



Astley Village Parish Council

Agenda

To: Members of Astley Village Parish Council.

YOU ARE HEREBY SUMMONED to attend the Annual Meeting of the Astley Village Parish Council to be held on **Wednesday 1 May 2024** at 6.30 pm in the Community Centre at which the following business will be transacted.

Summons

1. Election of the Chair of the Parish Council

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

2. Appointment of Vice Chair of the Parish Council

3. Apologies for Absence

To receive members' apologies.

4. Declarations of Interest

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

5. Public Engagement

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

6. Borough/County Councillor Reports

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

7. Minutes

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 6 March 2024 (Enclosed).

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

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

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

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

10. Appointment of Council Representatives on Outside Bodies

To appoint Parish Council representatives to the following Outside Bodies

- Chorley Liaison.
- Neighbourhood Area Meeting (NW Parishes and Chorley North).

11. 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).

12. Statutory Business

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

13. Financial Matters

- i. To consider a report of the Responsible Financial Officer providing the financial position (Enclosed).
- ii. To consider a report of the Responsible Financial Officer recommending payments to be approved (Enclosed).
- iii. To consider a report of the Responsible Financial Officer providing details spend against budget headings (Enclosed).
- iv. To consider the Insurance Policy Schedule and Policy Document for 2024/25 (Enclosed).

The Premium for 2024/25 is £497.21 compared to £487.32 in 2023/24.

- v. To consider the Internal Auditors Report for 2023/24 (Enclosed).
- vi. To consider the Annual Governance Report 2023/24 (Enclosed).
- vii. To consider the Annual Return for the Financial Year 2023/24 (Enclosed).

14. Spring Newsletter

The Parish Clerk to report at the meeting.

15. Annual Council Work Programme - Scheduled Items

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

16. Environment Reports

To receive a verbal update at the meeting.

17. Reports from Parish Council representatives on Other Bodies

- Chorley Liaison. To provide a report from the meeting held 24 20 March 2024 (relevant papers enclosed).
- Neighbourhood Area Meeting (NW Parishes and Chorley North). The next meeting held on will be held on Thursday 20 June 2024 at 6.30pm.

18. Correspondence

The Clerk to report at the meeting.

19. 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.

20. Dates of Future Meetings

To note that the next meeting of the Parish Council will take place on Wednesday 3 July 2024 at 6.30 pm.

Schedule of Meetings 2024/25

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

- Wednesday 3 July 2024
- Wednesday 4 September 2024
- Wednesday 6 November 2024
- Wednesday 8 January 2025
- Wednesday 5 March 2025 at the rise of the Parish Meeting

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



24 April 2024



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

Email: clerk@avpc.org.uk, Website: www.avpc.org.uk [Facebook](#)



Astley Village Parish Council

Title	Borough/County Councillor Reports					
Report of	Councillors Alistair Morwood, Adrian Lowe and Jean Sherwood, Borough Councillors - Chorley North and Astley (Chorley Borough Council)					
Date	1 May 2024					
Type of Paper	Decision		Discussion		Information	X
<p>Purpose of Report</p> <p>To consider a report from the Borough Councillors - Chorley North and Astley (Chorley Borough Council).</p>						
<p>Key Issues</p> <p>We continue with our usual councillor duties, attending various committees and liaising with officers & other members for the benefit of our residents.</p> <p>After the last parish council meeting officers from Streetscene were asked to assess if work needed carrying out to the hedges where the side roads met Chancery Road. Some remedial work was carried out and monitoring will continue.</p> <p>Various work has taken place in response to resident's concerns and in each instance officers have responded quickly to our requests. We have also liaised with Places for People assisting with the signposting for the relevant departments to help residents.</p>						
<p>Action required by the Parish Council</p> <p>To note the report.</p>						



Astley Village Parish Council

Title	Borough/County Councillor Reports					
Report of	County Councillor Aidy Riggott (Euxton, Buckshaw & Astley) - Lancashire County Council					
Date	1 May 2024					
Type of Paper	Decision		Discussion		Information	X
<p>Purpose of Report</p> <p>To consider a report from the County Councillor for Astley Village (Lancashire County Council)</p>						
<p>Key Issues</p> <p>Please find the update below with regards to the visibility splay at Wymundsley:</p> <p><i>“Thank you for your email on behalf of Astley Village Parish Council, regarding whether the visibility splays at the junction of Wymundsley and Chancery Road meet the necessary safety standards.</i></p> <p><i>This is an element which forms part of the current design process for new road junctions. In this case, the desirable sightline distance would be 53 metres for a 30mph road (approximately to a point 14 metres prior to the junction with The Farthings). As the issue raised relates to vegetation overgrowth, this can be rectified by trimming in a manner that maximises the available visibility to this recommended distance”.</i></p> <p>I am hopeful that is helpful to the Parish Council / Chorley Borough Council, depending on whom the Parish Council opts to undertake this work.</p> <p>I have been monitoring some reports of potholes that were a matter of concern to ensure they were actioned as appropriate.</p> <p>The Chorley Borough Council local Councillors poster and contact details is displayed in the Parish Council's Noticeboards (which is a great) and would request that the Parish Council also display my Lancashire County Council poster in all the same places.</p>						
<p>Action required by the Parish Council</p> <p>To note the report.</p>						



Astley Village Parish Council

Meeting of the Council

6 March 2024 at 6.35pm

Present

Councillor Gillian Sharples (Chair) in the Chair; Councillor John McAndrew (Vice-Chair); Councillors Edward Murdoch, Chris Sheldon and Ian Thomas.

315.01 Apologies for Absence

Apologies were received from Councillors Keith Ashton, Emma Barraclough and Matt Lynch

315.02 Declarations of Interest

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

Councillor John McAndrew declared a Personal Interest as a Governor at Buckshaw Primary School and as a member of the Friends of Astley Park.

