (eg. [Public Rights of Way](#)).
- Produce and issue two newsletters per year for Parish and Town Councils under the guidance of the Parish and Town Council Champion.
- Provide up to date communications on corporate and community matters via the Lancashire County Council Parish and Town Council website pages and via social media channels.
- Host an annual conference which will address themes determined collaboratively with Parish and Town Council representatives and Lancashire County Council. This will be attended by the Cabinet member and Parish and Town Council Champion and senior officers, who will offer the opportunity for direct discussions with representatives from local councils.
- Offer signposting to grant funding opportunities and other relevant service offers e.g. utility companies. This includes supporting access to the communities grant portal which can be accessed at [Lancashire County Council 4 Community](#).
- Make best use of the information technology available to promote quick and efficient communication.
- Hold all contact details in compliance with all relevant legislation and corporate policies (e.g. Information Governance policy, GDPR and Data Protection) as set out in the [LCC corporate privacy notice](#).

### Parish & Town Councils will:

- Provide up-to-date contact details (contact name, corporate email, phone & postal address) and appropriate GDPR authorisation for the principal contact (usually the Clerk).
- Encourage Clerks to have access to a computer and dedicated email account.
- Assist and encourage Parish Councillors to have access to and use of electronic communication.
- Make best use of the available information technology to deliver communication with Lancashire County Council.
- Disseminate information and updates sent to the main contact to Parish and Town Councillors and across the local community as appropriate.
- Use a variety of appropriate methods to communicate and consult with their communities.
- Act as a conduit between the local community and Lancashire County Council enabling issues to be raised and responded to quickly.
- Report specific local issues to the relevant department(s) at Lancashire County Council in a timely manner using the contact details list in Appendix B.
- Use the dedicated email address ([parishcouncils@lancashire.gov.uk](mailto:parishcouncils@lancashire.gov.uk)) for queries about general matters that Parish and Town Councils may wish to raise.

- Keep their local County Councillor(s) informed about key parish/town issues and decisions and invite them to meetings.
- Provide their local County Councillor(s) with agendas and minutes of meetings (if requested).
- Use and locally promote the County Council's Customer Service Centre and website to resolve 'day-to-day' issues.

## 2. Consulting with others

It is essential that Lancashire County Council and Parish and Town Councils work together when making decisions to shape services and policies that affect our communities.

Lancashire County Council will:

- Engage with Parish and Town Councils on all issues that are likely to affect their area.
- Consult with Parish and Town Councils on issues and services that impact their residents and allowing sufficient time for an effective response.
- Work with the Lancashire Association of Local Councils ([www.lalc.org.uk](http://www.lalc.org.uk)) and the Society of Local Council Clerks ([www.slcc.co.uk](http://www.slcc.co.uk)) as representative organisations.
- Provide feedback to Parish and Town Councils on the outcomes of consultation in which they have been invited to participate.
- Whenever possible give at least six weeks to respond to formal consultations or set deadlines that consider parish meeting cycles.
- Make sure our service managers know of the need to consult Parish and Town Councils.

Parish & Town Councils will:

- Take responsibility for engaging with their local community on matters relevant to their area, involving as many people in the local community wherever possible in consultation responses.
- Wherever possible respond within consultation deadlines set by Lancashire County Council unless otherwise agreed.
- Recognise that the County Council frequently has limitations and constraints when working on consultations, most notably timescales that cannot be influenced.
- Consult the County Council and other Parish and Town Councils about decisions which affect those councils.
- Work with local District Councillor(s) and Councils where appropriate.
- Provide local knowledge of issues/concerns of the communities they serve.
- Recognise the strategic role of Lancashire County Council in tackling issues that look beyond individual Parish and Town Council boundaries.



### **3. Providing access to services**

Parish and Town Councils are close to their communities and are best placed to understand their needs. Many are able to provide and operate some services and this can be developed through closer working. This will vary between Parish and Town Councils depending on capability, size, budget and demography but could include services such as public rights of way maintenance and Parish lengthsman services.

