

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 19 October 2023, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

Doc. Ref

1. Apologies

2. 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.

3. Minutes of Council Meetings

Approve the signing as a correct record, Full Council of 21 September 2023

4. 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.

5. Statutory Business

Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines

6. Financial Items

6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1

6.2 Receive reports (income, bank reconciliation, budgets) Item 6.2

6.3 Receive the External Auditor Report year ending 31 March Item 6.3

6.4 Insurance cover verbal

6.5 CIL reporting Item 6.5

7. Local boundaries and representation – VT verbal, notes for information Item 7

8. Risk Assessment policy review Item 8

Consider the circulated policy, review the document, update and approve

9. Review the effectiveness of the system of Internal Audit & Internal Auditor Plan Item 9

Consider and review the circulated two documents, update and approve

10. Policy Review: Representative Protocol (returned with changes) Item 10

11. Policy Review: Continuity Plan Item 11

12. 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.

D. Platt
CLERK

Published: 11/10/23

Full Council meetings 2023 - 16 November, 2024 – 18 January, 15 February, 21 March, 18 June

Newsletter deadlines: 09/11/23 for December issue; 07/02/24 for March issue; 08/05/24 for June issue; 07/09/24 for September issue;

Date, Valid, Ref	Description/Location	Comment/Recommendation
Ref. No: 23/00799/CLEUD Received: Thu 21 Sep 2023 Validated: Thu 21 Sep 2023	Application for a certificate of lawfulness for use of building for recreational residential purposes and storage of residential equipment. Land Off Washington Lane Euxton	The premises are still in green belt. There is evidence that there is a lack of horse stabling in Euxton. There also appears to be some inconsistency with the supporting statement. "The stables were used until the death of the horse in late 2022" Notwithstanding the affidavits indicating the consistent use of the stables for social gatherings, not one date is put forward when the gatherings occurred.
Ref. No: 23/00779/FULHH Received: Fri 15 Sep 2023 Validated: Wed 27 Sep 2023	Front dormer extension, including pitched roof, front porch and change of flat roof to pitched roof dormer to rear 3 Yew Tree Avenue Euxton Chorley PR7 6BH	Pitch roof over former flat roof and additional bathroom and porch – no observations
Ref. No: 23/00826/FULHH Received: Mon 02 Oct 2023 Validated: Mon 02 Oct 2023	Single storey rear extension 37 Dorset Drive Buckshaw Village Chorley PR7 7DN	'Family room' extension – no observations
Ref. No: 23/00815/FULHH Received: Wed 27 Sep 2023 Validated: Wed 27 Sep 2023	Replacement porch to front elevation, replacement windows & doors, and new solar array to roof to rear elevation (following demolition of existing front porch) Gleadhill Coach House Dawbers Lane Euxton Chorley PR7 6EA	No observations
Ref. No: 23/00804/REM Received: Fri 22 Sep 2023 Validated: Fri 22 Sep 2023	Application for reserved matters consent (landscaping) pursuant to outline planning permission 20/00837/OUT (Outline application for the erection of a multi-storey car park with only landscaping left as a reserved matter) Land West of Unit K1-K4 Buckshaw Link Ordnance Road Buckshaw Village	Schedule of planting to Landscape multi-storey carpark
Ref. No: 23/00823/FUL Received: Mon 02 Oct 2023 Validated: Mon 02 Oct 2023	Erection of a detached dwelling following demolition of existing stables (re-submission of application 20/01062/FUL) Fairview Runshaw Lane Euxton Chorley PR7 6EX	There are no special circumstances for building a dwelling in this location. There is evidence that there is an under-provision of horse stabling in this area.

Ref. No: 23/00848/FUL Received: Mon 09 Oct 2023 Validated: Mon 09 Oct 2023	Demolition of existing garage and erection of a dwelling (resubmission of 19/00964/FUL) 15 Greenside Euxton Chorley PR7 6AS	The planning application was granted subject to the proposal starting prior to 6/12/22. The proposal appears to locate the 'wheely bins' on the front face of the proposed building. EPC recommends that location for bins should be behind the building line.
Ref. No: 23/00810/FULHH Received: Tue 26 Sep 2023 Validated: Fri 06 Oct 2023	Single storey rear extension 6 Wiltshire Grove Buckshaw Village Chorley PR7 7HT	No observations
Ref. No: 23/00475/MNMA Received: Wed 07 Jun 2023 Validated: Thu 15 Jun 2023	Minor non-material amendment to planning permission 14/00927/OUTMAJ (Section 73 application to vary condition no. 30 (Construction of main access road)) of planning permission no. 13/00126/OUTMAJ to enable re-positioning of the main access road through the site) to add an approved plan to condition 30 to show bus stop locations. Former BAE Site Group 1 Parcel C1 And C2 Central Avenue Buckshaw Village	No observations

List of Payments made between 22/09/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/09/2023	Various	173	6,586.89		Salaries Sept 2023
25/09/2023	Primrose Hill Primary School	175	1,200.00		ECO Challenge
25/09/2023	Balshaw Lane CP School	176	5,000.00		ECO Challenge
30/09/2023	PKF Littlejohn LLP	174	75.00		Audit fee
30/09/2023	PKF Littlejohn LLP	BACS	681.00		Ext.Audit
30/09/2023	Peoples Pension	177	245.02		Pensions Aug23
30/09/2023	Water Plus	178	5.20		Water
30/09/2023	Plusnet	179	7.49		Mobile
30/09/2023	Southern Electric	180	76.06		Electric S'port Rd
30/09/2023	Unity Trust Bank	181	18.00		Bank charge
30/09/2023	Microsoft	182	19.99		Office365
30/09/2023	Royal British Legion	183	83.94		Flags
30/09/2023	Post Office Limited	184	187.50		Postae
30/09/2023	Microsoft	182A	60.00		Office365
01/10/2023	Easy Websites	185	98.40		Website & Emails
01/10/2023	Plusnet	186	7.49		Mobile
01/10/2023	Chorley Business & Technology	187	444.00		Office
12/10/2023	Play & Leisure Ltd	BACS	0.11		Parts
19/10/2023	TESCO	188	15.01		Fuel
19/10/2023	Arthur J Gallagher Insurance	189	6,693.62		Insurance
19/10/2023	I P Jones Fencing	190	289.80		Lock at Allot
19/10/2023	Leaflet Delivery UK	191	360.00		Newsletter distribution
19/10/2023	Lancashire County Council	192	957.60		SPID fitting x2
19/10/2023	Studholme Bell Ltd	195	223.20		Salary services
19/10/2023	Post Office Limited	196	2.60		Fees
19/10/2023	HMRC	197	1,525.24		Tax&NI Oct23
19/10/2023	Various	198	6,621.37		Oct23 salaries
20/10/2023	Water Plus	193	51.13		Water
20/10/2023	Water Plus	194	32.77		Water
20/10/2023	RBS Bank	199	3.15		Bank chgs
Total Payments			<u>31,571.58</u>		

**Bank Reconciliation Statement as at 30/10/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
RBS Current Account	31/08/2023		593.82
RBS High Interest	30/09/2023		61,746.23
RBS Debit Card	30/09/2023		4,000.00
Public Sector Deposit Fund	31/08/2023	64	137,303.96
Unity Trust (Current)	30/09/2023	68	6,134.33
Unity Trust (Saver)	30/09/2023	51	111,872.36
TSB	01/05/2023	50	0.01
Co-op	05/04/2023	19	1.41

