

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 17 October 2019, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

Page 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

Council Minutes of the last meeting, approve their signing as a correct record

Item 3

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

Declaration of a Councillor vacancy in the North West ward

Due to the resignation of Tony Reed. A notice was displayed on the noticeboard for the statutory period and no election was called. This will now be advertised on the noticeboards and December newsletter and co-option will take place at the 16th January 2020 meeting.

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

Item 5

6. Financial Items

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

Item 6.1

6.2 Receive financial reports (Items: a Income, b Reconciliation, c Budgets)

Item 6.2

6.3 Financial Regulations review on electronic banking, extract of FRs attached

Item 6.3

6.4 Banking arrangements

Item 6.4

6.5 Receive External Auditor report

Item 6.5

6.6 CIL update report

Item 6.6

7. Insurance cover renewal

Consider the insurance quotation for renewal

Item 7

8. Committee, Working Group and External Meetings Reports

Committee verbal updates. *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.*

Item 8.1

8.1 Leisure Committee update on Milestone Meadow Proposal

8.2 Tree adoption along Euxton Lane

D. Platt

CLERK

Published: 10/10/19

Full Council meetings 2019: 21 November, 19 December. 2020: 16 January, 20 February, 19 March.

Newsletter deadlines: 08/11/19 for December issue, 07/02/20 for March issue; 08/05/20 for June issue. 07/09/20 for September issue.

9. War Memorial

Proposal to have the memorial cleaned, costings to consider

10. Land along and off Pear Tree Lane - update

Item 10

11. Matters for information

Receive or update on the 'Fault Reports Log'

Item 11

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.



CLERK

Published: 10/10/19

Full Council meetings 2019: 21 November, 19 December. 2020: 16 January, 20 February, 19 March.

Newsletter deadlines: 08/11/19 for December issue, 07/02/20 for March issue; 08/05/20 for June issue. 07/09/20 for September issue.

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 19/00906/REM Received: Fri 20 Sep 2019 Validated: Thu 26 Sep 2019 Status: Awaiting decision	Application for Approval of Reserved Matters for 9 dwellings (Appearance, Landscaping, Layout, and Scale) following the grant of Outline Planning Permission 15/01092/OUT granted on appeal (Outline application for the erection of up to 9 dwellings all matters reserved save for access). Land North Of The Railway Public House Wigan Road Euxton	The layout of the 3 x 4 bedroom & 6 x 3 bedroom houses previously granted outline planning permission.
Ref. No: 19/00888/TPO Received: Sat 14 Sep 2019 Validated: Mon 23 Sep 2019 Status: Awaiting decision	Application for works to a protected tree - Chorley BC TPO 1 (Euxton) 1996 - Oak (T1) - Fell 15 Turnbury Close Euxton Chorley PR7 6FF	Application for healthy tree to be felled because extensions around the tree have resulted in subsidence of the extensions and compromising the viability of the tree beyond the next 10 years.
Ref. No: 19/00935/FUL Received: Mon 30 Sep 2019 Validated: Mon 30 Sep 2019 Status: Awaiting decision	Erection of detached dwelling 8 Gleadhill House Gardens Euxton Chorley PR7 6NN	Outline planning permission was granted in March 2017 for the demolition of existing buildings and the erection of up to 12 detached self-build houses with double garages and associated infrastructure (16/00633/OUTMAJ).
Ref. No: 19/00895/FULHH Received: Tue 17 Sep 2019 Validated: Tue 17 Sep 2019 Status: Awaiting decision	Two storey side extension. 18 Anderton Road Euxton Chorley PR7 6JA	2 storey side extension. No material effect on parking.
19/00940/TPO	Application for works to protected trees - Chorley BC TPO 1 (Euxton) 2016 T1 Oak, T4 Sycamore, T5 Oak, T6 Oak - Trees to be crown thinned by 20% to reduce sail effect. 5 Meadowcroft Euxton Chorley PR7 6BU	
19/00964/FUL	Proposed demolition of existing garage and erection of a dwelling on land adjacent to no. 15 Greenside 15 Greenside Euxton Chorley PR7 6AS	