Lancashire County Council will:

- Recognise the key role of Parish and Town Councils in representing local communities and understanding and responding to local needs.
- Work with Lancashire Association of Local Councils to develop a toolkit and training for newly elected Parish and Town Councillors.
- Where appropriate, work with Parish and Town Councils on options for delegating services to individual local councils.
- Develop closer working relationships with District Councils at both an Officer and Councillor level and via the Lancashire Leaders' meetings.
- Work with Parish and Town Councils to support the health and wellbeing of their communities through health promotion, information sharing and environmental improvement schemes.

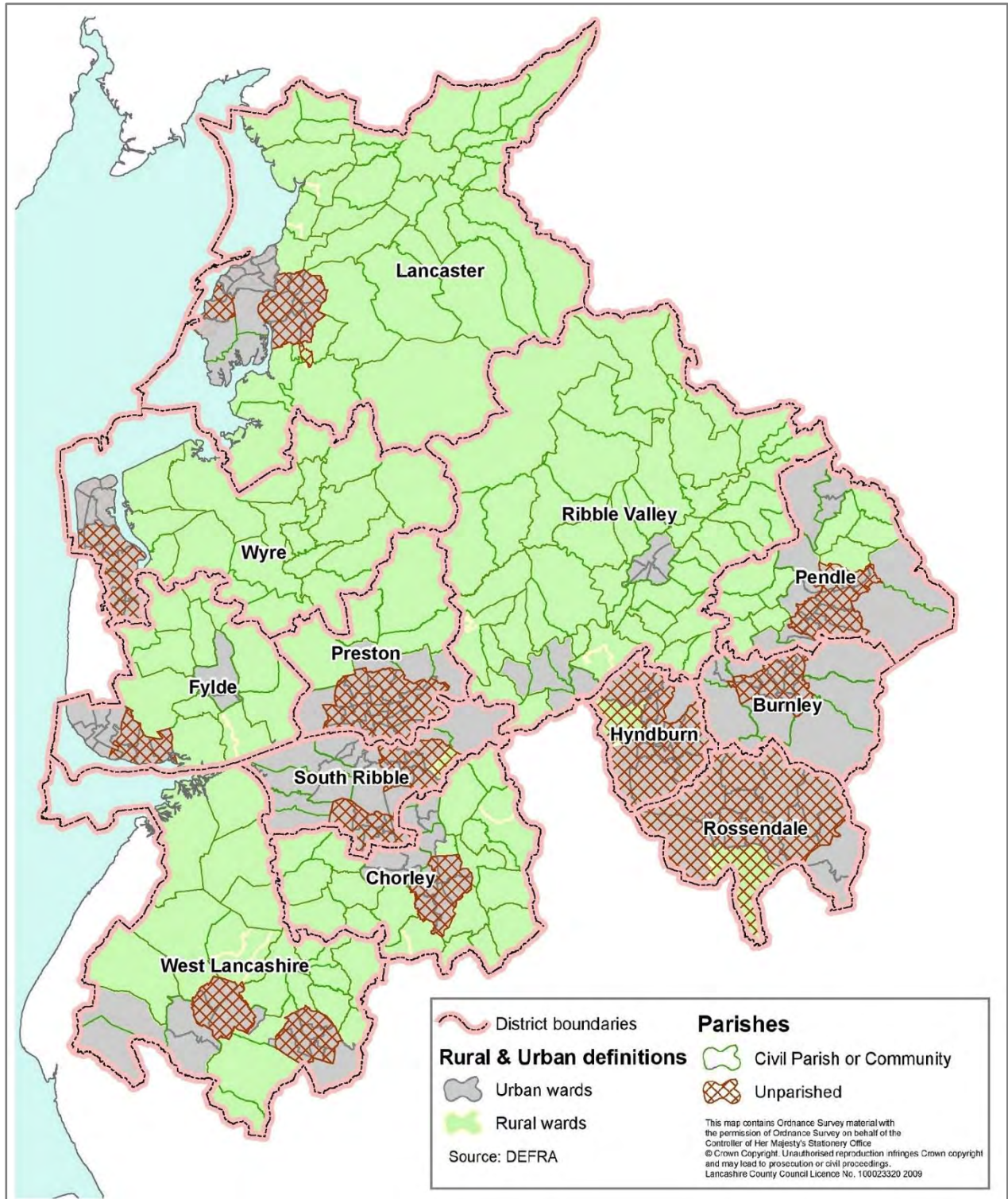
Parish & Town Councils will:

- Work with Lancashire County Council on options for delivering delegated services where appropriate.
- Identify training opportunities and needs regarding County Council services.
- Support grant funded projects to deliver improved services to their communities.
- Encourage cross-Parish Council working and collaboration possibly via local area committees.
- Promote and encourage their communities to support public health messages and environmental improvement initiatives.

### **4. Implementation, monitoring and review**

Implementation of the Charter will be regularly monitored, and updates provided at the annual Parish and Town Council Conference. The Charter will be reviewed in 2024.

**Parished and Unparished areas and Urban & Rural definitions**



## **How to contact LCC**

### **Contact Us webpage:**

<https://www.lancashire.gov.uk/council/get-involved/contact/>

### **Parish and Town Council webpage:**

<https://www.lancashire.gov.uk/parish-and-town-councils/>

### **Highways matters:**

Report IT webpage: <https://www.lancashire.gov.uk/roads-parking-and-travel/report-it/>

Team mailbox: [highwaysdistrictlead@lancashire.gov.uk](mailto:highwaysdistrictlead@lancashire.gov.uk)

### **Send a compliment or comment or make a complaint to the Council:**

<https://www.lancashire.gov.uk/council/get-involved/compliments-comments-complaints/>

### **List of County Councillors:**

<https://council.lancashire.gov.uk/mgMemberIndex.aspx>

### **Parish and Town Council general enquiries email:**

[parishcouncils@lancashire.gov.uk](mailto:parishcouncils@lancashire.gov.uk)

## **Useful LCC Phone Numbers**

### **General Enquiries (Mon-Fri, 8am-5pm):**

Email [enquiries@lancashire.gov.uk](mailto:enquiries@lancashire.gov.uk)

Telephone 0300 123 6701 Fax 01772 536 199

Lancashire County Council, PO Box 78 County Hall, Fishergate, Preston, PR1 8XJ

### **Out of hours emergency contact details:**

Social care 0300 123 6722

Highways 101 (For LCC highways and police non-emergency calls)

### **Libraries:**

Library service automated renewal line 0300 123 6704

Libraries 0300 123 6703

### **Schools:**

School admissions and appeals 0300 123 6707

School transport 0300 123 6738

### **Highways, NoWcard and Blue Badges:**

Highways 0300 123 6780

NoWcard 0300 123 6737

Blue Badges 0300 123 6736

**Waste and Recycling:**

Waste helpline 0300 123 6781

**Births, deaths and marriages:**

Registrars and certification service 0300 123 6705

**Social care:**

Social care 0300 123 6720 (8am-8pm)

Safeguarding adults 0300 123 6721

SEND information and advice 0300 123 6706

SMS text 07860 031294

**Partner Organisations Emergency Phone Numbers**

**Gas leaks and major electricity hazards (e.g. overhead cables, pylons)**

Gas: National Grid UK & Cadent 0800 111 999

Electricity: National Grid UK 0800 40 40 90

**Personal gas & electricity issues (e.g. interruption of supply):**

Contact your own supplier/s (British Gas, Electricity North West etc)