321,652.12

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
01/10/2023 185 Easy Websites	98.40
01/10/2023 186 Plusnet	7.49
01/10/2023 187 Chorley Business & Technology	444.00
19/10/2023 188 TESCO	15.01
19/10/2023 189 Arthur J Gallagher Insurance	6,693.62
19/10/2023 190 I P Jones Fencing	289.80
19/10/2023 191 Leaflet Delivery UK	360.00
19/10/2023 192 Lancashire County Council	957.60
19/10/2023 195 Studholme Bell Ltd	223.20
19/10/2023 196 Post Office Limited	2.60
19/10/2023 197 HMRC	1,525.24
19/10/2023 198 Various	6,621.37
20/10/2023 193 Water Plus	51.13
20/10/2023 194 Water Plus	32.77
20/10/2023 199 RBS Bank	3.15

17,325.38

304,326.74

Receipts not Banked/Cleared (Plus)

0.00

0.00

304,326.74

Balance per Cash Book is :-

304,326.74

Difference Excluding Adjustments is :-

0.00

Adjustments to Reconciliation

17/09/2020 112	TESCO	0.00
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0.00

Unreconciled Difference is :-

0.00

Current Bank A/c

Receipts received between 01/09/2023 and 31/10/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 01/09/2023	120.00						
	Churches Together	120.00			1090	120	120.00	Advert
	Banked 01/09/2023	-120.00						
	Churches Together	-120.00			1090	120	-120.00	Advert
	Banked 05/09/2023	1,530.00						
	Manchester ACE	1,530.00			1570	200	1,530.00	Manchester ACE
	Banked 05/09/2023	1,530.00						
	Manchester ACE	1,530.00			1570	200	1,530.00	Shop contract
	Banked 05/09/2023	-1,530.00						
	Manchester ACE	-1,530.00			1570	200	-1,530.00	Repeat
	Banked 12/09/2023	642.00						
	Euxton WI	642.00			1100	200	642.00	Donation
	Banked 12/09/2023	642.00						
	Euxton WI	642.00			1100	200	642.00	Donation
	Banked 12/09/2023	-642.00						
	Euxton WI	-642.00			1100	200	-642.00	Donation
	Banked 15/09/2023	200.00						
	Ainsworth & Parkinson	200.00			1090	120	200.00	Advert
	Banked 15/09/2023	200.00						
	Ainsworth Park	200.00			1090	120	200.00	Advert housing
	Banked 15/09/2023	-200.00						
	Ainsworth Park	-200.00			1090	120	-200.00	Advert
	Banked 29/09/2023	71.37						
	RBS	71.37			1080	220	71.37	Interet
	Banked 30/09/2023	850.14						
	Unity Trust	850.14			1080	220	850.14	Interest
Total Receipts:		3,293.51	0.00	0.00			3,293.51	

Detailed Income & Expenditure by Budget Heading 19/10/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>100 Employees</u>						
4000 Employees	(56,960)	(110,000)	53,040		53,040	
<u>120 Housekeeping</u>						
1090 Income Publicity	679	0	(679)			
4010 Payroll Services	(372)	(1,000)	628		628	
4020 Office Premises	(2,590)	(5,000)	2,410		2,410	
4070 Mileage	(1,442)	(3,000)	1,558		1,558	
4075 Employee Training	(177)	(3,500)	3,323		3,323	
4080 General Office	(3,126)	(5,300)	2,174		2,174	
4090 Communications	(2,914)	(4,300)	1,386		1,386	
4100 Insurance	(6,694)	(6,500)	(194)		(194)	
4120 Audit	(1,003)	(1,500)	498		498	
4130 Legal Fees/Planning Investig	0	(3,000)	3,000		3,000	
<u>140 Council</u>						
4211 Councillor Training	(35)	(500)	465		465	
<u>160 Grants/S137</u>						
1100 Grants and Donations RCVD	1,709	0	(1,709)			
4250 Grants	(12,283)	(11,795)	(488)		(488)	11,200
4260 Christmas Celebrations	0	(1,500)	1,500		1,500	
<u>180 Special Events/Projects</u>						
4300 Euxton Gala	(3,829)	(4,500)	671		671	
4310 Road Safety/SPIDs	(3,500)	(3,500)	0		0	798
4340 Community Engagement	0	(2,500)	2,500		2,500	
4350 ECO/Trees/Foot/Cycle	0	(5,000)	5,000		5,000	
4380 Heritage Projects	0	(2,000)	2,000		2,000	
4390 Defibrillator Project	(3,013)	(6,210)	3,197		3,197	
4410 Royal Celebrations	(71)	(10,000)	9,929		9,929	
4420 S	330	0	330		330	
<u>200 Amenity/Utility</u>						
1100 Grants and Donations RCVD	1,084	0	(1,084)			
1550 Income Allotments	3,306	0	(3,306)			
1570 Income RRM	3,780	0	(3,780)			
4500 Utilities	(1,632)	(3,000)	1,368		1,368	
4510 Gardens/Planting/Competitions	(1,271)	(10,000)	8,729		8,729	
4520 Allotments	(2,607)	(15,003)	12,396		12,396	
4530 Millennium Green	(6,318)	(8,000)	1,682		1,682	
4540 All Purpose Committee	0	(2,500)	2,500		2,500	
4560 Multi/All Weather Greenside (n	(1,644)	(24,560)	22,916		22,916	1,644
4570 Amenity/Open Space RRM	(165,847)	(40,000)	(125,847)		(125,847)	156,455

Detailed Income & Expenditure by Budget Heading 19/10/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4581 War Memorial	0	(500)	500		500	
4585 Street Sweeping Machine Fund	0	(4,500)	4,500		4,500	
4590 Yarrow Valley Path	0	(5,000)	5,000		5,000	
<u>220 Other</u>						
1076 Precept	178,200	0	(178,200)			
1080 Bank Interest Received	4,345	0	(4,345)			
1620 Income CIL	144,404	0	(144,404)			
4600 Chapel Brook	0	(20,000)	20,000		20,000	
Grand Totals:- Income	337,506	0	(337,506)			
Expenditure	276,996	323,668	46,672	0	46,672	
Net Income over Expenditure	60,510	(323,668)	(384,178)			
plus Transfer From EMR	170,097					
Movement to/(from) Gen Reserve	230,607					

Report to Euxton Parish Council for 2023/24 ½ Year (April to September)

Community Infrastructure Levy

Overview of how to allocate CIL receipts to Local Communities / Parishes / Town Councils

Local authorities must spend the levy on infrastructure needed to support the development of their area, and they will decide what infrastructure is needed. The levy is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development.

The table below is a quick guide on how the CIL is allocated to Parish / Town Councils, or how it is allocated in the event of no Parish / Town Council.