List of Payments made between 23/09/2019 and 31/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/09/2019	Amazon	127A	18.95		Trolls for pavilion
23/09/2019	Microsoft	162	59.99		Office 365 subscription
23/09/2019	Peoples Pension	163	165.89		Pension contributions
23/09/2019	British Telecom	164	117.38		Telephony svcs
01/10/2019	Easy Websites	165	80.40		Website & Email
17/10/2019	Unity Trust Bank	166	18.00		Bank charges 1/4
17/10/2019	Pole Green Nurseries	167	19.98		Hardware
17/10/2019	Pole Green Nurseries	168	6.48		Hardware
17/10/2019	Water Plus	169	297.98		Wastewater
17/10/2019	Water Plus	170	55.77		Water and waste
17/10/2019	Southern Electric	171	101.94		Electricity pavilion
17/10/2019	Sparkle Window Cleaning	172	100.00		Canopy cleaning
17/10/2019	J Parkers Wholesale	173	96.79		Bulbs/plants
17/10/2019	J Parkers Wholesale	174	82.67		Plants
17/10/2019	J Parkers Wholesale	175	76.91		Plants
17/10/2019	Plantscape Ltd	176	314.40		Tubs
17/10/2019	Sam Croniken	177	2,160.00		Tree cutting at allotment
17/10/2019	PKF Littlejohn LLP	178	960.00		External Audit
17/10/2019	C&W Berry Ltd	179	47.56		Hardware
17/10/2019	HM Land Registry	180	6.00		Land search
17/10/2019	Lancashire County Council	181	957.37		Feeder pillar Skate
17/10/2019	Various	182	1,579.01		Remuneration Oct 19 E1
17/10/2019	Various	183	718.37		Remuneration Oct 19 E2
17/10/2019	Various	184	897.86		Remuneration Oct 19 E3
17/10/2019	Various	185	848.88		Remuneration Oct 19 E4
17/10/2019	Various	186	620.17		Remuneration Oct 19 E5
17/10/2019	Various	187	589.85		Remuneration Oct 19 E6
17/10/2019	HMRC	188	801.29		Tax&NI Oct19
Total Payments			11,799.89		

Current Bank A/c

Receipts received between 01/09/2019 and 31/10/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</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: 01/09/2019	134.51						
	CCLA	134.51			1080	220	134.51	Interest
	Banked: 02/09/2019	119.26						
	CCLA	119.26			1080	220	119.26	Interest
	Banked: 10/09/2019	41.77						
	TSB	41.77			1080	220	41.77	Interest
	Banked: 16/09/2019	38.78						
	Santander	38.78			1080	220	38.78	Interest
	Banked: 16/09/2019	31.03						
	Barclays	31.03			1080	220	31.03	Interest
	Banked: 30/09/2019	9.40						
	Unity Trust Bank	9.40			1080	220	9.40	Interest
	Banked: 30/09/2019	4.62						
	RBS Bank	4.62			1080	220	4.62	Interest
	Total Receipts:	379.37	0.00	0.00			379.37	

**Bank Reconciliation Statement as at 31/10/2019
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account	30/09/2019	163	560.62
RBS High Interest	30/09/2019	95	9,638.26
TSB - Current	01/10/2018	8	417.18
Coop - Current	11/09/2019	30	973.09
Barclays Current	16/09/2019		65.00
Santander	02/10/2019	102019	51,148.54
RBS Debit Card	30/09/2019	53	4,000.00
TSB - Savings	01/10/2019	18	49,437.08
Coop - Savings	29/05/2019	11	45,013.11
Barclays Savings	16/09/2019		55,221.09
Public Sector Deposit Fund	30/09/2019	17	201,047.94
Unity Trust (Current)	30/09/2019	4	704.11
Unity Trust (Saver)	30/09/2019	3	26,709.40
			444,935.42

