



## 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 5 January 2022** 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).

**3. Public Engagement**

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

**4. Borough/County Councillor Reports**

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

**5. Minutes**

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 3 November and the Extraordinary Parish Council Meeting on Tuesday 23 November 2021. (Enclosed).

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

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

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

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

**10. Financial Matters**

- i. To consider a report of the Responsible Financial Officer providing the financial position (Enclosed).
- ii. To consider a report of the Responsible Financial Officer recommending payments to be approved (Enclosed).
- iii. To consider a report of the Responsible Financial Officer providing details spend against budget headings (Enclosed).
- iv. To consider a report of the Responsible Financial Officer proposing the 2022/23 budget headings and Precept. (Enclosed).
- v. To appoint the Internal Auditor for 2021/22 Accounts.
- vi. To Review the Asset Register. (Enclosed)

**11. The implications of potential HMOs in the Parish**

At the last meeting on 3 November 2021, it was agreed to include this item on the Summons for this Council Meeting.

**12. Newsletter**

The Parish Clerk to report at the meeting.

**13. Environment Reports**

To receive a verbal update at the meeting.

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

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

**15. Minutes of the Personnel Committee.**

To note the minutes of the Personnel Committee held on 7 July and 17 November 2021 (Enclosed)

**16. Correspondence**

The Parish Clerk to report at the meeting.

**17. Matters for information**

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

**18. 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 and 2022/23

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.
- 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

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



22 December 2021

**Ward Councillor's Report to Astley Village Parish Council, 5 January 2022**

Your three Ward Councillors continue their work on Chorley Borough Council, attending various committees meeting of which they are members. This includes, Planning, Licensing, Governance, Chorley in Bloom and Executive and Full Council Meetings.

At the full Council Meeting in November 2021, the first of the Neighbourhood Projects were confirmed for 2022 the details of which you are aware from previous reports. Further projects can be advanced at the next Neighbourhood Meeting in January 2022. Suggestions have included the sighting of a Memorial Stone, extra planters and or Knee fencing along Chancery Road and work with local primary schools on Hedgehog Awareness. The suggestion regarding Hedgehogs came from Councillor Jean Sherwood, following her visit to the Chorley Hedgehog Rescue Centre and her follow up report which was published in the recent Parish Newsletter.

Following concerns raised after the Astley Park Bonfire and Fireworks in November 2021, the Ward Councillors met with a number of Parish Councillors and Mr Andrew Daniels from Chorley Borough Council to determine what improvements could be made to ensure parking problems and nuisance were reduced. A number of actions were agreed and confirmed in writing to the Chair of the Parish Council on the 9 November 2021. We understand that Places for People have secured the steps to the Notice Board on Great Meadow since that was brought to our attention at this same meeting.

A Consultation on the Play Area at the West Way Sports hub was arranged on the early evening of the 6 December 2021. A number of Parish Councillors attended and a few members of the public. We understand this was generally positive, however a parish report has since been shared with Mr Simon Forester at Chorley Borough Council outlining some concerns. Chorley Borough Council are currently looking to respond to these concerns. At the last Parish Council Meeting, concerns were raised as to the condition of the all-weather pitches. There was a suggestion that there was some deterioration of the pitches, but we have been assured that there has been no such deterioration.

Finally, as Ward Councillors we have been out and about delivering our Christmas Cards to our constituents. We take this opportunity to wish all the Parish Councillors a very Merry Christmas and a Happy New year.

Councillors Alistair Morwood, Adrian Lowe, Jean Sherwood.



## Astley Village Parish Council

3 November 2021 at 7.00pm

Present

Councillor Arnold Almond (Chair) (in the Chair); Councillor John McAndrew (Vice Chair); Councillors Keith Ashton, Emma Barraclough, Susan Crook, Rod Fraser, Matt Lynch, Gillian Sharples and Chris Sheldon.

### **301.01 Apologies for Absence**

No apologies were received.

### **301.02 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.

Councillor Matt Lynch declared a Personal Interest as a Non-Executive Director of Jigsaw Homes Group Ltd

### **301.03 Statutory Business**

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

One application had been received and had been circulated to Parish Councillors.

It was confirmed that Ms Barraclough fulfilled the qualifications for standing for election.

RESOLVED – (1) (Unanimously) - That Ms Emma Barraclough be co-opted on to the Parish Council.

Councillor Emma Barraclough signed the Declaration of Acceptance of Office and joined the meeting.

(2) The Parish Clerk be requested to extend the deadline for expressions of interest in relation to the current vacancy to Monday 20 December 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 application received by Chorley Borough Council:

- 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

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

### **301.04 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. Councillor Alistair Morwood attended the meeting. He reported that following a report from the Parish Clerk, Streetscene had tidied up the illegal fly tipping at the rear of the shops at Astley Village and an investigation was ongoing. In addition, the new low level lighting was currently being installed in Astley Park.

Concern was expressed regarding access by residents to the West Way Sports Hub as the main gates were locked during the day and the difficulty residents and groups had experienced in trying to book the facilities. Reassurance was sought that residents would be able to access the new play facility when completed. Councillor Alistair Morwood agreed to investigate the concerns raised.

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. He reported that a number of ash and horse chestnut trees would be removed along Chancery Road and The Farthings due to disease and the Parish Council were asked to consider if they had a preference as to what species should replace them. Resurfacing works were taking place on Great Meadow and it was suggested that the road surface on Long Croft Meadow also needed attention. Funding was available from Lancashire County Council to support facilities for young people and Councillor Riggott offered to provide details for inclusion in the Parish Council Newsletter.

It was hoped that Parish Councillors would be able to attend the Parish and Town Council Conference on Saturday 13 November 2021, 'Working Better Together' organised by Lancashire County Council.

At 7.32 pm the meeting resumed.

### **301.05 Minutes**

RESOLVED - That the minutes of the meeting of the Parish Council held on Wednesday 8 September 2021 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

### **301.06 Parish Clerk Report**

The Parish Clerk reported on the following:

- 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.
- 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.
- 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.
- Information had been received from the Chorley Hedgehog Rescue including posters which had been displayed on the Parish Council Notice Boards. A short article would also be included in the Parish Council Winter Newsletter.
- A resident had written to the Parish Council making unhappy at the state of the grass verge east side Chancery Road.
- 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 and had now been removed.
- 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.
- A resident had written to the Parish Council regarding the maintenance of trees, 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 Clerk reminded the Parish Council that at the Parish Council 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 be considered at a future meeting of the Parish Council.

RESOLVED – (1) That the report be noted.

