



## Astley Village Parish Council

### Agenda

To: Members of Astley Village Parish Council.

**YOU ARE HEREBY SUMMONED** to attend the Meeting of the Astley Village Parish Council to be held on **Wednesday 5 July 2023** at 6.30 pm 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 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 4 May 2022. (Enclosed).

**6. 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).

**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).
- iv. To review the Asset Register (Enclosed)

## **9. Review of Village Development Plan**

Councillor Chris Sheldon to report at the meeting (Attached)

## **10. Spring Newsletter 2023**

The Parish Clerk to report at the meeting.

## **11. Chorley Flower Show 2023**

Councillor Emma Barraclough to report at the meeting.

## **12. Christmas Event 2023**

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 (next meeting on 19 July 2023) – Councillor Gillian Sharples
- Friends of Astley Park – Councillor John McAndrew.
- Neighbourhood Area Meeting (NW Parishes and Chorley North) held on 4 July 2023 (Agenda and Key Papers Enclosed) – Councillor Gillian Sharples.

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

To receive the minutes of the Personnel Committee held on Wednesday 7 June 2023 (Enclosed).

## **16. Correspondence**

The Clerk to report at the meeting.

## **17. Matters for information**

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

## **18. Dates of Future Meetings**

To note that the next meeting of the Parish Council will take place on Wednesday 6 September 2023 at 6.30 pm.

### Schedule of Meetings 2023/24

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

- Wednesday 6 September 2023
- Wednesday 1 November 2023

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

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

27 June 2023



# Astley Village Parish Council

<b>Title</b>	<b>Borough/County Councillor Reports</b>					
<b>Report of</b>	<b>Councillors Alistair Morwood, Adrian Lowe and Jean Sherwood, Borough Councillors - Chorley North and Astley (Chorley Borough Council)</b>					
<b>Date</b>	<b>5 July 2023</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	<b>X</b>
<p><b>Purpose of Report</b></p> <p>To consider a report from the Borough Councillors - Chorley North and Astley (Chorley Borough Council).</p>						
<p><b>Key Issues</b></p> <p>Following the May 2023 elections and the start of the new civic year, your ward councillors have once again been appointed to a range of responsibilities. We have continued to attend a range of meetings covering planning, street scene, cabinet, licensing and full council to name a few.</p> <p>We continue to act on a range of topics brought to our attention by our constituents on a range of environmental issues, highways etc. Some of these have been dealt with as Chorley Council matters and others we have brought to the attention of Places for People.</p> <p>The Foxcote and West Way Play Areas have had a range of works completed, but there are one or two small works to be completed. It was disappointing that some vandalism of the West Way Play Area took place shortly after completion, but everything has now been made good. It is understood that negotiations are still ongoing to have a photoshoot opportunity take place with Parish Councillors and local school children to highlight the work that has been done.</p> <p>A number of Community Skip Days have been organised across the Ward during June and July 2023 with councillors attending the recent skip and litter event which happened in Astley Village. A successful skip day was held on St Joseph's Church car park for resident of Thornhill Estate and another event will take place on Lancaster Court for residents in that area. This type of event is proving very popular with residents across the whole of the Borough.</p> <p>An Estate Walkabout at Astley Village organised with Places for People due to take place on 23 June 2023 had to be cancelled and a new date has yet to be confirmed.</p> <p>August is a quiet month in terms of Council business and many councillors and officers</p>						

take the opportunity to go away on holiday. No doubt members of the Parish Council will also take the opportunity of a well earned rest.

**Action required by the Parish Council**

To note the report.



# Astley Village Parish Council

<b>Title</b>	<b>Borough/County Councillor Reports</b>					
<b>Report of</b>	<b>County Councillor Aidy Riggott (Euxton, Buckshaw &amp; Astley) - Lancashire County Council</b>					
<b>Date</b>	<b>5 July 2023</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	X
<b>Purpose of Report</b>						
To consider a report from the County Councillor for Astley Village (Lancashire County Council)						
<b>Key Issues</b>						
<p>I have sought updates and provided a response to Cllr McAndrew's concerns relating to the faulty flashing 'Warning Lights' outside Buckshaw Primary School. I believe that the necessary repairs have been carried out and the lights are now functioning as intended.</p> <p>Following on from my earlier updates on the delivery of my commitment to improve the road surface along Chancery Road. I am pleased to confirm that all the works have now been completed and the left-over signage should be being removed imminently. Chancery Road is much-improved and residents are very pleased with the outcome of the County Council's investment.</p>						
<b>Action required by the Parish Council</b>						
To note the report.						



## Astley Village Parish Council

### Annual Meeting of the Council

10 May 2023 at 7.00pm

Present

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

#### **310.01 Election of the Chair of the Parish Council**

RESOLVED – That Councillor Gillian Sharples be elected Chair of the Parish Council until the next Annual Council Meeting.

Councillor Sharples signed the Declaration of Acceptance of Office and took the Chair.

Councillor Sharples in the Chair

#### **310.02 Appointment of Vice Chair of the Parish Council**

RESOLVED – That Councillor John McAndrew be elected Vice Chair of the Parish Council until the next Annual Council Meeting.

#### **310.03 Apologies for Absence**

No apologies were received.

#### **310.04 Declarations of Interest**

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

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

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

Mr C Ainsworth (Parish Clerk & Responsible Financial Officer) declared an interest in item 21 'Clerk Expense Reimbursement Policy' as the report concerned himself (Minute 310.21).

### **310.05 Public Engagement**

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

No questions/representations were made.

### **310.06 Borough/County Councillor Reports**

Reports from Chorley North and Astley Ward Borough Councillors and County Councillor (Lancashire County Council) (copies of which had been circulated) were considered.

It was proposed to provide a community skip on the Hallgate Car Park on 22 July 2023 between 9.30am and 12 noon funded by Places for People.

It was noted that it was proposed to close Euxton Lane between Preston Road and Strawberry Fields between 8pm and 6am in June 2023 to carry out resurfacing works. Access to South Ribble Hospital would be maintained for staff members and emergency vehicles.

Lancashire County Council had launched a new way to report highway issues via the Love Clean Streets app ([Lancashire.gov.uk/report](https://www.lancashire.gov.uk/report)). This allowed the user to take a photograph and upload it which identified the location of the issue being reported.

RESOLVED – (1) That the report be noted.

(2) That Councillor John McAndrew be requested to provide details of the case number regarding the defective flashing beacon outside Buckshaw Primary School to Councillor Aidy Riggott.

### **310.07 Minutes**

RESOLVED - That the minutes of the meeting of the Parish Council held on Wednesday 1 March 2023 (copies of which had been circulated) be approved as a correct record and signed by the Chair subject to:

Minute 309.07 (Parish Clerk Report) the minute and resolution making it clear that the commemorative plaques were to be located as follows at the new Astley Village Community Garden of Reflection:

New trees (2) – to commemorate Queen Elizabeth II Platinum Jubilee and to mark the coronation of King Charles III.

Benches (3) - to commemorate Queen Elizabeth II Golden and Diamond jubilees and the life of Queen Elizabeth II.

309.10 (Spring Newsletter) the resolution (2) be amended to read "That in view of

there being no longer a caretaker on site at Harewood and Ravensthorpe, the newsletters for these residents be delivered to Councillor John McAndrew to arrange to distribute to residents.

### **310.08 Appointment of Committees, Membership, Terms of Reference**

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider the Appointment of Committees, Membership, Terms of Reference.

RESOLVED - (1) That the following members be appointed to the Personnel Committee:

Councillor Chris Sheldon (Chair).  
Councillor Keith Ashton.  
Councillor Matt Lynch.  
Councillor John McAndrew (Ex-officio).

(2) That the following Working Parties be established and the following Councillors be appointed to them:

#### **General Purposes Working Group**

Councillor Keith Ashton.  
Councillor John McAndrew.  
Councillor Eddie Murdoch.  
Councillor Ian Thomas.

#### **Village Development Working Group**

Councillor Keith Ashton.  
Councillor Emma Barraclough.  
Councillor Chris Sheldon.  
Councillor Ian Thomas.

