



## Astley Village Parish Council

### Agenda

To: Members of Astley Village Parish Council.

**YOU ARE HEREBY SUMMONED** to attend a meeting of the Astley Village Parish Council to be held on **Wednesday 3 November 2021** at 7pm in the Community Centre at which the following business will be transacted.

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#### **Summons**

**1. Apologies for Absence**

To receive members' apologies.

**2. Declarations of Interest**

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

#### **Adjournment for Public Participation**

**3. Public Engagement**

Members of the public are invited to put questions/make representations to the members of the Parish Council (Including Borough and County Councillor reports).

**4. Minutes**

To approve as a correct record and sign the minutes of the Annual meeting of the Parish Council held on Wednesday 8 September 2021. (Enclosed).

**5. Exclusion of the Press and Public**

To consider the Press and public for any item on the Summons due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**6. Parish Clerk Report**

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

**7. Statutory Business**

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

## **8. 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).

## **9. Draft Protocol for Public Participation**

To consider a report of the Parish Clerk & Responsible Financial Officer (Enclosed)

## **10. Review of GRDP Arrangements**

To consider the following reports of the Parish Clerk & Responsible Financial Officer (Enclosed)

- i. Contact Privacy Policy
- ii. Document Retention Policy
- iii. Assessment of Personal Data held by Parish Council (September 2021)
- iv. Draft GDPR Risk Assessment

## **11. Facilities for Young People living in Astley Village**

At the last meeting on 8 September 2021, it was agreed to include this item on the Summons for this Council Meeting.

## **12. The implications of potential HMOs in the Parish**

At the last meeting on 8 September 2021, it was agreed to include this item on the Summons for this Council Meeting.

## **13. Newsletter**

The Parish Clerk to report at the meeting.

- Introduction from Councillor Susan Crook. (Councillor Susan Crook)
- Ask residents to share their experiences of 'How Astley Village had changed over the last 20 years'. (Councillor Keith Ashton)
- Details of existing activities taking place at the Astley Village Community Centre and activities for young people in the local area. (Councillor John McAndrew)
- Details of the Christmas event. (Parish Clerk)
- An article raising awareness of hedgehogs in the area and suggesting that residents be requested to leave hedgehog size holes in fenced back gardens so they may pass through from garden to garden. (Borough Councillor Jean Sherwood)
- Details of how to report issues to Lancashire County Council. (County Councillor Aidy Riggott)
- The official opening of the West Way Sports Hub (Chorley Borough Council)
- The G7 Speaker's conference at Astley Hall on 17-19 September 2021. (Councillor Arnold Almond)

## **14. Christmas Event Planning**

The Parish Clerk to report at the meeting.

## **15. Environment Reports**

To receive a verbal update at the meeting.

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

- Chorley Liaison (20 October 2021) – Councillor Arnold Almond.
- Neighbourhood Working Group – Councillor Rod Fraser.
- Friends of Astley Park – Councillor John McAndrew.
- Neighbourhood Area Meetings (Chorley Town North) (29 September 2021) – Councillor Arnold Almond (Substitute Councillor John McAndrew).

## **17. Correspondence**

The Parish Clerk to report at the meeting.

## **18. 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.

## **19. Schedule of Meetings 2022/23**

It is proposed that meetings take place on the following dates:

- Wednesday 4 May 2022 (Annual Meeting)
- Wednesday 6 July 2022
- Wednesday 7 September 2022
- Wednesday 2 November 2022
- Wednesday 4 January 2023
- Wednesday 1 March 2023 at the rise of the Parish Meeting

## **20. Date of Next Meeting**

To note that the next meeting of the Parish Council will take place on Wednesday 5 January 2022 at 7pm.

### Schedule of Meetings 2021/22

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

- Wednesday 5 January 2022.
- Wednesday 2 March 2022 at the rise of the Parish Meeting.

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



23 October 2021



## Astley Village Parish Council

8 September 2021 at 7.00pm

Present

Councillor Arnold Almond (Chair) (in the Chair); Councillor John McAndrew (Vice Chair); Councillors Susan Cook, Matt Lynch and Chris Sheldon.

### **300.01 Apologies for Absence**

Apologies were received from Councillors Rod Fraser and Gillian Sharples.

The Chair welcomed Councillor Susan Crook to her first meeting since being co-opted onto the Parish Council.

### **300.02 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.

### **300.03 Public Engagement**

At 7.05 pm it was:

RESOLVED – That Standing Order 70 be suspended and the meeting be adjourned to allow members of the public to address the meeting.

A report was provided from the Chorley North and Astley Ward Borough Councillors and Councillors Adrian Lowe, Alistair Morwood and Jean Sherwood attended the meeting.

It was reported that the Ward Councillors had undertaken a site meeting with Parish Councillors on 28 July 2021 and several issues had been discussed. It was the intention to hold similar site meetings throughout the year.