(2) That the expenditure approved by the Parish Clerk, room hire, Astley Village Community Centre (£41.40), livedrive (Cloud storage) (£25), a new jacket for the Village Caretaker (£63), the annual cost of cleaning the parish noticeboards (£40) and External Audit by PKF Littlejohn LLP (£240) in accordance with Standing Order 16.2 be noted.

(3) That instead of purchasing a ‘Tommy’ as a symbol of Remembrance and military support. The Parish Council consider the commissioning of artwork near the subway and this be considered by the Village Development Working Group.

(4) That the Parish Council should purchase a poppy wreath on behalf of Astley Parish which could be laid at the war memorial in Astley Park on Remembrance Sunday.

(5) That a fingerpost sign should not be located near Damhead Wood due to the condition of the footpath but permission for the third fingerpost sign be sought at the junction of Derian House and Chancery Road directing pedestrians to the village centre.



(6) That the Parish Clerk be requested to write to Chorley Borough Council enquiring when the lease to Astley and Buckshaw Junior FC for the Derian Pitches was due for renewal and seeking an assurance that the Parish Council would be consulted as part of the renewal process.

(7) That further sites where trees (including fruit trees) could be planted in the village including the new West Way Sports Hub be considered at a future meeting of the Parish Council be considered by the Village Development Working Group prior to the next meeting.

(8) That Chorley Borough Council be requested to consider introducing a two metre Mini Meadows of Wildflowers or Wildlife Corridor along the footpath between Chancery Road and Derian House.

### 301.07 Financial Matters

#### (i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 23 October 2021.

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 2021 and 31 December 2021 as follows:

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>

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

(iii) Spend Against Budget Headings

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

RESOLVED – (1) That the report be noted.

(2) That Parish Councillors be requested to submit and budget proposals for consideration as part of setting the budget and Precept for 2022/23 to the Parish Clerk no later than Friday 17 December 2021.

**301.8 Draft Protocol for Public Participation**

The Parish Clerk invited the Parish Council to consider a draft Protocol (copies of which had been circulated) setting out the procedural rules governing public participation at Parish Council meetings.

RESOLVED – (1) That the Protocol be adopted.

(2) That ‘Public Engagement’ should be part of the normal business of the Parish Council.

(3) That immediately after ‘Public Engagement’, the Parish Clerk be requested to include an item “Borough/County Councillor Reports” as a standard item on the Parish Council Summons and the Borough Councillors and County Councillor be requested to submit a written report in advance of the meeting and circulated with the Summons and reports for the meeting.

**301.9 Review of GRDP Arrangements**

The Parish Clerk & Responsible Financial Officer submitted the following documents (copies of which had been circulated) for the Parish Council to review:

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

RESOLVED – The documents be amended as follows:

- a) In the Contact Privacy Notice where reference is made to “Data Information Officer” it should be changed to “Data Protection Officer (DPO)”.
- b) That the Parish Clerk be appointed Data Protection Officer.
- c) The sentence in the fourth paragraph of the Contract Privacy Notice be amended from “Children We will not process any data relating to a child (under 18) without

the express parental/ guardian consent of the child concerned. Contact the Data Information Officer for the following:" to:

"We will not process any data relating to a child (under 18) without the express consent of the parent/guardian of the child concerned."

- d) The email signature on all Parish Council emails should include a link to the Contact Privacy Notice on the Parish Council website.
- e) All personal information should be redacted before circulation.
- f) Parish Councillors be recommended to only access emails on devices with suitable up-to-date anti-virus software installed on them.
- g) That the risk level be classed as "Low" in the GDPR Risk Assessment and under "Website security", the wording be amended to read "Ensure that you have the written consent of the individual including parental consent if the subject is **18** or under)".
- h) Parish Councillors should not record private meetings or where the press and public have been excluded from a meeting.
- i) That all correspondence received from residents by the Parish Clerk be considered by the Parish Council under the item "Correspondence" and residents be made aware that there may be a delay in responding to them.

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

The Parish Clerk reminded the Parish Council that at the last meeting on 8 September 2021, it was agreed to include this item on the Summons for this Council Meeting.

Councillor John McAndrew reported that he had posted a request on the Astley Village Mums and Dads site on Facebook asking residents for information regarding facilities for young people living in Astley Village There had been over 80 responses and some very interesting ideas which he had circulated to Parish Councillors. In addition, an article would be included in the Winter Newsletter.

RESOLVED – That the report be noted.

### **301.11 The implications of potential HMOs in the Parish**

The Parish Clerk reminded the Parish Council that at the last meeting on 8 September 2021, it was agreed to include this item on the Summons for this Council Meeting.

RESOLVED – That the item be deferred until the next meeting of the Parish Council on 5 January 2022.

### **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 noted:

- Introduction from Councillor Susan Crook. (Councillor Susan Crook).
- Chair's report (Councillor Arnold Almond).
- Ask residents to share their experiences of 'How Astley Village had changed over the last 20 years'. (Councillor Keith Ashton).
- Mini Meadows of Wildflowers & Wildlife Corridors Project on Chancery Road (Councillor Chris Sheldon).
- Facilities for Young People living in Astley Village (Councillor John McAndrew)
- Details of the Christmas event and Christmas Tree lights switch-on (Parish Clerk).
- An article raising awareness of hedgehogs in the area (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).

The Clerk reported that everything would be sent to the printers by Friday 5 November with a first draft being provided by 5pm on Tuesday 9 November so it can be signed off and be printed on Friday 12 November and delivered by Friday 26 November at the latest.

RESOLVED – (1) That the report be noted.

(2) That the number of newsletters printed be increased from 1600 to 1650.

### **301.13 Christmas Event Planning**

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider the proposed arrangements for this year's Christmas event and Christmas Tree lights switch-on.

RESOLVED – (1) That the Christmas Carol Singing be held round the Christmas Tree in front of the shops on Wednesday 15 December 2021 at 7pm.

(2) The winners of the competition to design a poster to promote the event organised by Buckshaw Primary School, (one from KS1 (Infants) and one from KS2 (juniors) be presented with a book voucher.

(3) The electricians be requested to put the lights on the tree and test them on Wednesday 1 December 2021.

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

(5) That the following expenditure be approved:

- Adlington Electrical Ltd, Christmas Tree Lights - £240.
- Book vouchers for winners of the poster competition - £20.

(6) That the Parish Clerk be requested to book the Community Centre on Thursday 8 December 2022 from 6 – 9pm for the 2022 Christmas Event.

### **301.14 Environment Reports**

It was reported that at the Parish Council Meeting on 7 July 2021 it had been agreed that Places for People be approached suggesting the possibility of a joint approach to the maintenance of the planters throughout the village.