Unpresented Cheques (Minus)**Amount**

19/09/2019	140	Studholme Bell Ltd	180.00
19/09/2019	141	Chorley Borough Council	6.00
19/09/2019	143	Society of Local Council Clerk	30.00
19/09/2019	144	Thistlethwaite Fencing Contrac	4,380.00
01/10/2019	165	Easy Websites	80.40
17/10/2019	167	Pole Green Nurseries	19.98
17/10/2019	168	Pole Green Nurseries	6.48
17/10/2019	169	Water Plus	297.98
17/10/2019	170	Water Plus	55.77
17/10/2019	171	Southern Electric	101.94
17/10/2019	172	Sparkle Window Cleaning	100.00
17/10/2019	173	J Parkers Wholesale	96.79
17/10/2019	174	J Parkers Wholesale	82.67
17/10/2019	175	J Parkers Wholesale	76.91
17/10/2019	176	Plantscape Ltd	314.40
17/10/2019	177	Sam Croniken	2,160.00
17/10/2019	178	PKF Littlejohn LLP	960.00
17/10/2019	179	C&W Berry Ltd	47.56
17/10/2019	181	Lancashire County Council	957.37
17/10/2019	182	Various	1,579.01
17/10/2019	183	Various	718.37
17/10/2019	184	Various	897.86
17/10/2019	185	Various	848.88
17/10/2019	186	Various	620.17
17/10/2019	187	Various	589.85
17/10/2019	188	HMRC	801.29

16,009.68

428,925.74

**Bank Reconciliation Statement as at 31/10/2019
for Cashbook 1 - Current Bank A/c**

	<u>Amount</u>	<u>Balances</u>
<u>Receipts not Banked/Cleared (Plus)</u>		
	0.00	
		<u>0.00</u>
		428,925.74
Balance per Cash Book is :-		428,925.74
Difference is :-		0.00


	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
120 Housekeeping						
1090 Income Publicity	1,290	0	(1,290)			0.0%
200 Amenity/Utility						
1510 Income Gardens/planting	600	0	(600)			0.0%
1520 War Memorial	51	0	(51)			0.0%
1570 Income RRM	1,870	0	(1,870)			0.0%
220 Other						
1076 Precept	165,190	0	(165,190)			0.0%
1080 Bank Interest Received	1,189	0	(1,189)			0.0%
1100 Grants and Donations RCVD	1,709	0	(1,709)			0.0%
999 VAT Data						
115 DNU - VAT on Receipts	3,758	0	(3,758)			0.0%
TOTAL INCOME	175,656	0	(175,656)	0	0	0.0%
EXPENDITURE						
100 Employees						
4000 Employees	42,082	95,000	52,918		52,918	44.3%
120 Housekeeping						
4010 Payroll Services	370	1,200	830		830	30.8%
4070 Mileage	1,526	2,600	1,074		1,074	58.7%
4075 Employee Training	501	2,500	1,999		1,999	20.1%
4080 General Office	1,817	4,500	2,683		2,683	40.4%
4090 Communications	2,965	4,000	1,035		1,035	74.1%
4100 Insurance	112	1,900	1,788		1,788	5.9%
4110 Subscriptions	0	200	200		200	0.0%
4120 Audit	1,089	1,250	161		161	87.1%
4130 Legal Fees/Planning Investig	0	5,000	5,000		5,000	0.0%
140 Council						
4211 Councillor Training	187	250	63		63	74.7%
4220 Elections and Parish Poll Fund	5,462	10,000	4,538		4,538	54.6%
160 Grants/S137						
4250 Grants	2,785	6,000	3,215		3,215	46.4%
4260 Christmas Celebrations	0	5,000	5,000		5,000	0.0%
180 Special Events/Projects						
4300 Euxton Gala	418	1,500	1,082		1,082	27.9%
4310 Road Safety	0	2,500	2,500		2,500	0.0%
4340 Community Engagement	0	250	250		250	0.0%
4380 Heritage Projects	1,800	3,000	1,200		1,200	60.0%
4390 Defibrillator Project	689	4,000	3,311		3,311	17.2%
200 Amenity/Utility						
4500 Utilities	358	1,300	942		942	27.6%
4510 Gardens/Planting/Competitions	3,932	10,000	6,068		6,068	39.3%
4520 Allotments (non infa-struc)	1,976	7,500	5,524		5,524	26.3%
4530 Millennium Green	2,306	10,000	7,694		7,694	23.1%
4540 All Purpose Committee	1,354	2,500	1,146		1,146	54.1%