Councillor Aidy Riggott (Lancashire County Council) attended the meeting and provided an update in relation to the activities of Lancashire County Council affecting Astley Village. It was noted that Lancashire County Councils had refused the request at the last Parish Council Meeting to allow the erection of triangular signs along Chancery Road, similar in size to the butterfly ones, stating " Hedgehogs , please drive carefully " to raise awareness that they inhabit this area.

Councillor Matt Lynch (in his capacity as a local resident) stated that the Parish Council had not sought the permission of the landowner prior to the planting of five trees on the Village Green in front of the shops/flats and the Parish Council had failed to address this issue. Following much discussion on this matter, the concern had still

to be resolved.

At 7.55 pm the meeting resumed.

### **300.04 Minutes**

RESOLVED - That the minutes of the meeting of the Parish Council held on Wednesday 7 July 2021 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

### **300.05 Parish Clerk Report**

The Parish Clerk reported on the following:

- A site meeting had taken place on Wednesday 4 August 2021 with Councillors Arnold Almond, Keith Ashton, Chris Sheldon, Parish Clerk and Mr Chris Walmsley (Streetscene Services Manager at Chorley Borough Council) to discuss the maintenance of the wildflower meadows along Chancery Road and agree a way forward for 2022 and onwards.
- Parish Councillors had attended the official opening of the Chorley, West Way Sports Hub Rt Hon Sir Lindsay Hoyle MP on Saturday 21 August 2021 and taken a tour of the facilities that West Way Sports Hub had to offer.
- A meeting had taken place with Councillor Arnold Almond, Tony Gibbs (Regional Operations Manager) and Brian Wareing (Contracts Manager for Astley Village) from Places for People on 31 August 2021 to discuss how the Parish Council and Places for People can work together to continue to improve and enhance the appearance of Astley Village including the village centre near the shops. This included the possibility of a joint approach to the maintenance of the planters throughout the village.
- He had written to Chorley Borough Council requesting them to draft a Licence for the fingerpost signs prior to placing an order to purchase the two fingerpost signs and was awaiting a response.
- The capacity of the Parish Council email inbox had been increased from 2GB to 50GB (25 times more storage) at an additional cost of £6 (including VAT)
- The Clerk had renewed his membership with the Society for Local Council Clerks.
- 'The Friends of Astley Village' had a stand at the Chorley Flower Festival and it was suggested that the Parish Council explore the possibility of having a stand at the 2022 event to raise the profile of the Parish Council.

The Parish Clerk reminded the Parish Council that at the last meeting on 7 July 2021 it had been agreed that consideration be given to further sites where trees could be planted in the village including the new West Way Sports Hub at this meeting of the Parish Council.

The Parish Clerk reminded the Parish Council that it had been agreed in September 2020 that all Parish Councillors be provided with 'avpc.org.uk' email addresses which should be used for all Parish Council business but that a review be undertaken in 12 months.

It was noted that the General Data Protection Regulation (GDPR) had replaced the Data Protection Act 1998 and set out the requirements for how organisations like Parish Councils needed to handle personal data. The Parish Council was both a Data Controller and a Data Processor and as a Data Controller, the Parish Council had adopted a Privacy Notice explaining to individuals how their data will be used and what rights they have. The Parish Council was registered as a Data Controller with

the Information Commissioner's Office.

The GDPR required personal data to be processed in a manner that ensured its security. This included protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

RESOLVED – (1) That the report be noted.

(2) That the expenditure approved by the Parish Clerk (Office/Sundry pen drive (£9.99), printer toner cartridge (£50.08) and increase in the monthly website fee (£6) in accordance with Standing Order 16.2 be noted.

(3) That all Parish Councillors continue to be provided with 'avpc.org.uk' email addresses but that a further review be undertaken in 12 months.

(4) That the Parish Council complete an assessment of personal data held. Including details of how and why it is collected and how the data was protected and that the GDPR risk assessment to identify how any risk to the security of personal data was be submitted to the next Parish Council Meeting for consideration.

### **300.06 Statutory Business**

#### (i) Parish Council Vacancies

The Parish Clerk reported that Councillor Anne Pryce had resigned from the Parish Council on 6 September 2021 with immediate effect and therefore there were two vacancies.

RESOLVED – The Parish Clerk be requested to extend the deadline for expressions of interest in relation to the current vacancies to 24 October 2021.

#### (ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) providing details of planning issues relevant to the village. The Parish Council had been consulted on the following planning applications received by Chorley Borough Council:

- The erection of a two-storey side extension at 27 Long Croft Meadow, Astley Village, Chorley, PR7 1TR (Reference: 21/00732/FULHH). The deadline for any representations was 29 July 2021.
- The erection of single storey rear/side extension (following demolition of existing garage and rear extension) and alterations to fenestration including integrated solar panels. Erection of detached double garage with electronic vehicle charging point and resurfacing of driveway at 19 Woodfall, Astley Village, Chorley, PR7 1XD (Reference: 21/00842/FULHH). The deadline for any representations was 6 August 2021.

