### Meeting arrangements: Full Council Meeting



Tuesday, 13 December 2016, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

## AGENDA

#### 1. <u>Apologies</u>

2. <u>Declarations of Interest and Dispensation Considerations</u>

Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.

3. <u>Minutes of Council Meetings</u>

Council Minutes of the last meeting, approve their signing as a correct record (Item 3)

4. Statutory Business

Planning - consider application list report from Lead Member for Planning, ratify responses made between meetings or to meet deadlines.

Update on the Gladman planning application

5. Public Participation

Matters brought to the Parish Council by residents. Residents will have twenty minutes set aside during which each resident shall have three minutes.

- 6. Financial Items
  - 6.1 Approve Expenditure (Item 6.1)
  - 6.2 Receive CIL report (Item 6.2)
- 7. <u>Studholme Bell Tax Investigation insurance cover</u>

Consider insurance cover details and response from Councils' insurers (Item 7)

8. Precept

Consider budgets and precept figures. Decide precept figure (Item 8)

9. Consultations

Proposed expansion of Balshaw Lane Community Primary school

10. Matters for information

Notify the Chair prior to the meeting start of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

CLERK Published: 05/12/16

**<u>MINUTES</u>** of the Council Meeting held 17 November 2016 at 7.15 pm at The Annexe, Euxton PC Community Centre, Wigan Road, Euxton.

Present Cllr J Bamber (Vice Chair) Cllr M Bamber Cllr A Caughey Cllr J Caughey Cllr P Fellows Cllr M Jarnell Cllr C Jones Cllr E Jones Cllr J Matson Cllr A Platt Cllr K Reed (Chairman) Cllr A Reed Cllr A Riggott Cllr G Rypel Cllr V Thornhill Cllr S Wellerd

Members of the public 4

#### 1. Apologies

#### 2. <u>Declarations of Interest</u>

Cllr Platt declared a pecuniary interest in items forming part of agenda items 6.1 as a relative of an employee.

Cllrs K Reed, T Reed, G Rypel declared an interest in the Gladman application at item 4b. as they live close to the land.

#### 3. Minutes of Council Meetings

**Resolved**: Minutes of the Council Meeting on 20 October 2016 were agreed to be an accurate record, and signed by the Chairman.

#### 4. <u>Statutory Business</u>

Planning - considered applications in report from Lead Member for Planning.

**Resolved**: Council agreed to send in letters for:

- 16/00972/TPO Land surrounding 89 Euxton Lane, Euxton, to support the works to prevent flooding but suggest that the gate is left off the plans.
- 16/00995/TPO The Lodge, Wigan Road to object to the felling of the beech tree unless it can be demonstrated that it is fatally diseased

#### 5. <u>Public Participation - Residents and Police Matters</u>

**Resolved**: Council resolved to suspend standing orders.

Dog fouling notices were discussed as they were faded – if the street lamp numbers are reported to the Clerk she will report

PROW between Pear Tree and Whinney Lanes was discussed, the surface has eroded and there are other activities. Clerk will report.

School Lane was discussed, further traffic measures are promised by LCC.

Resolved: Council resolved to restore standing orders.

- 6. Financial Items
- 6.1 Approve Expenditures

**Resolved**: Council approved the expenditures contained in report 1.

Creditor	Description	Total £
Easy Websites	SO for website	24.00
Mr Flag	Flags	20.50
Argos	Answering machine	34.99
BT	Mobile	18.00
Royal British Legion	Donation	100.00

