

EUXTON PARISH COUNCIL



Meeting arrangements: SPECIAL Full Council Meeting

Thursday, 20 April 2017, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

1. Freeman

Council nominate Mr Clarke and Mr Anderton at this Special meeting of Euxton Parish Council to be presented with the 'Freeman of Euxton' honour (Item 1)

D. Platt

CLERK

Published: 13/04/17

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 20 April 2017, 7.25 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

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 application list report from Lead Member for Planning, ratify responses made between meetings or to meet deadlines.
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, following the last meeting up to this meeting (Item 6.1a & b)
 - 6.2 Receive information of receipt of the precept
 - 6.3 Approve the figure for the year ending 31 March 2017 reports 1, 3 and 4 (Item 6.3)
 - 6.4 Approve the Annual Governance statement 2016/17 on the Annual Return (Item 6.4)
 - 6.5 Approve the Accounting statements 2016/17 on the Annual Return (Item 6.5)
 - 6.6 Receive Councillor Audit report (Item 6.6)
7. Big Get Together

Discuss and agree on the date, venue and any arrangements required (Item 8)
8. Consultations from Chorley Council
 - 8.1 Request for Update and Additional Schemes on Chorley's Regulation 123 List: Stakeholder Consultation, *circulated to Councillors 13 April 2017* (Item 8.1)
 - 8.2 Lancaster Way Community Centre opening invitation (Item 8.2)
9. Consultations from Lancashire County Council
 - 9.1 Primrose Hill Rd, School Ln, Beech Ave, Cedar Ave, Laurel Ave Euxton, Chorley, Prohibition of waiting, Restriction of Waiting, *circulated to Councillors 15 March 2017* (Item 9.1)
 - 9.2 Draft School Place Provision Strategy 2017/18 to 2019/20, *circulated to Councillors 30 March 2017, can be accessed here <https://tinyurl.com/kbso4f9>* (Item 9.2)
10. Risk document updates

Receive information of completed Risk Assessments (Item 10)
11. Committee Updates
12. Matters for information

D. Platt

CLERK

Published: 13/04/17

Notify the Chair prior to the meeting start 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 2017: 18 May, 15 June, 20 July, 21 September, 19 October, 16 November, TBC December

Newsletter deadlines: 12 May for the June issue;
11 August for the September issue; 10 November for the December issue

D. Platt

CLERK

Published: 13/04/17

MINUTES of the Council Meeting held 16 March 2017 at 7.15 pm at The Annexe, Euxton PC Community Centre, Wigan Road, Euxton.

<u>Present</u>	Cllr J Bamber (Vice Chair)	Cllr E Jones	Cllr G Rypel
	Cllr M Bamber	Cllr A Platt	Cllr V Thornhill
	Cllr M Jarnell	Cllr K Reed (Chairman)	Cllr H Tune <small>after item 4</small>
	Cllr N Hall	Cllr A Reed	
	Cllr C Jones	Cllr A Riggott	

Members of the public 4

1. Apologies Cllrs A Caughey, J Caughey, P Fellows, J Matson, S Wellerd

2. Declarations of Interest

Cllr Platt declared a pecuniary interest in items forming part of agenda items 6.1 as a relative of an employee.

3. Minutes of Council Meetings

Resolved: Minutes of the Council Meeting on 16 February 2017 were agreed to be an accurate record, and signed by the Chairman.

It was proposed that item 7.1 be moved to the end of the meeting, in the private section due to the sensitive information which needed to be discussed.

Resolved: Council agreed to move item 7.1 to the end of the meeting.

4. Statutory Business

4.1 Councillor vacancies – consider to co-opt an applicant from the three applicants

Resolved: Council voted by ballot for Mrs Helen Tune to be co-opted to the Council.

Mrs Tune signed the declaration and joined the meeting.

Council thanked all the other applicants, three of which had attended the meeting.

4.2 Planning

Cllr Platt declared a pecuniary interest in application 17/00198/FULHH.

Council was updated on the Gleadhill decision, the discussions and suggested conditions for the application. There was discussion about greenbelt land and how the application may develop, and the need to monitor progress of the self-build applications.

Balshaw Lane primary expansion was passed and there was not much mention at the meeting of the parking problems.

5. Public Participation - Residents and Police Matters

Resolved: Council resolved to suspend standing orders.

Michelle Graham from the Youth Zone organisation in Chorley ‘Inspire’ attended and informed the Council of the project, details of how it may be set up and run.

A resident had contacted a Councillor regarding projects from the newsletter, who did say he would attend tonight, but hadn’t.

Council had been contacted by four residents asking about the council tax rise and Councillors had been supplied details of these contacts.

Resolved: Council resolved to restore standing orders.