Parish Council ✓ Neighbourhood Plan ✓ = 25% uncapped, paid to Parish	Parish Council ✓ Neighbourhood Plan ✗ = 15% capped at £100/dwelling, paid to Parish
Parish Council ✗ Neighbourhood Plan ✓ = 25% uncapped, local authority consults with community	Parish Council ✗ Neighbourhood Plan ✗ = 15% capped at £100/dwelling, local authority consults with community

Follow the link below for details on CIL allocations:

[Spending the Levy](#)

CIL Overview

Civil Parishes:	28 Oct Total Payment Actual	28 April Total Payment Forecast
Euxton	£18,507.80	£44,123.21

CIL Breakdown

CP Area	Planning App Ref	Amount Received 1 Apr - 30 Sept	Amount Expected 1 Oct - 31 Mar
Euxton	22/00317/FUL	£3,808.39	£0.00
Euxton	21/01475/FULMAJ	£14,699.41	£44,098.24
Euxton	21/01475/FULMAJ LPI	£0.00	£24.97

LPI = Late payment Interest. Late payment Interest against a development is only calculated once payment for CIL is actually cleared.

Please note:

- 1) A Manual Payment Voucher for the total amount of CIL due will be raised by no later than 28 October 2023.
- 2) Regarding the Community Infrastructure Levy, this report details monies to be paid and monies forecast. However, the forecast may change dependent upon instalments being defaulted / appeals / or developments notifying us of commencement / Late Payment Interest being applied etc.

EUXTON PARISH COUNCIL

CIL Monies Report

Financial Year: 1 April 2023 to 31 March 2024

CIL Income Breakdown Report

Date	Location	£
Apr23	21/01142/REM Euxton Mill, unit ?	£212.40
Apr23	20/01341/REM LPI Euxton Mill, unit ?	£10.36
Apr23	21/00635/REMMAJ Land between Pear Tree/School Ln	£144,022.91
Apr23	21/00635/REMMAJ Land between Pear Tree/School Ln LPI	£157.83
		<hr/>
		144,403.50

CIL Expenditure Breakdown Report

Date	Description/location	£
15/06/23	Kompan (Balshaw Play area 3)	64,101.00
20/07/23	Kompan (Greensde All Weather ball court)	79,881.95
21/09/23	School ECO Fund Challenge	5,000.00
21/09/23	School ECO Fund Challenge	1,200.00
21/09/23	Kompan (Balshaw Play area 3) retention released	1,643.62
		<hr/>
		151,826.57

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	-	218,781.28
2022/23	Total CIL received	62,102.32	
2022/23	Total Expenditure		0
2023/24	Total CIL received	144,403.50	
2023/24	Total Expenditure	-	151,826.57
	Total CIL repaid following notice		-
		<hr/>	<hr/>
		478,277.84	- 423,598.59

CIL Balances / Spending Years (less expenditure)

Date	Description	£
Oct-22	Outstanding unspent (allocations see CIL123 list)	62,102.32
Apr-23	Outstanding unspent (allocations see CIL123 list)	144,403.50
		<hr/>
	CIL funds carried forward	54,679.25

Balance 54,679.25

* = Installment

Item 6.5

Euxton Parish Council

as@ October 2023

CIL 123 LIST

£

Requests against CIL receipts

Yarrow Valley path system	15,000	
Primrose Hill play area refurb		tbc
Southport Road project		tbc
	<hr/>	
	15,000	

CIL receipts received/anticipated

		Remaining
October 2022 (received)	62,102	
April 2023 (received)	144,404	
	<hr/>	
	206,506	54,679
October 2023 (projected)	18,508	
April 2023 (projected)	44,123	
	<hr/>	
	62,631	62,631
		<hr/>
		117,310

Boundaries and representation - Euxton South

Members will recall that some time ago, I'm not sure when, Council discussed a proposal by the Boundaries Commission to alter the Chorley MB ward boundaries in Euxton Parish, the main change being to detach Euxton South from the rest of Euxton and place it in a ward with Mawdesley and Croston. The Boundary Commission's purpose was primarily to make the size of parliamentary constituencies more even.

Council was concerned about the local Chorley Council issues, feeling that the divorce of Euxton South from the rest of Euxton and its grouping with relatively remote and unconnected villages was rather unsatisfactory. The change was rather reluctantly accepted.

What I had not realised at the time, and I don't know how many other members were in the same position, was that Euxton South did not only become divorced from Euxton insofar as local Council elections were concerned but it also changed its parliamentary constituency. In future general elections Euxton South will be in the South Ribble constituency. For three Parish Councillors their MP will be the member for South Ribble. Of course, Mawdesley and Croston were previously in South Ribble, although I was not aware of that.

I realised when the recent local council elections were held, following the death of Cllr Iddon, that Euxton South had moved into South Ribble (although it was not relevant to the local elections). I have since spoken to several friends and neighbours and not one of them realised that they would, in future, be in South Ribble constituency. I suspect that the vast majority of Euxton South electors are unaware of this.

I do wonder if members of this Council realise that, in future, part of the Parish will be voting for a different MP. There may be issues for the Council as a result. I don't know what the etiquette of these matters is but I could, for example, see the Council wish to have some event taking place on Millennium Green, say a conservation project, to which we might want to invite our MP. But the Millennium Green will be in South Ribble constituency.

However, this is not my particular concern. Let me explain what is. Euxton South is now in the Chorley constituency for which Sir Lindsay Hoyle is, of course, the MP. At the next general election, assuming that Lindsay Hoyle continues as speaker, he will either be returned unopposed or he will only face candidates from minor parties. Electors from most of Euxton will either not need to vote or may be disinclined to vote simply because they consider that Lindsay Hoyle is going to win easily. At the last general election, where he faced two candidates from minor parties, the turnout in Chorley was 51% (and his majority was still over 17000). In South Ribble turnout was 71%. The fact that the current Chorley MP is the Speaker is a significant difference from other locations where a parish council is split under otherwise similar circumstances.

Unless electors in Euxton South do realise that their vote is fully relevant they may be less inclined to use it. Of course, the candidates at future elections will distribute their literature which, if read, will make it plain that they are standing for the position of MP in South Ribble. This may be effective but my view is that many will find it highly confusing and many will still believe that they are still in the Chorley constituency.

I do not regard this as a party-political issue. Rather, I consider that the residents of Euxton, and particularly Euxton South, regardless of their political leanings, could and should be better informed such that they are clear as to their new role in national elections. I also believe that the Parish Council is in a position to assist in this primarily through its newsletter.

Since I first raised this matter, the Clerk has placed an item in the September Newsletter (the first opportunity since the new boundaries were fixed) setting out the various local boundaries and containing the information that I wish to see residents provided with. However, I would suggest that, in this rather dry form, the message about the change in parliamentary constituency, is unlikely to be noticed by many residents. I feel we could do better to ensure that residents are aware of the change.

If Council is minded to agree with me, I would suggest that we place a further article in the next edition of the newsletter where this change is given a high profile. An article under the headline of, say, **“Residents of Euxton South will vote to elect the South Ribble MP at the next election”** could, for example, contain a letter from the two Euxton South councillors to the Clerk presenting the matter and explaining who is affected. Such an article could be of interest to the full parish whilst being of particular relevance to Euxton South.

Councillors may feel that there is no need for the Council to help ensure that residents are fully informed of this important and major change or may feel that there are other ways of doing it. If Council is minded to agree with my view I would, if required, prepare a draft article for consideration at the next meeting or, if Council prefers, to agree an article with the Clerk.

