

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 18 October 2018, 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. Statutory Business
Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines Item 4
5. Public Participation
Matters brought to the Parish Council by residents. Residents will have twenty minutes set aside during which each resident shall have three minutes.
6. Financial Items
 - 6.1 Approve Expenditures on report, and any submitted later Item 6.1
 - 6.2 Receive financial reports (Item 6.2a Income, 6.2b Reconciliation, 6.2c Budgets) Item 6.2
 - 6.3 Receive External Auditor report Item 6.3
 - 6.4 CIL update report Item 6.4
7. Committee Reports
 - 7.1 Leisure Committee – verbal update
 - 7.2 All Purposes Committee – verbal update
8. Consultation: Joint Lancashire Minerals and Waste Local Plan Review
Circulated 29 September to Cllrs, deadline 28 November 2018 via email or, <http://lancashire-consult.limehouse.co.uk/portal/r19?pointId=3187902>
9. Review Complaint Procedure
Review current procedure a) against template procedure b), amendments and adopt Item 9a&b
10. Matters for information
Receive or update on the 'Fault Reports Log' Item 10
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: 15 November, 20 December.

2019: 17 January, 21 February, 21 March, 18 April, 16 May, 20 June, 18 July, 19 September, 17 October

Newsletter deadlines 5 November 2018 for December issue.

5 February 2019 for March issue; 2 May 2019 for June issue, 1 August 2019 for September issue;

D. Platt

CLERK

Published: 10/10/18

| Date, Valid, Ref | Description/Location (click to be directed to www) | Comment/Recommendation |
|--|--|--|
| 18/00878/PDE 99 Princess Way | Notification of a proposed single storey rear extension measuring 4m in depth, with eaves height of 2.25m and a maximum height of 3.46m | |
| 18/00870/PDE 4 Springfield Gardens | Prior Notification of a proposed single storey rear extension measuring 8m in dept, with eaves height of 2.43m and a maximum height of 3.32m | |
| 18/00851/FULHH Oak Lodge Old School | Single storey side extension | |
| 18/00892/TPO 12 Carnoustie Drive | Application for works to protected trees: Chorley BC TPO no. 1 (Euxton) 1996 (nos. refer to submitted plan): T1-Oak: Cut back 35% from North east side, crown thin 20% T2-Oak: Crown thin 20% T3-Oak: Crown raise 20%, crown thin 15% T4-Oak: Crown raise 20%, cut back smaller stem 40% from southwest, crown thin %10 T5-Oak: Crown raise 20%, cut away up to 2 metre clearance from property T6-Oak: Cut back stem leaning towards the building, crown thin 15% T7-T9 Oaks: Crown raise 20%, crown thin 20% T10-Oak: Crown raise 20%, crown thin 20%, cut 25% away from neighbouring property | |
| 18/00877/DIS Land off Westway Speedier Scaffolding | Application to discharge conditions 13 (BREEAM) attached to planning permission 15/00383/FULMAJ - demolition of existing buildings. Erection of a vehicle storage and maintenance workshop and offices. Erection of purpose built offices and storage building for scaffolding business. | |
| 18/00911/FULHH 28 Highways Avenue | First floor side extension and conversion of existing garage (to provide living accommodation) | Asked about quantity of parking needed/available |
| 18/00856/DIS Knowe House Euxton Lane | Application to discharge condition 6 (tree protection plan) of permission ref: 17/01164/FULHH (that was for a two storey side extension and two storey rear extension). | |

