



Astley Village Parish Council

Meeting of the Council 2 July 2025 at 6.30pm

Present

Councillor John McAndrew (Vice-Chair) in the Chair; Councillors Keith Ashton, Neil Forkin and Ian Thomas.

323.01 Apologies for Absence

Apologies were received from Councillors Elaine Bibby, Gillian Sharples and Chris Sheldon.

The Parish Clerk reported that Councillor Elaine Bibby had offered her apologies for this meeting and the Parish Council Meeting on 3 September due to due to holidays. It was reported that Councillor Bibby had been unable to attend the Annual Council Meeting on 7 May 2025.

The Parish Clerk reported that where a member was unable to attend any meeting of the Parish Council for a period of six consecutive months following the date of their last attendance, they automatically cease to be a member of the Parish Council, unless the Parish Council has resolved to approve a reason for an extended absence.

Councillor Bibby had requested the Parish Council to consider waiving the requirements of Section 85 (1) of the Local Government Act 1972 and had indicated that she would attend the Parish Council Meeting on 5 November 2025.

RESOLVED – That the Parish Council authorise any absence from attendance at meetings by Councillor Elaine Bibby until the end of November 2025 in accordance with S85 (1) of the Local Government Act 1972.

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

Councillor Neil Forkin declared a Disclosable Pecuniary Interest in item 7. Statutory Business (Planning Issues) (Minute 323.07) as the applicant for planning permission as withdrew from the meeting and took no part in the discussion or vote on this item.

323.03 Public Engagement

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

Residents suggested that the Wildflower Meadows/ Corridors were attracting vermin near Ravensthorpe and requested that the verges be returned to grassed areas and wildflowers be planted in raised planters. They believed the Wildflower Meadows/ Corridors made the village look untidy and was not appealing visually to residents or visitors.

A Councillor suggested that residents contact the Environmental Health Department at Chorley Borough Council to request the Pest Control Team to install boxes to control the rats.

Residents suggested that additional litter bins should be provided throughout the village especially near Merefield together with drop crossings adjacent to the bus stops.

It was noted that waste and rubbish was being accumulated at the rear of the shops at Hallgate and it was suggested that the Waste Management Team at Chorley Borough Council should remind the landlord of their responsibilities.

Borough Councillor Adrian Lowe stated that he would request Streetscene (Chorley Borough Council) to undertake planting in the stone planter at the corner of Hallgate and for the area around Merefield and Ravensthorpe to be trimmed back. Consideration would be given an additional litter bin near Merefield.

He undertook to notify the Environment Health Department (Chorley Borough Council) of (i) the rat issue and would liaise with Places for People and (ii) the concern over the waste and rubbish accumulated at the rear of the shops at Hallgate.

323.04 Borough/County Councillor Reports

Reports from Chorley North and Astley Ward Borough Councillors and County Councillor (Lancashire County Council) (copies of which had been circulated) were considered. It was reported that Borough Councillor Alistair Morwood, had sent his apologies as he was unable to attend the meeting due to mayoral engagements and County Councillor Aidy Riggott had also sent his apologies.

Councillor Adrian Lowe reported that following complaints from a resident at Judeland, the Chancery Road underpass had been swept and cleared by Chorley Borough Council's Streetscene Team on 1 July 2025. It was noted that the maintenance of the underpass was the responsibility of Lancashire County Council.

RESOLVED – That the reports be noted.

323.05 Minutes

RESOLVED - That the minutes of the Annual Parish Council Meeting held on Wednesday 7 May 2025 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

323.06 Parish Clerk Report

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

In particular the following issues in the report were discussed:

Chorley Silver Brass Band

The Parish Council had previously contacted Chorley Silver Band regarding playing at the Parish Christmas event. The new Secretary had contacted the Parish Council to introduce themselves and enquire if the Parish Council had any activities planned over the next year for which the Parish Council would like a brass band to perform, including the Parish Christmas event.

Proposed Planting at the Astley Village Garden of Reflection

The Estates Team at Chorley Borough Council were in the process of preparing a licence agreement stating that the Parish Council would be responsible for the maintenance of the new planting at the Astley Village Garden of Reflection.

It had previously been acknowledged that the permission of Chorley Borough Council would be required to undertake planting on their land and the future maintenance needed to be considered e.g. would this be undertaken by the Parish Council contractor.

Neighbourhood Priority Scheme for 2025/26

The recommendation of the Neighbourhood Area Meeting (NW Parishes and Chorley North) on Monday, 24 February 2025 for the Executive Member to approve the bid on behalf of the Parish Council to the Neighbourhood Priority Scheme for £2,500 to upgrade the Path from Chancery Road, through Dam Head Wood to Astley Park has been confirmed.