Council Detail Report 31/10/2019

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4550 Balshaw Villa Gardens	478	0	(478)		(478)	0.0%
4560 Multi/All Weather Greenside (n	0	1,500	1,500		1,500	0.0%
4570 Amenity/Open Space RRM	24,855	30,000	5,145		5,145	82.9%
300 EMR's						
9320 EMR Emergency Fund	0	37,500	37,500		37,500	0.0%
9330 EMR Land Fund	0	65,000	65,000		65,000	0.0%
9340 EMR Street Machines	0	4,009	4,009		4,009	0.0%
9350 EMR Ransnap Brook	0	279	279		279	0.0%
9370 EMR CIL	2,203	211,606	209,403		209,403	1.0%
TOTAL EXPENDITURE	99,267	531,844	432,577	0	432,577	18.7%
Total Income	175,656	0	(175,656)			0.0%
Total Expenditure	99,267	531,844	432,577	0	432,577	18.7%
Net Income over Expenditure	76,389	(531,844)	(608,233)			
plus Transfer From EMR	0					
less Transfer From EMR	0					
Movement to/(from) Gen Reserve	76,389	(531,844)	(608,233)			





Euxton Parish Council's Financial Regulations extracts from section 6. marked where reference is made to electronic banking

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council shall be signed by two members of Council, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question. 
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a Council (including immediately before or after such a meeting). Any signatures obtained away from such meetings (para 6.7 below) shall be reported to the Council at the next convenient meeting.
- 6.7. Invoices received up to the date of Council meeting can be paid by cheque, three Councillors to check invoices (two cheque signatories and one verifier).
- 6.8. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.10. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment

Item 6.3

are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

- 6.11. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment. 
- 6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council, its bank accounts, or its debit cards to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site using a council-owned cloud storage account.
- 6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used. 
- 6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals. 
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations. 

7.4 Banking arrangements

The Unity Trust Bank will allow further signatories to be added.

It is proposed to increase the Councillor signatories from 3 to 4.

Council to propose a signatory to be put forward and, for two of the three Councillors signatories to sign the authorisation form.

Mrs Debra Platt
Euxton Parish Council
9 Ambleside Avenue
Euxton
Chorley
PR7 6NX

Our ref LA0075
SAAA SB03114
ref
Email sba@pkf-littlejohn.com

29 September 2019

Dear Mrs Platt

**Euxton Parish Council
Completion of the limited assurance review for the year ended 31 March 2019**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Euxton Parish Council for the year ended 31 March 2019. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note if applicable. These arise where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or we had to

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PKF Littlejohn LLP • 1 Westferry Circus • Canary Wharf • London E14 4HD

send the AGAR back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference LA0075 or Euxton Parish Council as a reference when paying by BACS.

Timetable for 2019/20

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 29 June 2020.

It is anticipated that the instructions will be sent out during March 2020 in line with current practice, subject to arrangements for the 2019/20 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2020, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2020; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2020.

If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period on our website, as in previous years. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2018/19

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: https://www.pkf-littlejohn.com/sites/default/files/media/documents/xsatisfaction_survey_2018-19.docx

Yours sincerely



PKF Littlejohn LLP

Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Euxton Parish Council LA0075**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

EUXTON PARISH COUNCIL

CIL Monies Report

Financial Year: 1 April 2019 to 31 March 2020

As at 31/10/19

CIL Income Breakdown Report (1 April 2019 to 31 March 2020)

Date	Location	Installment	£	£
04/04/19	16/00655/FUL Five Acres Plant Centre		£1,126.51	
	16/00655/FUL LPI Five Acres Plant Centre		£48.53	
	17/01173/REM Gleadhill House Stud Plot 2		£1,469.81	2,644.85
28/10/19	17/01173/REM Gleadhill House Stud Plot 2		£2,853.16	
	18/00854/REM 1 Gleadhill House Gardens (Plot 12)		£3,686.72	
				6,539.88
				<u>9,184.73</u>

CIL Expenditure Breakdown Report (1 April 2019 to 31 March 2020)

Date	Description/location	£
06/09/19	ENWLtd/Skate park power supply	1,201.20
19/09/19	ENWLtd/Skate park power supply	205.47
19/09/19	Thistlethwaite/Fencing	3,650.00
19/09/19	JRB/dog bag dispenser units x 6	571.10
19/09/19	Team Sport/New play equip-cone and swing set	12,023.00
17/10/19	LCC/Skate power supply	797.81
		<u>18,448.58</u>