RESOLVED – That the Parish Clerk be requested to invite Hartwood Maintenance to carry out the weeding/tidying and watering of the flower beds in May 2022 at a cost of £280 to allow for additional plants to be purchased (previously £230).

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

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

#### Chorley Liaison

Councillor Arnold Almond reported that he and the Parish Clerk had attended a meeting of the Chorley Liaison on Wednesday 20 October 2021,

#### Friends of Astley Park

Councillor John McAndrew reported the Friends of Astley Park were carrying out an extensive planting programme around the fountain.

#### Neighbourhood Area Meeting (Chorley Town North)

Councillor Arnold Almond reported that he and the Parish Clerk had attended a meeting of the Neighbourhood Area Meetings (Chorley Town North) on Wednesday 29 September 2021.

The Chair reported that the Parish Council had not submitted any proposals to the Neighbourhood Area Meetings (Chorley Town North) on Wednesday 29 September 2021 as the Parish Council had not discussed or prepared any submission.

The Parish Council expressed its disappointment that the Chorley North and Astley Ward Borough Councillors had not submitted a proposal that would benefit the residents of Astley Village.

It was suggested that the Parish Council could submit a proposal to the next Neighbourhood Area Meeting in January 2022. The total budget for 2021/22 was £8,000 and that they are looking for four projects, per group.

RESOLVED – (1) That the reports be noted.

(2) That the Chair of the Parish Council be requested to write to the Chorley North and Astley Ward Borough Councillors expressing this Parish Council's disappointment that a proposal that would benefit the residents of Astley Village was not presented at the last meeting of the Neighbourhood Area Meeting.

(3) That the Parish Council would welcome the opportunity to work with the Chorley North and Astley Ward Borough Councillors in preparing a proposal for funding in future years.

### **301.16 Correspondence**

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 301.06).

### **301.18 Matters for information**

Concern was expressed regarding the landscaping and grounds maintenance service being provided by Places for People due to the lack of resources being made available to maintain the area.

RESOLVED – That the Parish Clerk be requested to write to Councillor Peter Wilson (Deputy Leader, Chorley Borough Council) expressing the Parish Council's concern at the quality of the landscaping and grounds maintenance service being provided by Places for People due to the lack of resources being made available and the Chorley North and Astley Ward Borough Councillors and Councillor Peter Gabbott (Executive Member (Homes and Housing)) be copied into the correspondence.

### **301.19 Schedule of Meetings 2022/23**

RESOLVED - those meetings of the Parish Council 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.

### **301.20 Date of Next Meeting**

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

The meeting concluded at 10.10pm.

Chair



## Astley Village Parish Council

23 November 2021 at 7.30pm

Present

Councillor Arnold Almond (Chair) (in the Chair); Councillor John McAndrew (Vice Chair); Councillors Keith Ashton, Susan Crook, Rod Fraser, Matt Lynch, Gillian Sharples and Chris Sheldon.

### **302.01 Apologies for Absence**

Councillor Emma Barraclough offered her apologies for the meeting.

### **302.02 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.

No declarations were made.

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

RESOLVED – (unanimously) That the Press and public be excluded from the meeting during consideration of item 3 “Planting of Trees on the Village Green in front of the Shops/Flats” (Minute 302.04 ) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

### **302.04 Planting of Trees on the Village Green in front of the Shops/Flats**

The Parish Clerk submitted a report (copies of which had been circulated) following concerns that had been raised regarding the legality of the Parish Council planting five trees on the Village Green in front of the shops/flats.

This Extraordinary meeting had been called by the Chair of the Parish Council to decide how to proceed regarding the concerns/complaint received.

RESOLVED – (Unanimously (1) That:

- (i) That the five trees planted on the village green in front of the shops/flats in February 2021 be removed as soon as possible and the ground be made good.
- (ii) That the permission of Chorley Borough Council be sought to replant the five trees within a two-metre strip at the side of the path that goes from Derian House drive entrance to near the lay-bye on Euxton Lane previously identified by the Parish Council as a possible wildflower meadow.
- (iii) That Everglades Nurseries Ltd be requested to undertake the work and approval of the cost be delegated to the Parish Clerk subject to the cost not exceeding £500.

(iv) That the Parish Council should seek retrospective permission from Chorley Borough Council and Lancashire County Council for the trees planted by the Parish Council during the last three years.

(2) That the Chair of the Parish Council be requested to clarify with the resident who wrote to the Parish Council on 24 July 2021 regarding previous safety issues on the area in front of the shops and the subway, the statement made by him “we are essentially bound to offer any plans to these organisations for permission, before proceeding with any plans”.

### **302.05 Date of Next Meeting**

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

The meeting concluded at 8.15 pm

Chair





# Astley Village Parish Council

<b>Title</b>	<b>Parish Clerk Report</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>5 January 2022</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	X
<b>Purpose of Report</b>						
To provide an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.						
<b>Key Issues</b>						
<ul style="list-style-type: none"> <li>• Following the co-option of Councillor Emma Barraclough to the Parish Council vacancy, an email address has been created, the website and noticeboards updated and the necessary statutory documentation completed. The deadline for expressions of interest in relation to the current vacancy has been extended to Monday 20 December 2021.</li> <li>• Hartwood Maintenance have been invited to carry out the weeding/tidying and watering of the flower beds in May 2022 at a cost of £280 to allow for additional plants to be purchased and have responded to confirm they wish to undertake the work on behalf of the Parish Council.</li> <li>• Following the bonfire event organised in Astley Park by Chorley Borough Council there had been problems with cars parked on the grass verges all along Chancery Road. A site meeting was held with Mr Andrew Daniels, Chorley Borough Council's Shared Service Lead (Communications and Visitor Economy) on Tuesday 9 November 2021. An update will be provided at the Parish Council Meeting on 5 January 2022.</li> <li>• A Learning disability provider in the Chorley area has contacted the Parish Council and would like to advertise some Community Support Worker jobs in the Parish Newsletter. Unfortunately, the enquiry was received too late for the Winter Newsletter.</li> </ul>						

- The Parish Council purchased a poppy wreath at a cost of £20 which was laid by the Chair at the war memorial in Astley Park on Remembrance Sunday.
- Chorley Borough Council have been requested to consider introducing a two metre Mini Meadows of Wildflowers or Wildlife Corridor along the footpath between Chancery Road and Derian House and Mr Chris Walmsley (Chorley Borough Council) has agreed to look to see if this is a viable location. I have confirmed that the Parish Council would meet the costs incurred.
- The West Way Sports Hub Phase 2 'Drop-in' consultation took place at the Sports Hub on Monday 6 December 2021 from 3pm until 7pm and there is a separate report on the agenda for this meeting covering this issue.
- Adlington Electrical Ltd lit the Christmas Tree Lights from Thursday 2 December 2021.
- Following the disappointment expressed at the Parish Council Meeting on 3 November 2021 that no proposal that would benefit the residents of Astley Village had been presented to the last meeting of the Neighbourhood Area Meeting, the Chorley North and Astley Ward Borough Councillors have suggested the following possible Neighbourhood priority projects which could be submitted the Neighbourhood Area Meeting in January 2022:
  1. To provide a memorial stone in Astley Village.
  2. To provide extra planters and knee fencing on Chancery Road.
  3. To work with local primary schools to help with hedgehog awareness.