The Parish Council noted that a house which is shared by up to six tenants, did not require planning permission for a change of use from a dwelling house to a small House in Multiple Occupation (HMO).

RESOLVED – (1) That the planning application referred to in the report be noted.

(2) That the Parish Council consider the implications of potential HMOs in the Parish

at the next meeting.

### 300.07 Financial Matters

#### (i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 30 August 2021.

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

(2) That the Parish Clerk be requested to write to Chorley Borough Council requesting assistance to meet the additional costs incurred in holding virtual meetings during the Covid-19 pandemic.

#### (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 2021 and 31 October as follows:

Date	Creditor	Description	Cheque No	Total	Vat	Net
09/09/21	Employee 4	Reimbursements (July 2021)	EB	47.40		47.40
09/09/21	Employee 4	Reimbursements (August 2021)	EB	46.08		46.08
01/09/21	Easy Web Sites	Monthly rental	DD	58.80	9.80	49.00
23/09/21	Zoom	Zoom Subscription (September 2021)	EB	14.39	2.4	11.99
15/09/21	Employee 2	Salary (September 2021)	EB	77.22		77.22
15/09/21	Employee 4	Salary (September 2021)	EB	304.50		304.70
15/09/21	HMRC	Tax (September 2021)	EB	76.20		76.00
01/10/21	Easy Web Sites	Monthly rental	DD	58.80	9.80	49.00
23/10/21	Zoom	Zoom Subscription (October 2021)	EB	14.39	2.4	11.99
15/10/21	Employee 2	Salary (October 2021)	EB	77.22		77.22
15/10/21	Employee 4	Salary (October 2021)	EB	304.70		304.70
15/10/21	HMRC	Tax (October 2021)	EB	76.00		76.00
				1,155.70	24.40	1,131.30

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

#### (iii) Spend Against Budget Headings

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

RESOLVED – That the report be noted.

(iv) To review the Effectiveness of the System of Internal Audit and Statement on Internal Control

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

RESOLVED – That the existing System of Internal Audit and Statement on Internal Control be approved subject to replacing references to ‘cashbook’ with ‘Excel Financial Spreadsheet’

(v) To review the Statement of Internal Control and Internal Audit Plan

The Parish Clerk submitted the Statement of Internal Control and Internal Audit Plan (copies of which had been circulated).

RESOLVED – That the Statement of Internal Control and Internal Audit Plan be approved subject to replacing references to ‘cashbook’ with ‘Excel Financial Spreadsheet’

(vi) To review the 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 the following amendments:

- Page 3 – ‘Direct costs, Overhead expenses, Debts’ – reference to most payments being authorised by one of two nominated Parish Councillors via Digital Banking.
- Page 3 ‘Grants receivable’ – reference to the grant received annually from Chorley Borough Council,
- Page 5 – ‘GDPR’ – the procedures for dealing with a GDPR breach or SAR request being attached to the Financial Risk Assessment.

(vii) Review of Asset Register

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

The Parish Council on 7 July 2021, had deferred consideration of the item and requested the General Purposes Working Group to review the Asset Register and the information provided as part of the Parish Councils insurance cover. The Parish Clerk confirmed that the insurance policy covers the parish council assets on a new for old basis.

RESOLVED – (1) That the revised Asset Register and Insurance Value for each asset as suggested in Appendix A to the report be approved by the Parish Council be approved.

(2) That the budget provision for ‘Insurance’ (01-3) be increased from £400 to £500 for the financial year 2022/23.



The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to identify additional locations on Chancery to be considered as part of the Mini Meadows of Wildflowers & Wildlife Corridors Project and consider areas where the project should not be repeated in 2021/22.

RESOLVED – (1) That the proposals of the Joint meeting of the General Purposes & Village Development Working Groups as set out in Appendix A to the report be approved for submission to Chorley Borough Council.

(2) That consideration be given to introducing a two metre Mini Meadows of Wildflowers or Wildlife Corridor along the footpath between Chancery Road and Derian House.

### **300.9 Facilities for Young People living in Astley Village**

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider of facilities for young people living in Astley Village following a discussion recently on Astley Village Mums and Dads Facebook Group regarding the lack of facilities within the Parish.

RESOLVED – The Parish Clerk be requested to put together details of existing activities taking place at the Astley Village Community Centre and activities for young people in the local area and the information be included in the Winter Newsletter.

### **300.10 Safety in Astley Village**

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to receive correspondence received from a resident of Judeland regarding Safety in Astley Village.

RESOLVED – That the report be noted.

### **300.11 Platinum Jubilee Beacons Initiative**

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider the Parish Council participating in the Platinum Jubilee Beacons initiative.

The Parish Council on 7 July 2021, had deferred consideration of the item and requested the General Purposes Working Group consider whether the Parish Council should participate in the Platinum Jubilee Beacons initiative.

