



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 3 January 2024** 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. 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.

5. Borough/County Councillor Reports

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

6. Minutes

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 1 November 2023. (Enclosed).

7. Parish Clerk Report

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

8. Statutory Business

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

9. Financial Matters

- i. To consider a report of the Responsible Financial Officer providing the financial position (Enclosed).
- ii. To consider a report of the Responsible Financial Officer recommending payments to be approved (Enclosed).
- iii. To consider a report of the Responsible Financial Officer providing details spend against budget headings (Enclosed).
- iv. To consider a report of the Responsible Financial Officer proposing the 2023/24 budget headings and Precept. (Enclosed).
- v. To review the Review Asset Register (Enclosed)
- vi. To appoint Internal Auditor for the 2023/24 Accounts.
- vii. To consider Neighbourhood Priorities 2024/25 (Enclosed).
- viii. To consider an application to the Parish Council Grant Scheme from Chorley and South Ribble Shopmobility.

10. Spring Newsletter 2024

The Parish Clerk to report at the meeting.

11. Christmas Event 2023

The Parish Clerk to report at the meeting.

12. Environment Reports

To receive a verbal update at the meeting.

13. Reports from Parish Council representatives on Other Bodies

- Chorley Liaison. The next Meeting will be held on 20 March 2024 at 6.30pm - 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.

14. Minutes of the Personnel Committee

To receive the minutes of the Personnel Committee held on Wednesday 8 November 2023 (Enclosed).

15. Correspondence

The Clerk to report at the meeting.

16. Matters for Information

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

17. Dates of Future Meetings

To note that the next meeting of the Parish Council will take place on

Wednesday 6 March 2024 at the rise of the Parish Meeting.

Schedule of Meetings 2024/25

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

- Wednesday 6 March 2024 at the rise of the Parish Meeting.
- Wednesday 1 May 2024 (Annual Meeting)
- 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 December 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	3 January 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>Since the last Parish Council Meeting in November, Astley Park has enjoyed events Alien Invasion and Bonfire Night. The latter saw an implementation of the one-way system on Chancery Road which received mixed reviews from residents and on social media.</p> <p>The metal Tommy was in situ at the garden of reflection.</p> <p>Next year will see wildflower mini meadows on the verges of Chancery Road. Astley Park will be planted with a mix of 75% perennial & 25% annual bulbs.</p> <p>As ward councillors we continue to respond to resident's issues and attend our respective committees.</p> <p>We will be meeting up with Places for People in January 2024.</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	3 January 2024					
Type of Paper	Decision		Discussion		Information	X
Purpose of Report						
To consider a report from the County Councillor for Astley Village (Lancashire County Council)						
Key Issues						
<p>I have been supporting residents affected by the Brookfield/ Rugby Club site applications – noting that this is in Euxton parish – as it works its way through the planning system. It looks like a decision may have been reached by the time you publish this report, and the Parish Council meets next. I have also been keeping an eye out for blocked drains and streetlights that have stopped working – if anybody sees any that are Lancashire County Councils responsibility the easiest way to report them is via the Love Clean Streets app.</p> <p>On a wider matter that might be of interest to the Parish Council is the recently announced public consultation that has been launched into a devolution proposal which would create a new Combined County Authority for the region. Leaders from Lancashire County, Blackburn, with Darwen and Blackpool councils are now calling on people across the county to get involved and say what they think of the proposal. The consultation, which will run for eight weeks until 26 January 2024, is a chance for residents, businesses and anyone else in the region to give their feedback on a number of important areas included in the proposal. These include improving public transport, boosting economic prosperity, and improving employment and skills. Views will also be sought on net zero and climate change, culture and tourism, and digital and cyber.</p> <p>If the proposal is implemented, existing funding and powers will move from the Government in London to Lancashire. The deal aims to give Lancashire a stronger voice on the regional and national stage, ensuring the county does not miss out on vital funding and other opportunities. It would not require any changes to the established county, borough, or district councils across the area, who will continue to deliver services such as bin collections and local libraries. It would also not require an elected mayor, as the CCA would be made up of existing elected councillors, or require an extra charge on council tax.</p>						

Residents can take part in the consultation visit <https://ipsos.uk/Lancashiredevolution> and more information about the devolution deal can also be found at www.lancashiredevolution.co.uk

Action required by the Parish Council

To note the report.



Astley Village Parish Council

1 November 2023 at 6.30pm

Present

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

313.01 Apologies for Absence

No apologies were received.

313.02 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.

313.03 Public Engagement

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

No issues were raised.

314.04 Chorley Neighbourhood Policing Team

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

Dangerous parking was taking place on Studfold, including cars being parked on the bend at the bottom of Studfold near Chancery Road with other cars parked opposite to them. This resulted in the road being reduced to a single lane with the traffic in the left lane being forced out into on-coming traffic. It was suggested that if vehicles were causing an obstruction.

It was reported that residents on Buckshaw Hall Close had been impacted by the inconsiderate parking by motorists attending events held at Chorley Rugby Union and Football Club, Brookfields, Chancery Fields.

Although a “events/one way system” had been introduced on Chancery Road during large events being held in Astley Park, vehicles were still causing an obstruction on Hallgate.

Visitors and staff were parking on Chancery Road outside Derian House. It was suggested that there may be the opportunity for Derian House to lease car parking spaces for staff at the new Strawberry Fields Digital Hub on Euxton Lane.

Dangerous parking was occurring on Long Croft Meadow by employees of Chorley and South Ribble Hospital including parking on the junction of Chancery Road across the cycle path.

Dangerous parking was taking on Deerfold caused by parents dropping off and collecting pupils from St Michael's is a Church of England Secondary School.

It was noted that whilst PCSO's could issue advisory notices to motorists parking dangerously, only Police Officers could issue Fixed Penalty Notices.

The Police agreed to explore with Lancashire County Council the introduction of Traffic Regulation Order on the junctions of Studfold, Buckshaw Hall Close, Hallgate and Long Croft Meadow in view of the dangerous parking taking place.

RESOLVED – That the Police be requested to provide an update to the January meeting of the Parish Council following their discussions with Lancashire County Council.

313.05 Astley and Buckshaw Junior Football Club

The Parish Clerk reported that Darren Marsden, Chairman of Astley and Buckshaw Junior Football Club had been unable to attend the meeting to discuss the Clubs future activities for personal reasons but had offered to attend a future meeting.

RESOLVED – That the Parish Clerk be requested to invite Mr Marsden to attend a future the meeting to discuss the Clubs future activities.

313.06 Borough/County Councillor Reports

Reports from Chorley North and Astley Ward Borough Councillors (copies of which had been circulated) was considered. The Parish Clerk reported that County Councillor Aidy Riggott had offered his apologies for the meeting and there was nothing substantial to report beyond the responses from the previous meeting included in the Parish Clerk Report (Minute 313.08).

Councillor Alistair Morwood reported that the “events/one way system” would be in place on Chancery Road during the Astley Illuminated on Friday 10 November 2023 and letters had been sent to all properties in Astley Village.

It was reported that following bin collection, bins were not returned to the curtilage of the property but left indiscriminately which had led to bins going missing.

RESOLVED – (1) That the reports be noted.

(2) That Chorley Borough Council be requested to consider providing a litter bin at the bus stop opposite Deerfold.

(3) That the Ward Councillors be requested to explore other more cost-effective options for providing CCTV at West Way so that a camera pointing towards the play area covered all the play equipment.

313.07 Minutes

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 6 September 2023 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

313.08 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

Councillor Eddie Murdoch confirmed that he had installed the two oval plaques to go under the trees marking the Diamond Jubilee and Platinum Jubilee at the Astley Village Garden of Reflection.

Christmas Event 2023

The Parish Clerk reminded that Parish Council that at the Parish Council Meeting on 4 November 2020, 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 at a cost of £240. The Parish Council was invited to review the current arrangements.

Chorley Rugby Union Club (CRUFC)/ Chorley Community Trust

The Parish Council had 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. It was reported that Chorley Community Trust had responded by stating that CRUFC had decided to vacate and relinquish their user agreement with the Trust after discussions had taken place over several months, with the decision communicated to them by the new chairman of the club who had informed the Trust that they had an agreement to play and use another venue in the area.

The Trustees wished to keep the reasons for this confidential however they had confirmed that it was a decision made by CRUFC wholly based on their plans for the future.

Planting/Maintenance of Planters on Chancery Road

It was reported that no response had been received from Iris Smith regarding 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. As the winter maintenance of the planters usually took place in November, the Parish Council were invited to decide whether to continue to engage Hartwood Maintenance to carry out the work.