The Parish Council at the meeting on 5 January 2022 are invited to consider the above suggestions.

- Unfortunately, due to the style of the coat chosen by the Village Caretaker it has not been possible to have it embroidered or printed with the Parish Council logo.
- The Parish Council have received an email from a resident asking whose responsibility was it to maintain the trees/bushes along Chancery Road as their property was on Long Copse and they wanted to trim the trees/bushes at the back of my plot which backs onto their path. They have been advised to contact Lancashire County Council.
- The Parish Council have received an email from a resident concerned that cars are parking on the ramp leading up to the Post Box behind the shops in the village centre which obstructed the post box for all users but in particular wheelchair and other disabled persons. The resident suggested that a bollard or post should be installed to prevent people causing this problem. Chorley Borough Council have confirmed that the ramp did appear to be part of the adopted highway and therefore any restrictions would need the consent of A.P.A Blackpool limited.

- An email was sent to Councillor Peter Wilson (Deputy Leader, Chorley Borough Council), Chorley North and Astley Ward Borough Councillors and Councillor Peter Gabbott (Executive Member (Homes and Housing)) expressing the Parish Council's concern at the quality of the landscaping and grounds maintenance service being provided by Places for People in Astley Village due to the lack of resources being made available. The responses received from Councillor Peter Gabbott, Councillor Adrian Lowe, Ms Michelle Newman and Ms Jennifer Mullin (Director of Communities) have been circulated to Parish Councillors.
- The Christmas Carol Singing was held round the Christmas Tree in front of the shops on Wednesday 15 December 2021 at 7pm and was attended by approximately 50 residents and Father Christmas!. Mr Willsher (Parklands High School) and Ms Sharon Brown (Buckshaw Primary School) were informed of the that unfortunately the event had been scaled back due to the Covid-19 pandemic. The poster competition by pupils at Buckshaw Primary School had not taken place. The Community Centre has been booked for Thursday 8 December 2022 from 6 – 9pm for the 2022 Christmas Event.
- The Village Development Working Group had met via Zoom on Thursday 16 December 2021 to review the Village Development Two Year Plan prior to consideration of the 2022/23 Budget. The Working Group also considered the suggestion made at the Parish Council Meeting on 3 November 2021 that instead of purchasing a 'Tommy' as a symbol of Remembrance and military support, the commissioning of artwork near the subway. The Village Development Working Group also considered whether to recommend further sites where trees (including fruit trees) could be planted in the village including the new West Way Sports Hub.
- Councillor Chris Sheldon has expressed the view that the third fingerpost sign which had been suggested is located at the junction of Derian House and Chancery Road directing pedestrians to the village centre would not assist in indicating to pedestrians the shortcut route from near Derian House to the Village Centre. Whilst it is shorter, it is difficult to identify where just one sign could be located to indicate the route, unless it pointed across the pond which residents chose the correct path on the far side of the pond.
- Chorley Borough Council have been asked to confirm when the lease to Astley and Buckshaw Junior FC for the Derian Pitches was due for renewal and seeking an assurance that the Parish Council would be consulted as part of the renewal process.
- An item has been included on the Parish Council Summons, immediately after 'Public Engagement and an item "Borough/County Councillor Reports" as a standard item on the Parish Council Summons. The Borough Councillors and County Councillor have been requested to submit a written report in advance of the meeting which can be circulated with the Summons and reports for the meeting.
- Parish Councillors have been reminded that the email signature on all Parish Council emails should include a link to the Contact Privacy Notice on the Parish Council website.

- The Winter Newsletter was sent to the printers Friday 12 November and delivery commenced on Friday 26 November 2021. The feedback from residents has been positive.

### **Planting of Trees on the Village Green in front of the Shops/Flats**

Following the Extraordinary Parish Council Meeting on 23 November 2021, a meeting took on 30 November 2021 to discuss the tree's planted along Chancery Road with Mr Chris Walmsley, Mr Bill Whisker and the Chair and Parish Clerk. There had also been correspondence with the ward Councillors and County Councillor Aidy Riggott and A.P.A Blackpool limited. County Councillor Aidy Riggott has agreed to raise the issue with County Councillor Shaun Turner, Cabinet Member for Environment and Climate Change and County Councillor Paul Rigby, Champion for Parishes.

The Chair of the Parish Council has been in communications with Ms Heather Burke (Mr Latif's P.A.), regarding the trees on the Village Green in front of the Shops/Flats, Ms Burke has reiterated the previous stance, that the trees are not a high priority to Mr Latif and she again confirmed that Mr Latif had NOT asked for the trees to be removed and was adamant that the Parish Council should not remove the trees at this time. Therefore, as the trees are on Mr Latif's land, the Parish Council are not in a position to go onto the land to remove them. The Chair will continue to liaise with Ms Burke on this matter and has informed her that the Parish Council will need a decision by February 2022 as to whether the trees need to be relocated as this will need to be done before the growing season opens up.

Everglades Nurseries have been informed of the possibility that the Parish Council may ask them to relocate the trees in January/February 2022.

An update will be provided by the Chair at the meeting on 5 January 2022.

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

- Councillor Almond - Poppy Wreath (Remembrance Sunday) £20.
- Chorley Borough Council - Room Hire (Extraordinary Council Meeting) £6.90.
- Printwise - Winter 2021 Newsletter £545.
- Ms Sue Edwards - Internal Audit 2020-21 £75.
- 1st Euxton Scout Group – Delivery of Winter Newsletter £81.25.

### **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>5 January 2022</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 not been consulted on any planning applications received by Chorley Borough Council since the last meeting on 3 November 2021.						
<b>Action required by the Parish Council</b>						
To note the report.						

