



Astley Village Parish Council

Agenda

To: Members of Astley Village Parish Council.

YOU ARE HEREBY SUMMONED to attend the Meeting of the Astley Village Parish Council to be held on **Wednesday 5 March 2025** at the rise of the Parish Meeting in the Community Centre at which the following business will be transacted.

Summons

1. Apologies for Absence

To receive members' apologies.

2. Declarations of Interest

Members and Officers are invited to declare any interests they may have in any of the items included on the agenda for this meeting in accordance with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

3. Public Engagement

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

4. Borough/County Councillor Reports

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

5. Minutes

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 8 January 2025 (Enclosed).

6. One-Way System/Road Closure on Chancery Road During Large Events

Nikki Burrough, Events Manager at Chorley Borough Council has confirmed that she will be attending.

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 on 8 January 2025 is attached.

7. 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).

8. Statutory Business

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

9. Financial Matters

- i. To consider a report of the Responsible Financial Officer providing the financial position (Enclosed).
- ii. To consider a report of the Responsible Financial Officer recommending payments to be approved (Enclosed).
- iii. To consider a report of the Responsible Financial Officer providing details spend against budget headings (Enclosed).

10. Spring Newsletter 2025

The Parish Clerk to report at the meeting.

11. Policy and Document List Review

To review the current Policy and Document List (Enclosed).

12. Review Annual Council Work Programme - Scheduled Items

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

13. Annual Report of the Parish Council 2024/25

To note the Annual Report of the Parish Council 2024/25 presented to the Parish Meeting on 5 March 2025 (Enclosed).

14. Environment Reports

To receive a verbal update at the meeting.

15. Reports from Parish Council representatives on Other Bodies

Chorley Liaison

To report on the meeting held on 22 January 2025 at 6.30pm - Councillor Gillian Sharples (Agenda attached).

Neighbourhood Area Meeting (NW Parishes and Chorley North)

To report on the meeting held on 24 February 2025 – Councillors Gillian Sharples and Chris Sheldon (Agenda attached).

16. Correspondence

The Clerk to report at the meeting.

17. Dates of Future Meetings

To note that the next meeting of the Parish Council will take place on Wednesday 7 May 2025 (Annual Meeting) at 6.30 pm.

18. Exclusion of the Press and Public

To consider the Press and public being excluded from the meeting during consideration of item 19 due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

19. Village Caretaker

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

20. 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.

Schedule of Meetings 2025/26

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

- 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 2026 at the rise of the Parish Meeting

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



24 February 2025



Astley Village Parish Council

Title	Borough/County Councillor Reports					
Report of	County Councillor Aidy Riggott (Euxton, Buckshaw & Astley) - Lancashire County Council					
Date	5 March 2025					
Type of Paper	Decision		Discussion		Information	X
Purpose of Report						
To consider a report from the County Councillor for Astley Village (Lancashire County Council)						
Key Issues						
<p>I have been working with Lancashire County Councils Highways Dept to ensure that a damaged streetlight on Long Croft Meadow is repaired as soon as possible. As of 24 February 2025, Lancashire County Council have advised that the electrical transfer to the new street lighting column has not yet taken place. When we attempted to carry out the transfer, we found that the cable had no service. For safety reasons, we are unable to transfer service cables with no live service. This issue was reported to the Distribution Network Operator (DNO) for repair on 23 January 2025. We are currently awaiting an update from the DNO regarding the repair. Lancashire County Council have apologised for any inconvenience this may cause and appreciate the residents' patience as we work to resolve this matter.</p> <p>I took part in February's Parish Council Litter Pick and also attended the recent Chorley Council Neighbourhood Meeting to hear updates on current projects and was pleased to support the Parish Councils latest proposal.</p>						
Action required by the Parish Council						
To note the report.						



Astley Village Parish Council

Meeting of the Council

8 January 2025 at 6.30pm

Present

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

320.01 Apologies for Absence

Apologies were received from Councillor Emma Barraclough and Elaine Bibby.

320.02 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.

320.03 Public Engagement

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

320.04 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 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.

County Councillor Aidy Riggott attended the meeting and reported that the resurfacing of the roundabout at the junctions with Euxton Lane, Chancery Road and the B5252 had been completed.

It was confirmed that the footpaths within the village adjoining main roads were the responsibility of Lancashire County Council (with the exception of those footpaths managed by Places for People). It was unlikely that these footpaths would be gritted as priority would be given to areas with significant public footfall such as at the Chorley and South Ribble Hospital and within the town centre.

RESOLVED – That the reports be noted.

320.05 Minutes

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 6 November 2024 (copies of which had been circulated) be approved as a correct record and signed by the Chair subject to the deletion of “P K D Precision Steel Metal Ltd” and the substitution of “T B E Precision Steel Metal Ltd” in relation to the Tommy Statues (Minute 319.09).

320.06 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) (unanimously) That Mr Neil Forkin be co-opted on to the Parish Council.

Councillors Neil Forkin 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.

(3) That Councillor Neil Forkin be appointed as a member of the Village Development Plan Working Group.

(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.

RESOLVED – That the report be noted.

320.07 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 Improvements to the Public Realm in Astley Village

The Parish Clerk reported that at the last meeting it was agreed 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. Chorley Borough Council had obtained an estimate to remove the existing bollard and install a new drop-down bollard at a cost of £740.34 + VAT (£888.408).

Proposed Improvements to the Chancery Road Underpass

The Parish Clerk reported that at the last meeting Chorley Borough Council were requested to advise on the process to obtain estimates to carry out the works identified by the Parish Council. The following estimates had been provided by one of Chorley Borough Council's local contractors (Total cost £5,362.22):

- Cut back overgrown vegetation and general clean up - £402.50 + VAT (£483).
- Replace sleeps as most are rotten. - £2,070.12 + VAT (£2,484.14).
- Prep and paint handrails and bike station. - £1,390.90 + VAT (£1,669.08).
- Jet wash and patch paint bins - £605.00 + VAT (£726).

Proposed Planting at the Astley Village Garden of Reflection

The Parish Clerk reported that the Parish Council had previously agreed a planting scheme at the Astley Village Garden of Reflection and requested Chorley Borough Council to provide a specification for the Parish Council to be able to obtain quotes from a Landscaping Contractor to prepare the areas for planting. Chorley Borough Council had suggested that the Parish Council invite small local landscape firms for quotes based on the specification set out in the report and arrange for the work to take place.