6. Financial Items

6.1 Approve Expenditures

Councillors asked if the contract for the Millennium Green paths had come in as per the quotations. They had but further works had been added whilst the works were taking place, a diversion of the path because of tree roots, creating a longer length and, further decking/bridge boards because of the extent of the standing water. The raised edges by the paths will be monitored.

Members discussed the decision in January to stop using petty cash made and if it was required. This will be monitored until after August.

Resolved: Council approved the expenditures contained in report 1.

Creditor	Description	Total £
Keep Britain Tidy	Posters	5.00
Tesco	Batteries for Defib Trainer	9.99
		<hr/>
		14.99
Easy Websites	SO for website	24.00
BT	Telephone services	106.12
Chorley Council	Land lease	6.00
Paper Rabbit	Printing of March newsletter	857.00
DWG NW Ltd	Repairs on Millennium Green bridge	260.00
DWG NW Ltd	Disabled access excl handrail on Millennium Green	4020.00
DWG NW Ltd	Disabled access handrail on Millennium Green	2000.00
E-on	Electricity at pavilion	85.33
Sam Croniken	Tree trimming at Greenside	600.00
Employee 1	Reimbursements	96.58
Employees	Salaries total for March 2017	4658.55
PrintQuarter	Prints for DC meeting, Gleadhill	10.50
		<hr/>
		12724.08

6.2 Receive financial reports 1, 3 & 4

Resolved: Reports were received.

Council were supplied with an updated CIL report this is also displayed on the website.

6.3 Disposal of Asset

Resolved: Council agreed to sell the large trailer. Clerk to get a guide price range. Clerk to advertise the Trailer for sealed bids, over the guide price obtained, with a closing date of 30 March.

7. Sealing of Documents

7.2 Spice Time Credits proposal to sign up to the Time Credits scheme

Resolved: Council agreed to signs up for this scheme and begin offering Time Credits to volunteers.

8. Honouring Residents with Outstanding Achievements

Resolved:

- Council agreed to create a Freeman of Euxton scheme, with certificate and presentation event.
- Council agreed Mr Clarke and Mr Anderton will be nominated at a Special meeting of the Council in April for 'Freeman of Euxton'.
- Council agreed to have a Volunteer nomination scheme, to be run through the newsletter with certificate and relevant gift.

9. Wikipedia Euxton Entry

Resolved: Council agreed Cllr Thornhill will re-write the entry for Euxton, circulate and pass to Clerk to submit changes on behalf of the Council to the website.

10. Committee Updates

All Purposes Committee – Chair reported on progress of projects.

Euxton Library Working Group – Chair reported following the first community meeting which agreed to set up a 'Friends of Euxton Library' group through LCC and will now proceed to register and get a bank account. Members of the Coppull and Adlington friends groups are to be invited to see if they can assist Euxton's new group.

Liaison Forum – Chair updated the meeting of all the subjects raised including grey bin queries.

The Big Lunch article in the newsletter was updated on by Cllr Jarnell, the organisation has now joined forces with the Jo Cox tackling loneliness campaign, AGE UK and Tesco and is now to be called the Big Get Together. This is to go on the agenda for April meeting to arrange details. Event is in June on the Millennium Green.

11. Matters for information

A Councillor raised that she had been approached by residents about the newsletter photo choices. There was much discussion about active committees appearing more often because they have results to let the public know about.

Resolved: Council agreed to extend the meeting past 9.30 pm.

The Chairman declared the public part of the meeting closed.

EUXTON PARISH COUNCIL MONTHLY PLANNING REPORT

MEETING APRIL 20TH 2017

DATE VALIDATED, APPLICATION NO,	LOCATION PROPOSAL	COMMENT/RECOMMENDATION
17.03/2017 17/00287/DIS	39 Fieldside Ave Application to discharge condition numbered 3 (materials) attached to planning permission 14/00759/FUL which was for the erection of a single storey rear extension.	No comment
17/03/2017 17/00284/PDE	24 Chestnut Ave Erection of single storey conservatory extension to rear of property, measuring 3.5m depth, with eaves height of 2.25m and a maximum height of 2.8m	No comment
24/03/2017 17/00309/FULHH	4 Hopgood Close, Buckshaw Conservatory to rear	No comment
31/03/2017 17/00269/FUL	Wyndburgh, Runshaw Lane Change of use and conversion of an agricultural barn to a single dwellinghouse	Appears to comply with CLP policies No comment
31/03/2017 17/00344/TPO	27 Gleneagles Drive Tree encroaching on garden building at 29 Gleneagles, request to cut the section of the tree before it causes damage	Standard letter
31/03/2017 17/00328/DIS	47 Wigan Road Application to discharge conditions 5 (boundary details), 6 (external facing materials), and 12 (Dewelling Emission Rate details) attached to planning permission 16/00835/FUL for the demolition of existing dwelling and erection of two storey dwelling (Resubmission of application 15/01036/FUL)	No comment
31/03/2017 17/00347/TPO	15 Dunrobin Drive Works to trees covered by Chorley BC TPO 11 (Euxton) 1987: T1 (Oak) 15% Crown reduction and remove dead wood; T2 (Oak) 15% Crown reduction; T3 (Oak) 15% Crown reduction, prune back branches away from house and garage.	Interest declared - near neighbor Therefore no comment