**FINANCIAL POSITION - SUMMARY 5 January 2022**  
**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			6.17
Advertisements			-
VAT on Receipts/Recovered			761.68
<b>Total Receipts</b>			<b>24,994.85</b>
<b>Expenditure Total</b>			
			<b>13,275.39</b>
<b>Income &amp; Expenditure Reconciliation</b>			
Balance Brought Forward at 1 April 2021			73,469.04
Add: total receipts to date		+	24,994.85
Less: total expenditure to date		-	13,275.39
<b>Balance</b>			<b>85,188.50</b>
<b>Bank Reconciliation</b>			
Community Account (chequeing account)	22/12/21	+	1,500.00
Business Premium Account	22/12/21	+	79,615.94
Unify Credit Union deposit	01/04/21		5,358.10
Less unpresented cheques/ET/SO		-	1,285.54
Plus uncleared credits		+	85,188.50
Unpresented cheques/SO/Payments			
Zoom (December)			
			14.39
Delivery of Newsletters			
			81.25
January/February			
			1,189.90
			<b>1,285.54</b>
Uncleared Incomes			
			<b>0.00</b>

**AGENDA ITEM 10(ii)**

**PAYMENTS TO BE APPROVED**

January/February 2022

Date	Creditor	Description	Cheque No	Total	Vat	Net
07/01/22	Employee 4	Reimbursements (November 2021)	EB	77.63		77.63
07/01/22	Employee 4	Reimbursements (December 2021)	EB	42.85		42.85
01/01/22	Easy Web Sites	Monthly rental	DD	62.40	10.40	52.00
23/01/22	Zoom	Zoom Subscription (January 2022)	EB	14.39	2.40	11.99
14/01/22	Employee 2	Salary (January 2022)	EB	77.22		77.22
14/01/22	Employee 4	Salary (January 2022)	EB	304.50		304.50
15/01/22	HMRC	Tax (January 2022)	EB	76.20		76.20
01/02/22	Easy Web Sites	Monthly rental	DD	62.40	10.40	52.00
23/02/22	Zoom	Zoom Subscription (February 2022)	EB	14.39	2.40	11.99
15/02/22	Employee 2	Salary (February 2022)	EB	77.22		77.22
15/02/22	Employee 4	Salary (February 2022)	EB	304.70		304.70
15/02/22	HMRC	Tax (February 2022)	EB	76.00		76.00
				<b>1189.90</b>	<b>25.60</b>	<b>1164.30</b>

**BUDGET REPORT – 5 JANUARY 2022**  
**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	201.71		- 1.71
	01-2	Office/Sundry	1,500.00	543.46		956.54
	01-3	Insurance	400.00	444.87		- 44.87
	01-4	Auditors/Accounts	300.00	275.00		25.00
	01-5	Election/By-Election/Polls	5,000.00	-		5,000.00
	01-6	Employee Costs (Salary, Training etc)	6,000.00	5,447.88		552.12
	01-7	Employee Contingency	2,000.00	-		2,000.00
	01-8	IT/Website	1,000.00	513.00		487.00
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1,500.00	1,156.25		343.75
	02-2	Village Caretaker	1,000.00	99.16		900.84
	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	Lighting of Christmas Tree/Christmas Event	800.00	-		800.00
	03-2	Village Improvements (Renovation of Bus Shelters)	3,000.00	3,025.00		- 25.00
	03-3	Improve Village Centre & Enhance Village Green	1,000.00	40.00		960.00
	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	20.00		480.00
<b>04 - GENERAL RESERVE</b>	04	General Reserve	21,346.03	-		21,346.03
Balance Carried Forward from 2020/21	73,469.04					
<b>TOTALS</b>			<b>97,546.03</b>	<b>12,356.33</b>	<b>-</b>	<b>85,189.70</b>
<b>VAT to be Recovered</b>		<b>£919.06</b>				
<b>Total Spend to Date</b>				<b>13,275.39</b>		





# Astley Village Parish Council

<b>Title</b>	<b>Proposed 2022/23 Budget Headings and Precept</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>5 January 2022</b>					
<b>Type of Paper</b>	<b>Decision</b>	<b>X</b>	<b>Discussion</b>		<b>Information</b>	
<b>Purpose of Report</b>						
To assist the Council in finalising the Budget for 2022/23.						
<b>Key Issues</b>						
<p>The Parish Council is reminded that the level of precept to cover expenditure during 2022/23 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 2022.</p> <p>Appended to this report are:</p> <ul style="list-style-type: none"> <li>• A note setting out useful criteria used for calculating Council Tax (Appendix A)</li> <li>• A draft budget (Appendix B)</li> <li>• The updated Village Development Plan as recommended by the Village Development Working Group (Appendix C)</li> </ul>						
<b>2021/22 Budget</b>						
<p>The Precept for 2021/22 was <b>£20,350</b> making the amount available <b>£97,696.04</b> (including the underspend carried forward as of 1 April 2021) and other income received (grant from Chorley Borough Council (£3,877), bank interest and VAT reclaimed). The estimated expenditure as of 31 March 2022 is £13,500.</p>						
<b>2022/23 Budget</b>						
<p>The total suggested budget for 2022/23 is <b>£88,250</b>. This is based on:</p> <ul style="list-style-type: none"> <li>• the allocation of budgets recommended by the Village Development Working Group on 16 December 2021 to deliver the Village Development Plan (Appendix C).</li> <li>• The anticipated underspend carried forward as of 1 April 2022 (approximately £84,000). This does not include the expected grant from Chorley Borough Council,</li> </ul>						

bank interest and VAT to be reclaimed from HMRC.

- Minor adjustments to more accurately reflect expected expenditure under individual budget headings.
- Maintaining a 'General Reserve' of £20,000. It is good practice that the General Reserve is equivalent to the Precept.

At the time of writing this report (20 December 2021), Chorley Borough Council have confirmed that they have not yet agreed the Council Tax Base for Astley Village for the financial year 2022/23 e.g., updating the number of properties in each Council Tax Band. The data for 2021/22 is below. If the Parish Council was to set a similar precept for 2022/23 the anticipated amounts would be very similar.

<b>Actual No of properties</b>	<b>Council Tax Base 2021/22</b>	<b>Parish Precept 2021/22</b> (including top-up Grant)	<b>Parish Top-up Grant 2021/22</b>	<b>Parish Yield 2021/22</b>	<b>Band D Parish Charge 2021/22</b>
1,421	£924.90	£24,227	£3,877	£20,350	<b>£22.00</b>

### **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 2022/23 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.