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:

- Chorley Borough Council - Room Hire (Community Centre) £40.00.
- Tesco - Christmas Selection Boxes £340.00.
- Sainsburys - Christmas Refreshments £104.85.
- Printwise - Christmas Printing £100.00.
- Printwise - Winter Newsletter 2024 £680.00.
- Printwise - Councillor Recruitment Leaflet £85.00.
- Tesco - Additional Christmas Selection Boxes £42.30.
- Sue Edwards - Internal Audit 2023/24 £75.00.
- Richard Ryan - Christmas Tree Lights Inspection £100.00.
- Richard Ryan - Additional Christmas Tree Lights £350.00.
- Richard Ryan - PATest and switch on the lights £50.00.

(3) That approval be given to removing the existing bollard and installing a new drop-down bollard at a cost of £740.34 + VAT to be funded from the Improvements to the Village Centre budget (03-2) as part of the Public Realm initiative by Chorley Borough Council and that Chorley Borough Council be requested to include this work within the improvements to the public realm in Astley Village.

(4) That approval be given to the following expenditure and the works being carried out by the local contractors recommended by Chorley Borough Council subject to the Village Development Plan Working Group confirming the works required and the contractor confirming the works can be accommodated within the quotes provided:

- Cut back overgrown vegetation and general clean up - £402.50 + VAT.
- Replace sleeps - £2,070.12 + VAT.
- Prep and paint handrails and bike station - £1,390.90 + VAT.
- Jet wash and patch paint bins - £605.00 + VAT.

(5) That the Parish Clerk be requested to invite small local landscape firms to provide quotes based on the specification set out in the report and that the Village Development Plan Working Group be authorised to consider the quotes and authorise the work to proceed within a budget of £2,500.

(6) That the Parish Clerk be requested to make arrangements for a meeting of the Village Development Plan Working Group to take place on Wednesday 5 February 2025 via Zoom.

(7) That the following Parish Councillors be nominated to represent the Parish Council at the presentation and engagement meeting to feed into the proposal and site design on Thursday 9 January 2025 at 4pm at Chorley Town Hall:

- Councillor Keith Ashton,
- Councillor John McAndrew,
- Councillor Chris Sheldon,
- Councillor Ian Thomas.

320.08 One-Way System/Road Closure on Chancery Road During Large Events

The Parish Clerk reminded the Parish Council at the last meeting of the Parish Council on 6 November 2024 it had been 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. It had been agreed to review of the one-way system/road closure on Chancery Road during large events at this meeting of the Parish Council.

It was reported that Nikki Burrough, Events Manager at Chorley Borough Council had provided the following response:

“Thank you for your email regarding the one-way system on Chancery Road. We are aware there were some issues with parking during the recent Bonfire Event and as always are open to suggestions of how to improve.

In regard to the bonfire event, we had three marshals across the road closure:

- One at either end of the way system – these were provided by a traffic management company we contract for this road closure.
- One on the junction of Hall gate and Chancery Road.

We have received an email from a resident stating that there was only one marshal on Chancery Road, so I believe the marshals took short a break during the event. I am looking into the option of training Chorley Council staff to manage this road closure for future events. We will also look to enhance our communication to event attendees prior to events to make them aware of the one-way system.

While we are aware that there are issues with the one-way system, we only received one complaint from a resident this year regarding inconsiderate during the bonfire event which I believe shows that this method, although not perfect, is working as intended. If the one-way system was removed, I think this would cause many more issues for residents of Astley Village. The leader is happy for us to continue to implement the one-way system for our Astley Park event to reduce the impact on residents.”

RESOLVED – That the Parish Clerk be 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 way 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.

320.09 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 17 December 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 January 2025 and 28 February 2025 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
10/01/25	Employee 4	Reimbursements (November 2024)	101.66		101.66
10/01/25	Employee 4	Reimbursements (December 2024)	65.00		65.00
01/01/25	Easy Web Sites	Monthly rental	72.60	12.10	60.50
23/01/25	Zoom	Zoom Subscription (January 2025)	15.59	2.60	12.99
15/01/25	Employee 4	Salary (Jan 2025) Including Backpay	542.40		542.40
15/01/25	HMRC	Tax (January 2025)	135.60		135.60
01/02/25	Easy Web Sites	Monthly rental	72.60	12.10	60.50
23/02/25	Zoom	Zoom Subscription (February 2025)	15.59	2.60	12.99
15/02/25	Employee 4	Salary (February 2025)	406.30		406.30
13/02/25	HMRC	Tax (February 2025)	101.60		101.60
			1,528.94	29.40	1,499.54

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.

(iv) To consider a report of the Responsible Financial Officer proposing the 2024/25 budget headings and Precept.

The Parish Clerk submitted a report (copies of which had been circulated) to assist the Parish Council in finalising the Budget for 2024/25.

It was reported that the 2025/26 Tax Base approved by Chorley Borough Council for Astley Village was 921.86 (1,421 properties).

The Village Development Plan Working Group had met on 11 December 2024 and made recommendations in relation to the Village Development Plan and make recommendations in respect of the Budget for 2025/26. The Personnel Committee met on 20 November 2024 and made recommendations in respect of the Budget for 2025/26. These recommendations were detailed in the report.

RESOLVED (Unanimously) – (1) That the Astley Village Parish Precept for 2025/26 be set at £24,155 (Parish Yield: £20,278 and Parish Top-up Grant: £3,877) with the Band D amount being £22 (the same as 2024/25).

(2) That the updated Village Development Plan be approved including the following new schemes:

- Four Additional Finger Post Signs around the Village and allocating a budget of £5,000.
- Making a bid to the Neighbourhood Priority Scheme for 2025/26 to upgrade the Path from Chancery Road, through Dam Head Wood to Astley Park and allocating a contribution of £2,500.00 should the bid be successful.

(3) That the Paris Clerk, in consultation with the Ward Borough Councillors be requested to make a bid on behalf of the Parish Council to the Neighbourhood Priority Scheme for 2025/26 to upgrade the Path from Chancery Road, through Dam Head Wood to Astley Park.