Remembrance Sunday – 12 November 2023

Parish Councillors were requested to volunteer to attach poppies to the lampposts along Chancery Road.

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:

- 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.
- Coop, Envelopes - £4.00

(3) That Councillor John McAndrew be requested to confirm that the lights on the Christmas Tree were still working and the Parish Clerk be requested to contact Chorley Borough Council to explore whether their contractor could test and dress the Parish Council Christmas tree annually.

(4) That Hartwood Maintenance be requested to continue to maintain the ten planters along Chancery Road in Astley Village, e.g., planting appropriate plants in Spring and Autumn and generally tidying them up subject to them providing invoices for the plants purchased.

(5) That the replacement of the Parish Council Laptop be considered as part of setting the Parish Council Budget for 2024/25.

(6) That Chorley Borough Council be requested to provide an update in relation to the proposed signage for West Way Nature Reserve

(7) The Parish Clerk be requested to write to Chorley Borough Council requesting an update in relation to when the perimeter paths which were part of the West way Play area original scheme would be installed.

313.09 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.

313.10 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 October 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 November 2023 and 31 December 2023 as follows:

PAYMENTS TO BE APPROVED

Date	Creditor	Description	Total	Vat	Net
03/11/23	Employee 4	Reimbursements (September 2023)	44.20		44.20
03/11/23	Employee 4	Reimbursements (October 2023)	45.76		45.76
01/11/23	Easy Web Sites	Monthly rental	66.00	11.00	55.00
23/11/23	Zoom	Zoom Subscription (November 2023)	15.59	2.60	12.99
15/11/23	Employee 4	Salary (November 2023)	360.40		360.40
15/11/23	HMRC	Tax (November 2023)	90.00		90.00
01/12/23	Easy Web Sites	Monthly rental	66.00	11.00	55.00
23/12/23	Zoom	Zoom Subscription (December 2023)	15.59	2.60	12.99
13/12/23	Employee 4	Salary (December 2023)	360.60		360.60
13/12/23	HMRC	Tax (December 2023)	90.00		90.00
			1,154.14	27.20	1,126.94

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 – That the report be noted.

313.11 GDPR Risk Assessment

The Parish Clerk & Responsible Financial Officer submitted the GDPR Risk Assessment (copies of which had been circulated) for the Parish Council to review. It was suggested that the Parish Council may wish to change from requiring password protection to Two Factor Authentication.

RESOLVED – That no changes be made to the GDPR Risk Assessment but that the Parish Clerk be requested to circulate the (i) fact sheet for councils - the use of personal email addresses and devices and (ii) “GDPR: a day in the life of a Great Practice Parish Council” produced by the Information Commissioners Office.

313.12 Winter Newsletter 2023

The Parish Clerk reported that all articles had been sent to the Printers on Monday 23 October 2023 and the deadline for Councillors to comment on the proof was Wednesday 1 November 2023. The Newsletter would be delivered from Thursday 16 November 2023.

RESOLVED – That the report be noted.

313.13 Christmas Event 2023

The Parish Clerk reported confirmed that the Christmas Event would take place between 6 and 8pm on Friday 8 December 2023 and that the Community Centre had been booked from 5pm until 9pm. Members of Chorley Little Theatre had confirmed the cast of Flint Street Nativity and possibly the musical chorus, would be singing at the event but may need to leave at 6.30pm as they had a ‘friends and family’ Panto run through that evening.

- Four tubs of chocolates would be purchased to hand out chocolates during the Christmas singing.
- The number of carols had been reduced to eight:
 - Deck the Halls.
 - Ding Dong Merrily on High.
 - Rudolph the Red Nosed Reindeer.
 - O Little Town of Bethlehem.
 - Silent Night.
 - Away in a Manger.
 - Jingle Bells.
 - We Wish you a Merry Christmas.
- Selection boxes would be purchased for every child at Buckshaw Primary School.
- Councillor Emma Barraclough would be organising refreshments in the Community Centre and Councillors were requested to be present from 5pm.

RESOLVED – (1) That the report be noted.

(2) That Councillor John McAndrew be requested to invite Buckshaw Primary School to attend.

313.14 Environment Reports

RESOLVED – That Chorley Borough Council and Places for People be requested to cut back the vegetation overhanging the footpath on Chancery Road including at the junctions of Wymundsley, Judeland and Broadfields.

313.15 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The Chair provided a report following the meeting of the Chorley Liaison held on 18 October 2023 and the agenda and key papers from that meeting had been circulated with the Summons.

It was noted that the next Neighbourhood Area Meeting (NW Parishes and Chorley North) meeting would be held on 15 February 2024.

RESOLVED – (1) That the report be noted.

(2) That at the Parish Council Meeting on 3 January, consideration be given to projects to the next Neighbourhood Area Meeting (NW Parishes and Chorley North) as neighbourhood priority project ideas for delivery between April 2024 and March 2025:

313.15 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 313.08).

313.17 Matters for Information

It was noted that Councillor Matt Lynch would be taking part in a 15i mile walk dressed as Santa from Chorley to Rivington Pike on Saturday 11 November 2023 in aid of Derian House.

313.18 Date of Next Meeting

RESOLVED - It was agreed that the next meeting of the Parish Council would take place on Wednesday 3 January 2024 at 6.30 pm.

The meeting concluded at 8.00 pm.

Chair

Astley Village Parish Council

Title	Parish Clerk Report					
Report of	Parish Clerk & Responsible Financial Officer					
Date	3 January 2024					
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

New Signage for West Way Nature Reserve

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) has 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.

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 Tree Lights/ Christmas Event 2023.

At The Parish Council Meeting on 1 November 2023, I was requested to contact Chorley Borough Council to explore whether their contractor could test and dress the Parish Council Christmas tree annually. At the time of writing this report, I am awaiting a response.

In addition, the Personnel Committee on agreed that the lights be PAT tested annually by the same company that dress the Parish Council Christmas Tree and a Risk Assessment be undertaken.

The Christmas Event took place on Friday 8 December 2023 and Members of Chorley Little Theatre attended.

Selection boxes were purchased for every child at Buckshaw Primary School.

Overhanging vegetation on the footpath on Chancery Road

Chorley Borough Council and Places for People had been requested to cut back the vegetation overhanging the footpath on Chancery Road including at the junctions of Wymundsley, Judeland and Broadfields.

Chris Walmsley (Chorley Borough Council) had confirmed that as part of the winter program the grounds maintenance team for the area would begin cutting back the vegetation along Chancery Road.

Michelle Newman (Places for People) has requested that the hedges at the junction of Broadfields be cut back,

Planting/Maintenance of Planters on Chancery Road

Hartwood Maintenance have been requested to continue to maintain the ten planters along Chancery Road in Astley Village, e.g., planting appropriate plants in Spring and Autumn and generally tidying them up and have agreed to provide invoices for the plants purchased.

Dangerous Parking in Astley Village

The Police agreed to explore with Lancashire County Council the introduction of Traffic Regulation Order on the junctions of Studfold, Buckshaw Hall Close, Hallgate and Long Croft Meadow in view of the dangerous parking taking place. However, they need evidence from yourselves to support these discussions.

At the last meeting on 1 November 2023, the PCSO 7094 Lewis Deary, the Road Safety Specialist Point of Contact for Chorley and Astley Village was requested to provide an update to the January meeting of the Parish Council following their discussions with Lancashire County Council.

It was also agreed that Councillors would provide details including photographs of vehicles causing a potential obstruction/ parking dangerously.

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

Chorley Borough Council have confirmed that the painting is scheduled to be completed by the end of February 2024 and work has started to carry out some research to assist with our efforts of dating the painting.

Winter Newsletter 2023

The Newsletters were delivered from Thursday 16 November 2023.

Gateway Signs

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

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.



The Parish Council have allocated funding in the budget to provide additional benches. A resident has contacted the Parish Council and suggested that one of them is set aside as a “Happy to chat” bench as depicted below:



Remembrance Sunday – 12 November 2023

The Chair of the Parish Council laid a wreath on behalf of the Parish Council

West Way Sports Hub

At the last meeting on 1 November 2023, I was requested to write to Chorley Borough Council requesting an update in relation to when the perimeter paths which were part of the West way Play area original scheme would be installed.

Simon Forrester (Chorley Borough Council) has confirmed that he had a meeting with UK Athletics in September to discuss potential funding sources to increase the available budget for the boundary footpaths at West Way. The Council was currently assessing the cost implications of taking such an approach and discussing funding options with UKA & I will update the Parish Council in due course. Appendix A to this report shows examples of a UK Athletics endorsed 'Active Track' which would be a suitable approach to a boundary footpath at West Way (and has been used on similar sites elsewhere).

