



## Astley Village Parish Council

### Agenda

To: Members of Astley Village Parish Council.

**YOU ARE HEREBY SUMMONED** to attend the Annual Meeting of the Astley Village Parish Council to be held on **Wednesday 7 May 2025** at 6.30 pm in the Community Centre at which the following business will be transacted.

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### Summons

#### **1. Election of the Chair of the Parish Council**

- (a) To elect a Chair for the ensuing year.
- (b) The person elected to make a declaration of acceptance of office.
- (c) The Chair to return thanks for their election.

#### **2. Appointment of Vice Chair of the Parish Council**

#### **3. Apologies for Absence**

To receive members' apologies.

#### **4. 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).

#### **5. Public Engagement**

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

#### **6. Borough/County Councillor Reports**

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

#### **7. Minutes**

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 5 March 2024 (Enclosed).

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

To consider a report of the Parish Clerk (Enclosed).

#### **9. Appointment of Committees and Working Groups, Membership, Terms of Reference**

To consider a report of the Parish Clerk (Enclosed).

**10. Appointment of Council Representatives on Outside Bodies**

To appoint Parish Council representatives to the following Outside Bodies

- Chorley Liaison.
- Neighbourhood Area Meeting (NW Parishes and Chorley North).

**11. 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).

**12. Statutory Business**

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

**13. Financial Matters**

- To consider a report of the Responsible Financial Officer providing the financial position (Enclosed).
- To consider a report of the Responsible Financial Officer recommending payments to be approved (Enclosed).
- To consider a report of the Responsible Financial Officer providing details spend against budget headings (Enclosed).
- To consider the Insurance Policy Schedule and Policy Document for 2025/26 (To follow).
- To consider the Internal Auditors Report for 2024/25 (Enclosed).
- To consider the Annual Governance Report 2024/25 (Enclosed).
- To consider the Annual Return for the Financial Year 2024/25 (Enclosed).

**14. Spring Newsletter**

The Parish Clerk to report at the meeting.

**15. Annual Council Work Programme - Scheduled Items**

To review the Annual Council Work Programme - Scheduled Items (Enclosed).

**16. Environment Reports**

To receive a verbal update at the meeting.

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

- Chorley Liaison. To provide a report from the meeting held on 19 March 2025 (relevant papers enclosed).
- Neighbourhood Area Meeting (NW Parishes and Chorley North). The next meeting will be held on Tuesday 22 July 2025 at 6.30pm.

**18. Correspondence**

The Clerk to report at the meeting.

**19. 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.

## 20. Dates of Future Meetings

To note that the next meeting of the Parish Council will take place on Wednesday 2 July 2025 at 6.30 pm.

### Schedule of Meetings 2025/26

Meetings of the Parish Council will take place on the following dates at 6.30 pm:

- Wednesday 2 July 2025
- Wednesday 3 September 2025
- Wednesday 5 November 2025
- Wednesday 7 January 2026
- Wednesday 4 March 2026 at the rise of the Parish Meeting

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



28 April 2025



Craig Ainsworth, Parish Clerk & Responsible Financial Officer  
**Astley Village Parish Council**  
5 Clarendon Gardens,  
Bromley Cross.  
BL7 9GW

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# 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>7 May 2025</b>				
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b> <input checked="" type="checkbox"/>
<b>Purpose of Report</b>					
To consider a report from the Borough Councillors - Chorley North and Astley (Chorley Borough Council).					
<b>Key Issues</b>					
Each of us continue to respond to resident's matters and concerns throughout the ward and attend our various committees and portfolio meetings. During recent months, our team has spoken to hundreds of residents. This has given us the opportunity to liaise with officers and fellow councillors in addressing the issues that are important to our villagers.					
We are delighted to see first-hand the improvements to the community centre and shopping parade. We consider that the UK Shared Prosperity Fund (UKSPF) and the Community Infrastructure Levy (CIL) has been well used and has received overwhelming praise & appreciation from both Astley Village residents and visitors to the area.					
Our involvement with the ongoing improvements to the village continues. We look forward to the current initiatives coming to fruition i.e. plants for the garden of reflection, the recreational loop (Active Track) & hopefully a fine display of wildflowers along Chancery Road.					
<b>Action required by the Parish Council</b>					
To note the report.					



## Astley Village Parish Council

### Meeting of the Council

5 March 2025 at 6.32pm

#### Present

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

#### **321.01 Apologies for Absence**

Apologies were received from Councillors Emma Barraclough and Matt Lynch.

#### **321.02 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.

#### **321.03 Public Engagement**

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

#### **321.04 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.

Councillors Adrian Lowe attended the meeting and reported that there was nothing specific to report since the last meeting, but they continued to respond to resident's issues and concerns and attend various committees and portfolio meetings. He reported that the ward councillors had supported the Parish Council's bid to the Neighbourhood Priority Scheme for 2025/26 to upgrade the Path from Chancery Road, through Dam Head Wood to Astley Park. In addition, funding had been secured to repeat the 'Skip Day' on Hallgate in conjunction with Places for People in the summer.

He reported that he had requested the Property Services Team at Chorley Borough Council to confirm whether the bike station outside the Morrisons Local shop would be painted as part of the Public Ream initiative together with the jet washing and painting of the three bins located near the shops.

County Councillor Aidy Riggott attended the meeting and reported that Lancashire County Council had recently set a new standard of technical questions that they required responses to prior to granting approval for graffiti/murals on bridge structures, so that any requests could be assessed by both the asset and bridge design team.

RESOLVED – That the reports be noted.

#### **321.05 Minutes**

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 8 January 2025 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

#### **321.06 One-Way System/Road Closure on Chancery Road During Large Events**

It was reported that at the last meeting of the Parish Council on 8 January 2025, the Parish Clerk was requested to write to the leader of Chorley Council regarding the current unsatisfactory arrangements regarding the one-way system/road closure on Chancery Road during large events held at Astley Park as vehicles were not observing the one-way restrictions and travelling the wrong was along Chancery Road creating serious safety issues and that the Parish Council were unable to support the current arrangements unless as a minimum the number of marshals was increased.

A copy of the response from Councillor Alistair Bradley, Executive Leader of Chorley Borough Council to the concerns expressed at the last meeting of the Parish Council was also considered (copies of which had been circulated).

Nikki Burrough, Events Manager at Chorley Borough Council attended the meeting and reported that the Council was exploring using staff from the Council's Streetscene Team to undertake the traffic management arrangements as an alternative to using the previous traffic management company. It was noted that the issues had primarily been in relation to the Bonfire and Fireworks at Astley Park.

It was suggested that the letter sent to all residents in April each year setting out details of the traffic management arrangements and dates of the large events held in Astley Park be incorporated into the Parish Newsletter published in May and that a targeted letter be sent by Chorley Borough Council to all residents in October each year specifically in relation to the Bonfire and Fireworks at Astley Park.

RESOLVED – (1) That Nikki Burrough, Events Manager at Chorley Borough Council be thanked for attending the meeting and be requested to attend the Parish Council Meeting in January 2026 to review the traffic management arrangements for large events held in Astley Park.

