



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 1 November 2023** at 6.30 pm in the Community Centre at which the following business will be transacted.

Summons

1. Apologies for Absence

To receive members' apologies.

2. Declarations of Interest

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

3. Public Engagement

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

4. Chorley Neighbourhood Policing Team

PCSO 7094 Lewis Deary, the Road Safety Specialist Point of Contact for Chorley and Astley Village will attend the meeting in relation to the current parking issues being reported for Astley Village.

5. Astley and Buckshaw Junior Football Club

Darren Marsden from Astley and Buckshaw Junior Football Club will attend the meeting to discuss the Clubs future activities.

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 September 2023. (Enclosed).

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).

11. GDPR Risk Assessment

To review the GDPR Risk Assessment (Enclosed).

12. Winter Newsletter 2023

The Parish Clerk to report at the meeting.

13. Christmas Event 2023

The Parish Clerk to report at the meeting.

14. Environment Reports

To receive a verbal update at the meeting.

15. Reports from Parish Council representatives on Other Bodies

- Chorley Liaison held on Wednesday, 18 October 2023. (Agenda and Key Papers Enclosed) – Councillor Gillian Sharples.
- Neighbourhood Area Meeting (NW Parishes and Chorley North). The next Meeting will be held on 15 February 2024 at 6.30pm – Councillor Gillian Sharples.

16. Correspondence

The Clerk to report at the meeting.

17. 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.

18. Dates of Future Meetings

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

Schedule of Meetings 2023/24

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

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

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

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

24 October 2023



Astley Village Parish Council

Title	Borough/County Councillor Reports					
Report of	Councillors Alistair Morwood, Adrian Lowe and Jean Sherwood, Borough Councillors - Chorley North and Astley (Chorley Borough Council)					
Date	1 November 2023					
Type of Paper	Decision		Discussion		Information	X
<p>Purpose of Report</p> <p>To consider a report from the Borough Councillors - Chorley North and Astley (Chorley Borough Council).</p>						
<p>Key Issues</p> <ul style="list-style-type: none"> • Following on from the success of last year, the firework display will again be an animal friendly event to be held 5/11 • We met with PFP on our walkabout and a number of issues were identified and will be dealt with. These included a number of maintenance issues • We were alerted to the need for an extra bin and this has been put in situ on Hallgate car park near the existing bin • Fencing has been put on the grass verges at Hall gate car park • We continue to attend relevant meetings at the Council 						
<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	Councillors Alistair Morwood, Adrian Lowe and Jean Sherwood, Borough Councillors - Chorley North and Astley (Chorley Borough Council)					
Date	1 November 2023					
Type of Paper	Decision		Discussion		Information	X
<p>Purpose of Report</p> <p>To consider a report from the Borough Councillors - Chorley North and Astley (Chorley Borough Council).</p>						
<p>Key Issues</p> <ul style="list-style-type: none"> • Following on from the success of last year, the firework display will again be an animal friendly event to be held 5 November 2023. • We met with Places for People on our walkabout and a number of issues were identified and will be dealt with. These included a number of maintenance issues. • We were alerted to the need for an extra bin and this has been put in situ on Hallgate car park near the existing bin. • Fencing has been put on the grass verges at Hallgate car park. • We continue to attend relevant meetings at the Parish Council. 						
<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 November 2023					
Type of Paper	Decision		Discussion		Information	X
Purpose of Report						
To consider a report from the County Councillor for Astley Village (Lancashire County Council)						
Key Issues						
Action required by the Parish Council						
To note the report.						



Astley Village Parish Council

6 September 2023 at 6.30pm

Present

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

312.01 Apologies for Absence

Apologies were received from Councillor Emma Barraclough.

312.02 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.

312.03 Public Engagement

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

Resident made the following points:

Mini Meadows of Wildflowers Areas

A resident expressed concern at the lack of grass cutting in the village and suggested that the grass verges looked a mess due to there being very few wildflowers.

It was reported that Chorley Borough Council had confirmed that the wildflower areas along Chancery Road were sown in May 2023 but that they had been a little slow coming through everywhere. It was suspected that this was due to the prolonged hot, dry weather despite watering these areas during the hot weather to

help facilitate germination and we are starting to see a few flowers coming through.

The Chorley North and Astley Ward Borough Councillors stated that the scheduled grass cutting frequencies in the Village had not changed from previous years but would be happy to respond to requests for additional areas to be cut.

Broadfields Allotments

A resident expressed concern at the decision of Places for People to turn a former small triangle of wood and bushes behind their property, which they thought was a wildlife habitat, into allotments for use by their tenants. They had expressed concern that the land would be used for fly-tipping and attract vermin. They had stated that there was no consultation with residents.

It was suggested that the resident raises the issue directly with Places for People as they were able to take action if a tenant had breached their tenancy agreement as a result of fly-tipping.

312.04 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 Village Estate Walkabout with Places for People would take place on 26 September 2023 between 11.30am and 1.30pm, meeting at the entrance to Great Meadow.

