



Astley Village Parish Council

Meeting of the Council

6 November 2024 at 6.30pm

Present

Councillor Gillian Sharples (Chair) in the Chair; Councillor John McAndrew (Vice-Chair); Councillors Keith Ashton, Emma Barraclough, Elaine Bibby, Matt Lynch and Chris Sheldon.

319.01 Apologies for Absence

Apologies were received from Councillor Ian Thomas.

The Parish Clerk reported that the Parish Council was required to consider and authorise any absence from attendance at meetings in accordance with S85 (1) of the Local Government Act 1972.

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

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider waiving the requirements of Section 85 (1) of the Local Government Act 1972 in respect of Councillor Ian Thomas who had last attended a Parish Council Meeting on 1 May 2024.

It was noted that Councillor Thomas has recently experienced a period of ill health and had got married on 21 October 2024 and was on honeymoon in Japan from 31 October to 14 November 2024 so unable to attend this meeting of the Parish Council.

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

319.02 Declarations of Interest

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

Councillor John McAndrew declared a Personal Interest as a Governor at Buckshaw Primary School.

Councillor Matt Lynch declared a Disclosable Pecuniary Interest in minute 319.08 "Parish Clerk Report" in relation to the donation of two Tommy statues as an employee of P K D Precision Sheet Metal Ltd and took no part in the discussion on whether to accept the statues.

319.03 Public Engagement

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

319.04 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 Alistair Morwood and Jean Sherwood 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. Places for People had not had the capacity to schedule an Estate Inspection due to leave cover over the summer period and ongoing staff shortage. It was likely that this would now be organised over the winter months.

It was suggested that the one-way system/road closure on Chancery Road during large events held at Astley Park was not working as vehicles were not observing the one-way restrictions and travelling the wrong way along Chancery Road creating serious safety issues. It was noted that at the recent firework event there had only been Marshalls at the entrance to Hallgate which was insufficient as Marshalls were also required at both ends of Chancery Road.

County Councillor Aidy Riggott attended the meeting and reported that he had worked with the Chair and Vice-Chair of the Parish Council to resolve the issue with the unlit streetlights and crossing lights on Chancery Road, seeking updates from Electricity North West through contacts at Lancashire County Council.

RESOLVED – (1) That the reports be noted.

(2) That a review of the one-way system/road closure on Chancery Road during large events be included on the Summons for the next meeting of the Parish Council on 8 January 2025.

319.05 Minutes

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 4 September 2024 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

319.06 Statutory Business

(i) Co-option to the Parish Council Vacancies

The Parish Clerk reported that there had been one expression of interest received from a residents and Members had been provided with details of the applicants and their submissions.

Prior to the meeting, members and candidates had been provided with detailed arrangements of how the co-option procedure would be conducted,

The candidate was then given the opportunity to make a brief presentation prior to members holding an election to fill the vacancies and confirmed that they fulfilled the qualifications for standing for election.

It was then:

RESOLVED – (1) That Mrs Elaine Elizabeth Bibby be co-opted on to the Parish Council.

Councillors Elaine Bibby signed the Declaration of Acceptance of Office and joined the meeting.

(2) The Parish Clerk be requested to extend the date for expressions of interest in relation to the current vacancy to enable any applications to be considered at the next meeting of the Parish Council.

(ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) providing details of planning issues relevant to the village.

RESOLVED – That the report be noted.

Councillor John McAndrew in the Chair

319.07 Proposed Improvements to the Public Realm in Astley Village

The Parish Clerk reported that at the last meeting of the Parish Council on 4 September 2024, it was agreed that representatives of Chorley Borough Council be invited to attend this meeting to provide an update on the proposed improvements to the public realm in Astley Village.

Andrea de Freitas, Facilities Management Officer and Nick Kileen Building Surveyor (Chorley Borough Council) attending the meeting and provided an update on the proposed improvements to the public realm in Astley Village. The improvements carried out to date included installing a soft play surface outside the community centre, removing the asbestos, refurbishment of the floor in the large room and internal redecoration of the community centre. It was also proposed to replace the windows and external doors to the building and potentially render the external walls.

Around the shops it was proposed to replace the timber cladding, improve the lighting and potentially repave the area in front of the shops.

It was noted that the Parish Christmas Tree needs to be pruned/shaped as its 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.

RESOLVED – (1) That Andrea de Freitas and Nick Kileen be thanked for attending the meeting and providing an update on the proposed improvements to the public realm in Astley Village.

(2) That that as part of the current public realm scheme around the shops/ community centre, Chorley Borough Council be requested to remove the existing bollard 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.

319.08 Proposed Improvements to the Chancery Road Underpass

The Parish Clerk reported that at the last meeting of the Parish Council on 4 September 2024, it was agreed that County Councillor Aidy Riggott and a representative from Chorley Borough Council be invited to attend this meeting to discuss the proposed Improvements to the Chancery Road Underpass.

Andrea de Freitas, Facilities Management Officer and Nick Kileen Building Surveyor (Chorley Borough Council) attending the meeting.

