



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 4 September 2024** 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) (Enclosed).

5. Minutes

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 3 July 2024. (Enclosed).

6. Request for Dropped Kerbs at Long Croft Meadow Bus Stop - Negative Response from Lancashire County Council

This item has been placed on the agenda at the request of Councillor Keith Ashton.

7. Proposed Improvements to the Chancery Road Underpass

At the last meeting of the Parish Council on 3 July 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.

Unfortunately, Councillor Riggott as Lancashire County Council business in York and therefore has sent his apologies and will not be able to attend the meeting.

8. 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).

9. Statutory Business

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

10. 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 review Internal Audit Plan (Enclosed).
- v. To review of Effectiveness of the System of Internal Audit (Enclosed).
- vi. To review Financial Risk Assessment (Enclosed).
- vii. To receive the External Auditor Report (Enclosed).

11. Winter Newsletter 2024

The Parish Clerk to report at the meeting.

12. Chorley Flower Show 2024

The Parish Clerk to report at the meeting.

13. Christmas Event 2024

The Parish Clerk to report at the meeting.

14. Environment Reports

To receive a verbal update at the meeting.

15. Reports from Parish Council Representatives on Other Bodies

Chorley Liaison. To provide a report from the meeting held on 20 March 2024 (relevant papers enclosed).

With the agreement of the Executive Member (Early Intervention), it was agreed to cancel the round of Neighbourhood Area Meetings including the Neighbourhood Area Meeting (NW Parishes and Chorley North) on Thursday 20 June 2024. An update will be sent out to members in early July 2024. The next meeting will be held on Monday, 24 February 2025 at 6.30pm. A copy of the NW

Parishes and Chorley North Neighbourhood Priorities Update Report for 2023/24 and NW Parishes and Chorley North Neighbourhood Priorities Updates for 2024/25 are enclosed for members information.

16. Correspondence

The Clerk to report at the meeting.

17. 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.

18. Dates of Future Meetings

To note that the next meeting of the Parish Council will take place on Wednesday 4 September 2024 at 6.30 pm.

Schedule of Meetings 2024/25

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

- Wednesday 6 November 2024
- Wednesday 8 January 2025
- Wednesday 5 March 2025 at the rise of the Parish Meeting

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



29 August 2024



Astley Village Parish Council

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|---|--|--|-------------------|--|--------------------|----------|
| Title | Borough/County Councillor Reports | | | | | |
| Report of | Councillors Alistair Morwood, Adrian Lowe and Jean Sherwood, Borough Councillors - Chorley North and Astley (Chorley Borough Council) | | | | | |
| Date | 4 September 2024 | | | | | |
| Type of Paper | Decision | | Discussion | | Information | X |
| <p>Purpose of Report</p> <p>To consider a report from the Borough Councillors - Chorley North and Astley (Chorley Borough Council).</p> | | | | | | |
| <p>Key Issues</p> <p>16 July 2024 - Judges for Chorley in Bloom visited the park, they enjoyed a spot of lunch and met with volunteers & Chorley Council staff.</p> <p>21 July 2024 - According to Councillor Sharples, a resident reported dangerous parking at the site of the old Chorley Rugby Union Club (Brookfields). This was subsequently reported to the neighbourhood policing team. This site is in-fact in Euxton Ward but did indeed impact on Astley Village residents. The event was organised by 'The Team Stop'.</p> <p>22 July 2024 - Nathan Howson (Enforcement Team Leader) confirmed that the site has no connections with Council's site on West Way and is operated by Chorley Community Trust. Nathan confirmed that the council is not responsible for organising events of a private organisation. On street parking is however the responsibility of Lancashire County Council.</p> <p>25 July 2024 - An email from Kimberley Guzel (Exec Assistant and PA to Jennifer Mullin) confirmed that the Chair of the Event Safety Advisory Group (ESAG) had been made aware of the issue.</p> <p>30 July 2024 - A further email from Kimberley stated:</p> <ul style="list-style-type: none"> • The council do not own the premises that caused the traffic problem. • It was not a Council event. • Any organisers of any event affecting a surrounding area should contact ESAG for advice. | | | | | | |

It should be noted that we encourage organisers to contact the Event Safety Advisory Group but is only mandatory for anyone using Council land. As the name suggests, this is only an advisory group.

24 July 2024 - Chorley Council announced that Astley Hall has secured a £100,000 in funding for the purpose of much needed renovations. The Wolfson Foundation awarded the grant because of the halls cultural & historical importance. It is understood that work will begin in the spring of next year.

25-27 July 2024 - The Chorley Flower Show was yet again a remarkable success. The weather was kinder this year with just a few hours rainfall on the Saturday.

7 August 2024 - A new bus stop was installed on Chancery Road.

We have requested another 'walkabout' with Places for People (PFP) and at the time of drafting this email, we are awaiting a response.

We are aware that travellers arrived at West Way. However, in keeping with the Equality Act 2010, we always allow Chorley Borough Council to follow due process for a resolution. Furthermore, in light of recent racial incitements, we have not, and never will make any comments regarding this on social media.

We continue to respond to resident's issues and concerns throughout the ward & attend our various committees and portfolio meetings.

Action required by the Parish Council

To note the report.



Astley Village Parish Council

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|---|---|--|-------------------|--|--------------------|---|
| Title | Borough/County Councillor Reports | | | | | |
| Report of | County Councillor Aidy Riggott (Euxton, Buckshaw & Astley) - Lancashire County Council | | | | | |
| Date | 4 September 2024 | | | | | |
| 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 was contacted by Councillor Ashton regarding the need for dropped kerbs to be sited on either side of the road at the bus stops near to Long Croft Meadow, as several residents have complained about the awkwardness of lifting their walkers or wheelchairs over the kerbs when trying to access the footpaths along Chancery Road or into Broadfields or Long Croft Meadow.</p> <p>I requested Lancashire County Council to look into the installation of a mobility crossing / dropped kerb near the bus stop closest to Long Croft Meadow, on Chancery Road.</p> <p>Lancashire County Council's Highways Technician attended Chancery Road to conduct an inspection and subsequently an order has been raised for two additional mobility crossings.</p> <p>Unfortunately, this will not be directly next to the bus stop in question due to the limited visibility. The sweeping bend in the road would create a road safety concern for pedestrians if we located one directly at the bus stop. The two additional crossings are being proposed for the bus stops at Mimosa Close and Buckshaw Hall Close. Note these are proposals so the final locations may change slightly upon installation.</p> <p>Further to this Lancashire County Council have identified eight mobility crossings along Chancery Road already in place and this further investment secured will take that up to 10.</p> <p>I am still maintaining a watching brief on the road surface at the Chancery Road / West Way / Euxton Lane junction which whilst outside the Parish boundary, is always of interest to Councillors and residents alike.</p> | | | | | | |

I responded to the concerns shared by the Chair of the Parish Council regarding the events held at the Brookfields site (again just outside the Parish boundary) which impacts on the residents of the village. I note the advice provided to the Parish in the letter from County Councillor Swarbrick dated 25 July 2024 regarding how event organisers can approach Lancashire County Council for guidance on creating a traffic management plan and matters to which the Police need to respond to and manage with regards to the parking.

I also note Lancashire County Council's response regarding visibility concerns at the junctions with Judeland, Broadfields, and Buckshaw Hall Close, noting that Lancashire County Council were not aware of any but have arranged for an inspection to take place shortly, and that Lancashire County Council will arrange for any vegetation impeding sightlines to be cut back.

Action required by the Parish Council

To note the report.



Astley Village Parish Council

Meeting of the Council

3 July 2024 at 6.30pm

Present

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

317.01 Apologies for Absence

Apologies were received from Councillor Ian Thomas.

Eddie Murdoch

It was with great sadness that the Parish Council had learned that Eddie Murdoch had passed away on Sunday 28 April 2024 after a short time in hospital.

He had been first co-opted onto the Parish Council on 2 November 2022.

RESOLVED - The Parish Council sends its sincere condolences to Eddie Murdoch's family.

317.02 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.

317.03 Public Engagement

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

It was reported that Parish Councillors and residents on Buckshaw Hall Close had raised regarding the impact caused by the inconsiderate motorists attending events held at the former Chorley Rugby Union and Football Club, Brookfields on Sunday 5 May 2024. A number of residents attended the meeting and reported that:

- Cars were doubled parked causing a serious risk to pedestrians and other motorists.
- Members of the public had telephoned the Police who had stated that there was no risk to pedestrians and other motorists despite a number of accidents.
- Concerns had been raised with County Councillor Aidy Riggott on the day of the event.

Concerns were also raised regarding the indiscriminate dangerous parking on a daily basis throughout the village but especially in the vicinity of Derian House and parked cars on the cycle paths throughout the village.

317.04 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. Borough Councillor Alistair Morwood, Borough attended the meeting.

It was reported that there had been a disappointing response from residents to the Skip Day on Hallgate which had taken place on 29 June 2024.

RESOLVED – That the reports be noted.

317.05 Minutes

RESOLVED - That the minutes of the Annual Parish Council Meeting held on Wednesday 1 May 2024 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

317.06 Event held at the former Chorley Rugby Union and Football Club, Brookfields

Earlier in the meeting, Parish Councillors and residents on Buckshaw Hall Close had raised regarding the impact caused by the inconsiderate motorists attending events held at the former Chorley Rugby Union and Football Club, Brookfields, Chancery Fields (Minute 317.03 “Public Engagement”).

RESOLVED – (1) That the Parish Clerk be requested to write to the following making them aware of the concerns regarding the impact caused by the inconsiderate motorists attending events held at the former Chorley Rugby Union and Football Club, Brookfields on Sunday 5 May 2024:

- The Leader of Lancashire County Council (County Councillor Williamson).
- The Cabinet Member for Highways and Transport, Lancashire County Council (County Councillor Swarbrick).
- The Member of Parliament for Chorley (Rt Hon Sir Lindsey Hoyle MP).
- The Leader of Chorley Borough Council (Councillor Alistair Bradley).
- The Chief Constable of Lancashire Constabulary (Sacha Hatchett).
- The Lancashire Police and Crime Commissioner (Clive Grunshaw).

(2) The Parish Council expresses its concern that:

- Members of the public that had telephoned the Police had been told that there was no risk to pedestrians and other motorists despite a number of accidents having occurred.
- The indiscriminate dangerous parking taking place on a daily basis throughout the village but especially in the vicinity of Derian House, including parked cars on the cycle paths throughout the village.
- The two Radar Speed Signs installed on Chancery Road by the Parish Council had been repeatedly vandalised.
- There was no Traffic Management Plan in place for events held at the former Chorley Rugby Union and Football Club, Brookfields.
- Lancashire County Council had previously indicated that the visibility splays at the junction of Wymundsley and Chancery Road met the necessary safety standards. There were similar concerns at the junctions at Judeland, Broadfields and Buckshaw Hall Close.
- The vegetation overgrowth at the above junctions needed to be addressed to maximise the available visibility to this recommended distance.
- The previous request to investigate the introduction of Traffic Regulation Orders to address the indiscriminate parking taking place on a daily basis throughout the village but especially in the vicinity of Derian House, including parked cars on the cycle paths throughout the village had been ignored including enforcement action by the Police.