It was noted that a meeting had taken place between the Chorley North and Astley Ward Borough Councillors and representative of Astley and Buckshaw Junior Football Club, on 7 August 2023, to discuss numerous issues were discussed including funding, a refreshment area, ongoing plans and present agreement issues. It was suggested that the Parish Council invite a representative of the football club to a future Parish Council Meeting to discuss their activities.

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

It was reported that residents had been impacted by the inconsiderate parking by motorists attending events held at Chorley Rugby Union and Football Club, Brookfields, Chancery Fields, Astley Village. County Councillor Aidy Riggott (Euxton, Buckshaw & Astley) reported that Lancashire County Council had no powers in relation to dangerous parking/obstruction as this was a Police matter unless the vehicles were contravening existing parking restrictions.

RESOLVED – (1) That the reports be noted.

(2) That the Chorley North and Astley Ward Borough Councillors be requested to pursue a response to the Parish Council's request for information regarding the

lease to Astley and Buckshaw Junior FC for the Pony Field near Derian House.

(3) That the Parish Clerk be requested to invite Inspector Mike Moys to attend a future meeting of the Parish Council to discuss dangerous parking taking place in the Village.

312.05 Astley Walled Gardeners Apple Day at Astley Hall.

Mr Dave Goulden, Vice Chairman from the Astley Walled Gardeners attended the meeting to discuss proposals to reduce the parking issues caused in previous years at the Astley Walled Gardeners Apple Day at Astley Hall on the 24 September 2023. It was no longer proposed to seek permission for an events/one way system on Chancery Road during the event due to the cost being £2,000 but instead put in place a traffic management plan to prevent motorists parking on the footway which impeded pedestrian access. In addition, it was hoped to provide additional parking on the tennis courts within Astley Park.

RESOLVED – That Parish Councillors provide feedback to Mr Goulden following the event taking place.

312.06 Minutes

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 5 July 2023 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

312.07 Parish Clerk Report

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

Astley Village Garden of Reflection

It was reported that Councillor Sheldon had asked the installer to return the two oval plaques to go under the trees marking the Diamond Jubilee and Platinum Jubilee (with oval Face Plate Stakes Square Section Spike) to Poppy Signs to enable the Parish Council to agree a better fixing arrangement.

Chancery Road Subway

It was reported that a resident had contacted the Parish Council seeking its views on whether the graffiti which had appeared overnight on Saturday 29 July 2023 at the Chancery Road subway was acceptable or whether it's needed to be removed. Due to the nature of the graffiti (it was a memorial to someone who passed away in 2017), it had been agreed by the Chair (following consultation with Parish Councillors) that it be left intact and not removed as the graffiti itself was not offensive.

Hallgate Car Park

It was reported that a resident of Deerfold had contacted Parish Councillors following a near miss whilst leaving the shops car park on Hallgate as their view

had been restricted by the undergrowth and trees on the corner. When they had started to pull out a car had exited the park car park almost colliding with them. It was noted that the hedge, undergrowth and tree restricted the visibility of cars coming out of the pub/shops car park entrance and drivers could not see traffic coming from the park and vice-versa. Lancashire County Council had requested to the Landlord of the Astley Village Centre to cut back the hedges to improve visibility.

Gateway Signs

It was reported that a meeting of the Village Development Working Group had taken place on Monday 24 July 2023 to consider enhancing the existing Gateway Signs. Councillor John McAndrew, who had proposed the insert between the two existing posts, reported that following further enquiries he was now concerned about the durability of the proposed inserts.

Play Area and Path at West Way Sports Hub

It was reported that Chorley Borough Council had confirmed that the CCTV at West Way was monitored in the pavilion and could also be monitored from Chorley Police Station. The Parish Council had expressed concern following damage to the new play equipment and noted that there was only one fixed camera pointing towards the play area which did not cover all the play equipment.

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:

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

(3) That Councillor Eddie Murdoch be requested to arrange for the installation of the two oval plaques to go under the trees marking the Diamond Jubilee and Platinum Jubilee at the Astley Village Garden of Reflection

(4) That the Parish Council does not condone graffiti on the Chancery Road Subway or anywhere else within the Village.

(5) That the Parish Clerk be requested to write to Lancashire County Council expressing the Parish Council's safety concerns regarding the Chancery Road Subway especially due to its increased use following the opening of the West Way Sports Hub, and requesting improvements to the lighting and that the walls are painted.

(6) That the Village Development Working Group be requested to consider other ways of enhancing the existing Gateway Signs.

(7) That Chorley Borough Council be requested to change the CCTV at West Way so that the camera pointing towards the play area covered all the play equipment.

312.08 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. The Parish Council had not been consulted on any planning application received by Chorley Borough Council since the last Parish Council Meeting on 5 July 2023.

RESOLVED – That the report be noted.

312.09 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 23 August 2023.

RESOLVED – That the financial position be noted.