### **310.9 Review of Standing Orders, Financial Regulations and Scheme of Delegation**

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider/review the Parish Council's:

- Standing Orders.
- Financial Regulations.
- Scheme of Delegation.

RESOLVED - That the Parish Council's Standing Orders as set out in Agenda Item 10 (a) Financial Regulations as set out in Agenda Item 10 (b) and Scheme of Delegation as set out in Agenda Item 10 (c) the report be confirmed subject to the following amendments:

Standing Order 5 (Proper Officer)

"Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, **they** shall be the clerk or nominated officer"

## Standing Order 11

“(1) Subject to (2) and (3) below the Chair may give an original vote on any matter put to the vote and in any case of an equality of votes may give a casting vote whether or not **the Chair** gave an original vote.

## Financial Regulation 11.1.9

“For contracts at an estimated cost of £2,000 or more, but less than £10,000 three competitive quotations shall usually be obtained, and in the case of contracts costing £10,000 or more, public notice inviting tenders shall be given in one or more newspapers circulating in the district. The **Parish Council** may also resolve to invite tenders by newspaper advertisement in other cases, if thought desirable.”

## Financial Regulation 13.3

“The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be reviewed annually.”

### **310.10 Appointment of Council Representatives on Outside Bodies**

RESOLVED – That the following Councillors be appointed to represent the Parish Council on the following Outside Bodies:

- Chorley Liaison – Councillor Gillian Sharples.
- Neighbourhood Area Meeting (NW Parishes and Chorley North) - Councillor Gillian Sharples (Substitute Councillor John McAndrew).

### **310.11 Parish Clerk Report**

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

#### **Register of Members' Interests**

Members were reminded of the need to review on a regular basis and where necessary update their register of members' interests.

#### **Astley Village Community Centre – Improved Community Use**

Following the meeting with Jennifer Mullin, Director of Communities on 9 February 2023 to discuss making better use of the small meeting room at the Astley Village Community Centre during the day for community use, the property Services Team at Chorley Borough Council had confirmed that they did not have any objections to the work and had provided a Schedule of Works estimating the works would cost ££19,925.39. The Parish Council had previously allocated £10,000 to the project and were invited to consider how to proceed.

The Parish Council were reminded that the original intention was to make the room available for St Vincent de Paul Society Chorley Buddies to introduce a Community Larder/ Good Food Club and to run support groups in Astley Village. However they had confirmed that the room was not suitable for this purpose but could be used to run support groups.

### **Astley Village Garden of Reflection**

The Parish Council were reminded that it had been agreed to include commemorative plaques at the new Astley Village Community Garden of Reflection as follows:

- New trees (2) – to commemorate Queen Elizabeth II Platinum Jubilee and to mark the coronation of King Charles III.
- Benches (3) - to commemorate Queen Elizabeth II Golden and Diamond jubilees and the life of Queen Elizabeth II.

Chorley Borough Council had received a quotation from Poppy Signs Ltd for the design, manufacture and installation (2mm Aluminium Anoprinted Plaques) at a cost of £666.02 (excluding of VAT).

- 3 at 290mm x 150mm and Oval Cut.
- 2 at 290mm x 290mm and Circle Cut.
- Installation on site.

### **Neighbourhood Priorities 2023/24 – Improvements to the footpath from Buckshaw Primary School to Great Meadow.**

The Neighbourhood Area Meeting (NW Parishes and Chorley North) had agreed to allocate up to £2,000 towards improvements to the footpath from Buckshaw Primary School to Great Meadow, put forward by the Parish Council as one of four neighbourhood priorities. It was reported that three estimates had now been received by Chorley Borough Council to improve the footpath and the Parish Council were invited to consider allocating funding towards the project.

### **Events/One way system on Chancery Road**

It was reported that Chorley Borough Council had managed to find a way to implement the one way system/road closure on Chancery Road during large events held at Astley Park. This had been implemented for the Coronation Picnic Event and had used a traffic management company to enforce the one way system with motorists for the first time to provide more authority to the closure with motorists. Going forward it was proposed to use the traffic management company to enforce the one way system with motorists.

Concern was expressed that there was no advance warning provided in the bus stops relating to the disruption to the regular bus services and residents did not receive any communications as in the past.

### **Restoration of Astley Hall - Conservation of the painting of Susannah Brooke**

It was reported that the conservator was still working on other large scale projects which were now due to be completed in July/August 2023. Chorley Borough Council had arranged for the painting to be collected from Astley Hall in June/July when there would be technicians working in the hall. This would ensure that work could commence when the conservator had more capacity.

It was agreed that the Parish Council did not have a deadline for the work to be completed because the painting would go on permanent display once it has been conserved (i.e. it is not scheduled for a specific exhibition or display with

timescales).

### **New Signage for West Way Nature Reserve**

Councillor Emma Barraclough reported that a meeting taken place on Wednesday 29 March 2023 to consider what signage or interpretation should be installed. The Parish Council were reminded that it had been agreed to relocate two benches from the Village Green to the West Way Nature Reserve.

### **Publication of Parish Councillor Information**

The Parish Council considered a request received from a Councillor to include a photograph other than themselves on the Parish Council website alongside their contact details. A copy of the image was provided at the meeting.

RESOLVED – (1) That the report be noted.

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

- ICO – Annual Registration £40.00 (including VAT).
- Microsoft - Microsoft 365 Personal £59.99.

(3) That in view of the response from St Vincent de Paul Society Chorley Buddies and the estimate for the works being significantly higher than expected, the funding previously allocated to make better use of the small meeting room at the Astley Village Community Centre during the day for community use be put on hold pending other options being explored.

(4) That approval be given to purchasing the plaques at a cost of £666.02 (excluding of VAT) from Poppy Signs Ltd to enable the plaques at the Astley Village Garden of Reflection to be ordered and installed as soon as possible (03-8)

(5) That the Parish Council agree to allocate £2,500 from the Village Improvement Budget (03-3) towards the proposed improvements to the footpath from Buckshaw Primary School to Great Meadow in addition to the £2,000 already allocated as part of the Neighbourhood Priorities 2023/24 by Chorley Borough Council.

(6) That the Parish Clerk be requested to write to Chorley Borough Council requesting that information be provided in the bus stops relating to the disruption to the regular bus services and residents be sent a letter regarding the restrictions in advance of future road closures.

(7) That the balance of the community grant made to Friends of Astley Park to create a path skirting the edge of Dog Trap Wood and purchase a number of information leaflet distribution containers and special corrosion resistant paint for the information boards (£96.70), be retained by the Friends of Astley Park, to spend on other projects in the Park.

(8) That the Parish Clerk be requested to write to Chorley Borough Council expressing the Parish Council's safety concerns regarding the lack of fencing around the pond at both entrances and requesting them to address this issue.

(9) That where a Parish Councillor has requested that a photograph of themselves be not used on the parish noticeboards, the website and published in the newsletter or any other publications this be replaced with the Parish Council logo.

(10) That the Parish Council agree to continue to provide Parish Councillors with 'avpc.org.uk' email addresses.

### **310.12 Statutory Business**

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

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

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

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

- Single storey rear/side extension and replacement of existing flat roof with new pitched roof to existing rear extension and garage at 1 Long Croft Meadow, Astley Village, Chorley, PR7 1TR (Reference: 23/00177/FULHH). The deadline for any representations was 7 April 2022.
- Part single storey rear extension, part first floor rear extension at 62 Studfold, Astley Village, Chorley, PR7 1UB (Reference: 23/00382/FULHH). The deadline for any representations is 25 May 2023.

RESOLVED – That the report be noted.

### **310.13 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 April 2023.

RESOLVED – That the financial position be noted.