(4) That the following 2025/26 budget be approved subject to further consideration and review at the end of the financial year:

Budget Heading		Budget Sub-Heading	Total Budget (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription	400.00
	01-2	Office/Sundry (including new Laptop)	1,500.00
	01-3	Insurance	550.00
	01-4	Auditors/Accounts	400.00
	01-5	Election/By-Election/Polls	7,000.00
	01-6	Employee Costs (Salary, Training etc.)	7,000.00
	01-7	Employee Contingency	1,000.00
	01-8	IT/Website	1,000.00
02 - COUNCIL	02-1	Newsletter/Publications	1,900.00
	02-2	Village Caretaker	-
	02-3	Councillor Training	500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00
03 - VILLAGE DEVELOPMENT PLAN	03-1	Christmas Tree Lights/ Christmas Event	1000.00
	03-2	Improvements to the Village Centre (including additional Seating) as part of the Public Realm initiative by Chorley Borough Council	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
	03-4	Planter Scheme (including maintenance)	1000.00
	03-5	Tree Planting and Maintenance	500.00
	03-6	Wildflower Meadows/Corridors	250.00
	03-7	West Way Nature Reserve maintenance/future improvements	500.00
	03-8	Astley Village Community Garden of Reflection	2,000.00
	03-9	Chancery Road Underpass Improvements	10,000.00
	03-10	Refurbishment of existing Gateway Signs	500.00
	03-11	Road Safety (Maintenance of SPIDs)	500.00
	03-12	Four Additional Finger Post Signs around the Village	5,000.00
	03-13	Paths to provide access from Great Meadow to the play area at West Way Sports Hub	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
04 - GENERAL RESERVE	04	General Reserve	20,000.00
Expected Balance Carried Forward from 2024/25	£68,500		
TOTALS			93,250.00

(v) To review the Review Asset Register

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

RESOLVED – That the Asset Register be approved subject to the number of “Unknown Tommy Statues” being increased to two at a total cost of £500,

(vi) To appoint Internal Auditor for the 2024/25 Accounts.

RESOLVED – That Ms Susan Edwards be appointed as Internal Auditor in respect of the 2024/25 Accounts at a cost not exceeding £100.

320.10 Spring Newsletter 2025

The Parish Council discussed the timing and potential articles for the Spring edition of the Parish Council Newsletter and the following articles were suggested:

- Annual Report (Councillor Gillian Sharples).
- New Councillor Introductions (Councillors Elaine Bibby and Neil Forkin).
- Christmas Event 2024 (Councillor Emma Barraclough).
- Chorley Flower Show 2025 (Councillor Emma Barraclough).
- 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 Sheltered Housing Accommodation regarding living in the Parish and the public transport provision.
- Improvements to the Public Realm in Astley Village (Chorley Borough Council).

RESOLVED (1) That the following timetable for the production of the Spring edition of the Parish Council Newsletter be agreed:

- Parish Councillors email the Parish Clerk with suggested articles for inclusion in the Spring Newsletter by Wednesday 5 March 2025 and those articles be submitted to 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.

(2) That Parish Councillors be requested to suggest potential articles to the Parish Clerk in advance of the next Parish Council Meeting on 5 March 2025.

(3) That the Parish Clerk be requested to investigate purchasing a licence for the Microsoft Copilot Software.

RESOLVED – That the report be noted.

320.11 Christmas Event 2024

The Parish Christmas reviewed the Carol Singing Event which had been held on Friday 6 December 2024. Unfortunately, due to the inclement weather the attendance had been lower than in previous years. The Christmas Tree lights had been switched on by Parish Councillors and refreshments had been served following the event in the Community Centre.

The Parish Council discussed the arrangements for the future Installation of the Christmas Tree Lights on the living Christmas Tree.

RESOLVED – (1) That the 2025 Christmas event be held on Friday 5 December 2025 at 6.30 pm following the same format as the 2024 event.

(2) That the Parish Clerk be requested to book the Community Centre from 4:30 pm to 8:30 pm.

(3) That the Parish Clerk be requested to investigate the possibility of a singing group attending the event to accompany the carols.

(4) That Richard Ryan be requested 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

320.12 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The next Meeting would be held on 22 January 2025 at 6.30pm. The minutes of the meeting held on 16 October 2024 were circulated for information.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

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

RESOLVED – That the report be noted.

320.13 Minutes of the Personnel Committee

The minutes of the Personnel Committee held on Wednesday 20 November 2024 were circulated for information.

It was reported that Chorley Borough Council had agreed to facilitate a training/ briefing session on Social Prescribing and Safeguarding/ Prevent through the Chorley Liaison during 2025.

RESOLVED – (1) That the minutes be noted.

(2) That Chorley Borough Council be requested to ensure that when a training/ briefing session on Social Prescribing and Safeguarding/ Prevent takes place, all Parish Councillors can access the meeting online.

(3) That the recommendation to amend the Scheme of Delegation and the Terms of Reference of the Personnel Committee be considered at the Annual Council Meeting on 7 May 2025.

320.14 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 320.07).

320.15 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 5 March 2025 at the rise of the Parish Meeting.

The meeting concluded at 8.15 pm.

Chair

From: Cllr Alistair Bradley <alistair.bradley@chorley.gov.uk>
Sent: 14 January 2025 19:36
To: Astley vpc <clerk@avpc.org.uk>
Cc: Councillor Gillian Sharples <cllr.gillian.sharples@avpc.org.uk>; Cllr Adrian Lowe <CllrAdrian.Lowe@chorley.gov.uk>; Cllr Alistair Morwood <alistair.morwood@chorley.gov.uk>; Cllr Jean Sherwood <Jean.Sherwood@chorley.gov.uk>; Emma Lyons <emma.lyons@chorley.gov.uk>
Subject: RE: One-Way System/Road Closure on Chancery Road During Large Events

Craig,

Thank you for your email regarding the one-way system that we have put in place for our events and for your feedback following the recent Parish Council meeting. I can confirm that there were marshals in place at both ends of Chancery Road at the most recent event, however it may be that at some point the stations were not covered due to a break. This is something we are raising with the road closure company to ensure that in future there is cover at all times during an event. There have also been occasions where a member of the public has chosen to ignore the system and even with marshals in place, have driven through. We do not have the powers to stop a car and indeed it would be unsafe to try. We recognise the danger this can cause and as such will flag this to the police and ask if they are able to attend our events, which they often do. If you could also please seek to raise this with the police also that would be helpful. We will also ensure we include messaging in our event communications to flag the danger of ignoring the system in place. Unfortunately like many school and other temporary traffic control systems, we are only able to appeal to residents and visitors goodwill and do not have powers of enforcement in these matters,

The one-way system has been established previously at the behest and with the support of the AVPC to help control the traffic around the park and support residents who live in the area. It is evident that it has generally improved the situation since it has been used. Without it being in place, it is likely that people would return to double parking along the road (and verges) causing many more issues for residents, which I am sure that the Parish Council do not wish to see.

I will ask an officer to attend a future parish council meeting so that concerns can be discussed and ways to strengthen the current system can be looked into. I have copied this into Emma Lyons who is Head of Communications & Visitor Economy (and Nikki Burrough's line manager) and also your local ward councillors, who I am sure will be happy to act as a point of liaison on such matters.