CIL Reconciliation

	£
Total CIL brought forward from 2016/2017	47,176.18
Total Expenditure for 2017/2018	-1,950.00
Total CIL receipts during 2018/2019	174,092.45
Total Expenditure for 2018/2019	-7,712.47
Total CIL received 2019/2020	9,184.73
Total Expenditure for 2019/2020	-18,448.58
Total CIL repaid following notice	0.00
Total CIL retained at year ending 2019/2020	<u>202,342.31</u>

CIL Balances

	£
CIL fund carry forward to 2019/2020	202,342.31
	<u>202,342.31</u>

7. Insurance cover renewal

Inspire

Inspire entered the Local Council insurance sector in 2017 and are using AXA as their insurance provider. Inspire, via Axa, is providing **rradar** to the local council sector. **rradar** offers an online business resource alongside their teams of specialist industry advisors and solicitors who are on the end of a phone. There are a number of dedicated teams available to offer support and advice to help resolve any situation that may arise whilst running your Council. As part of the **rradar** service clients have unlimited access to a comprehensive database of compliance and risk management information in the following areas: Employment and Human Resources; Health and Safety; Environment; Company and Commercial; Compliance, Governance and Legal Duties; Risk Management.

Inspire's policy also offer the following benefits:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £500,000
- Motor Contingent Liability – Loss of excess or no claims discount up to £250 per claim
- Contract Works cover up to 10% or £100,000
- Internet and Email cover up to £500,000
- Crisis Management cover up to £500,000
- Defibrillators and Cabinets cover up to £5,000
- Hirers Liability of £5,000,000
- Enhanced Libel and Slander cover of £500,000
- Enhanced Personal accident capital benefit of £100,000 and weekly benefit of £500

This quotation is **£3,132.27** inclusive of insurance premium tax (at the prevailing rate), plus our Administration fee of £50.00. Due to the amendments being after the renewal date the policy would start on the 15th October.

Hiscox

Hiscox entered the Local Council insurance sector in 2014 and are one of the UK's most highly respected insurance companies. Hiscox pride themselves on the excellent concierge claims service they provide to their policyholders.

The Hiscox policy benefits from:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £100,000
- Motor Contingent Liability – Loss of excess or no claims discount up to £250 per claim
- Business travel, cancelation and curtailment up to £1,000 for any one claim
- Contract Works cover up to £75,000
- Internet and Email cover up to £50,000
- Crisis Management cover up to £25,000
- Defibrillators and Cabinets cover up to £5,000
- Libel and Slander cover of £500,000
- Hirers Liability of £5,000,000
- Personal accident capital benefit of £100,000 and weekly benefit of £500

This quotation is **£3,430.55** inclusive of insurance premium tax (at the prevailing rate), plus our Administration fee of £50.00.

Ecclesiastical

Ecclesiastical provide industry expertise and bring specific knowledge of heritage buildings, art work and regalia. They pride themselves on the claims service they provide their policyholders.

Ecclesiastical policy benefits from:

- Key person cover of £400 per week up to 26 weeks
- Libel and Slander cover of £250,000
- Hirers Liability of £2,000,000
- Legal Expenses cover of £250,000
- Equipment breakdown cover

This quotation is ***** inclusive of insurance premium tax (at the prevailing rate), plus our Administration fee of £50.00

Please find attached a comparison sheet noting details of cover for each of the above insurance providers.

Our Personal Recommendation

Having checked with our three insurance providers, we recommend Euxton Parish Council accepts the following quotation to meet your demands and needs as we have stated;

Policy Details	Recommendation
Insurer	Inspire
Annual Premium (Including IPT)	£3,132.27
Administration Fee	£50.00
Total Annual Premium	£3,182.27
Our Quote Reference	1615901
Cover Period	1st October 2019 to 30th September 2020

In handling this policy we will act solely as your agent, including when assisting you with any claim.

Long Term Agreement Option

Euxton Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with **Inspire**, the annual premium can be reduced by a further 5%, giving an LTA premium of £2,975.66 including insurance premium tax, plus our administration fee of £50.00, giving a total annual premium of **£3,025.66**. This means Euxton Parish Council will commit to keep their policy with Inspire for the period of the LTA.

In return Inspire agrees not to increase the premium except for:

- Policy changes where the sums insured for assets covered against loss or damage are increased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).
- The imposition by the Insurer of a higher rate resultant from claims made against the policy.