(3) That representatives from Lancashire County Council, Chorley Borough Council and the Lancashire Constabulary be invited to attend the next meeting of the Parish Council on Wednesday 4 September 2024 to discuss the Parish Council's concerns.

(4) That the Chair of the Parish Council be requested to issue a press release regarding the Parish Council's concerns relating to indiscriminate dangerous parking taking place in the village.

317.07 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.

It was reported that as part of the Partnership working commitment detailed in the Lancashire association of Local Councils/Society of Local Council Clerks Protocol and Lancashire County Council's Parish Charter, a joint liaison meeting had been held on the 13 June 2024 hosted by County Councillor Peter Buckley Cabinet Member for Communities. Details of the items discussed had been forwarded to Parish Councillors.

Mr Chris Moister, Director of Governance and Tasneem Safdar, Head of Legal and Procurement (Chorley Borough Council) would be delivering a training session for Town and Parish Councillors covering the new Code of Conduct and investigation procedure which had been approved by Chorley Borough Council on 16 April 2024.

The Parish Clerk recommended all Parish Councillors should attend the training session on Monday 29 July 2024 at 6pm in the Lancastrian Room at the Town Hall, Chorley.

In particular the following issues in the report were discussed:

Astley Village - Radar Speed Signs

At the Annual Parish Council Meeting on 1 May 2024, it had been reported that the wires had been cut to the solar panel for the radar speed sign on Chancery Road (near Wymundsley) and it was just running on battery power. On 2 May 2024, Pandora Technologies Ltd had repaired the radar speed sign at a cost of £175.20.

Unfortunately, on 28 May 2024, a resident had made the Parish Council aware that both radar speed signs on Chancery Road had been vandalised and the wires had been cut meaning it could not get charged from the solar panel.

Proposed planting at the Astley Village Garden of Reflection

Lindsay Blackstock (Chorley Borough Council) attended the meeting and provided details of the proposed planting scheme at the Astley Village Garden of Reflection. The Parish Council had allocated £2,000 for the financial year 2024/25 for the planting scheme and the estimated cost of plants was £1,100 in addition to the cost of preparing the area. The proposed planting scheme was circulated at the meeting which had been prepared by Jan Sanderson, a local resident.

As previously requested by the Parish Council, Jan Sanderson, a local resident had been involved in developing the planting scheme and it had been suggested that Buckshaw Primary School could be invited to be involved in the planting of the bulbs.

It had previously been acknowledged that the permission of Chorley Borough Council would be required to undertake planting on their land and the future maintenance needed to be considered e.g. would this be undertaken by the Parish Council contractor.

Proposed Improvements to the Chancery Road Underpass

At the Annual Parish Council Meeting on 1 May 2024, improvements to the Chancery Road underpass had been discussed and on 22 May 2024, a resident had contacted the Parish Council, concerned that the subway and steps brick work had been subject to meddling recently, where bricks had been removed and thrown around.

The Parish Council had suggested that improvements to the resident and visitor experience and encourage its use could include:

The access and egress including the splayed revetments at each side of the path and the steps.

- A themed mural depicting and celebrating Astley Village (incorporating Astley Hall, West Way, the open spaces within the Village, the Nature Reserve etc.)
- Painting the outside of the underpass and the surrounding fencing.
- The lighting (replacing the current lighting with LED lights).
- The signage to the Village Centre, West Way Sports Hub and Astley Park.

The Village Development Working Group had held an initial site visit on Thursday 20 June 2024 with representatives from Chorley Brough Council. Unfortunately, a representative from the Bridges and Structures team at Lancashire County Council had not attended but provided the following information:

- The Bridges and Structures team were supportive in principle of what the Parish Council was trying to do.
- Painting bricks was not good practice as this could seal moisture into the bricks and therefore would not support painting over the bricks.
- Placing something that could be painted with a mural over the top of the brickwork would lead to inspection issues as the material below cannot be seen and would therefore not be supported.
- A specialist protective system could be used on the outside faces of the concrete deck by a specialist application and was normally limited to a range of grey concrete colours, although one local manufacturer had stated on their data sheet that other colours were available.
- Repainting the pedestrian parapets would be included in the maintenance programme for 2025/26 which would help with the appearance of the bridge.
- There was little scope for improvement to the lighting of the underpass or the approaches and they would not recommend bollard lighting as it was prone to vandalism. They would not support any measures that lead to future additional energy or maintenance costs.

Councillor Chris Sheldon reported that following the site meeting the following improvements had been identified and there would be a need to obtain estimates in due course:

- Improvements to the brickwork at the access and egress at each side of the path and the steps and the ownership was being clarified.
- The overgrown vegetation could be cleared.
- Solar low-level lighting could be introduced at each side of the underpass.
- Replacing the current lighting with LED lights despite the comments from the Bridges and Structures team at Lancashire County Council as there would not be any future additional energy or maintenance costs.

Chorley Flower Show

At the Annual Parish Council Meeting on 1 May 2024, it had been agreed that the Parish Council would have a presence at the event on Friday 26 and Saturday 27 July 2024 and an application form to attend the event had been submitted. The Parish Council discussed a rota for Parish Councillors to attend the event.

Buckshaw Junior Football Club – Sponsorship

The Parish Council had agreed in January 2024 to sponsor the match kit of one of the Astley and Buckshaw Junior Football Club junior teams up to a cost of £500. The club had decided to use the sponsorship money for two of their new under 7s teams and had asked what the Parish Council wanted to put on the front of the shirts. It was suggested that the Parish Council logo is included on the front of the shirts.

Installation of Christmas Tree Lights

At the Parish Council Meeting on 6 March 2024, it had been agreed that City Illuminations Ltd be engaged to collect, PAT test and dress the Christmas Tree, switch on/off and remove the lights at a cost per annum of £500.00 plus VAT.

City Illuminations Ltd had now stated that they had visited the site and given the trees location and height they could not safely work off ladders and their plant would not reach the tree and were therefore unable to dress the Christmas Tree and remove the lights.

The Parish Clerk had had discussions with another contractor, and it had been suggested that additional lights be purchased (to match the existing lights) which could be removed.

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:

- Zurich Municipal - Insurance Premium 2024/25 £497.21.
- Post Office Counters Ltd - Postage-Parish Council Summons £2.10.
- Coop – Envelopes £3.45.
- The Friends of Astley Park - Community Grant £300.00.
- Pandora Signs - Repairs to speed sign £175.20.
- Post Office Counters Ltd – Postage £3.69.
- Printwise - Printing of Spring Newsletter £680.00.
- SLCC - Annual Membership Fee £112.00

(3) That all Parish Councillors be encouraged to attend the New Code of Conduct and Investigation procedure training session on 29 July 2024 and the Parish Clerk should book sufficient places for all Parish Councillors to attend.

(4) That Councillor Martt Lynch be requested to investigate the installation of a protective tube to protect the wires of the Radar Speed Signs.

(5) The approval be given to the proposed planting for the existing planter at the Astley Village Garden of Reflection circulated at the meeting, but the additional round planting be omitted at the present time.

(6) That Jan Sanderson be thanked for her involvement in preparing the proposed planting scheme at the Astley Village Garden of Reflection.

(7) That Lindsey Blackstock (Chorley Borough Council) be requested to provide the 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 and Buckshaw Primary School be invited to be involved in the planting of the bulbs.

(8) That Lindsey Blackstock (Chorley Borough Council) be requested to obtain the permission of Chorley Borough Council to allow the new planting scheme at the Astley Village Garden of Reflection to be undertaken.

- (9) That Hartwood Maintenance be requested to undertake the future maintenance of the planter at the Astley Village Garden of Reflection.
- (10) That County Councillor Aidy Riggott and a representative from Chorley Borough Council be invited to attend the next meeting of the Parish Council on Wednesday 4 September 2024 to discuss the proposed Improvements to the Chancery Road Underpass.
- (11) That the following Parish Councillors be requested to assist at the Chorley Flower Show as indicated:
- Thursday 25 July (from 6pm) - Councillors Keith Ashton, Emma Barraclough, John McAndrew and the Parish Clerk.
 - Friday 26 July - Councillors Keith Ashton, John McAndrew, Gillian Sharple and Chris Sheldon.
 - Saturday 27 July - Councillors Keith Ashton, Chris Sheldon and Ian Thomas.
- (12) The Parish Clerk be requested to order replacement pens and bugs.
- (13) That the Parish Council logo is included on the front of the shirts of the two new under 7s teams at Buckshaw Junior Football Club being sponsored by the Parish Council.
- (14) That the Parish Clerk be requested to continue to discuss with Richard Ryan the arrangements for the future Installation of the Christmas Tree Lights on the living Christmas Tree.

317.08 Statutory Business

(i) Co-option to the Parish Council Vacancies

The Parish Clerk reported that there had been no applications received for the three vacancies on the Parish Council since the last meeting of the Parish Council.

RESOLVED –The Parish Clerk be requested to invite expressions of interest to enable any applications to be considered at the next meeting of the Parish Council.

(ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) providing details of planning issues relevant to the village. The Parish Council had been consulted on the following planning application received by Chorley Borough Council:

- Part two storey, part single storey rear extension, first floor side extension and front porch (following demolition of existing conservatory) at 24 The Farthings, Astley Village, Chorley PR7 1TP (Reference: 24/00486/FULHH).

The deadline for any representations was 5 July 2024.

RESOLVED – That the report be noted.

317.09 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 June 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 July 2024 and 31 August 2024 as follows:

| Date | Creditor | Description | Total (£) | Vat (£) | Net (£) |
|----------|----------------|---------------------------------|-----------------|--------------|-----------------|
| 05/07/24 | Employee 4 | Reimbursements (May 2024) | 63.96 | | 63.96 |
| 05/07/24 | Employee 4 | Reimbursements (June 2024) | 45.76 | | 45.76 |
| | | | | | |
| 01/07/24 | Easy Web Sites | Monthly rental | 68.64 | 11.44 | 57.20 |
| 23/07/24 | Zoom | Zoom Subscription (July 2024) | 15.59 | 2.60 | 12.99 |
| 12/07/24 | Employee 4 | Salary (July 2024) | 391.20 | | 391.20 |
| 12/07/24 | HMRC | Tax (July 2024) | 97.80 | | 97.80 |
| | | | | | |
| 01/08/24 | Easy Web Sites | Monthly rental | 68.64 | 11.44 | 57.20 |
| 23/08/24 | Zoom | Zoom Subscription (August 2024) | 15.59 | 2.60 | 12.99 |
| 15/08/24 | Employee 4 | Salary (August 2024) | 391.20 | | 391.20 |
| 15/08/24 | HMRC | Tax (August 2024) | 97.80 | | 97.80 |
| | | | | | |
| | | | 1,256.18 | 28.08 | 1,228.10 |

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) Asset Register

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

RESOLVED – That the changes proposed to the Asset Register be approved.