(ii) Payments to be Approved

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

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
08/09/23	Employee 4	Reimbursements (July 2023)	44.20		44.20
08/09/23	Employee 4	Reimbursements (August 2023)	45.76		45.76
01/09/23	Easy Web Sites	Monthly rental	66.00	11.00	55.00
23/09/23	Zoom	Zoom Subscription (September 2023)	15.59	2.60	12.99
15/09/23	Employee 4	Salary (September 2023)	360.40		360.40
15/09/23	HMRC	Tax (September 2023)	0.00		0.00
01/10/23	Easy Web Sites	Monthly rental	66.00	11.00	55.00
23/10/23	Zoom	Zoom Subscription (October 2023)	15.59	2.60	12.99
13/10/23	Employee 4	Salary (October 2023)	360.60		360.60
13/10/23	HMRC	Tax (October 2023)	90.00		90.00
			1,064.14	27.20	1,036.94

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 – (1) That the report be noted.

(2) That the Parish Clerk be requested to investigate alternative arrangements for the planting/maintenance of planters on Chancery Road including approaching the Chorley in Bloom Chairman, Iris Smith.

(iv) Internal Audit Plan

The Parish Clerk submitted the current Internal Audit Plan (copies of which had been circulated) inviting the Parish Council to review the current arrangements.

RESOLVED – That the existing Internal Audit Plan be approved.

(v) Review of Effectiveness of the System of Internal Audit

The Parish Clerk submitted the current System of Internal Audit (copies of which had been circulated) inviting the Parish Council to review the current arrangements.

RESOLVED – That the existing System of Internal Audit be approved.

(vi) Financial Risk Assessment

The Parish Clerk submitted an updated Financial Risk Assessment (copies of which had been circulated) to enable the Parish Council to assess the financial risks that it faced and satisfy itself that it had taken adequate steps to minimise them.

RESOLVED – That the Financial Risk Assessment be approved subject to removing reference to the Village Caretaker.

(vii) External Auditor Report 2022/23

The Parish Clerk reported that the Parish Council had received the External Auditor's Report and Certificate for 2022/23. The External Auditor's limited assurance opinion was that on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

RESOLVED – That the External Auditor's Report and Certificate for 2022/23 be noted.

312.10 Winter Newsletter 2023

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

- Chair's Report (Councillor Gillian Sharples).
- Christmas Event 2023 (Councillor Emma Barraclough).
- Chorley Flower Show 2023 (Councillor Emma Barraclough).
- Monthly Litter Picks (Councillor Keith Ashton).
- Update on the Village Development Plan (Councillor Chris Sheldon).
- Update on the Astley Village Garden of Reflection (Councillor Ian Thomas).

RESOLVED (1) That the following timetable for the production of the Winter edition of the Parish Council Newsletter be agreed:

- Parish Councillors email the Parish Clerk with suggested articles for inclusion in the Winter Newsletter by Sunday 1 October 2023 and those articles be submitted to by Sunday 15 October 2023.
- All articles be sent to the Printers by Monday 23 October 2023.
- Deadline for Councillors to comment on the proof – Wednesday 1 November 2023.
- Newsletter delivered from Thursday 16 November 2023.

312.11 Chorley Flower Show 2023

The Parish Council reviewed the attendance by Parish Councillors at the Chorley Flower Show on 28, 29 and 30 July 2023 between 10am - 2.15pm and 1.45pm – 5pm and discussed whether it was necessary to attend on all three days.

312.12 Christmas Event 2023

The Parish Clerk reported that the Community Centre had been booked for Friday 8 December 2023 from 5pm until 9pm. The following were suggested:

- Tubs of chocolates be purchased to hand out chocolates during the Christmas singing.
- The number of carols be reduced and should be recognisable to children.
- The Parish Council should purchase selection boxes for every child at Buckshaw Primary School.
- That members of Chorley Little Theatre be approached to sing at the event.

RESOLVED – That following the Christmas singing round the Christmas Tree at 6pm, refreshments be made available in the Community Centre and the Parish Clerk be authorised to approve the associated expenditure from within the existing budget allocated (£800).

312.13 Environment Reports

No issues were raised.

312.14 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The Chair provided a report following the meeting of the Chorley Liaison held on 19 July 2023 and the Agenda and Key Papers from that meeting had been circulated with the Summons.

RESOLVED – That the report be noted.

312.15 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 312.07).

312.16 Matters for Information

It was reported that Chorley Rugby Union Club was no longer associated with the Chorley Community Trust and had moved from Brookfields, Chancery Fields in Astley Village. The Club had originally secured land off Chancery Road in 1981 before it was sold to the Chorley Community Trust in 2015 who had overseen the re-development of the site with Persimmon Homes building houses on Chancery Fields. At that time, there had been an assurance from the Trust that the development was to secure the long-term future of Rugby being played at this site.

RESOLVED – That the Parish Clerk be requested to write to the Chorley Community Trust seeking an explanation regarding the current developments in view of the assurances previously provided as part of the re-development of the site for housing.