I welcome the support of the Parish Council in helping to resolve this matter

Regards

Alistair

Cllr Alistair Bradley
Chorley South East & Heath Charnock Ward & Executive Leader of Chorley Council

Astley Village Parish Council

Title	Parish Clerk Report					
Report of	Parish Clerk & Responsible Financial Officer					
Date	5 March 2025					
Type of Paper	Decision		Discussion	X	Information	
<p>Purpose of Report</p> <p>To provide an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.</p>						
<p>Key Issues</p> <p>Proposed Introduction of Car Parking Charges on Hallgate Car Park</p> <p>Chorley Borough Council's Executive Cabinet recently considered a report setting out proposals for fees and charges and amongst other proposals, the Cabinet have decided in principle to introduce a small fee for parking on Hallgate car park. Such a fee would bring the car park in line with other council-owned parking and recognise the cost of upkeep of car parks.</p> <p>In a letter from Councillor Alastair Bradley, he recognises that “there is a risk that the introduction of parking charges could displace parking elsewhere and cause issues in surrounding areas and that the parish council has previously raised concerns about the impact of inconsiderate parking in the area, and so we do not wish to exacerbate any issues. On that basis, no charges will be introduced until there is an assurance that any changes will not have an unreasonable impact on surrounding areas. This will most probably involve working with Lancashire County Council, and we will of course consult with the parish council.”</p> <p>Proposed Improvements to the Public Realm in Astley Village</p> <p>At the last Parish Council Meeting on 8 January 2025, approval was given to removing the existing bollard and installing a new drop-down bollard at a cost of £740.34 + VAT to be funded from the Improvements to the Village Centre budget (03-2) as part of the Public Realm initiative by Chorley Borough Council.</p> <p>The contractor suggested by Chorley Borough Council (Bryan Lee Builders – based in Blackburn) had confirmed that the new removal bollard has now been installed and the Parish Council will be provided with a key for its removal.</p>						

Proposed Improvements to the Chancery Road Underpass

The Parish Clerk reminded the Village Development Working Group at the meeting on 5 February 2025, that at the last Parish Council Meeting on 8 January 2025 had approved (in principle) the following expenditure and the works being carried out by the local contractors recommended by Chorley Borough Council subject to the Village Development Plan Working Group confirming the works required and 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.
- Jet wash and patch paint bins - £605.00 + VAT.

The Working Group gave approval to 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) and for the work to take place as soon as possible.

The Working Group gave approval to replacing the rotten sleepers with new sleepers and for the work to take place as soon as possible. Clarification is sought on whether this would in reality mean replacing all the current sleepers. They noted that no quotation had been provided for repairing the brickwork at either side of the underpass which is in poor repair, and it was agreed that Bryan Lee Builders be invited to provide a quotation for this work.

The Working Group gave approval to 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.

There is not a bike station located at the underpass and therefore it was assumed that this related to the bike station outside the Morrisons Local shop and therefore this work should be funded by Chorley Borough Council as part of the Public Realm initiative

The Working Group were perplexed by the quotation to jet wash and patch paint bins. There is only one bin located near the underpass, next to the fingerpost sign and there are three bins within the area covered by the Public Realm initiative (outside the takeaway, outside the Morrisons Local shop and near the bench located opposite the notice board. As three of these bins are not located near the underpass and are owned and managed by Chorley Borough Council, the Working Party agreed that this work should be funded by Chorley Borough Council as part of the Public Realm initiative.

The Parish Clerk has contacted Bryan Lee Builders to confirm which works have been approved and requested a quotation for repairing the brickwork at either side of the underpass which is in poor repair. The work approved has started and the sleepers installed on 19 February 2025.

The Parish Clerk has also written to Chorley Borough Council in relation to the decisions of the Working Group in respect of the bike station and Jet washing and patch painting bins.

At the time of writing the report, no response had been received.

Gateway Signs

The Village Development Working Group will consider other ways of enhancing the existing Gateway Signs in due course.

West Way Sports Hub - Proposed Active Track

Parish Councillors attended a presentation and engagement meeting on 9 January 2025 at 4pm in Chorley Town Hall to feed into the proposal and site design and attached to this report is a proposed site plan of the Active Track as presented at that meeting

Chorley Borough Council are seeking comments on this design proposal and subsequent confirmation / agreement of the final Active Track layout, including all off-shoots and connecting pathways. This drawing does not include the detail such as lighting, bin, bench locations etc. This will be the next step once the paths are agreed. All comments will be feed to the consultants to produce the final plans.

Village Development Working Group met on 5 February 2025 and there was agreement that the Parish Council should seek an additional path that crosses between the football pitches. The representative from Astley and Buckshaw Junior Football Club had also indicated that this was a good idea and that it should be possible to fit with the pitch locations. The Parish Council would also wish to see a short link near the children's playground. Currently this area is used for access to the pitches and gets quite muddy and churned up. I attach a plan indicating where this should be.

The Working Group also discussed 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 preference would be for the lower path and understand that careful landscaping would be required to traverse the slope. It was agreed that in order to attract the full £15,000 funding allocated by the Parish Council we should stipulate that these two paths be included in the final design.

Councillor Chris Sheldon has responded to the consultation via Lindsey Blackstock, Open Space Strategy Officer at Chorley Borough Council accordingly.

A plan showing the recommended paths to be incorporated into the final design is attached to this report.

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

At the last Parish Council Meeting I 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.

Chris Walmsley, Head of Streetscene & Waste at Chorley Borough Council has confirmed that they are waiting on delivery of the bin which should be due soon and once they have received it then it will be install it quickly. He has asked for the supplier to be contacted so that they can provide more definitive timescales.

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

As agreed at the last Parish Council Meeting on 8 January 2025, I wrote 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 way 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 is included as part of item 6 on the Summons for this meeting.

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.

As requested at the last Parish Council Meeting on 8 January 2025, the Parish Clerk invited five small local landscape firms to provide quotes based on the specification set out in my previous report to that meeting.

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 the Parish Clerk informed the Working Group at their meeting on 5 February 2025 that no quotations had been received by the deadline of 29 January 2025. It was agreed to write to the companies again requesting them to confirm that they are not interested in quoting to undertake this planting/ landscaping work. The deadline for quotations including your total cost (with breakdown for labour, the supply of the plants and bulbs and other materials) has been extended to Friday 31 January 2025 at 6pm.

An update will be provided at the meeting.

Finger Post Signs

Village Development Working Group 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:

- 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.

A plan showing the proposed location is attached to this report.

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

Neighbourhood Priority Scheme for 2025/26

In consultation with the Ward Borough Councillors I have made a bid on behalf of the Parish Council to the Neighbourhood Priority Scheme for 2025/26 to upgrade the Path from Chancery Road, through Dam Head Wood to Astley Park.