(2) That details of the traffic management arrangements and dates of the large events held in Astley Park be incorporated into the Parish Newsletter published in May and that a targeted letter be sent by Chorley Borough Council to all residents in October each year specifically in relation to the Bonfire and Fireworks at Astley Park.

### **321.07 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:

#### **Proposed Introduction of Car Parking Charges on Hallgate Car Park**

The Parish Clerk reported that Chorley Borough Council's Executive Cabinet had decided in principle to introduce a small fee for parking on Hallgate car park to bring the car park in line with other council-owned parks.

#### **Proposed Improvements to the Public Realm in Astley Village**

The Parish Clerk reported that the new bollard had now been installed and the Parish Council had been provided with three keys for its removal held by the Parish Clerk, Councillor Keith Ashton and the Caretaker at the Astley Village Community Centre.

#### **Proposed Improvements to the Chancery Road Underpass**

The Parish Clerk reported that the Village Development Working Group had met on 5 February 2025 and approved:

- cutting back the overgrown vegetation and the general clean-up of the areas at either side of the underpass (including the removal of the broken bricks).
- replacing the rotten sleepers with new sleepers (clarification has been sought on whether all the current sleepers would be replaced).
- the preparation and painting (black) of the handrails either side of the underpass; the handrails along the sloping paths and on the steps leading to the bus stop on each side.
- requesting Bryan Lee Builders to provide a quotation for repairing the brickwork at either side of the underpass which was in poor repair.

It was noted that the overgrown vegetation had been cut back and generally cleaned up together with the replacement of the rotten sleepers with new sleepers and the painting of the handrails on the Community Centre side of the underpass but no work had taken place to date on the Buckshaw Primary School side.

#### **West Way Sports Hub - Proposed Active Track**

The Village Development Working Group had met on 5 February 2025 and recommended that the Parish Council should seek (i) an additional path that crosses between the football pitches (ii) a short link near the children's playground and (iii) further access towards the south end on the active track as it was felt residents would use these routes anyway as shortcuts to the active track.

The Working Group recommended that in order to attract the full £15,000 funding

allocated by the Parish Council, the Parish Council should stipulate that these two paths be included in the final design.

### **Replacement of the Existing Litter Bins Outside Buckshaw Primary School and at the Shops at Hallgate with Recycling Litter Bins**

The Parish Council was reminded that Chorley Borough Council had confirmed that it could facilitate the collections for the recyclable waste using the same team that empty the bin near café ambio. Chris Walmsley, Head of Streetscene and Waste at Chorley Borough Council had confirmed that they were waiting on delivery of the bin and it would then be installed.

### **Proposed Planting at the Astley Village Garden of Reflection**

The Parish Clerk reported that he had invited five small local landscape firms to provide quotes based on the specification approved by the Parish Council. The Village Development Plan Working Group had been authorised to consider the quotes and authorise the work to proceed within a budget of £2,500

The Village Development Working Group had met on 5 February 2025, but no quotations had been received by the deadline of 29 January 2025. The Working Group had requested the Parish Clerk to write to the companies again requesting them to confirm that they are not interested in quoting to undertake this planting/ landscaping work and extend the deadline to Friday 31 January 2025. To date no quotations had been received.

### **Finger Post Signs**

The Village Development Working Group had met on 5 February 2025 and considered the proposed location for four additional finger post signs in the village agreed as part of the 2025/26 budget. The following locations had been suggested and a plan showing the proposed location was attached to the Parish Clerk's report.

- 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.

The Parish Clerk had written Chorley Borough Council seeking a licence for the proposed addition four Finger Post Signs.

### **Installation of Christmas Tree Lights**

At the last Parish Council Meeting on 8 January 2025, it was noted that the Parish Christmas Tree needs to be pruned/shaped as it is now getting too big for its fencing, and it was suggested that as part of the current public realm scheme around the shops/ community centre, the existing bollard is removed and replaced with a lockable/ removable bollard to enable a cherry picker to access the site so that the lights can be removed each January, and the tree dressed in December to avoid the lights remaining on the tree.

The Parish Clerk has invited Richard Ryan to provide the cost to:

- Arrange for the Christmas Tree pruned/shaped and if necessary, extend the existing fencing at the base of the tree.
- Once the existing bollard is replaced with a new drop-down bollard, access the site via a cherry picker so that the existing lights can be removed to avoid the lights remaining on the tree and in November each year dress the tree and if necessary, add fresh lights to match existing style and type.
- PAtest the lights annually prior to the Parish Council Carol Singing Event and switch on the lights on at the Carol Singing Event.

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:

- Norton - Anti Virus Software (Subscription) £64.99.
- Post Office Counters Ltd – Postage £6.80.
- Hartwood Maintenance - Maintenance of Planters £100.00.
- Sihoo UK - Office Chair £209.99.
- Post Office Counters Ltd – Postage £1.55.

(3) That the Parish Clerk be requested to write to Chorley Borough Council setting out the following comments in relation to the proposed Introduction of Car Parking Charges on Hallgate Car Park:

- The Parish Council would wish to see a short stay period of free parking between one and two hours and if this is not possible, a way of users of the car park being refunded the car parking charge if they spent a specified amount at the shops at Hallgate or café ambio.
- Clarify whether designated parking would be provided for Oliver House and staff working at the businesses at Hallgate and Buckshaw Primary School and whether this would be through a staff permit scheme. The Parish Council accepted the need to deter parking all day for other users.
- Clarify how many blue badge car parking spaces would be available and their location within the car park.
- The parking machines should accept card and cash payments.

(4) That Bryan Lee Builders be requested to confirm that overgrown vegetation would also be cut back and generally cleaned up together with the replacement of the rotten sleepers with new sleepers and the painting of the handrails on the Buckshaw Primary School side of the underpass.

(5) Bryan Lee Builders to provide a quotation for repairing the brickwork at either side of the underpass which was in poor repair.

(6) That Chorley Borough Council be requested to incorporate (i) an additional path that crosses between the football pitches (ii) a short link near the children's playground and (iii) further access towards the south end on the active track as it was felt residents would use these routes anyway as shortcuts to the active track (shown in green on the plan attached to the report) within the design of the proposed active track at West Way Sports Hub prior to the public consultation exercise.

(7) That the Parish Council would wish to see improvements made to the

surface of the overflow car park which was raised by Parish Councillors at the consultation meeting in January 2025.

- (8) That the Parish Clerk be requested to obtain the cost of purchasing the plants directly from Pole Green Nurseries Ltd and Rivington View Nursery and invite Hartwood Maintenance to provide a quote to undertake the groundwork and undertake the proposed Planting at the Astley Village Garden of Reflection
- (9) That approval be given to the proposed location of the Finger Post Signs as indicated on the plan attached to the report and recommended by the Village Development Working Group.

## **321.08 Statutory Business**

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

It was noted that there was a vacancy on the Parish Council which 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 6 November 2024. However, since the report had been prepared, the Parish Council had been consulted on a planning application received by Chorley Borough Council in relation to the erection of new boundary fence and gate to south (side) of property at 23 Long Croft Meadow, Astley Village, Chorley, PR7 1TR (Reference: 25/00179/FULHH).

RESOLVED – That the report be noted.

## **321.09 Financial Matters**

### (i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 19 February 2025. It was reported that the Parish Council had received a dividend of £96.57 (minus £5 fee) in respect of the Unify Credit Union Deposit Account making the balance £5,638.37.