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

315.03 Public Engagement

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

No issues were raised.

315.04 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. Borough Councillor Jean Sherwood, Borough and County Councillor Aidy Riggott attended the meeting.

concerns were raised regarding the use of part of the Chancery Fields/ Rugby Club site for vehicle repair. As this was within the Euxton Ward it was suggested that the matter be referred to the borough councillors for that ward.

County Councillor Aidy Riggott (Euxton, Buckshaw & Astley) - Lancashire County Council was thanked for clarifying the criteria for the introduction of traffic calming measures at the junction of Wymundsley / Chancery Road.

RESOLVED – That Lancashire County Council be requested to confirm that the visibility splays at the junction of Wymundsley / Chancery Road meet the necessary safety standards.

315.05 Minutes

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 3 January 2024 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

315.06 Parish Clerk Report

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

Installation of Christmas Tree Lights

The Parish Clerk reported that City Illuminations Ltd (the contractor used by Chorley Borough Council) had quoted £500.00 plus VAT to collect, PAT test and dress the Christmas Tree, switch on/off and remove the lights.

Real Madrid Foundation Clinic - Friday 26th July 2024

The Parish Clerk reported that at the Parish Council Meeting on 3 January 2024, it was agreed to sponsor one place for the training day with Real Madrid CF. The Parish Council considered the criteria for deciding how the place will be allocated to a young person living within the Astley Village Parish boundary.

New Signage for West Way Nature Reserve

It was reported that at the last meeting on 1 November 2023, Chorley Borough Council were requested to provide an update in relation to the proposed signage for West Way Nature Reserve. Lindsay Blackstock (Chorley Borough Council) had expressed concern that a new nature reserve sign may be damaged following the vandalism at the new West Way Sports Hub and has suggested delaying the installation of the interpretation signage.

It was reported that the ponds at the Nature Reserve had recently flooded.

RESOLVED – (1) That the report be noted.

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

- Post Office Counters Ltd – Postage £3.65.
- Norton - Anti Virus Software (Subscription) £64.99.
- Susan Edwards - Internal Audit 2022/23 £75.00.
- Chorley Borough Council - Play area West Way Sports Hub £30,000.00.

- (3) That the Parish Clerk be requested to engage City Illuminations Ltd to collect, PAT test and dress the Christmas Tree, switch on/off and remove the lights at a cost of £500.00 plus VAT.
- (4) That the Parish Clerk be requested to write to the Headteacher at Buckshaw Primary School inviting them to suggest the criteria for deciding how the place sponsored by the Parish Council at the Real Madrid Foundation Clinic on Friday 26th July 2024 should be allocated to a young person living within the Astley Village Parish boundary. The criteria be considered at the next meeting of the Parish Council on 1 May 2024.
- (5) That the Parish Clerk be requested to invite Lindsay Blackstock (Chorley Borough Council) to the next Parish Council Meeting on 1 May 2024, to provide an update in relation to the proposed signage for West Way Nature Reserve and the proposed planting at the Astley Village Garden of Reflection.
- (6) That the Parish Clerk be authorised to commission two “Happy to chat” signs to be fixed to a bench at the Astley Village Garden of Reflection and outside the shops.

315.07 Statutory Business

(i) Co-option to the Parish Council Vacancy

The Parish Clerk reported that there had been no applications received for the vacancy on the Parish Council since the last meeting of the Parish Council.

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

(ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) providing details of planning issues relevant to the village.

RESOLVED – That the report be noted.

315.08 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 26 February 2024.

At the Unify Annual General Meeting attended by the Parish Clerk via Zoom on Thursday 15 February 2024, the Parish Council had received an annual dividend of £108.34.

The Responsible Financial Officer reported that The Parish Council's contribution of £3,000 towards the restoration of the painting of Susannah Brooke (child) at Astley Hall had now been paid to Chorley Borough Council.

RESOLVED – That the financial position be noted.

(ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 March 2024 and 30 April 2024 as follows:

PAYMENTS TO BE APPROVED

March/ April 2024

Date	Creditor	Description	Cheque No	Total	Vat
08/03/24	Employee 4	Reimbursements (January 2024)	EB	44.20	
08/03/24	Employee 4	Reimbursements (February 2024)	EB	45.76	
01/03/24	Easy Web Sites	Monthly rental	DD	72.60	12.10
23/03/24	Zoom	Zoom Subscription (March 2024)	EB	15.59	2.60
15/03/24	Employee 4	Salary (March 2024)	EB	360.60	
15/03/24	HMRC	Tax (March 2024)	EB	90.00	
01/04/24	Easy Web Sites	Monthly rental	DD	72.60	12.10
23/04/24	Zoom	Zoom Subscription (April 2024)	EB	15.59	2.60
13/04/24	Employee 4	Salary (April 2024 inc Backpay)	EB	678.8*	
13/04/24	HMRC	Tax (April 2024)	EB	169.6*	
				716.94	29.40

* The exact figure is to be confirmed with HMRC.

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

(iii) Spend Against Budget Headings

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

RESOLVED – That the report be noted.

315.09 Spring Newsletter 2024

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

- Annual Report (Councillor Gillian Sharples).

- Christmas Event 2023 (Councillor Ian Thomas).
- Chorley Flower Show 2024 (Councillor Emma Barraclough).
- Monthly Litter Picks (Councillor Keith Ashton).
- Astley and Buckshaw Junior Football Club (Darren Marden).
- The History of Buckshaw Primary School (Councillor John McAndrew).
- Update on the Village Development Plan (Councillor Chris Sheldon).
- Walks around the Village (Councillor Keith Ashton).
- Update on the Astley Village Garden of Reflection (Councillor Eddie Murdoch).

