

ASTLEY VILLAGE PARISH COUNCIL

MEETING: Full Council Meeting, Wednesday, 6 March 2019 at **7.00 pm**

VENUE: Astley Village Community Centre, Hallgate, Astley Village

A G E N D A

285.01 Apologies for Absence
Receive members' apologies.

285.02 Declarations of Interest
Members can declare interests in this agenda item, or when arise during a meeting.

285.03 <u>Public Participation - Residents Matters</u> In accordance with Standing Order 70 - the Chairman may adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. Councillors will refrain from speaking in the public participation section.

285.04 Minutes of Council Meeting
Approve and sign the circulated minutes of the meeting as a correct record.

285.05 Clerk Report
Reports on ongoing projects and work, and updates on reports and requests from prior meetings.

285.06 Statutory Business
Consider any planning applications relevant to the village and formulate a response.

285.07 Financial Matters
i) Consider applications for payment made to the Council (see report)
ii) Approve financial monitoring statements (see reports)

285.08 Newsletter planning

285.09 Policy Reviews
Review the updated Bullying and Harassment Policy for adoption

285.10 Speed Indicator Signs
Consider the options, costs and models available of speed signs and decide on a model to purchase

285.11 Flood Lighting Option for Christmas Tree
Consider the option and cost of floodlighting and decide on purchase

285.12 Two Year Plan Review
Consider the plan for reviews

285.13 Best Kept Village Competition
Consider if entries should be made to the Best Kept Village Competition

285.14 Annual Report
Consider drafted report for publication

285.15 Environment Reports
Receive progress report

285.16 Reports from Parish Council representatives on Other Bodies

Chorley Three Tier Liaison Forum - LL
Astley Park Advisory Committee - KR

Neighbourhood Working Forum - LL
Friends of Astley Park - KR

285.17 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.

D. Platt
Clerk

Date: 28/02/19

CLERK'S REPORT (FOR INFORMATION ONLY)

QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS

Prices for Speed Indicator Devices following LCC confirmation of positions
Prices for flood light option for Christmas Tree

PLANNING APPLICATIONS / DECISIONS

22/02/19 19/00121/FULHH Proposal: Replacement of existing porch with timber clad porch.: 38 Long Croft Meadow, Astley Village, Chorley, PR7 1TS

10/01/19 18/01217/FULHH Proposal: Part single, part two storey rear extension, and to front elevation (following demolition of existing conservatory) 27 Edgefield

CONSULTATIONS / INVITATIONS

Planning in Practice training 11 March – Cllrs C Lennox and B Darragh attending.

TRAINING

Undertaken:

GDPR training undertaken on 12/04/18
SLCC branch meetings: 19/04/18, 14/6/18, 13/9/18, 06/12/18, 07/02/19
SLCC Regional Conference 27/06/18
Clerks meeting Chorley 05/07/18, 06/12/18
SLCC National Conference 27/09/18 Middlewich
Webinar on Elections 20/02/19

Forthcoming:

SLCC branch meetings: 04/04/19, 13/6/19
Clerks meeting Chorley: 12/03/19

Astley Village Parish Council

Budget Spends		1 April 2018 to 31 March 2019								Notes
		Ear-marked Reserve or C/F	Precept 2018/9	Transfers	Total Budget	Spend to date (ex vat)	Income	Budget Remain		
01 - ADMINISTRATION	01-1	Room Hire		75		75	36		39	
	01-2	Office/Sundry		700		700	575		125	
	01-3	Insurance		400		400	385		15	
	01-4	Auditors/Accounts		150		150	50		100	
	01-5	Election/by-election/polls	4,000			4,000	0		4,000	
	01-6	Employee costs (salary, training etc)		12000		12,000	5,453		6,547	
	01-7	Employee Contingency	2,250	0		2,250	0		2,250	
	01-8	IT/Website		300		300	220		80	
02 - COUNCIL	02-1	Newsletter/Publications		800		800	714	50	137	
	02-2	Village Caretaker		800		800	0		800	
	02-3	Training		150		150	54		96	
	02-4	Grant fund/local projects & groups		500		500	479		21	
	02-5	General Reserve	9,818	621		10,439	0	76	10,516	
03 - PLAN	03-1	Christmas		300		300	64		236	
	03-2	Village Improvements		6000		6,000	4,039		1,961	
		Precept in						20,520		
	Other in						6,307			
All expenditure figures exclude vat				16,068		22,796				
VAT spent			£313.61							
							38,864	12,069	26,953	26,922
								ex vat		

