

**MINUTES** of Astley Village Parish Council held on Wednesday, 7 January 2009 at Astley Village Community Centre, Hallgate, Astley Village

Present Cllrs M Perks (Chairman), C Bates, A Cain, R Fraser, I Handley, J Lawson, L Lennox, K Robinson, H Seaman, D Swards.

205.01 Apologies

205.02 Declarations of Interest none

205.03 Minutes of Meeting

RESOLVED: Minutes of 3 December 2008 were confirmed as a correct record and signed by the Chairman.

205.04 Statutory Business

i) Planning - no applications.

205.05 Public Participation - none present

205.06 Finance

RESOLVED: The following request(s) for payment were approved for payment and a Councillor checked the paperwork.

£	150.00	Chorley Silver Band	Donation
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ii) Approve the financial monitoring statement and budget update.

RESOLVED: Council received and approved the statement and update.

A Councillor asked why the Clerk did not have a petty cash float for the Council, so she didn't have to spend her own money.

The Clerk was asked to respond. The meeting was informed that the Council had asked the Clerk to have a petty cash float some years ago, and it was trialled. The Clerk spends very little on Council items and thought that having an amount of the Council's money lying around her house for months on end was undesirable for her, and the Council reverted back to reimbursing the Clerk as was the original method and current method. She said she would rather buy items on her Credit Card and be reimbursed but it was the Council's decision which method to use.

205.07 Environment Committee and Reports

i) Received reports of issues in the village.

A number of observations of problems were noted to be reported.

205.08 Multi-Use Games Area

The Council has been requested to consider submitting a planning application in the Parish Council's name for the proposed Multi-Use Games area (MUGA).

Councillors discussed at length the proposed MUGA project and its position, some Councillors said they didn't know, until September, it was to be located on Chancery Road, they were concerned over noise to neighbours and young people congregating. It was raised by a Councillor that they felt under pressure to agree because the young people attended the meeting and stayed for the decision.

Minute 202.10 from the meeting of 3 September was read to the Council which confirmed that the Council discussed this new location back in September, also at that meeting the Council had agreed to be the responsible banker for the project,

these minutes were agreed in October with no corrections. The new position was also reported to the village in the September newsletter.

The Chairman responded it is the right of any resident to attend a meeting of the Council. The planning application will give residents the opportunity, through the planning process, to submit their opinions regarding the application for consideration.

RESOLVED: Proposed by Cllr Perks, seconded Cllr Seaman that the Parish Council submits the planning application for the MUGA site. All in favour Cllrs Perks, Lawson, Handley, Swards, Cain and Seaman (6), all against Cllrs Fraser, Robinson, Lennox, Bates (4). Council will submit the planning application.

#### 205.09 Grants Policy

Council discussed the difficulty in gathering evidence to justify or evidence grants to individual people have been spent correctly.

RESOLVED: Council agreed to set a £50 ceiling for individuals applying for grants.

#### 205.09 Finance

£	167.50	Chorley Council	Planning application fee
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RESOLVED: Council agreed to pay the Planning Application fee of £167.50, to be reimbursed to the Council from the grant monies. Votes 6 for, 4 against.

#### 205.10 Health & Safety Policy

This policy is adapted from a SLCC model policy. Some Councillors felt it was not comprehensive enough. A question was raised in relation to property issues and whether the MUGA would be included at a later date.

RESOLVED: Council agreed to adopt the Health & Safety Policy.

#### 205.11 Bullying and Harassment Policy

RESOLVED: Council agreed to adopt the Bullying and Harassment Policy.

#### 205.12 Equal Opportunities Policy

RESOLVED: Council agreed to adopt the Equal Opportunities Policy.

#### 205.13 Grievance and Discipline Policy

RESOLVED: Council agreed to adopt the Grievance and Discipline Policy.

#### 205.14 Reports from Parish Councillors who represent the Parish Council on Other Bodies

Lancashire Local - a request for date and location change for the meeting was rejected. Names were discussed for the new registry office, to be Devonshire House.

PACT – The Day of Action went well, DVLA could not attend but the PCSO noted 19 untaxed cars in the area and so the DVLA will attend at a later date. Community skips located at Banastre, Broadfields and Buckshaw Hall Close proved a great success. Crime figures were reported and the gathering of youths on Great Meadow being noisy and making disturbances. Places For People can get free energy bulbs. A councillor expressed that children needed training on the Zebra crossing. Skid tarmac on the Zebra crossing is on the exit rather than the approach to the crossing.

Borough/Parish - next meeting 14 January 2009.

Friends - meeting next week, unhappy with the Adventure Rope concept in the park which is already been attracting vandals.

Civic Society - no recent meeting.

**205.15 Matters for information**

There being no further business.

RESOLVED: Council agreed to exclude members of the press and public: Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It was resolved that, because of the confidential nature of the business to be transacted the press and public were excluded from the forthcoming items of business.

**205.16 Freedom of Information Request (FOI)**

Receive a request made by an Astley Village Parish Councillor requesting copies of the Clerk's expense claims, together with a response from the Council requesting clarification of points raised in the FOI request, particularly clarification of the parameters of the information required. A response to this letter has been received that the information in the letter was sufficient.

RESOLVED: Council confirmed this request had been dealt with.

**205.17 Complaint letter to the Chairman**

Receive a copy of a Complaint letter addressed to the Chairman, and the Chairman's response. As required by the Council's complaints procedure, the Chairman submitted a written response but noted there appeared to be no specific complaint(s) or points to be answered. There has been no further correspondence received on this matter.

RESOLVED: Council received this information.

**205.18 Future budget consideration - to provide for time demands in dealing with Complaints and Freedom of Information Requests (FOI)**

The Vice Chairman reported: The Chair and Vice Chair had considered the additional hours the Clerk may need in the future, following recent enquiries which have taken quite a chunk of time to research and respond to.

It was considered to add 2 hours per month in to the budget for the Clerk to claim if a similar request or complaint comes in.

The 2 hours per month equates to £296.64 on the budget. This 2 hours is not to be paid to the Clerk as extra hours ie raising her 40 to 42 per month, but is there to be available to claim against.

RESOLVED: The Council received this information.

There being no further business the Chairman declared the meeting closed.