

# EUXTON PARISH COUNCIL



Meeting arrangements: ANNUAL Full Council Meeting

Thursday, 17 May 2018, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

## A G E N D A

Page Ref

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. Declarations of Acceptance of Office  
To decide when any declarations of acceptance of office, which have not been received as provided by law, shall be received. Report of the dates.
3. Election of Vice Chairman
4. Representatives on Committees, Lead Members, Groups and Outside Bodies  
Agree memberships of Committees and representatives Item 4
5. Apologies
6. 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.
7. Minutes of Council Meetings  
Council Minutes of the last meeting, approve their signing as a correct record Item 7
8. Statutory Business
  - 8.1 Elections - report results and updates Item 8.1
  - 8.2 Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines Item 8.2
9. 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.
10. Financial Items
  - 10.1 Approve Expenditures on report, and any submitted later Item 10.1
  - 10.2 Receive update and recommendation on the Council's Accounting system Item 10.2
  - 10.3 Receive Annual Return signed Internal Audit Report (Internal Auditors report to follow when received) Item 10.3
11. General Data Protection Regulations  
Discussion paper on the implications, actions and work required of the new GDPR legislation, create a plan how the work can be progressed Item 11
12. Matters for information  
Receive or update on the 'Fault Reports Log' Item 12  
*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.*

Full Council meeting dates 2018: 21 June, 19 July, 20 September, 18 October, 15 November, 20 December.

Newsletter deadlines: 7 May 2018 for the June issue; 6 August 2018 for the September issue; 5 November 2018 for the December issue. 5 February 2019 for the March issue;

*D.Plat*

**Committee, Working Groups, Representatives, Lead members**

Euxton Parish Council operates a committee system and has the following committees:

Standing Committees

**Leisure Committee**

**All Purposes Committee**

Other Committee

**Personnel Committee**

A Committee has 'terms of reference' and budgets and has delegated responsibility granted by Council, to achieve its responsibilities and objectives. They are administered similar to a Council meeting with set agenda, minutes etc.

The Council also has Working Groups from time to time. These meet ad hoc, are not governed by agenda and minutes, have no powers or delegation given to them. They normally investigate, research, discuss projects to a point where an idea or proposal can be presented to Council to decide how to take forward and can then become a committee to realise a project.

Currently it only has one group which is the Land Working Group – looking in to any possibilities of land which can be obtained or purchased to create leisure/recreation or other facilities on.

At the AGM a sheet will be circulated around for members to put their names against the committees they wish to be on, there are no restrictions on the two Standing Committees. The Personnel Committee has limited places and will be voted upon from nominations.

**Lead Member**

Euxton has one Lead Member which is for planning – see separate sheet.

**Representatives**

Euxton Council is called upon to attend meetings where it must send a representative, sometimes it can choose but sometimes it is dictated who must be sent.

Chorley liaison Forum – Chair, plus one reserve

Neighbourhood Working Group – one representative (no stipulation)

The above group is also on the sheet to be circulated at the AGM.

**Lead Member for Planning**

Euxton Parish Council has no executive powers related to planning and is a 'statutory consultee' only – which means it is asked for its opinion, which is one of many and may be over-ridden.

The Parish Council is consulted on:-

- All Planning applications within the Parish Boundary
- Significant or unusual applications in adjacent/adjoining parishes
- Significant planning related matters put out to consultation by Chorley Borough Council and Lancashire County Council

The Planning Lead Member, is the focus for planning related matters on the Parish Council, but all decisions are taken by Council.

The Planning Lead Member collects and collates information on planning applications within the Parish and presents it to the Council, usually with a recommendation. It's important that the Council bases its comments on 'policy' which encompasses National, County, District and Parish matters.

If a decision on an application/consultation is required in a time-frame which does not fit in with Council meetings the Clerk will submit a response under delegated powers which the Lead may be able to suggest. This will be presented to Council at the next available meeting for ratification.

Occasionally, applications are taken to appeal by the applicants and the Parish Council may make additional submissions to the Planning Inspector. These will be copied to the Council for comment. The Lead may be required to appear in front of an Inspector or speak to an application at a Chorley Development Control meeting.