317.10 Review of Village Development Plan

The Village Development Plan (copies of which had been circulated) was reviewed.

RESOLVED – (1) That the Parish Clerk be requested to approach Chorley Borough Council to replace the existing litter bins outside Buckshaw Primary School and at the shops at Hallgate with recycling litter bins to be funded by the Parish Council to be funded from the Village Improvements budget (03-2).

(2) That Simon Forster, Open Space Strategy Officer (Chorley Borough Council) be requested to provide an update on the proposed plans for boundary footpaths at the West Way Sports Hub.

317.11 Reports from Parish Council representatives on Other Bodies

Chorley Liaison

The next meeting will be held on Wednesday, 17 July 2024 at 6.30pm. The Parish Council were invited to suggest any items for inclusion on the agenda prior to the deadline on 5 July 2024.

Neighbourhood Area Meeting (NW Parishes and Chorley North)

It was noted that with the agreement of the Executive Member (Early Intervention), it has been agreed to cancel the round of Neighbourhood Area Meetings including the Neighbourhood Area Meeting (NW Parishes and Chorley North) on Thursday 20 June 2024. An update would be sent out to members in early July 2024. The next meeting would be held on Monday, 24 February 2025 at 6.30pm.

RESOLVED – That the report be noted.

317.12 Correspondence

Correspondence received had been reported as part of the 'Parish Clerk Report' (Minute 317.07).

316.13 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 4 September 2024 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 | 4 September 2024 | | | | | |
| 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

Event held at the former Chorley Rugby Union and Football Club, Brookfields

At the last meeting Parish Councillors and residents on Buckshaw Hall Close raised regarding the impact caused by the inconsiderate motorists attending events held at the former Chorley Rugby Union and Football Club, Brookfields on Sunday 5 May 2024. A number of residents attended the meeting and reported that:

- Cars were doubled parked causing a serious risk to pedestrians and other motorists.
- Members of the public had telephoned the Police who had stated that there was no risk to pedestrians and other motorists despite a number of accidents.
- Concerns had been raised with County Councillor Aidy Riggott on the day of the event.

Concerns were also raised regarding the indiscriminate dangerous parking on a daily basis throughout the village but especially in the vicinity of Derian House and parked cars on the cycle paths throughout the village.

The Parish Council expressed its concern that:

- Members of the public that had telephoned the Police had been told that there was no risk to pedestrians and other motorists despite a number of accidents having occurred.
- The indiscriminate dangerous parking taking place on a daily basis throughout the village but especially in the vicinity of Derian House, including parked cars on the cycle paths throughout the village.
- The two Radar Speed Signs installed on Chancery Road by the Parish Council had been repeatedly vandalised.
- There was no Traffic Management Plan in place for events held at the former Chorley Rugby Union and Football Club, Brookfields.
- Lancashire County Council had previously indicated that the visibility splays at the junction of Wymundsley and Chancery Road met the necessary safety standards.

There were similar concerns at the junctions at Judeland, Broadfields and Buckshaw Hall Close.

- The vegetation overgrowth at the above junctions needed to be addressed to maximise the available visibility to this recommended distance.
- The previous request to investigate the introduction of Traffic Regulation Orders to address the indiscriminate parking taking place on a daily basis throughout the village but especially in the vicinity of Derian House, including parked cars on the cycle paths throughout the village had been ignored including enforcement action by the Police.

I wrote to the following on 8 July 2024, making them aware of the concerns regarding the impact caused by the inconsiderate motorists attending events held at the former Chorley Rugby Union and Football Club, Brookfields on Sunday 5 May 2024:

- The Leader of Lancashire County Council (County Councillor Williamson).
- The Cabinet Member for Highways and Transport, Lancashire County Council (County Councillor Swarbrick).
- The Member of Parliament for Chorley (Rt Hon Sir Lindsey Hoyle MP).
- The Leader of Chorley Borough Council (Councillor Alistair Bradley).
- The Chief Constable of Lancashire Constabulary (Sacha Hatchett).
- The Lancashire Police and Crime Commissioner (Clive Grunshaw).

I also wrote to them again on Monday 22 July 2024, summarising the events/actions from Sunday 21 July 2024 when Councillor Gillian Sharples was contacted by a resident who informed her that the football tournament which was being held at the site of the old Chorley Rugby Union Football Club (Brookfields), organised by The Team Stop. It is understood that this event takes place twice in May and twice in July annually.

In the vicinity of Derian House/Buckshaw Hall Close, Councillor Sharples observed the extent of the dangerous parking, which included vehicles parked on both sides of the road, on the junction of Buckshaw Hall Close (which made the visibility of leaving this junction seriously impaired) and along the cycle paths. One car was fully parked on a grass verge at the junction with the road leading down to Derian House.

She contacted the Police via 1010 and spoke with the operator who said they would do their best to send an officer to the location. She then spoke with a steward who was located at the junction with Mimosa Close and asked to speak to one of the event organisers. Councillor Sharples spoke to a representative from The Team Stop and had a lengthy conversation about the parking issues. They were asked if there had been any contact made with Chorley Borough Council regarding the event - he said emails had been sent but couldn't remember the name of the person they were sent to. He indicated that the parking situation was undoubtedly a problem, but due to parts of the site being used for storing scrap vehicles and another part not being suitable for parking until next year, this had resulted in people parking off site. He said they encourage safe parking and did not allow people into the event if they park dangerously. It was agreed that The Team Stop would place some more of the roped barriers in the afternoon to see if this helps improve the situation and was open to working with the Parish Council, Borough Council and Lancashire County Council to find solutions.

The responses received are set out in the Appendix to this report. No response has been received from the Police.

At the last meeting of the Parish Council on 3 July 2024, it was agreed that representatives from Lancashire County Council, Chorley Borough Council and the Lancashire Constabulary be invited to attend this meeting to discuss the Parish Council's concerns.

The Chair of the Parish Council issued a press release regarding the Parish Council's concerns relating to indiscriminate dangerous parking taking place in the village which was sent to the Lancashire Evening Post, Lancashire Telegraph and Lancashire Live as well as being shared via Facebook and on the Parish Council website.

Astley Village - Radar Speed Signs

At the Annual Parish Council Meeting on 1 May 2024, it had been reported that the wires had been cut to the solar panel for the radar speed sign on Chancery Road (near Wymundsley) and it was just running on battery power. On 2 May 2024, Pandora Technologies Ltd had repaired the radar speed sign at a cost of £175.20.

Unfortunately, on 28 May 2024, a resident had made the Parish Council aware that both radar speed signs on Chancery Road had been vandalised and the wires had been cut meaning it could not get charged from the solar panel.

At the last meeting, Councillor Martt Lynch offered to investigate the installation of a protective tube to protect the wires of the Radar Speed Signs.

Proposed Improvements to the Chancery Road Underpass

At the Annual Parish Council Meeting on 1 May 2024, improvements to the Chancery Road underpass had been discussed and on 22 May 2024, a resident had contacted the Parish Council, concerned that the subway and steps brick work had been subject to meddling recently, where bricks had been removed and thrown around. An update has been provided to the resident that contacted the Parish Council.

The Parish Council had suggested that improvements to the resident and visitor experience and encourage its use could include:

- The access and egress including the splayed revetments at each side of the path and the steps.
- A themed mural depicting and celebrating Astley Village (incorporating Astley Hall, West Way, the open spaces within the Village, the Nature Reserve etc.)
- Painting the outside of the underpass and the surrounding fencing.
- The lighting (replacing the current lighting with LED lights).
- The signage to the Village Centre, West Way Sports Hub and Astley Park.

The Village Development Working Group had held an initial site visit on Thursday 20 June 2024 with representatives from Chorley Brough Council. Unfortunately, a representative from the Bridges and Structures team at Lancashire County Council had not attended but provided the following information:

- The Bridges and Structures team were supportive in principle of what the Parish Council was trying to do.
- Painting bricks was not good practice as this could seal moisture into the bricks and therefore would not support painting over the bricks.
- Placing something that could be painted with a mural over the top of the brickwork would lead to inspection issues as the material below cannot be seen and would therefore not be supported.
- A specialist protective system could be used on the outside faces of the concrete deck by a specialist application and was normally limited to a range of grey concrete colours, although one local manufacturer had stated on their data sheet that other colours were available.

- Repainting the pedestrian parapets would be included in the maintenance programme for 2025/26 which would help with the appearance of the bridge.
- There was little scope for improvement to the lighting of the underpass or the approaches and they would not recommend bollard lighting as it was prone to vandalism. They would not support any measures that lead to future additional energy or maintenance costs.

Councillor Chris Sheldon reported that following the site meeting the following improvements had been identified and there would be a need to obtain estimates in due course:

- Improvements to the brickwork at the access and egress at each side of the path and the steps and the ownership was being clarified.
- The overgrown vegetation could be cleared.
- Solar low-level lighting could be introduced at each side of the underpass.
- Replacing the current lighting with LED lights despite the comments from the Bridges and Structures team at Lancashire County Council as there would not be any future additional energy or maintenance costs.

With regard to changes to steps, access and egress, fences, and signage, I have provided a map to Parish Councillors and Chorley Borough Council, showing the highway extents and the land which, according to Lancashire County Council's records, belongs to Chorley Council. Please be mindful that this is copyright material. The map shows the underpass and the surrounding areas, and the below map adds the public highway extents and Chorley Council land.

I have invited County Councillor Aidy Riggott and a representative from Chorley Borough Council to attend this meeting to discuss the proposed Improvements to the Chancery Road Underpass (see separate agenda item on the Council summons).

Chorley Flower Show

Parish Councillors attended the Chorley Flower Show on Friday 26 and Saturday 27 July 2024. Replacement pens and bugs were ordered as requested (see separate agenda item on the Council summons).

Gateway Signs

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

Proposed planting at the Astley Village Garden of Reflection

At the last meeting, Lindsay Blackstock (Chorley Borough Council) attended the meeting and provided details of the proposed planting scheme at the Astley Village Garden of Reflection. The Parish Council had allocated £2,000 for the financial year 2024/25 for the planting scheme and the estimated cost of plants was £1,100 in addition to the cost of preparing the area. The proposed planting scheme was circulated at the meeting which had been prepared by Jan Sanderson, a local resident.

As previously requested by the Parish Council, Jan Sanderson, a local resident had been involved in developing the planting scheme and it had been suggested that Buckshaw Primary School could be invited to be involved in the planting of the bulbs.