The Bid will be considered by the Neighbourhood Area Meeting (NW Parishes and Chorley North) on 24 February 2025.

An update will be provided by Councillors Gillian Sharples and Chris Sheldon at the meeting under item 15 on the Summons.

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 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.

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

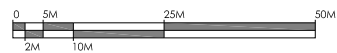
- Arrange for the Christmas Tree pruned/shaped and if necessary, extend the existing fencing at the base of the tree.
- Once the existing bollard is replaced with a new drop-down bollard, access the site via a cherry picker so that the existing lights can be removed to avoid the lights remaining on the 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.

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

- 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

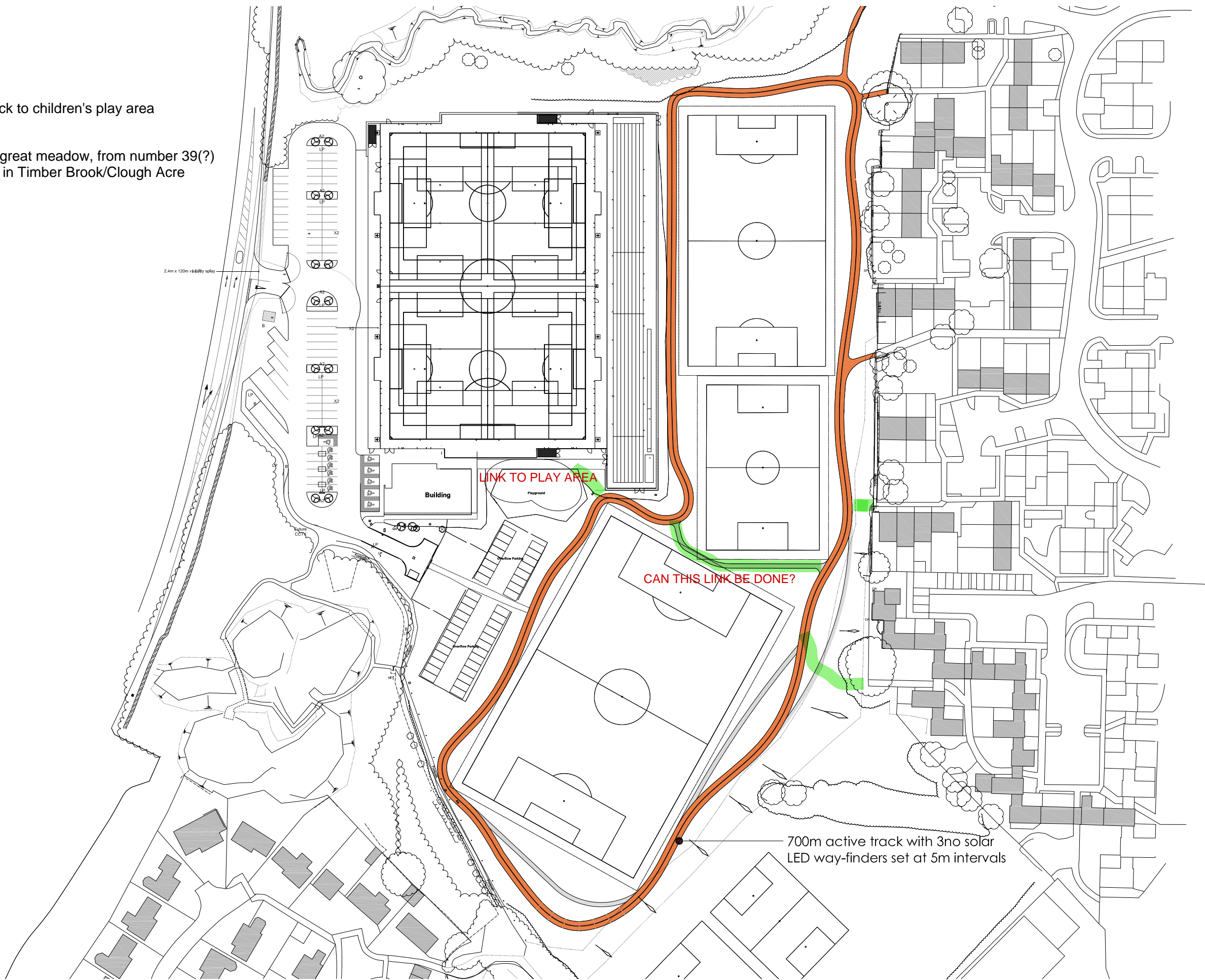
Action required by the Parish Council

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



Proposed link from Active Track to children's play area and path between pitches.

Possible additional links from great meadow, from number 39(?) and from current path starting in Timber Brook/Clough Acre areas.



Copyright Notice:
This drawing is the copyright of Steve Wells Associates Ltd,
and shall not be reproduced without permission. © 2019

Dwg. Purpose **Feasibility**

No.	Revision / Issue	Date
B	Track alterations	01/2025
A	Link to active track added	01/2025

Project
Proposed Active Track at
West Way Playing Fields
Chorley
PR7 6DJ

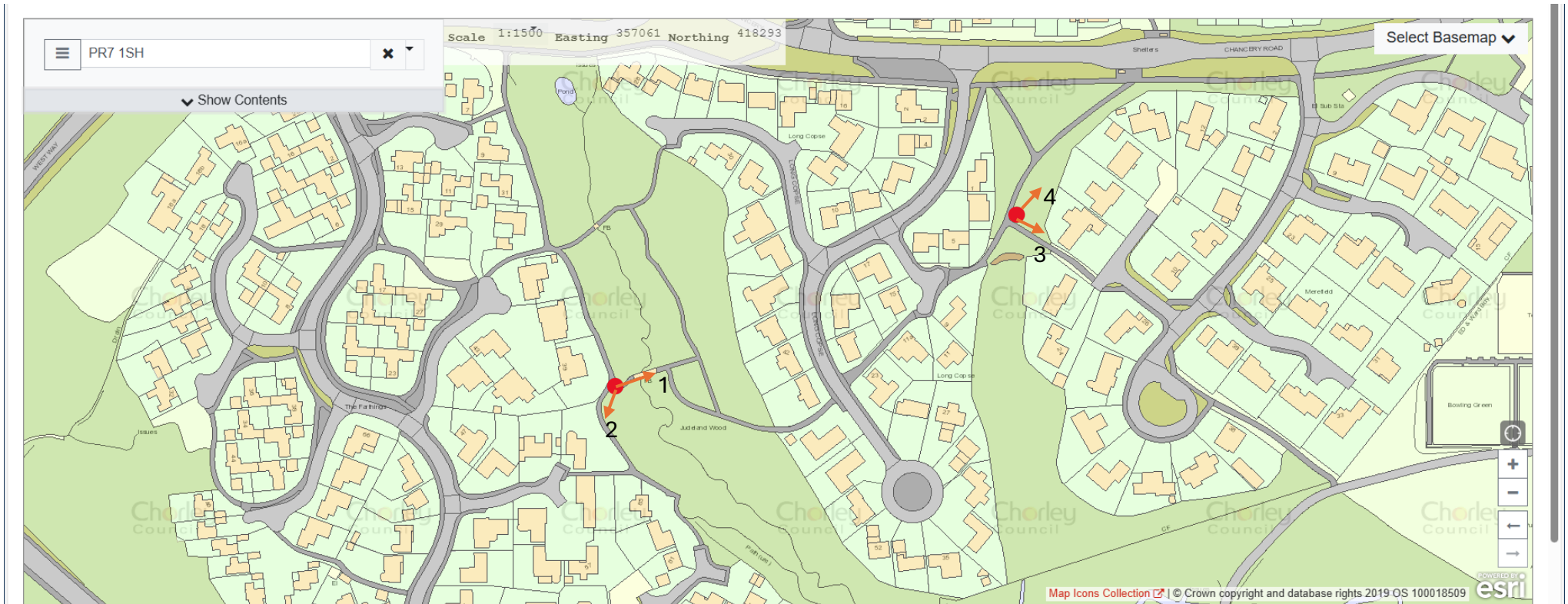
Client
Chorley Council
Dwg. Title
Proposed Site Plan

