



Astley Village Parish Council

Meeting of the Council 5 November 2025 at 6.30pm

Present

Councillor Gillian Sharples (Chair) in the Chair; Councillor John McAndrew (Vice-Chair); Councillors Keith Ashton, Elaine Bibby, Neil Forkin, Chris Sheldon and Councillor Ian Thomas.

325.01 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.

325.02 Public Engagement

Members of the public are invited to put questions/make representations to the members of the Parish Council. No issues were raised.

325.03 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. Councillors Alistair Morwood and Jean Sherwood attended the meeting and reported on the following:

Partnership Street Surgery

The Partnership Street Surgery organised by Places for People had taken place on 30 September 2025 and was attended by the Borough Ward Councillors, Parish Councillors John McAndrew and Ian Thomas, the Police and Fire Service.

Improvements to the Chancery Road Underpass

The Parish Council had requested the Borough Ward Councillors to support a project to tidy up the brickwork and vegetation around the entrances each side of the underpass. It had been agreed to carry out the works under the 'Big Impact Scheme' and the Director of Property and Planning (Chorley Borough Council)

and Councillor Adrian Lowe would be contacting the Parish Council to discuss the proposed improvements.

Astley Village Community Centre

Chorley Borough Council had been successful in securing grant funding to improve the energy efficiency of Astley Village Community Centre. This included the installation of heat pumps, solar, wall and roof insulation and new windows. Unfortunately, there was a need to close the facility for a temporary period (approximately 10–16 weeks), commencing from January 2026.

Introduction of Car Parking Charges on Hallgate Car Park

Parking charges and restrictions between 8am and 5pm (Monday-Sunday) had been introduced on the Hallgate Car Park from 5 November 2025, and there had been evidence of displaced parking on Hallgate which was being monitored, if necessary, traffic regulation orders would be considered to prevent parking on Hallgate (and surrounding roads).

The small car park located between Astley community centre and Oliver House School had around eight spaces, which were owned by the Council. These spaces had been allocated to the school and tied to the rental agreement they had in place with the councils regarding Astley community centre. However, discussions were taking place between Chorley Brough Council and Oliver House regarding potential concessions for the school staff.

RESOLVED – (1) That the reports be noted.

(2) That the Parish Clerk be requested to explore meetings of the Parish Council taking place in the Community Room at the West Way Sports Hub during the works taking place at the Astley Village Community Centre in 2026.

325.04 Minutes

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 3 September 2025 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

325.05 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.

Neighbourhood Priority Scheme for 2025/26

It was reported that two quotes had been received for the path works from The Farthings to Astley Park and the lowest quote was received was £4,200. It was noted that the cost of the works had been estimated to cost £5,000 (£2,500 Neighbourhood Priority Scheme and £2,500 Parish Council). As the lowest quote was within the budget agreed by the Parish Council, the Parish Clerk under delegated powers had authorised the appointment of the contractor.

This had enabled the contractor to start work on 3 November 2025 and a letter had been sent to residents living directly in the cul-de-sac adjacent to proposed

works on Friday 31 October 2025 explaining what works were taking place. It was expected that the works would be completed by Friday 7 November 2025.

Finger Post Signs

An update was provided in relation to obtaining permission to install four new finger post signs at the following locations:

- Two fingers directing pedestrians to Astley Park via the tarmac path - Finger 1 - and woodland path - Finger 2 - (at The Farthings).
- Two fingers directing pedestrians to Astley Village Centre (via Chancery Road) – Finger 1 and Astley Park – Finger 2 (at Long Copse/ Merefield).
- One Finger directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow (Derian House)
- One Finger directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow at the other side of the pond to provide continuation (Derian House).

It was noted that Chorley Borough Council had granted permission for the installation of signs on land within their ownership at The Farthings and at Long Copse/ Merefield.

Places for People had granted permission for the installation of a fingerpost sign on land within their ownership directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow.

The Parish Council had indicated two potential sites for the fourth sign also directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow. The “preferred” location was on land within the ownership of Lancashire County Council as it was within the Highways and they would need to give formal consent. The “alternative” location was within Chorley Borough Council’s ownership and had indicated they would give consent.

Lancashire County Council had indicated that they had no objections, but this would need to be formalised. The Parish Council were asked to agree whether they wish to pursue the “preferred” location for the fourth sign with Lancashire County Council.

Lancashire Parish and Town Council Conference - Saturday 1 November 2025

Councillor Ian Thomas provided a report following his attendance at Lancashire Parish and Town Council Conference on Saturday 1 November 2025.

Chorley Area Committee of LALC - Monday, 3 November 2025

It was noted that Councillors Chris Sheldon, Ian Thomas and the Parish Clerk had attended the Chorley Area Committee of LALC on Monday, 3 November 2025. The Chief Executive of Chorley Council, Chris Sinnott, had made a presentation on local government re-organisation in Lancashire and the future of Chorley Council and the various options being proposed. The Parish Council discussed whether the Parish Council should debate the options at a future meeting and agree the Parish Council’s preferred option.