Any changes to terms or conditions other than those stated above **releases** the Council from the LTA.

Breakdown of insured items in categories**Item 7**

Category	Total Insured	Breakdown Description	Breakdown £
Fidelity Guarantee	600,000	Fidelity Guarantee	600,000
Buildings	300,000	Buildings	300,000
War Memorial	90,000	War Memorial	90,000
Play Equipment	80,000	Play area equipment on play areas Skate park	30,000 50,000
Natural Surfaces	30,000	Bowling Green	30,000
General Contents	4,150	Regalia - Badge of Office (gold) Regalia - Chain of Office (gold plate) Regalia - Vice Chairman's badge of office (silver) Gazebo	1,500 1,000 1,000 650
Office contents	1,500	Lap top computer	1,500
Street Furniture	31,000	Benches, tubs, flower towers, defibrillators, noticeboards, signs etc Willow art Solar light column	25,000 1,000 5,000
Mowers & Machinery	16,675	Trailer Speed indicator road sign device Dennis FT510 Mower and Cartridges Stihl Strimmer model FS 91 X2 Stihl Hedgecutter model HS45 24"/60cm X2 Vacuum pavement machine	550 3,500 8,000 650 475 3,500

8.1 Leisure Committee update on Milestone Meadow Proposal

At the Full Council meeting of 18th July Council discussed a proposal from the Leisure Committee regarding Milestone Meadow play area. The Council's decision was:

8. Leisure Committee proposal: Milestone Meadow Play Area

Resolved: Members agreed that Euxton Council would propose an offer to Chorley Council, Euxton Council would invest monies in to the play area, following its own consultation on what residents would like to have; Chorley Council will pass the s106 planning collections date and due, namely £21,000, plus a further £30,000 (a total of £51,000) be gifted for the refurbishment of Milestone Meadow; Euxton Council may invest up to and additional £30,000 in to the refurbishment of Milestone Meadow.

Chorley Council's response to this is:

Good morning Debra

I hope you are well . I am getting in touch about Milestone Meadows play area following the last correspondence from the Parish Council which requested that the council issue a long lease to the Parish Council for 35 year period to manage and maintain the play area and grassed open space with the council providing a financial contribution of £21k section 106 funding plus an additional £30k capital.

I can advise that this matter was discussed at the Leader Brief meeting last Friday with Alistair and Peter and their view was that the council would be minded to retain the whole asset in Council ownership for simplicity. However, they are willing to agree to the grant of a 35 year lease to the Parish Council providing that the Parish Council take on the whole of the land area including management and maintenance of the natural habitat/grassed woodland. A capital contribution of £21,000 would be available. There is no additional capital monies available unfortunately.

If the Parish Council would like to consider this proposition and come back to us that would be great

Kind regards

EPC Clerk has asked, on 10/10/19, this question:

May I ask how much CBC gain from residents in 'Special Expenses' for this area in one year and what this would amount to for 35 years?