It was reported that the following timetable for the production of the Spring edition of the Parish Council Newsletter been agreed at the last meeting:

- Parish Councillors email the Parish Clerk with suggested articles for inclusion in the Spring Newsletter by Wednesday 6 March 2024 and those articles be submitted to by Sunday 7 April 2024.
- All articles be sent to the Printers by Monday 15 April 2024
- Deadline for Councillors to comment on the proof – Wednesday 8 May 2024.
- Newsletter delivered from Thursday 23 May 2024.

It was suggested that a proposal needed to be prepared in relation to proposed improvements to the Chancery Road underpass to increase public safety and security at the bridge railings and its access and egress.

RESOLVED – (1) That the report be noted.

(2) That proposed improvements to the Chancery Road underpass be discussed at the next Parish Council Meeting on 1 May 2024.

315.10 Policy and Document List Review

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

RESOLVED – (1) That no changes be made to the Policy and Document List.

(2) That Parish Councillors be requested to review those policies and documents where a review date has not been identified to confirm they remain fit for purpose and inform the Parish Clerk of any proposed changes so that they can be considered at a future meeting of the Parish Council.

315.11 Review Annual Council Work Programme - Scheduled Items

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

RESOLVED – That no changes be made to the Annual Council Work Programme of Scheduled Items.

315.12 Annual Report of the Parish Council 2023/24

The Chair submitted the Annual Report 2023/24 which had been presented to the Annual Parish Meeting earlier in the evening.

It was noted that the report should read:

“Astley Village Garden of Reflection

The garden of reflection project was finished, with the installation of one new tree, which commemorated the platinum jubilee of Queen Elizabeth II. In addition, three benches were installed to commemorate the diamond jubilee of Queen Elizabeth II and her life and the coronation of King Charles III. There are also plaques commemorating these events too.”

RESOLVED - That the Annual Report be noted.

315.13 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The Chair provided a report on the Chorley Liaison meeting held on 24 January 2024. A copy of the Agenda and Key Papers had been circulated for information. The next meeting would take place on 20 March 2024.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

The Parish Clerk provided a report on the Neighbourhood Area Meeting (NW Parishes and Chorley North) held on 7 February 2024. A copy of the Agenda and Key Papers had been circulated for information.

RESOLVED – That the report be noted.

315.14 Correspondence

Correspondence received had been reported as part of the ‘Parish Clerk Report’ (Minute 315.06).

315.15 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 1 May 2024 at 6.30 pm (Annual Parish Council Meeting).

The meeting concluded at 7.50pm.

Chair



Astley Village Parish Council

Title	Review of Standing Orders, Financial Regulations and Scheme of Delegation				
Report of	Parish Clerk & Responsible Financial Officer				
Date	1 May 2024				
Type of Paper	Decision	X	Discussion		Information
<p>Purpose of Report</p> <p>The Parish Council are invited to consider:</p> <ol style="list-style-type: none"> 1. The Parish Council’s Standing Orders Standing Orders 2. The Financial Regulations Financial Regulations 3. The Scheme of Delegation Scheme of Delegation <p>The documents can be viewed by clicking on the above links to the Parish Council website.</p>					
<p>Key Issues</p> <p>No Changes are proposed to the documents approved on 10 May 2023.</p>					
<p>Action required by the Parish Council.</p> <p>To Parish Council are invited to review the</p> <ul style="list-style-type: none"> • The Parish Council’s Standing Orders Standing Orders • The Financial Regulations Financial Regulations • The Scheme of Delegation Scheme of Delegation 					



Astley Village Parish Council

Title	Appointment of Committees and Working Groups, Membership, Terms of Reference					
Report of	Parish Clerk & Responsible Financial Officer					
Date	1 May 2024					
Type of Paper	Decision	X	Discussion		Information	

Purpose of Report

To consider the Appointment of Committees and Working Groups, Membership, Terms of Reference.

Key Issues

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

Historically, the Parish Council has only appointed a **Personnel Committee** with delegated powers to deal with all personnel, employment, and recruitment issues, with reports and recommendations made to full Parish Council if necessary. In cases of emergency that will not wait until the next full Parish Council Meeting, the Committee has full powers to act on behalf of the Parish Council. The Scheme of Delegation can be viewed by clicking on the following link: [Scheme of Delegation](#)

In accordance with Standing Order 43, it has been agreed that the **Vice-Chair will be ex-officio voting member of the Personnel Committee**. For the 2023/24 municipal year it was agreed that the total membership of the Personnel Committee should be four members. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights. **Where possible the Chair of the Parish Council will Chair the Personnel Appeals Panel and therefore should not be a member of the Personnel Committee.**

In addition, the Parish Council's Grievance and Disciplinary Procedures require the Parish Council to establish the following Panels:

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

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

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

Appointment of Working Bodies

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

General Purposes Working Group

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

Village Development Working Group

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

Action required by the Parish Council

The Parish Council are requested to:

1. Appoint a Personnel Committee, determine the membership and confirm the Terms of Reference as set out in the Scheme of Delegation [Scheme of Delegation](#)
2. Appoint a General Purposes Working Group and a Village Development Working Group, determine the membership and confirm the Terms of Reference as set out in the Scheme of Delegation [Scheme of Delegation](#)

