



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 8 January 2025** at 6.30 pm 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 6 November 2024. (Enclosed).

6. 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).

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

At the last meeting of the Parish Council on 6 November 2024 it was agreed to include this item on the Summons for this meeting.

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).
- iv. To consider a report of the Responsible Financial Officer proposing the 2025/26 budget headings and Precept. (Enclosed).
- v. To review the Review Asset Register (Enclosed)
- vi. To appoint Internal Auditor for the 2024/25 Accounts.

10. Spring Newsletter 2025

The Parish Clerk to report at the meeting.

11. Christmas Event 2024

The Parish Clerk to report at the meeting.

12. Environment Reports

To receive a verbal update at the meeting.

13. Reports from Parish Council representatives on Other Bodies

- Chorley Liaison. The next Meeting will be held on 22 January 2025 at 6.30pm - Councillor Gillian Sharples. The minutes of the meeting held on 16 October 2024 are attached for information.
- Neighbourhood Area Meeting (NW Parishes and Chorley North). The next Meeting will be held on 24 February 2025 at 6.30pm – Councillor Gillian Sharples.

14. Minutes of the Personnel Committee

To receive the minutes of the Personnel Committee held on Wednesday 20 November 2024 (Enclosed).

15. Correspondence

The Clerk to report at the meeting.

16. 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.


17. Dates of Future Meetings

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.

Meetings of the Parish Council will take place 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 2026 at the rise of the Parish Meeting

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



24 December 2024



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 P K D 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

Astley Village Parish Council

Title	Parish Clerk Report					
Report of	Parish Clerk & Responsible Financial Officer					
Date	8 January 2025					
Type of Paper	Decision		Discussion	X	Information	
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 Improvements to the Public Realm in Astley Village						
<p>At the last meeting of the Parish Council, 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.</p> <p>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.</p> <p>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.</p> <p>Chorley Borough Council have obtained an estimate to remove the existing bollard and install new drop-down bollard - £740.34 + VAT.</p>						

Proposed Improvements to the Chancery Road Underpass

At the last Parish Council Meeting, Andrea de Freitas, Facilities Management Officer and Nick Kileen Building Surveyor (Chorley Borough Council) attended the meeting with County Councillor Aidy Riggott to discuss the proposed improvements to the Chancery Road underpass.

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 their 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 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.

It was agreed that Andrea de Freitas and Nick Kileen from Chorley Borough Council be requested to advise on the process to obtain estimates to carry out the works identified by the Parish Council. One of Chorley Borough Council's local contractors have proposed the following works for the under pass:

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

Lancashire County Council have responded and pointed out that LED lighting is already present at this location as it was converted the existing fixtures in September 2020. Therefore, if they were to increase the light levels, this would result in higher energy costs. As mentioned in their previous response, they have determined that the underpass has sufficient lighting so we will not be taking further action.

As for other subways where painting/ murals has been supported by Lancashire County Council, they have pointed out that these are concrete structures whereas the underpass on Chancery Road includes masonry. As previously explained, painting on brick can seal in moisture and accelerate structural deterioration. As such, whilst they support the parish council's intentions to improve this area in principle, they cannot support this request.

In relation to repainting the parapets, they have clarified that they will consider this as part of the maintenance programme for 2025/26 and are not able to provide a timeline as this work would need to be considered alongside other schemes once budgets have been confirmed.

Gateway Signs

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

Community Garden, Great Meadow

Places for People have not had the capacity to schedule an Estate Inspection due to leave cover over the summer period and ongoing staff shortage. It is likely that this will be organised over the winter months. At the time of preparing this report a date had not been identified.

At the time of writing the report, no response to a request for an update has been received from Places for People

West Way Nature Reserve

At a previous meeting of the Parish Council, residents asked if it would be possible to make the land next to the ponds at the West Way Nature Reserve available for community use. It was reported that the Parish Council had recently funded the refurbishment at the West Way Nature Reserve at a cost of £5,000, including new interpretation boards but that the Parish Council could provide additional funding to make the land next to the ponds available for community use.

Ms Lindsey Blackstock (Open Space Strategy Officer, Chorley Borough Council) has stated that she will speak to Streetscene who currently manage this land as part of West Way Nature Reserve and Estates Team. This would mean change of land use from wild habitat to community growing space.

She has commented that the land is very wet at the pond side, so probably only the top half nearest Wymundesly would be viable. The hedge to the front of the land was planted as an edible hedgerow years ago linked to then community food growing project.

With any of these projects it would need a very dedicated lead person within the community with the time to put into the project and co-ordinate it. The Astley Walled Garden provides an area where residents can volunteer and grow food.

West Way Sports Hub - Proposed Plans for Boundary Footpaths

At the last Parish Council Meeting I reported that the Parish Council had been invited to a presentation and engagement meeting to feed into the proposal and site design. Several dates had been proposed but it has been confirmed that the meeting would take place on 9 January 2025 at 4pm in Chorley Town Hall.

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.

Winter Newsletter 2024

The Newsletters were delivered from Thursday 21 November 2024.

Proposed planting at the Astley Village Garden of Reflection

The Parish Council have previously agreed a planting scheme at the Astley Village Garden of Reflection. At the last meeting of the Parish Council, it was noted that:

- Permission from Head of Neighbourhoods and Waste at Chorley Borough Council (Chris Walmsley) has now been received for the planting scheme to go ahead.
- Lindsey Blackstock was 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.
- A specification for the Parish Council to be able to obtain quotes from a Landscaping Contractor to prepare the areas for planting and plant the structure planting was expected shortly from Chorley Borough Council.
- Councillor John McAndrews had invited Buckshaw Primary School to be involved in the planting of the bulbs.