Coppull & Standish Band Furnitubes HM Revenue & Customs Studolme-Bell Ltd Cardiac Science Cardiac Science ARK Welding Metalformations Newsquest G & A Marskell Garden North West In Bloom	Band at carols 2015 & 2016 Seats P11d due P11d form work Defibrillators x 3, Boxes x 3 Defibrillators x 1 Repair to shelter Southport Rd Plaques for seats June delivery Winter 2016 bedding Awards tickets	$\begin{array}{c} 220.00\\ 1879.20\\ 6.62\\ 90.00\\ 6276.00\\ 972.00\\ 90.00\\ 498.00\\ 61.64\\ 1350.00\\ 108.00\end{array}$
Cardiac Science	Defibrillators x 1	972.00
ARK Welding	Repair to shelter Southport Rd	90.00
Metalformations	Plaques for seats	498.00
Newsquest	June delivery	61.64
G & A Marskell Garden	Winter 2016 bedding	1350.00
North West In Bloom	Awards tickets	108.00
Cash	Petty cash fund reimbursement	98.17
Atlas Business	Photocopies	217.15
Rialtas Business Sol	Finance software pack/train/sub	802.80
Employees	Salaries total for November 2016	5093.30
Ron Howarth Plant	Skate park concrete work	6420.00
Garner Planning	Preparation of script	99.00
-		22769.37

**Resolved**: Council approved additional expenditures which had arrived since the agenda papers were published of: Ron Howarth £6420 and Garner Planning £99.

Council agreed to put on the January agenda the petty cash balance, with a view to reducing it down from £300.

6.2 Receive financial reports 1, 3 & 4

Resolved: Reports were received.

The Chair reported a notice that the Council was to receive further CIL monies of £20,471.60, which will show on next months' reports. This is applicable to application 15/00675/FULMAJ - The Orchard, off Ordnance Road.

#### 6.3 <u>Councillor Audit Report</u>

Received.

#### 7. <u>Committee/Working Group Reports and Recommendations</u>

Personnel Committee - Personnel Committee vacancy

**Resolved**: Cllr A Caughey was voted to fill the Personnel Committee vacancy.

<u>Bowling Committee</u> - Chair updated that the committee had me and decided upon actions to:

- Asked contractors for the Green (including fencing) and the hard-standing area, if they wished to be on the tender list which they have all agreed to
- To chase the s106 grant and garages with Chorley Council
- To apply for TPO tree works after consulting with tree surgeon

The project manager and Chair will get together to draw up the formal tender documents.

<u>All Purposes Committee</u> - Chair updated on the meeting, the defibrillator project progress and photos.

<u>Finance Working Group</u> - Chair updated that there would be a meeting to discuss the draft budget, all Councillors could attend.

The Bag a prize competition was queried – there had been no entries.

<u>Library Working Group</u> - Chair updated that information back from LCC was still awaited and all LCC candidates had been asked a series of questions.

It was reported that the Chorley Civic Society presentation took place recently, and Euxton won an award for the Euxton War Memorial. The Society had taken the decision to cease running the society, which would be ratified next week.

### 8. Consultations

BT consultation on removal of telephone kiosks – was discussed. No comments were made to submit.

### 9. <u>Neighbourhood Working Projects</u>

Items to be submitted were:

- PROW path from Southport Road, adjacent to the Cricket Club cut back and surfacing with hard-core
- Wildflower areas on Euxton Lane or banking at speed camera
- PROW path Whinney Lane to Pear Tree Lane surface work
- PROW along the Yarrow river from Pincock surface work and cutting back
- PROW along the Yarrow river from Southport Road entrance surface work and cutting back

### 10. Euxton War Memorial

Guidance from the Royal British Legion and War Memorials Trust is to be sought on flying flags at war memorials, when and how long.

#### 11. <u>Matters for information</u>

It was noted to Councillors that a resident of Euxton was to receive the Legion D'Honneur Award, France's highest military award. Council asked the Clerk to write to congratulate the resident and if he wished his story to feature in the Euxton WEB.

Everyone was thanked who had attended the volunteer litter picking events and bulb planting event.

Runshaw Hall Lane litter – will be reported to Chorley Council.

Cycle path on Euxton Lane debris and thorns - will be reported to Chorley Council.

Network Rail invited Councillors to visit site, four Councillors visited to see the equipment and works, which was reported to be on schedule.

Letter was circulated to Councillors from the Leader of Chorley Council. Respond that the Council would meet but suggested the meeting was of all parish councils to catch any cross-over services. In the letter to ask where unparished areas might be funded from.

The Chairman declared the public part of the meeting closed.