The Village Development Working Group met on 7 December 2023, and recommended that the existing budget for the West Way Sports Hub be increased from £5,000 to £15,000 to provide paths from Great Meadow to the play area at West Way Sports Hub subject to Chorley Borough Council identifying the remaining funding required (see item 9(iv))

At the meeting on 1 November 2023, the Ward Councillors were requested to explore other more cost-effective options for providing CCTV at West Way so that a camera pointing towards the play area covered all the play equipment.

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

- Tesco Christmas - Selection Boxes and tubs of sweets £101.50.
- Chorley Borough Council - Room Hire (Community Centre) £5.00.
- Cartridge People - Printer Cartridges £148.23.
- Tesco Christmas - Refreshments £76.10.
- Morisons - Christmas Refreshments £9.20
- Printwise - Christmas Printing £100.00.
- Printwise - Winter Newsletter 2023 £640
- Buckshaw (ROF) Scouts - Delivery of Winter Newsletter £81.25
- Chorley Borough Council - Room Hire (Community Centre) £36.80
- Hartwood Maintenance - Maintenance of Planters £190.20
- Tesco Christmas - Selection Boxes £250.00.
- Poppy signs Christmas Banner £223.01.

Action required by the Parish Council

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

ActiveTrack

Perimeter fitness loops for walking, jogging, running & cycling

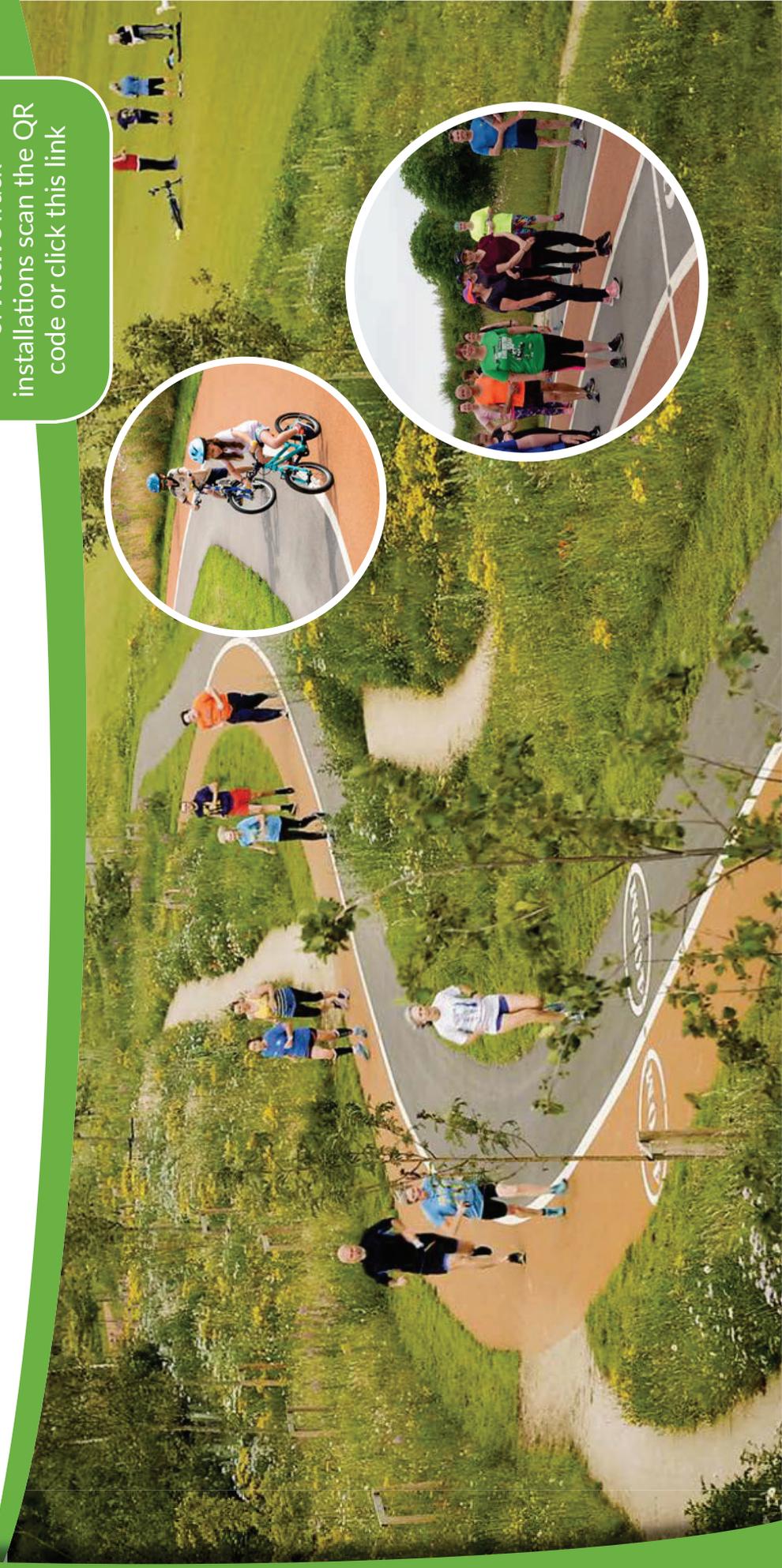
WHAT?

- Ideal for parks and open spaces
- Provides a visually attractive environment
- Encourages communities and families to be active
- Range of surface and lighting options available

CaseStudies



To see further examples of ActiveTrack installations scan the QR code or click this link



Active Track

WHAT?

- All weather perimeter fitness trail (macadam or synthetic surface)
- Multi-use: walking, jogging, running and cycling
- Length of track tailored to spatial requirements
- Optional sprint straight
- Low level solar lighting columns or built in 'cats eye' reflectors

WHERE?

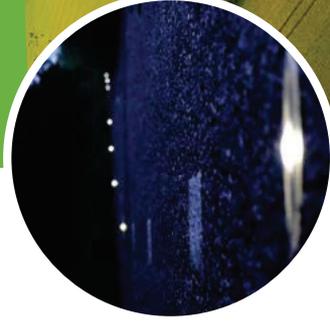
- Parks and open spaces

WHO?

- A facility for everyone!
- Attracts users of all ages and abilities across a wide variety of activities

WHY?

- Capital & revenue costs = affordability
- Fully accessible
- Encourages communities and families to participate in sport & movement
- Flexible design to complement existing infrastructure
- Environmentally sympathetic to benefit local biodiversity & ecology



TrackBuilder

Explore options on the TrackBuilder portal – scan the QR code or click this link.





Astley Village Parish Council

Title	Planning Issues Relevant to the Village					
Report of	Parish Clerk					
Date	3 January 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 1 November 2023.						
Action required by the Parish Council						
To note the report.						

AGENDA ITEM 9(i)

FINANCIAL POSITION - SUMMARY 3 JANUARY 2024			
			£
Receipts and Expenditure Account			
Receipts			
Precepts			20,543.00
Grant			3,877.00
Refunds			-
Other			-
Bank Interest (Barclays)			695.27
Dividend (Unify Credit Union)			-
Advertisements			-
VAT on Receipts/Recovered			1,250.78
Total Receipts			26,366.05
Expenditure Total			
			13,933.15
Income & Expenditure Reconciliation			
Balance Brought Forward at 1 April 2023			80,586.00
Add: total receipts to date		+	26,366.05
Less: total expenditure to date		-	13,933.15
Balance			93,018.90
Bank Reconciliation			
Community Account (chequeing account)	15/12/23	+	4,549.40
Business Premium Account	15/12/23	+	84,288.27
Unify Credit Union deposit	01/04/23		5,438.46
Less unrepresented cheques/ET/SO		-	1,257.23
Plus uncleared credits		+	93,018.90
			93,018.90
	Unrepresented cheques/SO/Payments		
	Zoom (December)		15.59
	January/ February		1241.64
			1257.23
	Uncleared Incomes		
			0.00

AGENDA ITEM 9(ii)

PAYMENTS TO BE APPROVED

January/ February 2024

Date	Creditor	Description	Cheque No	Total	Vat	Net
05/01/24	Employee 4	Reimbursements (November 2023)	EB	100.10		100.10
05/01/24	Employee 4	Reimbursements (December 2023)	EB	63.96		63.96
01/01/24	Easy Web Sites	Monthly rental	DD	72.60	12.10	60.50
23/01/24	Zoom	Zoom Subscription (January 2024)	EB	15.59	2.60	12.99
15/01/24	Employee 4	Salary (January 2024)	EB	360.60		360.60
15/01/24	HMRC	Tax (January 2024)	EB	90.00		90.00
01/02/24	Easy Web Sites	Monthly rental	DD	72.60	12.10	60.50
23/02/24	Zoom	Zoom Subscription (February 2024)	EB	15.59	2.60	12.99
13/02/24	Employee 4	Salary (February 2024)	EB	360.60		360.60
13/02/24	HMRC	Tax (February 2024)	EB	90.00		90.00
				1,241.64	29.40	1,212.24