Ms Lindsey Blackstock (Open Space Strategy Officer, Chorley Borough Council) will chase the estates team again for the License Agreement.

Chorley Borough Council have suggested that the Parish Council invite small local landscape firms for quotes based on the specification below and arrange for the work to take place.

Please refer to the associated Site location plan, site design and planting schedule at the Appendix to this report.

Draft Specification

- 1 Remove existing shrubs in raised planter (A, B) and retain for reuse where possible. Dig over soil and remove old bulbs to tip. Remove turf from area C (approx. 0.8m width) and D (approx. 1.5m width) to tip. Dig over soil to depth of 500mm where possible. Remove any clay and large stones to tip. Dig in 4 large bags of compost and 1 large bag of fertiliser to all soiled planting areas.
- 2 Supply the plants and bulbs as outlined in the planting/costing schedule below and plant to the design supplied.
- 3 Supply mulch and spread on planting area A, B and D. any leftover mulch to be spread around adjacent planting beds and trees.
- 4 Supply and spread small golden gravel to planting area C
- 5 Make good the surrounding ground, sweep and tidy the path and leave in a neat clean condition.

**Proposed Planting Schedule for Astley Village
Community Garden**

Area A – part of raised bed facing the road

Code	Plant	Pot Size	Height	Number
S1	Hebe pinguifolia Pagei	2L	10/20cm	2
S2	Potentilla fruiticosa Red Ace	5L	30/40	1
B1	Narcissi Tanzetta			25
B2	Crocus Tommasinia			30

Area B – part of raised bed facing towards the garden

Code	Plant	Pot Size	Height	Number
S3	Choysia ternata Aztec Pearl	5L	30/40	1
S4	Hebe (veronica) Champagne	5L	30/40	1
S5	Lavandula angustifolia Hidcote	3L	30/40	7
B1	Narcissi Tanzetta			40
B2	Crocus Tommasinia			30

Area C - narrow border around planter

Code	Plant	Pot Size	Height	Number
S6	Thyme Doone Valley	5L	30/40	12
S7	Thyme Pink Chinz	5L	30/40	12

Area D – new border to be viewed from both sides

Code	Plant	Pot Size	Height	Number
S8	Berberis thunbergii atropurpurea Admiration	5L	30/40	20
S9	Rosa Remember Me (HT)	5L	30/40	12
S10	Rosa Peace (HT)	5L	30/40	12
B3	Narcissi Tranthus			75
B4	Crocus Cream Beauty			75

Area E – central planting feature

Code	Plant	Pot Size	Height	Number
T1	Betula utilis jacquemontii Snow Queen (root ball) 10-12		2m	1
S9	Ophiopogon planiscapus Nigrescen	5L	30/40	7
B5	Narcissi Jet Fire			30
B6	Crocus Pickwick			50

KEY

- S Shrubs
- T Tree
- Og Ornamental Grass
- B Bulbs

Tommy Statues/ Remembrance Sunday – 10 November 2024

The Chair of the Parish Council laid a wreath on behalf of the Parish Council

At the last meeting of the Parish Council, Councillor Matt Lynch reported that P K D 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. It was agreed 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.

Thanks to Councillor John McAndrew who attached the Tommy Statues to the Gateway Signs using four long cable ties.

Unfortunately, the Tommy Statue at the Garden of Reflection has been stolen.

Co-option to the Parish Council Vacances

There are two vacancies on the Parish Council. These have been advertised on the Parish Council Noticeboards and website. A leaflet was produced and delivered to residents in Astley Village with the Winter Newsletter to try and recruit of more Parish Councillors. There has been one expression of interest that will be considered at the meeting. There have been two expressions of interest and they have been invited to make a formal application.

Installation of Christmas Tree Lights/ Christmas Event 2024.

The Christmas Event took place on Friday 6 December 2024. Unfortunately, due to the inclement weather the singing and Christmas tree switch on had to take place in the Community Centre and the attendance by residents was considerably lower than in previous years.

Selection boxes were purchased for every child at Buckshaw Primary School.

The Parish Council have previously agreed for Richard Ryan Lighting to make arrangements for the future Installation of the Christmas Tree Lights on the living Christmas Tree and to

- To establish how many of the existing lights work and tidy any up the wiring at a cost of **£100**.
- Provide additional lights to cover any areas not illuminated at a cost of **£350** to match existing style and type.
- PATest and switch on the lights at the Parish Council Christmas Event at a cost of **£50** and isolate the power supply on 6 January 2025.

All the above work has been carried out and the invoice paid.

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

- 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

Action required by the Parish Council

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

Astley Garden of Reflection

Location Plan

The garden layout and choice of plants is designed to be viewed from all locations within the garden and provide colour, texture, scent and structure all year round. Its relatively low maintenance needing limited weeding and pruning.