312.17 Date of Next Meeting

RESOLVED - It was agreed that the next meeting of the Parish Council would take place on Wednesday 1 November 2023 at 6.30 pm.

The meeting concluded at 8.40 pm.

Chair

Astley Village Parish Council

Title	Parish Clerk Report					
Report of	Parish Clerk & Responsible Financial Officer					
Date	1 November 2023					
Type of Paper	Decision		Discussion	X	Information	

Purpose of Report

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

Key Issues

Astley Village Garden of Reflection

As agreed at the last Parish Council Meeting on 6 September 2023, Councillor Eddie Murdoch is arranging for the installation of the two oval plaques to go under the trees marking the Diamond Jubilee and Platinum Jubilee at the Astley Village Garden of Reflection.

Astley Village Estate Walkabout with Places for People

The Village Estate Walkabout with Places for People took place on 26 September 2023 between 11.30am and 1.30pm. The next Village Estate Walkabout with Places for People will take place on 16 January 2024 at 10:30 meeting at the entrance to Great Meadow.

Parish Council Laptop

The laptop recently crashed and required the operating system to be rebuilt and the programmes to be installed. The Asset Register suggests that the laptop was purchased in February 2016. The Parish Council may wish to consider replacing the current computer at some point.

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

The Parish Council have previously requested information from Chorley Borough Council, enquiring when the lease to Astley and Buckshaw Junior FC for the Pony Field near Derian House are due for renewal and seeking an assurance that the Parish Council would be consulted as part of the renewal process.

At the last meeting of the Parish Council on 6 September 2023, the Chorley North and Astley Ward Borough Councillors were requested to pursue a response to the Parish Council's request for information regarding the lease to Astley and Buckshaw Junior FC for the Pony Field near Derian House.

Adam Nickson, Head Of Property and Development at Chorley Borough Council has confirmed that he has discussed with the issue with the Facilities Team and they have confirmed there is currently no hire agreement in place for the Pony Field adjacent to Derian House. He has also apologised for the delay and suggested the Parish council contact him directly regarding any further queries.

New Signage for West Way Nature Reserve

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

Chancery Road Subway

At the last Parish Council Meeting on 6 September 2023, the Parish Council stated that it did not condone graffiti on the Chancery Road Subway or anywhere else within the Village and requested me to write to Lancashire County Council expressing the Parish Council's safety concerns regarding the Chancery Road Subway especially due to its increased use following the opening of the West Way Sports Hub, and requesting improvements to the lighting and that the walls are painted.

Following the decision not to remove the graffiti, a further resident has contacted the Parish Council expressing their disappointment and suggested that a more fitting tribute should be discussed with the bereaved. They have asked if the 'memorial' has a tenure or is intended that the makers 'maintain' it. They have asked that their objection be raised with the Parish Council and request at the next meeting that the early decision be revised and the graffiti removed.

Lancashire County Council have provided the following response:

"We appreciate the concerns of the Parish Council.

Our records show the path through this subway is around 13m long and the opening is 7m wide x 2.7m high so it is not a small, enclosed structure. The revetments are splayed each side of the path to provide an open aspect.

Generally painting the concrete surfaces of bridges is not something we encourage. At this site we feel we are unable to justify painting the revetments and concrete deck to the bridge. In addition, in our experience if we provide a blank bright canvas of paint, it will soon attract the local graffiti artists and the costs of overpainting will escalate over time. The current painting to the brick revetments is probably overpainting to graffiti and the colour is trying to match the brickwork.

In light of your email, we have visited the subway to check the subway lighting units and the 2 columns adjacent to the subway which we found to be in full working order and adequate. We therefore do not plan to make any changes to the subway at this time."

Astley and Buckshaw Junior Football Club (ABJFC)

At the Parish Council Meeting on 6 September 2023, it was suggested that the Parish Council invite a representative of the football club to a future Parish Council Meeting to discuss their activities.

Darren Marsden from Astley and Buckshaw Junior Football Club has confirmed that he will be attending the meeting to provide update the parish Council. See item on the agenda for this meeting.

Christmas Event 2023

At The Parish Council Meeting on 4 November 2020, I reported that tenders had been invited from three companies to collect, test and dress the Parish Council Christmas tree. Only one quote had been received from City Illuminations Ltd at a cost of £300 per annum. Subsequently a local firm "Adlington Electrical" were engaged to provide the service. I would like to invite the Parish Council to review the current arrangements.

Planting/Maintenance of Planters on Chancery Road

Iris Smith has been contacted to enquire whether she would be interested maintaining the ten planters along Chancery Road in Astley Village, e.g. planting appropriate plants in Spring and Autumn and generally tidying them up. At the time of writing this report no reply had been received.

Dangerous Parking

At the last meeting of the Parish Council on 6 September 2023, I was requested to invite Inspector Mike Moys to attend a future meeting of the Parish Council to discuss dangerous parking taking place in the Village. See item on the agenda for this meeting.