Astley Village Parish Council

Title	Parish Clerk Report				
Report of	Parish Clerk & Responsible Financial Officer				
Date	1 May 2024				
Type of Paper	Decision		Discussion	X	Information
<p>Purpose of Report</p> <p>To provide an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.</p>					
<p>Key Issues</p> <p>Proposed Improvements to the Chancery Road Underpass</p> <p>At the last Parish Council Meeting on 6 March 2024 it was agreed that the proposed improvements to the Chancery Road underpass be discussed at the next Parish Council Meeting on 1 May 2024.</p> <p>New Signage for West Way Nature Reserve</p> <p>Lindsay Blackstock (Chorley Borough Council) has confirmed that she will attend the next Parish Council Meeting on 1 May 2024, to provide an update in relation to the proposed signage for West Way Nature Reserve and the proposed planting at the Astley Village Garden of Reflection.</p> <p>Friends of Astley Park(FoAP) - Bird Nest Boxes for Astley Park - Request for Funding</p> <p>Friends of Astley Park are currently looking to find a local school to take on the project of making 30 nest boxes, for which they would supply the timber and fittings. The funding they are looking for is to cover the cost of those materials, which will amount to £300. They have asked if the Parish Council could consider making a grant towards this project. A copy of the application form will be circulated to Parish Councillors.</p> <p>The boxes are needed, as those put up in Astley Park a number of years ago are now virtually all unusable as a result of vandalism or, in the main, not being fitted with metal plates to prevent predators opening up the access apertures. Part of the cost of the new boxes will be providing such plates.</p> <p>Chorley Flower Show</p> <p>The Chorley Flower Show will be taking place on 26, 27 and 28 July 2024. Applications for Community Groups are now open and the Parish Council are requested to consider the details of attending this years flower show.</p>					

Real Madrid Foundation Clinic - Friday 26 July 2024

At the last Parish Council Meeting on 6 March 2024, I was requested to write to the Headteacher at Buckshaw Primary School inviting them to suggest the criteria for deciding how the place sponsored by the Parish Council at the Real Madrid Foundation Clinic on Friday 26th July 2024 should be allocated to a young person living within the Astley Village Parish boundary. The criteria be considered at the next meeting of the Parish Council on 1 May 2024.

The Headteacher has put forward for this opportunity a girl in our Year 6 class. She is a very talented footballer and as well as representing school, has had trials for the district team.

Following consultation with Parish Councillors, it is proposed to offer the place sponsored by the Parish Council at the Real Madrid Foundation Clinic on Friday 26th July 2024 to the pupil suggested by the Headteacher at Buckshaw Primary School.

The club have approached the Parish Council as they would like to plant 20 trees to represent the 20 year anniversary and have asked if this would be possible somewhere in the village.

Skip day - Clean Up Day

A skip will be sited again at Hallgate Car Park, (Near Astley Park) on Saturday 29 June 2024 9.00am – 12.00 noon.

Put forward by the Local Councillors and supported by Places for People, this community clean-up will focus on helping residents dispose of unwanted household items to help keep your local area clean and safe. All trade waste and any hazardous materials such as paint tins containing paint and rubber tyres cannot be disposed of in the skip. Vulnerable residents who may struggle to get items to the skip, are advised to contact Chorley Borough Council to discuss possible options of how we can support you, as we may be able to help in some circumstances.

Installation of Christmas Tree Lights/ Christmas Event 2024.

At the last Parish Council Meeting on 6 March 2024, it was agreed that City Illuminations Ltd be engaged to collect, PAT test and dress the Christmas Tree, switch on/off and remove the lights at a cost per annum of £500.00 plus VAT.

City Illuminations Ltd have stated that they will contact the Parish Council when they are next in the area and will come and view the tree and lights and then make a plan to dismantle so they can test the lights/ socket.

The main hirer for Fridays has now confirmed they are happy for the Parish Council to use the Astley Village Community Centre on Friday 6 December 2024.

Planting/Maintenance of Planters on Chancery Road

Hartwood Maintenance have been requested to carry out the Spring weed/ tidy/ water and plant summer bedding plants for the ten planters in the village once the daffodils have died off.

Dangerous Parking in Astley Village

At the Parish Council Meeting on 1 November 2023, it was agreed that the Police be requested to provide an update to the January 2024 meeting of the Parish Council following their discussions with Lancashire County Council. **The Parish Council are asked to consider inviting the Police be requested to provide an update to a future meeting of the Parish Council.**

Restoration of Astley Hall - Conservation of the painting of Susannah Brooke (child)

The Susannah Brooke/Crookhall painting has now been returned to Astley Hall and is on display in the Library as part of the 100 years of collecting installation.

A label mentioning has been included stating that the funding for the conservation was provided by Astley Village Parish Council.

Chorley Borough Council have again thanked the Parish Council you for the kind donation as the painting wouldn't have been stable enough for display this year without it.

Gateway Signs

The Village Development Working Group will consider other ways of enhancing the existing Gateway Signs in due course.

"Happy to Chat" Benches

At the last Parish Council Meeting on 6 March 2024, I was authorised to commission two "Happy to chat" signs to be fixed to a bench at the Astley Village Garden of Reflection and outside the shops.

Poppy Signs who have made previous signs for the Parish Council quoted £85.00 + VAT for the Design, Manufacture and supply of two 3mm aluminium composite panels with digitally printed vinyl graphics with matt laminate overlay. size of panels to be 300mm x 210mm. The price does not include fixing them to the benches.

Following consultation with Parish Councillors, the signs have been purchased. An illustration of the signs is attached to this report.