It had previously been acknowledged that the permission of Chorley Borough Council would be required to undertake planting on their land and the future maintenance needed to be considered e.g. would this be undertaken by the Parish Council contractor. It was agreed that:

- The approval be given to the proposed planting for the existing planter at the Astley Village Garden of Reflection circulated at the meeting, but the additional round planting be omitted at the present time.
- That Jan Sanderson be thanked for her involvement in preparing the proposed planting scheme at the Astley Village Garden of Reflection and an email was sent on 8 July 2024.
- That Lindsey Blackstock (Chorley Borough Council) be requested to provide the 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 and Buckshaw Primary School be invited to be involved in the planting of the bulbs.
- That Lindsey Blackstock (Chorley Borough Council) be requested to obtain the permission of Chorley Borough Council to allow the new planting scheme at the Astley Village Garden of Reflection to be undertaken.

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 is working with the Estates Team to get a licence agreement in place to say that the Parish Council will be responsible for the maintenance.

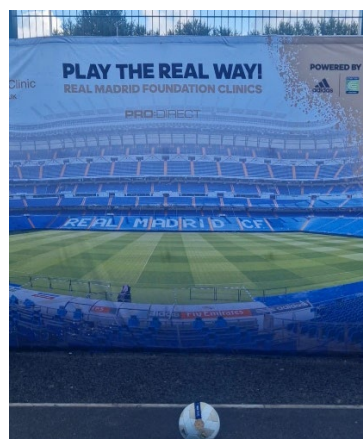
I have approached Hartwood Maintenance to discuss undertaking the future maintenance of the planter at the Astley Village Garden of Reflection.

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 is expected shortly from Chorley Borough Council.

Councillor John McAndrews will invite Buckshaw Primary School to be involved in the planting of the bulbs.

Real Madrid Foundation Clinic - Friday 26 July 2024

At the Annual Parish Council Meeting on 1 May 2024, it was agreed to allocate the place being sponsored by the Parish Council at the Real Madrid Foundation Clinic on Friday 26 July 2024 to the pupil suggested by the Headteacher at Buckshaw Primary School. This has now been actioned.





Buckshaw Junior Football Club – Sponsorship

The Parish Council agreed in January 2024 to sponsor the match kit of one of the Astley and Buckshaw Junior Football Club junior teams up to a cost of £500 from the “Improving Community Engagement and Raising the Profile of the Parish Council” budget.

The club have decided to use the sponsorship money for two of their new under 7s team and asked what the Parish Council want to put on the front of the shirts.

At the last meeting it was agreed that the Parish Council logo is included on the front of the shirts of the two new under 7s teams at Buckshaw Junior Football Club being sponsored by the Parish Council. The £500 has now been paid.

Installation of Christmas Tree Lights/ Christmas Event 2024.

At the Parish Council Meeting on 6 March 2024, it was agreed that City Illuminations Ltd be engaged to collect, PAT test and dress the Christmas Tree, switch on/off and remove the lights at a cost per annum of £500.00 plus VAT.

City Illuminations Ltd have stated that they have visited the site twice, once without plant and a second time with plant. Given the trees location and height they cannot safely work off ladders and our plant will not reach the tree.

They have tested the lights and they are in working order and suggest the Parish Council leave them in situ and have them switched locally. They have made no charge for the two visits. The Parish Clerk is in discussions with Richard Ryan the arrangements for the future Installation of the Christmas Tree Lights on the living Christmas Tree.

Co-option to the Parish Council Vacancy

There are three vacancies on the Parish Council. These have been advertised on the Parish Council Noticeboards and website. A leaflet, advertising for Parish Councillors has also been produced and will be delivered to every property within the Parish. A leaflet has been drafted to be delivered to residents in Astley Village to try and boost our chances of recruiting more Parish Councillors.

Review of Village Development Plan

At the last meeting the Parish Council reviewed the Village Development Plan

It was agreed that I approach Chorley Borough Council requesting them to replace the existing litter bins outside Buckshaw Primary School and at the shops at Hallgate with recycling litter bins to be funded by the Parish Council to be funded from the Village Improvements budget. The local ward Councillors have requested Chris Walmsley, Head of Streetscene at Chorley Borough Council to respond to the request but at the time of preparing this report, no response has been received.

I have also contacted Simon Forster, Open Space Strategy Officer (Chorley Borough Council) be requested to provide an update on the proposed plans for boundary footpaths at the West Way Sports Hub. He has confirmed that meetings have taken place with UK Athletics and Chorley Athletics and Triathlon Club earlier this year and the footpath scheme is still being considered to provide a circuit route around the playing fields with connections into the residential areas. Funding options are now being considered for delivery of the scheme. He has asked if the Parish Council can confirm that the previous offer of a funding towards the scheme is still available.

Lindsey Blackstock will now project managing the ongoing delivery of the footpaths on behalf of Chorley Borough Council.

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

- SLCC - Annual Membership Fee £112.00.
- Post Office Counters Ltd – Postage £1.55.
- Hotline Branded Products - Chorley Flower Promotional items £505.20.
- ABJFC - U7's Football Strip Sponsorship £500.00.
- Hartwood Maintenance - Maintenance of Planters £310.47.
- Asda - Bottled Water (Flower Show) £4.00.
- PFK Littlejohn LLP - External Audit 2022/23 £252.00

Action required by the Parish Council

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

Response from Lyndsay Riding, Partnerships Manager, theteamstop

Good Morning Craig,

Thank you for your detailed message. We appreciate the concerns raised by the Parish Council and residents regarding the parking issues during one of our events.

We apologise for any inconvenience caused during this time and to address these concerns, please know that we do conduct an event debrief and a risk assessment for each event to mitigate parking issues as best we can. We acknowledge that these measures have not fully resolved the problem, and we are committed to improving the situation.

Regarding the observations around Derian House/Buckshaw Hall Close, we take this feedback onboard and we understand the dangers posed by double parking and parking on cycle paths, and we are working on implementing better traffic management strategies, including possibly deploying additional barriers and signage to improve parking behaviour.

I also note that the parking around this area is an issue in general with Derian House as their parking is limited on-site for families and staff members, which do have to park on the road most days.

I have personally been in touch with Chorley Council to ask for help and advice on this situation following our event in May and prior to our event in July and I have not received a reply. I have again been in touch following this event and I am waiting on a reply for further guidance on traffic management.

Additionally we were not notified of any accidents or aware of double parking along the road during the events. We rely on such information to make necessary adjustments and improvements, so this feedback is valuable.

We are very much open to collaborating with the Parish Council, Borough Council, and Chorley Council to find effective solutions. Your suggestion to provide more roped barriers will be considered and I will approach Chorley council for further guidance in relation to how they manage this for such vast events at Astley Hall and surrounding areas. Please know that we will continue to explore additional measures to alleviate parking problems for our future events.

In the interest of both our company and the local residents please may I request that the parish council refrain from posting on social media until a conversation has taken place and that posts are factual. I can see on your social media posts numerous times mentioning that we had not considered safeguarding or parking plans, this does give the impression that we had not planned for this but we did plan and we do have a risk assessment in place for all aspects of our event. It has just been unfortunate that our parking plans were not effective enough and will continue to monitor and improve this.

Thank you again for your email and we look forward to working with all our neighbours to ensure better management of future events.

Warm Regards
Lyndsay

Response from County Councillor Rupert Swarbrick, Cabinet Member for Highways & Transport, Lancashire County Council

Dear Mr Ainsworth

Concerns Raised at The Meeting of The Astley Village Parish Council, Chorley
Thank you for your emails dated 8 and 22 July 2024 on behalf of Astley Village Parish Council, regarding parking and safety concerns relating to events held at the former Chorley Rugby Union and Football Club. I am also responding on behalf of County Councillor Phillippa Williamson, Leader of Lancashire County Council. I am sorry to hear of the disruption these events entailed. Our Parking Enforcement team will visit the area at the appropriate times. We may be able to assist with the issue of double parking, although I should add there are very prescribed rules for what we can and cannot enforce.

Naturally, we expect that drivers will exercise the appropriate care required when choosing a parking place. Motorists must not cause a hazard or an obstruction, and if they do they risk police enforcement action. The Highway Code contains clear directions on what is acceptable when parking near a junction. Where an infringement is observed, the police have immediate powers to undertake both engagement and enforcement.

You state that residents who "telephoned the police had been told that there was no risk to pedestrians and other motorists despite a number of accidents having occurred." Unfortunately, we are unable to comment on individual police assessments. I note that your email has been sent to police colleagues, this is a matter for them to address.

You raise the parish council's "previous request to investigate the introduction of Traffic Regulation Orders to address the indiscriminate parking taking place on a daily basis throughout the village but especially in the vicinity of Derian House." We have carried out assessments here but have not established a persistent parking concern. These are more likely periodic attendance for associated events much as would be the case for numerous local meeting places. We must also take into the account the sensitivity of the visitors to Derian House. We will be making more visits and observations at different times, and in the meantime any obstructive parking should be reported to the police. If this process identifies a more resilient concern that renders continued enforcement unsustainable, the police can request that the county council consider formal restrictions.

As you will be aware, vandalism and anti-social behaviour are matters for the police, therefore I expect them to respond to you regarding the vandalism of the parish council's radar speed indicator devices.

You advise that there was "no Traffic Management Plan in place for events held at the former Chorley Rugby Union and Football Club." We are happy to provide the organisers of the events with guidance on creating a traffic management plan, they can contact us via email at: highways@lancashire.gov.uk.

We are not aware of any visibility issues at the junctions with Judeland, Broadfields, and Buckshaw Hall Close. However, we have arranged for an inspection to take place shortly, and we will arrange for any vegetation impeding sightlines to be cut back. Residents or yourself can report highway defects and maintenance issues like this using the Love Clean Streets app.

I hope this information is helpful.

Yours sincerely
County Councillor Rupert Swarbrick
Cabinet Member for Highways & Transport

Response from Chorley Borough Council

Dear Sir Lindsay

Thank you for forwarding the email received from Craig, the clerk at Astley Village Parish Council regarding the difficulties that the Parish Council and residents have been experiencing with motorists attending events at the above venue.

I have investigated each of the queries raised in turn, and whilst the majority appear to be the responsibility of Lancashire County Council and the police, I have identified a couple of areas of action that Chorley Council can take.

One issue raised is that of overgrown vegetation at the junctions of Judeland, Broadfields and Buckshaw Hall close. This has been reported to the relevant team at Chorley council and our grounds maintenance staff are now working around council owned areas of Astley Village to cut back this vegetation and improve visibility.

In relation to the double parking incidents, on street parking enforcement is the responsibility of Lancashire County Council rather than Chorley Council. I understand that these incidents have also been raised with County Councillor Aidy Riggott, who should be able to provide a response from the County Council in relation to this.

We would encourage any residents concerned about emergency traffic crime or dangerous situations to call 999, or call Crimestoppers on 0800 555 111 if they wish to remain anonymous. All other incidents should be reported within 24 hours by calling 101. I understand that residents are frustrated that they have not action from the police in relation to these matters. Continuing to report these incidents will ensure that an evidence base is established to support the police in establishing the level of risk.

Chorley Council have powers to temporarily close roads under the Town and Police Clauses Act 1847 when there is a street party, parade, procession, a carnival or other festival. For other types of events, such as sporting events or large scale events, the event organisers may require a Temporary Traffic Regulation Order from Lancashire County Council under the Road Traffic Regulation Act 1984. The details of the events in the correspondence do not seem to be of the nature that Chorley Council have powers in relation to and therefore the County Council would be best placed to respond for this area.