EUXTON PARISH COUNCIL MONTHLY PLANNING REPORT

DATE VALIDATED, APPLICATION NO,	LOCATION PROPOSAL	COMMENT/RECOMMENDATION
07/04/2017 17/00343/CLPUD	15 The Cherries Ground floor rear extension	No comment
07/04/2017 17/00294/FULHH	90 Runshaw Lane First floor side extension	No comment
07/04/2017 17/00326/FULHH	19 Cherryfields Two storey rear extension	No comment
07/04/2017 17/00343/CLPUD	15 The Cherries Application for a certificate of lawfulness for a new single storey rear extension (following demolition of existing conservatory)	No comment
07/04/2017 17/00319/FULHH	10 Hillside Close Two storey rear extension and detached brick built garage, following the demolition of the existing wooden garage and outbuilding	No comment
07/04/2017 17/00364/FULHH	27 Coniston Avenue First floor side extension (following conversion of garage to habitable space)	The material for this and the following application (using the same agent) is virtually impossible to view on the internet. I have e-mailed CBC to point this out and have asked that they ensure that parking standards are met (which is likely to be EPC's only concern)
07/04/2017 17/00365/FULHH	27 Washington Lane Single storey side extension (following conversion of garage into habitable space).	See above (although parking standards are less likely to be an issue)
07/04/2017 17/00360/COU	"Cowshed", 1 Barnes Wallis Way Change of use from Restaurant (A3 Use Class) to Tanning Salon (Sui Generis Use Class)	No comment

MONTH **MARCH**

YEAR 2016/2017

Item 6.1 a

EXPENDITURE

Date	Creditor	Description	Invoice Ref	Cheq No	Total	Vat	Net	Budget	Power or S137	Cheque Cleared	VAT Claim
	Debits										
27-Mar	HiViz workwear	Workwear - boots	232	Debit	84.90	14.15	70.75	06-8		27/03/17	
27-Mar	Screwfix	Locks	233	Debit	55.98	9.33	46.65	06-8		27/03/17	
27-Mar	Seton	Safety signs	234	Debit	42.30	7.05	35.25	06-8		27/03/17	
27-Mar	Wordery	Contracts	235	Debit	49.40	8.23	41.17	07-3		27/03/17	
31-Mar	Everglades	Hedge whips	236	Debit	12.00	2.00	10.00	06-8		31/03/17	
17-Mar	Peoples Pension	Set up charge	237	Debit	360.00	60.00	300.00	02-7		17/03/17	
			TOTALS		604.58	100.76	503.82			0	

MONTH **APRIL**

YEAR 2017/2018

Item 6.1 b**EXPENDITURE**

Date	Creditor	Description	Invoice Ref	Cheq No	Total	Vat	Net	Budget	Power or S137	Cheque Cleared	VAT Claim
01-Apr	Easy Websites	SO for website	001	DD	24.00	4.00	20.00				
02-Apr	BT	Telephone services	002	DD	77.28	12.88	64.40				
20-Apr	C & W Berry	Hardware	003	4453	67.96	11.32	56.64				
20-Apr	Ron Howarth Plant	Bowling green hard standing	004	4454	7926.00	1321.00	6605.00				
20-Apr	John Henry Mayor	Wooden stakes for Mgreen	005	4455	207.00	34.50	172.50				
20-Apr	Cardiac Science	Labels for boxes	006	4456	25.14	4.19	20.95				
20-Apr	Lanes Group	CCTV inspection	007	4457	870.00	145.00	725.00				
20-Apr	E'on	Christmas lights electricity	008	4458	4.04	0.19	3.85				
20-Apr	Play Inspection Co	Annual inspections	009	4459	390.00	65.00	325.00				
20-Apr	Plantscape	Hanging basket trees x 2	10	4460	1946.40	324.40	1622.00				
20-Apr	ICO	Subscription	11	4461	35.00		35.00				
20-Apr	LALC	Subscription	12	4462	895.42		895.42				
20-Apr	United Utilities	Wastewater at Greenside 'rain'	13	4463	549.24		549.24				
20-Apr	Townsend Print (SME)	Redesign of map artwork	14	4464	102.00	17.00	85.00				
20-Apr	United Utilities	Wastewater at Greenside 'sewage'	15	4465	16.50		16.50				
20-Apr	Atlas Business Finance	Photocopies Nov-Mar17	16	4466	280.56	46.76	233.80				
20-Apr	Employees	Salaries total for April 2017	17-21	4467-71	4915.12		4915.12				
			TOTALS		18331.66	1986.24	16345.42		0		