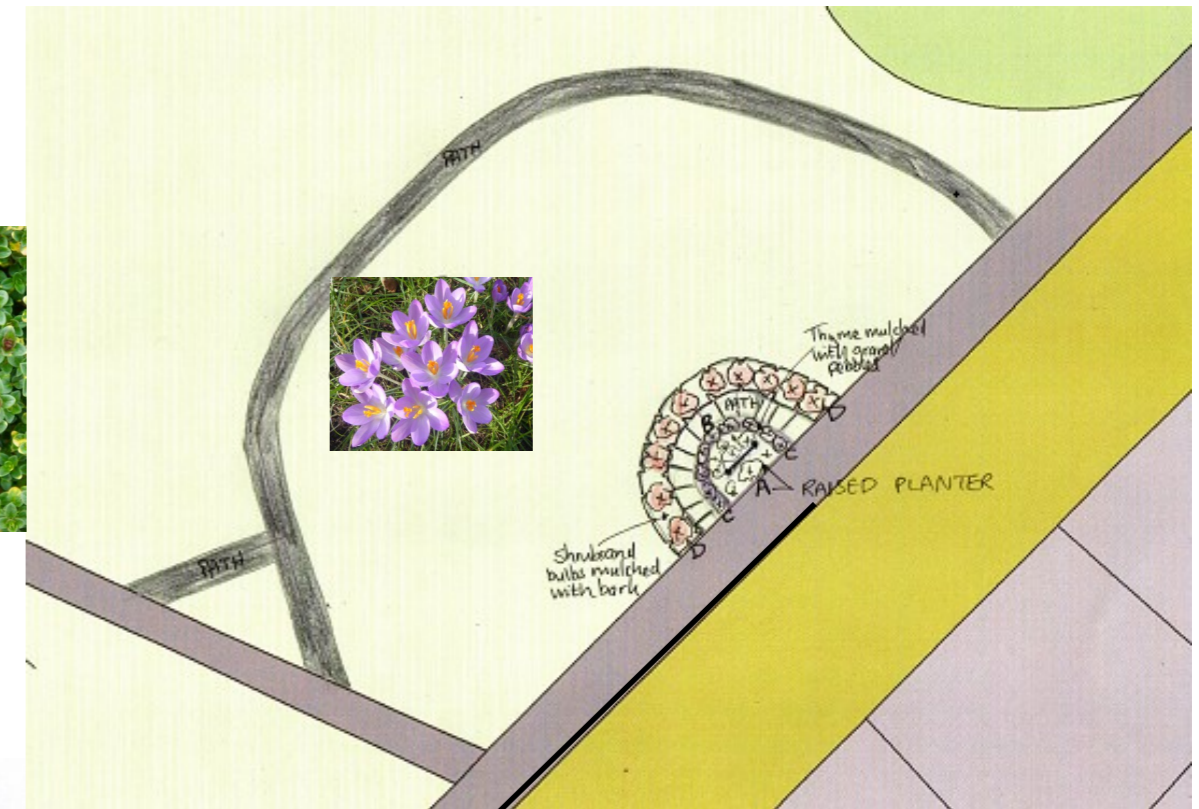


Planting Area D

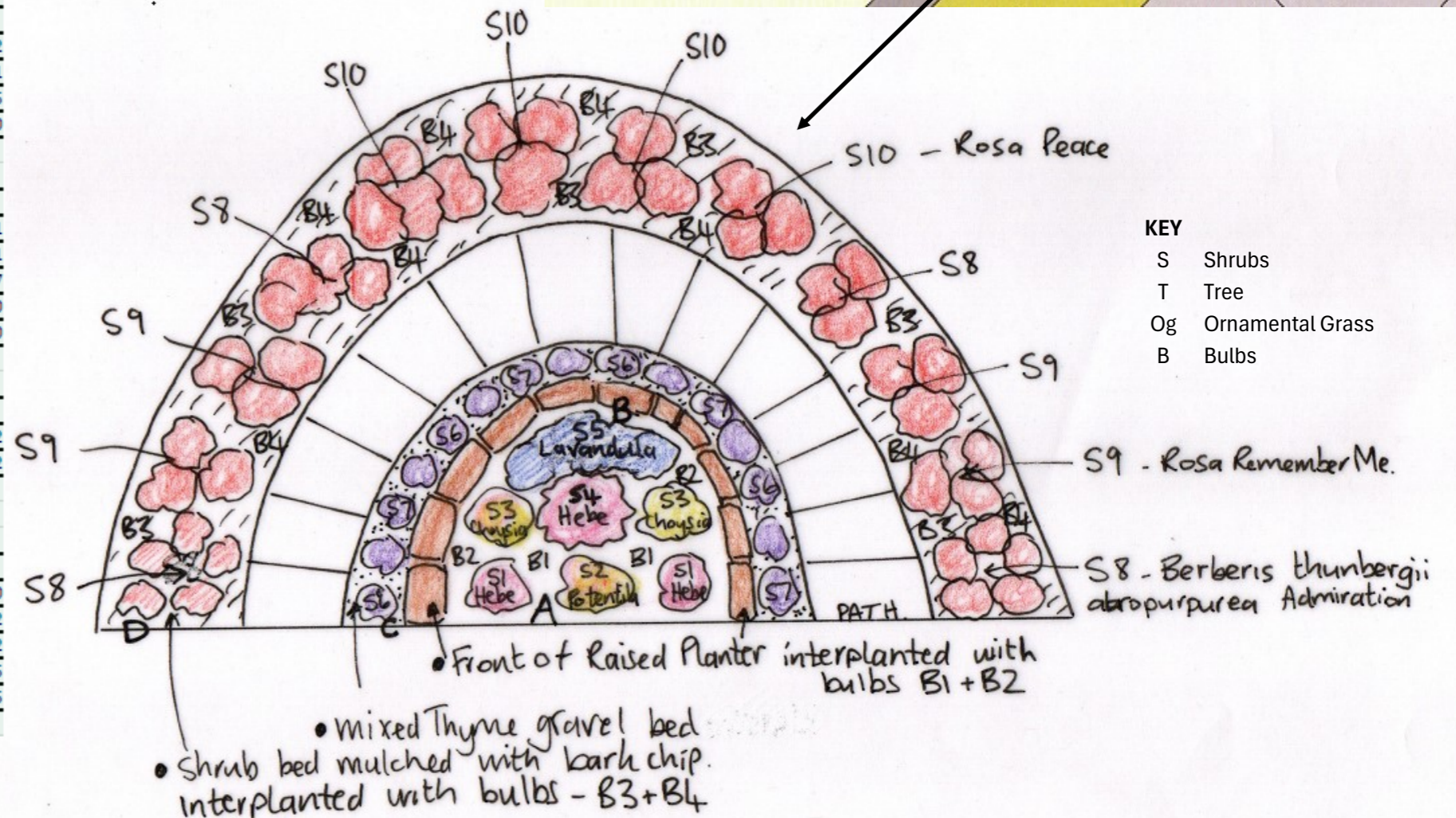


Thyme

Planting Area B



Planting Schedule for Astley Village Community Garden				
Area A – part of raised bed facing the road				
Code	Plant	Pot Size	Height	Number
S1	Hebe pinguifolia Pagei	2L	10/20cm	2
S2	Potentilla fruticosa Red Ace	5L	30/40	1
B1	Narcissi Tanzetta			25
B2	Crocus Tommasinia			30
Area B – part of raised bed facing towards the garden				
Code	Plant	Pot Size	Height	Number
S3	Choysia ternata Aztec Pearl	5L	30/40	1
S4	Hebe (veronica) Champagne	5L	30/40	1
S5	Lavandula angustifolia Hidcote	3L	30/40	7
B1	Narcissi Tanzetta			40
B2	Crocus Tommasinia			30
Area C - narrow border around planter				
Code	Plant	Pot Size	Height	Number
S6	Thyme Doone Valley	5L	30/40	12
S7	Thyme Pink Chinz	5L	30/40	12
Area D – new border to be viewed from both sides				
Code	Plant	Pot Size	Height	Number
S8	Berberis thunbergii atropurpurea Admiration	5L	30/40	20
S9	Rosa Remember Me (HT)	5L	30/40	12
S10	Rosa Peace (HT)	5L	30/40	12
B3	Narcissi Tranthus			75
B4	Crocus Cream Beauty			75





Astley Village Parish Council

Title	One-Way System/Road Closure on Chancery Road During Large Events				
Report of	Parish Clerk & Responsible Financial Officer				
Date	8 January 2025				
Type of Paper	Decision		Discussion	X	Information

Purpose of Report

At the last Parish Council Meeting on 6 November 2024, 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. I have emailed you a couple of times but have not had a response.

It was agreed “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.”

I wrote to Chorley Borough Council asking if a representative could attend the Parish Council Meeting and received the following response from Nikki Burrough, Events Manager at Chorley Borough Council:

“Dear Craig,

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 – a traffic management company provided these we contract for this road closure.
- One on the junction of Hallgate 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.”



Astley Village Parish Council

Title	Planning Issues Relevant to the Village					