RESOLVED – That the Parish Council should not participate in the Platinum Jubilee Beacons initiative but alternative way of marking the Platinum Jubilee be considered.

### **300.12 Newsletter**

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

- Introduction from Councillor Susan Crook. (Councillor Susan Crook)
- Ask residents to share their experiences of 'How Astley Village had changed over the last 20 years'. (Councillor Keith Ashton)
- Details of existing activities taking place at the Astley Village Community Centre and activities for young people in the local area. (Councillor John McAndrew)

- Details of the Christmas event. (Parish Clerk)
- An article raising awareness of hedgehogs in the area and suggesting that residents be requested to leave hedgehog size holes in fenced back gardens so they may pass through from garden to garden. (Councillor Jean Sherwood)
- Details of how to report issues to Lancashire County Council. (Councillor Aidy Riggott)
- The official opening of the West Way Sports Hub (Chorley Borough Council)
- The G7 Speaker's conference at Astley Hall on 17-19 September 2021. (Councillor Arnold Almond)
- Ongoing participation in the Chorley Borough Council Wildflower & Mini Meadow initiative (Councillors Arnold Almond & Chris Sheldon).

RESOLVED – That the Parish Councillors be requested to email the Parish Clerk with suggested articles for inclusion in the Winter Newsletter by Friday 1 October 2021 and that articles be submitted to the Parish Clerk by Friday 29 October 2021.

### **300.13 Christmas Event Planning**

The Parish Clerk invited the Parish Council to consider the arrangements for the annual Christmas event. It was suggested that the event takes place during the week commencing 6 December or 13 December 2021.

The Parish Clerk reported that (i) Parklands High School band had confirmed that they would be very happy to support the Christmas event again this year and were available during the week commencing 6 December as they usually held their Christmas Concert the following week (ii) No contact had been possible with the proprietor of My Girls Café regarding providing the refreshments and (iii) the Community Centre was current only available as follows:

- Friday 10 December 5pm – 10pm.
- Saturday 11 December all day.
- Sunday 12 December all day.

It was suggested that in view of the Covid-19 pandemic and the possibility of restrictions later in the year it may be appropriate to consider an alternative format for the 2021 Christmas event.

RESOLVED – That Councillor John McAndrew be requested to discuss with the Headteacher of Buckshaw Primary School involving the school in the lighting of the Christmas tree including providing those young people attending with a selection box.

### **300.14 Environment Reports**

There were no environmental reports.

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

No update was provided in relation to the Neighbourhood Working Group.

#### Friends of Astley Park

Councillor John McAndrew reported that the group had returned to normal activities and attracted five new members following the Chorley Flower Show.

#### Chorley Liaison

Councillor Arnold Almond reported that he had attended a meeting of the Chorley Liaison on Wednesday 21 July 2021 which had included a presentation on Neighbourhood Planning.

## Neighbourhood Area Meetings (Chorley Town North)

The Parish Clerk presented a report of the Director Communities (copies of which had been circulated) providing details of the Neighbourhood Working Review undertaken by Chorley Borough Council and the proposed way forward to revise the delivery of neighbourhood working in Chorley. The Cabinet approved the recommendations in the report including the preferred option for new Neighbourhood Area footprint due to the impact of ward boundary changes which came into effect in May 2021 which includes the creation of Neighbourhood Area meetings.

RESOLVED – (1) That the reports be noted and the presentation on Neighbourhood Planning be circulated to all Parish Councillors.

(2) That the Chair of the Parish Council (Councillor Arnold Almond) be the Parish Council representative (Substitute: Councillor John McAndrew as Vice Chair) at the Neighbourhood Area Meetings (Chorley Town North).

### **300.16 Correspondence**

The Parish Clerk reported that he had received a letter from a new resident to Astley Village (Broadfields) thanking the Parish Council for the Summer Newsletter.

RESOLVED – That report and correspondence be noted.

### **300.17 Date of Next Meeting**

To agreed that the next meeting of the Parish Council would take place on Wednesday 3 November 2021 at 7pm.

The meeting concluded at 10.10pm.