Insurance Policy Schedule and Policy Document for 2024/25

Period of Insurance from 1 June 2024 to 31 May 2025

Renewal Premium from Zurich Town, Parish £497.21 (inclusive of Insurance Premium Tax and/or VAT)

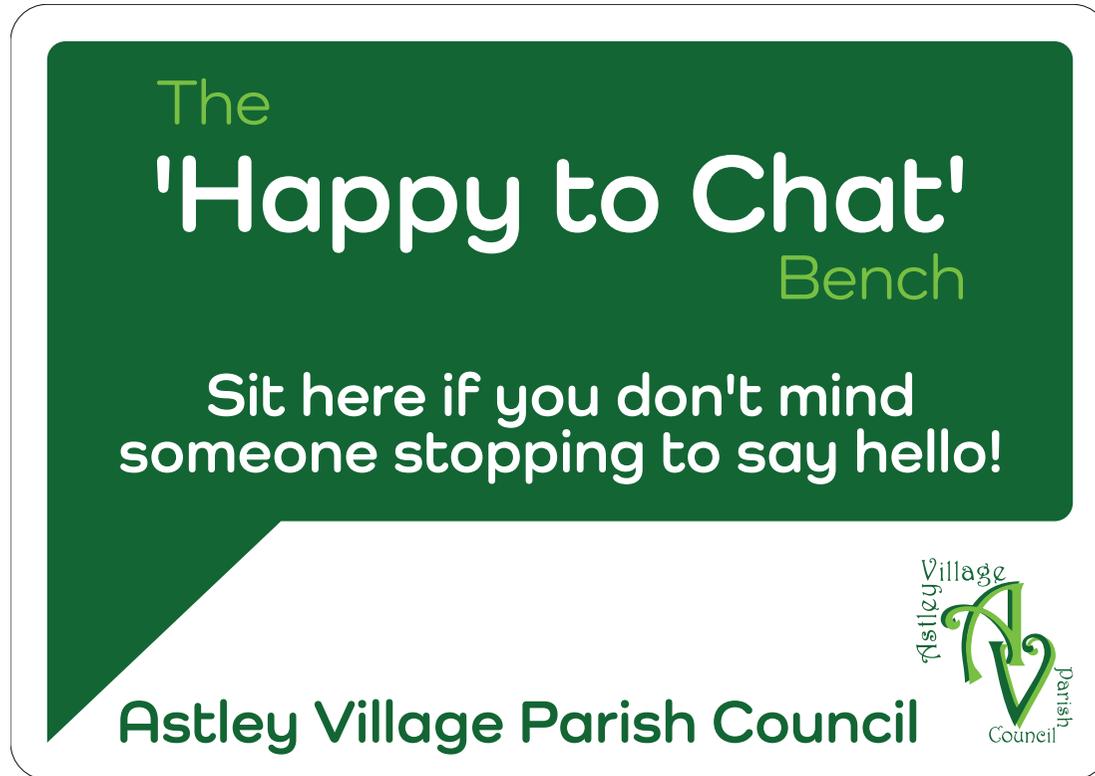
The Premium for 2023/24 was £487.32.

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

- Chorley Borough Council – Room Hire £90.00.
- ICO - Annual Registration £40.00.
- Microsoft - Microsoft 365 Personal £59.99.
- HMRC - Tax Due 2023/24 £95.79.
- Poppy Signs - "Happy to Chat" Signs for Benches £102.00

Action required by the Parish Council

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



Signature _____

PLEASE check this proof carefully for errors and omissions. Your signature constitutes acceptance of full responsibility for all errors, omissions and legal and ethical compliance in this document. We will not accept liability for errors overlooked at this stage of proofing. Any changes from your previously approved copy will be charged extra according to both time and materials.



Signature _____

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Astley Village Parish Council

Title	Planning Issues Relevant to the Village					
Report of	Parish Clerk					
Date	1 May 2024					
Type of Paper	Decision		Discussion		Information	X
Purpose of Report						
To consider any planning issues relevant to the village.						
Key Issues						
The Parish Council has not been consulted on the following planning application received by Chorley Borough Council since the last Parish Council Meeting on 6b March 2024.						
Action required by the Parish Council						
To note the report.						

FINANCIAL POSITION - SUMMARY 1 MAY 2024

£

Receipts and Expenditure Account

Receipts

Precepts	20,543.00
Grant	3,877.00
Refunds	-
Other	-
Bank Interest (Barclays)	-
Dividend (Unify Credit Union)	-
Advertisements	-
VAT on Receipts/Recovered	428.16
Total Receipts	<u>24,848.16</u>

Expenditure Total

2,978.16

Income & Expenditure Reconciliation

Balance Brought Forward at 1 April 2024		58,993.73
Add: total receipts to date	+	24,848.16
Less: total expenditure to date	-	2,978.16
		<u>80,863.73</u>

Bank Reconciliation

Community Account (chequeing account)	15/04/24	+	4,151.60
Business Premium Account	15/04/24	+	48,136.54
Unify Credit Union deposit	01/04/24		5,546.80
Less unrepresented cheques/ET/SO		-	1,819.37
Plus uncleared credits		+	
			<u>56,015.57</u>

Unrepresented cheques/SO/Payments	
April	15.59
Microsoft	59.99
Insurance	497.21
May/ June	1246.58
	1819.37

AGENDA ITEM 13(ii)

PAYMENTS TO BE APPROVED

May/ June 2024

Date	Creditor	Description	Cheque No	Total	Vat	Net
08/05/24	Employee 4	Reimbursements (March 2024)	EB	44.20		44.20
08/05/24	Employee 4	Reimbursements (April 2024)	EB	46.80		46.80
01/05/24	Easy Web Sites	Monthly rental	DD	72.60	12.10	60.50
23/05/24	Zoom	Zoom Subscription (May2024)	EB	15.59	2.60	12.99
15/05/24	Employee 4	Salary (May 2024)	EB	391.80		391.80
15/05/24	HMRC	Tax (May 2024)	EB	97.80		97.80
01/06/24	Easy Web Sites	Monthly rental	DD	72.60	12.10	60.50
23/06/24	Zoom	Zoom Subscription (June 2024)	EB	15.59	2.60	12.99
14/06/24	Employee 4	Salary (June 2024)	EB	391.80		391.80
14/06/24	HMRC	Tax (June 2024)	EB	97.80		97.80
				1,246.58	29.40	1,217.18

BUDGET REPORT – 1 May 2024
Financial Year 2024/25 (1 April 2024 to 31 March 2025)