8.30 pm

## EUXTON PARISH COUNCIL – MONTHLY PLANNING REPORT

### MEETING 15<sup>TH</sup> DECEMBER 2016

DATE VALIDATED, APPLICATION NO,	LOCATION PROPOSAL	COMMENT/RECOMMENDATION
18/11/2016 16/01054/TPO	40 Chancery Fields (new estate at Chorley Rugby Club) Oak T23, Remove damaged limb and trim crown by 20%	Standard letter
18/11/2016 16/01064/CLPUD	Land North Of Units A1- A4 Buckshaw Link Ordnance Road Buckshaw Village (ie near Aldi) Application for Lawful Development Certificate for use as a Cafe (Class A3	No comment
18/11/2016 16/00972/TPO	Land surrounding 89 Euxton Lane (Three Fields) Removal and replacement of up to 20m length of existing boundary trees and woody vegetation to allow removal of existing culverted field access for the purpose of reducing the potential impact of flood events	Discussed at November meeting. Council agreed to support the application for removal of existing trees in order to reduce flood risk but requested that the replacement tree planting be more comprehensive
18/11/2016 16/00858/TPO	16 Empress Way Felling of oak tree covered by TPO2	Applicant, supported by some neighbours, wishes to remove the tree because of shading, mess on flags and damage to patio. Tree is apparently healthy. This does not appear sufficient justification for removing a protected tree. Suggest that EPC object to its removal

## EUXTON PARISH COUNCIL – MONTHLY PLANNING REPORT

25/11/2016 16/01079/TPO	Playing field to rear of houses on Greenside Trees within groups G1 and G2 of TPO no. 1 (Euxton) 2016: Prune back branches overhanging site of proposed bowling green	Application by EPC for works to trees alongside the proposed bowling green. Council must be seen to be consistent with its response to other application for works under the TPO and I would suggest that Council instructs the Bowling and Boules Committee to restrict pruning only to branches overhanging the proposed green and to delay the works until there is a confirmed starting date for work on constructing the bowling green
25/11/2016	38 Church Walk	No comment
16/01075/FULHH	Single storey side extension	
25/11/2015 16/01058/FULHH	The Lodge, Wigan Road Rear single storey extension	No comment
02/12/2016 16/01114/TPO	9 Cherryfields Oak (T1, T2, T3 and T4) Reduce height and density and removal of dead wood.	Work appears to be pruning only but no information about the extent of the pruning on the CBCwebsite (only part of the application form is displayed. Send standard letter

Report 2

ltem 6.1

MONTH DECEMBER YEAR 2016/2017

#### EXPENDITURE

Date	Creditor	Description	Invoice Ref	Cheq No	Total	Vat	Net	Budget	S137	Cheque Cleared		/AT Claim
25-Nov	Nuto	Sarawa hita	1 1 1	Debit	12.89	2.15	10.74	00.0			+-+	
25-Nov		Screws, bits Combi drill	141	Debit	72.00			06-8			+	
	Hi Viz workwear		142		177.72	29.62					+-+	
		Workwear	143	Debit			148.10	06-8			╉━━╋	
	PC World	Cloud storage	144	Debit	15.00						+	
30-Nov	OfficeLink	Laptop ergo riser	145	Debit	24.99		24.99	02-11			+	
01-Dec	Easy Websites	SO for website	146	DD	24.00	4.00	20.00	02-10				
13-Dec	Viking Direct	Stationery, stamps	147	4384	318.95	14.99	303.96	02-2			+	
	H J Longworth	September newsletter distribution	148	4385	190.00		190.00				+ +	
	Elite Leaflet Distribut	December newsletter distribution	149	4386	475.00		475.00				+	
	Ron Howarth	Remedial works at skate park	150	4387	252.00						+	
	Plant Scape	Solar christmas trees	151	4388	228.00						+	
	Myerscough College	Playground Inspec training x 3	152	4389	765.00		765.00	03-1				
	Paper Rabbit	Printing of December newsletter	153	4390	857.00		857.00					-
	True Bearing	Pension investigation work	154	4391	1194.00	199.00						
13-Dec	Cardiac Science	One AED kit and box	155	4392	2064.00	344.00	1720.00	05-10				
13-Dec	Chorley Council	Play area inspections	156	4393	343.01	57.17	285.84	06-8				
13-Dec	DWG (NW) Ltd	Part pay for Millennium Green path	157	4394	9455.00		9455.00	05-8				
13-Dec	SLCC	Advice service membership 2017	158	4395	156.52		156.52	02-5				
13-Dec	Pennine Playgrounds	Repairs and maintenance gym equi	159	4396	1710.00	285.00	1425.00	06-8				
	Metalformations	Gate, repair, signs,	160	4397	5665.00		5665.00	05-9/06-4/8				
13-Dec	Cash	Petty cash fund reimbursement	161	4398	123.99	0.75	123.24	02-2				
	al Cash Book											
13-Dec	Employees	Salaries total for Dec 2016	162-166		4616.44		4616.44	01/2-1/2-2				
			TOTALS	;	28740.51	1031.18	27709.33		0			