PCSO 7094 Lewis Deary has confirmed that he will attend the Parish Council Meeting on 1 November 2023, in relation to the current parking issues being reported for Astley Village. He is the Road Safety Specialist Point of Contact for Chorley and Astley Village.

Mini Meadows of Wildflowers Project/ Grounds Maintenance

Chorley Borough Council have confirmed that the scheduled grass cutting frequencies has not changed from previous years, although they have experienced some delays. They are on track to complete the 8 cuts required by the Public Realm Agreement with Lancashire County Council. If the weather conditions are favourable, they will exceed this and complete 9 cuts including the full cut back of the wildlife corridors. 9 cuts were completed in 2022 and 2021.

The wildflowers, the strips along Chancery Road were sown with a mix of perennial (approx. 75%) and annual (approx. 25%) wildflowers as part of the agreed progress of moving to perennials after sowing annuals for 2-3 years. This is part of the agreed program and avoids the need to prepare and seed the areas each year but perennials can take longer to establish and are less colourful than annuals. This is why we used a mix to help provide some colour this year.

It is acknowledged that some of the wildflower meadows haven't been as successful as previous years and this is partly down to the reduced nutrients as a result of previous year sowing and due to the hot and dry period we experienced after sowing. They did try to

mitigate this through watering the wildflower beds but it is likely that there will be a need to increase the frequency/ volume of watering if we have similar conditions next year. Chorley Borough Council are also aware that yields will reduce with repeated sowing of annual flowers, this was part of the plan as our understanding is that perennial require low nutrient ground as it reduces competition from other plants and grasses.

Since the last meeting, a resident has contacted the Parish Council complaining about the lack of maintenance to the kerbsides/footpaths in Astley Village. They have provided the photographs below specific to the Studfold area, showing a lack of maintenance over the last two years.



Relocation of Benches

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



Gateway Signs

At the last Parish Council Meeting on 6 September 2023, it was agreed that the Village Development Working Group be requested to consider other ways of enhancing the existing Gateway Signs. A meeting will be arranged in due course.

Winter Newsletter 2023

All articles were sent to the Printers on Monday 23 October 2023 and the deadline for Councillors to comment on the proof is Wednesday 1 November 2023. The Newsletter will be delivered from Thursday 16 November 2023.

Chorley Rugby Union Club/ Chorley Community Trust

As requested at the Parish Council Meeting on 6 September 2023, I have written to the Chorley Community Trust seeking an explanation regarding the current developments in view of the assurances previously provided as part of the re-development of the site for housing.

Floodlights on the West Way Sports Hub

At the last meeting of the Parish Council on 6 September 2023, Chorley Borough Council were requested to change the CCTV at West Way so that the camera pointing towards the play area covered all the play equipment.

The Head of IT at Chorley Borough Council who is responsible for CCTV has responded by stating that the issue was first brought to his attention in March 2023 by the public protection team prior to the play area being built. He suggested an additional CCTV camera was built into the scheme at the time due to ASB in the area. From an IT perspective, he is happy to support the scheme if the appropriate budget can be identified.

The following indicative costs have been provided:

- Site Survey - £,1200
- CCTV equipment and install £16,000- £25,000 (this includes the concrete base, column and an additional CCTV camera)
- BT Connections install - £8,000-£12,000 – for this site I don't believe this will be required. There is already fibre to this site so it may just need a dig and some additional ducting. Assuming this is a soft dig you could assume £2-5,000.
- BT Connections annual charge (if needed) - £2,000. If we can connect to fibre already in place the Parish would just need to contribute to operating and monitoring cost of the CCTV.
- Connection of power – unknown. Again, may be able to piggy back on to existing utilities already within the site.
- Power annual charge (if needed)- £3,000. If we can connect to power already in place the Parish would just need to contribute to operating and monitoring cost of the CCTV.
- Annual maintenance of cameras -£1,000

Lancashire Parish and Town Council Conference 2023

The Lancashire Parish and Town Council Conference will be held on 4 November 2023 at The Exchange at County Hall, Preston.

There is the option to attend the conference either in person or virtually via MS Teams. There will be a range of presenters on a range of topics including CC Phillippa Williamson, Leader of Lancashire County Council, speaking on Lancashire 2050 and devolution. Other topics include public rights of way, flooding, highways and environment updates and rural

crime. Time will be allocated for questions. There will also be a number of information stands with staff on hand during breaks and lunch.

Remembrance Sunday – 12 November 2023

The Mayor of Chorley, Councillor Tommy Gray, has invited members of your Parish Council to join him in the Civic Party for the Remembrance Sunday commemoration taking place on Sunday 12 November 2023. The schedule for the event is as follows:

From 10.00am Guests to assemble in the Lancastrian at Chorley Town Hall.