## 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:

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

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 (20 December 2021), Chorley Borough Council have confirmed that they have not yet agreed the Council Tax Base for Astley Village for the financial year 2022/23 e.g., updating the number of properties in each Council Tax Band. The amounts paid in each band for 2021/22 are below. If the Parish Council was to set a similar precept for 2022/23 the anticipated amounts would be very similar.

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

## Proposed Budget - Financial Year 2022/23 (1 April 2022 to 31 March 2023)

Budget Heading		Budget Sub-Heading	Total Budget (£)
<b>01 - ADMINISTRATION</b>	01-1	Room Hire/ Zoom Subscription	200
	01-2	Office/Sundry	1,000 (1)
	01-3	Insurance	450 (2)
	01-4	Auditors/Accounts	300
	01-5	Election/By-Election/Polls	5,000
	01-6	Employee Costs (Salary, Training etc.)	6,500 (3)
	01-7	Employee Contingency	2,000
	01-8	IT/Website	1,000
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1,500
	02-2	Village Caretaker	500(4)
	02-3	Councillor Training	500
	02-4	Grant Awards/Local Projects & Groups	1,000
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	03-1	Lighting of Christmas Tree/Christmas Carol Singing	800
	03-2	Village Improvements (Renovation of Bus Shelters)	(5)
	03-3	Improve Village Centre & Enhance Village Green	1,000
	03-4	Planter Scheme (including maintenance)	500
	03-5	Tree Planting	2,500 (6)
	03-6	Wildflower Meadows	500
	03-7	Litter Bins	-
	03-8	Respect the Village Campaign	-
	03-9	Finger Post Signs	2,500
	03-10	Gateway Signs and Refurbishment of Millennium Notice Board	2,000(7)
	03-11	Road Safety (Maintenance of Solar-Powered Speed Indicator Devices (SPIDs))	1,000 (8)
	03-12	Grant (Chorley Borough Council) - Astley Hall	2,000
	03-13	Play area and path at West Way Sports Hub	35,000 (9)
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council	500 (10)
<b>04 - GENERAL RESERVE</b>	04	General Reserve	20,000
<b>TOTALS</b>			<b>88,250</b>

- (1) Reduce the Office/Sundry budget from £1,000 to £500 to reflect expenditure.
- (2) It has previously been agreed to increase the Insurance Premium for 2021/22 to £450 to reflect the Insurance Premium 2021-22 (£444.87).
- (3) The Personnel Committee have recommended the Parish Council be recommended to increase the Employee Costs Budget from £6,000 to £6,500 for 2022/23 to cover the increase in salary costs, training etc.
- (4) Reduce the budget for equipment for the Village Caretaker from £1,000 to £500.
- (5) The Project for the Renovation of Bus Shelters is now complete so remove the budget provision (£3,000)

- (6) Reduce the provision for 'Tree Planting' from the Village Development Plan from £5,000 to £2,500. The description in the Village Development Plan will be changed to "To work with and encourage Chorley Borough Council and Lancashire County Council to plant/replace trees removed in Astley Village".
- (7) Reduce the budget for 'Gateway Signs and Refurbishment of Millennium Notice Board' from £5,000 to £2,000 as part of the Project has now been delivered.
- (8) Include a budget for the Maintenance of Solar-powered Speed Indicator Devices.
- (9) There is a separate report on the Council Summons in relation to earmarked financial contribution towards the play area and paths at the West Way Sports Hub.
- (10) The website has been upgraded and Parish Council email addresses have been provided for Parish Councillors. The description in the Village Development Plan will be changed to "Having a presence at the Chorley Flower Festival".



# Astley Village Parish Council

## VILLAGE DEVELOPMENT PLAN UPDATED JANUARY 2022

PROJECTS	ACTIONS	WHEN	BUDGET £
Christmas	Lighting of Christmas Tree/Christmas Carol Singing	Ongoing	800
Improve Village centre & enhance Village Green	Work with Chorley, Places for People, The Astley and shop leaseholder to improve the appearance of Astley Village.	Ongoing	1,000
Planter Scheme	Increase the number of planters throughout the village and expand the “adopt a planter” scheme with residents volunteering to maintain the planters.	Ongoing	500
Tree Planting	To work with and encourage Chorley Borough Council and Lancashire County Council to plant/replace trees removed in Astley Village.	2022/23	2,500
Mini Meadows/Wildflowers Project	Extension of the Mini Meadows of Wildflowers Project to other areas of Astley Village in conjunction with Chorley,	2022/23	500
Litter Bins	Work with Chorley 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 & PFP.  Provide volunteer litter pick equipment for residents/groups for community litter picks.	Ongoing  2022/23	
Finger Post Signs	To provide signage for pedestrians throughout the Astley Village.	2022/23	2,500
Gateway Signs and Refurbishment of Millennium Noticeboard	Refurbish the existing Gateway Signs  Refurbishment of Millenium Noticeboard	2022/23	2,000
Road Safety	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.	2022/23	1,000
Health & Well-Being	To fund play equipment (£30,000) at the new West Way Sports Hub and fund additional footpaths (£5,000).	2021/22	35,000
Improving Community Engagement and Raise the Profile of the Parish Council	Having a presence at the Chorley Flower Festival.	2022/23	500
Safety (Footpaths and Lighting in Astley Village)	Encourage the appropriate bodies to maintain footpath surfaces and lighting throughout Astley Village.	2022/23	



ASSET REGISTER

Date purchased/ acquired	Asset description	Asset stored	Purchase Value/Est'd Value £	Insurance Value £ (Excess £250)
<b>Street Furniture</b>				
<b>£21,261.26</b>				
Prior to 2002	Millenium Noticeboard	Installed at junction of Chancery Road and Hallgate (estimated purchase value)	£500	£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 1905	Oak tree for Queens Diamond Jubilee	On land adjacent to the school, Chancery Road	£48	£250
04 July 1905	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
<b>Totals</b>			<b>£17,169</b>	<b>£21,342</b>
<b>Mowers &amp; Machinery</b>				
<b>£5,150.00</b>				
01 July 2019	Two solar speed identification devices	Installed: one near Wymundsley and one opposite Buckshaw Hall Close	£6,800	£7,000
<b>Totals</b>			<b>£6,800</b>	<b>£7,000</b>
<b>Office Equipment</b>				
<b>£540.75</b>				
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
<b>Totals</b>			<b>£909</b>	<b>£977</b>



**MINUTES OF CHORLEY LIAISON**

**MEETING DATE** Wednesday, 20 October 2021

**MEMBERS PRESENT:** Councillor Gordon France (Chair), Councillor Kim Snape (Vice-Chair),  
Lancashire County Councillors: Julia Berry,  
Chorley Borough Councillors (Chairs of Neighbourhood Area Meetings): Alistair Bradley, Sam Chapman and Debra Platt  
Town and Parish Councillors: Kevin O'Donnell, Ian Horsfield, Craig Ainsworth, Arnold Almond, Tim Blackburn, Helen Drinkall, Karen Wait, Alan Cornwell, Alan Platt, Katrina Reed, Graham Ashworth, Christine Bailey, Paul Dodenhoff, Terry Dickenson, Burton and Colin Evans

**OFFICERS:** Jennifer Mullin (Director of Communities), Ruth Rimmington (Democratic Services Team Leader) and Coral Astbury (Democratic and Member Services Officer)

**APOLOGIES:** Chorley Borough Councillors (Chairs of Neighbourhood Area Meetings): Hasina Khan

**OTHER:**

**21.1 Welcome by the Chair**

The Chair, Councillor Gordon France, welcomed everyone to the meeting.