Chair



# Astley Village Parish Council

<b>Title</b>	<b>Parish Clerk Report</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>3 November 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	X
<p><b>Purpose of Report</b></p> <p>To provide an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.</p>						
<p><b>Key Issues</b></p> <ul style="list-style-type: none"> <li>• The Parish Clerk had contacted Chorley Borough Council regarding the possibility of the Parish Council having a stand at the Chorley Flower Festival in 2022 to raise the profile of the Parish Council. A response had been received stating that once Chorley Borough was in the early planning stages of Chorley Flower Show 2022 and would be in touch with further details.</li> <li>• Information had been received from Royal British Legion Industries about this year's upcoming National Remembrance inviting the Parish Council to consider purchasing a 'Tommy'; which had become a nationally recognised symbol of Remembrance and military support. Parish Council had been consulted on the proposal.</li> <li>• A draft licence had been received from Chorley Borough Council confirming the terms previously agreed and approved for the two fingerpost signs to be placed on Chorley Borough Council land and seeking clarification of the location of the third fingerpost sign which was originally intended to be placed on adopted highway.</li> <li>• Information had been received from the Chorley Hedgehog Rescue including posters for the Parish Council Notice Boards soonest. A short article would also be included in the Parish Council Winter Newsletter.</li> <li>• A resident had written to the Parish Council making unhappy at the state of the grass verge east side Chancery Road.</li> <li>• A resident had written to the Parish Council to report that bollard on the corner of Edgefield had been seriously damaged and this had been reported to Lancashire County Council.</li> <li>• Parish Councillors had been invited to attend the Parish and Town Council Conference on Saturday 13 November 2021, 'Working Better Together' organised by Lancashire County Council.</li> <li>• A resident had written to the Parish Council regarding the maintenance of trees,</li> </ul>						

hedges, pathways grass verges etc.

- Chorley Borough Council had received £17,080.00, Section 106 monies from the planning permission granted for the Strawberry Fields site, and it had been confirmed that once a detailed plan had been developed for the Foxcote play the Parish Council would be consulted on any proposals.
- Streetscene at Chorley Borough Council had responded quickly to tidy up the rubbish/fly tipping at the rear of the shops at Astley Village.
- Parish Councillors had been invited to take part in the Chorley Civic Remembrance Sunday commemorations.
- A list of sites agreed by Councillor Adrian Lowe (Chorley Borough Council) as part of the Wildflower & Meadows Project on Chancery Road which appeared to cover the sites agreed/requested by the Parish Council. The Parish Council was reminded that that the Parish Council had previously agreed to consider introducing a two metre Mini Meadows of Wildflowers or Wildlife Corridor along the footpath between Chancery Road and Derian House
- The Parish Clerk, in consultation with the Chair of the Parish Council had completed the Lancashire County Council Parish and Town Councils Survey 2021, seeking views to help deliver and improve services to Parish Councils.
- The tree works requested by the Parish Council, including the pruning required on the trees on Chancery obscuring the sight line to the pedestrian crossing, travelling from the Euxton Lane roundabout had been completed by Lancashire County Council.
- A resident had contacted the Parish Council regarding traffic on Deerfold.
- Coping stones had been removed from the planters and Adlington Dry Stone Walling had been requested to carry out the repairs.
- Chorley Borough Council had provided an update regarding the play area at the West Way Sports Hub including details of the proposed consultation with the local schools/residents during September and October 2021. It had been suggested that drop-in consultation session be held from the social room at West Way for local parents/kids to put their ideas across and presenting the proposed ideas to pupils at Buckshaw Primary School and potentially Oliver House School.
- Chorley Borough Council had been requested to consider financial assistance to meet the additional costs incurred by the Parish Council in holding virtual meetings during the Covid-19 pandemic

The Parish Council Meeting on 7 July 2021 agreed that consideration be given to further sites where trees could be planted in the village including the new West Way Sports Hub be considered at a future meeting of the Parish Council.

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

- Room hire, Astley Village Community Centre (£41.40).
- livedrive (Cloud storage) (£25).
- External Audit by PKF Littlejohn LLP (£240).

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

That the report be noted.



# Astley Village Parish Council

<b>Title</b>	<b>Planning Issues Relevant to the Village</b>					
<b>Report of</b>	<b>Parish Clerk</b>					
<b>Date</b>	<b>3 November 2021</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	<b>X</b>
<b>Purpose of Report</b>						
To consider any planning issues relevant to the village.						
<b>Key Issues</b>						
The Parish Council has been consulted on the following planning applications received by Chorley Borough Council:						
<ul style="list-style-type: none"> <li>The erection of a first floor side extension over existing double garage and the erection of a single storey rear extension including two roof lanterns following demolition of existing conservatory at 75 Wymundsley, Astley Village, Chorley, PR7 1US (Reference: 21/01099/FULHH). The deadline for any representations was 10 October 2021</li> </ul>						
<b>Action required by the Parish Council</b>						
To note the report.						