- 10.15am-10.20am Civic Parade forms up in the Lancastrian.
- 10.25am Civic Parade moves downstairs and outside to St Thomas's Square ready to join the parade behind the uniformed groups.
- 10.30am Parade sets off and makes its way directly to the Cenotaph in Astley Park via St Thomas's Road, Market Street and Park Road.
- 10.45am (est.) Remembrance Service commences.
- 11.00am Two minutes' silence.
- 11.15am (est.) When the service and wreath laying has concluded, the parade will return to the Town Hall.

As in previous years, the Chair of the Parish Council will lay a wreath on behalf of the Parish Council.

Parish Councillors will be attaching poppies to the lampposts along Chancery Road and Councillor John McAndrew will be organising for the Tommy to be in situ on the Garden of Reflection.

Personnel Committee

The next meeting of the Personnel Committee be held on Wednesday 8 November 2023 at 7pm at the Community Centre.

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

- Computer Clinic, Repairs to Laptop - £100.00.
- Post Office Counters Ltd, Stamps - £18.78.
- livedrive Internet Limited, livedrive Subscription (Cloud) - £25.00.
- Chorley Borough Council, Room Hire (Community Centre) - £36.00.
- Royal British Legion, Poppy Wreath - £25.00.
- Chorley Borough Council, Uncontested Parish Election Fee - £188.78.

Action required by the Parish Council

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



Astley Village Parish Council

Title	Planning Issues Relevant to the Village					
Report of	Parish Clerk					
Date	1 November 2023					
Type of Paper	Decision		Discussion		Information	X
Purpose of Report						
To consider any planning issues relevant to the village.						
Key Issues						
The Parish Council has not been consulted on the following planning application received by Chorley Borough Council since the last Parish Council Meeting on 6 September 2023.						
Action required by the Parish Council						
To note the report.						

AGENDA ITEM 10(i)

FINANCIAL POSITION - SUMMARY 1 NOVEMBER 2023			
			£
Receipts and Expenditure Account			
Receipts			
Precepts			20,543.00
Grant			3,877.00
Refunds			-
Other			-
Bank Interest (Barclays)			393.67
Dividend (Unify Credit Union)			-
Advertisements			-
VAT on Receipts/Recovered			1,250.78
Total Receipts			26,064.45
Expenditure Total			
			10,826.02
Income & Expenditure Reconciliation			
Balance Brought Forward at 1 April 2023			80,586.00
Add: total receipts to date		+	26,064.45
Less: total expenditure to date		-	10,826.02
Balance			95,824.43
Bank Reconciliation			
Community Account (chequeing account)	23/10/23	+	5,000.00
Business Premium Account	23/10/23	+	86,555.70
Unify Credit Union deposit	01/04/23		5,438.46
Less unrepresented cheques/ET/SO		-	1,169.73
Plus uncleared credits		+	95,824.43
			95,824.43
	Unrepresented cheques/SO/Payments		
	October		15.59
	Nov/Dec		1154.14
			1169.73
	Uncleared Incomes		
			0.00

AGENDA ITEM 10(ii)

PAYMENTS TO BE APPROVED

November/December 2023

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

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

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription	250.00	173.91		76.09
	01-2	Office/Sundry	1,000.00	256.45		743.55
	01-3	Insurance	450.00	487.32	-	37.32
	01-4	Auditors/Accounts	300.00	210.00		90.00
	01-5	Election/By-Election/Polls	7,000.00	188.78		6,811.22
	01-6	Employee Costs (Salary, Training etc)	5,750.00	4,516.04		1,233.96
	01-7	Employee Contingency	1,000.00	-		1,000.00
	01-8	IT/Website	1,000.00	495.00		505.00
02 - COUNCIL	02-1	New sletter/Publications	1,500.00	856.25		643.75
	02-2	Village Caretaker	-	-		-
	02-3	Councillor Training	500.00	-		500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00	-		2,500.00
03 - VILLAGE DEVELOPMENT PLAN	03-1	Lighting of Christmas Tree/Christmas Event	800.00	-		800.00
	03-2	Village Improvements (Additional Seating & Footpath impr	7,000.00	2,519.92		4,480.08
	03-3	Improve Village Centre & Enhance Village Green	1,000.00	-		1,000.00
	03-4	Planter Scheme (including maintenance)	860.00	280.00		580.00
	03-5	Tree Planting and Maintenance	500.00	-		500.00
	03-6	Wildflower Meadow s/Corridors	500.00	-		500.00
	03-7	West Way Nature Reserve	-	-		-
	03-8	Astley Village Community Garden of Reflection	1,000.00	493.18		506.82
	03-9	Astley Village Community Centre - Increase community u	10,000.00	-		10,000.00
	03-10	Refurbishment of existing Gatew ay Signs	1,000.00	-		1,000.00
	03-11	Road Safety (Maintenance of SPIDs)	500.00	-		500.00
	03-12	Grant - Astley Hall (Restoration of Picture)	3,000.00	-		3,000.00
	03-13	Play area and path at West Way Sports Hub	35,000.00	-		35,000.00
	03-14	Improving Community Engagement and Raising the Profile	5,000.00	47.14		4,952.86
04 - GENERAL RESERVE	04	General Reserve	18,909.30	-		18,909.30
Balance Carried Forward from 2022/23	80,586.00					
TOTALS			106,319.30	10,523.99		95,795.31
VAT to be Recovered		£302.03				
Total Spend to Date				10,826.02		