It was reported that it was understood that the officer allocated to the project by Chorley Borough Council had expressed concerns about the viability of the project as it may be necessary to cut down some trees to make the path safe, which the Borough Council and the Parish Council would not support as this ancient woodland.

It was suggested that if the project could not go ahead as originally proposed, the Parish Council should request that the funds to be allocated to improve the footpath through Judeland Wood, e.g. the section from in front of 81 The Farthings down into the Astley Park.

Proposed Improvements to the Chancery Road Underpass

At the last Meeting last week, approval was given to the following work at the Chancery Road underpass by Bryan Lee Builders:

- Replace sleepers - £2,340.05 + VAT
- Prepare and paint handrails apply two coats of black metal paint - £1,410.15 + VAT.
- Replace the missing brickwork and repointing various sections as discussed on site between Bryan Lee Builders and Councillor Chris Sheldon at a cost £594.20 (including VAT) but that in view of the further damage to the brickwork, the contractor be requested to confirm the quotation previously provided.

The contractor had confirmed that the previous quote (£594.20 including VAT) to replace the missing bricks and repointing various sections and these works together with painting the handrails had been completed but to date the sleepers on the school side had not been replaced.

The Parish Council had received several complaints regarding the damage caused in recent weeks and the brickwork has been removed following replacing and pointing brickwork. Bryan Lee Builders had stated that they could replace the bricks again however they felt this would keep occurring and had suggested removing the new bricks and tiding the bedding area.

It was suggested that if vandalism could not be curbed or mitigated removing more bricks would just exacerbate the poor appearance of the current brickwork.

Finger Post Signs

The Parish Clerk had written Chorley Borough Council requesting a licence for four new finger post signs:

- Two fingers directing pedestrians to Finger 1 - Astley Park via the tarmac path and Finger 2 - woodland path.
- Two fingers (just before Merefield) directing pedestrians to Finger 1 - Astley Village Centre (via Chancery Road) Finger 2 – Astley Park.
- One Finger directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow and the same wording on a second one finger post at the other side of the pond to provide continuation.

Chorley Borough Council had confirmed that the signs were acceptable and would prepare a new licence agreement once the exact locations had been confirmed. They have also apologised for the oversight in not responding earlier.

Michelle Newman, Community Housing Manager had confirmed that Places for People were agreeable to installation of a fingerpost sign on their land at the proposed location.

West Way Sports Hub - Proposed Active Track

It was reported that consultants had now finished the feasibility study and taking account of the feedback had produced a design for the Active Track at West Way Sports Hub in Chorley. Sport England, Lancashire FA and Chorley Council

Development Management had confirmed in writing that they were happy with the scheme and no formal permissions were required. Details of the proposed scheme and design had been appended to the Parish Clerks report and as a Stakeholder, Chorley Borough Council had invited the Parish Council to provide feedback on these proposals (including the track design).

It was suggested that the proposed Active Track design looked good and the Parish Council should provide £15,000 toward the project.

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:
 - Sue Edwards - Internal Audit 2024/25 £75.00.
 - Post Office Counters Ltd - Postage-Parish Council Summons £1.15.
 - Post Office Counters Ltd – Postage £1.55.
 - Post Office Counters Ltd – Stamps £6.96.
 - Co-op - Envelopes £2.10.
 - Amazon - Charging Lead £11.61.
 - Richard Ryan Lighting - Christmas Lights (Payment 1) £898.00.
 - Printwise - Spring Newsletter 2025 £790.00.
 - Printwise - Councillor Recruitment Leaflet £85.00.
- (3) That Chorley Silver Brass Band be invited to play at the Parish Christmas event on Friday 5 December 2025.
- (4) That the Parish Clerk in consultation with the Chair be authorised to sign the licence agreement stating that the Parish Council would be responsible for the maintenance of the new planting at the Astley Village Garden of Reflection.
- (5) That the Parish Clerk be requested to advise DWG (NW) Limited that the Parish Council would be agreeable to the scheme being delivered in phase's if sourcing the plants was an issue.
- (6) The Bryan Lee Builders be requested to consider the feasibility and cost of replacing where possible the brickwork with wooden sleepers and that the sleepers on the school side of the underpass be replaced as soon as possible.
- (7) That the Parish Clerk in consultation with Councillor Chris Sheldon be requested to confirm with Chorley Borough Council the location of the new Finger Post Signs to enable Chorley Borough Council to prepare a new licence agreement and obtain a quote for the purchase and installation of the fingerpost signs from the previous supplier.
- (8) That should the project to upgrade the Path from Chancery Road, through Dam Head Wood to Astley Park not be viable, Chorley Borough Council be informed that the Parish Council would wish to see the £2,500 allocated from the Neighbourhood Priority Scheme used to improve the footpath through

Judeland Wood, e.g. the section from in front of 81 The Farthings down into the Astley Park.