Chorley Council do have an Event Safety Advisory Group (ESAG) that consists of the Police, Fire and Rescue and Ambulance services in addition to senior officers of the council. The group considers event plans for events on council land and would not usually review details of events on private land. However I will ensure that your email is seen by the Chorley Council so that members of the group are aware of your concerns.

I trust this clarifies the situation but please do not hesitate to contact me if you require any further assistance.

Yours sincerely

Chris Sinnott
Chief Executive

Response from Rt Hon Sir Lindsay Hoyle

Good afternoon,

Please find attached letters from the county council and district council, in relation to event parking in and around Astley Village.

I think that you will be aware of the content of the letters however if you have any further comments, please let me know.

Keep in touch.

Kind regards
Bev Murray

Office of Sir Lindsay Hoyle MP
01257 271555
Lindsay.hoyle.mp@parliament.uk

Dear Sir Lindsay

Parking in Astley Village

Thank you for your email dated 11 July 2024, on behalf of Mr Craig Ainsworth, clerk of Astley Village Parish Council, regarding inconsiderate parking at the above location. Angie Ridgwell, Chief Executive, has asked me to respond on her behalf.

As you are aware, Mr Ainsworth also wrote to County Councillor Phillippa Williamson, Leader of Lancashire County Council, and County Councillor Rupert Swarbrick, Cabinet Member for Highways and Transport. County Councillor Swarbrick replied directly to Mr Ainsworth on 25 July 2024, and I have enclosed a copy of this reply for your records.

I hope this information is helpful.

Yours sincerely

Matt Townsend
Director of Highways and Transport

Enc: Letter to Mr Craig Ainsworth from County Councillor Rupert Swarbrick, dated 25 July 2024



Astley Village Parish Council

| | | | | | | |
|---|--|--|-------------------|--|--------------------|----------|
| Title | Planning Issues Relevant to the Village | | | | | |
| Report of | Parish Clerk | | | | | |
| Date | 4 September 2024 | | | | | |
| Type of Paper | Decision | | Discussion | | Information | X |
| Purpose of Report | | | | | | |
| To consider any planning issues relevant to the village. | | | | | | |
| Key Issues | | | | | | |
| The Parish Council has not been consulted on the following planning application received by Chorley Borough Council since the last Parish Council Meeting on 3 July 2024. | | | | | | |
| Action required by the Parish Council | | | | | | |
| To note the report. | | | | | | |

AGENDA ITEM 10(ii)**PAYMENTS TO BE APPROVED**

September/ October 2024

| Date | Creditor | Description | Cheque No | Total | Vat | Net |
|----------|----------------|------------------------------------|-----------|-----------------|--------------|-----------------|
| 06/09/24 | Employee 4 | Reimbursements (July 2024) | EB | 62.92 | | 62.92 |
| 06/09/24 | Employee 4 | Reimbursements (August 2024) | EB | 45.76 | | 45.76 |
| | | | | | | |
| 01/09/24 | Easy Web Sites | Monthly rental | DD | 68.64 | 11.44 | 57.20 |
| 23/09/24 | Zoom | Zoom Subscription (September 2024) | EB | 15.59 | 2.60 | 12.99 |
| 13/09/24 | Employee 4 | Salary (September 2024) | EB | 391.20 | | 391.20 |
| 13/09/24 | HMRC | Tax (September 2024) | EB | 97.80 | | 97.80 |
| | | | | | | |
| 01/10/24 | Easy Web Sites | Monthly rental | DD | 68.64 | 11.44 | 57.20 |
| 23/10/24 | Zoom | Zoom Subscription (October 2024) | EB | 15.59 | 2.60 | 12.99 |
| 15/10/24 | Employee 4 | Salary (October 2024) | EB | 391.20 | | 391.20 |
| 15/10/24 | HMRC | Tax (October2024) | EB | 97.80 | | 97.80 |
| | | | | | | |
| | | | | 1,255.14 | 28.08 | 1,227.06 |

BUDGET REPORT – 4 SEPTEMBER 2024
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 | 90.93 | | 209.07 |
| | 01-2 | Office/Sundry (including new LapTop | 1,500.00 | 100.78 | | 1,399.22 |
| | 01-3 | Insurance | 500.00 | 497.21 | | 2.79 |
| | 01-4 | Auditors/Accounts | 400.00 | 210.00 | | 190.00 |
| | 01-5 | Election/By-Election/Polls | 7,000.00 | - | | 7,000.00 |
| | 01-6 | Employee Costs (Salary, Training etc) | 5,750.00 | 4,299.59 | | 1,450.41 |
| | 01-7 | Employee Contingency | 1,000.00 | - | | 1,000.00 |
| | 01-8 | IT/Website | 1,000.00 | 407.00 | | 593.00 |
| | | | | | | |
| 02 - COUNCIL | 02-1 | Newsletter/Publications | 1,900.00 | 680.00 | | 1,220.00 |
| | 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 | Lighting of Christmas Tree/Christmas Event | 800.00 | - | | 800.00 |
| | 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 | 310.47 | | 479.53 |
| | 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 | 146.00 | | 354.00 |
| | 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 | 8,051.98 | | 75,648.56 |
| VAT to be Recovered | | £282.00 | | | | |
| Total Spend to Date | | | | 8,333.98 | | |

INTERNAL AUDIT PLAN

| Internal Control | Suggested test | Response |
|---|--|----------|
| Proper bookkeeping | <ul style="list-style-type: none"> ▪ Is the cashbook maintained and up to date? ▪ Is the cashbook arithmetic correct? ▪ Is the cashbook regularly balance? | |
| a) Standing Orders and Financial Regulations b) Payment controls | <ul style="list-style-type: none"> ▪ Has the Parish Council formally adopted standing orders and financial regulations? ▪ Has a Responsible Financial Officer been appointed with specified duties? ▪ Have items or services above a de minimis amount been competitively purchased? ▪ Are payments in the cashbook supported by invoices, authorised and minuted? ▪ Has VAT on payments been identified, recorded and reclaimed? ▪ Is s137 expenditure separately recorded and within statutory limits? | |
| Risk management arrangements | <ul style="list-style-type: none"> ▪ Does a scan of minutes identify any unusual financial activity? ▪ Do the minutes record the Parish Council carrying out an annual risk assessment? ▪ Is insurance cover appropriate and adequate? ▪ Are internal financial controls documented and regularly reviewed? | |
| Budgetary controls | <ul style="list-style-type: none"> ▪ Has the Parish Council prepared an annual budget in support of its precept? ▪ Is actual expenditure against the budget regularly reported to the Parish Council? ▪ Are there any significant unexplained variances from budget? | |
| Income controls | <ul style="list-style-type: none"> ▪ Is income properly recorded and promptly banked? ▪ Does the precept recorded in the cashbook agree to the Borough Council's notification? ▪ Are security controls over cash adequate and effective? | |
| Reimbursement procedures | <ul style="list-style-type: none"> ▪ Is all petty cash spent recorded and supported by VAT invoices/receipts? ▪ Is petty cash expenditure reported to each Council meeting? ▪ Is petty cash reimbursement carried out regularly? | |
| Payroll controls | <ul style="list-style-type: none"> ▪ Do salaries paid agree with those approved by the Parish Council? ▪ Are other payments to the Parish Clerk reasonable and approved by the Parish Council? ▪ Has PAYE/NIC been properly operated by the Parish Council as an employer? ▪ Are the 'electronic' salary pay arrangements transparent and authorised? | |
| Asset controls | <ul style="list-style-type: none"> ▪ Does the Parish Council keep an asset register of all material assets owned? ▪ Are the Asset/Investments registers up to date? ▪ Do asset insurance valuations agree with those in the asset register? | |
| Bank reconciliation | <ul style="list-style-type: none"> ▪ Is there bank reconciliation for each amount? ▪ Is bank reconciliation carried out regularly on the receipt of statements? ▪ Are there any unexplained balancing entries in any reconciliation? | |
| Year end procedures | <ul style="list-style-type: none"> ▪ Are year-end accounts prepared on the correct accounting basis (R&P)? ▪ Do accounts agree with the cash book? ▪ Is there any audit trail from underlying financial records to the accounts? | |

AUDITOR NAME: SIGNATURE: DATE:

ASTLEY VILLAGE PARISH COUNCIL - REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

Meeting the Standards

| Expected Standard | Evidence of Achievement | Response |
|---------------------------------|--|----------|
| 1. Scope of internal audit | Internal Audit Tests (Auditor provided with a pro-forma to complete called 'Internal Audit Plan') | Yes |
| 2. Independence | <ul style="list-style-type: none"> ▪ Internal Auditor has direct access to those charged with governance. ▪ Reports are made in own name to management/Parish Council via a report. ▪ Auditor does not have any other role within the Parish Council. | Yes |
| | | Yes |
| | | Yes |
| 3. Competence | No evidence that internal audit work has not been carried out ethically, with integrity and objectivity. | Yes |
| 4. Relationships | <ul style="list-style-type: none"> ▪ Responsible officer (Clerk) is consulted on the internal audit plan and on the scope of each audit. ▪ Responsibilities for officers and internal audit are defined in relation to internal control, risk management. ▪ The responsibilities of Parish Council members are understood; training of members is carried out as necessary. | Yes |
| | | Yes |
| | | Yes |
| 5. Audit Planning and reporting | <ul style="list-style-type: none"> ▪ The Internal Audit Plan properly takes account of corporate risk. ▪ The plan has been approved by the Parish Council. ▪ Internal Auditor has reported in accordance with the plan. | Yes |
| | | Yes |
| | | Yes |

Characteristics of Effectiveness

| Characteristics of 'effectiveness' | Evidence of Achievement | Response |
|---|---|----------|
| Internal audit work is planned | Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs. | Yes |
| Understanding the Parish Council's needs and objectives | The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement. | Yes |
| Be seen as a catalyst for change | Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics. | Yes |
| Add value and assist the Parish Council to achieve its objectives | Demonstrated through positive Parish Council response to recommendations and follow up action where called for. | Yes |
| Be forward looking | Changes on national agenda are considered when the Internal Audit guidance is reviewed. Internal audit maintains awareness of new developments in the services, risk management and corporate governance. | Yes |
| Be challenging | Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment. | Yes |
| Ensure the right resources are available | <ul style="list-style-type: none"> ▪ Adequate resource is made available for internal audit to complete its work. ▪ Internal auditor understands the body and the legal and corporate framework in which it operates. | Yes |
| | | Yes |
| Banking arrangements checked | Viewed procedure, Financial Regulations, authorisations | Yes |

Reviewed by the Parish Council on 6 September 2023

Astley Village Parish Council - Financial Risk Assessment

Notes

This document has been produced to enable the Parish Council to assess the Financial risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review assess and revise if required.

