



EUXTON PARISH COUNCIL

Annual Council Meeting

Thursday, 6 May 2021, 7.15 pm start

Virtual meeting via Zoom – Meeting ID: 843 0688 6314 Passcode: 752048

<https://us02web.zoom.us/j/84306886314?pwd=TWU1RUdiY1pjNS9BRFBEEExDNHhDQT09>

Dear Councillor

28 April 2021

You are summoned to attend a Full Council Meeting of Euxton Parish Council to consider the items detailed on the attached agenda.

If you are unable to attend please could you submit an apology to the Clerk.

Regards

Debra Platt

Clerk to the Council

CLERK

Published: 26/04/2021

Full Council (informal) meetings 2021: 17th June, 15th July

Newsletter deadlines: 08/05/21 for June issue; 09/07/21 for September issue; 12/11/21 for December issue; 07/02/22 for March issue;

EUXTON PARISH COUNCIL

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AGENDA

1. Election of Council Chairman

To nominate and elect a Chairperson. To receive the Chair's Declaration of Acceptance of office or, if not received, decide when it shall be received.

2. Election of Vice Chairman

3. Representatives on Committees, Lead Members, Groups and Outside Bodies

Agree memberships of Committees and representatives

4. Apologies

5. Declarations of Interest and Dispensation Considerations

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.

6. Minutes of Council Meetings

Approve the signing as a correct record, Full Council of 15 April 2021

7. Public Participation

Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.

8. Statutory Business

Planning - Consider planning reports circulated from, approve any responses and ratify responses made between meetings or to meet deadlines.

9. Financial Items – as circulated

9.1 Approve expenditures for this month, circulated

9.2 Approve figures for year ending 31 March 2021

9.3 Approve the Annual Governance statement 2020/21 on the Annual Return

9.4 Approve the Accounting statements 2020/21 on the Annual Return

9.5 Receive updated report of CIL monies

10. Matters for information

Notify the Chair prior to the meeting starts 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.

End of meeting

D. Platt
CLERK

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EUXTON PARISH COUNCIL

COMMITTEE MEMBERSHIPS 2020/21



STANDING COMMITTEES

Leisure Committee (quorum 3)

1	Katrina Reed
2	Patricia Fellows
3	Vyn Thornhill
4	Steve Walker
5	Helen Tune
6	Rebecca Peers
7	Philip Preston
8	Gillian Sharples

All Purposes Committee (quorum 3)

1	Chris Jones
2	Andy Oddy
3	Patricia Fellows
4	John Matson
5	Rebecca Peers
6	Katrina Reed
7	Vyn Thornhill
8	Helen Tune
9	Joan Williamson
10	Barry Williamson
11	Ian Hamer

Allotment Committee

1	Chris Jones
2	Eric Jones
3	Patricia Fellows
4	Andy Oddy
5	John Matson
6	Katrina Reed
7	Dez Rigg
8	Helen Tune
9	Steve Walker
10	Neil Hall

Personnel Committee (quorum 3)

1	Katrina Reed
2	Chris Jones
3	Eric Jones
4	Neil Hall
5	Helen Tune
6	Vacancy

LEAD MEMBERS

Planning:

GDPR:

Dez Rigg
Andy Oddy

REPRESENTATIVES/GROUPS

Chorley Liaison Forum: (Chair plus reserve)

Neighbourhood Working Group:

Katrina Reed
Chris Jones

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 21/00413/FULHH Received: Thu 01 Apr 2021 Validated: Tue 20 Apr 202	Boundary fencing, 2m in height (retrospective) 12 Stansfield Drive Euxton Chorley PR7 6QH	
Ref. No: 21/00379/FULHH Received: Mon 29 Mar 2021 Validated: Mon 29 Mar 202	Single storey rear extension 8 Sycamore Avenue Euxton Chorley PR7 6JR	Standard phrase for bins
Ref. No: 21/00347/FULHH Received: Tue 23 Mar 2021 Validated: Tue 23 Mar 2021	Single storey front/side extension (resubmission of planning application ref 20/00253/FULHH) 141 Bredon Avenue Euxton Chorley PR7 6NS	Proposed extension unable to be used as garage for car parking because of 1.6m width, however, it is suitable as a bin store as detailed on plan. Suitable existing off-road parking for 2 cars.
Ref. No: 21/00341/FULHH Received: Fri 19 Mar 2021 Validated: Fri 19 Mar 2021	Two storey side extension including raised ridge and dormer window to front 33 Empress Way Euxton Chorley PR7 6QB	Extension to form 5-bedroom house. Off-road parking for 3 vehicles required in proposal. Bin storage also required.
Ref. No: 21/00426/CLPUD Received: Tue 06 Apr 2021 Validated: Tue 06 Apr 2021	Application for a certificate of lawfulness for a proposed single storey rear extension 11 Beaufort Close Buckshaw Village Chorley PR7 7LE	No observations
Ref. No: 21/00412/FULHH Received: Thu 01 Apr 2021 Validated: Thu 01 Apr 2021	Application to discharge of condition 20 (off site highway works) attached to planning permission 20/00861/CB3MAJ (Erection of 6no. buildings comprising use classes B1 (A - offices, B - research and development, C - light industrial), B2 (general industrial) and B8 (storage and distribution) with associated works) Land to The Rear of Brookfield Alker Lane Euxton	Work on curbs and bus stops.
Ref. No: 21/00376/FULHH Received: Sun 28 Mar 2021 Validated: Mon 29 Mar 2021	Single storey side extension to existing garage including raising of roof and installation of 2no. front dormers to serve habitable room accommodation in garage roof, single storey rear extension 3 Gleadhill House Gardens Euxton Chorley PR7 6NN	1 st floor extension with no increase in number of bedrooms.
Ref. No: 21/00367/MNMA Received: Wed	Minor non-material amendment to planning permission ref 20/01382/FULHH (Single storey side/rear extension (following demolition of existing garage)) involving demolition	No additional observations. Previous Extension incorporating bin area and parking for 3 cars.

24 Mar 2021 Validated: Wed 24 Mar 2021	of chimney stack, additional velux to roof of single storey rear extension, window to shower room, and reduction in size of bi-fold doors 49 Balshaw Lane Euxton Chorley PR7 6HU	
Ref. No: 21/00462/FULHH Received: Wed 14 Apr 2021 Validated: Wed 14 Apr 2021	Demolish existing conservatory and replace with new sun room and construct a pitched roof over the existing flat roof to the side of the house West View Runshaw Lane Euxton Chorley PR7 6EX	No observations

Euxton Parish Council

Current Bank A/c

List of Payments made between 01/05/2021 to meeting on 6 May 2021

Item 9.1

Date Paid	Payee Name	Transaction Detail	Reference	Total
01/05/2021	Easywebsites	Website/emails	17	80.40
01/05/2021	EE	Mobile	18	31.34
06/05/2021	John Finnamore	Additional drains	19	17,280.00
12/05/2021	Peoples Pension	Pension Contributions Apr21	20	214.93
12/05/2021	Zoom	Virtual meetings	21	14.39
20/05/2021	Water Plus	Water	22	20.43
				<hr/> 17,641.49

Euxton Parish Council

Current Bank A/c

List of Payments made between 01/04/2021 and 31/04/2021

Item 9.1

Date Paid	Payee Name	Transaction Detail	Reference	Total
01/04/2021	Easywebsites	Website/emails	1	80.40
01/04/2021	EE	Mobile	2	30.00
12/04/2021	Zoom	Virtual meetings	3	14.39
15/04/2021	Tesco	Fuel	4	46.87
15/04/2021	GGM	Repair to vacuum	5	351.69
15/04/2021	John Finnamore Ltd	Additional drains Allotments	6	22,519.20
15/04/2021	Salaries, Tax, NI	Staff costs	7	7,103.22
15/04/2021	CASS Associates	Architect SVS	8	660.00
15/04/2021	C & W Berrys	Hardware	9	120.00
15/04/2021	SMS	Gate repairs	10	120.00
19/04/2021	SSE	Electric	11	56.58
20/04/2021	Water Plus	Water	12	20.43
20/04/2021	Water Plus	Waste water half payment	13	281.01
22/04/2021	ICO	License	14	40.00
28/04/2021	SSE	Electric Credit	15	- 82.03
30/04/2021	BT	Telephony	16	111.06
				<hr/> 31,472.82