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription*	300.00	38.97		261.03
	01-2	Office/Sundry (including new LapTop	1,500.00	89.99		1,410.01
	01-3	Insurance*	500.00	497.21		2.79
	01-4	Auditors/Accounts*	400.00	-		400.00
	01-5	Election/By-Election/Polls	7,000.00	-		7,000.00
	01-6	Employee Costs (Salary, Training etc)	5,750.00	2,014.39		3,735.61
	01-7	Employee Contingency	1,000.00	-		1,000.00
	01-8	IT/Website	1,000.00	181.50		818.50
02 - COUNCIL	02-1	Newsletter/Publications*	1,900.00	-		1,900.00
	02-2	Village Caretaker	-	-		-
	02-3	Councillor Training	500.00	-		500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00	-		2,500.00
03 - VILLAGE DEVELOPMENT PLAN	03-1	Lighting of Christmas Tree/Christmas Event	800.00	-		800.00
	03-2	Village Improvements (including additional Seating)	5,000.00	85.00		4,915.00
	03-3	Improve Village Centre & Enhance Village Green	500.00	-		500.00
	03-4	Planter Scheme (including maintenance)	790.00	-		790.00
	03-5	Tree Planting and Maintenance	500.00	-		500.00
	03-6	Wildflower Meadows/Corridors	500.00	-		500.00
	03-7	West Way Nature Reserve maintenance/future improvements	500.00	-		500.00
	03-8	Astley Village Community Garden of Reflection	2,000.00	-		2,000.00
	03-9	Increase public safety and security at the Chancery Road underpass, bridge railings and its access and egress in conjunction with Chorley Borough Council, Lancashire County Council and the Lancashire Police Crime Commissioner.	10,000.00	-		10,000.00
	03-10	Refurbishment of existing Gateway Signs	500.00	-		500.00
	03-11	Road Safety (Maintenance of SPIDs)	500.00	-		500.00
	03-12	Grant - Astley Hall (Restoration of Picture)	-	-		-
	03-13	Paths to provide access from Great Meadow to the play area at West Way Sports Hub	15,000.00	-		15,000.00
	03-14	"Improving Community Engagement and Raising the Profile of the Parish Council	5,000.00	-		5,000.00
04 - GENERAL RESERVE	04	General Reserve	19,901.89	-		19,901.89
Balance Carried Forward from 2023/24	58,993.73					
TOTALS			83,841.89	2,907.06		80,934.83
VAT to be Recovered		£71.10				
Total Spend to Date				2,978.16		

Mr Craig Ainsworth
Astley Village Parish Council
5 Clarendon Gardens
Bromley Cross
Bolton
BL7 9GW

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720445753
Insured	Astley Village Parish Council
Business	Parish / Town Council
Period of Insurance	
From	01 st June 2024
To	31 st May 2025
and any other period for which cover has been agreed.	
Renewal Premium	£ 497.21

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	130278299
Long Term Agreement:	Not Applicable
Preparation Date	06 th April 2024
Prepared by	Mr Alex Kirby
Policy Form Reference	MLAACG08

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Street Furniture	£27,011.25	£250
Solar Sped Sign	£7,350.00	£250
Office Equipment including Laptop	£1,470.00	£250

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £12,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander

Sum Insured

£500,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part N – Fidelity Guarantee

Persons Guaranteed:
 All members and employees

Sum Guaranteed
 £250,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes	Not Operative
8. Statutory Licence Protection	Operative

Limit of Indemnity: £100,000

Operative Endorsements

None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html Tel: 0800 028 0336 Email: farnboroughpropertyclaims@uk.zurich.com Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Business interruption		
Money		
Works in progress		
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html Tel: 0800 783 0692 Email: fnlc@uk.zurich.com Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Employers liability		
Personal assault under Money		
Personal accident		
Financial and administrative liability		
Motor Claims	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html Tel: 0800 916 8872 Email: zmnewmotorclaims@uk.zurich.com Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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Annual Internal Audit Report 2023/24

ASTLEY VILLAGE PARISH COUNCIL

www.avpc.org.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	N/A.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	Not applicable
	<input type="checkbox"/>	<input type="checkbox"/>	N/A.

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

14/04/2024 21/04/2024 22/04/2024

SUSAN EDWARDS

Signature of person who carried out the internal audit

S. Edwards.

Date

22/04/2024

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

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

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ASTLEY VILLAGE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

XXXX

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

www.avpc.org.uk

Section 2 – Accounting Statements 2023/24 for

ASTLEY VILLAGE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	84,345	80,586	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	20,397	20,543	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	5,156	6,262	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	6,530	6,122	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	22,782	42,275	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	80,586	58,994	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	80,586	58,994	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	31,702	31,702	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	00	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)			
11b. Disclosure note re Trust funds (including charitable)			✓

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

XXXX

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

XXXX

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 2, Box 3: the variance from the prior year (2022/23) for this box is £1,106 which is above 15%.

With the lifting of COVID-19 restrictions, schemes planned for 2020/21 and 2021/22 were able to be carried out in the financial year 2022/23 which meant the level of expenditure increased from the previous year which in turn affected the amount of VAT recovered (£1,250.78). The VAT recovered is claimed after 1 April each year and therefore not reflected in the accounts for the year it was accrued i.e., the £1,250.78 is shown as income in these accounts (2023/24). The amount of VAT recovered (to be recovered for 2023/24) for the last four years is as follows:

2020/21 - £761.68 shown as income in the 2021/22 Return.

2021/22 - £942.69 shown as income in the 2022/23 Return.

2022/23 - £1,250.78 shown as income in the 2023/24 Return.

2023/24 - £440.81 will be shown as income in the 2024/25 Return.

Section 2, Box 6: the variance from the prior year (2022/23) for this box is £19,493 which is above 15%.