Vyn Thornhill

7. Local Boundaries and Representation

Below is some information which has recently been circulated:

September 2023 newsletter article, front page and page 5

Local boundaries and representation

In the last few years there have been some changes in some of the electoral ward boundaries and the recently approved parliamentary boundary changes have added to some confusions for residents.

See report on page 5 for information about where you live and who represents you.

Local boundaries and representation

...continued from front page

Euxton is served by a number of levels of Government. We have covered any changes in our newsletters previously, when there have been consultations or changes but, here is a reminder.

– A Parish or Town Council (Local Council) is closest to the people and often operate on a village footprint. Here it's Euxton Parish Council.

– Above this is a Borough Council operating a whole district, Chorley Council controls from town centre, outward to its outlying villages.

– Next up is a County Council which for us is Lancashire, which has a whole Lancashire footprint.

– Then there is Government where we elect an MP (member of parliament) to represent us in the Houses of Parliament where Government is run from.

Chorley Borough Council underwent an electoral boundary review which was enacted at the 2021 elections (after the 2020 elections were moved to 2021). This review presented some issues for Euxton as it was separated into three different Borough areas, with three different sets of 3 councillors (that's 9) looking after Euxton - 3 in each ward area.

Euxton is divided into 3 Chorley wards called: Euxton; Buckshaw & Whittle; Croston, Mawdesley & Euxton South - each having 3 Councillor representatives.

Euxton Parish Council was reviewed in the same Electoral boundary review as Chorley and was split to align to Chorley's wards.

Euxton's wards changed to: Euxton; Euxton South; Euxton Buckshaw. The 18 representatives for Euxton Council are always contained in this newsletter and are on Page 8.

Lancashire County Council structure is slightly simpler as the whole of Euxton is within one area, called a division, which is covered by one County Councillor and this division is called Euxton, Buckshaw & Astley.

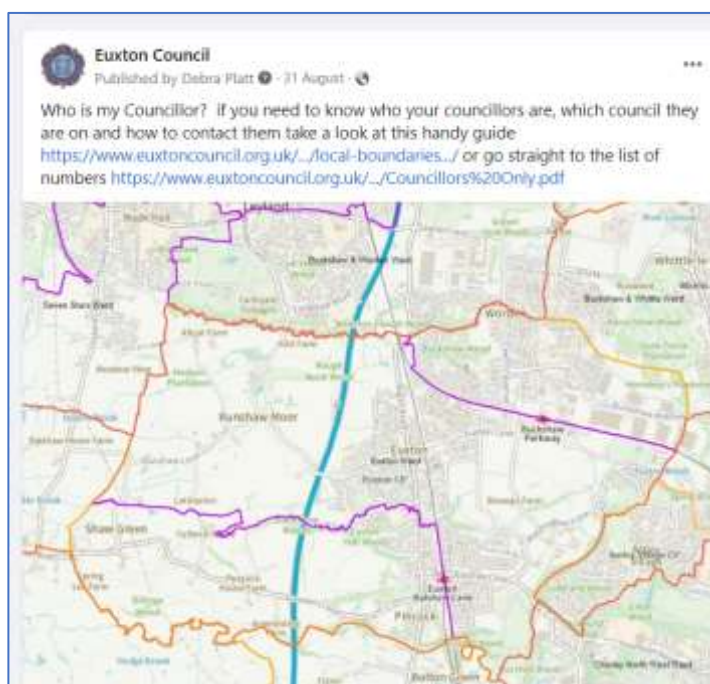
Member of Parliament (MP) this is a higher level of representation and your elected MP sits as a member of Government at Westminster. Currently Euxton is within the 'Chorley' constituency, covered by one MP. In late June 2023, after a few rounds of consultations, which were covered in our newsletters, the new parliamentary boundary structure was agreed.

The 'Euxton South' part of Euxton, which was put in a neighbouring Chorley Council ward (see above) will now fall into the South Ribble constituency, with the remainder of Euxton in the same constituency as before.

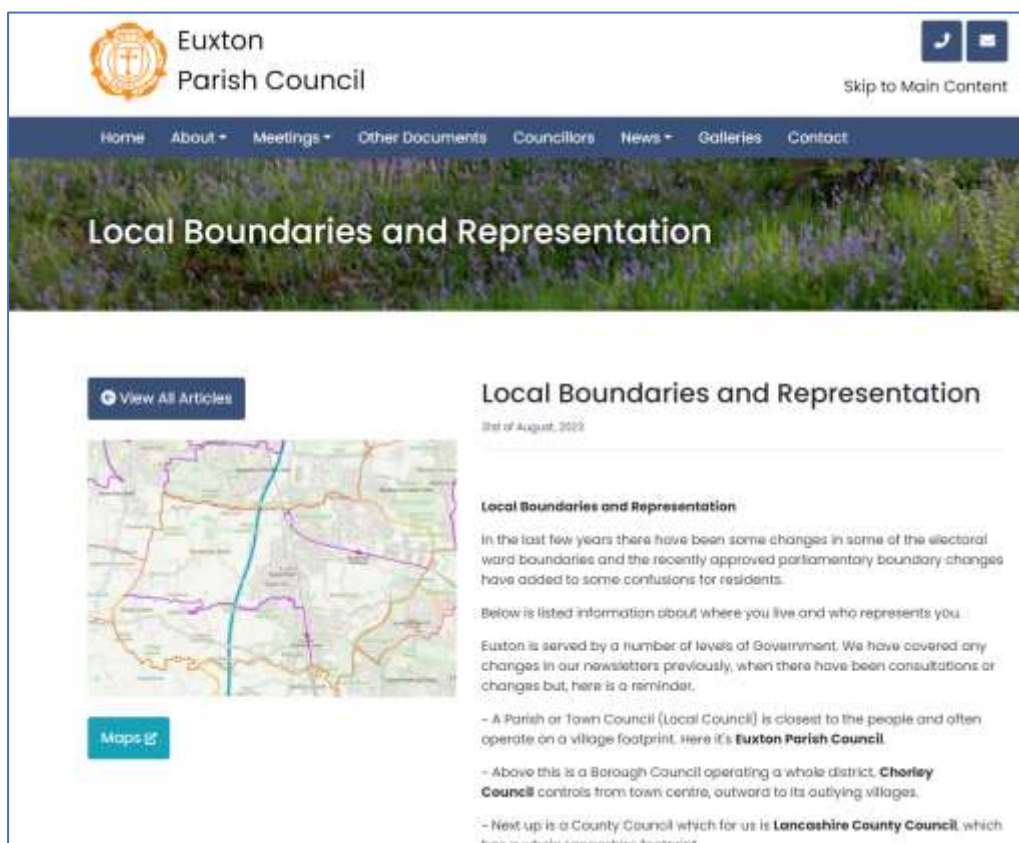
These changes of course will not happen until the next General Election - which is when the whole country goes to election to choose new MPs who then go on to form the next Government.

All the Councils noticeboards advertise all the parish councillors, borough and county councillors and the MPs details and are updated whenever there is a change of Councillor/ward/details etc. The newsletters often runs articles explaining the work and roles of Euxton parish/borough/county/MP's. More is available on the parish councils website.