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

(2) That the Parish Clerk be requested to make an additional deposit into the Unify Credit Union Deposit Account to achieve a balance of £10,000 balance (or the maximum amount permitted if there is a cap on the amount to be deposited below £10,000).

## (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 March 2025 and 30 April 2025 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
07/03/25	Employee 4	Reimbursements (January 2025)	42.42		42.42
07/03/25	Employee 4	Reimbursements (February 2025)	43.82		43.82
01/03/25	Easy Web Sites	Monthly rental	76.56	12.89	63.67
23/03/25	Zoom	Zoom Subscription (March 2025)	15.59	2.60	12.99
14/03/25	Employee 4	Salary (March 2025)	406.30		406.30
14/01/25	HMRC	Tax (March 2025)	101.60		101.60
01/04/25	Easy Web Sites	Monthly rental	76.56	12.89	63.67
23/04/25	Zoom	Zoom Subscription (April 2025)	15.59	2.60	12.99
15/04/25	Employee 4	Salary (April 2025)	414.96		414.96
15/04/25	HMRC	Tax (April 2025)	103.74		103.74
15/04/25	HMRC	National Insurance (April 2025)	15.30		15.30
			<b>1,312.44</b>	<b>30.98</b>	<b>1,281.46</b>

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

## (iii) Spend Against Budget Headings

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

RESOLVED – That the report be noted.

### **321.10 Spring Newsletter 2025**

The Parish Clerk reported that the following articles had been suggested together with the timetable for the production of the Spring edition of the Parish Council Newsletter:

#### Articles

- Annual Report (Councillor Gillian Sharples).
- New Councillor Introductions (Councillors Elaine Bibby and Neil Forkin).
- Christmas Event 2024 (Councillors Emma Barraclough and Gillian Sharples).
- Chorley Flower Show 2025 (Councillors Emma Barraclough and Gillian Sharples).
- Promoting the Monthly Litter Picks (Councillor Keith Ashton).
- Replacement of the Existing Litter Bins Outside Buckshaw Primary School and at the Shops at Hallgate with Recycling Litter Bins ((Councillor Keith Ashton).

- New schemes included in the Village Development Plan (Councillor Chris Sheldon).
- Proposed Improvements to the Chancery Road Underpass (Councillor Chris Sheldon).
- Proposed Planting at the Astley Village Garden of Reflection (Councillor John McAndrew).
- An article provided by Buckshaw Primary School (Councillor John McAndrew/ School).
- An interview with residents from the Independent Living Accommodation regarding living in the Parish and the public transport provision (Councillor Keith Ashton).
- Improvements to the Public Realm in Astley Village (Chorley Borough Council).
- Details of the traffic management arrangements and dates of the large events held in Astley Park (Chorley Borough Council).

**Timetable**

- Articles be submitted to the Parish Clerk by Sunday 6 April 2025.
- All articles be sent to the Printers by Monday 14 April 2025.
- Deadline for Councillors to comment on the proof – Wednesday 7 May 2025.
- Newsletter delivered from Wednesday 23 May 2025.

RESOLVED – That the report be noted.

**321.11 Policy and Document List Review**

The Parish Clerk invited the Parish Council to review the updated Policy and Document List (copies of which had been circulated).

RESOLVED – That no changes be made to the Policy and Document List.

**321.12 Review Annual Council Work Programme - Scheduled Items**

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

RESOLVED – That no changes be made to the Annual Council Work Programme of Scheduled Items.

**321.13 Annual Report of the Parish Council 2024/25**

The Chair submitted the Annual Report 2024/25 which had been presented to the Annual Parish Meeting earlier in the evening.

RESOLVED - That the Annual Report be noted.

**321.14 Reports from Parish Council representatives on Other Bodies**

**Chorley Liaison**

The agenda for the meeting held on 22 January 2025 at 6.30pm was circulated for information. Unfortunately, the Chair had been unable to attend the meeting as no

zoom link provided had been provided.

The Democratic & Member Services Team Leader had stated that Chorley Borough Council was not able to assist with Safeguarding /Prevent training for Parishes.

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

It was noted that Councillor Chris Sheldon and the Parish Clerk had attended the Neighbourhood Area Meeting (NW Parishes and Chorley North) on Monday, 24 February 2025 and 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 had been approved.

RESOLVED – (1) - That the report be noted.

(2) That an item be included on the agenda for the next Chorley Liaison, requesting that Chorley Borough Council to provide a training/ briefing session on Safeguarding/ Prevent takes place for Parishes via a session at the Chorley Liaison in the same way as the Social Prescribing briefing provided on 22 January 2025. <https://www.youtube.com/user/ChorleyCouncil>

#### **321.15 Correspondence**

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 321.07).

#### **321.16 Date of Next Meeting**

To note that the next meeting of the Parish Council will take place on Wednesday 7 May 2025 at the rise of the Parish Meeting.

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

RESOLVED – That the Press and public be excluded from the meeting during consideration of item 19 'Village Caretaker' (Minute 321.18 ) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

#### **Confidential Item**

#### **321.18 Village Caretaker**

This item had been placed on the Summons at the request of the Chair.

The Parish Council reviewed the previous decision to disestablish the post of "Village Caretaker"

RESOLVED – That no further action be taken.

The meeting concluded at 8.13 pm.

Chair



# Astley Village Parish Council

<b>Title</b>	<b>Review of Standing Orders, Financial Regulations and Scheme of Delegation</b>				
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>				
<b>Date</b>	<b>7 May 2025</b>				
<b>Type of Paper</b>	<b>Decision</b>	<input checked="" type="checkbox"/>	<b>Discussion</b>	<input type="checkbox"/>	<b>Information</b>

## Purpose of Report

The Parish Council are invited to consider:

1. The Parish Council's Standing Orders [Standing Orders](#)
2. The Financial Regulations [Financial Regulations](#)
3. The Scheme of Delegation [Scheme of Delegation](#)
4. The Terms of Reference of the Personnel Committee

The documents can be viewed by clicking on the above links to the Parish Council website.

## Key Issues

The Personnel Committee on 20 November 2024, agreed "that in future a sub group of the Personnel Committee should undertake an annual appraisal for the Parish Clerk and the Parish Council be recommended to amend the Terms of Reference of the Personnel Committee to read:

### 4. Annual Appraisals

A sub-group of the Personnel Committee will undertake an annual appraisal for the Parish Clerk and the Clerk will undertake an annual appraisal for the Village Caretaker and any other staff employed by the Parish Council. The Personnel Committee will receive a report outlining the outcome of the annual appraisals undertaken. The Personnel Committee will consider any issues raised."

The proposed Scheme of Delegation and Terms of Reference of the Personnel Committee have been amended to reflect the recommendation of the Personnel Committee.