While the Planning Lead can provide modest and informal guidance on applications, this is without prejudice to the eventual consideration of detailed plans by the Planning Lead and Parish Council. However, the Parish Council/its members are not experts on planning policy or law and will generally refer specific queries or enquiries to Chorley Planning Officers if they arise at meetings.

**ELECTIONS – report results and update**

**Costs of the election**

Euxton NW £8875.60

Euxton NE £6094.41

Euxton South £7720.19

A total cost of £22,690.21 to Euxton electors

**Results of election**

**EUXTON NORTH EAST PARISH WARD**

Turnout 28.69%

Benjamin Davies (LAB) - 335 Elected

Neil William Hall - 147

Adrian Riggott – 433 Elected

**EUXTON NORTH WEST PARISH WARD**

Turnout 38.01%

Marilyn Ann Bamber – 596 Elected

Anne Margaret Caughey – 460

John Caughey - 431

Christopher D Jones – 549 Elected

Andrew Richard Oddy (Independent) – 530 Elected

Kenneth Anthony Reed – 517 Elected

Katrina Reed – 540 Elected

Gemma Louise Rypel – 507

Simon James Wellerd – 505

Barry Edward Williamson (LAB) – 620 Elected

Joan Williamson (LAB) – 619 Elected

Mark Timothy Wilmot (LAB) – 565 Elected

**EUXTON SOUTH PARISH WARD**

Turnout 45.4%

John Dennis Bamber – 597 Elected

Paul Boyd (LAB) – 556 Elected

Patricia Mary Fellows – 640 Elected

Eric Thomas Jones – 571 Elected

John Francis Matson – 513

Alan John Platt – 512

John Derek Rigg (LAB) – 544 Elected

Gillian Frances Sharples (LAB) – 621

George Mervyn Thornhill – 471

Helen Julie Tune – 583 Elected

Stephen Gilbert Walker (LAB) – 583 Elected

<b>Date, Valid, Ref</b>	<b>Description/Location</b>	<b>Comment/Recommendation suggested</b>
20/04/18 18/00384/CLPUD	14 Birkdale Close Euxton, Application for a Certificate of Lawfulness for a proposed single storey rear extension	Application Certificate of Lawfulness – no comment
20/04/18 18/00347/FUL	1 Daisy Hill Fold Euxton, Conversion and extension of existing double garage to form 1no. dwellinghouse	<i>Suggest “Euxton Parish Council is opposed to this application. This proposal would leave a four bedroom house and a two bedroom house with no off road parking between them. The road in front of the property is private but the application does not explain how the available space is to be managed to accommodate the parking and access requirements for the four properties (in total) it would serve. The risk is that parked vehicles would be forced on to Dunrobin Drive in a location, on a bend in the road near to its junction with Wigan Road, where it already has parked vehicles from inside and outside of the estate and where they are already a hazard.”</i>
27/04/18 18/00401/NOT	Telecommunication Mast At Euxton Park Golf Centre, Notice of intention to install electronic communications including antennas, cabling and ancillary equipment.	No comment
27/04/18 18/00394/PDE	19 Belfry Close Euxton, Notification of a proposed single storey rear extension measuring 4m in depth, with eaves height 2.22m and a maximum height of 4m	No comment
27/04/18 18/00395/FULHH	8 Glencroft Euxton, Single storey rear extension	No comment
04/05/18 18/00383/FULHH	8 Poplar Avenue Euxton, Single storey rear extension, front and rear dormers (following demolition of front dormer and conservatory)	No comment
04/05/18 18/00400/PDE	25 Gleneagles Drive Euxton, Prior notification of a proposed single storey rear extension measuring 4.49m in depth, with eaves height 2.25m and maximum height of 3.8m	Query raised by the Clerk with CBC officers over car parking spaces, plan shows 2 but asked if garage still can be used for cars and how many bedrooms the house will have when finished – and how many car spaces it should have

Decisions taken due to deadlines, with delegated powers, outside of meetings.

<b>Date, Valid, Ref</b>	<b>Description/Location</b>	<b>Comment/Recommendation</b>
	No decisions were made between meetings or to meet deadlines.	