Social media post – Facebook and X



Website link points to this



Euxton Parish Council

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Local Boundaries and Representation

1st of August, 2022

[View All Articles](#)

Local Boundaries and Representation

In the last few years there have been some changes in some of the electoral ward boundaries and the recently approved parliamentary boundary changes have added to some confusions for residents.

Below is listed information about where you live and who represents you.

Euxton is served by a number of levels of Government. We have covered any changes in our newsletters previously, when there have been consultations or changes but, here is a reminder.

- A Parish or Town Council (Local Council) is closest to the people and often operate on a village footprint. Here it's **Euxton Parish Council**.
- Above this is a Borough Council operating a whole district, **Chorley Council** controls from town centre, outward to its outlying villages.
- Next up is a County Council which for us is **Lancashire County Council**, which has a whole Lancashire footprint.

[Maps](#)

Website lists this page, also linked from Socials

Who is my Councillor?

EUXTON PARISH COUNCILLORS

Euxton Ward

Cllr Patricia Fellows T: 277213
 Cllr Ian Harner T: 267280
 Cllr Eric Jones T: 265013
 Cllr Paul Morton T: 07771 848604
 Cllr Andy Oddy T: 07717 895242
 Cllr Rebecca Peers T: 277821
 Cllr Dez Rigg T: 273686
 Cllr Helen Tune T: 411711
 Cllr Steve Walker T: 07766 395316
 Cllr Barry Williamson T: 460168
 Cllr Joan Williamson T: 460168

Euxton Buckshaw Ward

Cllr Barrie Duckworth T: 07580 247222
 Cllr Neil Hall T: 07557 885210
 Cllr Cheryl Parker T: 07894 966145
 Cllr Katrina Reed T: 271199
 Cllr Aidy Riggott T: 07585 633025

Euxton South Ward

Cllr Sam Hoyle T: 267845
 Cllr Vyn Thornhill T: 264550

CHORLEY BOROUGH COUNCILLORS

Euxton ward

Cllr Joan Williamson T: 07879 496408
 E: joan.williamson@chorley.gov.uk
 Cllr Danny Gee T: 01257 260947
 E: danny.gee@chorley.gov.uk
 Cllr Tom Gray T: 01257 411814
 E: tom.gray@chorley.gov.uk

Croston, Mawdesley & Euxton South ward

Cllr Alan Platt T: 079 6000 3401
 E: alan.platt@chorley.gov.uk
 Cllr Craig Southern T: 07831440556
 E: craig.southern@chorley.gov.uk
 Cllr Debra Platt T: 079 6000 3199
 E: debra.platt@chorley.gov.uk

Buckshaw & Whittle ward

Cllr Aidy Riggott T: 07585 633025
 E: aidy.riggott@chorley.gov.uk
 Cllr Samantha Martin T: 07714 845219
 E: samantha.martin@chorley.gov.uk
 Cllr Dedrah Moss T: 07811 818997
 E: dedrah.moss@chorley.gov.uk

LANCASHIRE COUNTY COUNCILLORS

Euxton, Buckshaw & Astley Division
 Cllr Aidy Riggott T: 07585 633025
 E: aidy.riggott@lancashire.gov.uk

MEMBER OF PARLIAMENT

Chorley MP - Sir Lindsay Hoyle MP
 T: 0207 219 3515 or 01257 271555
 E: hoylel@parliament.uk

Previous circulations of information/consultations:

From a Parish Council point of view we do feature boundary consultations and changes and this is what we have done in the last few years on them:

- it was reported in the March 2019 newsletter how the new **Borough** boundary changes which should have happened May 2020 but then were moved to May 2021 (due to Covid). This of course can be repeated. (page 5 <https://www.euxtoncouncil.org.uk/uploads/otherDocuments/files/March%202019.pdf>)

- the changes for the **Parish** boundaries which came out of the review above were reported on in March22 newsletter because they were only coming in to force at the May 2022 elections (page 2 <https://www.euxtoncouncil.org.uk/uploads/otherDocuments/files/March2022.pdf>).

Previous to this the consultation for the Borough and Parish boundaries was featured (page 3

Dec2018 <https://www.euxtoncouncil.org.uk/uploads/otherDocuments/files/November%202018.pdf> then in 2019 above)

- the **parliamentary** boundary changes were only agreed recently (in late June 2023) so can now be reported in a future newsletter.

(https://commonslibrary.shinyapps.io/new_constituencies_insight/)

Featured in Sept23 newsletter

All the Councils noticeboards advertise **all** the parish councillors, borough and county councillors and the Chorley MP details and are updated whenever there is a change of person/ward/details. The newsletters have also run articles explaining the work and roles of parish/borough/county in Euxton.

Euxton Parish Council does keep residents abreast of the changes, advertises everyone on its noticeboards, and in all its newsletters carry on the back page all the parish councillors and their ward details.

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
FINANCE RISKS							
1	Financial book-keeping and processes	Ensuring the Council's book-keeping is accurately carried out. VAT accounted for and recovered. Employee Tax/NI paid.	Electronic finance system from 1 April 2017. System accounts for VAT with simple printable claim form. 2018/19 first year of accounting on Receipts & Payments sytem Tax/NI informed by salary services and paid.	Ensure time is available to receive any updating training on the accounting system to ensure Accounts are completed on time.		G	Clerk suggested review of accounting system Jul23 - referred to All Purposes Committee - if change to be done needs to be by 1 April 2024
2	Bank and banking	Keeping to FSCS protection, keeping control of numerous accounts	Council reviewed and adjusted the Financial Regulations 17/09/20. Regular checks are preformed and internal Cllr audit system in place.	Ensure transfers are carried out to keep balances at £75K per account or below.		G	Close any bank accounts not used - 2 left
3	Bank and banking	Debit card	Council has Financial Regulations which set out the processes. Debit Card (new in Jul16) replaced in Sept22 with Barclaycard - Clerk with its own pin number	Review new card and cancel RBS Debit card when review ok	Trialed Barclaycard but it was not suitable for EPC. Account closed.	G	
4	Salaries and associated costs	Salary paid / calculated incorrectly Pension process mistakes	Council outsources its salary process (from Apr16). Pension provision was decided through a professional company and administered by salary services company	Process of external salary provider works well.		G	
5	Election costs	Risk of cost from an election or Parish Poll if one took place	Council budget for such occurrence and so the risk impact is low, the prospect cannot be lowered as it is a democratic process, rather than a choice. Impact low as long has a budget set aside.	Review budget amount each year to ensure it is current. Review whole budget at precept prior to election year (next May26)	In budgets as an EMR	G	
6	Annual audit (Internal)	Appointment of Internal Auditor and scope of work	The Council appoints an Internal Auditor annually. It carries out a 'Review the Effectiveness of the system of Internal Control' annually.	Auditor re-appointed for y/ending 2022/23	Electronic audit works well. Suggest EPC retains JDH Business Services for Audit.	G	Agenda - to re-appoint JDH audit
7	Annual audit (External)	Failing to supply the correct information for the External Auditor, risk of receiving an 'Intermediate Audit'. Failure to close accounts by 30/9	External Auditor is appointed for the Council. It specifies the information to be submitted. Risk of getting an Intermediate Audit cannot be mitigated it is the External Auditors random choice.	External Auditor contract was re-let by SAAA (the appointing body) - remains with PKF		G	
18	Fraud	Fraud by staff. Actions undertaken by staff	Insurance in place, Employee Guidelines, Continuity Plan, H&S guidelines, Fraud/Corruption Detection and Prevention, Financial Regulations policies are all in place. Fidelity insurance set at higher level.	Fidelity Insurance @£600K - 3 year deal void. Began single years cover from Oct21	Reviewed Fraud policy Jul22	G	