| FINANCIAL AND MANAGEMENT | | | | |
|--------------------------|---|-----------------|--|--|
| Subject | Risk(s) Identified | H / M / L | Management/Control of Risk | Review/Assess/Revise |
| Councillors | Loosing Councillor membership or having more than 7 vacancies at any one time Election 2023 | L L L | When a vacancy arises, there is a legal process to follow. This either leads to a bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Parish Council meeting then appointment. If there are more than 7 vacancies at any one time on the Parish Council, it becomes non quorate. The legal process of the Borough Council appointing members takes place. High risk of having all new Councillors or many new ones, loosing experience | Existing procedures adequate. Procedures of another body are adequate. No action can be taken. |
| Business continuity | Risk of Parish Council not being able to continue its business due to an unexpected or tragic circumstance | L | There is a business continuity plan in place. During the Covid-19 Pandemic, virtual meetings of the Parish Council was held via Zoom. A full Risk Assessment was undertaken to ensure the safety of the Village Caretaker during the Covid-19 Pandemic. | The Plan was reviewed in March 2020 in response to the Covid-19 Pandemic. |
| Precept | Adequacy of precept Requirements not submitted to CBC in time Amount not received by Chorley Borough Council | L L L | To determine the precept amount required, the Parish Council regularly receives budget update information, and the precept is an agenda item at the Parish Council Meeting. At the Precept meeting, the Parish Council receives, the Responsible Financial Officer will submit a budget update report, including actual position and projected position to end the year and indicative figures or costings. With this information the Parish Council will agree the budget headings and projects for the following year and agree the precept amount to be requested from Chorley Borough Council. This figure is submitted by the Parish Clerk to Chorley Borough Council Precept should be considered by the Parish Council before the deadline - deadline should be ascertained from Chorley Borough Council asap. The Parish Clerk reports to the Parish Council Meeting when the monies are received. | Existing procedure adequate. |
| Precept | Risk to precept tax base figure & Grant | M | Identified risk of falling tax base figure. Monitored at precept setting each year and Identifying potential savings/changes. | Monitor – balances up |

FINANCIAL AND MANAGEMENT

| Subject | Risk(s) Identified | H / M / L | Management/Control of Risk | Review/Assess/Revise |
|---|--|---------------------------|---|--|
| Election costs Or By-election costs | Risk of election costs | L | Risk is higher in an election year, but still a risk that a by-election is called for any casual vacancy. When a scheduled election is due, Parish Clerk obtains estimate of costs from the Chorley Borough Council for a full election and an uncontested election. No measures can be adopted to minimise the risk of having elections, as this is a democratic process. Council saves a sum each year to carry forward in case of an election at a four-year interval, by-Council elections are not accounted for. | Parish Council precepts an amount annually and plans for the four-year period by building up the fund. |
| Financial records | Inadequate records Financial irregularities | L L | The Parish Council has Financial Regulations which set out the requirements. | Existing procedure adequate. The Financial Regulations are reviewed annually at the Annual Parish Council Meeting. |
| Bank and banking | Inadequate checks Bank mistakes Loss Charges Loss of signatories | L L L L L | The Parish Council has Financial Regulations which set out the requirements for financial transactions/budget monitoring. Occasional errors in processing cheques identified by the Responsible Financial Officer are dealt with immediately by informing the bank and awaiting their correction. The Parish Council will periodically review its banking arrangements. There are three signatories for the bank accounts (two Parish Councillors and the Parish Clerk) and all payments need to be countersigned therefore all payments are authorised by two persons. Barclays Online Banking is the preferred method of the Parish Council conducting its financial transactions and the Barclays Online Banking Guarantee which protects the Parish Council against fraudulent activity by a third party. Any changes required to the bank mandate will be made as quickly as possible. The Parish Clerk has a debit card to make purchases which have been approved by the Parish Council. | Existing procedure adequate. Monitor the bank statements monthly. |
| Cash / Loss | Loss through theft or dishonesty | L | The Parish Council has Financial Regulations which set out the requirements. Cash/cheques received are banked within three banking days. There is no petty cash or float. This is audited by the Internal Auditor annually. | Existing procedure adequate. |
| Litigation | Potential risk of legal action being taken against the Parish Council | L | Public liability insurance covers general personal injury claims where the Parish Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against. | Insurance is adequate for requirements but there is still risk of other claims. |
| Reporting and auditing | Information communication Compliance | L L | A monitoring statement is produced regularly and presented to each Parish Council, Meeting, discussed and approved at that meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank account. The Parish Council should regularly audit internally to comply with the Fidelity Guarantee. | Existing procedure adequate. |

FINANCIAL AND MANAGEMENT

| Subject | Risk(s) Identified | H / M / L | Management/Control of Risk | Review/Assess/Revise |
|--|--|---------------------------------|---|--|
| Direct costs Overhead expenses Debts | Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices | L L L L L | The Parish Council has Financial Regulations which set out the requirements. At each Parish Council Meeting the list of invoices awaiting approval is distributed to Councillors and considered. One of two Parish Councillor nominated by the Parish Council check and authorise each payment made via Digital Banking. Cheques are signed by two Parish Councillors nominated by the Parish Council. The Parish Council approves the list of requests for payment. The Parish Council has minimal stocks, these are checked and monitored by the Parish Clerk. Unpaid invoices to the Parish Council for adverts in the newsletter or services are pursued and where possible, payment is obtained in advance. | Existing procedure adequate. |
| Grants and support - payable | Power to pay Authorisation of Council to pay | L | All such expenditure goes through the required process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. A Grants Policy and application form was introduced in November 2012. | Existing procedure adequate. Parish Councillors to request S137 rules if required. |
| Grants - receivable | Receipts of Grant | L | The Parish Council receives an annual grant from Chorley Borough Council. If the grant was to cease, the Parish Council would need to review its budget as part of setting the Precept. | As required. |
| Charges - rentals receivable | Receipt of rental | Negative | Presently we have no arrangements in place | |
| Best value Accountability | Work awarded incorrectly Overspend on services | L L | Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Parish Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council. This is covered in the Financial Regulations. | Existing procedure adequate. Council need to specify exactly how it wants a contract to be carried out i.e., in house or by contractor. |
| Salaries and assoc. costs | Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue Online banking controls and Measures | L L L L L L L | The Parish Council authorises the appointment of all employees through the Personnel Committee. Salary rates are assessed annually by the Personnel Committee and applied on 1 April each year. Salary analysis and slips are produced by the Parish Clerk monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). These are available for inspection at the Parish Council Meetings. The Tax and NI is worked out using an Inland Revenue computer programme updated regularly. All Tax and NI payments are submitted in the Inland Revenue Annual Return. The Parish Clerk has a contract of employment and job description. All contracts of employment contain a section on overpayment and recoup. Following review, salary cheques/standing orders written out in advance and paid on time. | Existing appointment system adequate. A Personnel Committee was set up to deal with any queries or scheduled business. Further details on salaries are contained in the Financial Regulations. |
| Employees | Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety | L L L | Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Parish Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. | Existing procedure adequate. Purchase revised books. Membership of the SLCC. Monitor working conditions, safety requirements and insurance regularly. |
| Councillor allowances | Councillors over-paid Income tax deduction | Negative | No allowances are allocated to Parish Councillors. | No procedure required. |

FINANCIAL AND MANAGEMENT

| Subject | Risk(s) Identified | H / M / L | Management/Control of Risk | Review/Assess/Revise |
|---|---|------------------|--|---|
| VAT | Re-claiming/charging | L | The Parish Council has Financial Regulations which set out the requirements. VAT is reclaimed regularly. | Existing procedure adequate. |
| Employers Annual Return | Paying and accounting for NI and Tax of employee's salaries | L | Employer's Annual Return is completed and submitted online to the Inland Revenue within the prescribed time frame by the Parish Clerk. | Existing procedure adequate. |
| Audit - Internal Audit | Completion within time limits | L L | Internal auditor is appointed by the Parish Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor. Procedures are all covered in the 'Review of Effectiveness of the system of Internal Audit' which is reviewed annually. | Existing procedure adequate. Internal Auditor to be appointed |
| Annual Return | Completion/Submission within time limits | L | Annual Return is completed and signed by the Parish Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit. | Existing procedure adequate. |
| Legal powers | Illegal activity or payments | L | All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. As per the Financial Regulations prescribe. | Existing procedure adequate. |
| Minutes/ Agendas/ Notices Statutory documents | Accuracy and legality Business conduct | L L | Minutes and agenda are produced in the prescribed method by the Parish Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following each Parish Council Meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Parish Council meetings should be managed by the Chair. | Existing procedure adequate. |
| Website | Information is up to date compliant with the new Accessibility Regulations. | L L | The Parish Clerk regularly reviews the website content. Steps were taken to ensure the website was compliant by 23 September 2020. | Existing procedure adequate. |
| Members interests | Conflict of interest Register of Members interests | L L | The declaring of interests by members at a meeting is on the agenda to remind Councillors of their duty. Register of Members Interest forms should be reviewed regularly by Councillors. | Existing procedure adequate. Members to take responsibility to update their Register. |
| Insurance | Adequacy Cost Compliance Fidelity Guarantee | L L L L | A review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place. | Existing procedure adequate. Review insurance provision annually. Review of compliance. |
| Data protection | Policy Provision | L-M | The Parish Council is registered with the Information Commissioners Office (ICO). The changes required following the introduction of the new GDPR requirements introduced in 2018 have been implemented. It has been agreed that all Parish Councillors be offered a 'avpc.org.uk email address which to be used for all Parish Council business in line with the advice issued by the Information Commissioners Office. | Ensure annual renewal of registration. |

FINANCIAL AND MANAGEMENT

| Subject | Risk(s) Identified | H / M / L | Management/Control of Risk | Review/Assess/Revise |
|----------------------------|---------------------------|------------------|--|--|
| Freedom of Information Act | Policy Provision | L-M | The Parish Council has a model publication scheme for Local Councils in place. The Parish Clerk/Parish Council are aware that if a substantial request arrives then this may require many hours of additional work. The Parish Council is able to request a fee if the work will take more than 15 hours, but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee. | Monitor and report any impacts of requests made under the F of I Act. |
| GDPR | GDPR breach SAR request | L | The Parish Council cannot avoid or anticipate a Subject Access Request but can guard against and GDPR breach. Anti-virus protection is on the Lap-Top and annually renewed. Information is not kept beyond when necessary. It has been agreed that all Parish Councillors be offered a 'avpc.org.uk email address which to be used for all Parish Council business in line with the advice issued by the Information Commissioners Office (ICO) | There are documented procedures dealing with a GDPR breach or SAR request. |