List of Payments made between 24/09/2018 and 31/10/2018

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|---------------------------|
| 24/09/2018 | Amazon | 150 | 14.99 | | Hardware |
| 24/09/2018 | Amazon | 151 | 10.90 | | Hardware |
| 24/09/2018 | B&Q DIY | 152 | 145.87 | | Hardware |
| 24/09/2018 | Amazon | 153 | 14.53 | | Hardware |
| 24/09/2018 | Amazon | 154 | 5.99 | | Hardware |
| 24/09/2018 | TESCO | 155 | 14.00 | | Hardware |
| 24/09/2018 | B&Q DIY | 156 | 8.74 | | Hardware |
| 24/09/2018 | Amazon | 153 | -14.53 | | Hardware |
| 24/09/2018 | Amazon | 153 | 8.54 | | Hardware |
| 01/10/2018 | Easy Websites | 157 | 76.80 | | Website/Emails |
| 01/10/2018 | British Telecom | 158 | 105.37 | | Telephones |
| 18/10/2018 | Delivered NW | 159 | 312.68 | | Sept delivery |
| 18/10/2018 | Southern Electric | 160 | 105.16 | | Electricity |
| 18/10/2018 | Euxton PC Community Centre | 161 | 180.50 | | Room rental |
| 18/10/2018 | PKF Littlejohn LLP | 162 | 720.00 | | Ext Audit |
| 18/10/2018 | C&W Berry Ltd | 163 | 23.18 | | Hardware |
| 18/10/2018 | Society of Local Council Clerk | 164 | 300.00 | | Clerk training |
| 18/10/2018 | Marmax Recycled Products | 165 | 817.20 | | Seats Balshaw 4 |
| 18/10/2018 | Marmax Recycled Products | 166 | 441.72 | | Seat Greenside Garden |
| 18/10/2018 | Water Plus | 167 | 108.38 | | Water supply |
| 18/10/2018 | Various | 168 | 1,539.34 | | Remuneration Oct 18 E1 |
| 18/10/2018 | Various | 169 | 848.02 | | Remuneration Oct 18 E2 |
| 18/10/2018 | Various | 170 | 859.34 | | Remuneration Oct 18 E3 |
| 18/10/2018 | Various | 171 | 866.82 | | Remuneration Oct 18 E4 |
| 18/10/2018 | HMRC | 172 | 760.17 | | Tax & NI Oct18 |
| 18/10/2018 | Atlas Business Finance | 173 | 130.32 | | Photocopies 22Jun-9Oct18 |
| Total Payments | | | 8,404.03 | | |

**Bank Reconciliation Statement as at 30/10/2018
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 | 01/10/2018 | 135 | 557.56 |
| RBS High Interest | 01/10/2018 | 83 | 31,700.84 |
| TSB - Current | 01/10/2018 | 7 | 417.18 |
| Coop - Current | 29/06/2018 | 27 | 973.09 |
| Barclays Current | 31/07/2018 | | 65.00 |
| Santander | 02/10/2018 | 102018 | 75,693.12 |
| RBS Debt Card | 28/09/2018 | 36 | 4,000.00 |
| TSB - Savings | 01/10/2018 | 6 | 49,007.65 |
| Coop - Savings | 21/08/2018 | 7 | 45,000.00 |
| Barclays Savings | 14/09/2018 | | 75,077.70 |
| Public Sector Deposit Fund | 30/09/2018 | 5 | 100,171.63 |
| | | | <u>382,663.77</u> |

| <u>Unpresented Cheques (Minus)</u> | <u>Amount</u> |
|---|---------------|
| 16/08/2018 107 LALC | 190.00 |
| 20/09/2018 134 Duncan Ross Ltd | 8,288.52 |
| 20/09/2018 135 Chorley Borough Council | 6.00 |
| 20/09/2018 137 Richard Campey Ltd | 7,896.00 |
| 20/09/2018 138 Chorley Borough Council | 5,000.00 |
| 20/09/2018 141 SLCC Cheshire | 30.00 |
| 20/09/2018 142 Various | 1,555.79 |
| 20/09/2018 143 Various | 984.02 |
| 20/09/2018 145 Various | 841.47 |
| 20/09/2018 146 HMRC | 775.61 |
| 20/09/2018 147 Universal Groundworks (NW) Ltd | 5,062.00 |
| 18/10/2018 159 Delivered NW | 312.68 |
| 18/10/2018 160 Southern Electric | 105.16 |
| 18/10/2018 161 Euxton PC Community Centre | 180.50 |
| 18/10/2018 162 PKF Littlejohn LLP | 720.00 |
| 18/10/2018 163 C&W Berry Ltd | 23.18 |
| 18/10/2018 164 Society of Local Council Clerk | 300.00 |
| 18/10/2018 165 Marmax Recycled Products | 817.20 |
| 18/10/2018 166 Marmax Recycled Products | 441.72 |
| 18/10/2018 167 Water Plus | 108.38 |
| 18/10/2018 168 Various | 1,539.34 |
| 18/10/2018 169 Various | 848.02 |
| 18/10/2018 170 Various | 859.34 |
| 18/10/2018 171 Various | 866.82 |
| 18/10/2018 172 HMRC | 760.17 |
| 18/10/2018 173 Atlas Business Finance | 130.32 |