**FINANCIAL POSITION - SUMMARY 3 November 2021**  
**Financial Year 2021/22 (1 April 2021 to 31 March 2022)**

			£
<b>Receipts and Expenditure Account</b>			
<b>Receipts</b>			
Precepts			20,350.00
Grant			3,877.00
Bank Interest			4.14
Advertisements			-
VAT on Receipts/Recovered			761.68
<b>Total Receipts</b>			<b>24,992.82</b>
<b>Expenditure Total</b>			
			<b>11,294.14</b>
<b>Income &amp; Expenditure Reconciliation</b>			
Balance Brought Forward at 1 April 2021			73,469.04
Add: total receipts to date		+	24,992.82
Less: total expenditure to date		-	11,294.14
<b>Balance</b>			<b>87,167.72</b>
<b>Bank Reconciliation</b>			
Community Account (chequeing account)	23/10/21	+	1,500.00
Business Premium Account	23/10/21	+	81,471.03
Unify Credit Union deposit	01/04/21		5,358.10
Less unpresented cheques/ET/SO		-	1,161.41
Plus uncleared credits		+	87,167.72
Unpresented cheques/SO/Payments			
Zoom Subscription			
November/December			
<b>1,161.41</b>			
Uncleared Incomes			
<b>0.00</b>			

**AGENDA ITEM 8(ii)**

**PAYMENTS TO BE APPROVED**

November/December 2021

Date	Creditor	Description	Cheque No	Total (£)	Vat (£)	Net (£)
09/11/21	Employee 4	Reimbursements (September 2021)	EB	41.50		41.50
09/11/21	Employee 4	Reimbursements (October 2021)	EB	43.30		43.30
01/11/21	Easy Web Sites	Monthly rental	DD	58.80	9.80	49.00
23/11/21	Zoom	Zoom Subscription (November 2021)	EB	14.39	2.40	11.99
15/11/21	Employee 2	Salary (November 2021)	EB	77.22		77.22
15/11/21	Employee 4	Salary (November 2021)	EB	304.50		304.50
15/11/21	HMRC	Tax (November 2021)	EB	76.20		76.20
01/12/21	Easy Web Sites	Monthly rental	DD	58.80	9.80	49.00
23/12/21	Zoom	Zoom Subscription (December 2021)	EB	14.39	2.40	11.99
15/12/21	Employee 2	Salary (December 2021)	EB	77.22		77.22
15/12/21	Employee 4	Salary (December 2021)	EB	304.50		304.50
15/12/21	HMRC	Tax (December 2021)	EB	76.20		76.20
				<b>1,147.02</b>	<b>24.40</b>	<b>1,122.62</b>



**BUDGET REPORT – 3 NOVEMBER 2021**  
**Financial Year 2021/22 (1 April 2021 to 31 March 2022)**

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
<b>01 - ADMINISTRATION</b>	01-1	Room Hire/ Zoom Subscription	200.00	171.98		28.02
	01-2	Office/Sundry	1,500.00	583.46		916.54
	01-3	Insurance	400.00	444.87		-
	01-4	Auditors/Accounts	300.00	200.00		100.00
	01-5	Election/By-Election/Polls	5,000.00	-		5,000.00
	01-6	Employee Costs (Salary, Training etc)	6,000.00	4,458.02		1,541.98
	01-7	Employee Contingency	2,000.00	-		2,000.00
	01-8	IT/Website	1,000.00	409.00		591.00
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1,500.00	530.00		970.00
	02-2	Village Caretaker	1,000.00	-		1,000.00
	02-3	Councillor Training	500.00	-		500.00
	02-4	Grant Awards/Local Projects & Groups	1,000.00	-		1,000.00
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	03-1	Christmas	800.00	-		800.00
	03-2	Village Improvements (Renovation of Bus Shelters)	3,000.00	3,025.00		-
	03-3	Improve Village Centre & Enhance Village Green	1,000.00	-		1,000.00
	03-4	Planter Scheme	500.00	230.00		270.00
	03-5	Tree Planting	5,000.00	-		5,000.00
	03-6	Wildflower Meadow Initiative	500.00	-		500.00
	03-7	Litter Bins	-	-		-
	03-8	Respect the Village Campaign	-	-		-
	03-9	Finger Post Signs	2,500.00	-		2,500.00
	03-10	Gateway Signs & Refurbishment of Millennium Notice Board	5,000.00	360.00		4,640.00
	03-11	Road Safety	-	-		-
	03-12	Grant (Chorley Borough Council) - Astley Hall	2,000.00	-		2,000.00
	03-13	Play area and path at West Way Sports Hub	35,000.00	-		35,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council	500.00	-		500.00
<b>04 - GENERAL RESERVE</b>	04	General Reserve	21,496.04	-		21,496.04
Balance Carried Forward from 2020/21	73,469.04					
<b>TOTALS</b>			<b>97,696.04</b>	<b>10,412.33</b>	<b>-</b>	<b>87,283.71</b>
<b>VAT to be Recovered</b>		<b>£881.81</b>				
<b>Total Spend to Date</b>				<b>11,294.14</b>		



# Astley Village Parish Council

## DRAFT Protocol for Public Participation

This Protocol sets out the procedural rules governing public participation at Parish Council meetings.

### Introduction

The Parish Council meets and makes its decisions in public and is committed to community engagement and therefore warmly invites members of the public, the press, the police and borough and county councillors to attend meetings and contribute within the public forum. A council meeting is not a public meeting; it is a meeting held in public and there is no requirement in law to provide an opportunity for the public to question Parish Councillors and for the Ward Borough and County Councillors to provide a report, but this Parish Council welcomes the opportunity to offer it.