Astley Village Parish Council

Summary

1 April 2018 to 31 March 2019

£

Receipts and Expenditure Account

Receipts

Precepts	20520.00
Grant (with precept)	2000.00
Transfers	4307.00
Bank Interest	76.34
Advertisements	50.00
VAT on Receipts/Recovered	0.00
Total Receipts	26953.34

Expenditure Total

12391.19

Income & Expenditure Reconciliation

Balance Brought Forward at 1 April 2018		38864.40
Add: total receipts to date	+	26953.34
Less: total expenditure to date	-	12391.19
Balance		53426.55

Bank Reconciliation

Community Account (chequeing account)	31/01/19	+	1500.00
Bus. Premium Account 1 (higher interest)	31/01/19	+	47783.79
Unify Credit Union deposit	13/07/17		5147.56
Less unrepresented cheques/ET/SO		-	1004.80
Plus uncleared credits		+	53426.55
			53426.55

Uncleared	
SO	24.00
EB	276.80
EB	84.03
1540	70.00
1541	73.75
	528.58

Unrepresented cheques/SO	
Jan/Feb	528.58
March	476.22
	1004.80

ASTLEY VILLAGE PARISH COUNCIL

BULLYING AND HARASSMENT (DIGNITY AT WORK) POLICY

1.0 PURPOSE AND SCOPE

1.1 Statement: In support of our value to respect others this council will not tolerate bullying or harassment by, or of, any of their employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace. This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on Grievance and Disciplinary handling. The council will issue this policy to all employees as part of their induction and to all members as part of their Welcome Pack. The council may also wish to share this policy with contractors, visitors and members of the public.

1.2 Definitions:

Bullying "Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This policy covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age. These definitions are derived from the ACAS guidance on the topic.

Both bullying and harassment are behaviours which are unwanted by the recipient. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, lack of respect for others, turnover, damage to the council's reputation and ultimately, Employment Tribunal or other court cases and payment of unlimited compensation.

1.3 Examples of unacceptable behaviour are as follows; (this list is not exhaustive) Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, deliberately undermining a competent worker by overloading work and/or constant criticism, preventing an individual's promotion or training opportunities. Bullying and harassment may occur face -to-face, in meetings, through written communication, including e-mail, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

1.4 Penalties: Bullying and harassment are considered examples of serious misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council for employees or through referral to the Standard Board of England, as a contravention of the Member's Code of Conduct which may result in penalties against the member concerned. In extreme cases harassment can constitute a criminal offence and the council should take appropriate legal advice, sometimes available from the council's insurer, if such a matter arises.

1.5 The Legal position: Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named Respondents.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination.

The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

2.0 DEALING WITH BULLYING AND HARASSMENT COMPLAINTS

2.1 Informal approach: Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour that their conduct is unacceptable, offensive or causing discomfort.

2.2 Formal approach:

2.2.1 Employees: Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the Personnel committee or another Councillor if more appropriate. It may be

appropriate for the complaint to be put in writing after the initial discussion with the Councillor, as this will enable the formal Grievance Procedure to be invoked.

2.2.2 Others: Any other party to the council, other than an employee who feels he or she is being bullied or harassed should raise their complaint with a Councillor, where possible, or Council's Chairman, or the Monitoring Officer, if an informal notification to a member has been unsuccessful at eliminating the problem or where a member is directly involved in the bullying or harassment. The complaint should then be investigated and a hearing held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any members or officers of a council should use the Council's official Complaints Procedure.