BUDGET REPORT – 3 January 2024
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	238.73		11.27
	01-2	Office/Sundry	1,000.00	379.96		620.04
	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	5,581.50		168.50
	01-7	Employee Contingency	1,000.00	-		1,000.00
	01-8	IT/Website	1,000.00	616.00		384.00
02 - COUNCIL	02-1	Newsletter/Publications	1,500.00	1,577.50		- 77.50
	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	722.64		77.36
	03-2	Village Improvements (Additional Seating & Footpath improvements)	7,000.00	2,519.92		4,480.08
	03-3	Improve Village Centre & Enhance Village Green	1,000.00	-		1,000.00
	03-4	Planter Scheme (including maintenance)	860.00	470.20		389.80
	03-5	Tree Planting and Maintenance	500.00	-		500.00
	03-6	Wildflower Meadows/Corridors	500.00	-		500.00
	03-7	West Way Nature Reserve	-	-		-
	03-8	Astley Village Community Garden of Reflection	1,000.00	493.18		506.82
	03-9	Astley Village Community Centre - Increase community use of the building	10,000.00	-		10,000.00
	03-10	Refurbishment of existing Gateway Signs	1,000.00	-		1,000.00
	03-11	Road Safety (Maintenance of SPIDs)	500.00	-		500.00
	03-12	Grant - Astley Hall (Restoration of Picture)	3,000.00	-		3,000.00
	03-13	Play area and path at West Way Sports Hub	35,000.00	-		35,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council	5,000.00	47.14		4,952.86
04 - GENERAL RESERVE	04	General Reserve	19,141.77	-		19,240.45
Balance Carried Forward from 2022/23	80,586.00					
TOTALS			106,650.45	13,532.87		93,018.90
VAT to be Recovered		£400.28				
Total Spend to Date				13,933.15		



Astley Village Parish Council

Title	Proposed 2024/25 Budget Headings and Precept				
Report of	Parish Clerk & Responsible Financial Officer				
Date	3 January 2024				
Type of Paper	Decision	X	Discussion		Information
Purpose of Report					
To assist the Council in finalising the Budget for 2024/25.					
Key Issues					
<p>The Parish Council is reminded that the level of precept to cover expenditure during 2024/25 for Astley Village must be determined at this meeting so that Chorley Borough Council as rating authority can be advised accordingly to enable it to set a legal budget by 1 March 2024. Chorley Borough Council will be setting its budget and Parish Precepts on Tuesday 27 February 2024.</p> <p>Appended to this report are:</p> <ul style="list-style-type: none"> • A note setting out useful criteria used for calculating Council Tax (Appendix A) • A draft budget (Appendix B) • The updated Village Development Plan as recommended by the Village Development Working Group (Appendix C) 					
2023/24 Budget					
<p>The Parish Yield for 2023/24 was £20,543 with the Band D amount being £22 (the same as 2022/23 and 2021/22) making the amount available £106,650.45 (including the underspend carried forward as of 1 April 2023 - £80,586.00) and other income received (grant from Chorley Borough Council (£3,877), bank interest and VAT reclaimed). The estimated expenditure as of 31 March 2024 is £47,706.79 including the West Way Play Area (£30,000) and conservation of the painting of Susannah Brooke (£3,000). It is expected that the balance as of 31 March 2024 (the amount to be carried forward) will be £59,245.26.</p>					

2024/25 Budget

The total suggested budget for 2024/25 is **£83,940** This is based on:

- the allocation of budgets recommended by the Village Development Working Group on 7 December 2023 to deliver the Village Development Plan (Appendix C).
- The anticipated underspend carried forward as of 1 April 2024 (approximately **£59,245**). This does not include any additional bank interest between the time of writing the report and 31 March 2023 and VAT to be reclaimed from HMRC for the financial year 2022/23.
- The £59,00 carry forward is in addition to the balance held in the Unify Credit Union deposit Account (Approx £5,500).
- Some Administration (01) and Council (02) budgets have been increased by 10%.
- Maintaining a 'General Reserve' of £20,000. It is good practice that the General Reserve is equivalent to the Precept.

Assuming an anticipated underspend to be carried forward as of 1 April 2024 (approximately £59,245), Parish Top-up Grant from Chorley Borough Council (£3,877), bank interest and VAT to be reclaimed from HMRC (approximately £430), **£20,388 would need to be raised via the Parish Yield for the financial year 2024/25.**

Chorley Borough Council have confirmed that the Council Tax Base for Astley Village for the financial year 2024/25 is 926.59, therefore, to set a Precept at the same amount as 2023/24 the Parish Precept (including top-up Grant) would be as follows:

Actual No of properties	Council Tax Base 2024/25	Parish Precept 2024/25 (including top-up Grant)	Parish Top-up Grant 2024/25	Parish Yield 2024/25	Band D Parish Charge 2024/25
1,421	926.59	£24,265	£3,877	£20,388	£22.00

For the financial year 2023/24 the comparative figures were:

Actual No of properties	Council Tax Base 2023/24	Parish Precept 2023/24 (including top-up Grant)	Parish Top-up Grant 2023/24	Parish Yield 2023/24	Band D Parish Charge 2023/24
1,421	933.70	£24,420	£3,877	£20,543	£22.00

Action required by the Parish Council

The Council is invited to consider the updated information included in this report and:

1. Approve the updated Village Development Plan.
2. Approve a Budget for 2024/25 subject to further consideration and review at the end of the financial year.
3. Set the precept level for Astley Village for issue to Chorley Borough Council

Appendix A

Calculating Council Tax

The amount of council tax is dependent on the value of property. Each property is allocated a band based on its value in April 1991. Property built after this date is given the notional value it would have had in 1991.

The Council Tax base is achieved by multiplying the estimated number of properties within each band at the end of the financial year by the 'Band D Ratio' and adding the results together. This produces an equated tax base, i.e., as if all properties were in band D. Statutory fractions are used to calculate the ratios to band D.

The following table sets out a simple example of how a tax base would be calculated:

Band	Number of properties	Ratio to band D	Number of properties x band D ratio
A	90	6/9	60
B	90	7/9	70
C	90	8/9	80
D	90	9/9	90
E	90	11/9	110
F	90	13/9	130
G	90	15/9	150
H	90	18/9	180
Taxbase			870

The resultant band "D" equivalent tax bases are then amalgamated to produce a single figure – a tax base of 870 in the above example. The band D figure is then multiplied by the band D Ratio for each tax band to arrive at the charge for each property within the band.

The next step is to calculate how much is to be raised from council tax.

At the time of writing this report (23 December 2023), I have not received details of the number of properties in each Council Tax Band from Chorley Borough Council. The data for 2023/24 is below. If the Parish Council was to set a similar precept for 2024/25 the anticipated amounts would be very similar.

Band	Amount Payable (£)
A	14.67
B	17.11
C	19.56
D	22.00
E	26.89
F	31.78
G	36.67
H	44.00
Gross Total	24,671

Appendix B

Proposed Budget - Financial Year 2024/25 (1 April 2024 to 31 March 2025)

Budget Heading		Budget Sub-Heading	Total Budget (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription*	300.00
	01-2	Office/Sundry (including new Laptop)	1,500.00
	01-3	Insurance*	500.00
	01-4	Auditors/Accounts*	400.00
	01-5	Election/By-Election/Polls	7,000.00
	01-6	Employee Costs (Salary, Training etc.)	5,750.00
	01-7	Employee Contingency	1,000.00
	01-8	IT/Website	1,000.00
02 - COUNCIL	02-1	Newsletter/Publications*	1,900.00
	02-2	Village Caretaker	-
	02-3	Councillor Training	500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00
03 - VILLAGE DEVELOPMENT PLAN	03-1	Lighting of Christmas Tree/Christmas Event	800.00
	03-2	Village Improvements (including additional Seating)	5,000.00
	03-3	Improve Village Centre & Enhance Village Green	500.00
	03-4	Planter Scheme (including maintenance)	790.00
	03-5	Tree Planting and Maintenance	500.00
	03-6	Wildflower Meadows/Corridors	500.00
	03-7	West Way Nature Reserve maintenance/future improvements	500.00
	03-8	Astley Village Community Garden of Reflection	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
	03-10	Refurbishment of existing Gateway Signs	500.00
	03-11	Road Safety (Maintenance of SPIDs)	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
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council (including updating the Village map board)	5,000.00
04 - GENERAL RESERVE	04	General Reserve	20,000.00
Balance Carried Forward from 2023/24	59,092.69		
TOTALS			83,695.00

NOTES

(1) Some Administration (01) and Council (02) budgets being increased by approximately 10% indicated with an asterix e.g.