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:

- livedrive Internet Limited, livedrive Subscription £30.00.
- Chorley Borough Council, Room Hire (Community Centre) £160.00.
- Chorley MBC, Path works from The Farthings to Astley Park £2100.00.
- DWG (NW) Limited Garden of Reflection Planting Scheme £1,860.00.

(3) That endorse the decision of the Parish Clerk in accepting the lowest quote of £4,200 in respect of the path works from The Farthings to Astley Park.

(4) To pursue the “alternative” location for the fourth sign directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow within Chorley Borough Council’s ownership to enable all four fingerpost signs to be installed as soon as possible.

(5) That Councillor Sheldon be requested to review the proposed wording on both sides of all fingers on all 4 systems to enable the Parish Clerk to place the order with White Hill Direct Ltd:

“Astley Park via the tarmac path” but “via the tarmac path” could be underneath in a smaller font. Similarly for the single Finger systems : Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow”, “via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow could be underneath in a smaller font unless you think the text would be too small.

(6) That the Parish Clerk be requested to confirm the dates of the public consultation on local government re-organisation in Lancashire.

325.06 Statutory Business

(i) Co-option to the Parish Council Vacancies

It was noted that there were three vacancies on the Parish Council. These had been advertised on the Parish Council Noticeboards and website.

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 not been consulted on any planning application received by Chorley Borough Council since the last Parish Council Meeting on 2 July 2025.

RESOLVED – That the report be noted.

325.7 Financial Matters**(i) Financial Position**

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 21 October 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 November 2025 and 31 December 2025 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
07/11/2025	Employee 4	Reimbursements (September 2025)	42.42		42.42
07/11/2025	Employee 4	Reimbursements (October 2025)	43.82		43.82
01/11/2025	Easy Web Sites	Monthly rental	68.64	11.44	57.2
23/11/2025	Zoom	Zoom Subscription (November 2025)	16.79	2.8	13.99
14/11/2025	Employee 4	Salary in backpay (November 2025)	522.3		522.3
14/11/2025	HMRC	Tax (November 2025)	130.8		130.8
14/11/2025	HMRC	National Insurance (November 2025)	0		0
01/12/2025	Easy Web Sites	Monthly rental	68.64	11.44	57.2
23/12/2025	Zoom	Zoom Subscription (December 2025)	16.79	2.8	13.99
15/12/2025	Employee 4	Salary (December 2025)	428.5		428.5
15/12/2025	HMRC	Tax (December 2025)	107		107
15/12/2025	HMRC	National Insurance (December 2025)	0		0
			1,445.70	28.48	1,417.22

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

(iii) Spend Against Budget Headings

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

RESOLVED – That the report be noted.

325.8 Winter Newsletter 2025

The Parish Clerk reported that all articles had been sent to the Printers on Monday 3 November 2025 and the Newsletter would be delivered from Friday 14 November 2025.

RESOLVED – That the report be noted.

325.9 Christmas Event 2025

The Parish Clerk reported confirmed that the Christmas Event would take place between 6 and 8pm on Friday 5 December 2025 and that the Community Centre had been booked from 5pm until 9pm. Selection boxes had been purchased for every child at Buckshaw Primary School. Parish Councillors were requested to attend at 5pm.

The Chair and Parish Councillors would also be switching on the Christmas Tree lights as part of the event.

RESOLVED – That the report be noted.

325.10 Environmental Issues

It was reported that the two oval plaques under the trees marking the Diamond Jubilee and Platinum Jubilee at the Astley Village Garden of Reflection had been removed.

It was also noted that one of the trees planted at the Astley Village Garden of Reflection had been damaged.

RESOLVED - (1) That the Parish Clerk be requested to purchase two new oval plaques under the trees marking the Diamond Jubilee and Platinum Jubilee and DWG (NW) Limited be requested to install them in a way that they cannot be removed.

(2) That the Parish Clerk be authorised to agree the cost of purchasing two new oval plaques and their installation.

325.11 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The Chair provided a summary of the business considered at the meeting of the Chorley Liaison held on 15 October 2025. The agenda and relevant papers had been circulated for information.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

The next meeting would be held on 17 March 2026 at 6.30pm.

RESOLVED – That the report be noted.

325.12 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 319.04).

325.13 Schedule of Meetings 2026/27

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider the Schedule of Meetings for 2026/27.

RESOLVED – (1) That approval be given to Meetings of the Parish Council being held on the following dates at 6.30 pm:

- Wednesday 4 March 2026 at the rise of the Parish Meeting.
- Wednesday 6 May 2026 (Annual Meeting).
- Wednesday 1 July 2026.
- Wednesday 2 September 2026.
- Wednesday 4 November 2026.
- Wednesday 11 November 2026
- Wednesday 6 January 2027.
- Wednesday 3 March 2027 at the rise of the Parish Meeting.

(2) That the Parish Clerk be requested to make arrangements for a meeting of the Village Development Working Group to be held on Tuesday 9 December 2025 at 6:30 pm via Zoom to consider projects as part of the 2026/27 budget.

325.14 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 7 January 2026 at 6.30 pm.

The meeting concluded at 7.30 pm.

Chair