#### (ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 May 2023 and 30 June 2023 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
06/05/23	Employee 4	Reimbursements (March 2023)	77.50		77.50

06/05/23	Employee 4	Reimbursements (April 2023)	27.10		27.10
01/05/23	Easy Web Sites	Monthly rental	66.00	11.00	55.00
23/05/23	Zoom	Zoom Subscription (May 2023)	15.59	2.60	12.99
13/05/23	Employee 4	Salary (May 2023)	335.20		335.20
13/05/23	HMRC	Tax (May 2023)	83.60		83.60
01/06/23	Easy Web Sites	Monthly rental	66.00	11.00	55.00
23/06/23	Zoom	Zoom Subscription (June 2023)	15.59	2.60	12.99
15/06/23	Employee 4	Salary (June 23)	335.20		335.20
15/06/23	HMRC	Tax (June 2023)	83.60		83.60
			<b>1,105.38</b>	<b>27.20</b>	<b>1,078.18</b>

Councillor Emma Barraclough reported that as requested at the last meeting she had investigated the cost of purchasing a banner to promote Parish Council Christmas Carol Singing Event on railings of the road bridge on Chancery Road. The cost of providing a PVC banner (4000mm W x 1000mm H) with a date/time/year sticker was £193.34 plus VAT.

RESOLVED – (1) That approval be given to the payments as detailed above.

(2) That approval be given to purchasing a banner to promote Parish Council Christmas Carol Singing Event at a cost of £193.34 (excluding VAT) from Poppy Signs Ltd.

(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 £1,000 be allocated from general reserves to fund the plaques at the Astley Village Community Garden of Reflection (03-8)

(3) That £3,000 be allocated from general reserves to make a grant to Astley Hall (Restoration of Picture) previously agreed by the Parish Council (03-12)

(4) That the Parish Clerk be requested to approach Chorley Borough Council and Euxton Parish Council to discuss the possibility of Parish Councillors being invited to take part in the induction training provided by them.

(iv) Insurance Policy Schedule and Policy Document

The Responsible Financial Officer invited to consider the renewal of the Parish Council insurance from 1 June 2023. A copy of the Insurance Policy Schedule and Policy Document (with details of the main changes to the updated policy wording) (copies of which had been circulated) were reviewed.

RESOLVED - The Parish Clerk be requested to renew the existing insurance cover with Zurich Municipal Insurance at a cost of £487.33.

(v) Internal Auditors Report and Statement of Accounts for 2022/23

RESOLVED – That the report and assurances provided by the Internal Auditor be noted.

(vi) Annual Governance Statement 2022/23

RESOLVED – As the members of Astley Village Parish Council we acknowledge our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

(vii) Annual Return for the Financial Year 2022/23

It was noted that the Parish Clerk and Responsible Financial Officer had certified that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return had been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority.

RESOLVED – That the following Accounting Statements 2022/23 for Astley Village Parish Council be approved as follows:

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
<b>1.</b> Balances brought forward	<b>73,469</b>	<b>84,345</b>	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies	<b>20,350</b>	<b>20,397</b>	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts	<b>4,673</b>	<b>5,156</b>	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs	<b>6,105</b>	<b>6,530</b>	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments	<b>0</b>	<b>0</b>	<i>Total expenditure or payments of capital and interest made during the year on the authority’s borrowings (if any).</i>
<b>6.</b> (-) All other payments	<b>8,042</b>	<b>22,782</b>	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward	<b>84,345</b>	<b>80,586</b>	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments	<b>84,345</b>	<b>80,586</b>	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
<b>9.</b> Total fixed assets plus long term investments and assets	<b>24,978</b>	<b>31,702</b>	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings	<b>0</b>	<b>0</b>	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>For Local Councils Only</b>	Yes	No	N/A
<b>11a.</b> Disclosure note re Trust funds (including charitable)			
<b>11b.</b> Disclosure note re Trust funds (including charitable)			✓
			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
			<i>The figures in the accounting statements above do not include any Trust transactions.</i>

**Section 2, Box 3: the variance from the prior year (2021/22) for this box is £483 which is above 15%**

Due to COVID-19, the ability for the Parish Council to undertake work in 2020/21 was affected which meant the level of expenditure was lower than had been budgeted for which in turn affected the amount of VAT recovered (£761.68). With the lifting of restrictions in the financial year 2021/22, some of the work planned for 2020/21 was able to be carried out which meant the level of expenditure increased from the previous year which in turn affected the amount of VAT recovered (£942.69). The VAT recovered is claimed after 1 April each year and therefore not reflected in the accounts for the year it was accrued. This trend has continued and the amount of VAT being recovered for 2022/23 is £1,250.78 and will be included in next year's Return.

**Section 2, Box 6: the variance from the prior year (2021/22) for this box is £14,740 which is above 15%**

With the lifting of restrictions in the financial year 2021/22, some of the work planned carried forward from 2021/22 was undertaken in 2022/23 e.g., West Way Nature Reserve (£5,000) and New Finger Post Signs (£1,373.00) resulting in expenditure increasing from £8,042 in 2021/22 to £22,782 in 2022/23

**Section 2, Box 7: the total reserves figure is more than twice Box 2. (i.e., more than £40,794 being twice the Precept levied)**

Below is a breakdown of the reserves held:

- £2,000 - Employee Contingency.
- £35,000 - Earmarked/ringfenced as the Parish Councils contribution to the new play area and paths at the West Way Sports Hub.
- £3,000 - Grant for the restoration of the Picture at Astley Hall.
- £7,000 - Village Improvements (Additional Seating).
- £1,000 - Improve Village Centre & Enhance Village Green.
- £1,000 - Gateway Signs.
- £2,390 – Tree Planting.
- £500 - Wildflower Meadows/Corridors.
- £1,000 - Road Safety Maintenance of Speed Indicator Signs.
- £5,000 - Election/By-Election/Polls Reserve.
- £21,141.25 - General Reserve.

**310.14 Newsletter**

The Parish Council discussed the Spring edition of the Parish Council Newsletter.

It was noted that it was hoped the newsletter would be printed the week commencing Monday 15 May 2023 and distributed from 24 May 2023.

RESOLVED – (1) That the report be noted.

(2) That in view of there being no longer a caretaker on site at Harewood and Ravensthorpe, the newsletters for these residents be delivered to Councillor John

McAndrew to arrange to distribute to residents.

### **310.15 Annual Council Work Programme - Scheduled Items**

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

RESOLVED – That the Annual Council Work Programme (Scheduled Items) be noted and the Chorley Flower Show be added to the agenda in May and July each year.

### **310.16 Environment Reports**

It was reported that the grass verge between the roadway and footpath in front of Ravensthorpe had recently been mown. These areas contained many species of wildflower including Wild Primrose and Cowslip which had not been seen anywhere along Chancery Road. This issue had been raised with Chorley Borough Council and Chris Walmsley, Head of Streetscene and Waste had confirmed that the area had not been mowed by the Council but was investigating whether Places for People had carried out the maintenance.

RESOLVED – That the report be noted.

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

#### Chorley Liaison

The Agenda Pack of the Chorley Liaison meeting held on 22 March 2023 (copies of which had been circulated) were submitted for information.

#### Neighbourhood Area Meeting (NW Parishes and Chorley North)

The minutes from the last meeting held on 9 February 2023 (copies of which had been circulated) were submitted for information. The next meeting was scheduled on 4 July 2023.

RESOLVED – That the reports be noted.

### **310.18 Correspondence**

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 310.11).

### **310.19 Matters for information**

Councillor Matt Lynch reported that on Sunday the 21 May 2023, he would be taking part in The Distinguished Gentleman's Ride with fellow men and women across the globe to raise funds and awareness for prostate cancer and men's mental health on behalf of Movember. Donations could be made via:

[www.gentlemansride.com/fundraiser/MatthewLynch504462](http://www.gentlemansride.com/fundraiser/MatthewLynch504462)

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

RESOLVED – That the Press and public be excluded from the meeting during consideration of item 21 ‘Clerk Expense Reimbursement Policy’ (Minute 310.21) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Confidential Item

### **310.21 Clerk Expense Reimbursement Policy**

The Parish Council considered a report reviewing the existing Clerk Expense/ Reimbursement Policy.

RESOLVED – (1) That the amount per mile be increased to 0.46.9p for vehicles with an engine size between 451 – 999cc and 0.52.2 for vehicles with an engine size above 1000cc with effect from 1 May 2023.

(2) That the working from home allowance, in accordance HMRC rates be increased from £10 to £26 per month (the maximum that can be paid to an employee working from home by their employer ‘tax free’) with effect from 1 May 2023.