**Item 10.1**

Payment request for 17 May 2018

Date	Payee Name			£ Total Amnt
03/04/2018	Easy Websites	Website/Emails	DD	76.80
03/04/2018	British Telecom	Telephony	DD	102.30
10/04/2018	Peoples Pension	Employee pension payments	DD	33.82
27/04/2018	Land Registry	Searches	Debit	24.00
30/04/2018	British Telecom	Telephony	DD	102.13
30/04/2018	Instant Shelters	Shelter	Debit	559.00
01/05/2018	Easy Websites	Website/Emails	DD	76.80
01/05/2018	UK Safetystore	Signs	Debit	30.84
10/05/2018	Peoples Pension	Employee pension payments	DD	87.63
17/05/2018	Marmax	Bench set 3	4661	1,078.80
17/05/2018	Studholme Bell	Salary Services	4662	216.00
17/05/2018	SM Sheet Metal	Gate repairs/welding	4663	180.00
17/05/2018	Employees	Salaries May 2018	4664/4668	4,765.00
				<hr/> 7,333.12

### Accounting System

Current rules require authorities where the gross income or expenditure for the year (whichever is the higher) has exceeded the threshold of £200,000 for a period of three continuous years, to report their financial details on an 'income and expenditure' basis, from the third year onwards.

Euxton Parish Council has always reported its accounts as 'Receipts and Payments' but for year ending 31/03/17 and 31/03/18 this exceeded the threshold of £200,000.

The Accounts from 1 April 2018 (this year) now need to be reported on 'Income and Expenditure'.

The Accounting Package the Parish Council runs is 'Rialtas Alpha' a package set-up for 'Receipts and Payments'. RBS Software who supply this product to the Parish Council is able to change the package to report on an 'Income and Expenditure' basis, assist with re-stating the accounts and training.

Training £399+vat plus mileage @.45p per mile – training could be 1 June.

The Internal Auditor visited the Council on the 8<sup>th</sup> May (all day from 10.30am to 5pm) and audited all the books, paperwork, controls and relative policies. Anticipating this visit, and discussions about the changeover from receipts and payments to income and expenditure the accounts were taken to the end of 31<sup>st</sup> March 2018 to enable the Audits but the new year from 1<sup>st</sup> April was not inputted into the Alpha package as it would have required deleting and re-inputting in to a new package, differently. This results in the lack of budget, income and summary reports at the May meeting.

Background information:

Link to the 'Governance and Accountability for Smaller Authorities' March 2018  
<https://tinyurl.com/y9m8ty2s> pages 52 to 59

Link to the legislation 'The Accounts and Audit Regulations 2015'  
<http://www.legislation.gov.uk/uksi/2015/234/contents/made>

### **Recommendation**

**Council is asked to note that due to the new accounting requirement and system changeover there are no income, budget and summary reports at the May meeting, but, the remittances and invoices were available for inspection at the meeting.**

**Council is recommended to purchase the new work and training to the current Accounting package at the cost of £399 plus vat and mileage charge.**

## 11. General Data Protection Regulations

### **Requirement**

New General Data Protection Regulations (GDPR) apply from 25 May 2018.

This is a link to the Information Commissioner (ICO) 12 steps to take and some helpful advice <https://ico.org.uk/media/1624219/preparing-for-the-gdpr-12-steps.pdf>

### **Training**

The Clerk has already attended:

- Group Webinar training session 18/01/18
- SLCC training 29/01/18
- FOI invited Forum 12/4/18 of 7 Clerks from the North of England
- Chorley Council information session 25/04/18

The SLCC issued a handy GDPR Checklist (a copy is enclosed) and template policies

### **Future Possible Changes**

The GDPR will apply from 25<sup>th</sup> May but, there are still possible changes which will effect Parish Council's directly.

NALC issued a statement on 3<sup>rd</sup> May saying:

#### **“Update on GDPR and Data Protection Bill**

*Yesterday the government tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials from the Department for Culture, Media and Sport (DCMS) have confirmed with us that all other measures will still apply, but that appointing a DPO to support a council's approach to data protection will be discretionary and may be regarded as good practice”*

The full briefing can be found here:

<https://www.nalc.gov.uk/library/members-library/briefings/information-law-1/2687-I06-18-data-protection-legislation-for-public-authorities-may-2018>

### **Preparation and work**

The work involved in applying the new GDPR principles may be extensive and time consuming. This will need to be started with a full audit of all the areas of work of the Council, types of information, method of storage, reasons etc, disposal etc.