**Action required by the Parish Council.**

To Parish Council are invited to review the

- The Parish Council's Standing Orders [Standing Orders](#)
- The Financial Regulations [Financial Regulations](#)
- The Scheme of Delegation [Scheme of Delegation](#)
- The Terms of Reference of the Personnel Committee



# Astley Village Parish Council

<b>Title</b>	<b>Appointment of Committees and Working Groups, Membership, Terms of Reference</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>7 May 2025</b>					
<b>Type of Paper</b>	<b>Decision</b>	<input checked="" type="checkbox"/>	<b>Discussion</b>	<input type="checkbox"/>	<b>Information</b>	<input type="checkbox"/>

## **Purpose of Report**

To consider the Appointment of Committees and Working Groups, Membership, Terms of Reference.

## **Key Issues**

Standing Committees and Sub-committees may be formed by resolution of the Parish Council at any time and delegated powers may be decided upon at the time the Sub-committee is formed by means of a Minute detailing the Terms of Reference.

Historically, the Parish Council has only appointed a **Personnel Committee** with delegated powers to deal with all personnel, employment, and recruitment issues, with reports and recommendations made to full Parish Council if necessary. In cases of emergency that will not wait until the next full Parish Council Meeting, the Committee has full powers to act on behalf of the Parish Council. The Scheme of Delegation can be viewed by clicking on the following link: [Scheme of Delegation](#)

There is a proposal to amend the Scheme of Delegation and Terms of Reference for the Personnel in relation to the arrangements for carrying out of the annual appraisal of the Parish Clerk (see the report in relation to item 8 on the agenda for this meeting).

In accordance with Standing Order 43, it has been agreed that the **Vice-Chair will be ex-officio voting member of the Personnel Committee**. For the 2023/24 municipal year it was agreed that the total membership of the Personnel Committee should be four members. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights. **Where possible the Chair of the Parish Council will Chair the Personnel Appeals Panel and therefore should not be a member of the Personnel Committee.**

In addition, the Parish Council's Grievance and Disciplinary Procedures require the Parish Council to establish the following Panels:

**Disciplinary/Grievance Panel** – which will be a meeting of the Personnel Committee, chaired by a member of that Personnel Committee not involved in the investigation.

**Personnel Appeals Panel** – which has delegated powers to make decisions on the behalf of the Parish Council in the following matters and where possible the Chair of the Parish Council will hear the appeal with two Parish Councillors not involved in the grievance meeting conducted by the Personnel Committee:

- Appeals against decisions made by the Personnel Committee in Grievance, Disciplinary and Capability matters.
- Dealing with Appeals to a final conclusion, only reporting to Parish Council the actions it has taken at the end of the process.

### **Appointment of Working Bodies**

The Parish Council have previously expressed the wish to be able act between meetings to avoid any undue delays in decisions being taken. Following the Parish Council Meeting in January 2021, two Working Groups were appointed to progress schemes and the general consensus is that these have worked well. However, these Working Groups do not have any delegated powers to make decisions but instead make recommendations to the next Parish Council Meeting.

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

The General Purposes Working Group is responsible for progressing schemes determined by the Parish Council which have not been delegated to another Committee/Working Group. Membership is determined at the Annual Meeting of the Parish Council and additional member(s), including lay member(s), with relevant professional experience may be invited to meetings of the Working Group where appropriate. The Chair is elected by the members of the Working Group at its first meeting after the Annual Meeting of the Parish Council. The frequency of meetings is determined by the Parish Council/Chair subject to the number of meetings not exceeding six in any twelve-month period and meetings are normally be held virtually. The Parish Clerk is invited to all meetings.

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

The Village Development Working Group is responsible for progressing schemes within the Parish Development Plan which have not been delegated to another Committee/Working Group. Membership is determined at the Annual Meeting of the Parish Council and additional member(s), including lay member(s), with relevant professional experience may be invited to meetings of the Working Group where appropriate. The Chair is elected by the members of the Working Group at its first meeting after the Annual Meeting of the Parish Council. The frequency of meetings is determined by the Parish Council/Chair subject to the number of meetings not exceeding six in any twelve-month period and meetings are normally be held virtually. The Parish Clerk is invited to all meetings.

## Action required by the Parish Council

The Parish Council are requested to:

1. Appoint a Personnel Committee, determine the membership and confirm the Terms of Reference as set out in the Scheme of Delegation [Scheme of Delegation](#) **subject to any changes agreed as part of item 8 on the agenda for this meeting.**
2. Appoint a General Purposes Working Group and a Village Development Working Group, determine the membership and confirm the Terms of Reference as set out in the Scheme of Delegation [Scheme of Delegation](#)



# 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>7 May 2025</b>				
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>	<b>X</b>	<b>Information</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

### Proposed Introduction of Car Parking Charges on Hallgate Car Park

Chorley Borough Council's Executive Cabinet has decided in principle to introduce a small fee for parking on Hallgate car park to bring the car park in line with other council-owned parks.

As requested, I have requested to written to Chorley Borough Council setting out the following comments in relation to the proposed Introduction of Car Parking Charges on Hallgate Car Park:

- The Parish Council would wish to see a short stay period of free parking between one and two hours and if this is not possible, a way of users of the car park being refunded the car parking charge if they spent a specified amount at the shops at Hallgate or café ambio.
- Clarify whether designated parking would be provided for Oliver House and staff working at the businesses at Hallgate and Buckshaw Primary School and whether this would be through a staff permit scheme. The Parish Council accepted the need to deter parking all day for other users.
- Clarify how many blue badge car parking spaces would be available and their location within the car park.
- The parking machines should accept card and cash payments.

Chorley Borough Council have confirmed:

- There will be free parking for 1 hour.
- Parking permits will be available through MiPermit, a business permit can be created if required.
- There will be an additional 5 disabled bays created.
- It is proposed that the parking machines should accept card and cash payments. This is proposed.

## **Litter Bin Replacement**

The two waste bins outside shops at Hallgate have been replaced with a recycling bin and the invoice was paid in the 2024/25 financial year (£654.92 plus VAT).

## **Proposed Improvements to the Chancery Road Underpass**

The Village Development Plan Working Group gave approval to the following work based on the quotes provided by Bryan Lee Builders to Chorley Borough Council subject to the contractor confirming the works can be accommodated within the quotes provided:

- Cut back overgrown vegetation and general clean up - £402.50 + VAT.
- Replace sleepers - £2,070.12 + VAT.
- Prep and paint handrails and bike station - £1,390.90 + VAT.
- Cutting back the overgrown vegetation and the general clean-up of the areas at either side of the underpass (including the removal of the broken bricks).
- Replacing the rotten sleepers with new sleepers (clarification has been sought on whether all the current sleepers would be replaced).
- The preparation and painting (black) of the handrails either side of the underpass; the handrails along the sloping paths and on the steps leading to the bus stop on each side.

As requested, I contacted Bryan Lee Builders requesting them to confirm that overgrown vegetation would also be cut back and generally cleaned up together with the replacement of the rotten sleepers with new sleepers and the painting of the handrails on the Buckshaw Primary School side of the underpass and asking them to quote for repairing the brickwork at either side of the underpass which was in poor repair.

Bryan Lee Builders have responded stating that Chorley Borough Council had not asked them to quote for any work on the Buckshaw Primary School side of the underpass and the quotes they had provided were only for work to Hallgate side. I have pointed out that the Parish Council had on three occasions asked them to confirm that the work quoted for, was for both sides of the underpass and no response to the contrary had been received. They have now confirmed that there is a lot more work required on the Buckshaw Primary School side than the Hallgate side and cannot front the cost as this was not agreed. They have provided the following additional quotes and stated that they will remove the bricks and tidy the landscaped area as a good will gesture.