(3) That the Personnel Committee be requested to review the Parish Clerk’s Salary Scale.

### **310.22 Date of Next Meeting**

It was suggested that future meetings take place at 6.30pm not 7pm

RESOLVED - It was agreed that the next meeting of the Parish Council would take place on Wednesday 5 July 2023 at 6.30pm and that future meetings commence at 6.30pm.

The meeting concluded at 9.05 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 July 2023</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	<b>X</b>

## Purpose of Report

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

## Key Issues

### Astley Village Garden of Reflection

The Village Development Working Party met on Wednesday 14 June and 20 June 2023 to consider the design and wording for the commemorative plaques at the new Astley Village Community Garden of Reflection. It was agreed:

- All the plaques should be 3mm Aluminium Composite Brushed Silver Panel - 290mm x 150mm and Oval Cut.
- The coronation plaque should be in black on the silver background and the union flag should be deleted on the plaques and all should include the wording "Astley Village Parish Council".
- Three oval plaques marking the Golden Jubilee, the Queens life and the Kings Coronation to go on the benches and two oval plaques to go under the trees marking the Diamond Jubilee and Platinum Jubilee (with oval Face Plate Stakes Square Section Spike).

The cost would be £591.82 (inclusive of VAT)

The design proofs are attached to this report for information.

## Neighbourhood Priorities 2023/24 – Improvements to the footpath from Buckshaw Primary School to Clough Acre

The Parish Council have now made a payment of £2,500 from the Village Improvement Budget (03-3) towards the proposed improvements to the footpath from Buckshaw Primary School to Clough Acre in addition to the £2,000 already allocated as part of the Neighbourhood Priorities 2023/24 by Chorley Borough Council.



The work will be carried out by Andy Hart during the second week in August to avoid the school being open and having space to get materials delivered.

### Defective Flashing Beacon Outside Buckshaw Primary School

County Councillor Aidy Riggott has confirmed that Lancashire County Council are aware of an issue with the school flashing unit close to Buckshaw Primary School. They installed a new unit on 12 May 2023, however following further inspections, the unit appeared to be faulty.

It is understood that it may be a technical issue, so have sought advice from the manufacturer for further assistance. Until they are able to find a resolution, the unit will remain in place but are working continually to find a resolution as soon as possible.

### Community Grant – Friends of Astley Park

That the balance of the community grant made to Friends of Astley Park has been used towards the purchase of two Magenta Bat four bat detectors, which will be available to members of the public attending the bat walks and for our members of the Friends of Astley Park to use.

### **Experimental Traffic order To Make Chancery Road One Way**

As requested, I wrote to Chorley Borough Council requesting that information be provided in the bus stops relating to the disruption to the regular bus services and residents be sent a letter regarding the restrictions in advance of future road closures.

Mr Peter O'Neill, Events Team Leader, Chorley Borough Council has responded stating that due to the late nature of Chorley Borough Council obtaining a way to close the road on one carriageway and the way we did it, the usual notices that Lancashire County Council would have done didn't occur. They will ensure that all bus routes are notified for the flower show and other events where we implement.

With the letters to the residents again due to the late notice, we didn't get the letters out to residents via the Councils mail merge due to staff already being tied into election. Again, they will ensure that we address this for the flower show and other events going forward.

### **New Signage for West Way Nature Reserve**

As requested, I wrote to Chorley Borough Council expressing the Parish Council's safety concerns regarding the lack of fencing around the pond at both entrances and requesting them to address this issue.

Lindsey Blackstock, Open Space Strategy Officer (Chorley Borough Council) asked the Councils Health and Safety Officer to review the situation. They have said that fencing and gates are not necessary around the site boundary but it will be good to incorporate a section about water safety on the new entrance boards and also put in an additional water safety sign before you get to the open water. Chorley Borough Council are updating all of their risk assessments on all water sites and it will be linked to this.

Lindsey is getting the new boards designed and will send through the proofs for comment during June/July 2023. She has also requested the rangers to do some work to the site and the two benches will be installed as part of this.

Unfortunately, the newly installed post and rail fences at the nature reserve have been stripped of most of the rails. This has been repaired by Chorley Borough Council.

### **Unauthorised Occupation of the Pony Field**

The caravans on the Pony Field (next to Derian House) had been removed on Monday 12 June 2023 by bailiffs.

### **Astley Village Estate Walkabout with Places for People**

The Village Estate Walkabout with Places for People on 23 June 2023 10:00-12:00 noon was cancelled. A new date is currently being arranged.

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

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

## Play Area and Path at West Way Sports Hub

The new Play area is now open to the public and Chorley Borough Council arranged for press release and photo opportunity of Parish Councillors and children from Buckshaw Primary School on Friday 30 June at 2:15 pm



## Councillors Training

As requested, I contacted Chorley Borough Council and Euxton Parish Council to discuss the possibility of Parish Councillors being invited to take part in the induction training provided by them.

Ruth Rimmington, Democratic Services Team Leader (Chorley Borough Council) has replied but unfortunately the Induction for new members was held the day after the last Parish Council Meeting (11 May 2023) and was aimed at Borough members.

Euxton Parish Council have no training arranged at the moment but take advantage of the newly revived training on offer from the Lancashire Association of Local Councils:  
<https://www.lalc.org.uk/training.php>

## Derian House – Parking

Derian House have provided an update to the Parish Council on a project they are working on regarding their parking arrangements. They have undertaken surveys on the car park with the interest of expanding it slightly within the grounds. As a result, however it would mean removing some of the green space which is used by our children and families. The new CEO has requested a meeting with the Parish Council to see how we could work together to find a solution together have requested the Parish Council's support in applying to Chorley Council for "green parking" on part of the field next to Derian House.

The Chair of the Parish Council met with representatives from Derian House on 2 June 2023 and an update will be provided at the meeting.

## Christmas Event 2023

To date only one resident has contacted the Parish Council expressing a preference for the event to take place on Saturday 9 December at 7pm.

## Planting/Maintenance of Planters on Chancery Road

Hartwood Maintenance carried out planting/maintenance of the planters on Chancery Road in May 2023.



## Floodlights on the West Way Sports Hub

At the last meeting on 1 March 2023, it was reported that there was a floodlight on each of two stanchions at the West Way Sports Hub which were directly in the vision of car drivers, driving either way around Great Meadow which were blinding drivers and impairing their vision. It was suggested that the angle of the floodlights be adjusted. It is hoped to provide an update at the meeting on 5 July 2023.

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

- Zurich Municipal, Insurance Premium 2023-24 - £487.32 (01-3).
- Hartwood Maintenance, Maintenance of Planters - £280.00 (03-4).
- Chorley Borough Council, Room Hire (Community Centre) - £32.40 (01-1)
- Chorley Borough Council, Improvements to the footpath - £2,500.00 (03-2).
- Printwise, Printing of Spring Newsletter - £775.00 (02-1).
- SLCC, Annual Membership Fee -112.00 (01-6).
- Buckshaw (ROF) Scouts, Delivery of Spring Newsletter - £81.25 (02-1).
- VistaPrint, Information Boards - £56.58 (03-14).

## Action required by the Parish Council

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



3mm Brushed Aluminium Dibond Plaques  
290mm x 150mm

UV Direct Print and Gloss Laminated  
Oval Contour Cut

QTY 3  
3 Different Designs

Artwork as a visual and not representative  
of the final finish/product.

To be fitted to benches.  
Design may need to be adjusted for  
fixings.

Signature \_\_\_\_\_

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



3mm Brushed Aluminium Dibond Plaques  
290mm x 150mm

UV Direct Print and Gloss Laminated  
Oval Contour Cut

QTY 2  
2 Different Designs

Artwork as a visual and not representative  
of the final finish/product.

Fitted onto Post Spikes below trees.  
Final Location TBC with Client.  
Design may need to be adjusted for  
fixings.

Signature \_\_\_\_\_

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



**AGENDA ITEM 7(ii)**

# 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 July 2023</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 application received by Chorley Borough Council:  Single storey rear extension (following demolition of existing conservatory) at 22 Elmwood Astley Village, Chorley, PR7 1UX (Reference: 23/00527/FULHH). The deadline for any representations was 17 July 2023.						
<b>Action required by the Parish Council</b> To note the report.						