Report of	Parish Clerk					
Date	8 January 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 6 November 2024.						
Action required by the Parish Council						
To note the report.						

AGENDA ITEM 9(i)

FINANCIAL POSITION - SUMMARY 8 JANUARY 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			
			14,662.05
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		-	14,662.05
			69,767.67
Bank Reconciliation			
Community Account	17/12/24	+	5,000.00
Business Premium Account	17/12/24	+	60,955.60
Unify Credit Union deposit	01/04/24		5,546.80
Less unpresented cheques/ET/SO		-	1,734.73
Plus uncleared credits		+	69,767.67
			69,767.67
	Unpresented cheques/SO/Payments		
	Zoom Subscription		
	15.59		
	Jan/ February 2025		
	1528.94		
	Other		
	190.20		
	1734.73		

AGENDA ITEM 9(ii)

PAYMENTS TO BE APPROVED

January/ February 2025

Date	Creditor	Description	Cheque No	Total	Vat	Net
10/01/25	Employee 4	Reimbursements (November 2024)	EB	101.66		101.66
10/01/25	Employee 4	Reimbursements (December 2024)	EB	65.00		65.00
01/01/25	Easy Web Sites	Monthly rental	DD	72.60	12.10	60.50
23/01/25	Zoom	Zoom Subscription (January 2025)	EB	15.59	2.60	12.99
15/01/25	Employee 4	Salary (Jan 2025) Including Backpay	EB	542.40		542.40
15/01/25	HMRC	Tax (January 2025)	EB	135.60		135.60
01/02/25	Easy Web Sites	Monthly rental	DD	72.60	12.10	60.50
23/02/25	Zoom	Zoom Subscription (February 2025)	EB	15.59	2.60	12.99
15/02/25	Employee 4	Salary (February 2025)	EB	406.30		406.30
13/02/25	HMRC	Tax (February 2025)	EB	101.60		101.60
				1,528.94	29.40	1,499.54

BUDGET REPORT – 8 JANUARY 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	251.22		48.78
	01-2	Office/Sundry (including new LapTop	1,500.00	876.39		623.61
	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	6,042.09		292.09
	01-7	Employee Contingency	1,000.00	-		1,000.00
	01-8	IT/Website	1,000.00	695.69		304.31
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	500.67		289.33
	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	14,122.25		69,578.29
VAT to be Recovered		£539.80				
Total Spend to Date				14,662.05		