FINANCIAL RISK THROUGH EQUIPMENT LOSS OR DAMAGE

| Subject | Risk(s) Identified | H / M / L | Management/Control of Risk | Review/Assess/Revise |
|------------------------------|--|-------------|---|--|
| Assets | Loss or Damage Risk/damage to third party(ies)/property | L L | An annual review of assets is undertaken for insurance provision, storage and maintenance provisions. | Asset register updated in September 2020 in accordance with Audit suggestions. |
| Maintenance | Poor performance of assets Loss of income or performance Risk to third parties | L L L | All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually. | Existing procedure adequate. Ensure inspections carried out. |
| Asset damage /loss | Street furniture, SPID, noticeboards etc damage or loss or in need of repair | L | The Parish Council is responsible for two boundary signs, seats, bike hoops, planters - all covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to the Parish Council and/or dealt with. Problems will be reported. Councillors to monitor and report problems | Parish Clerk monitor reports |
| Asset damage /loss | Office equipment | L | The Parish Council's lap top computer and Kyocera M5526CDW Printer. – covered by insurance. The laptop is kept in a carry bag to protect it. | The office equipment requirements were reviewed in September 2020. |
| Notice boards | Risk/damage/injury to third parties Roadside safety | L L | The Parish Council has 3 notice boards sited in the village. Locations have approval by relevant parties, insurance cover, inspected regularly by the Parish Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Parish Clerk. | Existing procedure adequate. |
| Meeting location | Adequacy Health & Safety | L L | The Parish Council Meetings are usually held at the Community Centre. However, during the Covid-19 Pandemic, virtual meetings will be held via Zoom. The premises and the facilities are considered to be adequate for the Parish Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. Problems will be reported. | Existing locations adequate. |
| Council records - paper | Loss through: Theft; fire. Damage | L L L | The Parish Council records are stored at the home of the Parish Clerk. Records include minute books and copies, records such as personnel, insurance, salaries etc. Recent materials are in a metal filing cabinet (not fireproof) and older more historical records in the attic. | Damage (apart from fire) and theft is unlikely and so provision adequate. |
| Council records - electronic | Loss through: Theft, fire, damage corruption of computer | L L | The Parish Council's electronic records are stored on the Parish Council's laptop. Back-ups of the files are taken utilising a Cloud provider. | Documents held by the Parish Council are backed up via the 'Cloud'. |
| Damage | Wilful damage and graffiti | M | Monitored and reported by all to the Parish Clerk or Chorley Borough Council/ Lancashire County Council for quick repairs/cleaning. | |

Reviewed by the Parish Council on 6 September 2023



Astley Village Parish Council

NOTICE OF CONCLUSION OF AUDIT

**Annual Governance & Accountability Return for the year
ended 31 March 2024**

**Sections 20(2) and 25 of the Local Audit and Accountability Act
2014**

**Accounts and Audit Regulations 2015
(SI 2015/234)**

The audit of accounts for Astley Village Parish Council for the year ended 31 March 2024 has been completed and the accounts have been published.

The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Astley Village Parish Council on application to The Responsible Financial Officer by emailing your request to clerk@avpc.org.uk

**or by writing to:
Astley Village Parish Council, c/o 5 Clarendon Gardens, Bromley Cross, BL7 9GW**

to arrange a mutually convenient time.

Copies will be provided to any person on payment of £5.00 for each copy of the Annual Governance & Accountability Return.

**Announcement made by Craig Ainsworth, Responsible Financial Officer
Date of announcement: 29 August 2024**

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ASTLEY VILLAGE PARISH COUNCIL – LA0008

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

08/08/2024

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ASTLEY VILLAGE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

| | Agreed | | | 'Yes' means that this authority: |
|---|--------|-----|-----|--|
| | Yes | No* | | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |
| | | | ✓ | |

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

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

1 May 2024

and recorded as minute reference:

MINUTE 316.13 (vi)

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

Chairman



Clerk



www.avpc.org.uk

Section 2 – Accounting Statements 2023/24 for

ASTLEY VILLAGE PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2023 £ | 31 March 2024 £ | |
| 1. Balances brought forward | 84,345 | 80,586 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 20,397 | 20,543 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 5,156 | 6,262 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 6,530 | 6,122 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 22,782 | 42,275 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 80,586 | 58,994 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 80,586 | 58,994 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 31,702 | 31,702 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 00 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| For Local Councils Only | Yes | No | N/A |
| 11a. Disclosure note re Trust funds (including charitable) | | | |
| 11b. Disclosure note re Trust funds (including charitable) | | | ✓ |

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

22 April 2024

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

1 May 2024

as recorded in minute reference:

MINUTE 316.13 (vii)

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



Explanation of any significant variances year on year in Section 2

Section 2, Box 3: the variance from the prior year (2022/23) for this box is £1,106 which is above 15%.

With the lifting of COVID-19 restrictions, schemes planned for 2020/21 and 2021/22 were able to be carried out in the financial year 2022/23 which meant the level of expenditure increased from the previous year which in turn affected the amount of VAT recovered (£1,250.78). The VAT recovered is claimed after 1 April each year and therefore not reflected in the accounts for the year it was accrued i.e., the £1,250.78 is shown as income in these accounts (2023/24). The amount of VAT recovered (to be recovered for 2023/24) for the last four years is as follows:

2020/21 - £761.68 shown as income in the 2021/22 Return.

2021/22 - £942.69 shown as income in the 2022/23 Return.

2022/23 - £1,250.78 shown as income in the 2023/24 Return.

2023/24 - £440.81 will be shown as income in the 2024/25 Return.

Section 2, Box 6: the variance from the prior year (2022/23) for this box is £19,493 which is above 15%.

With the lifting of restrictions in the financial year 2021/22, some of the work planned carried forward from 2021/22 was undertaken in 2022/23 e.g., West Way Nature Reserve (£5,000) and New Finger Post Signs (£1,373.00). This has meant that the expenditure in 2022/23 was much higher than normal.

Section 2, Box 7: the total reserves figure is more than twice Box 2. (i.e., £58,994...more than £41,086 being twice the Precept levied)

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

- £613.69 - Office/Sundry.
- £1,000 - Employee Contingency (this was reduced from £2,000 in 2022/23).
- £6,811.22- Election/By-Election/Polls Reserve (this was increased from £5,000 to £7,000 in 2022/23 on the recommendation of the Returning Officer).
- £500 - Councillor Training.
- £1,901 - Grant Awards/Local Projects and Groups (increased from £2,000 in 2022/23 to £2,500).
- £4,480.08 - Village Improvements (Additional Seating & Footpath improvements).
- £1,000 - Improve Village Centre & Enhance Village Green.
- £500 - Tree Planting and Maintenance (reduced from £2,500 in 2022/23).
- £500 - Wildflower Meadows/Corridors.
- £10,000 - Astley Village Community Centre - Increase community use of the building*.
- £1,000 - Refurbishment of existing Gateway Signs (reduced from £2,000 in 2022/23).
- £500 - Wildflower Meadows/Corridors.
- £500 - Road Safety Maintenance of Speed Indicator Signs (reduced from £1,000 in 2022/23).
- £5,000 - Play area and path at West Way Sports Hub.
- £4952.86 - Improving Community Engagement and Raising the Profile of the Parish Council (increased from £1,500 in 2022/23 to £5,000).
- £18,864.07- General Reserve.

*It has now been confirmed that this scheme is unable to proceed, and the funding has been allocated to other projects in 2024/25.

| Report of | Meeting | Date |
|------------------------|---|------|
| Director (Communities) | Neighbourhood Area Meeting; NW Parishes and Chorley North | NA |

NW Parishes and Chorley North - Neighbourhood Priorities Updates 23-24 Report

| | |
|------------------------------|----|
| Is this report confidential? | No |
|------------------------------|----|

| | |
|-----------------------|----|
| Is this decision key? | No |
|-----------------------|----|

1. To update the group on the delivery and progress of the neighbourhood priorities for completion in 2024.

Recommendations

2. That the report be noted, and any issues/clarification is discussed and agreed at the meeting.

Corporate priorities

3. The report relates to the following corporate priorities: (Please bold one)

| | |
|---|--|
| Housing where residents can live well | A green and sustainable borough |
| An enterprising economy with vibrant local centres in urban and rural areas | Healthy, safe and engaged communities |

Background to the report

4. Neighbourhood working has been a key priority for Chorley Council and since 2007 has seen the creation, adoption and implementation of the neighbourhood working model for Chorley which provides bringing together of neighbourhood teams, a funding mechanism to support local initiatives, reinforcement of the role of the ward Councillor in neighbourhoods, partnership working with key local stakeholders and support for relatively deprived and poorly organised neighbourhoods.
5. The definition of neighbourhood working adopted is as follows:

'Working with our partners to improve the quality of life, health and wellbeing of all our citizens and improve the environment of the neighbourhoods in which they live'

This definition emphasised the need to work on a partnership basis and to address wider issues within our communities such as health but recognises that work and activities that improve the environment and quality of life for our communities is also essential.

6. Neighbourhood working delivery is developed from a twice-yearly neighbourhood area meeting whereby neighbourhood area groups submit expressions of Interest to undertake environmental and community 'Neighbourhood Priority Projects' in their wards/communities.
7. The neighbourhood meetings in January and February of each year provide the mechanism for the neighbourhood groups to identify and agree the preferred projects that are important to the residents of each area. (except 2021/22 due to Covid and boundary changes)
8. June/July area meetings provides an update on the early stages of scoping priority projects and next steps. It is also an avenue to highlight any challenges that may affect delivery which needs to be discussed with area group members and alternative options agreed to be taken forward

Neighbourhood Priorities 2023/24

9. In the meetings held in January/February 2023 the priorities selected for the Northwest Parishes and Chorley North neighbourhood area were:
 - Improvements to the footpath near Buckshaw Primary School
 - To deliver Community Clean Up initiatives at identified areas in Chorley North, Astley and Euxton
 - Improvements to roundabout in Buckshaw which includes creation of artwork to be installed at the site to give local identity plus general tidy up of existing planting.
 - To make environmental improvements at identified areas which includes tree planting at Buckshaw Avenue, Wildflower Meadow at Whittle le Woods, and memorial/fruit trees at Whittle community garden
10. A lead officer and lead elected member or parish council representative was identified for each project to take forward delivery throughout the year.
11. Initially scoping work is undertaken to further understand the proposed priorities and to identify actions required, establish timescales, potential costs and agree expected outcomes.
12. The table below provides an overview of the project, works that have been undertaken to date and remaining actions to complete the project.

| Priority | Updates | Clarification / Potential issues | Anticipated Completion |
|--|--|---|--|
| To deliver Community Clean Up initiatives at identified areas in Chorley North and Euxton | Skip clean up days completed - Euxton (Skate Park 25th Mar), Greenside (1st April), St Joseph's Church (17th June 2023), Lancaster Court Astley Village 22nd July 2023) - In total, 183 residents supported | | Complete |
| Improvements to footpath near Buckshaw Primary School in Astley Village | Design agreed with Parish Council, contractor appointed and works carried out. Path linking the nearby housing past Buckshaw Primary School was completed in August 23. The parish council match funded the project. | | Complete |
| Improvements to roundabout in Buckshaw which includes creation of artwork to be installed at site to give local identity plus tidy up of existing planting | Design agreed with key stakeholders/Cllrs. LCC approval to proceed. Installation of Osborne deer sculpture and Hazel deer Sculpture along with planting 100 Photinia "Red Robins and 100 Euonymus fortunil "Emerald and Gold" See appendix 1 photo | NA | Complete |
| To make environmental improvements at identified areas includes tree planting at Buckshaw, Wildflower Meadow fruit trees at Whittle community garden | Wildflower area created and complete. Community Garden – fruit trees purchased and planted in June as struggled with acquiring dure to time of year and receiving from supplier | LCC did not grant approval to allow to plant trees on Buckshaw Ave. Following discussion with Cllr Moss – potential to re-allocate monies to installation of football nets on open space to provide young people with a space to play in Whittle | Complete Area group to agree for monies to be reallocated to Cllr Moss proposal |

Climate change and air quality

13. The work includes environmental projects which will improve both the biodiversity of the neighbourhood area but also have a positive impact on climate change.