STEVE WELLS ASSOCIATES
making sport happen

Churchill House, Mill Hill, Pontefract, West Yorkshire,
WF8 4HY t: 01977 797258 e: mail@stevewells-associates.com

Dwg. No.	Rev.
205-108-0002	B
Scale 1:1250 @ A3	Date October 24
Drawn by JLR	Checked DKW

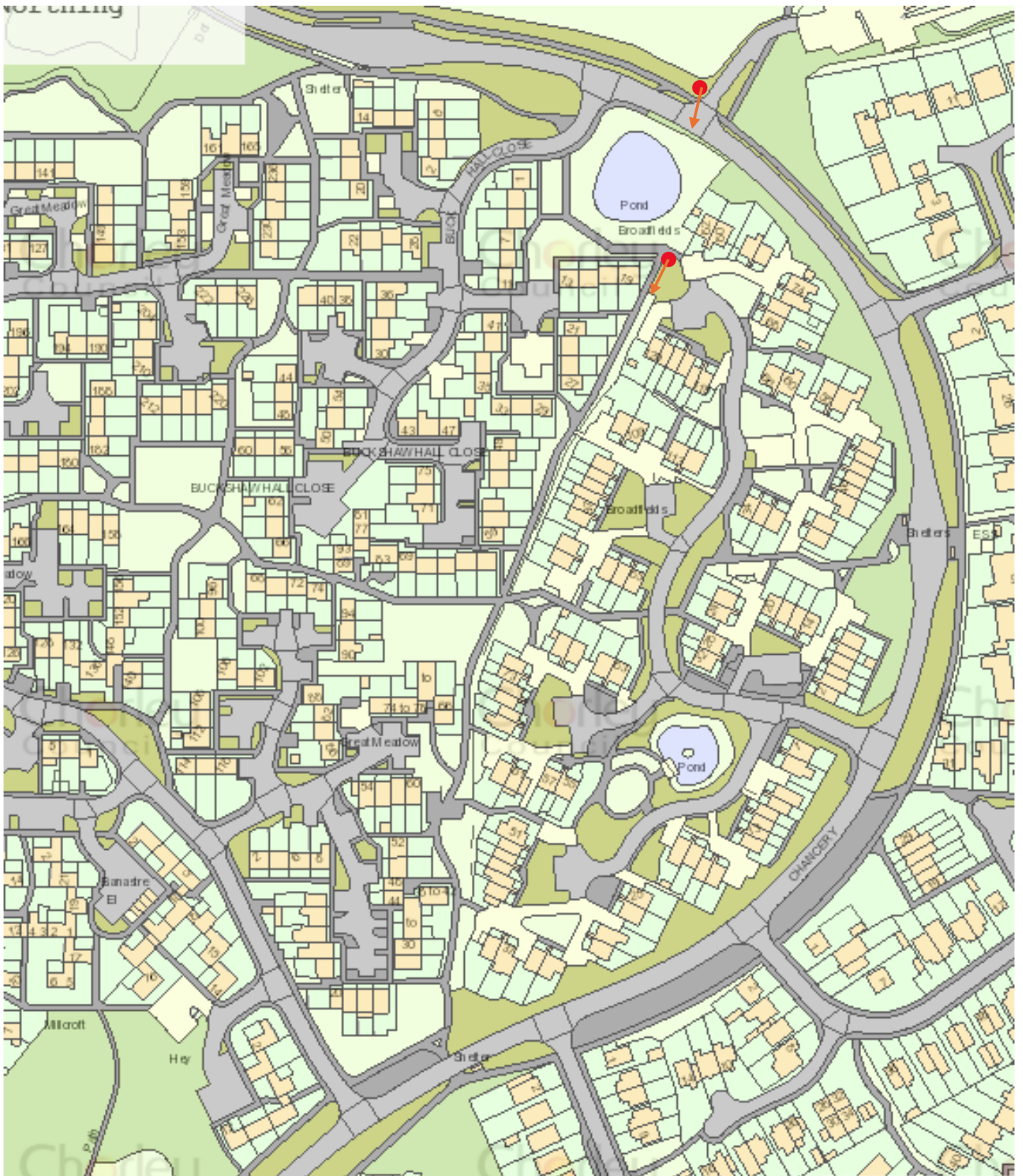
Proposed finger posts between The Farthings and Merefield.



1 Astley Park
(Tarmac Path)
2 Astley Park
(Woodland Path)

3 Astley Park
4 Village Centre
(via Chancery Road)

Proposed finger posts near Buckshaw Hall Close indication shortcut to Village Centre.



Both signs will have one arrow saying

Shortcut to Village Centre
(Footpath)

Date: 24 January 2025

Our Ref:

Your Ref:

Town Hall
Market Street
Chorley
PR7 1DP

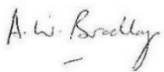
Craig Ainsworth
Parish Clerk
Astley Village Parish Council
Sent via email - clerk@avpc.org.uk

Dear Craig

You may note that the borough council's Executive Cabinet considered a report setting out proposals for fees and charges at a meeting on 23 January. Among other proposals, the Cabinet have decided in principle to introduce a small fee for parking on Hallgate car park. Such a fee would bring the car park in line with other council-owned parking and recognise the cost of upkeep of car parks.