Astley Village Parish Council

Title	Proposed 2025/26 Budget Headings and Precept				
Report of	Parish Clerk & Responsible Financial Officer				
Date	8 January 2025				
Type of Paper	Decision	X	Discussion		Information
Purpose of Report					
To assist the Council in finalising the Budget for 2025/26.					
Key Issues					
<p>The Parish Council is reminded that the level of precept to cover expenditure during 2025/26 for Astley Village must be determined at this meeting so that Chorley Borough Council as rating authority can be advised accordingly to enable it to set a legal budget by 1 March 2025. Chorley Borough Council will be setting its budget and Parish Precepts on Tuesday 25 February 2025.</p> <p>Appended to this report are:</p> <ul style="list-style-type: none"> • A note setting out useful criteria used for calculating Council Tax (Appendix A) • A draft budget (Appendix B) • The updated Village Development Plan as recommended by the Village Development Working Group (Appendix C) 					
2024/25 Budget					
<p>The Parish Yield for 2024/25 was £20,265 with the Band D amount being £22 (the same as 2023/24, 2022/23 and 2021/22) making the amount available £ 84,429.72 (including the underspend carried forward as of 1 April 2024 - £58,993.73 and other income received (grant from Chorley Borough Council, bank interest and VAT reclaimed) but excluding the amount held in the Unify Credit Union deposit Account (£5,546.8).</p> <p>The estimated expenditure as of 31 March 2025 is £16,000 It is expected therefore that the balance as of 31 March 2025 (the amount to be carried forward) will be £68,500.</p>					

2025/26 Budget

The total suggested budget for 2025/26 is **£93,255**. This is based on:

- The allocation of budgets recommended by the Village Development Working Group on 11 December 2024 to deliver the Village Development Plan (Appendix C).
- The anticipated underspend carried forward as of 1 April 2025 (approximately **£68,500**). This does not include any additional bank interest between the time of writing the report.
- The anticipated **£68,500** carry forward is in addition to the balance held in the Unify Credit Union deposit Account (Approx £5,546.80).
- Increasing some budgets with an asterisk to reflect actual expenditure in 2024/25. Maintaining a 'General Reserve' of £20,000. It is good practice that the General Reserve is equivalent to the Precept.
- Parish Top-up Grant from Chorley Borough Council (£3,877)
- Bank interest and VAT to be reclaimed from HMRC for the financial year 2024/25 which is estimated to be approximately **£600**,
- **£20,278 being raised via the Parish Yield for the financial year 2025/26 (Band D Precept Charge of £22).**

Chorley Borough Council have confirmed that the Council Tax Base for Astley Village for the financial year 2025/26 is 921.86, therefore, to set a Precept at the same amount as 2024/25 the Parish Precept (including top-up Grant) would be as follows:

Actual No of properties	Council Tax Base 2025/26	Parish Precept 2025/25 (including top-up Grant)	Parish Top-up Grant 2025/26	Parish Yield 2025/26	Band D Parish Charge 2025/26
1,421	921.86	£24,155	£3,877	£20,278	£22.00

For the financial year 2023/24 the comparative figures were:

Actual No of properties	Council Tax Base 2024/25	Parish Precept 2024/25 (including top-up Grant)	Parish Top-up Grant 2024/25	Parish Yield 2024/25	Band D Parish Charge 2024/25
1,421	926.59	£24,265	£3,877	£20,388	£22.00

Action required by the Parish Council

The Council is invited to consider the updated information included in this report and:

1. Approve the updated Village Development Plan.
2. Approve a Budget for 2025/26 subject to further consideration and review at the end of the financial year.
3. Set the precept level for Astley Village for issue to Chorley Borough Council

Appendix A

Calculating Council Tax

The amount of council tax is dependent on the value of property. Each property is allocated a band based on its value in April 1991. Property built after this date is given the notional value it would have had in 1991.

The Council Tax base is achieved by multiplying the estimated number of properties within each band at the end of the financial year by the 'Band D Ratio' and adding the results together. This produces an equated tax base, i.e., as if all properties were in band D. Statutory fractions are used to calculate the ratios to band D.

The following table sets out a simple example of how a tax base would be calculated:

Band	Number of properties	Ratio to band D	Number of properties x band D ratio
A	90	6/9	60
B	90	7/9	70
C	90	8/9	80
D	90	9/9	90
E	90	11/9	110
F	90	13/9	130
G	90	15/9	150
H	90	18/9	180
Taxbase			870

The resultant band "D" equivalent tax bases are then amalgamated to produce a single figure – a tax base of 870 in the above example. The band D figure is then multiplied by the band D Ratio for each tax band to arrive at the charge for each property within the band.

The next step is to calculate how much is to be raised from council tax.

At the time of writing this report (23 December 2023), I have not received details of the number of properties in each Council Tax Band from Chorley Borough Council. The data for 2023/24 is below. If the Parish Council was to set a similar precept for 2024/25 the anticipated amounts would be very similar.

Band	Amount Payable (£)
A	14.67
B	17.11
C	19.56
D	22.00
E	26.89
F	31.78
G	36.67
H	44.00
Gross Total	24,671

Appendix B

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

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 Ream 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
Balance Carried Forward from 2024/25	£68,500		
TOTALS			93,250.00

NOTES

- (1) Increase/ reduce budgets with an asterix to reflect actual expenditure in 2024/25:
- Room Hire/ Zoom Subscription increased from £300.00 to £400.00.
 - Insurance increased from £500.00 to £550.00.
 - Employee Costs (Salary, Training etc) increased from £5,750.00 to £7,000.00.
 - Christmas Tree Lights/ Christmas Event increased from £800.00 to £1000.00.
 - Planter Scheme (including maintenance) increased from £790.00 to £1,000.00.

At the Parish Council Meeting on 6 November 2024, it was agreed to increase the budget for “Employee Costs” as part of the budget setting process for 2025/26.

- (2) Village Development Working Group

The Village Development Working Group met on 11 December 2024, and all Councillors were invited to attend. The Working Group also considered proposals which could be submitted in respect of Neighbourhood Priorities 2025/26.