38,642.24

344,021.53

Receipts not Banked/Cleared (Plus)

0.00

**Bank Reconciliation Statement as at 30/10/2018
for Cashbook 1 - Current Bank A/c**

| <u>Amount</u> | <u>Balances</u> |
|------------------------------------|-------------------|
| | 0.00 |
| | <u>344,021.53</u> |
| Balance per Cash Book is :- | 344,021.53 |
| Difference is :- | 0.00 |

Detailed Income & Expenditure by Account 09/10/2018

Account Code Report

| | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % Spent |
|---------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|-------------|
| <u>Income Detail</u> | | | | | | |
| 1076 Precept | 159,000 | 0 | (159,000) | | | 0.0% |
| 1080 Bank Interest Received | 466 | 0 | (466) | | | 0.0% |
| 1090 Income Publicity | 575 | 0 | (575) | | | 0.0% |
| 1100 Grants and Donations RCVD | 41,709 | 0 | (41,709) | | | 0.0% |
| 1540 Income All Purposes Committee | 1,000 | 0 | (1,000) | | | 0.0% |
| 1570 Income RRM | 1,680 | 0 | (1,680) | | | 0.0% |
| 1620 Income CIL | 130,103 | 0 | (130,103) | | | 0.0% |
| Total Income | 334,532 | 0 | (334,532) | | | 0.0% |
| <u>Expenditure Detail</u> | | | | | | |
| 515 VAT on Payments | (25,329) | 0 | 25,329 | | 25,329 | 0.0% |
| 4000 Employees | 32,761 | 73,000 | 40,239 | | 40,239 | 44.9% |
| 4010 Payroll Services | 300 | 1,100 | 800 | | 800 | 27.3% |
| 4070 Mileage | 1,036 | 1,900 | 864 | | 864 | 54.5% |
| 4075 Employee Training | 280 | 1,200 | 920 | | 920 | 23.3% |
| 4080 General Office | 1,498 | 2,000 | 502 | | 502 | 74.9% |
| 4090 Publicity | 3,066 | 3,842 | 776 | | 776 | 79.8% |
| 4100 Insurance | 1,796 | 1,800 | 4 | | 4 | 99.8% |
| 4110 Subscriptions | 0 | 200 | 200 | | 200 | 0.0% |
| 4120 Audit | 890 | 1,250 | 360 | | 360 | 71.2% |
| 4130 Legal Fees/Planning Investig | 0 | 5,000 | 5,000 | | 5,000 | 0.0% |
| 4160 Website Maintenance | 448 | 800 | 352 | | 352 | 56.0% |
| 4180 Room Hire | 0 | 600 | 600 | | 600 | 0.0% |
| 4211 Training/conference fees Council | 190 | 150 | (40) | | (40) | 126.7% |
| 4220 Elections and Parish Poll Fund | 5,000 | 5,000 | 0 | | 0 | 100.0% |
| 4250 Grants | 507 | 3,500 | 2,993 | | 2,993 | 14.5% |
| 4260 Christmas Celebrations | 35 | 2,000 | 1,965 | | 1,965 | 1.8% |
| 4300 Euxton Gala | 1,092 | 1,000 | (92) | | (92) | 109.2% |
| 4310 Speed Indicator Device | 0 | 1,150 | 1,150 | | 1,150 | 0.0% |
| 4340 Increase Public Involvement | 0 | 250 | 250 | | 250 | 0.0% |
| 4350 Finance Software | 0 | 125 | 125 | | 125 | 0.0% |
| 4380 Heritage/Sign Project | 0 | 1,500 | 1,500 | | 1,500 | 0.0% |
| 4390 Defibrillator Project | 1,515 | 1,500 | (15) | | (15) | 101.0% |
| 4430 Millennium Green Pond Project | 3,267 | 3,267 | 0 | | 0 | 100.0% |
| 4500 Utilities | 327 | 1,150 | 823 | | 823 | 28.5% |
| 4510 Gardens/Planting/Competitions | 3,269 | 18,000 | 14,731 | | 14,731 | 18.2% |
| 4530 Millennium Green | 155 | 10,000 | 9,845 | | 9,845 | 1.6% |
| 4540 All Purpose Committee | 716 | 2,500 | 1,784 | | 1,784 | 28.6% |
| 4570 Amenity/Open Space RRM | 22,199 | 35,656 | 13,457 | | 13,457 | 62.3% |
| 4590 Bowling/Boules Project | 13,828 | 10,730 | (3,098) | | (3,098) | 128.9% |