28/04/2021

Euxton Parish Council

23:11

Balance Sheet as at 31st March 2020

31st March 2019

31st March 2020

31st March 2019		31st March 2020	
Current Assets			
6,068	Debtors	11,719	
12,826	VAT Control	9,259	
377,641	Current Bank A/c	419,991	
<hr/>		<hr/>	
396,536			440,968
<hr/>			<hr/>
396,536	Total Assets		440,968
Current Liabilities			
1,803	Creditors	480	
<hr/>		<hr/>	
1,803			480
<hr/>			<hr/>
394,732	Total Assets Less Current Liabilities		440,488
Represented By			
94,394	General Reserve		118,974
22,564	EMR Emergency Fund		22,564
0	EMR Grants In		11,758
65,000	EMR Land Fund		64,419
4,000	EMR Street Machines		4,000
279	EMR Ransnap Brook		279
0	EMR Elections Fund		3,500
201,973	EMR CIL		207,063
6,522	EMR Balshaw Villa		6,132
0	EMR Greenside Pkg Fund		1,800
<hr/>			<hr/>
394,732			440,488

The above statement represents fairly the financial position of the authority as at 31st March 2020 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial
Officer

Date : _____

Euxton Parish Council
Bank - Cash and Investment Reconciliation as at 31 March 2021

Confirmed Bank & Investment Balances
Bank Statement Balances

31/12/2020	Coop - Current	973.09
05/01/2021	Coop - Savings	10,119.28
01/02/2021	TSB - Current	417.18
01/03/2021	TSB - Savings	19,745.31
16/03/2021	Barclays Current	65.00
16/03/2021	Barclays Savings	30,271.67
30/03/2021	RBS Current Account	595.59
31/03/2021	Public Sector Deposit Fund	252,190.44
31/03/2021	RBS Debit Card	4,000.00
31/03/2021	RBS High Interest	73,310.69
31/03/2021	Santander	1,408.47
31/03/2021	Unity Trust (Current)	5,217.03
31/03/2021	Unity Trust (Saver)	22,085.64
31/03/2017		0.00

420,399.39
Unpresented Payments
408.87

419,990.52
Receipts not on Bank Statement
0.00
Closing Balance

419,990.52
All Cash & Bank Accounts

1	Current Bank A/c	419,990.52
2	Petty Cash	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<hr/> 419,990.52

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

EUXTON PARISH COUNCIL
ENTER NAME OF AUTHORITY

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 2021, that:

	Agreed		
	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
			✓

*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

EUXTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	364,769	394,732	<i>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.</i>
2. (+) Precept or Rates and Levies	165,190	164,142	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	31,263	28,439	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	72,536	79,619	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	93,954	67,206	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	394,732	440,488	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	377,641	419,991	<i>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.</i>
9. Total fixed assets plus long term investments and assets	918,366	928,853	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

EUXTON PARISH COUNCIL

CIL Monies Report

Financial Year: 1 April 2021 to 31 March 2022

As at 26/04/21

CIL Income Breakdown Report (1 April 2021 to 31 March 2022)

Date	Location	£
Apr21	18/01193/REM Euxton Mill Phase 8	2,134.38
Apr21	15/00776/FUL Buckshaw Hall Central Avenue BV	4,637.25
Apr21	15/00776/FUL LPI Buckshaw Hall Central Avenue BV	121.12
Apr21	16/00326/REM Balshaw Villa	4,825.87
		<hr/>
		11,718.62

CIL Expenditure Breakdown Report (1 April 2021 to 31 March 2022)

Date	Description/location	£
15/04/21	Drainage works Allotment Site	18,766.00
06/05/21	Drainage works Allotment Site	14,400.00
		<hr/>
		33,166.00

CIL Reconciliation

Date	Description	£ IN	£ Out
2016/17	Total CIL received	69,656.93	
2016/17	Total Expenditure	-	22,480.75
2017/18	Total CIL received		
2017/18	Total Expenditure	-	1,950.00
2018/19	Total CIL receipts	174,092.45	
2018/19	Total Expenditure	-	7,712.47
2019/20	Total CIL received	9,184.73	
2019/20	Total Expenditure	-	18,817.52
2020/21	Total CIL received	7,119.29	
2020/21	Total Expenditure	-	2,030.00
2021/22	Total CIL received	11,718.62	
2021/22	Total Expenditure	-	33,166.00
	Total CIL repaid following notice		-
		<hr/>	<hr/>
		271,772.02	- 86,156.74

CIL Balances / Spending Years

Date	Description	£
2016/17	Outstanding from income to be spent by 2021/22	-
2018/19	Outstanding from income to be spent by 2023/24	157,592.64
2019/20	Outstanding from income to be spent by 2024/25	9,184.73
2020/21	Outstanding from income to be spent by 2025/26	7,119.29
2021/22	Outstanding from income to be spend by 2026/27	11,718.61
		<hr/>
	CIL funds carried forward	185,615.27

* = Installment