This protocol has been developed based on best practice and recommendations from other Parish Councils and advice from the Local Government Association.

### Protocol

1. Public participation will be for a maximum period of 30 minutes (unless extended at the Chair's discretion).
2. The conduct of the 'Public Engagement' item and admissibility of matters raised will be at the absolute discretion of the Chair.
3. Written questions received in advance of the meeting are encouraged but not essential; if provided in advance this will make it easier for an answer to be prepared. If questions are not provided in advance then members of, the public should be aware that the Parish Councillors may be unable to answer those questions and defer that topic to a future date.
4. The Summons will indicate when the public participation will take place. This will be early on in the agenda so that councillors may take into account views expressed when reaching decisions. The Parish Council Meeting will be adjourned for a maximum of fifteen minutes to accommodate 'Public Participation'.
5. Public participation is permitted on any matters within the remit of the Parish Council. If members of the public are unsure whether a question is within the remit of the Parish Council, then the Parish Clerk will be able to answer this.
6. Questions shall not be permitted if the Chair deems that the question:
  - relates to quasi-judicial matters e.g. (current or potential legal proceedings, licensing applications, planning applications and appeals, Traffic Regulation Orders where public consultation has been authorised or undertaken);
  - relates to confidential or exempt matters or where the disclosure of this information would be required;
  - is defamatory, frivolous or offensive;
  - is directly about party political matters.
7. Questions and comments shall be put/made to the Chair. Questions/ comments may be responded to by the Chair or, at the Chair's discretion, by any other member or officer present.
8. If the question/comment relates to a topic on the agenda then the Chair may decide to respond when considering the item later in the meeting.
9. Members of the public should note that the Parish Council is only allowed to take decisions in relation to the items on the Summons unless it is deemed 'urgent'.
10. Members of the Parish Council will not be permitted to raise issues under the 'Public Engagement' item.



# Astley Village Parish Council

## Contact Privacy Notice

When you contact us. The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information General Data Protection Regulations Article 6 (1) (a) (b) and (e) - Processing is with consent of the data subject or; Processing is necessary for compliance with a legal obligation or; Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security. The Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by the Council at any time). Children We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned. Contact the Data Information Officer for the following:

Access to Information. You have the right to request access to the information we have on you; Information Correction If you believe that the information we have about you is incorrect, you may contact Council to update it and keep your data accurate; Information Deletion If you wish The Council to delete information about you; Right to Object If you believe that your data is not being processed for the purpose it has been collected for; Rights Related to Automated Decision Making and Profiling The Council does not use any form of automated decision making or the profiling of individual personal data; Complaints If you have a complaint regarding the way your personal data has been processed, contact the Data Information Officer or Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113. The Council's Data Information Officer email [clerk@avpc.org.uk](mailto:clerk@avpc.org.uk)

Summary. In accordance with the law, the Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. The Council does not use profiling, or sell or pass your data to third parties; does not use your data for purposes other than those specified; makes sure your data is stored securely; deletes all information deemed to be no longer necessary; reviews its Privacy Policies to keep them up to date in protecting your data. (You can request a copy of our policies at any time).

This e-mail (including any attachments) may contain confidential and/or privileged information, if you are not the intended recipient any reliance on, use, disclosure, dissemination, distribution or copying of this e-mail or attachments is strictly prohibited. It has been checked for viruses, but the contents of an attachment may still contain software viruses, which could damage your computer system. We do not accept liability for any damage you sustain as a result of a virus introduced by this E-mail or any attachment and you are advised to use up-to-date virus checking software. E-mail transmission cannot be guaranteed to be secure or error free.

This e-mail is not intended nor should it be taken to create any legal relations, contractual or otherwise. Any views or opinions expressed within this e-mail or attachment are solely those of the sender, and do not necessarily represent those of The Council unless otherwise specifically stated. If verification is required, please request a hard copy version. We are not bound by or liable for any opinion, contract or offer to contract expressed in any e-mail.



# Astley Village Parish Council

## DOCUMENT RETENSION POLICY

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
<b>OTHER ITEMS</b>		
Project Files		
Important Correspondence		
Last 12 months work		
Newsletters		
Any plans or long term objective docs		