With the lifting of restrictions in the financial year 2021/22, some of the work planned carried forward from 2021/22 was undertaken in 2022/23 e.g., West Way Nature Reserve (£5,000) and New Finger Post Signs (£1,373.00). This has meant that the expenditure in 2022/23 was much higher than normal.

Section 2, Box 7: the total reserves figure is more than twice Box 2. (i.e., £58,994...more than £41,086 being twice the Precept levied)

Below is a breakdown of the reserves held above £500:

- £613.69 - Office/Sundry.
- £1,000 - Employee Contingency (this was reduced from £2,000 in 2022/23).
- £6,811.22- Election/By-Election/Polls Reserve (this was increased from £5,000 to £7,000 in 2022/23 on the recommendation of the Returning Officer).
- £500 - Councillor Training.
- £1,901 - Grant Awards/Local Projects and Groups (increased from £2,000 in 2022/23 to £2,500).
- £4,480.08 - Village Improvements (Additional Seating & Footpath improvements).
- £1,000 - Improve Village Centre & Enhance Village Green.
- £500 - Tree Planting and Maintenance (reduced from £2,500 in 2022/23).
- £500 - Wildflower Meadows/Corridors.
- £10,000 - Astley Village Community Centre - Increase community use of the building*.
- £1,000 - Refurbishment of existing Gateway Signs (reduced from £2,000 in 2022/23).
- £500 - Wildflower Meadows/Corridors.
- £500 - Road Safety Maintenance of Speed Indicator Signs (reduced from £1,000 in 2022/23).
- £5,000 - Play area and path at West Way Sports Hub.
- £4952.86 - Improving Community Engagement and Raising the Profile of the Parish Council (increased from £1,500 in 2022/23 to £5,000).
- £18,864.07- General Reserve.

*It has now been confirmed that this scheme is unable to proceed, and the funding has been allocated to other projects in 2024/25.



Astley Village Parish Council

Annual Council Work Programme - Scheduled Items

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

Item	Meeting	
Review Asset Register - Annually, prior to 31 March each year	January	1
Appoint Internal Auditor - Annually, prior to 31 March each year	January	1
Newsletter Articles planning	January	1
Review of Village Development Plan	January	1
Agree Budget/Precept	January	1
Review Policy and Document List	March	2
Review Annual Council Work Programme - Scheduled Items	March	2
Newsletter Articles	March	2
Annual Report (prepared by the Chair/Parish Clerk)	March	2
Internal Audit (after 31 March and before due for submission (dependant bank statements)	May	3
Review Financial Regulations	May	3
Review Insurance (prior to June renewal)	May	3
Approve End of Year figures ((if finalised)	May	3
Approve External Audit and submit Audit by 1 June (or when specified by Ex Auditor each year)	May	3
Chorley Flower Show	May	3
Elect Chair and Vice Chair & Appoint to Committees/ Working Groups/ Outside Bodies	May (Annual)	3
Review of Village Development Plan	July	4
Internal Auditor Report	July	4
Chorley Flower Show	July	4
Christmas Event planning	July	4
Review of Effectiveness of the System of Internal Audit (prior to 31 March each year)	September	5
Review Internal Audit Plan	September	5
Christmas Event planning	September	5
Newsletter planning	September	5
External Auditor Report	September	5
Review Financial Risk Assessment (prior to 31 March each year)	September	5
Christmas Event planning	November	6
Schedule of meetings	November	6
Newsletter Articles	November	6
Personnel Review (by the Personnel Committee prior to precept setting)	Oct/Nov	6

Chorley Liaison

Wednesday, 20th March 2024, 6.30 pm
Council Chamber, Town Hall, Chorley and Youtube

Agenda

Apologies

1 **Welcome by the Chair**

2 **Minutes**

(Pages 3 - 6)

3 **Item requested at the last meeting: United Utilities to update on plans for flood water storage tanks in the Borough**

Iain Pilling, United Utilities (UU) Stakeholder Manager for Lancashire, and Matt Wilkinson, Better Rivers Lead – Lancashire, will attend to give an update on the Better Rivers Programme for Chorley, provide details of the schemes UU will be completing in the next few years and the positive impact they will have on the environment and answer any questions.

4 **Item requested at the last meeting: Central Lancashire Local Plan**

The Head of Spatial Planning, Zoe Whiteside will to give an update and answer any questions.

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

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

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

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

6 **Items for Future Meetings**

(Pages 7 - 8)

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

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

Chris Sinnott
Chief Executive

Electronic agendas sent to Members of the Chorley Liaison.

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



MINUTES OF CHORLEY LIAISON

MEETING DATE **Wednesday, 24 January 2024**

MEMBERS PRESENT: Councillor Gordon France (Eastern Parishes) (Chair), Councillor Kim Snape (Chorley Rural East Division, Lancashire County Council) (Vice-Chair),
Lancashire County Councillors: Steve Holgate, Mark Clifford and Alan Cullens
Chorley Borough Councillors (Chairs of Neighbourhood Area Meetings): Alistair Bradley, Aaron Beaver, Danny Gee and Jenny Whiffen
Town and Parish Councillors/Clerks: Nina Buckley, Ian Horsfield, Tim Blackburn, Gillian Sharples, Craig Ainsworth, Alan Cornwell, Caroline Turner, Ken McCrea, Katrina Reed, Debra Platt, Alan Platt, Graham Ashworth, Christine Bailey and Colin Evans

OFFICERS: Jennifer Mullin (Director of Communities) and Ruth Rimmington (Democratic Services Team Leader)

APOLOGIES: Lancashire County Councillors: Julia Berry and Aidy Riggott

21 Welcome by the Chair

The Chair welcomed everyone to the meeting.

22 Minutes of meeting Wednesday, 18 October 2023 of Chorley Liaison

The minutes were approved as a correct record.