CUM TOTAL

120302.38 6718.98 113583.40

#### Budget Breakdown Report 2016/2017 (cumulative for year)

Budget Codes	Description	Committee	Precept 16/17	Carried fwd from 15/16	Total Budget avail 16/17	Spend to Date	Income 2016/17	Budget Via	Budget Balance Note	Spend to end March 2017	Closing	Carry Fwd savings funds	Precept 2016/2017	Suggested changes by Finance WG	Explanations
01 Employe	Employees														
01-1 01-2	Employees HMRC Liabilities	Per Per	56000		56000	41444 114		2500	14556 2386 •··	15000	-444 2386	0	65000		NB, pension element beginning Suggest delete
New	Payroll Services	1.61			0	114		2300	2300		2300		900		4 quarters and p11d
Split Move	Training employees Mileage employees					_									suggest split see below suggest move budget
02 Houseke	eping														
02-1 02-2	Mileage General Office - stationery, copy, post, IT, tel	Per PC	1600 1400		1600 1400	991 1328		200	809 *1 72	760 65	49 7		1800 1200		
02-3	Publicity - newsletter/AnnRep/ Other	AP	3000		3000	3779	870		91	05	91	0	3500		increased delivery costs
02-4 02-5	Insurance Subscriptions	C C	2750 1500		2750 1500	1627 1115			1123 385		1123 385		1950 2000		premium and one excess LALC is £
02-6 02-7	Audit Legal Fees/Planning Investigations	C C	900 2500		900 2500	580 1798			320 703		320 703		900 2500		Poss Gladman fight?
02-8	H&S working from home advice	Per	2000		2000	0			2000		2000		2000		No idea what this is for?
02-9 02-10	Advice/assistance on NIC/VAT Website maintenance	Per AP	1500 240		1500 240	1472 180		540	28 600 •	150	28 450		780		Suggest delete
02-11 02-12	IT/Laptop/Hardware Room hire		2000		2000 0	972 356		900	1028 •• 544 ••	107	1028 437		0 1000		Suggest delete
03 Council															
03-1 03-2	Training/Conference Fees Elections and Parish Poll Fund	C C	350 5000	5000	350 10000	940 0	0		-590 10000		-590 10000	0 10000	2000		Increased & periodic training
03-3	General Reserve Emergency Training Councillors	С	18440	20000	38440	0		-20540	17900 *1		17900	50000			Suggested to raise for emergencies Suggest split training by Cllr/Employe
04 Grants/S 04-1	Grants	AP	3000		3000	1200			1800	1000	800	0	3000		
04-2	Christmas Celebrations	AP	500		500	410	664	[	754	750	4	0	2000		Increased activities
	vents/Projects Euxton Gala	AP	500		500	050		200	- 44			0	100		All 2016 items c/f
05-1 05-2	Speed Indicator Device new plates	AP	500 150		500 150	656 0		200	44 150		44 150	150	100		All 2016 items c/r
05-3 05-4	Neighbourhood Plan Comms and social media methods	AP	0	2000	2000 50	0			2000 50		2000 50	2000	50		
05-5	Increase public involvement work	AP	250	2050	250	0			250		250		250		
05-6 05-7	Finance software ROF Lamp Post project	AP	2000	2050	2050 2000	669 0			1381 2000		1381 2000	2000	113		
05-8 05-9	Millennium Green project Heritage/Sign project	L AP	4000	1000	4000 1000	9455 1115	115	20000	14545 + <u>2</u> 0	2	14545 0	14545	0 1500		This is ordered but not be paid yet Signs ordered
05-10 05-11	Defibrillator project Queens 90th Birthday				0	14560 625		15000 1200	440 • · · · · · · · · · · · · · · · · · ·		0 575	0	5000 0		Ordered items Suggest delete - completed
New	LCC service withdrawal				0	025		1200	575		575	0	10000		Suggested new budget