2.3 Grievance: (Employees only) A meeting to discuss the complaint with the complainant will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the Council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer as appointed by the Chair/Councillor who is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the complainant to demonstrate how the problem is to be resolved. It may be decided that mediation is required and the council should contact another Agency such as, an employer's body or ACAS to this effect or the council may offer counselling. The employee will have a right of appeal as established by the Employment Act 2002. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the complainant. The council will commit not to victimize the complainant for raising the complaint once the appropriate grievance/disciplinary process has been concluded.

2.4 Disciplinary Action: Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour. For an Employee found to have been bullying/harassing others this will follow the Council's Disciplinary procedure, under the Employment Act 2002 provisions and would normally be treated as Gross Misconduct. For Members who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities the action taken must be reasonable and in some cases counselling or training in appropriate skill areas e.g. interpersonal communication, assertiveness, chairmanship etc., may be more appropriate than a penalty. The range of disciplinary sanctions available to the council, where a member has been involved in bullying/harassment include; admonishment and an undertaking not

to repeat the process, removal of opportunities to further harass/bully, banning from committees of the council and representation on any outside bodies, a referral to the Standards Board (or equivalent) by the council and/or the aggrieved victim. There may also be a referral to the Police under the Protection from Harassment Act 1997, in the most extreme cases. This list is not exhaustive.

2.5 False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure and/or a referral to the Standards Board.

3.0 RESPONSIBILITIES

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop.

The council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms. All new members and employees will be provided with a copy of this policy.

A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full council for approval.

The Council will undertake to ensure that its members and workers are trained in the processes required by this policy as deemed appropriate.

Speed Indicator Devices

LCC reported:

After some protracted discussions here it has been decided that we are unable to make recommendations as to the type of sign you should install. We are aware that there are now many new suppliers of speed and driver feedback signs.

We have looked at details of signs supplied by:

- Mallatite, Radar Speed Signs (Pandora Technologies),
- Traffic Solutions
- Westcotec
- Traffic Technology Ltd
- Unipart Dorman
- Messagemaker Displays Ltd,

to mention just a few. When you have a particular type of sign in mind please let me know and I will take this project forward.

I contacted every one of these companies and the replies are as follows:

Messagemaker

Pandora

Unipart Dorman

Road Traffic Solutions

Updated July 2018

VILLAGE DEVELOPMENT PLAN CONSULTATION

PROJECTS	ACTIONS	TIMESCALES
Improve Village centre & enhance Village green	Work with Chorley, Places for People and shop leaseholder as part of a Neighbourhood Working projects. Ensure improvements are maintained. Ask for other ideas from residents.	2017/18
Planters & seats around the Village	Flowers planters to improve the village, seats for people to sit on whilst walking around the village or at bus waiting areas. Replace existing wooden seating with the new style recycled ones. Plaques for new seats and planters. Review any resident suggestions for sites or replacement wood seat.	2017/19
Planter Scheme	'Adopt a planter' scheme have them placed opposite the junctions and seek 'adoptions' from residents and offer a budget and maybe run a competition to judge the best planters.	2018/19
Tree planting	Plant more trees on wet verge areas to soak up excess water & replace trees which have had to be removed.	2017/19
New lighting scheme for the Christmas Tree	Once the living Christmas Tree has grown to create a lighting scheme at its base.	2018/19
Litter bins	Work with Chorley to site new litter bins as required.	2017/19
Health & Well-Being	Encourage activities and groups in the Village; provide grants; work with Chorley on Westway Fields project to enhance play facilities.	2017/19
Respect the Village Campaign	'Respect the Village' project which includes the Volunteer Litter Kit project	2018/19

The Parish Council has drawn up a Village Development Plan covering the 2 year period 2017 to 2019. The table sets out projects within the Plan. The Council is working with Chorley and a range of other organisations to make improvements to the appearance of the Village and to develop local community activities. Residents are invited to submit their suggestions to the Clerk for any additions or new projects they would like to see undertaken in the Village.



LANCASHIRE BEST KEPT VILLAGE COMPETITION

WHOLE VILLAGE MARK SHEET 2019

Village: _____

Judges: _____

VILLAGE CORRESPONDENT, please put a line through any non-existent features.