The council recognises that there is a risk that the introduction of parking charges could displace parking elsewhere and cause issues in surrounding areas. We know that the parish council has previously raised concerns about the impact of inconsiderate parking in the area, and so we do not wish to exacerbate any issues. On that basis, no charges will be introduced until we have assurance that any changes will not have an unreasonable impact on surrounding areas. This will most probably involve working with Lancashire County Council, and we will of course consult with the parish council.

Yours sincerely



Cllr Alistair Bradley
Executive Leader of Chorley Council
Email: CllrAlistair.Bradley@chorley.gov.uk



01257 515151



chorley.gov.uk



Astley Village Parish Council

Title	Planning Issues Relevant to the Village					
Report of	Parish Clerk					
Date	5 March 2025					
Type of Paper	Decision		Discussion		Information	X
Purpose of Report						
To consider any planning issues relevant to the village.						
Key Issues						
The Parish Council have not been consulted on any planning applications received by Chorley Borough Council since the last Parish Council Meeting on 8 January 2025						
Action required by the Parish Council						
To note the report.						

AGENDA ITEM 9(i)

FINANCIAL POSITION - SUMMARY 5 MARCH 2025			
			£
Receipts and Expenditure Account			
Receipts			
Precepts			20,389.00
Grant			3,877.00
Refunds			-
Other			-
Bank Interest (Barclays)			704.18
Dividend (Unify Credit Union)			-
Advertisements			25.00
VAT on Receipts/Recovered			440.81
Total Receipts			25,435.99
Expenditure Total			
			16,135.43
Income & Expenditure Reconciliation			
Balance Brought Forward at 1 April 2024			58,993.73
Add: total receipts to date		+	25,435.99
Less: total expenditure to date		-	16,135.43
			68,294.29
Bank Reconciliation			
Community Account	19/02/25	+	5,000.00
Business Premium Account	19/02/25	+	59,039.37
Unify Credit Union deposit	01/04/24		5,546.80
Less unpresented cheques/ET/SO		-	1,291.88
Plus uncleared credits		+	68,294.29
			68,294.29
	Unpresented cheques/SO/Payments		
	Zoom		15.59
	March		686.29
	Anticipated Expenditu		590.00
			1291.88

AGENDA ITEM 9(ii)

PAYMENTS TO BE APPROVED

March/ April 2025

Date	Creditor	Description	Cheque No	Total	Vat	Net
07/03/25	Employee 4	Reimbursements (January 2025)	EB	42.42		42.42
07/03/25	Employee 4	Reimbursements (February 2025)	EB	43.82		43.82
01/03/25	Easy Web Sites	Monthly rental	DD	76.56	12.89	63.67
23/03/25	Zoom	Zoom Subscription (March 2025)	EB	15.59	2.60	12.99
14/03/25	Employee 4	Salary (March 2025)	EB	406.30		406.30
14/01/25	HMRC	Tax (March 2025)	EB	101.60		101.60
01/04/25	Easy Web Sites	Monthly rental	DD	76.56	12.89	63.67
23/04/25	Zoom	Zoom Subscription (April 2025)	EB	15.59	2.60	12.99
15/04/25	Employee 4	Salary (April 2025)	EB	414.96		414.96
15/04/25	HMRC	Tax (April 2025)	EB	103.74		103.74
15/04/25	HMRC	National Insurance (April 2025)	EB	15.30		15.30
				1,312.44	30.98	1,281.46

BUDGET REPORT – 5 MARCH 2025
Financial Year 2024/25 (1 April 2024 to 31 March 2025)

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription	300.00	339.21		- 39.21
	01-2	Office/Sundry (including new LapTop	1,500.00	1,180.97		319.03
	01-3	Insurance	500.00	497.21		2.79
	01-4	Auditors/Accounts	400.00	285.00		115.00
	01-5	Election/By-Election/Polls	7,000.00	85.00		6,915.00
	01-6	Employee Costs (Salary, Training etc)	5,750.00	6,549.99		- 799.99
	01-7	Employee Contingency	1,000.00	-		1,000.00
	01-8	IT/Website	1,000.00	816.69		183.31
02 - COUNCIL	02-1	Newsletter/Publications	1,900.00	1,522.50		377.50
	02-2	Village Caretaker	-	-		-
	02-3	Councillor Training	500.00	-		500.00
	02-4	Grant Awards/Local Projects and Groups	2,500.00	300.00		2,200.00
03 - VILLAGE DEVELOPMENT PLAN	03-1	Christmas Tree Lights/ Christmas Event	800.00	1,120.48		- 320.48
	03-2	Village Improvements (including additional Seating)	5,000.00	85.00		4,915.00
	03-3	Improve Village Centre & Enhance Village Green	500.00	500.00		-
	03-4	Planter Scheme (including maintenance)	790.00	410.47		379.53
	03-5	Tree Planting and Maintenance	500.00	-		500.00
	03-6	Wildflower Meadows/Corridors	500.00	-		500.00
	03-7	West Way Nature Reserve maintenance/future improvements	500.00	-		500.00
	03-8	Astley Village Community Garden of Reflection	2,000.00	-		2,000.00
	03-9	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.	10,000.00	-		10,000.00
	03-10	Refurbishment of existing Gateway Signs	500.00	-		500.00
	03-11	Road Safety (Maintenance of SPIDs)	500.00	936.00		- 436.00
	03-12	Grant - Astley Hall (Restoration of Picture)	-	-		-
	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	925.00		4,075.00
04 - GENERAL RESERVE	04	General Reserve	19,760.54	-		19,760.54
Balance Carried Forward from 2023/24	58,993.73					
TOTALS			83,700.54	15,553.52		68,147.02
VAT to be Recovered		£581.91				
Total Spend to Date				16,135.43		