- (9) That the proposed design for the Active Track at the West Way Sports Hub be supported and £15,000 be allocated toward the project.
- (10) That the Parish Clerk be requested to contact Tim Horobin, Prevent Delivery Officer from the Community Safety Team at Blackburn with Darwen Borough Council to enquire whether it was possible to deliver training on Prevent to members of the Parish Council via Zoom.

323.07 Statutory Business

(i) Co-option to the Parish Council Vacancies

It was reported that Matt Lynch had resigned as Parish Councillor with immediate effect on 2 July 2025.

The Parish Clerk reported that there had been no applications received for the three vacancies on the Parish Council since the last meeting of the Parish Council.

RESOLVED – The Parish Clerk be requested to invite expressions of interest 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 application received by Chorley Borough Council:

- proposed single storey rear extension measuring 3.37m in depth, with eaves height of 2.58m and a maximum height of 3.55m at 20 Wymundsley, Astley Village, Chorley, PR7 1UT (Reference: 25/00428/PDE).

The deadline for any representations was 4 June 2025.

RESOLVED – That the report be noted.

323.08 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 16 June 2025.

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 July 2025 and 31 August 2025 as follows:

| Date | Creditor | Description | Total (£) | Vat (£) | Net (£) |
|------------|----------------|---------------------------------|-----------------|-------------|-----------------|
| 04/07/2025 | Employee 4 | Reimbursements (May 2025) | 60.24 | | 60.24 |
| 02/07/2025 | Employee 4 | Reimbursements (June 2025) | 43.62 | | 43.62 |
| | | | | | |
| 01/07/2025 | Easy Web Sites | Monthly rental | 72.6 | 12.1 | 60.5 |
| 23/07/2025 | Zoom | Zoom Subscription (July 2025) | 15.59 | 2.6 | 12.99 |
| 15/07/2025 | Employee 4 | Salary (July 2025) | 415.1 | | 415.1 |
| 15/07/2025 | HMRC | Tax (July 2025) | 103.6 | | 103.6 |
| | | | | | |
| 01/08/2025 | Easy Web Sites | Monthly rental | 72.6 | 12.1 | 60.5 |
| 23/08/2025 | Zoom | Zoom Subscription (August 2025) | 15.59 | 2.6 | 12.99 |
| 13/08/2025 | Employee 4 | Salary (August 2025) | 414.9 | | 414.9 |
| 13/08/2025 | HMRC | Tax (August 2025) | 103.8 | | 103.8 |
| | | | | | |
| | | | 1,317.64 | 29.4 | 1,288.24 |

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

(iii) Spend Against Budget Headings

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

RESOLVED – (1) That the report be noted.

(2) That the Parish Clerk be requested to purchase additional heavy duty black Bin liners refuse sacks and hi vis jackets for the monthly litter picks.

(iv) Asset Register

The Parish Clerk submitted the updated Asset Register (copies of which had been circulated).

RESOLVED – That the changes proposed to the Asset Register be approved.

323.09 Review of Village Development Plan

The Parish Council reviewed the Village Development Plan (copies of which had been circulated).

RESOLVED – (1) That the Village Development Plan be noted.

(2) That the Parish Clerk be requested to contact Hartwood Maintenance requesting that them to plant the summer bedding in the planters along Chancery Road as soon as possible.

(3) That Councillor Elaine Bibby be requested to agree with Hartwood Maintenance a planting scheme for each planter and a schedule of when the works should take place in Spring and Autumn each year.

323.10 Christmas Event 2025

The Parish Clerk invited the Parish Council to consider the arrangements for the Parish Christmas event on Friday 5 December 2025. The Parish Clerk reported that the Community Centre had been booked from 5pm until 9pm.

RESOLVED – (1) That following the Christmas singing around the Christmas Tree at 6pm, refreshments be made available in the Community Centre and the Parish Clerk be authorised to approve the associated expenditure from within the existing budget allocated.

(2) The Parish Council should again purchase selection boxes for every child at Buckshaw Primary School as they had for the last three years.

(3) That members of AKoustic be invited to play during the evening.

(4) That Councillor John McAndrew be requested to invite Buckshaw Primary School to attend and consult them on how the school could be involved in the event.

323.11 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

It was reported that the next meeting would be held on Wednesday, 16 July 2025 at 6.30pm. The Parish Council were invited to suggest any items for inclusion on the agenda. The minutes from the last meeting on Wednesday, 19 March 2025 are attached for information.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

It was reported that the next meeting would be held on Tuesday 22 July 2025 at 6.30pm.

RESOLVED – That the report be noted.

323.12 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 323.06).

323.13 Date of Next Meeting

It was noted that the next meeting of the Parish Council would take place on Wednesday 3 September 2025 at 6.30 pm.

The meeting concluded at 8.10 pm.

Chair