Council needs to identify a Data Protection Officer if the legislation amendment (as mentioned above) is not accepted and changed, but it will need to appoint a Data Controller for the Council to carry out this GDPR preparation work.

Council needs to adopt new policies, or replace some existing ones, for example:

- General Data Protection Regulations (Service) Consent to Hold Contact Information Form
- Document Retention and Disposal Policy
- Information Data Protection Policy 2018
- Removable Media Policy
- Retention of Documents - Appendix A List of Documents for Retention or Disposal
- Social Media Policy
- Privacy notices for each aspect of work eg. New councillors, pitch rentals, email contacts etc
- Data breach reporting form
- Subject Access Request procedure and form

### **How do Council move forward**



## Fault reports and progress

Date	Auth'ty	STATUS	Location	Problem	Initial Actions	Further Actions/Follow up/chase	Action/ Requests to others
2016	LCC	Done	Bridge fallen in to disrepair	PROW 9 from Pincock St to Mill Lane, path between	LCC report 149360 4/4/16	Chased from 2016 through to completion. Bridge dismantled 2017 but no path created. Chased. Path finally created 4/5/18	CC KI, BC DG, BC DP, LCCPROW
05/09/2017	LCC		Roundabout Balshaw Lane and Cotswold Avenue, SE	Flooding in road	LCC report 256891	8/9/17 email saying works ordered	CC AR copied
05/09/2017	LCC		School Lane, just next to traffic lights in front of Dentist	Flooding in road	LCC report 256898	8/9/17 email saying works ordered	CC AR copied
04/10/2017	LCC		PROW 20 A49 end up through trees	Terrain slippy and uneven and difficult to walk	LCC report	Acknowledged	
04/10/2017	LCC		PROW 20 Cherries to Pear Tree Lane end	muddy slippery plus slope makes walking difficult	LCC report	Acknowledged	
04/10/2017	LCC		The stile spans the original fencing making it impossible to get a dog through, perilous for older people to climb over.	PROW25 to 26 motorway bridge	LCC Report 261914	Acknowledged	
08/01/2018	LCC		Large area of potholes, broken up tarmac, uneven surface	Dunrobin Drive entrance	LCC Report 282906		BC DP, CC AR
14/02/2018 19/4/18	LCC		Sunken and broken tarmac, next to very raised grid and trip hazard, flood	Hawkshead Avenue, opposite to 71 in pavement	LCC report 305254	Reported again 19/4/18	
15/02/2018	LCC		Blocked grid	Top of Bank Lane	LCC report 306020		
15/02/2018 19/4/18	LCC		Large hole in roundabout	Balshaw Lane/Cotswold junction	LCC report 306025	Reported again 19/4/18	
20/02/2018	LCC	Done	collapsed rain drain at side of road and pavement edge	Balshaw Lane opposite play area entrance	LCC report 308745		
16/03/2018 19/4/18	LCC		Path left unsafe after NR works, dug up sides not reinstated	PROW 18 from Village Croft to Oak Avenue	Acknowledged	Reported again 19/4/18	
23/03/2018	CBC		Street Name plates damaged	Balshaw Avenue, Regency Gardens, Chiltern Avenue	CBC various	Reported again 10/4/18	
20/03/2018	CBC		Retaining wall flag missing	Yarrow Valley Car park, Southport Road	CBC	Chased SB 24/4/18 and 9/5/18	
22/03/2018	CBC	Done 19/4/18	Car park large holes getting worse	Yarrow Valley Car park, Southport Road	CBC	Chased	
12/04/2018	CBC		Grass overgrown and not being cut and now can't be played upon	The Cherries play area (now CBC land)	SB 12/4/18		
18/04/2018	CBC	Done 12/4/18	Graffiti on bin	Bank Lane	CBC CAS-518528-DGN2QD		
19/04/2018	LCC		Tree fallen over blocking PROW	Pincock Street	LCC report 329627		
24/04/2018	LCC		Bollard hit by car	Highways Avenue, corner of car park R	LCC report 330933	Not done on 8/5/18 check	
24/04/2018	LCC		Bollard hit by car	Highways Avenue, corner of car park L	LCC report 330930	Not done on 8/5/18 check	
24/04/2018	LCC		Street sign post hit by car	Balshaw Lane, next to layby, opp pub	LCC report 330928	Not done on 8/5/18 check	