**21.2 Minutes of meeting Wednesday, 21 July 2021 of Chorley Liaison**

The minutes of the last meeting held, Wednesday 21 July 2021 were agreed as a correct record.

**21.3 Climate Emergency Presentation**

Sally Green (Climate Change Program Officer) delivered a presentation which sought to brief members on the Council's strategic themes, commitments and achievements, ongoing work and the progress with electric vehicle charging points.

The Chair thanked Sally for her attendance and presentation.

**21.4 The route of the Bolton Ironman Race to omit Chorley District Roads**

Graham Ashworth (Heath Charnock) introduced this item and explained that the impact on the Parish was worse now there are two ironmen events a year. Roads are being closed for at least 10 hours, with Heath Charnock being closed first at 6 or 7 AM and not re-opening until 4pm in the afternoon. It was explained that this causes issues for residents who have carers.

The Parish Council had provided alternative routes for the Ironman Race, which would prevent the race from entering the borough of Chorley.

County Councillor Snape explained that the previous Cabinet Member at Lancashire County Council (LCC) for Highways did get the route altered. In summer Ironman stuck to the original route, which came through Anderton on the periphery of Lancashire. However, in September a week's notice was given that there would be a supplementary route which would cut off half of Heath Charnock. Councillor Snape provided that contact would need to be made with the new LCC Cabinet Member for Highways to ensure that the route did not continue to come within the borough.

Councillor Bradley requested that a letter be sent to County Councillor Edwards to remind him of LCC's commitment to keeping the Ironman Race out of Chorley.

## **21.5 Dropped kerbs in the Borough**

The Chair introduced this item as a service request had been received, it was provided that a response had not yet been received from LCC. An update would be provided at the next meeting.

Alan Cornwell (Charnock Richard) explained that LCC had now been out and put black markings down on the pavement where the kerb needed to be dropped.

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

Several questions were received from members of the liaison:

- Concern about clumps of Japanese Knotweed appearing in Anglezarke, County Councillor Snape would report this issue.
- Colin Evans (Whittle-le-Woods) requested an update on the CCTV at Whittle. Councillor Bradley provided that the CCTV was being contributed too by the Parish and there was an idea to tie it back into the wider system. An update would be provided outside of the meeting.
- Colin Evans (Whittle-le-Woods) asked for an update on weeding and hedge trimming. It was explained that the area was overgrown, particularly in Union Street where the Village Hall is. The Chair provided that Officers would request Streetscene to look.
- Alan Platt (Ulnes Walton) explained the Parish concern for the potential new prison which could be built in Ulnes Walton and asked for any support members of the liaison could give in objecting to the application. County Councillor Snape

explained that individual parishes could take the application back and ask their families and friends to raise awareness. However, it is a planning application and there is unsurety as to when it will be heard. Councillor Bradley provided that the authority had expressed concern at the application in relation to highways and the impact on Southport Road. The authority would want to see significant highways enhancements.

### **21.7 Items for Future Meetings**

Graham Ashworth (Heath Charnock) mentioned about the weekly planning list and asked about the possibility of breaking it down further. Councillor Bradley confirmed that this was being looked into by ICT and an update would be provided outside the meeting.

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

None.

Chair

Date

## **Neighbourhood Area Meeting – Chorley North**

**29 September 2021**

Attendance:

Cllrs T Gray, D Platt (in the Chair), A Riggott, C Turner, J Walker, A Lowe, A Morwood, J Sherwood, Cllr B Murray - Chorley Borough Council;

Cllr Arnold Almond – Chair, Astley Village parish council;

Craig Ainsworth – Clerk to Astley Village parish council.

Cllr H Khan – Lancashire CC

Cllr M Clifford – Lancashire CC

### Chorley Borough Council Officers

Jennifer Mullin – Director of Communities

Bernie Heggarty – Neighbourhood Priorities Officer

Ruth Rimmington – Team Leader, Member Services

Clare Gornall – Democratic and Member Services

Apologies: – Cllr D Gee.

### **1. Election of Chair**

Resolved - That Councillor Debra Platt be elected Chair of the Neighbourhood Area Meeting – Chorley North.

### **2. Welcome and Introductions**

The Chair welcomed everyone to meeting and attendees introduced themselves.

### **3. Apologies for absence**

Apologies were received from Cllr Danny Gee.

### **4. Terms of Reference**

Resolved – That the report be noted.

### **5. Empty Properties Update**

Jennifer Mullin, Director of Communities and Bernie Heggarty, Community Engagement presented the report. Bernie Heggarty confirmed that the next update will be presented in context of new electoral ward boundaries so the information would be clearer. In addition Cllr Morwood indicated that for the next Strategy Report to Cabinet, the information regarding empty properties would be listed as the number of households.

Resolved - That the report be noted.

## **6. Chorley North - Neighbourhood Priorities – 2019/20 Project Updates**

Jennifer Mullin, Director of Communities presented the update. She highlighted the work of the Communities Team during the pandemic, e.g. food banks and schools. She indicated that going forward the future priorities identified were:-

- Social isolation
- Food poverty
- Employability

One member stressed that any projects once completed may need ongoing maintenance (e.g. installation of benches). It was noted that there some errors in the text on the information boards at Chapel Steps.

Resolved –

1. That the report be noted; and
2. That Bernie Heggarty ensure that the information displayed on the information boards is correct.

## **7. Chorley North – Selecting 2021/22 Priorities**

Bernie Heggarty emphasized that the priorities should be realistic and achievable in the November – January delivery timescale. Each Neighbourhood Area has a budget of £8k.

Members held in depth discussions around a number of suggestions.