Powercut reporting 105

**Water (e.g. bursts/leaks, flooding involving sewers, loss of supply):**

United Utilities plc 0345 672 3723

Yorkshire Water plc 0345 124 2424

**Environment Agency (e.g. pollution, flooding involving rivers/sea):**

Working hours (Mon-Fri, 8am-6pm) 03708 506506

Out of hours 101 for police support & EA attendance

**District Council Contact Details**

Burnley Borough Council	01282 425011	<a href="http://www.burnley.gov.uk">www.burnley.gov.uk</a>
Chorley Borough Council	01257 515151	<a href="http://www.chorley.gov.uk">www.chorley.gov.uk</a>
Fylde Borough Council	01253 658658	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
Hyndburn Borough Council	01254 388111	<a href="http://www.hyndburnbc.gov.uk">www.hyndburnbc.gov.uk</a>
Lancaster City Council	01524 582000	<a href="http://www.lancaster.gov.uk">www.lancaster.gov.uk</a>
Pendle Borough Council	01282 661661	<a href="http://www.pendle.gov.uk">www.pendle.gov.uk</a>
Preston City Council	01772 906900	<a href="http://www.preston.gov.uk">www.preston.gov.uk</a>
Ribble Valley Borough Council	01200 425111	<a href="http://www.ribblevalley.gov.uk">www.ribblevalley.gov.uk</a>
Rossendale Borough Council	01706 217777	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>
South Ribble Borough Council	01772 625625	<a href="http://www.southribble.gov.uk">www.southribble.gov.uk</a>
West Lancs Borough Council	01695 577177	<a href="http://www.westlancs.gov.uk">www.westlancs.gov.uk</a>
Wyre Borough Council	01253 891000	<a href="http://www.wyre.gov.uk">www.wyre.gov.uk</a>



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## Chorley Liaison agenda management timetable

<b>Date of meeting</b>	<b>Deadline for items to be requested by Members</b>	<b>Agenda Publication Deadline</b>
<b>Wednesday 19 October 2022</b>	Friday 7 October 2022	Tuesday 11 October 2022
<b>Wednesday 18 January 2023</b>	Friday 6 January 2023	Tuesday 10 January 2023

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

### **Future agenda items**

Community energy funding

Revival/survival strategy for Chorley town centre post Covid

Time Credits

Our Health Our Care

Northern Rail

High School Places

**MINUTES OF CHORLEY LIAISON**

**MEETING DATE** Wednesday, 20 July 2022

**MEMBERS PRESENT:** Councillor Gordon France (Eastern Parishes) (Chair),  
Councillor Kim Snape (Chorley Rural East Division,  
Lancashire County Council) (Vice-Chair),  
Lancashire County Councillors: Alan Cullens, Julia Berry  
and Aidy Riggott,  
Chorley Borough Councillors (Chairs of Neighbourhood  
Area Meetings): Debra Platt, Alan Platt and  
Michelle Le Marinel  
Town and Parish Councillors: Ian Horsfield, Katrina Reed,  
Graham Ashworth, Christine Bailey, Nina Buckley,  
Tim Blackburn and Craig Ainsworth

**OFFICERS:** Asim Khan (Director of Customer and Digital),  
Chris Walmsley (Streetscene Services Manager) and  
Coral Astbury (Democratic and Member Services Officer)

**APOLOGIES:** Town and Parish Councillors: Terry Dickenson and Katie  
Hardman

**1 Welcome by the Chair**

The Chair welcomed everyone to the meeting.

**2 Minutes of meeting Wednesday, 16 March 2022 of Chorley Liaison**

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

**3 Streetscene Strategy 2022 - 2025**

Asim Khan, Director of Customer and Digital and Chris Walmsley, Streetscene Services Manager, introduced the Streetscene Strategy 2022-2025 and outlined the key changes to the policy.

Members raised the following points:

- Maintenance of bus shelters
- Weed spraying in Euxton – the Director of Customer and Services asked for more information on the query which had not been responded to.
- The consultation exercise was confirmed to be successful and useful. It was the first attempt to engage wider, officers would be reaching out to meet with each of the Parish Councils separately.

County Councillor Julia Berry asked if United Utilities could be invited to a future meeting to facilitate a discussion about services offered by them.

The Chair thanked the Director of Customer and Digital and Streetscene Services Manager for their attendance.