Equality and diversity

14. Equality and Diversity considerations have been made with all projects impacting in a positive way.

Risk

15. All priority projects will be scoped accordingly, and risks identified through appropriate policies and procedures. Neighbourhood priorities which require external partners may lengthen timescales on delivery or completion, but in these cases all stakeholders will be notified, and alternative solutions will be proposed and agreed

Comments of the Statutory Finance Officer

16. Neighbourhood priorities are supported by a £50k annual revenue budget. There are no other financial implications relating to the contents of this report.

Comments of the Monitoring Officer

17. There are no legal implications arising directly from the report. However, each scheme may give rise to its own legal considerations, for example the need to satisfy the best value duty in the Local Government Act 1999 and comply with Contract Procedure Rules when awarding contracts.

| Report Author: | Email: | Telephone: | Date: |
|---|--------------------------------|------------|----------|
| Bernie Heggarty (Neighbourhood Priorities Officer) | bernie.heggarty@chorley.gov.uk | | 06/06/24 |

Appendix 1



| Report of | Meeting | Date |
|----------------------|---|------|
| Director Communities | Northwest Parishes and Chorley North Neighbourhood Area Meeting | NA |

NEIGHBOURHOOD PRIORITIES – 2024/25 UPDATES

| | |
|------------------------------|----|
| Is this report confidential? | No |
|------------------------------|----|

| | |
|-----------------------|----|
| Is this decision key? | No |
|-----------------------|----|

| | |
|---|---|
| Savings or expenditure amounting to greater than £100,000 | Significant impact on 2 or more council wards |
|---|---|

PURPOSE OF REPORT

- To update the group on initial delivery and progress of the neighbourhood priorities for completion in 2024/25

RECOMMENDATION(S)

- That the report be noted, and any issues/clarification is discussed and agreed at the meeting

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

| | | | |
|--|---|--|---|
| Involving residents in improving their local area and equality of access for all | | A strong local economy | |
| Clean, safe and healthy homes and communities | ✓ | An ambitious council that does more to meet the needs of residents and the local area | ✓ |

BACKGROUND

- Neighbourhood working has been a key priority for Chorley Council and since 2007 has seen the creation, adoption and implementation of the neighbourhood working model for Chorley which provides bringing together of neighbourhood teams, a funding mechanism to support local initiatives, reinforcement of the role of the ward Councillor in neighbourhoods, partnership working with key local stakeholders and support for relatively deprived and poorly organised neighbourhoods.

5. The definition of neighbourhood working adopted is as follows:

‘Working with our partners to improve the quality of life, health and wellbeing of all our citizens and improve the environment of the neighbourhoods in which they live’

This definition emphasised the need to work on a partnership basis and to address wider issues within our communities such as health but recognises that work and activities that improve the environment and quality of life for our communities is also essential.

6. Neighbourhood working delivery is developed from a twice-yearly neighbourhood area meeting whereby neighbourhood area groups submit expressions of Interest to undertake environmental and community ‘Neighbourhood Priority Projects’ in their wards/communities.
7. The neighbourhood meetings in January and February of each year provide the mechanism for the neighbourhood groups to identify and agree the preferred projects that are important to the residents of each area.
8. June/July area meetings provide an update on the early stages of scoping priority projects and next steps. It is also an avenue to highlight any challenges that may affect delivery which needs to be discussed with area group members and alternative options agreed to be taken forward

NEIGHBOURHOOD PRIORITIES 2024/25

9. In the meetings held in January/February 2024 the priorities selected for the Northwest Parishes and Chorley North neighbourhood area were:

- Investigate feasibility and deliver a Street Art project at the railway underpass in Buckshaw Village
- To develop a Community Café at Lancaster Way Community Centre in Buckshaw Village also incorporating wellbeing support for residents
- To make visual improvements to identified roundabout within Buckshaw and delivery of community cleans up in Astley Village, Euxton, Whittle and Chorley North
- To investigate anti-social behaviour around Granville Road and explore feasibility of installation of Alleygates

10. A lead officer and lead elected member or parish council representative was identified for each project to take forward delivery throughout the year.

11. Initially scoping work, where possible, has been undertaken to further understand the proposed priorities and to identify actions required, establish timescales, potential costs and agree expected outcomes.

12. In completing the scoping work there may be some areas where it would be useful to clarify some issues identified. For each of the priorities, the neighbourhood meeting is asked to confirm that any scoping to date reflects what was expected to be achieved.

13. The table below provides an overview of the scoping work that has been undertaken to date.

| Priority | Updates | Clarification / potential issues | Anticipated Completion |
|---|--|---|-------------------------------|
| <p>To investigate feasibility and deliver a Street Art project at the railway underpass in Buckshaw Village</p> | <p>Lead officer and member have scoped project agreed priority to create wall art, designed by local youths, which will make the area look better and provide valuable diversionary activity for local youths with a permanent place that can represent the diversity of Buckshaw Community.</p> <p>Working with Inspire youth zone and Kingsize graffiti company, will deliver workshop for young people to work at and design their own wall and then work upon the production of a community mural, that has a theme of diversity.</p> <p>See appendix 1 – scoping – Buckshaw Underpass</p> | <p>Securing funds to carry out proposals</p> | <p>October</p> |
| <p>To develop a Community Café at Lancaster Way Community Centre in Buckshaw Village also incorporating wellbeing support for residents</p> | <p>Lead officer and Cllr have scoped project and identified tasks to take forward project</p> <p>Two sessions have been delivered in June on Friday afternoon with Chorley Buddies at Lancaster way Community Centre to consult with residents about activities they would like to see in area</p> <p>Next steps to develop regular activity based on initial feedback and sustain provision on weekly basis</p> <p>See appendix 2 – scoping – Buckshaw Community Cafe</p> | <p>Lack of engagement by residents</p> | <p>December</p> |
| <p>To make visual improvements to identified roundabout within Buckshaw</p> | <p>Lead officer to meet with Euxton PC to discuss proposal, feasibility and agree actions to take forward</p> <p>See appendix 3 – scoping – Buckshaw Roundabout</p> | <p>Approvals from LCC to install structures on roundabout</p> | <p>December</p> |

| | | | |
|---|--|------------|-------------|
| <p>Delivery of community cleans up in Astley Village, Euxton, Whittle and Chorley North</p> | <p>Meetings held with partners and agreed dates for community clean ups</p> <p>Whittle Parish Council - skip day at Roebuck Inn Public House took place on Saturday 11th May 2024 – 9.00am – 12.00noon. 58 residents benefitting from event</p> <p>Hallgate Astley Village on Saturday 29th June 2024 - 9.00am – 12.00noon 35 residents benefitting from event</p> <p>Scheduled clean ups</p> <ul style="list-style-type: none"> • St Joseph’s Parish Centre Harpers Lane -Saturday 6th July 2024 - 9.00am to 12.00noon. • Euxton Skip Day at Greenside on Saturday 20th July 2024. <p>See appendix 4 – scoping – NW Parishes and CN Clean Up events</p> | <p>NA</p> | <p>July</p> |
| <p>To investigate anti-social behaviour around Granville Road and explore feasibility of installation of Alleygates</p> | <p>Community Safety Team to contact lead member to understand issue and look at options to address ASB</p> | <p>TBC</p> | <p>TBC</p> |

IMPLICATIONS OF REPORT

Climate change and air quality

14. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

Equality and diversity

15. N/A

Risk

16. All priority projects will be scoped accordingly, and risks identified through appropriate policies and procedures. Neighbourhood priorities which require external partners may lengthen timescales on delivery or completion, but in these cases all stakeholders will be notified, and alternative solutions will be proposed and agreed

Comments of the Statutory Finance Officer

17. Neighbourhood priorities are supported by a £50k annual revenue budget. There are no other financial implications relating to the contents of this report.

Comments of the Monitoring Officer

18. There are no legal implications arising directly from the report. However, each scheme may give rise to its own legal considerations, for example the need to satisfy the best value duty in the Local Government Act 1999 and comply with Contract Procedure Rules when awarding contracts.

JENNIFER MULLIN
DIRECTOR (COMMUNITIES)

| Report Author: | Email: | Telephone: | Date: |
|--|--------------------------------|-----------------|------------|
| Bernie Heggarty (Neighbourhood Priorities Officer) | bernie.heggarty@chorley.gov.uk | 01257 515818 | 26/06/2024 |

Neighbourhood Priorities 2023/24: Scoping and planning

| | | | |
|---|--|-------------------------|--------------|
| Neighbourhood area | Northwest Parishes and Chorley North | | |
| Priority description | The railway underpass at Buckshaw has some existing graffiti on and priority to replace with wall art, designed by local youths and give youths ownership, which will make the area look better and provide valuable diversionary activity for local youths with a permanent place that can represent the diversity of Buckshaw Community. | | |
| Lead Member | Cllr Samantha Martin | Lead Officer | Donna Tuccio |
| Estimated funding requirement and cost breakdown | Varies different options – but approx. £2500 | | |
| Funding sources (e.g. Chorley Council / parish / funding bid / LCC)? | Chorley council NH priority fund | | |
| What is to be delivered? | A workshop for young people to work at and design their own wall and then work upon the production of a community mural, that has a theme of diversity. | | |
| Anticipated outcomes/outputs from the priority? | Anticipate good community buy in from the local youths and the production of a positive piece of wall art. | | |
| Possible issues/Barriers? | Permission needed from British transport for the go ahead | | |
| Dependencies - Other Teams/services support? | No other team needed, working with Inspire youth zone and Kingsize graffiti company. | | |
| Project start date | June 2024 | Project end date | Oct 2024 |

Please detail key milestones and completion dates below

| | Milestone detail | Start date | Completion Date |
|---|---|------------|-----------------|
| 1 | Survey the area and decide upon a plan with Cllr Martin | May 24 | May 24 |
| 2 | Contact Kingsize Graffiti and Inspire to progress ideas and the project | June 24 | July 24 |
| 3 | Gain permission from British Transport | June 24 | July 24 |
| 4 | Start delivery of agreed project | July 24 | Oct 24 |