Resolved – i) That the following four priorities be agreed:

1. To arrange Three Community skip / clean up days at identified locations within the neighbourhood area. – Cllrs Platt and Riggott to lead on this priority
2. Install a public access defibrillator at Buckshaw Parkway Station / or surrounding area. (Euxton parish council can maintain). Also liaise with Chorley Run Fit Group who meet at the station – Cllr Riggott and Cllr Platt to lead
3. Community Café to tackle loneliness and vulnerability – Cllr Turner to lead.
4. Bus Shelter which needs restoring, tidying up, painting etc. – joint project with Whittle le Woods parish council – Cllr Walker to lead with Cllr Clifford . Bernie Heggarty to contact Chris Walmsley.

ii) Foxgate Drive play Area was also highlighted by Craig Ainsworth Astley Village parish council clerk. It was agreed that Bernie Heggarty would provide information with regard to funding for this play area.

- iii. Afghan refugees – Jennifer Mullin can provide information that can be shared in relation to specific areas

#### **8. Date of next meeting**

The next meeting is to be held on Monday 31 January 2022 at 6.30pm.

#### **9. Any other items that the Chair decides are urgent**

Resolved – It was agreed that the following items to be placed on the agenda at the next meeting:-

1. Deprivation report – Data will be provided to aid selection of 2022/23 priorities
2. Adoption Report – This is provided annually at the Jan/Feb meetings and will be on the next agenda
3. Proposal to rename the Neighbourhood Area Meeting – it was agreed at this meeting that further discussion around the name of this neighbourhood area is needed and will be an agenda item at next meeting



## Astley Village Parish Council

### Personnel Committee

7 July 2021 at 6.15pm

Present

Councillor Chris Sheldon (Chair) (in the Chair); Councillors John McAndrew and Gillian Sharples.

#### **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 5 'Parish Clerk & Responsible Financial Officer – Review of Contracted Hours' as the report concerned himself.

#### **3. Minutes**

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 19 January 2021 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

#### **4. Exclusion of the Press and Public**

RESOLVED – That the Press and public be excluded from the meeting during consideration of items 5 "Parish Clerk & Responsible Financial Officer – Review of Contracted Hours" (Minute 5) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

#### **5. Parish Clerk & Responsible Financial Officer – Review of Contracted Hours**

The Chair of the Personnel Committee submitted a report (copies of which had been circulated) reminding the Committee that at the last meeting it was agreed that:

(a) the contracted hours for the Parish Clerk & Responsible Financial Officer be increased to 30 hours per month and that this be backdated to 1 August 2020;

(b) the Parish Clerk be requested to continue to keep a record of the hours worked on Parish Council business and the issue be reviewed by the Personnel Committee in six months.

RESOLVED – (1) That the contracted hours for the Parish Clerk & Responsible Financial Officer should remain at 30 hours per month.

(2) That the Contract of Employment & Statement of Particulars for all employees of the Parish Council be reviewed annually by the Personnel Committee.

## **6. Date of Next Meeting**

RESOLVED – (1) That the next meeting of the Personnel Committee be held on Wednesday 17 November 2021 at 7pm at the Community Centre.

(2) That the Parish Clerk be requested to prepare a schedule of HR policies including a review date every five years.

The meeting concluded at 6.31 pm.

Chair





## Astley Village Parish Council

### Personnel Committee

17 November 2021 at 7pm

Present

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

#### **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 5 'Contract of Employment & Statement of Particulars' as the report concerned himself.

#### **3. Minutes**

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

#### **4. Exclusion of the Press and Public**

RESOLVED – That the Press and public be excluded from the meeting during consideration of item 5 “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.

#### **5. 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 for all employees of the Parish Council. The report also included an update on Local Government Pay Claim 2021/22 and that the Government had announced that employees over the age of 23 would receive £9.50 an hour following changes to the National Living Wage which would come into effect from April 2022.

The Parish Clerk reported that Standing Order 14 required that “in every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees” and this had been delegated to this Committee.

In addition, within the Terms of Reference of the Personnel Committee, “the Chair should undertake an annual appraisal for the Parish Clerk and the Clerk will undertake an annual appraisal for the Village Caretaker and any other staff employed by the Parish Council. The Personnel Committee will receive a report outlining the outcome of the annual appraisals undertaken. The Personnel Committee will consider any issues raised.”

RESOLVED – (1) That the track changes to the Contract of Employment & Statement of Particulars for the Parish Clerk and Responsible Financial Officer and Village Caretaker suggested by the Parish Clerk be approved subject to including within the Contract of Employment & Statement of Particulars for the Village Caretaker a summary of duties.

(2) That the update in relation to Local Government Pay Claim 2021/22 and National Living Wage be noted and the Parish Council be recommended to increase the Employee Costs Budget (01-6) from £6,000 to £6,500 for 2022/23 to cover the increase in salary costs, training etc.

(3) That the Parish Clerk be requested to discuss with The Brothers of Charity a mechanism to undertake an annual appraisal for the Village Caretaker.

(4) That the Chair of the Personnel Committee be requested to undertake the annual appraisal for the Parish Clerk on 23 November 2021.

## 6. Schedule of HR Policies

The Parish Clerk reminded the Committee that at the last meeting it was agreed that the Parish Clerk be requested to prepare a schedule of HR policies including a review date every five years. The Committee reviewed the schedule (copies of which had been circulated).

RESOLVED – That the policies/documents be reviewed as follows:

Doc No.	Policy or Document	Created / Reviewed	Meeting/ Review
15	Bullying and Harassment Policy	Reviewed 19/01/21	November 22
16	Equal Opportunities Policy	Reviewed 19/01/21	November 22
17	Health and Safety Policy	Reviewed 19/01/21	November 23
18	Grievance Procedure	Reviewed 19/01/21	November 23
19	Disciplinary Procedure	Reviewed 19/01/21	November 23
20	Councillor/Employee Relations	Reviewed 19/01/21	November 24
21	Training Policy	Reviewed 19/01/21	November 24
23	Terms of Reference for Personnel Committee*	Reviewed 5/05/21	Annually at the Annual Parish Council Meeting in May
24	Sickness Absence Policy/Procedure	Reviewed 19/01/21	November 25
25	Clerk Expense/Reimbursement Policy	Approved 02/09/20	November 25

	Contract of Employment & Statement of Particulars of Employees*	At time of appointment	Annually at the November meeting of the Personnel Committee
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\* Requires annual review

## **7. Date of Next Meeting**

RESOLVED – That the next meeting of the Personnel Committee be held on Wednesday 16 November 2022 at 7pm at the Community Centre.

The meeting concluded at 8pm.

Chair