#### **4 LCC Better Working Together**

County Councillor Alan Cullens presented this item and explained the background and purposes of the charter. It was the County Council's aim to create a collaborative working environment, with Parish Councils involved in what is happening in Lancashire.

The Charter was received positively by Members and it was acknowledged that Parish Council's often felt ignored by the County Council which led to frustration. Members referred to the recent guidance given on fixtures being attached to street lighting and asked if Highways would be taking the Charter seriously.

Councillor Kim Snape explained that she had noticed an increase in response from Highways but there needed to be improvement within their consultation process. Bunting and Hanging Baskets were still an issue of concern for Parishes and Highways need to consult with residents and follow the democratic process before implementing policy.

#### **5 Item requested by Adlington Town Council**

Christine Bailey (Adlington Town Council) introduced the item and explained that a response had been provided from Community Engagement.

It was the Town Council's view that the lack of skate park did not apply to all young persons. If the outreach work could take place locally there was a number of venues in Adlington where this could take place. There had been concern locally, about anti-social behaviour and the Town Council looks forward to working with Inspire staff when they are ready to implement their outreach programme.

#### **6 Item requested by Anderton Parish Council**

Ian Horsfield (Anderton Parish Council) introduced the item and thanked officers for the response.

#### **7 Item requested by Brindle Parish Council**

County Councillor Alan Cullens introduced the item on behalf of Brindle Parish Council and explained that it was a complex query which had arisen from an agricultural building which had been knocked down and converted into a large four bedroom dwelling.



Brindle Parish Council requested more information on Article Q and how it is applied and asked if the Director of Planning and Development could be invited to attend a future meeting.

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

Colin Evans (Whittle-le-Woods) referred to the previous minutes and Dial-a-Ride and asked if Parishes were to help publicise the service. Councillor Debra Platt explained that Dial-a-Ride had asked members to publish information within their newsletters but nothing had been received as yet.

The Democratic and Member Services Officer agreed to contact Tracy Keating at Dial-a-Ride to obtain the information they wanted to publicise, this would be given to Parish Councils outside of the meeting.

## **9 Items for Future Meetings**

- United Utilities
- Cabinet Member for Highways and Transport – general discussion about Highways
- Article Q – Director of Planning and Development

## **10 Any urgent business previously agreed with the Chair**

None.

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**

To appoint a Chair for the remainder of the municipal year 2022-23.

The terms of reference for Neighbourhood Area Meetings are attached for information.

**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**

Minutes of the meeting held on 31 January 2022 attached for approval.

**5 Northwest Parishes and Chorley North - 2021/22 Neighbourhood Priorities Update**

Report to follow.

**6 Northwest Parishes and Chorley North - 2022/23 Neighbourhood Priorities Update**

Report to follow.

**7 Any other business**

**8 Date of next meeting**

The next meeting will be held on Thursday, 9 February 2022 at 6.30pm.

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](http://chorley.gov.uk)

Meeting contact [clare.gornall@chorley.gov.uk](mailto:clare.gornall@chorley.gov.uk) on or email



<b>Minutes of</b>	<b>Neighbourhood Area Meeting; NW Parishes and Chorley North</b>
<b>Meeting date</b>	<b>Monday, 31 January 2022</b>
<b>Members present:</b>	Councillor Debra Platt (Chair), and Councillors Danny Gee, Tom Gray, Adrian Lowe, Aidy Riggott, Jean Sherwood, Christine Turner and John Walker
<b>Officers:</b>	Angela Barrago (Service Lead - Communities), Bernie Heggarty (Neighbourhood Priorities Officer) and Clare Gornall (Democratic and Member Services Officer)
<b>Apologies:</b>	Councillor Mark Clifford and Alistair Morwood
<b>Other Members:</b>	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



Apologies were received from:

Councillor Debra Platt  
Councillor Tom Gray  
Parish Councillor John McAndrew, Astley Village Parish Council  
Parish Councillor Arnold Almond, Astley Village Parish Council and  
Tracey Jones – Area Manager, Neighbourhoods – Places for People

#### **21.4 Minutes of meeting Monday, 31 January 2022 of Neighbourhood Area Meeting; NW Parishes and Chorley North**

The draft minutes of 31 January 2022 were presented for approval.