Astley Village Parish Council

POLICY AND DOCUMENT LIST/REVIEW

	Doc No.	Policy or Document	Created / Reviewed	Meeting/ Review	Council Website
Official	01	Code of Conduct	Adopted 4/7/2012		Yes
Official	02	Freedom of Information Publication Scheme	Adopted 3/11/2008		Yes
Official	03	Standing Orders*	Reviewed 4/5/2022	Annual meeting (May 2025)	Yes
Finance	04	Financial Regulations*	Reviewed 4/5/2022	Annual meeting (May 2025)	Yes
Finance	05	Financial Risk Assessment *	Reviewed 7/9/2022	September 2025	Yes
Finance	06	Review of Effectiveness of The System of Internal Audit*	Reviewed 7/9/2022	September 2025	Yes
Council	07	Asset Register *	Reviewed 11/1/2023	January 2026	Yes
Council	08	Complaints Procedure	Adopted 4/9/2019		Yes
Council	09	Grant Policy and Application Form	Reviewed 6/1/2021		Yes
Council	10	Business Continuity Plan	Reviewed 4/9/2013		No
Council	11	Social Media Policy	Reviewed 1/3/2017		Yes
Council	12	Publicity Protocol	Reviewed 3/10/2012		Yes
Council	13	Contact Privacy Policy	Approved 3/11/2021		Yes
Council	14	Representative Protocol	Approved 5/12/2007		Yes
Council	15	Bullying and Harassment Policy	Reviewed 23/11/2022	November 2025	Yes
Council	16	Equal Opportunities Policy	Reviewed 23/11/2022	November 2025	Yes
Council	17	Health and Safety Policy	Reviewed 19/1/2021	November 2026	Yes
Council	18	Grievance Procedure	Reviewed 19/1/2021	November 2026	Yes
Council	19	Disciplinary Procedure	Reviewed 19/1/2021	November 2026	Yes
Council	20	Councillor/Employee Relations	Reviewed 19/1/2021	November 2027	Yes

Council	21	Training Statement of Intent	Reviewed 19/1/2021	November 2027	Yes
Council	23	Terms of Reference for Personnel Committee	Reviewed 04/5/2022	Annual meeting (May 2025)	Yes
Council	24	Sickness Absence Policy/Procedure	Reviewed 19/1/2021	November 2025	Yes
Council	25	Clerk Expense/Reimbursement Policy	Approved 10/5/2023	November 2025	Yes
Council	26	Village Development Plan	Reviewed 11/1/2023	January 2026	Yes
Council	27	Internal Audit Plan and Statement of Internal Control*	Reviewed 7/9/2022	September 2025	Yes
Council	28	Vision, Aims and Objectives	Approved 4/11/2020		Yes
Council	29	Scheme of Delegation*	Approved 5/5/2021	Annual meeting (May 2025)	Yes
Council	30	Document Retention Policy	Approved 3/11/2021		Yes
Council	31	Protocol for Public Participation	Approved 2/11/2021		Yes
Council	32	GDPR Risk Assessment*	Approved 3/11/2021	November 2026	Yes
		Contract of Employment & Statement of Particulars of Employees'	At time of appointment	Annually at the November meeting of the Personnel Committee	No

* Requires annual review



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	



Astley Village Parish Council

Annual Report 2024/2025

Re-elected as Chair

I was honoured to be re-elected as Chair of Astley Village Parish Council at the Annual Council Meeting which took place on Wednesday 1 May 2024.

Improvements to the Village Centre

Chorley Borough Council provided an update in relation to the proposed improvements to the village centre. Work undertaken so far includes installing a soft play surface outside the community centre, rendering the external walls, removal of asbestos and refurbishing the interior of the community centre. Around the shops, the proposal is to replace the timber cladding, improve the lighting and possibly repave the area.

I welcome these improvements to our village centre.

Proposed improvements to Chancery Road underpass

The Parish Council has suggested improvements to the Chancery Road underpass, which includes:

- Upgrading the current lighting to LED.
- Improvements to the brickwork at the access points.
- Clearing the overgrown vegetation.
- Improving the aesthetic look of the railing.
- Installing solar low-level lighting at each entrance to the underpass.

West Way Nature Reserve

Following the installation of the path which leads to West Way Nature Reserve, Chorley Borough Council have installed some new signage which gives more information as to what type of wildlife can be found in and around the area.

Chorley Flower Show

Once again, the Parish Council had a stall at the popular, annual Chorley Flower Show event, which took place from 26 – 38 July 2024. Information was available regarding our Village and the plans we have for future improvements. Parish Councillors were also available for a face-to-face chat on the Friday and Saturday to answer queries from residents and other visitors.

Remembrance Sunday/Poppies in the Parish

Parish Councillors attended Chorley's Remembrance Sunday Service on Sunday 10 November 2024. As Chair, I was honoured to lay a wreath on behalf of the Parish Council. Poppies were also attached to street signs throughout the village during the week before Armistice Day.

Monthly Litter Picks

Our monthly litter picks have attracted more volunteers over recent months and it's great to see so many people wanting to help keep our village clean and tidy. We meet on the first Saturday of each month at the Astley Village Community Centre at 10am and we split into groups so we can cover as much of the village as possible. Equipment such as litter pickers, gloves and bin bags are provided.

Christmas 2024

The Parish Council held its annual Christmas carol singing event on Friday 6 December 2024. Due to arrival of Storm Desmond earlier in the day, we had to relocate inside the community centre. Once again, we were accompanied by members of the guitar group, 'AKA Acoustic', featuring our very own Parish Councillors John McAndrew and Keith Ashton. We also lit the Christmas tree, which had some new lights installed for the occasion. Refreshments were served in the community centre afterwards.

Chorley Liaison

Wednesday, 22nd January 2025, 6.30 pm

Council Chamber, Town Hall, Chorley and Youtube

Agenda

Apologies

1 **Welcome by the Chair**

2 **Minutes**

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

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

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

Jennifer Mullin, Director of Communities & Leisure, will present this information requested at the last meeting.

5 **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.

6 **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.

7 **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

Neighbourhood Area Meeting; NW Parishes and Chorley North

Monday, 24th February 2025, 6.30 pm
Council Chamber, Town Hall, Chorley, PR7 1DP

Agenda

- 1 **Appointment of Chairperson**
- 2 **Welcome and Introductions**
- 3 **Apologies for absence**
- 4 **Minutes of meeting Wednesday, 7 February 2024 of Neighbourhood Area Meeting; NW Parishes and Chorley North**
- 5 **NW Parishes and Chorley North - Neighbourhood Priorities Updates 24/25 Report**

To receive and consider the report of the Director of Communities and Leisure.
- 6 **NW Parishes and Chorley North - Selecting 2025/26 Neighbourhood Priorities report**

To receive and consider the report of the Director of Communities and Leisure.
- 7 **Empty Property Update Report**

To receive and consider the report of the Director of Property & Planning.
- 8 **Date of next meeting**
- 9 **Any other business**

Chris Sinnott
Chief Executive

Electronic agendas sent to Members of the Neighbourhood Area Meeting; NW Parishes and Chorley North Councillors Mark Clifford, Danny Gee, Tommy Gray, Hasina Khan, Adrian Lowe, Alistair Morwood, Dedrah Moss, Jean Sherwood, Russ Green, Samantha Martin, Joan Williamson and Beverley Murray.

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

Meeting contact Ben Storey, Democratic and Member Services Officer on or email ben.storey@chorley.gov.uk