**FINANCIAL POSITION - SUMMARY 5 July 2023**  
**Financial Year 2023/24 (1 April 2023 to 31 March 2024)**

			£
<b>Receipts and Expenditure Account</b>			
<b>Receipts</b>			
Precepts			20,543.00
Grant			3,877.00
Refunds			-
Other			-
Bank Interest (Barclays)			155.36
Dividend (Unify Credit Union)			-
Advertisements			-
VAT on Receipts/Recovered			1,250.78
<b>Total Receipts</b>			<b>25,826.14</b>
<b>Expenditure Total</b>			<b>7,344.61</b>
<b>Income &amp; Expenditure Reconciliation</b>			
Balance Brought Forward at 1 April 2023			80,586.00
Add: total receipts to date		+	25,826.14
Less: total expenditure to date		-	7,344.61
<b>Balance</b>			<b>99,067.53</b>
<b>Bank Reconciliation</b>			
Community Account (chequeing account)	26/06/23	+	4,984.41
Business Premium Account	26/06/23	+	89,893.54
Unify Credit Union deposit	01/04/23		5,438.46
Less unrepresented cheques/ET/SO		-	1,248.88
Plus uncleared credits		+	
			<b>99,067.53</b>
<b>Unrepresented cheques/SO/Payments</b>			
July/August			1192.30
Visataprint			56.58
			<b>1248.88</b>
<b>Uncleared Incomes</b>			
			<b>0.00</b>

**AGENDA ITEM 8(ii)**

**PAYMENTS TO BE APPROVED**

July/August 2023

Date	Creditor	Description	Cheque No	Total	Vat	Net
07/07/23	Employee 4	Reimbursements (May 2023)	EB	63.96		63.96
07/07/23	Employee 4	Reimbursements (June 2023)	EB	63.96		63.96
01/07/23	Easy Web Sites	Monthly rental	DD	66.00	11.00	55.00
23/07/23	Zoom	Zoom Subscription (July 2023)	EB	15.59	2.60	12.99
14/07/23	Employee 4	Salary (July 2023)	EB	360.60		360.60
14/07/23	HMRC	Tax (July 2023)	EB	90.00		90.00
01/08/23	Easy Web Sites	Monthly rental	DD	66.00	11.00	55.00
23/08/23	Zoom	Zoom Subscription (August 2023)	EB	15.59	2.60	12.99
15/08/23	Employee 4	Salary (August 2023)	EB	360.40		360.40
15/08/23	HMRC	Tax (August 2023)	EB	90.20		90.20
				<b>1,192.30</b>	<b>27.20</b>	<b>1,165.10</b>

**BUDGET REPORT – 5 July 2023**  
**Financial Year 2023/24 (1 April 2023 to 31 March 2024)**

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
<b>01 - ADMINISTRATION</b>	01-1	Room Hire/ Zoom Subscription	250.00	91.95		158.05
	01-2	Office/Sundry	1,000.00	89.99		910.01
	01-3	Insurance	450.00	487.32		37.32
	01-4	Auditors/Accounts	300.00	-		300.00
	01-5	Election/By-Election/Polls	7,000.00	-		7,000.00
	01-6	Employee Costs (Salary, Training etc)	5,750.00	1,722.92		4,027.08
	01-7	Employee Contingency	1,000.00	-		1,000.00
	01-8	IT/Website	1,000.00	275.00		725.00
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1,500.00	1,757.45		257.45
	02-2	Village Caretaker	-	-		-
	02-3	Councillor Training	500.00	-		500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00	-		2,500.00
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	03-1	Lighting of Christmas Tree/Christmas Event	800.00	-		800.00
	03-2	Village Improvements (Additional Seating & Footpath improvements)	7,000.00	2,500.00		4,500.00
	03-3	Improve Village Centre & Enhance Village Green	1,000.00	-		1,000.00
	03-4	Planter Scheme (including maintenance)	860.00	280.00		580.00
	03-5	Tree Planting and Maintenance	500.00	-		500.00
	03-6	Wildflower Meadows/Corridors	500.00	-		500.00
	03-7	West Way Nature Reserve	-	-		-
	03-8	Astley Village Community Garden of Reflection	1,000.00	-		1,000.00
	03-9	Astley Village Community Centre - Increase community use of the building	10,000.00	-		10,000.00
	03-10	Refurbishment of existing Gateway Signs	1,000.00	-		1,000.00
	03-11	Road Safety (Maintenance of SPIDs)	500.00	-		500.00
	03-12	Grant - Astley Hall (Restoration of Picture)	3,000.00	-		3,000.00
	03-13	Play area and path at West Way Sports Hub	35,000.00	-		35,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council	5,000.00	47.14		4,952.86
<b>04 - GENERAL RESERVE</b>	04	General Reserve	18,909.30	-		18,909.30
Balance Carried Forward from 2022/23	80,586.00					
<b>TOTALS</b>			<b>106,319.30</b>	<b>7,251.77</b>		<b>99,067.53</b>
<b>VAT to be Recovered</b>		<b>£92.84</b>				
<b>Total Spend to Date</b>				<b>7,344.61</b>		

## ASSET REGISTER

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



# Astley Village Parish Council

## VILLAGE DEVELOPMENT PLAN UPDATED JANUARY 2023

PROJECTS	ACTIONS	WHEN	BUDGET £
Christmas	Lighting of Christmas Tree/Christmas Event	Ongoing	800
Improve Village and Enhance Village Green (Additional Seating & New footpath)	Work with Chorley Borough Council, Places for People, The Astley Public House and shop leaseholder to improve the appearance of Astley Village. Providing additional seating throughout the Village. New footpath from Buckshaw Primary School to Clough Acre, Great Meadow.	Ongoing	8,000
Planter Scheme (including maintenance)	Increase the number of planters throughout the village and expand the "adopt a planter" scheme with residents volunteering to maintain the planters.	Ongoing	860
Tree Planting and Maintenance	Work with and encourage Chorley Borough Council and Lancashire County Council to plant/replace trees removed in Astley Village.	Ongoing	500
Wildflower Meadows/ Corridors	Extend the Mini Meadows of Wildflowers Project to other areas of Astley Village in conjunction with Chorley.	Ongoing	500
Litter Bins	Work with Chorley to site additional litter bins as required, particularly near entrances to Astley Park.	Ongoing	
Respect the Village Campaign	Lead a project to keep the Village clean and tidy. Encourage reporting environmental issues to Chorley & Places for People.	Ongoing	
	Provide volunteer litter pick equipment for residents/groups for community litter picks.	2023/24	
West Way Ponds Community Nature Reserve and Wildlife Educational Project	Work with Chorley Borough Council to improve the West Way Ponds Community Nature Reserve.	2023/24	
Astley Village Community Garden of Reflection	Create a Community Garden of Reflection in the village and purchasing a solid "Unknown Tommy Statue" to be displayed during the period of Armistice Day each year.	2023/24	1,000
Gateway Signs	Refurbish the existing Gateway Signs.	2023/24	1,000
Astley Village Community Centre	Reconfigure the existing access arrangements to enable the small meeting room to be used during the day.	2023/24	10,000
Road Safety (Maintenance of SPIDs)	Following the purchase of two permanent solar-powered Speed Indicator Devices (SPIDs) on Chancery Road to deter speeding, to monitor data to identify further action to improve road safety.	2023/24	500
Grant - Astley Hall (Restoration of Picture)	Contribute to the restoration of a picture at Astley Hall.	2023/24	3,000
Play area and path at West Way Sports Hub	Fund play equipment (£30,000) at the new West Way Sports Hub and fund additional footpaths (£5,000).	2023/24	35,000
Improving Community Engagement and Raise the Profile of the Parish Council	Have a presence at the Chorley Flower Festival and display Poppies on lighting columns along Chancery Road.	2023/24	5,000
Safety (Footpaths and Lighting in Astley Village)	Encourage the appropriate bodies to maintain footpath surfaces and lighting throughout Astley Village.	2023/24	