It was noted that one of the attendees' names was spelled incorrectly, i.e. Councillor Alistair Morwood.

RESOLVED:

That the minutes of the last meeting held on 31 January 2022 be approved as a correct record, subject to the attendance list being amended to read "Councillor Alistair Morwood".

#### **21.5 Northwest Parishes and Chorley North - 2021/22 Neighbourhood Priorities Update**

Bernie Heggarty, Neighbourhood Priorities Officer presented a report of the Director of Communities updating members on the Neighbourhood Priorities 2021/22.

Councillor Riggott asked to be notified when we have a date for installation as regards the defibrillator project. Bernie Heggarty to provide information.

Councillor Riggott referred to the Community Café and suggested generating publicity via a local magazine, and shop window stickers. He also suggested promoting it to relevant parish councils.

The Community skip / clean up days were raised. Bernie Heggarty that the cost was approximately £300 per skip.

RESOLVED:- That the report be noted.

#### **21.6 Northwest Parishes and Chorley North - 2022/23 Neighbourhood Priorities Update**

Bernie Heggarty, Neighbourhood Priorities Officer presented a report of the Director of Communities update the group on the delivery and progress of the neighbourhood priorities for completion in 2022/23.

Councillor Walker raised the issue of whether some projects were viable in terms of affordability e.g. the Quiet Garden of Reflection.



Bernie Heggarty confirmed that he felt the projects were achievable within the area budget of £8,000. He explained that if a project was looking to go over budget it would be examined on a case by case basis. He also stated that he would keep Councillor Beverley Murray, Executive Member (Early Intervention) informed in such cases.

Questions and responses were given in relation to the following projects:

Educational information boards near Buckshaw Village (Part A) – Councillor Riggott assured members that work was underway; and

To deliver an eco-project working with St Josephs (Part B) – With regard to the wildflower meadow, Councillor Clifford noted that annuals should be established prior to perennials to ensure sustainability. He requested that he be updated on further progress.

Improvement to the footpath leading from Lady Crosse Drive to Dunham Drive in Whittle-le-Woods – Councillor Walker expressed concern regarding the incline which may make it difficult for some users e.g. with pushchairs. Councillor Moss indicated that she had photographs she would be happy to share. Member queried whether it was possible to raise the matter with Redrow Homes. Councillor Lowe explained that it depends on the agreement between Lancashire County Council, Redrow Homes and Parish Councils.

Members then held a general discussion about the costs of some projects. Councillor Murray stated that any concerns about affordability of the projects should be discussed by the Neighbourhood Area Meeting members. Councillor Lowe also commented that in the event of a potential overspend it may be possible for Executive Cabinet extend the budget, otherwise the project may have to be dropped.

Bernie Heggarty stressed that it was part his role to assess the feasibility and affordability of projects and to deliver on budget. Prior to 2021/22 delivery, the rule of thumb, was that each priority project had a approx. budget of £2000 each. However, since last year we have moved to a Neighbourhood Area total budget of approx. £8000 and each NAM can select up to four projects with each of the projects potentially ranging in actual cost to deliver, giving a more flexible approach to managing the budget allocation. It was advised that some projects require significant officers time to deliver and area groups need to take this into account and not necessarily focus on the actual monetary spend to deliver a project. Sometimes projects can attract other funding, such as CIL monies or a contribution from local partners/parish councils etc. It is encouraged at the Jan/Feb meetings when neighbourhood priorities are proposed to consider how projects can work in partnership were possible and has had great success with this model of delivery across many priority projects.

RESOLVED: That the report be noted.

## **21.7 Any other business**

None.

## **21.8 Date of next meeting**

The next meeting is scheduled on Thursday, 9 February 2022 at 6.30pm.

Chair

Date