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
9	Supplier Fraud	Risk of supplier details being incorrect, replaced fraudulently, paying incorrect company	Financial Regs gives instructions at: 5.12 & 6.17	Change of bank details needs to be checked by 2 members. A programme of regular checks of standing data with suppliers		G	Cleansing of old suppliers on the electronic bank system needs to be carried out - ongoing process.
OPERATIONS RISKS							
10	Legionella in Council buildings	Risk of Legionnaires being in the water pipes	Tests with special temperature meters take place weekly/monthly/quarterly by trained staff. A report sheet is completed for every test on every item of equipment (ie, taps, showers etc) and submitted to Clerk for archiving.			G	
11	Pavilion Building	Risks of break in, damage, poor maintenance, theft, fire, flood. Cleanliness for Covid.	Insured. Checked regularly (6 days a week) by employees and damages reported. Users also monitor and report problems. PPE and cleaning products bought for building. Users have own plan and RA.	Continue with inspections and reports. Cleaning regime in practice.		G	Valuation of the pavilion needs updating for Insurance policy to ensure risks/costs covered
12	Lighting at Skate Park	Risks of abuse, litter, noise or vandalism of items	Insured. Checked 6 days a week by employees (as above). Annual professional inspection report.	Continue with inspections and reports.		G	
13	Amenity facilities - Inspections and repairs of skate park, play areas, other areas	Risk created from poor repair, litter left or dangerous items, equipment damage, items need repair. Personal injury.	Insured. All public amenity land and equipment is inspected beyond Insurers requirements, quarterly by a Borough inspector, weekly by trained employees who submit written inspection report for this action. Annual Inspection report. Vandalism cannot be anticipated and can be dangerous.	Ensure weekly/ quarterly/ annual inspections carried out. Actions required reported on these reports are carried out.		G	
14	Equipment storage	Loss due to theft, damage, damp, fire etc	Equipment insured, storage area is checked and adequate for purposes	Existing procedure adequate.		G	
15	Street furniture - Notice boards, seats, planters, signs etc	Risk/damage/ injury to third parties, Road side safety	Locations have approval by relevant parties, some are covered by insurance. Inspected regularly by the Clerk or caretakers. Employees mindful of roadside safety when working. Visual inspections when passing by employees. Risk of vehicle collision cannot be reduced.	Existing procedure adequate.		G	
16	Email system for Councillors	Hacking, bugs or virus, mis-information, mis-representation - financial risk of action or damage to equipment	The Councillor email addresses are password protected. Councillors who have Euxton email have guidance/training and agreed their own equipment has virus protection on it.	All current Cllrs have a Council email. System works well.	Reports of some spam and phishing but not much - no more than any other email address - report to provider to check.	G	Council has asked for a review of provider - All Purposes Committee

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
17	Project Management	New Projects - guidelines not specified or outcomes not set, overspend or lack of control of the project	Council devised a Project Management Form for new projects to complete which covers all the necessary requirements	Ensure the template document is completed for projects	Review documents with gateways/regular progress review points - when there are current projects	G	
18	Project Management	Tender process	Council has Financial Regulations in place which set out the processes.	Ensure regulations are referred to prior and during large project to ensure compliance.	Monitor new projects to assess against new regulations and review regulations if changes are	G	
18a	Meeting location	Adequacy of venue, Health & Safety of venue for members of the public, visitors, employees and Councillors	Council Meetings are normally held at Euxton PC Community Centre. The premises and the facilities are considered to be good for the Clerk, Councillors and Public. Any problems will be reported. Other venues would need to be H&S checked for access and working conditions.	Existing location adequate.		G	
18b	Meeting location	as above	Committee meetings have been held at the CBTC venue	Location adequate.			
19	Risks and risk assessments	Risks of buildings, work tasks, visitors, staff	Risk assessment of materials, equipment, duties, roles, etc. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with procedures. Equipment is only used by employees who have undergone training required for use. Insurance for staff and equipment is covered.	Risk assessments undertaken. Lone working training undertaken by all staff June/Jul2017 Personnel Committee reviewed all risk assessments done by ETJ.		G	Check for review dates
LEGALITIES RISKS							
20	Legal powers	Illegal activity or payments	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. Councillors can request advice.	Follow procedures and Clerk to check Power references and seek advice for new or unusual projects. Refer to Financial Regulations		G	Council could consider attaining the General Power of Competence - this allows Councils more flexibility on legal powers
21	Statutory notices	Risk of accuracy and legality of notices such as Agenda/Minutes	Most Council notices follow legislation, guidance in the Communications Policy and the Clerk's legal reference book.	Clerk training and reading materials to be kept up to date		G	
22	Data protection and data processing	Policy, Provision, failing	The Council is registered with the Data Protection Agency and follows guidance supplied by the Info Commissioner.	Registration is renewed annually. Ensure that the Council is following the guidance.	Council appointed a GDPR Lead Member Cllr A Oddy. Legislation changed 2018 - working through compliance and rules presently	Y	Still some policies to finalise

Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact.

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
23	Freedom of Information Act	Policy, Provision, failing	The Council has a 'model publication scheme' in place.	Monitor requests made under the FOI Act. Ongoing.		G	Check for review dates
CONTINUITY/PROTECTION							
24	Business continuity	Business interrupted due to paper records loss	Essential paper items scanned (electronic). Electronic financial files are backed up. Cloud storage in place/continuous back up for electronic files. Access for Chair/VC is set up and in event of a Clerk absence all info in 'Continuity' file goes to them. Retention list advises where documents/access for items is located (15/09/16)	Check essential papers are kept. Check 'Retention List' up to date. Check Cloud subscription up to date. Check PC back-ups taken. Check 'Continuity' file up to date regularly.		G	Business Continuity Policy review Sept23
25	Business continuity	Clerk incapacitated/unavailable for a period of time.	Council has a Deputy Clerk (designate) who can cover. No pre-arranged provision for cover if both unavailable. Chair/VC can take enquiries. In absence the Chair/VC will receive 'Continuity' file.	Needs to be reviewed and updated		G	
26	Business continuity	Risk of loss of internet access at Clerk's home and so unable to perform works	Internet is with reputable provider. Access can be gained to records via another venue eg. Library or community centre wifi, or Council's mobile or personal BB temporarily.	Review if this ever happens of how effective back-up measures have been. Not happened within year.		G	
27	Confidentiality	Protection of Council information and files.	Council lap-top is password protected, as is the email system and www update system. Files are backed up on Cloud, which is password protected. The lap-top has up-to-date Virus protection on it.	Ensure subscriptions are kept up-to-date		G	
28	Insurance	Risk of inadequate insurance cover and the Council's compliance	Council reviews its cover regularly and monitor its assets annually. Internal Cllr Audit in place to satisfy Fidelity Insurance Cover.	Due to an outstanding claim the insurance cover was retained with the same company in 21~22, 22~23, 23~24	Needs review when claim has been settled at the next renewal date.	Y	