## **Neighbourhood Area Meeting; NW Parishes and Chorley North**

Tuesday, 4th July 2023, 6.30 pm  
Council Chamber, Town Hall, Chorley

### Agenda

- |  |                 |
|--|-----------------|
| <b>1 Appointment of Chair</b>  |                 |
| <b>2 Apologies for absence</b>   |                 |
| <b>3 Welcome and Introductions</b>   |                 |
| <b>4 Terms of Reference</b>  | (Pages 3 - 4)   |
| Please see attached.   |                 |
| <b>5 Minutes of meeting Thursday, 9 February 2023 of Neighbourhood Area Meeting; NW Parishes and Chorley North</b> | (Pages 5 - 8)   |
| Draft minutes of 9 February 2023 attached for approval.  |                 |
| <b>6 Northwest Parishes and Chorley North - Neighbourhood Priorities Updates 22-23</b>                             | (Pages 9 - 16)  |
| Report of the Director of Communities attached.  |                 |
| <b>7 Northwest Parishes and Chorley North - Neighbourhood Priorities Updates 23/24</b>                             | (Pages 17 - 30) |
| Report of the Director of Communities attached.  |                 |
| <b>8 Any other business</b>  |                 |
| <b>9 Date of next meeting</b>  |                 |
| The next meeting will be held on 15 February 2024 at 6.30pm in the Council chamber, Town Hall, Chorley.            |                 |

Chris Sinnott  
Chief Executive

Electronic agendas sent to Members of the Neighbourhood Area Meeting; NW Parishes and Chorley North Councillors Mark Clifford, Danny Gee, Tommy Gray, Hasina Khan, Adrian Lowe, Alistair Morwood, Dedrah Moss, Aidy Riggott, Jean Sherwood, Michelle Brown, Samantha Martin, Chris Snow, Neville Whitham and Joan Williamson.

Meeting contact on or email



Report of	Meeting	Date
Director Communities	Northwest Parishes and Chorley North Neighbourhood Area Meeting	Tuesday, 4 <sup>th</sup> July 2023

## NEIGHBOURHOOD PRIORITIES – 2022/23 UPDATES

Is this report confidential?	No
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Is this decision key?	No
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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### PURPOSE OF REPORT

- To update the group on the delivery and progress of the neighbourhood priorities for completion in 2023

### RECOMMENDATION(S)

- That the report be noted, and any issues/clarification is discussed and agreed at the meeting

### CORPORATE PRIORITIES

- The report relates to the following corporate priorities:

Housing where residents can live well	A green and sustainable borough
An enterprising economy with vibrant local centres in urban and rural areas	<b>Healthy, safe, and engaged communities</b>

### BACKGROUND

- Neighbourhood working has been a key priority for Chorley Council and since 2007 has seen the creation, adoption and implementation of the neighbourhood working model for Chorley which provides bringing together of neighbourhood teams, a funding mechanism to support local initiatives, reinforcement of the role of the ward Councillor in neighbourhoods, partnership working with key local stakeholders and support for relatively deprived and poorly organised neighbourhoods.
- The definition of neighbourhood working adopted is as follows:

**'Working with our partners to improve the quality of life, health and wellbeing of all our citizens and improve the environment of the neighbourhoods in which they live'**

This definition emphasised the need to work on a partnership basis and to address wider issues within our communities such as health but recognises that work and activities that improve the environment and quality of life for our communities is also essential.

6. Neighbourhood working delivery is developed from a twice-yearly neighbourhood area meeting whereby neighbourhood area groups submit expressions of Interest to undertake environmental and community 'Neighbourhood Priority Projects' in their wards/communities.
7. The neighbourhood meetings in January and February of each year provide the mechanism for the neighbourhood groups to identify and agree the preferred projects that are important to the residents of each area. (except 2021/22 due to Covid and boundary changes)
8. June/July area meetings provides an update on the early stages of scoping priority projects and next steps. It is also an avenue to highlight any challenges that may affect delivery which needs to be discussed with area group members and alternative options agreed to be taken forward

**NEIGHBOURHOOD PRIORITIES 2022/23**

9. In the meetings held in January/February 2022 the priorities selected for the Northwest Parishes and Chorley North neighbourhood area were:
  - Creation of a Memorial area at Astley Village and Quiet Garden of Reflection at Euxton
  - To install educational information boards near Buckshaw Village and deliver an eco-project working with St Josephs
  - To install benches at identified locations on Euxton Lane
  - Improvement to the footpath leading from Lady Crosse Drive to Dunham Drive in Whittle-le-Woods
10. A lead officer and lead elected member or parish council representative was identified for each project to take forward delivery throughout the year.
11. The table below provides an overview of the project, works that have been undertaken to date and remaining actions to complete the project;

Priority	Updates	Clarification / potential issues	Anticipated Completion
Part A - Creation of a Memorial area at Astley Village	Site chosen on village green space utilising existing planter. Joint funded project with Astley Village Parish Council. Funds was secured to be able to carry out all intended works which have been complete.	NA	Complete

<p>Part B - Quiet Garden of Reflection at Euxton</p> <p>To create a new attractive and interesting space in the village to give residents an opportunity to sit, relax, remember, and just reflect on loved ones they have lost.</p>	<p>Located in the centre of the village, utilising a piece of land which has been very under used with natural woodland setting</p> <p>Project split in two phases. Neighbourhood project has supported the initial works. This included fencing, path, and banking works</p> <p>Second stage taken forward by Euxton Parish Council. A spec for the works/design is being created</p>	<p>NA</p>	<p>Complete</p>
<p>Part A - To install educational information boards near Buckshaw Village</p>	<p>Working with Euxton Parish Council and Cllr Riggott have created graphics for jogging routes and identified sites for sign to be installed (see Appendix 1 &amp; 2)</p> <p>Offer from RMG to contribute financially to the project (amount TBC) but further signage/waymarking around the running routes required, including potential for an additional lectern at Unity Place or Anderton Crescent play area.</p> <p>Graphics require amendment to incorporate RMG logos. Ongoing dialogue with RMG and Cllr's to be consulted.</p>	<p>Further discussions with RMG to agree broader scope of scheme and RMG financial contribution.</p>	<p>September 2023</p>
<p>Part B - Deliver an eco-project working with St Josephs</p> <p>Wildflower meadow and trees to improve biodiversity in the area and improve mental health</p>	<p>Following discussions with lead members and school it was agreed to plant a wildflower meadow and trees within identified area at St. Joseph's School</p> <p>Wildflower meadow - Ploughing, sowing, and planting was carried out Trees delivered in November and planted by the school</p>	<p>NA</p>	<p>Complete</p>
<p>To install benches at identified locations on Euxton Lane</p>	<p>Sites established to install benches; CAD plan/drawing submitted to LCC to gain approvals</p> <p>Benches installed</p>	<p>NA</p>	<p>Complete</p>

<p>Improvement to the footpath leading from Lady Crosse Drive to Dunham Drive in Whittle-le-Woods</p>	<p>Cllrs highlighted this as an ongoing issue and to seek planning enforcement support</p> <p>Planning have attempted to contact Redrow to discuss working jointly on possible solutions.</p> <p>Following site meeting, Streetscene can carry out general tidy up, small improvements plus regrading of the footpath which will make the site more visual pleasing.</p>	<p>Awaiting response from Redrow regards working together on possible solutions.</p> <p>Small visual improvements can be made by Streetscene while we await any contact from Redrow – but would suggest not regrading as could be wasted depending on future possible works</p>	<p>Ongoing issue</p>
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**IMPLICATIONS OF REPORT**

**Climate change and air quality**

- 12. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

**Equality and diversity**

- 13. N/A

**Risk**

- 14. All priority projects will be scoped accordingly, and risks identified through appropriate policies and procedures. Neighbourhood priorities which require external partners may lengthen timescales on delivery or completion, but in these cases all stakeholders will be notified, and alternative solutions will be proposed and agreed

**Comments of the Statutory Finance Officer**

- 15. Neighbourhood priorities are supported by a £50k annual revenue budget. There are no other financial implications relating to the contents of this report.

**Comments of the Monitoring Officer**

- 16. There are no legal implications arising directly from the report. However, each scheme may give rise to its own legal considerations, for example the need to satisfy the best value duty in the Local Government Act 1999 and comply with Contract Procedure Rules when awarding contracts.