Suggested changes to the 2025/26 budget/ Village Development Plan by the Village Development Working Group supported:

- Christmas Tree Lights/ Christmas Event increased from £800.00 to £1000.00.
- Planter Scheme (including maintenance) increased from £790.00 to £1,000.00.
- Combining the budgets for and Improvements to the Village Centre as part of the Public Realm initiative by Chorley Borough Council increased and Village Improvements (including additional Seating) and increasing the total budget from £5,500.00 to £5,750.00.
- Wildflower Meadows/Corridors reduced from £500.00 to £250.00.
- No changes to the remaining budgets within the Village Development Plan.

They also recommended two 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.



Astley Village Parish Council

VILLAGE DEVELOPMENT PLAN UPDATED JANUARY 2025

PROJECTS	ACTIONS	WHEN	BUDGET £
Christmas	Lighting of Christmas Tree/Christmas Event	Ongoing	1000
Improvements to the Village Centre (including additional Seating)	Work with Chorley Borough Council, Places for People, The Astley and shop leaseholder to improve the appearance of Astley Village as part of the Public Realm initiative by Chorley Borough Council	Ongoing	5,750
Planter Scheme (including planting and maintenance)	Increase the number of planters throughout the village and expand the “adopt a planter” scheme with residents volunteering to maintain the planters.	Ongoing	1000
Tree Planting and Maintenance	To work with and encourage Chorley Borough Council and Lancashire County Council to plant/replace trees removed in Astley Village.	Ongoing	500
Wildflower Meadows/ Corridors	Extension of the Mini Meadows of Wildflowers Project to other areas of Astley Village in conjunction with Chorley Borough Council.	Ongoing	250
West Way Nature Reserve maintenance/future improvements	Additional funding to provide interpretation boards as part of the extension of the Mini Meadows of Wildflowers Project in conjunction with Chorley Borough Council,	Ongoing	500
Litter Bins	Work with Chorley Borough Council to site additional litter bins as required, particularly near entrances to Astley Park.	Ongoing	
Respect the Village Campaign	Project to keep the Village clean and tidy. Encourage reporting environmental issues to Chorley Borough Council and Places for People.	Ongoing	
Gateway Signs	Refurbish the existing Gateway Signs.	2025/26	500
Astley Village Community Garden of Reflection	Planting around the Community Garden of Reflection.	2025/26	2,000
Chancery Road Underpass	Increase public safety and security at the bridge railings and its access and egress in conjunction with Chorley Borough Council, Lancashire County Council and the Lancashire Police Crime Commissioner	2025/26	10,000
Road Safety (Maintenance of SPIDs)	Following the purchase of two permanent solar-powered Speed Indicator Devices (SPIDs) on Chancery Road to deter speeding, to monitor data to identify further action to improve road safety.	2025/26	500

PROJECTS	ACTIONS	WHEN	BUDGET £
West Way Sports Hub	To assist with the cost of paths to provide access from Great Meadow to the play area at West Way Sports Hub	2025/26	15,000
Improving Community Engagement and Raise the Profile of the Parish Council	Including having a presence at the Chorley Flower Festival, Poppies on lighting columns along Chancery Road and updating the Village map board.	2025/26	5,000
Safety (Footpaths and Lighting in Astley Village)	Encourage the appropriate bodies to maintain footpath surfaces and lighting throughout Astley Village.	2025/26	
Finger Post Signs in the Village	Four additional Finger Post Signs around the Village	2025/26	5,000
Path from Chancery Road, through Dam Head Wood to Astley Park	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 should the bid be successful.	2025/26	2,500

ASTLEY VILLAGE PARISH COUNCIL

ASSET REGISTER

Date purchased/ acquired	Asset description	Asset stored	Purchase Value/Esti d Value £	Insuranc e Value £ (Excess £250)
Street Furniture £27,542				
01 July 2022	Millenium Noticeboard	Installed at junction of Chancery Road and Hallgate	£1,200	£1,500
01 July 2005	Ornamental Village Entry Signs made of ironwork	Installed one at each boundary of the village on Chancery Road	£500	£550
01 July 2005	Bike hoops	Installed adjacent to the shop area	£200	£250
01 October 2005	Noticeboard	Installed on the wall in the shopping centre	£355	£380
01 June 2011	Two seats, made of recycle material	Land adjacent to the School, Chancery Road	£768	£1,200
#####	Information board	Land adjacent to the School, Chancery Road	£1,500	£1,500
01 November 2011	Four planters made of recycle material	Positioned around village	£1,548	£1,548
04 July 2012	Oak tree for Queens Diamond Jubilee	On land adjacent to the school, Chancery Road	£48	£250
04 July 2012	10 Queens Diamond Jubilee plaques	Plaques attached to: 6 planters, 1 tree, 3 seats	£210	£500
01 March 2012	Seat made of recycle material	Beside bus stop, Chancery Road	£446	£600
01 November 2012	Living Christmas Tree	Land adjacent Chancery Road, in front of shops	£350	£600
01 October 2013	Two planters made of recycle material	Positioned around village	£648	£650
01 November 2013	Metal fence sections which attach together	Around the Christmas tree	£200	£550
01 November 2014	Seat made of recycle material and Planter	Seat at bus stop next to Great Meadow Planter on Chancery opposite Broadfields entrance	£893	£1,200
01 July 2015	Seat made of recycle material x 1	Bus stop Chancery Road, opposite Buckshaw Hall Road (on Derian side)	£591	£600
01 March 2016	Plaques for seats x	Installed on seats around the village	£264	£264
01 July 2016	Seat made of recycle material x3	Bus stop at Buckshaw Hall Close Bus stop at school Bus stop at Great Meadow	£1,620	£1,800
01 November 2016	Seat made of recycle material x 1	Bus stop Chancery Road between Studfold and Long Croft Meadow	£522	£600
#####	Seat made of recycle material x 3	Bus stop Chancery Road Broadfields (school side) Bus stop Chancery Road between Wymundsley & Judeland (school side)	£1,731	£1,800
01 May 2018	Seat made of recycle material x 1	In front of abbeysay village centre Bus stop at Ravensthorpe	£535	£600
01 January 2019	Stone Planters	One at West Way entrance, one in centre	£3,350	£4,000
01 January 2020	Christmas Tree Light sets	Used on Christmas Tree in December	£390	£400
01 January 2020	Trees	Trees planted along Chancery Way (Inventory attached)	£2,924	£3,000
01 August 2022	Directional Finger Post Signs	Location 2 - Chancery Road (near the subway) to the West Way Sports Hub and Location 3 - Judeland Wood to Astley Park	£1,200	£1,200
#####	Unknown Tommy statue	Purchased to be in-situe for the three weeks prior and a week after Armistice Day at the Community Garden of Reflection	£200	£200
01 December 2022	Three seats, made of recycle material	Included as part of the Community Garden of Reflection Project	£1,800	£1,800
Totals			£23,993	£27,542
Mowers & Machine £7,000.00				
01 July 2019	Two solar speed identification devices	Installed: one near Wymundsley and one opposite Buckshaw Hall Close	£6,800	£7,000
Totals			£6,800	£7,000
Office Equipment £977.11				
01 February 2016	Lap top computer	Clerk's office	£457	£525
#####	Mobile Filing Trolley	Kept at the Clerks Home Address	£134	£134
#####	Kyocera M5526CDW Printer	Kept at the Clerks Home Address	£318.00	£318.00
Totals			£909	£977