JUDGES, please award marks out of 10 where 10 = excellent; 1 = very poor; N/A = not applicable.

The absence or otherwise of weeds, litter and graffiti must be taken into consideration when judging each of the following items.

General Features		SCORE
1	Seats, benches & picnic tables	
2	Street furniture: - Litter bins, highway signs including street names, post boxes & telephone boxes, etc.	
3	Paths, verges, roadside hedges, boundaries, railings, fences, etc.	
4	Floral displays & public gardens	
5	Public notice boards	
6	Water courses- streams, canals, ponds, rivers	

Communal Facilities

7	War memorials and public monuments	
8	Schools, Nurseries, and their grounds	
9	Public buildings, inc. village halls, libraries, health centres, etc.	
10	Buildings used for Indoor Social Facilities: Scout & Guide Clubs, WI, British Legion etc.	
11	Outdoor Sports Facilities: recreation grounds, playing fields, tennis clubs, bowling clubs, cricket fields etc.	
12	Children's play areas including safety	
13	Public car parks	
14	Bus shelters & toilets	

Places of Worship

15	Places of worship, including graveyards & cemeteries	
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Private Property

16	Houses and gardens, including fences, walls, hedges & gates	
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Commercial Premises

17	Shops and commercial premises	
	Hotels, Guest Houses, Pubs and restaurants	



LANCASHIRE BEST KEPT VILLAGE COMPETITION

Outstanding Features Marksheet 2019

Village: _____

Judges: _____

VILLAGE CORRESPONDENT - Maximum of 10 entries please**JUDGES**, please award marks out of 10 in Columns A & B

(see guidance notes) where 10 = excellent and 1 = very poor; N/A = not applicable

Outstanding Feature	Name & Address	A 10	B 10
1 Place of Worship & Grounds			
2 Schools & Children's Nurseries			
3 Village Pub or Restaurant (primarily food & drink)			
4 Hotel/Guest House (primarily Accommodation)			
5 Village Hall, Community Centre Institute Library Health Centre etc			
6 Public playing field/sports ground			
7 Children's Play Area			
8 Industrial or commercial premises (single business only)			
9 Shop (inc. café, hairdresser, Post Office)			
10 Residential/Nursing/Sheltered accommodation			
11 Community Notice Board			
12 War Memorial & Public Monuments			
13 Bowling Green & surrounds			
14 Cricket Ground & surrounds			
15 Accessible Public Garden			

Annual Report of Astley Village Parish Council Year 1 April 2018 to 31 March 2019

The Council

During the year ending March 2019 the Parish Council worked hard to maintain and improve the village for its residents.

Councillors

During the period the Council was chaired by Councillor Laura Lennox with Councillor Rod Fraser as the Vice Chairman.

In this reported year there were no Councillors changes.

Astley Village Newsletter

The newsletter continued to be well received. It is published twice a year covering all aspects of the Council's work and will be distributed to every household.

Website

The Council's modern website looks professional and contains a lot of information on the Council, local items and documents you can look up.

Council Employees

During the year one of our Village Caretakers, Ronnie, retired and the Council wished him well. Jamie continues to do litter picking, tidying and other tasks. Debra Platt, the Clerk, also continued her good work for the Council.

Village Plan

The Council's village plan continues to be reviewed throughout the year. The plan informs the budget setting which is carried out in January for the new year beginning the 1st April. Some of the projects will be worked on with Chorley Council whilst others the Parish Council will look to support or develop itself.

In this year the Council has provided two feature stone built flower beds, one at the entrance to the village at West Way and the other in the centre. Also it continues to maintain its displays of flower tubs around the village which were resited and now benefit from being adopted by residents.

Value for Money

The Council spends the money it collects from residents wisely and for the benefit of Astley Village residents. Based on a band D council tax property in the village, the approximate cost is 40p per week for the Parish Council's services during the year. This is collected by Chorley Council and costs a total of £22.00 for the year. We hope you agree this is very good value for money.

Summary

The Council is looking forward to making further improvements in the coming year.

**Laura Lennox
Chairman
April 2019**