JENNIFER MULLIN  
DIRECTOR (COMMUNITIES)

Report Author:	Email:	Telephone:	Date:
Bernie Heggarty (Neighbourhood Priorities Officer)	bernie.heggarty@chorley.gov.uk	01257 515818	19/06/2023



Report of	Meeting	Date
Director (Communities)	Neighbourhood Area Meeting; NW Parishes and Chorley North	Tuesday, 4 July 2023

## Northwest Parishes and Chorley North - Neighbourhood Priorities Updates 23/24

Is this report confidential?	No
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Is this decision key?	No
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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### PURPOSE OF REPORT

- To update the group on initial delivery and progress of the neighbourhood priorities for completion in 2023/24

### RECOMMENDATION(S)

- That the report be noted, and any issues/clarification is discussed and agreed at the meeting

### CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
<b>Clean, safe and healthy homes and communities</b>	✓	<b>An ambitious council that does more to meet the needs of residents and the local area</b>	✓

### BACKGROUND

- Neighbourhood working has been a key priority for Chorley Council and since 2007 has seen the creation, adoption and implementation of the neighbourhood working model for Chorley which provides bringing together of neighbourhood teams, a funding mechanism to support local initiatives, reinforcement of the role of the ward Councillor in neighbourhoods, partnership working with key local stakeholders and support for relatively deprived and poorly organised neighbourhoods.

5. The definition of neighbourhood working adopted is as follows:

**‘Working with our partners to improve the quality of life, health and wellbeing of all our citizens and improve the environment of the neighbourhoods in which they live’**

This definition emphasised the need to work on a partnership basis and to address wider issues within our communities such as health but recognises that work and activities that improve the environment and quality of life for our communities is also essential.

6. Neighbourhood working delivery is developed from a twice-yearly neighbourhood area meeting whereby neighbourhood area groups submit expressions of Interest to undertake environmental and community ‘Neighbourhood Priority Projects’ in their wards/communities.
7. The neighbourhood meetings in January and February of each year provide the mechanism for the neighbourhood groups to identify and agree the preferred projects that are important to the residents of each area.
8. June/July area meetings provides an update on the early stages of scoping priority projects and next steps. It is also an avenue to highlight any challenges that may affect delivery which needs to be discussed with area group members and alternative options agreed to be taken forward

#### **NEIGHBOURHOOD PRIORITIES 2023/24**

9. In the meetings held in January/February 2023 the priorities selected for the Northwest Parishes and Chorley North neighbourhood area were:
- Improvements to the footpath near Buckshaw Primary School
  - To deliver Community Clean Up initiatives at identified areas in Chorley North, Astley and Euxton
  - Improvements to roundabout in Buckshaw which includes creation of artwork to be installed at the site to give local identity plus general tidy up of existing planting
  - To make environmental improvements at identified areas which includes tree planting at Buckshaw Avenue, Wildflower Meadow at Whittle le Woods, and memorial/fruit trees at Whittle community garden
10. A lead officer and lead elected member or parish council representative was identified for each project to take forward delivery throughout the year.
11. Initially scoping work, where possible, has been undertaken to further understand the proposed priorities and to identify actions required, establish timescales, potential costs and agree expected outcomes.
12. In completing the scoping work there may be some areas where it would be useful to clarify some issues identified. For each of the priorities, the neighbourhood meeting is asked to confirm that the scoping reflects what was expected to be achieved.
13. The table below provides an overview of the scoping work that has been undertaken to date.

Priority	Updates	Clarification / potential issues	Anticipated Completion
<p>Improvements to the footpath near Buckshaw Primary School</p>	<p>Lead officer appointed and scoped out project with Cllrs and Parish Council</p> <p>Works agreed and contractor appointed to carry out the works which is anticipated to be in August as best time due to school being closed</p> <p>See Appendix 1: Scoping Document – Astley Village Path</p>	<p>No significant issues anticipated</p>	<p>September</p>
<p>To deliver Community Clean Up initiatives at identified areas in Chorley North, Astley and Euxton</p>	<p>Working with Lead members have planned delivery of community clean up days in identified areas</p> <p>Each event will have skip provision, collection service for vulnerable residents and community litter picking activity where possible</p> <p>Successful Euxton clean up days delivered at Greenside and Euxton Skate Park</p> <p>Successful clean-up Day delivered at St Joseph’s Church and Lancaster Court</p> <p>Further clean Up planned at Astley Village</p> <p>See Appendix 2 – Scoping – Community Clean Ups</p>	<p>No significant issues anticipated</p>	<p>September</p>
<p>To make environmental improvements at identified areas which includes tree planting at Buckshaw Avenue, Wildflower Meadow at Whittle le Woods, and memorial/fruit trees at Whittle community garden</p>	<p>Lead officer appointed and scoped out project with lead Cllr</p> <p>Wildflower meadow, tree planting works agreed for lead officer to take forward.</p> <p>See Appendix 3: Scoping Document – Environmental improvements</p>	<p>Gaining LCC approvals for tree planting element on Buckshaw Avenue</p>	<p>December</p>
<p>Improvements to</p>	<p>Lead officer appointed and</p>		

<p>roundabout in Buckshaw which includes creation of artwork to be installed at the site to give local identity plus general tidy up of existing planting</p>	<p>organising meeting with lead member to scope out project</p> <p>To follow at later date Scoping Document – Buckshaw Roundabout</p>		
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**IMPLICATIONS OF REPORT**

**Climate change and air quality**

14. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

**Equality and diversity**

15. N/A

**Risk**

16. All priority projects will be scoped accordingly, and risks identified through appropriate policies and procedures. Neighbourhood priorities which require external partners may lengthen timescales on delivery or completion, but in these cases all stakeholders will be notified, and alternative solutions will be proposed and agreed

**Comments of the Statutory Finance Officer**

17. Neighbourhood priorities are supported by a £50k annual revenue budget. There are no other financial implications relating to the contents of this report.

**Comments of the Monitoring Officer**

18. There are no legal implications arising directly from the report. However, each scheme may give rise to its own legal considerations, for example the need to satisfy the best value duty in the Local Government Act 1999 and comply with Contract Procedure Rules when awarding contracts.

JENNIFER MULLIN  
DIRECTOR (COMMUNITIES)

Report Author:	Email:	Telephone:	Date:
Bernie Heggarty (Neighbourhood Priorities Officer)	bernie.heggarty@chorley.gov.uk	01257 515818	20/05/2023

**Neighbourhood Priorities 2023/24: Scoping and planning**

**Neighbourhood area** NW Parishes and Chorley North

**Priority description** Improvements to the footpath from Buckshaw Primary School to Clough Acre on Astley Village. Currently not surfaced and becomes very muddy and therefore slippery at times.

**Lead Member** Cllr Adrian Lowe      **Lead Officer** Lindsey Blackstock

**Estimated funding requirement and cost breakdown** £4,500

**Funding sources (eg Chorley Council / parish / Registered Provider / LCC)** Chorley Council Neighbourhood Priority funding  
Parish Council funding

**Anticipated outputs from the priority** Newly surfaced path that protects the existing tree routes and provides a safe clean route for residents

**Project start** May 2023      **Project end** September 2023

**Key milestones**

	Milestone detail	Start date	Completion Date
1	Draw up specification and get quotes for the path surfacing	April 23	May 23
2	Obtain approvals for finance from Parish Council to cover the extra cost.	May 23	May 23
3	Appoint the preferred contractor and carry out the path work	May 23	August 23
4	Works complete and signed off	August 23	September 23

## **SPECIFICATION - ASTLEY VILLAGE. NEW PATH FROM BUCKSHAW PRIMARY SCHOOL TO CLOUGH ACRE**

### **ACCESS FROM CHANCERY ROAD, ASTLEY VILLGE, PR7 1XP**

Formalise a well-used desire line. A path is to be constructed from compacted aggregate which is approx. 60m long by 1.2m wide. A smooth high quality even all-weather surface is required to allow easy movement of people in wheelchair and pushchairs.