- Replace sleepers and replace with new- £2,340.05 + VAT
- Prep and paint handrails apply two coats of black metal paint- £1,410.15 + VAT.

Councillor Sheldon has met the contractor on site on Wednesday 19 March 2025 to discuss a way forward and to replace missing bricks as discussed on site and rake and repoint various sections of pointing as discussed on site would cost £594.20.

The Parish Council are invited to discuss the position at the meeting. To date no invoice has been received for the work already undertaken.

## **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 fully confirmed. The most appropriate lead officers are now being allocated to each project and they will be in contact soon to take the project forward.

## **Gateway Sign Enhancements**

The Village Development Working Group will consider ways to enhance existing Gateway Signs in due course.

## **Finger Post Signs**

The Parish Clerk has 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.

To date, no response has been received to my three emails.

## **West Way Sports Hub - Proposed Active Track**

As requested, I have written to Chorley Borough Council be requested to incorporate (i) an additional path that crosses between the football pitches (ii) a short link near the children's playground and (iii) further access towards the south end on the active track as it was felt residents would use these routes anyway as shortcuts to the active track (shown in green on the plan attached to the report) within the design of the proposed active track at West Way Sports Hub prior to the public consultation exercise. In addition, the Parish Council would wish to see improvements made to the surface of the overflow car park which was raised by Parish Councillors at the consultation meeting in January 2025.

They have confirmed that the requests above have been included in the design for the site apart from the routes through Clough Acre and Timber Brook for reasons already communicated with the Parish Council. They have suggested that direct discussions with these residents will be key to the final layout.

The outline design will now be shared with the Executive Member and ward members along with key stakeholders shortly and a plan for further consultation discussed and agreed.

## **Proposed planting at the Astley Village Garden of Reflection**

Lindsey Blackstock is working with the Estates Team to obtain a licence agreement in place to say that the Parish Council would be responsible for the maintenance.

The Parish Clerk had approached Hartwood Maintenance to discuss undertaking the future maintenance of the planter at the Astley Village Garden of Reflection.

The Parish Clerk invited five small local landscape firms to provide quotes based on the specification approved by the Parish Council. The Village Development Plan Working Group had been authorised to consider the quotes and authorise the work to proceed within a budget of £2,500 but no quotes were received.

As requested, I have contacted Pole Green Nurseries Ltd and Rivington View Nursery to obtain the cost of purchasing the plants directly from them and invite Hartwood Maintenance and DWG (NW) Limited to provide a quote to undertake the groundwork and undertake the proposed Planting at the Astley Village Garden of Reflection.

The Nurseries have stated that they are not able to provide plants in the specification due to seasonal factors and the specific requirements identified such as the height of the plants.

DWG (NW) Limited have quoted £885 to carry out all works as per specification supplied (plants to be supplied by the Parish Council) and £1,175.00 (plants as per specification supplied by DWG (NW) Limited - bulbs unavailable at this time of year).

Hartwood Maintenance have also expressed an interest in carrying out the work and have asked if a representative from the Parish Council can meet him on site so he can provide an exact figure on price.

### **Installation of Christmas Tree Lights**

At the last Parish Council Meeting on 8 January 2025, it was noted that the Parish Christmas Tree needs to be pruned/shaped as it is now getting too big for its fencing, and it was suggested that as part of the current public realm scheme around the shops/ community centre, the existing bollard is removed and replaced with a lockable/ removable bollard to enable a cherry picker to access the site so that the lights can be removed each January, and the tree dressed in December to avoid the lights remaining on the tree.

The Parish Clerk has invited Richard Ryan to provide the cost to:

- Arrange for the Christmas Tree pruned/shaped and if necessary, extend the existing fencing at the base of the tree.
- Once the existing bollard is replaced with a new drop-down bollard, access the site via a cherry picker so that the existing lights can be removed to avoid the lights remaining on the tree and in November each year dress the tree and if necessary, add fresh lights to match existing style and type.
- PAtest the lights annually prior to the Parish Council Carol Singing Event and switch on the lights on at the Carol Singing Event.

Two options have been proposed (a detailed proposal is attached to this report):

#### **OPTION 1 - Prune/shape the tree and replace all lighting**

- This will remove the need to extend the existing fencing at the base of the tree.
- Trim tree £450.00 (to trim this tree keeping this shape down to around 10-20% less than now)
- Materials £740.00 (using exact type of lights you have now from same supplier)
- Labour £ 1,055.00 (inc. careful removal of existing strings)

**Total = £2,695 plus vat**

#### **OPTION 2 - DON'T trim tree but replace all lighting**

- The existing fencing at the base of the tree would need to be extended.
- Materials £1,065.00 (using exact type of lights you have now from same supplier)
- Labour £1,360.00 (inc. careful removal of existing strings)

**Total= £2,425 plus vat**

#### **Couple of things to note:**

- These are NOT annual costs and the new lights will last a decent number of years (warrantied for two but usually will outlast that comfortably).
- PAtest the lights annually prior to the Parish Council Carol Singing Event and switch on the lights on at the Carol Singing Event.
- All work is fully insured and compliant with all appropriate regulations.
- If the Parish Council decides to engage another contractor to undertake the tree pruning this cost can be excluded from the overall cost shown in Option 1 above.
- This is also an opportunity to change the type of lighting on the tree to a different supplier. If you wish to do this as this will save 25% on materials costs on each option above.

## **Chorley Liaison**

An item was included on the agenda for the meeting of the Chorley Liaison held on 19 March 2025, requesting that Chorley Borough Council to provide a training/ briefing session on Safeguarding/ Prevent takes place for Parishes via a session at the Chorley Liaison in the same way as the Social Prescribing briefing provided on 22 January 2025.

An update will be provided at the meeting.

## **Unify Credit Union**

The Parish Council has now made a deposit of £4,361.63 into the Unify Credit Union Deposit Account giving a balance of £10,000.

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

- Post Office Counters Ltd – Postage £6.80.
- Chorley Council - New Recycling Waste Bin £785.90.
- Post Office Counters Ltd – Postage £2.10.
- ICO - Annual Registration £52.00.
- Microsoft - Microsoft 365 Personal £84.99.

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

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

## ASTLEY VILLAGE CHRISTMAS TREE - PROPOSALS



(Picture from 2022)

Several options have been considered regarding a more permanent solution to the tree lighting issues.

Getting access for a mewp (mobile elevated work platform - "Cherry picker") to the front of the pharmacy was key, as the tree can now be reached using as combination of this plus other equipment.

### OPTIONS

In all cases the lights do now need replacing, this is because as LEDs fade over the years and comparing the existing ones with the ones we added last year this was very noticeable. Removing the existing lights will be tricky as they are deeply wrapped in the tree but it can be done with care so as not to damage the tree.



You can see in the picture from December 2024 how the newer lights are actually brighter than the existing ones.

## The tree

### OPTION 1 - Shrink the tree

Using the services of a specialist tree surgeon we can reduce the tree in size while maintaining its shape. This is because the tree is now larger than the metal green fence around its base and as the tree gets larger the cost of putting new lights on increases exponentially.