Local Council Public Advisory Service

GDPR Risk Assessment

Name of Council: Astley Village Parish Council

Date: September 2021

Area of risk	Risk Identified	Risk Level H/M/L	Management of Risk	Action taken/completed
All personal data	Personal data falls into hands of a third party	L	See Assessment of Personal Data Held by the Parish Council for details of what, why, how and for how long data is stored and who it is shared with.	
		L	Identify how we store personal data. Examples include paper files, databases, electronic files, laptops and portable devices such as memory sticks or portable hard drives.	
	Publishing of personal data in the minutes and other Parish Council documents	L	Parish Councillors and Parish Clerk instructed to avoid including any personal information in the minutes or other Parish Council documents which are in the public domain unless absolutely necessary. Personal names to be replaced with 'resident/member of the public' when possible.	
Sharing of data	Personal data falls into hands of a third party	L	The Parish Council does not share personal data with any other person or organisation.	
Hard copy data	A hard copy of data falls into hands of a third party	L	Decide how much of the personal data held is necessary. Destroy personal data which is no longer needed in line with the Document Retention Policy.	
		L	Ensure that sensitive personal data is stored securely in a locked cabinet when not in use	

Electronic data	Theft or loss of a laptop, memory stick or hard drive containing personal data	L	Ensure that all devices are password protected.	
		L	Make all Parish Councillors aware of the risk of theft or loss of devices and the need to take sensible measures to protect them from loss or theft.	
		L	Carry out regular back-ups of Parish Council data	
		L	Ensure safe disposal of IT equipment and printers at the end of their life	
		L	Ensure all new IT equipment has all security measures installed before use	
Email security	Unauthorised access to Parish Council emails	L	Ensure that email accounts are password protected and that the passwords are not shared or displayed publicly	
		L	Parish Council email addresses provided for Parish Clerk and Parish Councillors and Parish Councillors are recommended not to use personal email addresses for Parish Council business.	
		L	Use blind copy (bcc) to send group emails to people outside the Parish Council	
		L	For devices set up by our web/email host, encryption for emails will be set up.	
		L	Do not forward on emails from members of the public. If necessary, copy and paste information into a new email with personal information removed.	
General internet security	Unauthorised access to computers and files where Parish Council information is accessed/stored	L	All electronic devices used to access emails/Parish Council information (including Parish Councillors) should be password protected and that the passwords are not shared or displayed publicly	
		L	Ensure that all computers (including Parish Councillors) have up-to-date anti-virus software, firewalls and file encryption is installed.	
		L	Ensure that the operating system on all computers is up-to-date and that updates are installed regularly	
Website security	Personal information or photographs of individuals published on the website	L	Ensure that you have the written consent of the individual including parental consent if the subject is 18 or under)	
Disposal of computers and printers	Data falls into the hands of a third party	L	Wipe the hard drives from computers, laptops and printers or destroy them before disposing of the device	

Financial Risks	Financial loss following a data breach as a result of prosecution or fines	L	Ensure that the Parish Council has liability cover which specifically covers prosecutions resulting from a data breach and put aside sufficient funds (up to 4% of income) should the Parish Council be fined for a data breach	
	Budget for GDPR and Data Protection	L	Ensure the Parish Council has sufficient funds to meet the requirements of the new regulations both for equipment and data security and add to budget headings for the future	
General risks	Loss of third-party data due to lack of understanding of the risks/need to protect it	L	Ensure that the Parish Clerk and Parish Councillors have received adequate training and are aware of the risks.	
	Filming and recording at meetings	L	If a meeting is closed to discuss confidential information (for example salaries, or disciplinary matters), ensure that no phones or recording devices have been left in a room by a member of the public.	

Reviewed on: _____ **Signed:** _____ **(Chairman)**

Chorley Liaison

Wednesday, 18th October 2023, 6.30 pm
Council Chamber, Town Hall, Chorley and Youtube

Agenda

Apologies

- 1 **Welcome by the Chair**
- 2 **Minutes of meeting Wednesday, 19 July 2023 of Chorley Liaison**
- 3 **Item from Chorley Council - Carbon Literacy training and an Air Quality monitoring survey**

Matt Evans, Climate Change & Air Quality Officer, will attend to introduce a Carbon Literacy training course for Town and Parish Councils and an Air Quality monitoring survey on Citizenspace.