- Room Hire/ Zoom Subscription increased from £250.00 to £300.00.
- Insurance increased from £450.00 to £500.00.
- Auditors/Accounts increased from £300.00 to £400.00.
- Newsletter/Publications increased from £1,500.00 to £1,900.00.

(2) Recommended increases:

- Office/Sundry from £1,000 to £1,500.00 to purchase a new Laptop.

(3) Village Development Working Group

The Village Development Working Group met on 7 December 2023, and all Councillors were invited to attend. The Working Group also considered proposals which could be submitted in respect of Neighbourhood Priorities 2024/25. This included proposal to increase public safety and security by enhancing the Astley Village, Chancery Road underpass, bridge railings and its access and egress. It was suggested that in addition to funding as a Neighbourhood Priorities Project, potential funding could be available from Lancashire County Council and the Lancashire Police Crime Commissioner. It was agreed to recommend to the Parish Council that the £10,000 previously identified to increase community use of the Astley Village Community Centre be reallocated to this project and a proposal be submitted for consideration as a Neighbourhood Priority Project for 2024/25.

Suggested changes to the 2024/25 budget/ Village Development Plan by the Village Development Working Group:

1. Lighting of Christmas Tree/Christmas Event – NO CHANGE (**£800**)
2. Village Improvements (including additional Seating) – REDUCTION from **£7,000** to **£5,000**
3. Improve Village Centre & Enhance Village Green – REDUCTION from **£1,000** to **£500**
4. Planter Scheme (including maintenance) – REDUCTION from **£860** to **£790**
5. Tree Planting and Maintenance – NO CHANGE (**£500**)
6. Wildflower Meadows/Corridors – NO CHANGE (**£500**)
7. West Way Nature Reserve maintenance/future improvements **£500**
8. Astley Village Community Garden of Reflection – INCREASE from **£1,000** to **£2,000** to complete the planting scheme.
9. Astley Village, Chancery Road Underpass Improvements **£10,000** (see above)
10. Refurbishment of existing Gateway Signs – DECREASE from **£1,000** to **£500**
11. Road Safety (Maintenance of SPIDs) – NO CHANGE (**£500**)
13. West Way Sports Hub – INCREASE from **£5,000** to **£15,000** to provide paths from Great Meadow to the play area at West Way Sports Hub
14. Improving Community Engagement and Raising the Profile of the Parish Council (including updating the Village map board) – NO CHANGE (**£5,000**)



Astley Village Parish Council

VILLAGE DEVELOPMENT PLAN UPDATED JANUARY 2024

PROJECTS	ACTIONS	WHEN	BUDGET £
Christmas	Lighting of Christmas Tree/Christmas Event	Ongoing	800
Improve Village Centre & Enhance Village Green (including additional Seating)	Work with Chorley Borough Council, Places for People, The Astley and shop leaseholder to improve the appearance of Astley Village	Ongoing	5,500
Planter Scheme (including planting and maintenance)	Increase the number of planters throughout the village and expand the "adopt a planter" scheme with residents volunteering to maintain the planters.	Ongoing	790
Tree Planting and Maintenance	To work with and encourage Chorley Borough Council and Lancashire County Council to plant/replace trees removed in Astley Village.	Ongoing	500
Wildflower Meadows/ Corridors	Extension of the Mini Meadows of Wildflowers Project to other areas of Astley Village in conjunction with Chorley Borough Council.	Ongoing	500
West Way Nature Reserve maintenance/future improvements	Additional funding to provide interpretation boards as part of the extension of the Mini Meadows of Wildflowers Project in conjunction with Chorley Borough Council,	Ongoing	500
Litter Bins	Work with Chorley Borough Council to site additional litter bins as required, particularly near entrances to Astley Park.	Ongoing	
Respect the Village Campaign	Project to keep the Village clean and tidy. Encourage reporting environmental issues to Chorley Borough Council and Places for People.	Ongoing	
	Provide volunteer litter pick equipment for residents/groups for community litter picks.	Ongoing	
Gateway Signs	Refurbish the existing Gateway Signs.	2024/25	500
Astley Village Community Garden of Reflection	Planting around the Community Garden of Reflection.	2024/25	2,000
Chancery Road underpass	Increase public safety and security at the bridge railings and its access and egress in conjunction with Chorley Borough Council, Lancashire County Council and the Lancashire Police Crime Commissioner	2024/25	10,000
Road Safety (Maintenance of SPIDs)	Following the purchase of two permanent solar-powered Speed Indicator Devices (SPIDs) on Chancery Road to deter speeding, to monitor data to identify further action to improve road safety.	2024/25	500

PROJECTS	ACTIONS	WHEN	BUDGET £
West Way Sports Hub	To assist with the cost of paths to provide access from Great Meadow to the play area at West Way Sports Hub	2024/25	15,000
Improving Community Engagement and Raise the Profile of the Parish Council	Including having a presence at the Chorley Flower Festival, Poppies on lighting columns along Chancery Road and updating the Village map board.	2024/25	5,000
Safety (Footpaths and Lighting in Astley Village)	Encourage the appropriate bodies to maintain footpath surfaces and lighting throughout Astley Village.	2024/25	

AGENDA ITEM 9(v)

ASTLEY VILLAGE PARISH COUNCIL

ASSET REGISTER

Date purchased/ acquired	Asset description	Asset stored	Purchase Value/Est'd Value £	Insurance Value £ (Excess £250)
Street Furniture				
£27,542				
01 July 2022	Millenium Noticeboard	Installed at junction of Chancery Road and Hallgate	£1,200	£1,500
01 July 2005	Ornamental Village Entry Signs made of ironwork	Installed one at each boundary of the village on Chancery Road	£500	£550
01 July 2005	Bike hoops	Installed adjacent to the shop area	£200	£250
01 October 2005	Noticeboard	Installed on the wall in the shopping centre	£355	£380
01 June 2011	Two seats, made of recyclate material	Land adjacent to the School, Chancery Road	£768	£1,200
01 September 2011	Information board	Land adjacent to the School, Chancery Road	£1,500	£1,500
01 November 2011	Four planters made of recyclate material	Positioned around village	£1,548	£1,548
04 July 2012	Oak tree for Queens Diamond Jubilee	On land adjacent to the school, Chancery Road	£48	£250
04 July 2012	10 Queens Diamond Jubilee plaques	Plaques attached to: 6 planters, 1 tree, 3 seats	£210	£500
01 March 2012	Seat made of recyclate material	Beside bus stop, Chancery Road	£446	£600
01 November 2012	Living Christmas Tree	Land adjacent Chancery Road, in front of shops	£350	£600
01 October 2013	Two planters made of recyclate material	Positioned around village	£648	£650
01 November 2013	Metal fence sections which attach together	Around the Christmas tree	£200	£550
01 November 2014	Seat made of recyclate material and Planter	Seat at bus stop next to Great Meadow Planter on Chancery opposite Broadfields entrance	£893	£1,200
01 July 2015	Seat made of recyclate material x 1	Bus stop Chancery Road, opposite Buckshaw Hall Road (on Derian side)	£591	£600
01 March 2016	Plaques for seats x	Installed on seats around the village	£264	£264
01 July 2016	Seat made of recyclate material x3	Bus stop at Buckshaw Hall Close Bus stop at school Bus stop at Great Meadow	£1,620	£1,800
01 November 2016	Seat made of recyclate material x 1	Bus stop Chancery Road between Studfold and Long Croft Meadow	£522	£600
01 September 2017	Seat made of recyclate material x 3	Bus stop Chancery Road Broadfields (school side) Bus stop Chancery Road between Wymundsley & Judeland (school side) In front of pharmacy village centre	£1,731	£1,800
01 May 2018	Seat made of recyclate material x 1	Bus stop at Ravensthorpe	£535	£600
01 January 2019	Stone Planters	One at West Way entrance, one in centre	£3,350	£4,000
01 January 2020	Christmas Tree Light sets	Used on Christmas Tree in December	£390	£400
01 January 2020	Trees	Trees planted along Chancery Way (Inventory attached)	£2,924	£3,000
01 August 2022	Directional Finger Post Signs	Location 2 - Chancery Road (near the subway) to the West Way Sports Hub and Location 3 - Judeland Wood to Astley Park	£1,200	£1,200
16 September 2022	Unknown Tommy statue	Purchased to be in-situe for the three weeks prior and a week after Armistice Day at the Community Garden of Reflection	£200	£200
01 December 2022	Three seats, made of recyclate material	Included as part of the Community Garden of Reflection Project	£1,800	£1,800
Totals			£23,993	£27,542
Mowers & Machinery				
£7,000.00				
01 July 2019	Two solar speed identification devices	Installed: one near Wymundsley and one opposite Buckshaw Hall Close	£6,800	£7,000
Totals			£6,800	£7,000
Office Equipment				
£977.11				
01 February 2016	Lap top computer	Clerk's office	£457	£525
01 September 2020	Mobile Filing Trolley	Kept at the Clerks Home Address	£134	£134
01 September 2020	Kyocera M5526CDW Printer	Kept at the Clerks Home Address	£318.00	£318.00
Totals			£909	£977