New	Millennium Green pond	L				_							60000		* new project
06 Amenity/ 06-1	Utility Utilities	С	1000		1000	675			325	300	25		1000		
06-2 06-3	Gardens/Planting/Competitions	AP	3500		3500 500	5070	600		-970		-970		10000		<ul> <li>Increased activities</li> </ul>
06-4	War Memorial Millennium Green - grass cuts, maint	L	500 4000		4000	17 3215			483 785	765	483 20		5000 4000		
06-5 New	All Purposes Committee Noticeboards	AP AP	2500		2500	2731	522		291	250	41		2500 1300		2 boards
New 06-6	Seats Greenside Pitch Maintenance	AP	4000		4000	3602			398		398		1500 4000		3 seats
06-7	Play Equipment Replace Scheme	L	10000	5124	15124	0	0000		15124	4500	15124	15124	34876		*
06-8 New	Amenity/Open Space RRM Balshaw Villa amenity land	L	13500		13500	10604	2090		4986	4500	486		13500 3500		*
07 Large Pro	oject Savings														
07-1 07-2	Land Fund/Amenity Street Sweeping Machine Fund	L AP	0	18684 4000	18684 4000	0			18684 4000		18684 4000	18684 4000	0		
07-3	Bowling/Boules Project	BC	30000	62500	92500	400			92100	500	91600	91600	8000		*
08 Other							106005				0				
08-1 08-2	Healthy Streets Ransnap Brook		0	817 279	817 279	200 0			617 279		617 279	617 279	0		
08-3	CIL					1686	49185	-20000	27499 *2	2	27499 0	27499	0		NB. £25K allocated - req by Bowling
											0				
			178630	121454	300084	113583	160051		240546	24587	-	236498	254719		
	VAT total on purchases	£6,718.98				exl vat									
	Council decisions to create new budg Council decisions - transfer £15,000						0540								
	laces a decision at June 2016 Counci 8 budget, following confirmation CIL n			9500 and	£9000 from	various bi	udgets								
	Columns									А		в	с		
			Column	Evalence						~		5	U		
	Calculations Bank	267,000	Ref	Explanati This is th		f money ir	the bank	(see finance	report 3)						
	Less spend to end March 2017	24587	А					his financial							
	Less allocated or carry forward fund Cash in hand	236498 5915	В					armarked fu recept reque							
	Draft budget request 254719 C This is the budget from column above														
	Projected income     5500     Money due in from invoices raised, VAT claims etc       Less the Cash in hand     5815     This is the calculation from above, bank balance less spend/carry fwds etc														
	243304 This is the proposed precept figure to fulfil the proposed budget column D above														
	ears comparisons		_		Annual							<b>.</b>			
2009 / 201		cnange	Precept figu 112340		Resident par £33.76			v residents or	previous yea	<u>ar</u>	]	op Up			
2010 / 201 2011 / 201			113200 107990		£33.20 £30.62	-7.78% 0	down 7.8% f	or residents or residents							
2012 / 201 2013 / 201	3 3656.90		104270 101171		£28.51 £28.12	-6.87% 0	down 6.9% f	or residents or residents				1709			
2014 / 201 2015 / 201	5 3759.46	233 233	104817 107816		£27.88 £27.00	-0.86% 0	down nearly	1% for residen % for residen				1709 1709			
2016 / 201	7 4116.64	233 124	100323		£27.00 £24.37	J.2J /0 (	Swii Ovel 3	,, ioi residen				1709			06/12/2016
2017/2018		2016/2017         4116.64         124         100323         £24.37         1709         06/12/2016           2017/2018         243304         0         0         0         0													