### OPTION 2 - Don't shrink the tree

Exactly the same issues as above **but in reverse**, it will cost more to illuminate it and it will continue to overhang the existing fencing which would need extending.



(picture July 2024)

You can see how it has thickened up and grown since the earlier pic from 2022. The choices are as follows:

- Trim the tree and remove the old lights (apart from the new ones from December 2024).
- Leave as is and remove the old lights (apart from the new ones from December 2024).

## OPTIONS - Impact on lighting costs

### OPTION 1 - Trim the tree and replace all lighting.

Trim tree £ 450 (to trim this tree keeping this shape down to around 10-20% less than now)

Materials £ 740 (using exact type of lights you have now from same supplier)  
Labour £ 1,055 (inc. careful removal of existing strings)

**Total = £ 2,245 plus vat**

### OPTION 2 - NOT trimming tree and still replacing all lighting

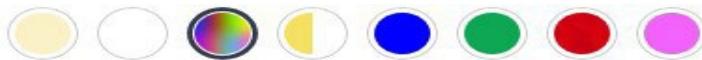
Materials £ 1,065 (using exact type of lights you have now from same supplier) Labour £ 1,360 (inc. careful removal of existing strings)

**Total= £ 2,425 plus vat**

This change is also an opportunity to change the type of lighting on the tree to a different supplier. If you wish to do this as this will save 25% on materials costs on each option above.

You can also use this as an opportunity to change the colours on the tree as follows:

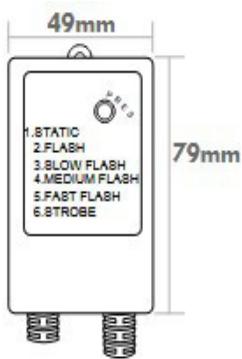
**Light Colour:**



**Cable Colour:**



The mixed colour one is basically what we have now. Others are alternative options, for example some people prefer trees to be white, either warm white or cool white. It is also possible to add some blinking lights amongst the lights so the tree will twinkle (one led in 10 approx will flash). Fully programmable options are also available as illustrated by the controller shown below:



These options will still cost 20% LESS than your existing suppliers versions. They come with a two year warranty.

If the Parish Council decides to stick with your existing supplier that's also fine, I have used BOTH products here successfully on other jobs with no issues.

Included in both is complete options is the project management of the scheme and support at the switch on event as per 2024 with weekly checks of item during Christmas period.



# 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>7 May 2025</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	<input checked="" type="checkbox"/> X
<b>Purpose of Report</b>	To consider any planning issues relevant to the village.					
<b>Key Issues</b>	<p>The Parish Council has been consulted on the following planning applications received by Chorley Borough Council:</p> <p>An application for a certificate of lawfulness for a proposed single storey rear extension (Reference: 25/00276/CLPUD) at 83 The Farthings, Astley Village, Chorley, PR7 1SH. The deadline for any representations was 18 April 2025.</p> <p>An application for a front porch extensions (following demolition of existing front canopy over both properties) (Reference: 25/00323/FUL) at 122 &amp; 124 Wymundsley, Astley Village, Chorley, PR7 1UT. The deadline for any representations is 8 May 2025 and therefore there will be an opportunity to make any representations at the Annual Parish Council Meeting on 7 May 2025.</p>					
<b>Action required by the Parish Council</b>	To note the report.					

**FINANCIAL POSITION - SUMMARY 7 MAY 2025**

	£
<b>Receipts and Expenditure Account</b>	
<b>Receipts</b>	
Precepts	20,278.00
Grant	3,877.00
Refunds	-
Other	-
Bank Interest (Barclays)	-
Dividend (Unify Credit Union)	-
Advertisements	-
VAT on Receipts/Recovered	697.89
Total Receipts	24,852.89
 <b>Expenditure Total</b>	 2,666.63

**Income & Expenditure Reconciliation**

Balance Brought Forward at 1 April 2025	68,401.35
Add: total receipts to date	+ 24,852.89
Less: total expenditure to date	- 2,666.63
	90,587.61

**Bank Reconciliation**

Community Account	22/04/25	+	5,000.00
Business Premium Account	22/04/25	+	76,909.09
Unify Credit Union deposit	01/04/25		10,000.00
Less unpresented cheques/ET/SO	-		2,019.37
Plus uncleared credits	+		89,889.72

**Unpresented cheques/SO/Payments**

Zoom Subscription	15.59
Microsoft Subscription	84.99
May/ June	1307.94
July	610.85
	2019.37

**AGENDA ITEM 13(ii)****PAYMENTS TO BE APPROVED**

May/ June 2025

Date	Creditor	Description	Cheque No	Total	Vat	Net
09/05/25	Employee 4	Reimbursements (March 2025)	EB	42.42		42.42
09/05/25	Employee 4	Reimbursements (April 2025)	EB	43.82		43.82
01/05/25	Easy Web Sites	Monthly rental	DD	76.56	12.89	63.67
23/05/25	Zoom	Zoom Subscription (May 2025)	EB	15.59	2.60	12.99
15/05/25	Employee 4	Salary (May 2025)	EB	414.90		414.90
15/05/25	HMRC	Tax (May 2025)	EB	103.80		103.80
15/05/25	HMRC	National Insurance (May 2025)	EB	0.00		0.00
01/06/25	Easy Web Sites	Monthly rental	DD	76.56	12.89	63.67
23/06/25	Zoom	Zoom Subscription (June 2025)	EB	15.59	2.60	12.99
13/06/25	Employee 4	Salary (June 2025)	EB	414.90		414.90
13/06/25	HMRC	Tax (June 2025)	EB	103.80		103.80
13/06/25	HMRC	National Insurance (June 2025)	EB	0.00		0.00
				<b>1,307.94</b>	<b>30.98</b>	<b>1,276.96</b>

## BUDGET REPORT – 7 May 2025

Financial Year 2025/26 (1 April 2025 to 31 March 2026)

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	400	51.96		348.04
	01-2	Office/Sundry (including new Laptop)	1,500.00	138.24		1,361.76
	01-3	Insurance	550	-		550.00
	01-4	Auditors/Accounts	400	-		400.00
	01-5	Election/By-Election/Polls	7,000.00	-		7,000.00
	01-6	Employee Costs (Salary, Training etc.)	7,000.00	2,074.80		4,925.20
	01-7	Employee Contingency	1,000.00	-		1,000.00
	01-8	IT/Website	1,000.00	254.68		745.32
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1,900.00	-		1,900.00
	02-2	Village Caretaker	0	-		-
	02-3	Councillor Training	500	-		500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00	-		2,500.00
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	03-1	Christmas Tree Lights/ Christmas Event	1000	-		1,000.00
	03-2	Improvements to the Village Centre (including additional Seating) as part of the Public Ream initiative by Chorley Borough Council	5,750.00	-		5,750.00
	03-3	Contribution Towards Upgrading the Path from Chancery Road, through Dam Head Wood to Astley Park as part of a Neighbourhood Priority Scheme	2,500.00	-		2,500.00
	03-4	Planter Scheme (including maintenance)	1000	-		1,000.00
	03-5	Tree Planting and Maintenance	500	-		500.00
	03-6	Wildflower Meadows/Corridors	250	-		250.00
	03-7	West Way Nature Reserve maintenance/future improvements	500	-		500.00
	03-8	Astley Village Community Garden of Reflection	2,000.00	-		2,000.00
	03-9	Chancery Road Underpass Improvements	10,000.00	-		10,000.00
	03-10	Refurbishment of existing Gateway Signs	500	-		500.00
	03-11	Road Safety (Maintenance of SPIDs)	500	-		500.00
	03-12	Four Additional Finger Post Signs around the Village	5,000.00	-		5,000.00
	03-13	Paths to provide access from Great Meadow to the play area at West Way Sports Hub	15,000.00	-		15,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council (including updating the Village map board)	5,000.00	-		5,000.00
<b>04 - GENERAL RESERVE</b>	04	General Reserve	0.00	-		-
			20,004.24			
Balance Carried Forward from 2024/25	68,401.35					
<b>TOTALS</b>			<b>93,254.24</b>	<b>2,519.68</b>		<b>70,730.32</b>
<b>VAT to be Recovered</b>		<b>£61.96</b>				
<b>Total Spend to Date</b>				<b>2,978.16</b>		