Astley Village Parish Council

Title	Proposals - Neighbourhood Priorities 2024-25					
Report of	Parish Clerk & Responsible Financial Officer					
Date	3 January 2024					
Type of Paper	Decision	X	Discussion		Information	
<p>Purpose of Report</p> <p>To consider whether to submit a proposal for consideration as a Neighbourhood Priority Project for 2024/25</p>						
<p>Key Issues</p> <p>The Village Development Working Group met on 7 December 2023, and all Councillors were invited to attend. The Working Group also considered proposals which could be submitted in respect of Neighbourhood Priorities 2024/25.</p> <p>Attached to this report are the following documents received from Chorley Borough Council:</p> <ul style="list-style-type: none"> • Guidance - proposing neighbourhood priorities 2024/25. • Neighbourhood Priority Projects - Ideas for 2024/25. • Proposal Form - Neighbourhood Priorities 2024/25. <p>This included proposal to increase public safety and security by enhancing the Astley Village, Chancery Road underpass, bridge railings and its access and egress. It was suggested that in addition to funding as a Neighbourhood Priorities Project, potential funding could be available from Lancashire County Council and the Lancashire Police Crime Commissioner.</p> <p>It was agreed to recommend to the Parish Council that the £10,000 previously identified to increase community use of the Astley Village Community Centre be reallocated to this project and a proposal be submitted for consideration as a Neighbourhood Priority Project for 2024/25.</p>						
<p>Action required by the Parish Council</p> <p>To decide whether to submit a proposal for consideration as a Neighbourhood Priority Project for 2024/25</p>						

PROPOSING NEIGHBOURHOOD PRIORITIES

Chorley Council continue to support neighbourhood working and sees the benefit of enabling elected representatives and other organisations to work together to improve local communities. Therefore, an annual budget of £50k has been retained to support neighbourhood priority project delivery

At the meetings in the New Year each Neighbourhood Area Group will be asked to select their priorities. To assist in this process, we have provided some supplementary information to help members of the group to prepare for identifying and selecting priorities

Producing your Proposal

The council is committed to supporting projects that focuses on the wider determinants of health & Wellbeing, as these issues impact on the daily lives of our residents. In addition, the impact that the Cost of Living crisis is having on our communities is also a key focus

We would encourage you to think about how the project could help achieve any of the below

- Provide opportunities to make communities healthier
- Provide help to keep neighbourhoods clean and safe
- Provide support for those experiencing financial hardship
- Provide opportunities that address food poverty
- Provide opportunities for those experiencing mental health issues.
- Provide opportunities to addresses social isolation.
- Provide opportunities to enhance life skills of residents.
- Provide support to overcome digital barriers and address gaps in provision.
- Provide opportunities that help encourage residents to be more active.
- Provide opportunities for residents to feel proud of where they live.

Submitting your Proposal (Priority Proposal Form)

To help aid discussions in the meeting and selection of priorities we are asking if you can complete as best possible the Priority Proposal Form. This looks to gather information and make it easier at the area meeting to discuss, assess feasibility and prioritise selection

Form includes

- Detail of Project - what is to be delivered and anticipated actions
- What are expected outcomes/how will it enhance life of people in the community
- Is there a rationale or any evidence that supports why the project is needed?
- What other partners may need to be consulted to deliver the project?
- What are the anticipated costs of the project?
- What other resources may be needed to deliver the project
- Do you feel the project can be completed within financial year?

Funding Available

Chorley Council commits a £50k budget investment to support priorities which resulting from the creation of six areas, each Neighbourhood Area group will have a budget of £8000 to allocate to their chosen priority projects

Each area group can allocate the funds accordingly to projects which they agree to deliver. This will give the group opportunity to fund either one large project or allocate to several

different projects. It is recommended that no more than a maximum of four projects are chosen to be delivered

While the council continues to support the delivery through this funding and officer time, each neighbourhood area is encouraged to consider what match-funding and support may be available through other partners. This has been successful in recent years in enhancing projects that would otherwise not been delivered.

Timescales

The following process will be used to nominate, select, and approve the neighbourhood priorities for each neighbourhood area:

<p>Information: Selection reports created and sent to each neighborhood area group with project proposal criteria</p> <p><i>Selection reports includes.</i></p> <ul style="list-style-type: none"> • <i>Guidance to help create priority proposals.</i> • <i>Priority proposal form</i> • <i>Timescales</i> 	December
<p>Nomination: Deadline for Neighbourhood Priority project proposals to be submitted See below table for each area group deadline</p> <p>Proposals collated and circulated for Neighbourhood Area meetings</p>	Jan/Feb
<p>Selection: Neighborhood area meetings Discuss and agree projects to be delivered for 2023/24 delivery Meeting agenda content covered as agreed</p>	February/March
<p>Approval: Produce EMD to get final Exec Member sign off for 2024/25 Neighbourhood priorities delivery.</p>	March
<p>Scoping: Assign Lead Officer to projects for scoping and delivery Lead officer works with lead member from neighbourhood group to scope the priority – including timescales, costs, and funding etc.</p>	April
<p>Delivery: Delivery of agreed priority projects</p>	April 23 to March 24
<p>Update and monitoring: Neighbourhood Area meetings Update on the progress regards selected neighbourhood priorities</p>	June / July
<p>Mid-term Update and monitoring: Update provided by email (in addition to ongoing progress updates on individual projects) on all selected neighbourhood priorities to neighbourhood management groups.</p>	October

Deadlines for submitting Neighbourhood Priority Proposals

Neighbourhood Area	Deadline for submitting proposals	Meeting date
Chorley Town East	Wednesday 31 st January	Thursday 8 th February
Northern Parishes	Monday 5 th February	Tuesday 13 th February
North West Parishes & Chorley North	Wednesday 7 th February	Thursday 15 th February
Chorley Town West	Monday 12 th February	Tuesday 20 th February
Eastern Parishes	Friday 16 th February	Monday 26 th February
Western Parishes	Monday 19 th February	Thursday 29 th February

Supplementary insight Information

At the meetings in the New Year each Neighbourhood Area Group will be asked to select up to four priorities. To assist in this process, the following information is to help members of the group to prepare for identifying and selecting priorities.

- Neighbourhood Priority Ideas
- Ward Profiles
- Social Prescribing – Referral Reasons by ward
- Proposal Form

Neighbourhood Priority Projects

Below are a range of projects / ideas which could be helpful in developing proposals to be delivered within your Neighbourhood areas?

Priority Project	Details	Outcomes
Project to address Social Isolation	<p>Delivery of open sessions to supporting people to connect with others through fun activity.</p> <p>Could be Community based café sessions, bingo activity, etc. Potential to build on what is out there and support.</p>	<p>Help address poor levels of mental health and anxiety, and people scared of going out and meeting others. Will support residents to take an active part in their community. Support to Build confidence, Improve Wellbeing, and make connections to become self-sustainable.</p>
Provide opportunities that address food poverty.	<p>Support for local organisations helping provide emergency food parcels or hot food to those vulnerable within the community.</p>	<p>Ensure that all residents struggling have essential supplies</p>
Provide support to make residents more digitally connected.	<p>Deliver a series of digital workshops to ensure residents have the skills to access online services. Provide equipment for those struggling financially.</p>	<p>More residents digitally connected</p>
Provide support for those experiencing financial hardship.	<p>Community based hubs to support housing (select move access), digital access. benefit support, debt management etc.</p>	<p>Build skills, Improve Resilience Increase Digital Access. People not clear on where to go for help and lack of digital Skills are an issue and doing something face to face will help this support</p>
Project to improve Mental Health	<p>Provide peer support opportunities for those experiencing difficulties. Looking at peer support for anxiety/building confidence.</p>	<p>To address poor levels of mental health and anxiety, with higher levels of trauma, bereavement, domestic abuse, suicide, general impact of COVID-19. Build Personal Resilience, Improve Wellbeing Make connections in community. Become self-sustainable.</p>
Project to provide physical activity opportunities to make communities healthier.	<p>Provide opportunities that help encourage residents to be more active. Inactivity coupled with high levels of mental health and anxiety, have resulted in people not doing exercise.</p> <p>“Getting Back to Exercise” sessions to come and try sessions.</p>	<p>Build confidence. Improve Wellbeing Improve health.</p>