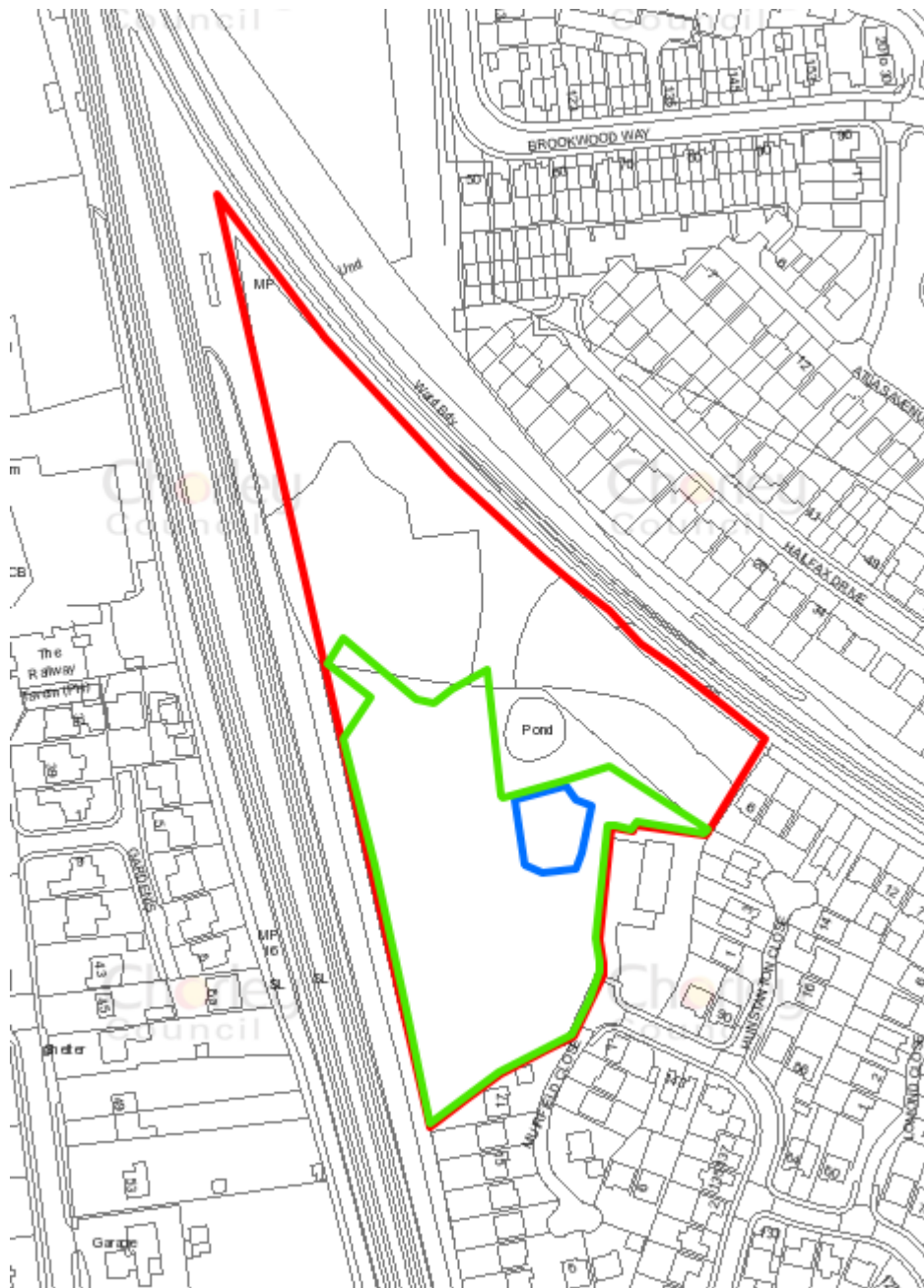
I will need this figure for before our meeting on Thursday, 17th October.

Please see plan below supplied by Chorley with the words:

The area edged red on the plan below shows Chorley Council ownership

The area edged in blue shows the approx. extent of the play area

The area edged green shows the approx. extent of what appears to be 'grass area land'



8.2 Tree Planting on Euxton Lane



Dear Cllrs

I am currently trying to achieve new plantings along Euxton Lane in Euxton Lane as part of a community project for this year. The plantings are proposed for the banking along the northern stretch of Euxton Lane in front of the commercial premises on the industrial estate at East Terrace. So far I have managed to gain the permission of one of the business owners although have now hit a snag. CBC are prepared to pay for and plant the requested trees on private although we are unable to assume on going responsibility or liability for the trees. The land owner now appears to be less keen to allow the plantings given this information. I would like to ask EPC if they would be prepared to assume this role provided the land owner is in agreement?

Kind regards

Tree Officer
Chorley Council

This request was sent to the Tree Working Group which responded below:

I would be quite happy to go along with it. I can't see it being much of a commitment although I do wonder, if this is the case, why CBC are not prepared to take them on. The trees are unlikely to cause any damage to property, at least in my lifetime and probably yours and other trees are already in more danger of doing that (if I'm right in assuming whereabouts they are) There are already some trees there and it would be necessary to be clear who is the responsible authority for what, in case there is any issues that do arise (eg a road accident in which someone hurts themselves on a tree). I'm sure that the trees would improve the impression of Euxton and the commercial premises from those passing by.