Access to the land is gained from Chancery Road near the entrance to Buckshaw Primary School. Please note that through term time the access path and entrance to the school are very busy and the preferred construction time is after school has commenced in the morning or during school holidays.

Disruption to residents and damage to the highway and existing footpaths are to be mitigated against through a work method statement and risk assessments.

The path goes through an area of mature trees which have exposed roots showing. The health of the trees is important so it is proposed to install edging boards and build the path levels up over the tree roots and carry out minimal excavation. The edging boards will need to be feathered back into the ground levels using any excavated material and bringing in some additional topsoil.



*Photo of path to be formalised with compacted aggregate. Tree roots to be retained and built over.*

The map below shows the location of the 1.2m wide aggregate path at a length of 60m.



**BILL OF QUANTITY**

Item	Description	Qty	Unit	Rate	Amount	
					£	p
1	PRELIMIARIES (including site security, welfare, storage etc)		ITEM		£300	00
2	FOOTPATH CREATION. Gently excavate to 50mm to install edging boards and retain soil for reuse to feather in. Minimal scraping off to create a tray to avoid damaging tree roots 1200mm wide for approx. 60m.  Install timber edging boards along path. (150x38mm) secured with pegs (50x450mm) at 1200mm centres  Supply and install terram sheeting to base of tray  Supply and compact MOT Type 1 to a depth of 100mm along full length of footpath  Supply and compact aggregate 10mm or 6mm to dust to a depth of 20mm with camber 1:40 along full length of path of Black Limestone or similar approved  Additional topsoil to feather in and secure raised edging boards	60m length x 1.2m width x 0.15 depth	ITEM		£480	00
					£862	00
					£320	00
					£880	00
					£880	00
					£500	
3	Reinstate site, tidy and make good		ITEM		£200	00
	<b>TOTAL COST</b>				£4422	00

The appointed contractor will be expected to provide Risk Assessments, Method Statement, CoSHH assessments and Insurance details in line with CDM regulations prior to starting on site. Searches have been carried out for services and non are known to be present. Scanning before digging is however recommended.

**Neighbourhood Priorities 2023/24: Scoping and planning**

**Neighbourhood area** Northwest Parishes and Chorley North

**Priority description** Community Clean Up / Skip Days

**Lead Member(s)** Euxton Parish Council, Cllr Platt, Sherwood and Lowe

**Lead Officer** John Hill

**Estimated funding requirement and cost breakdown** Skips and Driver Cost approximately £359 but can change (increase / decrease) dependant on amount of waste generated. Scale 5 Officer costs £37.67 per hour and scale 3 Officers cost £33.22 per hour – In total approximately £355 for 5 hours work

**Funding sources (eg Chorley Council / parish / Registered Provider / LCC)** Chorley Council Neighbourhood Priority Funding, Parish Councils and Places for People

**Anticipated outputs from the priority** To make / improve a cleaner safer, neighbourhood for residents and to encourage community involvement concerning waste management and the environment.

**Project start** March 2023

**Project end** August 2023

## Key milestones

	Milestone detail	Start date	Completion Date
1.	Contact made with Parish Council and Councillors and agreed skip dates for 25 <sup>th</sup> March and 1 <sup>st</sup> April 2023. Relevant clean-up day documents and posters sent to responsible person	14/03/2023	14/03/2023
2.	Orders skips from Suez for skip days	14/03/2023	14/03/2023
3.	Arranged for Street Scene Officers and Enforcement Officer for collections and supervision	14/03/2023	14/03/2023
4.	Delivery of Euxton Skip Day 1 - Euxton Skate Park	25/03/2023	25/03/2023
5.	Delivery of Euxton Skip Day 2 - Greenside	01/04/2023	01/04/2023
6.	Meet Councillor Lowe and Sherwood to arrange skip days at Springs Road Car Park	27/04/2023	27/04/2023
7.	Event Plan created and order skip etc.	27/04/2023	27/04/2023
8.	Organise delivery of leaflets on the estate	31/05/2023	31/05/2023
9.	Make final checks with all involved in Northgate skip day	31/05/2023	31/05/2023
10.	Run Skip Day and review afterwards	17/06/2023	17/06/2023
11.	Meet Michelle Newman Places for People and agreed Skip Day at Astley Village Hall gate Car Park (22/07/2023). Places for People will pay for skips and Chorley Council will provide officers for supervision and collections.	27/04/2023	27/04/2023
12.	Skip Ordered from Suez along with other skip day list and also sent to council support officers concerning supervision and collections on the skip days.	27/04/2023	27/04/2023
13.	Sent relevant skip day documents to Michelle and Liz (Places for People) and posters template so they can distribute in their areas Astley Village and Lancaster Court.	10/05/2023	10/05/2023
14.	Run Lancaster Court Skip Day and review afterwards	24/06/2023	24/06/2023
15.	Final checks on Astley Village skip day and confirm	11/07/2023	11/07/2023
16. 27	Run Astley Village Skip Day and review afterwards	22/07/2023	22/07/2023

**Neighbourhood Priorities 2023/24: Scoping and planning**

**Neighbourhood area** Northwest Parishes & Chorley North

**Priority description** To make environmental improvements at identified areas which includes tree planting at Buckshaw Avenue, Wildflower Meadow at Whittle le Woods, and memorial/fruit trees at Whittle community garden

**Lead Member** Cllr Moss **Lead Officer** Sean Blake

**Estimated funding requirement and cost breakdown** £800

**Funding sources (eg Chorley Council / parish / Registered Provider/LCC)** Chorley Council

**Anticipated outputs from the priority**

- Create better Health & wellbeing to residents of Whittle
- Improving biodiversity within rural areas
- Helps to take pollutants out of the air

**Project start** 1/05/2023 **Project end** 1/03/2024

**If any... Anticipated issues?**

- Issue - Getting LCC agreement regarding planting the trees on Buckshaw Avenue

**Key milestones**

	Milestone detail	Start date	Anticipated Completion Date
1	Preparation for the wildflower area	7 <sup>th</sup> June	8 <sup>th</sup> June
2	Seed wildflower area	12 <sup>th</sup> June	12 <sup>th</sup> June
3	Get agreement from LCC for planting trees on Buckshaw Ave	13 <sup>th</sup> June	Sept 2023
4	Source fruit trees from local suppliers	Nov 2023	Nov 2023
5	Plant fruit trees at the Whittle Community Garden	Nov 2023	Dec 2023



## Astley Village Parish Council

### Personnel Committee

7 June 2023 at 6.30 pm

Present

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

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

RESOLVED – That Councillor Chris Sheldon be elected Chair of the Personnel Committee until the next Annual Parish Council Meeting.

*Councillor Sheldon in the Chair.*

#### **2. Apologies for Absence**

There were no apologies.

#### **3. Declarations of Interest**

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

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

#### **4. Minutes**

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 23 November 2022 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

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

RESOLVED – That the Press and public be excluded from the meeting during consideration of item 6 "Review of Parish Clerk's Salary Scale" (Minute 6) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

#### **6. Review of Parish Clerk's Salary Scale**

At the Parish Council Meeting on 10 May 2023, it was agreed that the Personnel Committee be requested to review the Parish Clerk's Salary Scale. It was reported that the Personnel Committee had delegated powers to deal with all personnel, employment, and recruitment issues, including Pay & Conditions and any other

action as directed by full Parish Council.

The Parish Clerk and Responsible Financial Officer submitted a report (copies of which had been circulated) outlining the approach to job evaluation, agreed by the National Association of Local Councils and the Society for Local Council Clerks Joint Agreement on Terms and Conditions.

RESOLVED - (1) That the pay grade of the Parish Clerk be increased to LC2 and the Parish Clerk be appointed on point 21 with effect from 1 June 2023.

(2) That the single salary point (a 'spot salary') be reviewed by this Personnel Committee in November 2023 including whether to revert to the salary rising annually, by automatic increase on the 1st of April each year (or such other date as may be agreed between NALC and SLCC) by incremental steps, to the scale maximum.

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

RESOLVED – That the next meeting of the Personnel Committee be held in November 2023 at 6.30 pm at the Community Centre at a date determined by the Parish Clerk in consultation with the Chair of the Personnel Committee.

The meeting concluded at 7.40 pm

Chair