Addressing unemployment and supporting people back into work / making work ready	<p>Delivery of series of Confidence Building courses, Interpersonal Skills etc. to provide new skills and Learning. Possible Roadshow of providers for come and try taster sessions.</p> <p>Confidence and low-level mental health issues are long standing common barriers to employment.</p>	<p>moving customers closer to employment, but also will reduce social isolation, reduce the impact of poor emotional wellbeing.</p> <p>The course will focus on low level Employability and Volunteering related Skills as well as further developing the Confidence and Emotional Wellbeing of the attendees.</p>
Defibrillator Provision	Supply of Public access defibrillator and awareness sessions to increase confidence for community to use.	Increased defibrillator provision in the area
Holiday Hunger Activity	<p>Delivery of activity and food provision at local venues to address child food poverty. Funding to cover staffing, venue hire, equipment etc.</p>	Provide enriching activities to young people. Provide food for young people who otherwise would go without food, Supporting families in financial hardship.
Healthy Eating Project	Targeted project aimed at families. Will provide nutritional advice and cooking skills workshops to educate parents and children around eating healthy and better wellbeing.	<p>Help address levels of obesity in children and families. Upskill parents and raise awareness of how to cook healthy meals. Educate families to make better use of money and shopping on a budget.</p>
Community Clean Up Events	Deliver community clean up event with skip and bulky item collections. Also encourage residents to get involved through litter picking.	Residents taking pride in where they live and creating cleaner, safer communities
Community Awareness Events	<p>Event where local services come together to provide vital support and advice to residents. Could be specific areas such as a 'cost of living event'. Or Health etc.</p> <p>opportunity to access comprehensive assistance and connect with community-driven initiatives aimed at improving the lives of Chorley residents.</p>	<p>enhancing physical and mental health, assisting young people and families, catering to the needs of older individuals, addressing the challenges of cost of living, promoting overall well-being, fostering volunteering opportunities, and boosting employability.</p> <p>events can be specialised to the prevailing needs within a ward area.</p>

Project to Focus on youth engagement to address anti-social behaviour	In partnership with Community Safety Team – to address anti-social behaviour. Provide diversionary activities at hot spot sites.	To provide positive activities for young people and make communities safer. Educate YP and signpost into other activities to change behaviours and make better life choices.
Project to address local air quality concerns.	Organise small citizen science project, with low-cost sensors in wards where residents are concerned with poor air quality. Can be linked with outreach activities or workshop, to supplement statutory monitoring programme	Address concerns around health and smoke pollution. Supports residents to make sustainable choices around burning and active travel. Will support community building by being part of a self-directed 'science' project.
Water Safety Awareness	Carry out education sessions in schools, organisations working with young people. Engage with the police/fire service to create social media video campaign. Particular in areas which are close to water bodies such as Whittle, Brinscall, Gillibrand, Coppull, Eaves Green	To educate children on the dangers, raise awareness on water safety across the borough. To spread the word and keep young people safe and informed.
Community garden Community food growing	Support local organisations who identify pieces of land/areas for community use. Can include path access and possible creation of raised beds. Possible areas through insight - King George V Playing Fields, Adlington, Croston Riverside Crescent	Build confidence. Improve Wellbeing Improve health.

Neighbourhood Priority – Proposal Form

We would encourage you to think about how the project could help achieve any of the below

- Provide opportunities to make communities healthier
- Provide help to keep neighbourhoods clean and safe
- Provide support for those experiencing financial hardship
- Provide opportunities that address food poverty
- Provide opportunities for those experiencing mental health issues
- Provide opportunities to addresses social isolation
- Provide opportunities to enhance life skills of residents
- Provide support to overcome digital barriers and address gaps in provision
- Provide opportunities that help encourage residents to be more active
- Provide opportunities for residents to feel proud of where they live.

Please complete all sections with as much detail as available

Neighbourhood Area Group	
Issue you would like to improve through this project (if applicable from above list)	
Suggested Project Give details of what you think could be delivered	
What are the expected outcomes? How will it enhance the life of people in the community?	

<p>Is there any evidence you have that supports the outcomes you have identified?</p>	
<p>What other partners may need to be consulted in order to deliver the project</p>	
<p>What are the anticipated costs of the project? Is it achievable within the budget?</p>	
<p>Is there any funding identified from other sources towards the project?</p>	
<p>Do you feel can be completed by March 2025?</p>	
<p>Any other information you feel relevant</p>	

Please return completed forms to bernie.heggarty@chorley.gov.uk



Astley Village Parish Council

APPLICATION FORM FOR A PARISH COUNCIL GRANT

This form should be completed and sent with a copy of your last audited accounts or financial statement to the Clerk, details below.

Name of Applicant Organisation Chorley and South Ribble Shopmobility
a) Year of formation 1995
b) Objectives To enable people with mobility limitations to access all shops, services, entertainment and leisure facilities in Chorley town centre
c) Current Membership 5,216 local residents have registered with us since we were set up.

Person Responsible Roger Handscombe (Vice Chairman)

Address **REDACTED**

Contact Tel. No **REDACTED**

Describe the purpose for which Grant is being sought and how it will benefit Astley Village

The grant is requested to help with the replacement of electric scooters and manual wheelchairs now nearing the end of their economic life. Our service is available to everyone in Astley village irrespective of age or mobility issue which can range from a sprained ankle to long term chronic issues and enables residents to access all town centre facilities.

Total anticipated cost of project and how this will be achieved

Total cost is expected to be circa £12,000 of which the majority is being sought from the National Lottery (up to £10,000) and the remainder from town centre businesses, Parish Councils, Chorley BC & Lancashire CC.

Amount of Grant requested and when will this be required

Any donation towards our total will be appreciated which, when pooled with similar donations will enable progressive replacement of wheelchairs (£250) and electric scooters (£2,000)

If you have applied to any other source for financial help, please give details

The majority is being sought from the National Lottery (up to £10,000) and the remainder from town centre businesses, Parish Councils, Chorley BC & Lancashire CC.

I hereby certify that to the best of my knowledge and belief that the above information is correct.

Date ...25th November 2023.....Signed...Roger Handscombe.....

Chorley & South Ribble Shopmobility

Annual Report for the Year to 31st March 2023

Chorley & South Ribble Shopmobility, The Unit, Flat Iron Car Park (Clifford Street Side) Chorley, Lancashire, PR7 1AY is registered with the Charity Commission (no. 1035095) and is an unincorporated association governed by a constitution dated 24th July 1999.

The charity is administered by a management committee, comprising:

Patrons:	Rt Hon Sir Lyndsay Hoyle MP, Lady Catherine Hoyle
Chairman	Councillor Danny Gee
Vice Chairman	Mr Roger Handscombe
Secretary	Mrs Kirsty Yates
Treasurer	Nick Fish
Other Members	Mrs Sandra Allen, Mrs Barbara Hargreaves, Councillor June Molyneaux Nora Hollinshead Rev. Gerard Fishwick

Councillor June Molyneaux is a representative for Chorley Council and has no voting rights on committee matters. All officers and committee members are subject to re-election at the Annual General Meeting. All members of the committee give their time voluntarily and receive no benefit from the charity. Any personal expenses incurred by the trustees are not claimed and the potential reimbursements are donated to the charity. The trustees estimate the value of donations at about £2,000 for the year.

Appointment as a trustee is by recommendation from one of the existing trustees, who approach both users and other interested parties involved with similar organisations with a view to recruitment. Following initial discussions with the committee potential new trustees are initially invited to attend a meeting with the committee. After their appointment, new trustees are provided with a pack of information including copies of the charity's formal documents and latest financial information, together with the relevant literature from the Charity Commission.

The management committee usually meets on a bi-monthly basis to deal with ongoing matters for the charity. New information and guidance from the commission is discussed at committee meetings. The charity's trustees confirm they have complied with their duty to have due regard to the guidance on public benefit, published by the commission in exercising their powers and duties.

The object of the charity is to relieve disabled persons in Chorley and district by providing facilities, particularly self-propelled wheelchairs, in order to improve their mobility and enable them to use the Town Centre amenities. A full-time manager runs the charity's main activities from a unit in the Town Centre close to both the Bus and Railway stations. The charity is affiliated to the national federation of Shopmobility charities.