However, I don't think it falls within the remit of the Working Group which is only about TPOs and these trees will not be candidates for TPO in the foreseeable future. However as general principle I'm sure the Parish Council, now and in the future, would be a good owner of trees well placed to enhance the local environment and its appearance. Could I suggest an item for a future GP committee. If you agree I could discuss with you what it is we want to ask the committee to do and prepare a report for them. I assume the tree planting can wait until the winter - it would still be in the current financial year.

On the same subject, what are the possibilities of a planting scheme (of trees and other plants) to cover up other parish eyesores (eg the end of the Highways Ave shops facing Balshaw Lane) - a matter also for GP committee.

10. Land along and off Pear Tree Lane - update

24/09/19 Query to Homes England

Of the original pieces of land, there is a small section at the bottom in Greenbelt which we would like to ask if this small bit might be for sale - see plan small field.



01/10/19 Response from Homes England

Sorry for the delay in responding again but had to check with a colleague on progress. Unfortunately all of our land is still under consideration in the local plan including this smaller field identified in your plan.

Fault reports and progress

Item 11

Date	Auth'ty	STATUS	Location	Problem	Initial Actions	Further Actions/Follow up/chase	Made Report or Copied to
02/10/18	BT Bus		Red Telephone box in need of clean and paint	Corner of Balshaw Lane and Talbot Drive	LC2FHY92 BT	Engineer visited 4/10	
07/03/19	LCC		Washington Lane	Hedges to thick and taking pavement space	W386626, W386623	Some have been done, odd one not done yet. SW going to pass on the door numbers where hedges still blocking to send to LCC	
13/05/19	CBC		Land at Yarrow Valley car park - trees	Broken branch has broken fence	CAS-000889289	Chased 17/07/19	
13/05/19	Adshel		Bus shelter leaking from light above	Wigan Road, near to Bay Horse pub		Adshel visited but not sure if fixed	
17/06/19	LCC		Regents Way grass verge	Obstructions of cars parked	W407710		
19/07/19	LCC		Collapsing path and broken hand safety rails	PROW 21 between Whinney and Pear Tree Lanes	W414846, W414244	EPC to quote for works	
19/07/19	LCC		Banking to the CE church car park School Lane	Grass not cut	W414247		
23/07/19	LCC		Dawbers Lane, above Armetryding Reaches	Flooding from main road coming down and flooding the cottages	W415078		
06/09/19	CBC		Most of a tree has broken and fallen on football pitch and a seat	Greenside Football pitches	CAS-000981700	by 4/10	
06/09/19	CBC		Tree branch broken off blocking pavement	Greenside footpath	CAS-000981701	by 4/10	
06/09/19	CBC		Euxton Lane, from Milestone to East Terrace	Hedge overgrown reducing pavement	CAS-000983777	by 30/9	
19/09/19	Police		All over the village	Reports of car thefts and damages - report requested		Chased on email 10/10/19 and requested info for before 17 Oct.	
19/09/19	LCC		Westway where the stream goes underneath not far from entrance to Washington Lane	The stream on either side of the road, overflows EVERY time it rains, there appears to be no measures to prevent this and the road is more often than not wet even when the everywhere around it is dry. In the winter when it begins to freeze this will be a Ice Black Spot.	W427654		
19/09/19	CBC		End of Balshaw Lane where it meets Wigan Road	Bus shelter missing?	Email	Replaced	
20/09/19	CBC		Opposite 66 Wentworth Drive	Trees need inspecting they look dangerous	CAS-000987786	System says inspected 30/9. Sent email asking for report of inspection and if work is required/what	
23/09/19	CBC		Ransnap woods pathway	Erosion of the banking behind 68 Firbank	CAS-000988946	and by email. Chased 10/10 as had no response at all	
23/09/19	CBC		Ransnap woods pathway	Collapsed drain, running over the pathway, eroding pathway away		by email with photos. Chased 10/10 as had no response at all	
27/09/19	CBC		Southport Road gyratory	Pavements littered with tree debris and slippy	CAS-000995578	Due by 25/10/19	
27/09/19	LCC		Chiltern Avenue	Tripping hazard on pavement	W429786		
30/09/19	CBC		Land behind Princessway houses	Tree with branches which need cutting off	CAS-000996792	Due by 28/10/19	
08/10/19	LCC		Property 2 Firbank	Hedges and trees overhanging and blocking pavements	W434328		