**AGENDA ITEM 10(iii)**

**Assessment of Personal Data held by Astley Village Parish Council**

<b>Type of Data</b>	<b>Why it is collected</b>	<b>Where it comes from</b>	<b>Who it is shared with</b>	<b>Consent obtained</b>	<b>How it is protected</b>
Letters from residents	Queries or complaints from residents	Residents	Clerk and Parish Councillors		Stored in Parish Clerk's home. The Parish Clerk will periodically destroy old correspondence.
Emails from residents	Queries or complaints from residents	Residents	Parish Clerk and Parish Councillors. Emails either direct to Parish Clerk or Parish Councillor. Emails to Parish Council and from website are forwarded to Parish Clerk and all Parish Councillors.		Stored on recipient's device. Devices should be password protected as are the Parish Council email accounts. Devices should have anti-virus software and be updated regularly.
Contact names, address and telephone numbers of Parish Councillors.	To share the information with residents	Parish Councillors	Public	From Parish Councillors	Not required.
Parish Clerk's employment details	For contract of employment	Parish Clerk	Parish Clerk and Parish Councillors		Hard copy stored in Parish Clerk's home and a digital

					copy on Parish Clerks laptop.
Job applications, CV's	To appoint new staff	None at present	Parish Clerk and Parish Councillors		
Complaints and reporting issues	To deal with complaints	None at present	Parish Clerk and Parish Councillors		
Grant applications	To apply for grant funding	Various organisations	Parish Clerk and Parish Councillors	Not required as public organisations	Stored on Parish Clerks laptop
Planning applications	To enable the Parish Council to respond to planning application consultations	Chorley Borough Council	Parish Clerk and Parish Councillors		No copies stored by the Parish Council. Accessed through Chorley Borough Council's Planning Portal.
Contracts with individuals and organisations	To carry out work on behalf of the Parish Council	Individuals or organisations	Parish Clerk and Parish Councillors		There are no contracts at present.
Communications with third parties (Lancashire County Council, Chorley Borough Council, Parish and Town Councils, HMRC, Charities, County Associations, SLCC, LCPAS, village organisations)	Sharing of information	Third party organisations	Parish Clerk and Parish Councillors	Not required as public organisations	N/A
Email addresses	To communicate with residents in response to queries or complaints	Residents	Parish Clerk and Parish Councillors	Obtain consent via Contact Privacy Policy	Stored on Parish Clerk and Parish Councillor's electronic devices.

Purchase history	Purchases from suppliers	Companies	Parish Clerk and Parish Councillors	Not required as companies not covered by GDPR	N/A
Pay and PAYE information	To enable Parish Council to carry out its role as an employer	Parish Clerk	Parish Clerk and Parish Councillors	Not required as public organisations	Information stored on Parish Clerk's laptop.
Financial information/history	To enable Parish Council to carry out its role	Various	Parish Clerk and Parish Councillors	Not required as public organisations	Information stored on Parish Clerk's laptop.
Suppliers contracts	To enable Parish Council to carry out its role	Various	Parish Clerk and Parish Councillors	Not required as companies not covered by GDPR	
Website	Sharing of information to enable the Parish Council to carry out its role and comply with the transparency code	Various	Everyone	Yes if information about a member of public is published on the website unless it is already in the public domain.	N/A
Agendas and minutes	Sharing of information about the Parish Council's activities to comply with its legal obligations and the Transparency Code	Produced by the Parish Clerk	Parish Councillors and residents via noticeboards and website	No personal information is included in the agendas or minutes	Not Required





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
<b>All personal data</b>	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.	
			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		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.	
<b>Sharing of data</b>	Personal data falls into hands of a third party		The Parish Council does not share personal data with any other person or organisation.	
<b>Hard copy data</b>	A hard copy of data falls into hands of a third party		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.	

			Ensure that sensitive personal data is stored securely in a locked cabinet when not in use	
<b>Electronic data</b>	Theft or loss of a laptop, memory stick or hard drive containing personal data		Ensure that all devices are password protected.	
			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.	
			Carry out regular back-ups of Parish Council data	
			Ensure safe disposal of IT equipment and printers at the end of their life	
			Ensure all new IT equipment has all security measures installed before use	
<b>Email security</b>	Unauthorised access to Parish Council emails		Ensure that email accounts are password protected and that the passwords are not shared or displayed publicly	
			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.	
			Use blind copy (bcc) to send group emails to people outside the Parish Council	
			Use encryption for emails that contain personal information	
			Do not forward on emails from members of the public. If necessary, copy and paste information into a new email with personal information removed.	
<b>General internet security</b>	Unauthorised access to computers and files where Parish Council information is accessed/stored		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	
			Ensure that all computers (including Parish Councillors) have up-to-date anti-virus software, firewalls and file encryption is installed.	
			Ensure that the operating system on all computers is up-to-date and that updates are installed regularly	
<b>Website security</b>	Personal information or photographs of individuals published on the website		Ensure that you have the written consent of the individual including parental consent if the subject is 17 or under)	

<b>Disposal of computers and printers</b>	Data falls into the hands of a third party		Wipe the hard drives from computers, laptops and printers or destroy them before disposing of the device	
<b>Financial Risks</b>	Financial loss following a data breach as a result of prosecution or fines		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		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	
<b>General risks</b>	Loss of third-party data due to lack of understanding of the risks/need to protect it		Ensure that the Parish Clerk and Parish Councillors have received adequate training and are aware of the risks.	
	Filming and recording at meetings		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)**