# Annual Internal Audit Report 2024/25

## ASTLEY VILLAGE PARISH COUNCIL

[www.avpc.org.uk](http://www.avpc.org.uk)

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024/25 AGAR period, were public rights in relation to the 2024/25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

**Susan Edwards**

Signature of person who carried out the internal audit

*S. Edwards.*

Date

**22 April 2025**

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# Section 1 – Annual Governance Statement 2024/25

## ASTLEY VILLAGE PARISH COUNCIL

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 2025, 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 trust or trusts.</i>	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

**7 May 2025**

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

**MINUTE XXXX**

**SIGNATURE REQUIRED**

Chairman



Clerk

**www.avpc.org.uk**

## Section 2 – Accounting Statements 2024/25 for

### ASTLEY VILLAGE PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2024 £	31 March 2025 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
<b>1.</b> Balances brought forward	<b>80,586</b>	<b>58,994</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>20,543</b>	<b>20,389</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>6,262</b>	<b>5,352</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>6,122</b>	<b>6,550</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>42,275</b>	<b>9,784</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>58,994</b>	<b>68,401</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>58,994</b>	<b>68,401</b>	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>	
<b>9.</b> Total fixed assets plus long term investments and assets	<b>31,702</b>	<b>32,002</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)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have 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.

**Signed by Responsible Financial Officer before being presented to the authority for approval:**



Date

**28 April 2025**

I confirm that these Accounting Statements were approved by this authority on this date:

**7 May 2025**

as recorded in minute reference:

**MINUTE XXXXX**

Signed by Chairman of the meeting where the Accounting Statements were approved

**SIGNATURE REQUIRED**



## Explanation of variances

Name of smaller authority: **Astley Village Parish Council**  
 County area (local councils and parish meetings only):  
**Insert figures from Section 2 of the AGAR in all Blue highlighted boxes**

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>
1 Balances Brought Forward	<b>80,586</b>	<b>58,994</b>				Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	<b>20,543</b>	<b>20,389</b>	-154	0.75%	NO	
3 Total Other Receipts	<b>6,262</b>	<b>5,352</b>	-910	14.53%	NO	
4 Staff Costs	<b>6,122</b>	<b>6,550</b>	428	6.99%	NO	
5 Loan Interest/Capital Repayment	<b>0</b>	<b>0</b>	0	0.00%	NO	
6 All Other Payments	<b>42,275</b>	<b>9,784</b>	-32,491	76.86%	YES	
7 Balances Carried Forward	<b>58,994</b>	<b>68,401</b>				<b>VARIANCE EXPLANATION NOT REQUIRED</b>
8 Total Cash and Short Term Investments	<b>58,994</b>	<b>68,401</b>				<b>VARIANCE EXPLANATION NOT REQUIRED</b>
9 Total Fixed Assets plus Other Long Term Investments and Assets	<b>31,702</b>	<b>32,002</b>	300	0.95%	NO	
10 Total Borrowings	<b>0</b>	<b>0</b>	0	0.00%	NO	
<b>Rounding errors of up to £2 are tolerable</b>						
<b>Variances of £200 or less are tolerable</b>						
<b>BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)</b>						

## Explanation of variances - Box 6

In 2023/24 the Parish Council made a contribution to the Play area West Way Sports Hub of £30,000 which explains why the payments were significantly higher than in 2024/25 (a difference of £32,491) The grant meant that the expenditure in 2024/25 was much higher than normal.

## **Boxes 7 and 8**

The balances carried forward in 2024/25 were £9,407 higher than the previous year in 2023/24. This was mainly due to a delay in completing three major projects (i) the Astley Village Community Garden of Reflection (£2,000) **Tenders have now been received and the planting will take place in the 2025/26 financial year,** (ii) improvements to the Chancery Road underpass (£10,000) **Some work has already been carried out in the 2025/26 financial year and it is expected the scheme will be completed in the Summer of 2025 and** (iii) paths to provide access from Great Meadow to the play area at West Way Sports (£15,000) **This is a contribution to a much bigger scheme being managed by Chorley Borough Council and it is uncertain at this stage when the Parish Council's contribution will be required.**

### **Below is a breakdown of the reserves held above £500:**

£6,915 - Election/By-Election/Polls Reserve (this is based on the recommendation of the Returning Officer)

£1,000 - Employee Contingency (although this is offset by the overspend on the Employee Costs (Salary, Training etc) budget of £799.99)

£500 - Councillor Training

£2,200 - Grant Awards/Local Projects and Groups (there was a reduction in the number of applications for funding)

£4,915 - Village Improvements (Additional Seating & Footpath improvements).

£500 - Tree Planting and Maintenance (required as part of the licence to plant trees on land owned by Lancashire County Council)

£500 - Wildflower Meadows/Corridors

£500 - West Way Nature Reserve maintenance/future improvements

£2,000 - Astley Village Community Garden of Reflection (see above)

£10,000 - Increase public safety and security at the Chancery Road underpass, bridge railings and its access and egress in conjunction with Chorley Borough Council, Lancashire County Council and the Lancashire Police Crime Commissioner (see above)

£500 - Refurbishment of existing Gateway Signs

£15,000 - Paths to provide access from Great Meadow to the play area at West Way Sports (see above)

£19,760.54 - General Reserve.