Detailed Income & Expenditure by Account 09/10/2018

Account Code Report

| | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % Spent |
|---------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|--------------|
| 9320 EMR Emergency Fund | 436 | 23,000 | 22,564 | | 22,564 | 1.9% |
| 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% |
| 9360 EMR EMR ELF | 23 | 35 | 12 | | 12 | 65.7% |
| 9370 EMR CIL | 7,712 | 45,226 | 37,514 | | 37,514 | 17.1% |
| Total Overhead | 77,018 | 327,719 | 250,701 | 0 | 250,701 | 23.5% |
| Total Income | 334,532 | 0 | (334,532) | | | 0.0% |
| Total Expenditure | 77,018 | 327,719 | 250,701 | 0 | 250,701 | 23.5% |
| Net Income over Expenditure | 257,514 | (327,719) | (585,233) | | | |
| plus Transfer From EMR | 8,171 | | | | | |
| less Transfer From EMR | 130,103 | | | | | |
| Movement to/(from) Gen Reserve | 135,583 | | | | | |

Mrs Debra Platt
Euxton Parish Council
9 Ambleside Avenue

Euxton
Chorley
PR7 6NX

Our ref LA0075
Your ref SB03114

Email sba@pkf-littlejohn.com

25 September 2018

Dear Mrs Platt

Euxton Parish Council
Completion of the limited assurance review for the year ended 31 March 2018

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Euxton Parish Council for the year ended 31 March 2018. 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.

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PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. 0C342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

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**.

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 2018/19

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 no earlier than Monday 10 June 2019, i.e. 10 weeks after the year end.

It is anticipated that the instructions will be sent out during March 2019 in line with current practice, subject to arrangements for the 2018/19 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 2019, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Monday 3 June and Friday 12 July 2019; and
 - at the latest, between Monday 1 July and Friday 9 August 2019.

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.

Yours sincerely



PKF Littlejohn LLP

Section 3 – External Auditor Report and Certificate 2017/18

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 2018; 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 2017/18

Except for the matters reported below, 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.

The AGAR was not accurately completed before submission for review. The figures in Section 2, Box 3 of the prior year comparative column does not agree to the prior year final signed Annual Return. Box 3 of the prior year should read £82,701

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

None

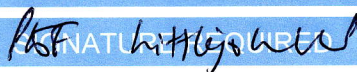
3 External auditor certificate 2017/18

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 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

24/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

EUXTON PARISH COUNCIL

CIL Monies Report (Projection)

Financial Year: 1 April 2017 to 31 March 2018

As at 12/07/2018

CIL Income Breakdown Report

| Date | Location | Installment | £ |
|-----------------|---|-------------|-------------------|
| 04/05/18 | 17/00356/REMMAJ Pear Tree Green 140 houses | ✓ | £121,155.64 |
| | 15/01230/FUL Euxton Mill 6 cottages | | £8,029.77 |
| | 15/01230/FUL LPI as above late pay charge | | £45.40 |
| | 16/01184/FUL Pear Tree Farm 3 houses | ✓ | £871.77 |
| | | | 130,102.58 |
| 28/10/18 | 17/00356/REMMAJ Pear Tree Green 140 houses | ✓ | £40,385.21 |
| | 17/00356/REMMAJ Pear Tree Green 140 LPI | ✓ | £29.88 |
| | 16/01184/FUL Pear Tree Farm 3 houses | ✓ | £871.77 |
| | 15/01259/FUL Dwelling betwn 42/44 The Croft | | £2,703.01 |
| | | | 43,989.87 |
| | | | <u>174,092.45</u> |

CIL Expenditure Breakdown Report

| Date | Description/location | £ |
|----------|---------------------------------|-----------------|
| 21/06/18 | LancsWT/Millennium Green Pond | 6,900.47 |
| 19/07/18 | Two seats for Balshaw Villa POS | 812.00 |
| | | <u>7,712.47</u> |

CIL Reconciliation

| | £ |
|--|-------------------|
| Total CIL brought forward from 2017/2018 | 45,226.18 |
| Total CIL receipts during 2018/2019 | 174,092.45 |
| Total Expenditure for 2018/2019 | 7,712.47 |
| Total CIL repaid following notice | 0.00 |
| Total CIL retained at year end | <u>211,606.16</u> |