their admissions criteria last year to prioritise pupils from a number of primary schools across the county border in Bolton. However, as a result of further dialogue between Albany and the county council, there had been an increase in overall places to cover the shortages.

It was clarified that all the high schools in the Chorley area were academy trusts that can set their own criteria for admissions and don't align with the county council's admission criteria.

The Liaison was reassured that the School Place Planning team are continually monitoring a range of factors, including birth rates, population migration and new housing developments, to forecast demand for school places at all levels so that the county council meets its 'sufficiency duty' and ensure a school place for every pupil. Projections and forecasts are also shared with the Department for Education, along with plans to address any shortfalls in capacity that are identified. Academy Trusts do present challenges in meeting demand, but it was noted that many also work closely with the county council in finding solutions when required. It was confirmed that there were around 50 spare high school places in Chorley at Southlands High School but acknowledged recent Ofsted inspections would likely deter parent's preference until this improved. The priority would always be to drive improvement in schools underperforming before looking to temporary expansions at other schools.

Questions were asked why Chorley and South Ribble were treated as one area, when this is not replicated anywhere else in Lancashire. Members heard that local areas would be assessed, and where appropriate would consider cross district boundaries, such as in Buckshaw Village where the nearest schools were in South Ribble. In order to ensure adequate school places in areas close to neighbouring authorities, the county council would always work with them to find best solutions to meet demand.

Regarding SEND places in Chorley, Mayfield Special School is a 2-19 year old provision and is a General Learning Difficulty (GLD) school and has this year increased by 20 places with scope for further expansion if required. The other school in Chorley is Astley Park but due to constraints of the site, it would be difficult to expand any more. In addition, a new SEND unit has been established at St Jospeh's which accommodates children who can access some mainstream provision but still have special educational needs. Other units at Northbrook and Wellfields in South Ribble are also being considered and going through consultation process. In response to whether Astley Park Special School could be relocated to enable increase in capacity, it was noted that the cost to build a new school would be significant.

With regards to funding for SEND places, this is assigned by the Department for Education with a lot of work taking place to ensure a consistent approach to how funding is allocated across the county.

Further discussions centred around the provision for special educational needs up until the age of 25, education, health and care plans, supported internship programmes and improvements needed at college level for students with disabilities and special educational needs.

Further questions were welcomed, with members directed to contact County Councillor Jayne Rear on jayne.rear@lancashire.gov.uk

23.11 Item requested by Wheelton Parish Council: Sports and leisure provision

The Chair welcomed the Council's Director of Communities and Leisure, Jennifer Mullin to deliver a presentation on sport and leisure activity across the borough and answer questions from members of the Liaison.

An overview of the range and extent of leisure and sport provision across the borough was provided, with members also noting that regular assessments were carried out through work to inform the council's Open Space Sports and Recreation Strategy. The strategy would identify where any gaps or improvements are needed, inform decision making on investments and be incorporated as part of the new Central Lancashire Local Plan. Furthermore, a number of ongoing projects were highlighted to the Liaison.

Regarding outreach work, the council does not have a sports development team but the communities team lead on local schemes and activities, such as the Holiday Activities and Food (HAF) programme and other diversionary projects. Work around diversionary activities seeking to alleviate instances of anti-social behaviour was also supplemented by Youth Zone's and the council's Community Safety team. Further information on the diversionary work already being delivered by the Youth Zone was also requested following a spike in anti-social behaviour in a particular ward.

There was also a wide range of schemes and projects to promote health and wellbeing, the healthy weight programme, cancer rehabilitation sessions and work around men's mental health were noted as some examples of many more being delivered.

Responding to a query concerning the provision of outdoor gyms in the borough, it was acknowledged that this could be considered as part of the Open Spaces Strategy and if it met certain criteria, could be able to utilise Community Infrastructure Levy (CIL) or Section 106 funds to deliver a project. Further clarification was provided on where these funds were received from and what it could be used for. It was confirmed that if a need could be evidenced as part of the strategy, then private clubs could utilise funding too.