APPENDIX A - 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/Council via a report. - Auditor does not have any other role within the 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"> - RFO 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 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 Council. - Internal Auditor has reported in accordance with the plan. 	Yes
		Yes
		Yes

APPENDIX B - 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 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 Council to achieve its objectives	Demonstrated through positive 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

Reviewed by Council, Council Meeting Date: 19/11/23

REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

Item 9

AUDIT PLAN INTERNAL AUDITOR

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	<ul style="list-style-type: none"> - Has the Council formally adopted standing orders and financial regulations? - Has a Responsible Financial Officer been appointed with specified duties? 	
b) Payment controls	<ul style="list-style-type: none"> - 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 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 Council prepared an annual budget in support of its precept? - Is actual expenditure against the budget regularly reported to the 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 District Council's notification? - Are security controls over cash adequate and effective? 	
Petty cash 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? 	N/A
Payroll controls	<ul style="list-style-type: none"> - Do salaries paid agree with those approved by the Council? - Are other payments to the Clerk reasonable and approved by the Council? - Has PAYE/NIC been properly operated by the Council as an employer? 	N/A
Asset controls	<ul style="list-style-type: none"> - Does the 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? 	N/A
Project Management Practices	<ul style="list-style-type: none"> - Review projects against Project Management Plans 	
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? 	

Reviewed by Council, Council Meeting Date: 19/11/23

REPRESENTATIVE PROTOCOL

Guidelines for Councillors representing the council on another body and/or within the village

Scope

It is of paramount importance that Councillors represent both the Council and themselves in the correct manner to ensure that both are not mis-quoted or misrepresented and views belonging to one or the other are not confused in conversations or meetings.

Situations

Councillors may be requested, or volunteer to be, a Council representative on another body. This could include attending a group as the Council's representative or, attending a meeting of another authority as the Council's representative to pass on information or ask a question.

Also, as most Councillors live and/or work in the village, they may often be stopped by residents who have information, ideas, or problems which they wish to be resolved or assistance with.

A Councillor as a Representative

Euxton presently has a number of groups with Councillor representatives attend on its behalf, including:

Chorley Liaison meeting
Planning Committee

Neighbourhood Working meetings
and others

Whilst attending these groups, Councillors attending as the Euxton Parish Council representative, should **only** put forward the views agreed by the Council, and **not** their own personal views. In principle, all Councillors should abide by the democratic decisions of the Council once made.

If you are attending a meeting as the Euxton Parish Council representative but feel you have a view, questions or objection which you would like to express as an individual or is a view held by another group or committee then this must be clearly communicated to the meeting you are attending (see examples 1 & 2 below).

No member of the Council should misrepresent or do something 'in the name of the Council', which they have not been authorised to do so by the Council.

Any councillor asked to express a opinion on Council policy or expenditure or potential policy or expenditure should always advise any requester that they have no power to bind the Council and any opinion on policy or expenditure can only be made by the Council collectively at a properly constituted meeting of the Council.

A Councillor as a Resident

Councillors may sometimes be stopped by residents, when they are out and about, who have information or ideas for them to listen to or problems which they wish to be resolved or passed on. It is important that these queries are noted for either; passing on, handing over or raising with the Council (see examples 3 & 4 below).

No member of the Council should promise or agree to do anything, which they have not been authorised to do by the Council or do something 'in the name of the Council', which they have not been authorised to do by the Council.

Examples

1. The Parish Council decided it supported a particular planning application. You have decided to attend the Planning Committee at Chorley Council because you, personally, don't like the planning application in question and have a strong objection towards its design and position.

If you speak at Committee and introduce yourself as 'Parish Councillor for Euxton' then you may only offer its' view which was decided at a Council meeting.

If you wished to express your personal view at this meeting about the application, then you should **not** introduce yourself as an Euxton Parish Councillor and make it very clear to the meeting that you are expressing your 'Personal View'.

If you do not make yourself clear about whose views you are expressing at the meeting then the Parish Council could be mis-quoted as not liking or objecting to the application, when this was not the case.

2. You have been asked to attend a community meeting as the Council's representative, to gather information of what is happening and to see if any items will affect Euxton. You are only attending the meeting as a representative of Euxton Parish Council and otherwise you would not be invited to this meeting.

The meeting goes off track and begins discussing an item which is not at all relevant 'to Euxton' but that you are interested in and have knowledge about. If you engage in conversation regarding issues, opinions or objections you should make the meeting clearly aware that this is your own personal view and not the views of the Parish Council - remembering that you are only there because of the Parish Council.

3. A resident has noticed a pot hole in their road and does not know who or how to report it, so, knowing you are a Parish Councillor, has asked for your help.

If you know who the problem belongs to ie; Borough Council, County Council or another, tell the resident. If not, tell them you will report to the Clerk to investigate.

In the case of a pot hole, and you know it is a County issue, you could take a look, even take a photo and note of the exact position and severity of the hole and then report straight on to the correct authority (ie LCC) using their reporting systems; or pass information on to any of the local Borough or County Councillors to take forward; or pass information to the Clerk to report on; or pass on to the resident the information so they could report the fault themselves.

4. A resident approaches you because they know you are a Parish Councillor. They ask you to consider their idea which they feel would make things better for their age group. You go to take a look at an area of land where they are suggesting changes and discuss the project with a land owner. You agree with the resident that the Council thinks this is a good idea and promise that the Council will carry out this project. These actions described are wrong in a number of ways.

- You should never be seen to be acting on behalf of the Council, by getting involved in discussions which the Council is not aware of ie, with a land owner.
- You as an individual should not be giving the Council's 'endorsement' or 'agreement' to anything without its express permission or knowledge.
- You should not be agreeing to carry out any works, however small, on behalf of the Council.

A recommended course of action for you, to an approach of this kind, would be to listen to the idea and logic of the suggestion, note down particulars or positions and then raise this at a Parish Council meeting for it to consider as a future project.

Business Continuity Plan (BCP)

Scope

The Civil Contingencies Act 2004¹ places a duty on the local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption. Whilst this is not a statutory duty for a Local Council, it is the intention to recognise the importance of producing and maintaining a Business Continuity Plan (a BCP) for implementation in the event of disruption to the day to day running of this Council.

This BCP provides the framework in order for the Council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions. This plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures and communication process to keep everyone informed of necessary changes to service delivery.