**64,290.54**



# Astley Village Parish Council

## Annual Council Work Programme - Scheduled Items

For consideration by the Full Parish Council (unless otherwise specified)

Item	Meeting
Review of Village Development Plan	January 1
Budget Headings and Precept for the Following Year	January 1
Review Asset Register	January 1
Appoint Internal Auditor	January 1
Consider Neighbourhood Priorities	January 1
Spring Newsletter	January 1
Christmas Event	January 1
Spring Newsletter	March 2
Policy and Document List Review	March 2
Review Annual Council Work Programme - Scheduled Items	March 2
Annual Report of the Parish Council (prepared by the Chair/Parish Clerk)	March 2
Election of the Chair and Appointment of Vice Chair of the Parish Council	May 3
Review of Standing Orders, Financial Regulations and Scheme of Delegation	May 3
Appointment of Committees and Working Groups, Membership, Terms of Reference	May 3
Appointment of Council Representatives on Outside Bodies	May 3
Insurance Policy Schedule and Policy Document	May 3
Internal Auditors Report	May 3
Annual Governance Report	May 3
Annual Return for the Previous Financial Year	May 3
Spring Newsletter	May 3
Review of Village Development Plan	July 4
Chorley Flower Show	July 4
Christmas Event planning	July 4
Review Internal Audit Plan	September 5
Review of Effectiveness of the System of Internal Audit	September 5
Review Financial Risk Assessment	September 5
External Auditor Report	September 5
Winter Newsletter	September 5
Chorley Flower Show	September 5
Christmas Event	September 5
Winter Newsletter	November 6
Christmas Event	November 6
Schedule of Meetings	November 6
Review of the Pay and Conditions of Service of Existing Employees (by the Personnel Committee prior to precept setting)	October/ November

## Chorley Liaison

Wednesday, 19th March 2025, 6.30 pm

Council Chamber, Town Hall, Chorley and YouTube

### Agenda

#### Apologies

1 **Welcome by the Chair**

2 **Minutes**

3 **Item requested at a previous meeting: Chief Inspector James Neale**

Chief Inspector James Neale, Local Policing and Partnerships, Lancashire Constabulary will attend to give an update on policing within Chorley.

4 **Item requested by Charnock Richard Parish Council**

A question has been submitted and is enclosed within the agenda pack.

5 **Item requested by Astley Village Parish Council**

A question has been submitted and is enclosed within the agenda pack.

6 **Item requested by Heapey Parish Council**

A question has been submitted and is enclosed within the agenda pack.

7 **Questions from Members of the Liaison and the public**

In order to allow members of the Liaison and members of the public to raise issues of local concern, a period of 20 minutes has been set aside.

A member of the public may speak for no more than 3 minutes. Members of the public are not required to give notice of the issue they intend to raise, although it is expected in the case of service issues that the appropriate mechanisms for resolving the issue have been explored.

Where a question is raised which cannot be answered at the meeting, a record will be kept by officers supporting the meeting and it will be responded to via the appropriate mechanism.

**8      Items for Future Meetings**

A schedule setting out deadlines for items to be requested on the agenda for the Chorley Liaison and dates for future meetings is enclosed.

**9      Any urgent business previously agreed with the Chair**

Chris Sinnott  
Chief Executive

Electronic agendas sent to Members of the Chorley Liaison.

If you need this information in a different format, such as larger print or translation, please get in touch on 515151 or [chorley.gov.uk](http://chorley.gov.uk)

<b>Minutes of</b>	<b>Chorley Liaison</b>
<b>Meeting Date</b>	<b>Wednesday, 22 January 2025</b>
<b>Members Present:</b>	Councillor Kim Snape (Chorley Rural East Division, Lancashire County Council) (Chair), Councillor Tommy Gray (Vice-Chair) Lancashire County Councillors: Julia Berry and Steve Holgate, Chorley Borough Councillors (Chairs of Neighbourhood Area Meetings): Michelle Beach, Aaron Beaver and Katie Wilkie Town and Parish Councillors: Ian Horsfield, Barbara Farbon, Alan Cornwell, Caroline Turner, Terry Dickenson and Alan Platt
<b>Officers:</b>	Liz Jones (Head of Communities and Housing), Ruth Rimmington (Democratic and Member Services Team Leader) and Chelsea Fisher-Bradshaw (Social Prescribing Team Leader)

**15      Welcome by the Chair**

The Chair welcomed everyone to the meeting.

**16      Minutes**

The minutes were approved as a correct record.

**17      Item suggested by Chorley Council - Social Prescribing**

Chelsea Fisher-Bradshaw gave a short presentation on social prescribing, setting out the aims of the service, some case studies and how residents could be referred in.

The presentation can be found here:  
<https://democracy.chorley.gov.uk/documents/b41720/Social%20prescribing%20presentation%2022nd-Jan-2025%202018.30%20Chorley%20Liaison.pdf?T=9>

Members thanked Chelsea for the presentation and praised the work of the team in supporting residents.

It was noted that the councillor mental health champion was engaged with the work of the team. Social Prescribers were able to give low level support with mental health issues. Residents may be referred to specialist mental health provision if required.

Primary Care Networks controlled the budget for social prescribing. All GP surgeries would have a Social Prescriber, and these tend to offer signposting for residents to support services. However, Chorley Central PCN and Chorley Together PCN use their budget to provide this service through the council (together with council funding). Councillors could refer in any resident in the borough, including veterans to the council's Social Prescribing Service.

The service was publicised via GP surgeries, council officers, the job centre, adult social care and community/voluntary groups in the borough.

It was suggested that information be shared via Town and Parish Council newsletters. The team worked closely with the rest of the communities team to link in with community groups.

The Chair thanked Chelsea for the presentation.

18

#### **Item requested at the last meeting - diversionary activity data for each ward**

Liz Jones, Head of Communities and Housing set out some information on diversionary activity data for each ward, including information about activities at Westway which can be found here:

<https://democracy.chorley.gov.uk/documents/s182575/Westway%20info.pdf>

The team were co-ordinating activities and identifying any gaps in provision. Liaison members were requested to share any gaps they were aware of and were able to publicise activities in their area. An update would be provided on why activity wasn't listed in every ward at a future meeting.

The provision was not targeting anti-social behaviour, more the needs of young people. Anti-social behaviour was monitored, however.

The council did work with partners to deliver activities and also actively sought funding for this. LCC also undertook diversionary activity across the borough.

The Chair thanked Liz for her update.

19

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

It was noted that the Police would be in attendance at the next meeting in March.

An update on EV chargers across the Borough was requested for a future meeting.

An update on infrastructure improvements following developments at the Botany Bay site was requested. This was ongoing, with LCC to be undertaking works themselves. Plans for buses and related infrastructure was included. An update would be requested for the next meeting.

20

## Items for Future Meetings

An update on the Local Plan process, a digital skills update and Biodiversity Net Gain were requested as future agenda items.

Chair

Date

## Chorley Liaison agenda management timetable

Date of meeting	Deadline for items to be requested by Members	Agenda Publication Deadline
<b>Wednesday, 16 July</b>	Friday, 4 July	Tuesday, 8 July
<b>Wednesday, 15 October</b>	Friday, 3 October	Tuesday, 7 October
<b>Wednesday, January 2026</b>	Friday, 9 January 2026	Tuesday, 13 January 2026

Please email [democratic.services@chorley.gov.uk](mailto:democratic.services@chorley.gov.uk) if you would like to request an item on the agenda.

### Future agenda items

Revival/survival strategy for Chorley town centre post Covid

Update on diversionary activities

EV chargers

Update on infrastructure improvements following developments at the Botany Bay site

Local Plan process

Digital skills update

Biodiversity Net Gain

### Intheboro

We are always on the look out for articles to include in intheboro which may be useful for Parish Councils.

If you have anything you feel may be useful and would like to be included please email [intheboro@chorley.gov.uk](mailto:intheboro@chorley.gov.uk).

Intheboro is published on the 1<sup>st</sup> of every month.