The charity's facilities are available to persons registered with the charity, with registration being available to the public at large. During the year new registrations and individual usage of the equipment increased, as the recovery from Covid-19 continued.

A charge is made for the use of the charity's equipment, but the trustees aim to keep the charges at a reasonable level to ensure the facilities are made available to as wide a number of users as possible. As expected, an increase has had to be made to the level of charges this year.

The opening times have returned to full time in co-operation with Chorley Council and guidance for retail outlets. Numbers have increased and are almost back to pre-covid levels. The trustees have a promotion plan in place, the intention being to increase the number of new users rather than have to increase the fees to existing members. The plan includes active marketing via Chorley Council, prominent presence at the flower show and an open day when local dignitaries will be in attendance.

The charity will be able to continue into next year due to the support from Chorley Council and the fundraising activities undertaken by the Manager, Volunteers and Trustees. Partnerships have also begun with 2 retirement homes in Chorley.

The charity's main source of income remains the grant received each year from Chorley Council and the charity is reliant on this essential core funding to enable its activities to continue. However, the grant is not sufficient on its own to cover all the annual expenditure, the charges and additional fundraising are therefore equally essential.

The trustees have carried out a risk review to ensure all significant problems are identified and relevant steps taken to minimise any areas of risk. The increase in funds is an example of actions taken by the trustees and they continue to monitor risks annually, new procedures will be introduced when necessary.

The level of reserves has been considered in line with the formal policy previously adopted. The funds are all held in the charity bank account since the level of interest which could be generated from investing is minimal. Both the reserves and investment policy will continue to be reviewed by the trustees on a regular basis and changes made as appropriate.



Councillor Danny Gee

For and on behalf of the Management Committee

Treasurer's Report
Year Ended 31st March 2023

Since 1993 when a small group of people had the idea that people with disabilities need to have a degree of independence, the future trustees and other volunteers worked tirelessly to open a Shopmobility Scheme in Chorley. A successful start was made in 1995 with 4 scooters and 4 wheelchairs.

Chorley Shopmobility continues to thrive with the help of the trustees giving their time and energy, donations from many sources, fundraising efforts from volunteers and support from Chorley Council & Local Councillors. Our expenses are kept to a minimum as no trustee or volunteer claim expenses. We currently employ 1 full time Manager, who deals with all aspects of running the Shopmobility unit.

The return to a level of normality following the global covid-19 pandemic has meant income for this year has almost increased to pre-covid levels, £26k up from £24k in the previous year. Expenditure has been monitored closely increasing from 23k to £25K, leaving the charity with an in-year surplus and a healthy reserve balance.

Volunteers continued to fundraise whenever possible and contributed £1900 towards the income.

We are confident the next year will see the new registrations and an increase in users, therefore providing additional surplus to re-invest in equipment.



Nick Fish

Treasurer

Chorley & South Ribble Shopmobility

Receipts & Payments Account
For The Year Ended 31st March 2023

	2023	2022
Income		
Grants	£17,000	£17,000
Donations	£876	£399
Charges	£4,207	£3,097
Short Term Hire	£2,032	£1,236
Fundraising	£1,914	£1,667
Scooter & Misc Sales	£90	£94
RBS Bank Refund	£0	£1,500
Income Total	£26,119	£24,993
Expenditure		
Salary, NI & Pension	£23,066	£20,756
Stationery	£0	£0
Telephone	£436	£439
Computer & Internet	£618	£0
Heat, Light & Water	£0	£114
Insurance	£0	£0
Training	£0	£0
Fundraising Costs	£0	£0
Volunter Expenses	£0	£0
Professional Fees	£50	£220
Repairs & Servicing	£1,569	£1,359
Sundry Costs	£95	£106
Capital Purchases	£0	£0
Expenditure Total	£25,835	£22,994
Net receipts (payments) for the year	£284	£1,999
Bank Balance B/Fwd	£20,052	£18,053
Bank Balance C/Fwd	£20,336	£20,052

Note: These accounts have been prepared on the Receipts & Payments Basis and comply with the appropriate legal requirements for this basis to apply

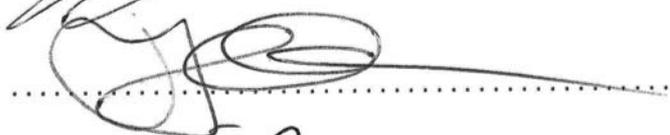
Chorley & South Ribble Shopmobility

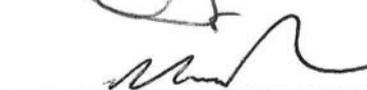
Statement of Assets & Liabilities As At 31st March 2023

	2023	2022
Fixed Assets:		
Portakabins	£0	£0
Electric Scooters	£3,135	£5,478
Manual Wheelchairs	£0	£720
Computer Equipment	£539	£60
Office Equipment	-	-
CCTV System	-	-
Sub-Total	<u>£3,674</u>	<u>£6,258</u>
Current Assets:		
Cash & Bank	£20,598	£20,327
Liabilities:		
PAYE	£262	£275
Pension		
Net Current Assets	<u>£20,336</u>	<u>£20,052</u>
TOTAL ASSETS	<u><u>£24,010</u></u>	<u><u>£26,310</u></u>

The Accounts were approved by the Management Committee on 26th April 2023


..... Mr Danny Gee, Chairman


..... Mrs Kirsty Yates, Secretary


..... Nick Fish, Treasurer



CHARITY COMMISSION
FOR ENGLAND AND WALES

**Independent examiner's report on
the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Chorley and South Ribble Shopmobility

**On accounts for the
year ended**

31 March 2023

**Charity no
(if any)**

Set out on pages

2-3

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

22 July
2023

Name: Bernard Noblett

**Relevant professional
qualification(s) or body
(if any):**

Chartered Management Accountant

Address:

Holly House, 18A Lower Lane

Eaton, Tarporley

Cheshire

Section B	Disclosure
	Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	



Astley Village Parish Council

Personnel Committee

8 November 2023 at 6.30pm

Present

Councillor Chris Sheldon (Chair) (in the Chair); Councillors Matt Lynch and John McAndrew.

1. Apologies for Absence

None.

2. 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.

Mr C Ainsworth (Parish Clerk & Responsible Financial Officer) declared an interest in item 6 'Contract of Employment & Statement of Particulars' as the report concerned himself and left the meeting during the discussion and vote on the item.

3. Minutes

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 7 June 2023 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

4. Schedule of HR Policies

The Committee reviewed the following policies (copies of which had been circulated):

- i. Health and Safety Policy.
- ii. Grievance Procedure.
- iii. Disciplinary Procedure.

(i) Health and Safety Policy

It was suggested that:

- In accordance with paragraph 4.1 of the Policy, a risk assessment be carried out for the monthly community litter pick (Councillors John McAndrew/Keith Ashton) and the Christmas Event (Councillor Emma Barraclough).

- That the evacuation procedure in place at the Community Centre be explained at the start of all Parish Council meetings to which members of the public are in attendance (Chair/Parish Clerk).
- The power supply for the Christmas tree lights be made secure (Councillor John McAndrew) and the lights be PAT tested annually by the same company that dress the Parish Council Christmas Tree (Parish Clerk).

RESOLVED – That the Health and Safety Policy be confirmed subject to risk assessments being reviewed annually (paragraph 4.1).

(ii) Grievance Procedure

RESOLVED – That the Grievance Procedure be confirmed.

(iii) Disciplinary Procedure

RESOLVED – That the Disciplinary Procedure be confirmed subject to paragraph 3.4.1 being amended to make reference to paragraph “3.5” not “3.4”.

5. Exclusion of the Press and Public

RESOLVED – That the press and public be excluded from the meeting during consideration of item 6 “Contract of Employment & Statement of Particulars” (Minute 5) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Confidential Item

6. Contract of Employment & Statement of Particulars

The Parish Clerk and Responsible Financial Officer submitted a report (copies of which had been circulated) inviting the Committee to review the Contract of Employment & Statement of Particulars of the Parish Clerk and Responsible Financial Officer.

RESOLVED – (1) That no changes be made to the Contract of Employment & Statement of Particulars for the Parish Clerk and Responsible Financial Officer other than from 1 April 2024, the salary being increased to £29,439 per annum pro rata being **salary point 22** within the LC2 range in scale 18-32 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales (paragraph 9.1)

(2) That salary point within the range be reviewed annually by Personnel Committee at the meeting held in October/ November.

7. Date of Next Meeting

RESOLVED – That the next meeting of the Personnel Committee be held on Wednesday 20 November 2024 at 6.30 pm at the Community Centre.

The meeting concluded at 8 pm.