- 1) The Carbon Literacy Project have released a new course for Parish, Town and Community Councils aimed at councillors and officers. The course equips councillors and officers with the information they need to communicate the significance of climate change and achieve the change necessary in their local area to address the climate emergency. It covers the impacts of climate change, carbon footprints, how you can do your bit, and why it's relevant to you and our communities.
This training complements work we're rolling out at CBC level for Borough councillors and officers, but this new course is designed to be self-directed by Parish Councils themselves. More information can be found at: <https://carbonliteracy.com/toolkits/local-authorities/>
Two background documents are attached.
- 2) Chorley Council monitors Air Quality across various locations in the Borough. The locations are determined by several factors such as area traffic data and the proximity to residential dwellings. In 2023 we monitored Nitrogen Oxides (NOx) at 42 locations, in addition we have automatic Particulate Matter monitors co-located at 3 locations. We want our data to be as accurate as possible and are seeking input from residents to support our consideration of new or additional monitoring locations, as part of our continued commitment to keeping the air in the Borough clean and safe. The Citizenspace survey will allow you to see our current monitoring locations, and provides an opportunity for you to suggest other locations for consideration.
<https://yoursay.citizenspace.com/2022-environmental-health-and-community-safety-sr/chorley-air-quality-monitoring-2024>

4 **Item requested by Euxton Parish Council regarding Tree Preservation Order (TPO) trees**

The question and response are enclosed within the agenda pack.

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

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

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

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

6 **Items for Future Meetings**

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

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

Chris Sinnott
Chief Executive

Electronic agendas sent to Members of the Chorley Liaison and Town and Parish Council clerks for distribution to their representatives.

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

Minutes of **Chorley Liaison**

Meeting date **Wednesday, 19 July 2023**

Committee Members present: Councillor Gordon France (Eastern Parishes) (Chair), Councillor Kim Snape (Chorley Rural East Division, Lancashire County Council) (Vice-Chair) Lancashire County Councillors: Julia Berry, Steve Holgate, and Aidy Riggott. Chorley Borough Councillors: Aaron Beaver, Danny Gee, and Alan Platt. Town and Parish Councillors: Tim Blackburn, Nina Buckley, Terry Dickenson, Colin Evans, Ian Horsfield, Ken McCrea, Steve Mercer Ann Phelan, Katrina Reed, Gillian Sharples, Caroline Turner, and Marel Urry

Observers present: Councillors Matthew Lynch and Arjun Singh (attended virtually)

Officers: Angela Barrago (Project Consultant), Matthew Pawlyszyn (Democratic and Member Services Officer)

Other Members: County Councillor Rupert Swarbrick.

A video recording of the public session of this meeting is available to view on [YouTube here](#)

9 Welcome by the Chair

The Chair welcomed everyone to the meeting.

10 Minutes of meeting Wednesday, 22 March 2023 of Chorley Liaison

Resolved: that the minutes be approved as a correct record.

11 LCC Cabinet Member (Highways and Transport)

County Councillor Rupert Swarbrick, Cabinet Member for Highways and Transport attended to provide a strategic update.

Rail Station ticket office closures across the County were an unpopular proposal, and consultations were ongoing.

In terms of road planning, the County Council contributed to the Transport for the North Strategic Road Review. The aim was to identify and highlight improvements.

The desire was to enable further development to promote active travel such as walking and cycling.

Potholes were an understood issue, but there was a comprehensive biannual survey that assessed the roads which directed resources appropriately.

The 'Love Clean Streets' app was highlighted and recommended to members to report issues, however, issues had to be reported at the site to ensure an accurate report and location of the issue.

The method of road repair used by the County Council was no longer loose chipping and tar due to the number of complaints received and evidenced ineffectiveness.

It was highlighted that the utility companies had the power to attend and work on the roads, then retroactively inform the council of the work completed. This was usually in the cases of emergency maintenance such as a leaking gas or water pipe. There was said to be positive communication between the County Council and the utility companies in relation to planned works.

At the request of members, it was agreed that there would be further and more frequent communication, contact and attendance by the Cabinet Member in relation to town centre issues and concerns.

Frustrations were expressed in relation to a local road adjacent to a school with a 40mph limit instead of 20mph. with the explanation given that the entrance to the school was on a side street. There was significant support for a 20mph limit to be installed by Members, the MP, and residents on the street.

The County Council did not want to make any overstretched statements or promises, but it was highlighted that highways was highly technical and regulated and those that would be able to provide the information were the officers within the County Council.

Issues with parking was often due to irresponsible behaviour. Partnerships between highways, the police and affected parties such as schools were the best method of resolving issues and providing solutions.

The Chair thanked County Councillor Rupert Swarbrick for attending the meeting, and it was **resolved: that the update be noted.**

12 Item from the Director of Governance/ Monitoring Officer

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

Members responded positively and indicated that they would make contact to arrange the training.

13 Questions from Members of the Liaison and the public

There were no questions.

14 Items for Future Meetings

A suggestion was raised for an officer to speak and present in relation to sport, recreation and well being in the borough.

Chair

Date

Chorley Liaison agenda management timetable

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

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

Future agenda items

Sport, recreation and well being
Community energy funding
Revival/survival strategy for Chorley town centre post Covid
Time Credits
High School Places

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.