CIL Balances

| | £ |
|-------------------------------------|-------------------|
| CIL fund carry forward to 2019/2020 | 211,606.16 |
| | <u>211,606.16</u> |

Report to Euxton Parish Council for 2018/19 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 | £43,989.87 | £0.00 |

CIL Breakdown

| CP Area | Planning App Ref | Amount Received 1 Apr - 30 Sept PAID | Amount Rec'd 1 Oct - 31 Mar To be paid by 20 Apr |
|---------|---------------------|--|--|
| Euxton | 17/00356/REMMAJ | £40,385.21 | £0.00 |
| Euxton | 16/01184/FUL | £871.77 | £0.00 |
| Euxton | 17/00356/REMMAJ LPI | £29.87 | £0.00 |
| Euxton | 15/01259/FUL | £2,703.01 | £0.00 |

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 (if any) due will be raised by no later than 28 October 2018.
- 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.

COMPLAINT PROCEDURE

1. If a complaint cannot be satisfied in full immediately, the complainant shall be asked to put the complaint in writing to the Clerk of the Council, or the Chairman if they indicate they would prefer not to submit it to the Clerk.
 - If the complaint is regarding Council business or an employee, it should be directed to the Chairman for their consideration and discussion with the Complainant.
 - If a complaint regarding an employee is unresolved by the Chairman, the Chairman will refer the complaint to the Personnel Committee.
 - If the complaint is about a Councillor and his/her conduct, the complainant and the complaint will be referred directly to the Monitoring Officer at Chorley Council.
2. On receipt of a written complaint, the Clerk and the Chairman, shall (except where the complaint is about his own actions) try to settle the complaint directly with the complainant. If the complaint is in respect of a complaint about the behaviour of an employee of the Council, then it shall not be settled without first notifying the employee complained of and giving them an opportunity to comment on the manner in which it is intended to attempt to settle the complaint. Where the Clerk to the Council or Chairman receives a written complaint about his own actions, they shall immediately refer the complaint to the Personnel Committee.
3. The Clerk/or Chairman shall report to the next meeting of the Council any written complaint disposed of by direct action with a complainant.
4. The Clerk/or Chairman shall bring any written complaint which has not been settled to the next meeting of the Council, and the Clerk to the Council shall notify the complainant of the date on which the complaint will be considered.
5. The Council shall consider the complaint and make its decision about a course of action to be taken.
 - 5.1 If, the Council decides the circumstances of any complaint warrant the matter being discussed in the absence of the press and the public then it will exclude these from the meeting and quoting the exemption clause.
 - 5.2 If the matter is a complaint of such that the Council believes the matter may lead to a disciplinary hearing then the matter must be heard with the press and public excluded. In this event, if the complaint is about an employee, even if the matter is being dealt with initially out of the context of a formal disciplinary hearing, then the employee is entitled to be able to attend and have a representative present/or to act (as set out in the Employment Relations Act 1999 s.10). The matter before the council in this case will be to establish whether there is a factual basis to the complaint and the route or action that should then be taken. The proceedings at this stage cannot be a formal disciplinary hearing, which must be convened on a separate occasion in the proper manner.
 - 5.3 If legal, procedural or other advice is needed before deciding, this will be sought and the complaint heard at the next meeting following receipt of the advice.
6. The decision of the Parish Council will be notified in writing to the complainant as soon as is practicably possible, a letter will be sent to explain if there will be a delay.
7. In the event of serial facetious, vexatious or malicious complaints from a member of the public the Council should consider taking legal advice before writing any letters to the complainant.
8. The Parish Council will not reconsider a complaint, which it has already investigated, and for which no new information or factors are submitted.

ADVICE NOTE: Complaints Handling and Model Complaints Procedure

Clear guidance on handling complaints has been produced by the Local Government Ombudsman and can be accessed from the publications page of the LGO website (www.lgo.org.uk). Although directed at principal councils in England, parish and community councils may also find this guidance helpful. In addition, the Public Services Ombudsman for Wales has published general guidance (including *Principles of Good Administration* and *Principles for Remedy*).

It is important that the council's response to a complaint is "proportionate and timely". The LGO guidance for principal councils suggests that most complaints should be resolved within twelve weeks of receipt of the complaint. In many cases, resolution may be possible within a much shorter timescale. Often an acknowledgement that something has gone wrong and an apology are all that the complainant wants.