23 Cost of Living Action Plan - Update

The Director of Communities, Jennifer Mullin, presented the report which provided an update on the delivery of the cost of living action plan.

Since the outbreak of the Covid-19 pandemic, and subsequent financial pressures impacting upon an increasingly wide proportion of the population, the Communities team recognised the necessity to provide cost of living support to residents, and work was done to formalise this approach by creating a comprehensive Cost of Living Action Plan 2022. Delivery of the cost of living action plan was then added as a Corporate Priority for 2023/24.

The work included distributing Household Support Grant, communicating the support available, Holiday Activity and Food programme, Food Club network, Affordable Warmth Grant, Uniform Swap scheme and much more.



The Liaison congratulated the council on their work in this area.

Members noted that future collaboration could take place with partners such as Lancashire Adult Learning. The funding for the initiatives had come from the DWP via LCC. Any funding in the pot would be spent.

The report was noted.

24 Time Credits Overview

The Director of Communities, Jennifer Mullin, presented the report which provided an update on the delivery of the Tempo Time Credits contract.

2023 marks 10 years of Time Credits in Chorley, with the social currency scheme developing from a 'thankyou' to volunteers into a mechanism for addressing social inequalities by lowering barriers and providing low risk opportunities for residents to engage with health and wellbeing enhancing activity, strengthen communities by presenting routes to explore local, community embedded businesses and activities and promote the benefits of high-quality volunteering experiences.

Covid saw the scheme develop to support isolated communities and individuals by transitioning from physical tokens to an online platform, and introduce bespoke online offers. However, Covid also saw businesses and organisations reprioritising and adopting new ways of working, which consequentially led to a reduction in recognition (spend) partners available in the network.

The meeting noted the wide range of recognition partners included within the Tempo programme, and the positive use of the scheme for community initiatives, such as litter picking.

The report was noted.

25 Item submitted by Heath Charnock Parish Council

Heath Charnock Parish Council submitted an item regarding the length of time Parish Council representatives can speak at Planning Committee. This was currently three minutes and the request was to increase this to five minutes, in line with Borough Councils.

Members noted that Parish Councils were a statutory consultee and information could be emailed to the Planning Department. There was a need to balance democracy and representation.

The information would be passed to the Executive Member (Planning and Development) who would consider this, in conjunction with the Chair and Vice of Planning and relevant officers. The outcome would be reported to a future meeting.



26 Questions from Members of the Liaison and the public

An item was raised by Whittle-le-Woods Parish Council before the meeting requesting an update on the Central Lancashire Local Plan.

The following update was given - the Head of Spatial Planning, Zoe Whiteside would attend the meeting in March to give a more comprehensive update and answer any questions.

Officers across the three Councils have been working together to develop a revised programme for the preparation of the new Local Plan, which was required to be submitted to the Government by no later than 30 June 2025.

The Secretary of State would then appoint a Planning Inspector to 'test' the local plan against key criteria which were published in national policy. This in part would include a public enquiry which will be around late 2025/early 2026.

The Local Plan was a development plan which sets out the locations where development was expected to take place over the next 15 years and was very important for providing certainty to local communities about where and how much development will happen.

It was also important for enabling investment and jobs to come to the borough whilst at the same time protecting greenbelt, our play and designated open spaces and enhancing biodiversity. It required a significant amount of supporting evidence and must include certain things prescribed in national policy including proposals for housing and employment allocations and policies which set out how planning applications will be assessed.

To meet the June 2025 deadline, the council must work hard to conclude the detailed site assessment work, develop policies and work with partners including LCC, National Highways and the Environment Agency, to ensure we have considered the Infrastructure that would be needed to support the future development of Chorley, Preston, and South Ribble, including looking at issues such as schools, transport, and flood defences.

A new programme or timetable called the Local Development Scheme would be presented to the Joint Advisory Committee in February and thereafter approved for publication by each of the three Councils. This set out key actions and dates for plan making including details of the next planned consultation of the Local Plan and an update would be provide this meeting with on this in March. The consultation as in previous rounds, will include a series of local drop in events to ensure people have a chance to have their say.

An item was raised by Anderton Parish Council relating to bus stops and accessibility. There were two pieces of work ongoing, one by LCC regarding the relocation of certain bus stops at the request of the operators and a second regarding the refurbishment of bus stops by Chorley Council. Councillor Kim Snape undertook to review the particular case raised by Parish Councillor Horsfield. Officers would



investigate if the information could be circulated with the Town and Parish Councillors.

Members discussed a proposal from LCC to install parking meters in certain areas. The Leader of the Council, Councillor Bradley, advised that, in his view, these were not required in Chorley and noted this was due to be considered at the meeting of Lancashire Leaders the following day.

An item was raised by Croston Parish Council regarding flooding on Grape Lane. It was suggested that United Utilities be invited to a future meeting to update on plans for flood water storage tanks in the Borough.

Another item was raised by Croston Parish Council regarding some garages. It was requested that further information be emailed to democratic services to enable further investigation.

27 Items for Future Meetings

Potential items for the next meeting on 20 March included an update on the Local Plan, information about community energy funding and Chorley Bus Station.

Chair

Date



Chorley Liaison agenda management timetable

Date of meeting	Deadline for items to be requested by Members	Agenda Publication Deadline
Wednesday, 17 July 2024	Friday, 5 July	Tuesday, 9 July
Wednesday, 16 October 2024	Friday, 4 October	Tuesday, 8 October
Wednesday, 22 January 2025	Friday, 10 January	Tuesday, 14 January
Wednesday, 19 March 2025	Friday, 7 March	Tuesday, 11 March

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

Future agenda items

Chorley Bus Station – July?

Revival/survival strategy for Chorley town centre post Covid – July?

High School Places – July?

Sport, recreation and well being – October?

Intheboro

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

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

Intheboro is published on the 1st of every month.

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