On transport provision for outreach services in the rural areas of the borough, a number of initiatives had been attempted in the past with mixed success, however members were encouraged to liaise with the council and other partners over ways and projects that could be supported to help tackle anti-social behaviour. The Liaison also welcomed the suggestion of parish and town councils providing a list of sport and leisure provision within their areas so that it could be shared amongst members of the Liaison.

A number of questions were raised about Brinscall Baths and why, following its extensive refurbishment works, it was not open over weekends. In response, it was confirmed that the pool was currently closed at weekends but this was part of a planned phased re-opening programme to understand the demand at different times and days to ensure costs were managed and the facility was sustainable. Further consideration was also requested for greater investment by locating larger capital projects in the rural areas of the borough in the future.

Further discussions centred around delivery of projects with a suggestion of working with the council's communities team to identify sources of funding to support this. It was acknowledged that collaboration between parishes, the council and other groups

was a viable option where sharing resources could support the progression of desired projects, one example noted was a number of parishes sharing of SPiD units.

It was confirmed that there were no plans to close the pool at All Seasons as scheduled refurbishment work was focused on the gym and dry side changing rooms.

23.12 Questions from Members of the Liaison and the public

No questions were asked from members of the Liaison or members of the public.

23.13 Items for Future Meetings

Members noted requests already suggested for future meetings and welcomed a Police and Anti-Social Behaviour update in January 2025. The Liaison also endorsed an update on the town centre revival post Covid at a future meeting.

Following a request, a follow up on the borough's preparedness around climate change would be added and scheduled for a future meeting.

23.14 Any urgent business previously agreed with the Chair

Challenges around fuel poverty and the 'Warm Spaces' programme were highlighted to the Liaison with the following points noted:

- It would be useful for details on warm spaces to be circulated to parish and town councils once confirmed.
- There are discretionary funds available that can help around fuel poverty for those most in need – advise is to signpost any residents to the borough council.
- The council are looking for more warm spaces so parish and town council representatives are asked to contact the Communities team (communities@chorley.gov.uk) if they can make any spaces available, or know of other venues that could be suitable.

An update on cost of living support delivered by the council was circulated to parish and town clerks for wider distribution – the document can be found on the following link:

<https://democracy.chorley.gov.uk/documents/s177922/Cost%20of%20Living%20Support%20-%20October%202024.pdf>

Chair

Date



Astley Village Parish Council

Personnel Committee

20 November 2024 at 6.30 pm

Present

Councillor Chris Sheldon (Chair) (in the Chair); Councillors Keith Ashton, Matt Lynch and John McAndrew.

1. Election of Chair

RESOLVED – That Councillor Chris Sheldon be elected Chair of the Personnel Committee until the next Annual Parish Council Meeting.

Councillor Sheldon in the Chair.

2. Apologies for Absence

There were no apologies.

3. 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.

Mr C Ainsworth (Parish Clerk & Responsible Financial Officer) declared an interest in item 7 'Contract of Employment & Statement of Particulars' as the report concerned himself and left the meeting during the discussion and vote on the item.

4. Minutes

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 8 November 2023 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

5. Exclusion of the Press and Public

RESOLVED – That the Press and public be excluded from the meeting during consideration of item 7 'Contract of Employment & Statement of Particulars' (Minute 7) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

6. Review of HR Policies

The Committee reviewed the following policies (copies of which had been circulated):

- (i) Councillor/Employee Relations
- (ii) Training Statement of Intent

(i) Councillor/Employee Relations

RESOLVED – That the Councillor/Employee Relations Policy be confirmed.

(ii) Training Statement of Intent

The Committee discussed the need to provide a training/ briefing session to all Parish Councillors at least once a year.

RESOLVED – (1) That the Training Statement of Intent be confirmed.

(2) That a training/ briefing session be provided to all Parish Councillors on Social Prescribing and Safeguarding/ Prevent during 2025 and that a training/ briefing session to all Parish Councillors at least once a year.

(3) That the Parish Clerk be requested to approach Chorley Borough Council to enquire whether they could facilitate a training/ briefing session on Social Prescribing and Safeguarding/ Prevent during 2025.

7. Contract of Employment & Statement of Particulars

The Parish Clerk and Responsible Financial Officer submitted a report (copies of which had been circulated) inviting the Committee to review the Contract of Employment & Statement of Particulars of the Parish Clerk and Responsible Financial Officer.

It was noted that the Society of Local Council Clerks (SLCC) and the National Association of Local Councils (NALC) had agreed a new model employment contract for local councils. This model contract incorporates Green Book terms, which both SLCC and NALC recommend councils offer to align with the best practices within the local government sector. The Parish Clerk confirmed that he was happy to adopt the new model employment contract from 1 December 2024.

It was noted that the NJC rate for mileage claims had increased from 0.45p per mile to 0.46.9p per mile.

Agreement has been reached on the Local Government Pay Award for 2024/25 covering the year from 1 April 2024 to 31 March 2025 and the cost implications were set out in the report.

RESOLVED - (1) That the new model employment contract for local councils be adopted by the Parish Council from 1 December 2024.

(2) That the Local Government Pay Award for 2024/25 from 1 April 2024 be noted.

(2) That the pay grade of the Parish Clerk be increased to LC2 and the Parish Clerk be appointed on point 23 with effect from 1 April 2025.

(3) 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.”

(4) That the Clerk Expense Reimbursement Policy be amended to reflect the increase in the NJC rate for mileage claims from 0.45p per mile to 0.46.9p per mile.

8. Date of Next Meeting

RESOLVED – That the next meeting of the Personnel Committee be held on Wednesday 12 November 2025 at 6.30 pm at the Community Centre.

The meeting concluded at 7.45 pm.

Chair