County Councillor Aidy Riggott suggested that it may have been unclear to Lancashire County Council that the Parish Council was proposing to fund improvements to the existing lighting which was why they response had not been supportive as the current lighting was sufficient and the cost of replacing the current lighting with LED may not be recouped by future energy savings. He also reported that other the projects to improve subways which had been supported by Lancashire County Council had been constructed of concrete not brick.

It was noted that the Parish Council had suggested the following improvements and had requested Chorley Borough Council to advise on the process to obtain estimates to carry out this work:

- Improvements/ repairs to the brickwork at the access and egress at each side of the path and the steps.
- Improving the aesthetic look of the existing railings.
- The overgrown vegetation being cleared.
- Solar low-level lighting could be introduced at each side of the underpass.
- Upgrading the current lighting to LED.

It was suggested that the views of the Police and their 'designing out crime' specialists be sought on changes to the lighting environment.

RESOLVED – (1) That Andrea de Freitas and Nick Kileen be thanked for attending the meeting.

(2) That Andrea de Freitas and Nick Kileen be requested to advise on the process to obtain estimates to carry out the works identified by the Parish Council.

319.09 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:

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

The Parish Clerk reported that Chorley Borough Council had now confirmed that it could facilitate the collections for the recyclable waste using the same team that empty the bin near café ambio.

West Way Sports Hub Active Track Stakeholder Engagement

The Parish Clerk reported that the Parish Council had been invited to a presentation and engagement meeting to feed into the proposal and site design. A number of dates had been proposed but it was confirmed that Parish Councillors were able to attend the preferred date of Tuesday 19 November at 4pm.

Grants/ Sponsorship

It was suggested that all funding granted to community/ charity organisations or individuals should follow the Grant Policy with an application form being completed.

Tommy Statues

Councillor Matt Lynch reported that T B E Precision Sheet Metal Ltd had offered to donate two Tommy Statues to the Parish Council. The Parish Council discussed where the two statues could potentially be located.

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:

- Post Office Counters Ltd – Postage £2.10.
- Pandora Signs - Repairs to speed signs £948.00
- livedrive Internet Limited - livedrive Subscription (Cloud) £30.00
- Post Office Counters Ltd – Stamps £17.60
- Cartridge People - Printer Cartridges £49.90
- Royal British Legion - Poppy Wreath £25.00
- Amazon, Black Plastic Cable Ties £9.98

- Chorley Borough Council - Room Hire (Community Centre) £130.00
- Post Office Counters Ltd - Postage-Parish Council Summons £2.60

(3) That P K D Precision Sheet Metal Ltd be thanked for the donation of two Tommy Statues to the Parish Council and Councillor John McAndrew be requested to arrange for them to be displayed at the existing gateway signs to Astley Village.

319.10 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 2024.

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 2024 and 31 December 2024 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
08/11/24	Employee 4	Reimbursements (September 2024)	44.20		44.20
08/11/24	Employee 4	Reimbursements (October 2024)	64.48		64.48
01/11/24	Easy Web Sites	Monthly rental	68.64	11.44	57.20
23/11/24	Zoom	Zoom Subscription (November 2024)	15.59	2.60	12.99
15/11/24	Employee 4	Salary (November 2024)	391.20		391.20
15/11/24	HMRC	Tax (November 2024)	97.80		97.80
01/12/24	Easy Web Sites	Monthly rental	68.64	11.44	57.20
23/12/24	Zoom	Zoom Subscription (December 2024)	15.59	2.60	12.99
13/12/24	Employee 4	Salary (December 2024)	391.20		391.20
13/12/24	HMRC	Tax (December 2024)	97.80		97.80
			1,255.14	28.08	1,227.06

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

(iii) Spend Against Budget Headings

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

RESOLVED – (1) That the report be noted.

(2) That the need to increase the budget for “Employee Costs” as part of the budget setting process for 2025/26 be noted.

319.11 Winter Newsletter 2024

The Parish Clerk reported that all articles had been sent to the Printers on Monday 21 October 2024 and the deadline for Councillors to comment on the proof was Wednesday 6 November 2024. The Newsletter would be delivered from Friday 15 November 2024.

RESOLVED – That the report be noted.

319.12 Christmas Event 2024

The Parish Clerk reported confirmed that the Christmas Event would take place between 6 and 8pm on Friday 6 December 2024 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 would also be switching on the Christmas Tree lights as part of the event.

RESOLVED – (1) That the report be noted.

(2) That Councillor John McAndrew be requested to invite Buckshaw Primary School to attend.

319.13 Environmental Reports

It was reported that nine trees had been removed in front of Merefield and Ravenswood.

319.14 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 16 October 2024.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

The next meeting will be held on Monday, 24 February 2025 at 6.30pm.

RESOLVED – That the report be noted.

319.15 Correspondence

Correspondence received had been reported as part of the ‘Parish Clerk Report’ (Minute 319.09).

319.16 Schedule of Meetings 2025/26

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider the Schedule of Meetings for 2025/26.

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

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

319.17 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 8 January 2025 at 6.30 pm.

The meeting concluded at 8.25 pm.

Chair