Not all complaints are justified or well-founded. Sometimes councils may find themselves being called upon to respond repeatedly to an individual or group of individuals where that council has already investigated the matter under complaint (or something very similar) and has concluded that the complaint is without substance. In these cases, the LGO's 'Guidance note on management of unreasonable complainant behaviour' offers useful suggestions for the approach which may be taken and is readily applied to first-tier councils.

The following text forms the basis for a model complaints procedure which can be adapted by parish and community councils to suit their own particular circumstances. All complaints policies require regular reviews and a review every two years might be thought suitable. This enables the council to take account of structural and legal changes such as changes to the standards regime in England brought about by the coming into force of provisions in the Localism Act 2011.

[Insert Name of Parish or Community Council]
Complaints Procedure
Adopted on *[insert date]*

1. ***** Parish / Community Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:

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Last updated on 26 July 2012

- 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
- 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on *[insert date]* and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of *[insert the name of the principal]* Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of *[insert the name of the principal]* Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Complaints Committee of the Council *[or whichever committee has this responsibility]* or to the Council (as appropriate).
8. The Clerk or the Complaints Committee of the Council or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Complaints Committee of the Parish / Community Council or to the full Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Insert contact names and addresses

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Fault reports and progress

| Date | Auth'ty | STATUS | Location | Problem | Initial Actions | Further Actions/Follow up/chase | Action/ Requests to others |
|-----------------------|---------|----------|---|--|--------------------------------------|---|----------------------------|
| 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, new report 354584 | Reported again 19/4/18 - this has been wiped off. Reported again 11/9/18 354584 | |
| 15/02/2018 | LCC | | Blocked grid | Top of Bank Lane | LCC report 306020 | System says, works ordered - still, checked 11/9 | |
| 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 - some still outstanding ie, Balshaw Ave missing. 11/9 reported Balshaw Avenue still missing. Balshaw Ave chased again 2/10/18 | |
| 12/06/2018 | LCC | | Road markings at junction requested due to cars not stopping | Bredon with Cotswold | 340889 | | BC DP, |
| 12/06/2018 | LCC | | Centre road line to prevent try to prevent oncoming collition | Blind corner Cotwold Ave at Chiltern junction | 340879 | | BC DP, |
| 24/06/2018 | LCC | | PROW 32 | Totally overgrown and impassable | 342640 | | AO |
| 24/06/2018 | LCC | | PROW 32 | Broken stile | 342643 | | AO |
| 07/07/2018 | CBC | | Tree fallen across path, and rest of tree dangerous | Ransnap Woods | | Cleared branch over path, not yet cleared dangerous tree - chased 12/7 for the rest of the tree to be dealt with | BC DP, |
| 19/07/2018 | CBC | | Name plate damaged | Opposite 45 Milestone Mdw | 346529 | | MW |
| 30/08/2018 | CBC | | Overflowing litter bin | Outside Spar, Runshaw Lane | CAS-566690-3XRM CX | Asking for larger bins - monitoring | |
| 30/08/2018 | CBC | | Overflowing litter bin | Highways Av nearest chip shop | CAS-566691-5KLSQZ | Asking for larger bins - monitoring | |
| 17/09/2018 | CBC | 18/09/18 | Dog mess | All down Primrose Hill Road and Yew Tree Avenue | CAS-569398-Y72W4R | Cleared and monitoring | |
| 28/09/2018 | CBC | 01/10/18 | Fly tipping | Ransnap Brook, not far from schools | CAS-571045-ZW230K | | |
| 28/09/2018 | CBC | 01/10/18 | Litter bin knocked over needs cementing | Bank Lane, opposite school entrances | CAS-571049-92K3R9 | | |
| 02/10/2018 | BT Bus | | Red Telephone box in need of clean and paint | Corner of Balshaw Lane and Talbot Drive | LC2FH Y92 BT | | |
| 08/10/2018 | LCC | | Trees blocking roundabout signs in both directions | Railway bridge, Balshaw Lane | 358366 | | |
| 09/10/2018 | CBC | | Hedges and bushes overgrown and need cutting back | Yarrow Valley Car Park, Southport Road | CAS-572428-N56205 | | |
| 09/10/2018 | CBC | | Street sweeping needed to clear away leaves and acorns blocking drains | Southport Road/Balshaw Lane | CAS-572431-QRFHWC | | |