Customers

- residents of the area
- elected members for the area
- Council staff members and workers
- users of the areas facilities

Core Business of the Council

The Council provides local amenities which includes the provision of:

- 5 recreation sites including play areas, skate park, play pitches, bowling green
- Garden areas
- Millennium Green site
- Changing room facility/building at Greenside
- Caretaker services all around the village involving a number of staff
- Website and newsletter
- Full range of Local Council services

Risks - Which could invoke the Continuity Plan

National Disasters/Weather Related Problems/Pandemic

- Fire
- Flood
- Other such as a medical disaster ie, pandemic

Failures

- Equipment
- Services
- Provision of amenities

Losses

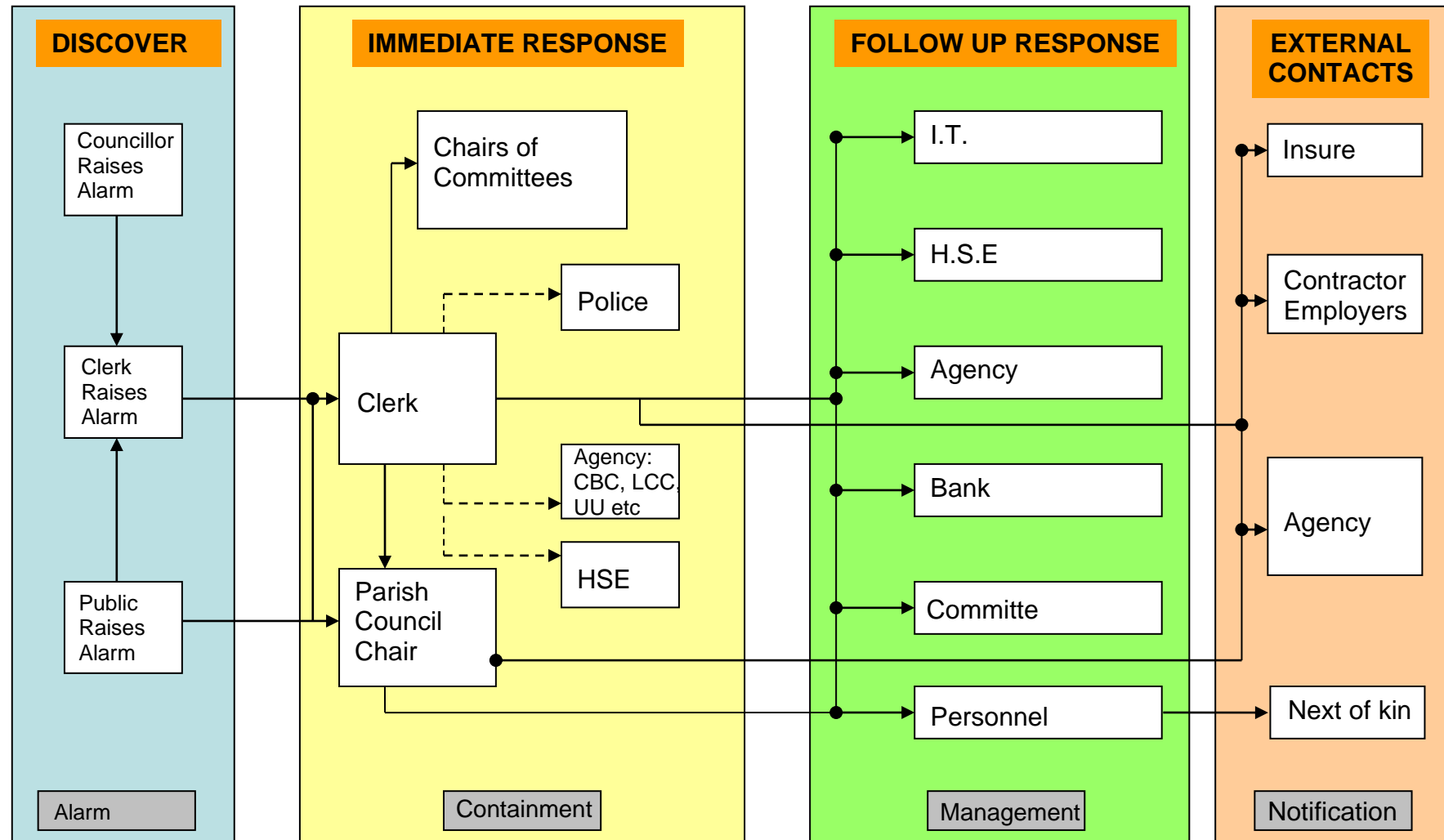
- Staff/Councillors through resignation, sickness, death
- Staff/Councillors through death or serious injury whilst working for the Council
- Inability to deliver services due to lock-down or restrictions
- Equipment theft, breakage or major damage

¹ <https://www.legislation.gov.uk/ukpga/2004/36/introduction>

Outside Emergency Contacts

Contact For/Work	Name	Company/Location	Tel Nos
Trees fallen/broken Emergency repairs for play equipment or street furniture Major spillages	Streetscene Chris Walmsley Sean Blake	Chorley Borough Council Service Group Bengal Street Chorley	01257 515151 Main
Roads, pavements, street signs etc	Lancashire County Council	Lancashire County Council enquiries@lancashire.gov.uk	0300 123 6701 Main
Waste or rubbish collections Fly-tipping	Waste Management Section	Chorley Borough Council Engineering and Transport Bengal Street, Chorley	01257 515151 Main
Fly-tipping or rubbish bag collections	Contact Centre	Chorley Borough Council Engineering and Transport Bengal Street, Chorley	01257 515151
Emergency ironmongery work, welding or re-setting of seats or posts	Andrew Wilding	Lyndhurst Precision andrew.wilding@lyndhurst-precision.co.uk	01257 267876
Death of an employee whilst on Council business		Health & Safety Executive (HSE)	0845 345 0055 Or Email through www.hse.gov.uk

BUSINESS CONTINUITY FLOW GUIDE



Euxton Parish Council Business Recovery Map

<u>TIMELINE</u>	<u>24 HOURS</u>	<u>WITHIN 7 DAYS</u>	<u>WITHIN 1 MONTH</u>	<u>WITHIN 3 MONTHS</u>
<u>Recovery Steps</u> <u>Area</u>	Immediate Response & Actions	Management Response	BUSINESS CONTINUITY Rebuild Confidence	
Loss of Clerk/DC due to sudden or long-term illness, incapacity or death	Inform Chair Inform Personnel Committee	Decide on temporary cover strategy	Provide replacement and/or begin recruitment procedures	Review position and procedure for improvements
Loss or serious injury to member of staff whilst carrying out Council duties	Inform Chair Inform Personnel Committee Inform HSE	Decide on temporary cover strategy and answer to the HSE	Process of recruitment or temporary cover period	
			Provide replacement	Review position and procedure for improvements
Loss of Clerk/DC or staff due to resignation or dismissal, or Clerk holiday	Inform Chair Inform Personnel Committee	Decide on temporary cover strategy and/or begin recruitment procedures	Process of recruitment or temporary cover period	
			Provide replacement	Review position and procedure for improvements
Loss of 'important' Council documents due to fire	Inform Chair Retrieve electronic copy from storage	Review position	Report incident to Full Council Meeting	Review position and procedure for improvements
Loss of computer files due to fire, flood breakdown or theft	Inform Chair Retrieve electronic copy from storage	Install backup files on temporary or replacement equipment	Report incident to Full Council Meeting	Review position
Loss of Council equipment due to theft or breakdown	Report theft to police, Inform Chair, Inform Insurers Decide if equipment needs instant replacement	Full Council Meeting Purchase new equipment	Review position	
Loss of a facility, such as the pavilion or play area, due to natural disaster, fire, major criminal activities	Inform emergency services Inform the Chair and Committee Chair Close or board off the area for public protection	Council consider the next stage if replacement is necessary and possible or can be made safe for later decision	Report incident to Full Council Meeting and consider options	Review position