EUXTON PARISH COUNCIL

Item 6.3

Income Report 2016 / 2017

Date	Description	Inv	£
08-Apr	Precept		100323.00
	Grant		1709.00
15-Apr	MK Illumination (Refund)		796.86
29-Apr	RBS interest		8.06
06-May	RBS Compensation/sorry		50.00
06-May	Home Truths (advert)	035	75.00
10-May	CBC CIL Monies		49185.33
16-May	Santander Compensation/sorry		20.00
31-May	RBS interest		8.65
15-Jun	Santander interest		26.65
17-Jun	Co-op bank interest		43.33
22-Jun	Mrs Wallis (seat)		522.00
28-Jun	Busy Bodies (advert)		68.00
28-Jun	War Memorial Club (advert)		220.00
30-Jun	RBS interest		6.60
05-Jul	RBS Compensation/sorry		100.00
11-Jul	TSB Interest		2.19
13-Jul	Busy Bodies (advert)		157.00
15-Jul	Santander interest		30.76
29-Jul	RBS interest		5.94
05-Aug	M'cr Prop Svs (contract)		510.00
08-Aug	HMRC Vat Claim		3415.34
09-Aug	TSB Interest		1.99
15-Aug	Santander interest		31.80
22-Aug	Glovers (sponsor flowers)		200.00
23-Aug	Lawrence Hunt Spar (spon flow)		200.00
31-Aug	RBS interest		6.03
06-Sep	RBS Charge refund		10.00
09-Sep	TSB interest		2.12
13-Sep	BV Nursery (spon flower)		200.00
15-Sep	Santander interest		31.81
16-Sep	CoOp Interest		42.89
20-Sep	Wildlife Gardner (advert)		35.00
	EGFC (pitch fees)		840.00
	EGFC (pitch fees)		240.00
	Right at Home (advert)		280.00
	Oakden (advert)		35.00
30-Sep	BT Wayleave		114.80
30-Sep	RBS1 interest		4.36
03-Oct	Lee Baron		500.00
15-Oct	Santander		30.80
10-Oct	TSB Interest		2.12
31-Oct	RBS Interest		1.89
08-Nov	CBC CIL		20471.60
09-Nov	TSB Interest		2.06
14-Nov	Euxton PreSchool (advert)		300.00
15-Nov	Santander interest		25.16
30-Nov	RBS Interest		0.68
09-Dec	TSB interest		2.06
15-Dec	Santander interest		15.41
16-Dec	Five Acres (advert)		70.00
16-Dec	CoOp Interest		42.92
30-Dec	RBS1 interest		0.21
09-Jan	TSB interest		1.85
16-Jan	Santander interest		15.95
31-Jan	Barclays interest		0.13
06-Feb	M'cr Prop Svs (contract)		510.00
09-Feb	TSB interest		0.07
15-Feb	Santander interest		15.97
17-Feb	Petty Cash fund returned in		300.00
13-Feb	Mortgate Mkt (advert)		300.00
28-Feb	Home Truths		300.00
28-Feb	RBS Interest		0.10
09-Mar	TSB interest		0.96
14-Mar	Churches Together (advert)		240.00
14-Mar	Wildlife Gardner (advert)		120.00
15-Mar	Santander interest		14.43
16-Mar	CoOp Interest		42.49
17-Mar	Yarrow Nursery (advert)		405.00
17-Mar	Macaree (advert)		120.00
22-Mar	E.War Memorial (advert)		220.00
30-Mar	Barlows Trailers		500.00
31-Mar	RBS1 interest		0.06
			184,131.43
			300.00
			183831.43

Budget allocations

Adverts	Training	Flower Sponsor	Pitch Fees	Leng's Revenue / Amenity	CIL	VAT Element	Precept / Bank Interest	Other	Other	Notes
02-3	03-1	06-3	06-9	06-9	08-3	08	08	08		
							100,323.00			
								1,709.00		
						132.81			664.05	**1
								8.06		
								50.00		
	75.00									
					49185.33					
								20.00		
								8.65		
								26.65		
								43.33		
										522.00
68.00										06-5
220.00										
								6.60		
								100.00		
								2.19		
157.00										
								30.76		
								5.94		
				510.00						
						3,415.34				
								1.99		
								31.80		
			200.00							
			200.00							
								6.03		
								10.00		
								2.12		
			200.00							
								31.81		
								42.89		
35.00										
				840.00						
				240.00						
280.00										
35.00										
										114.80
								4.36		05-9
				500.00						
								30.80		
								2.12		
								1.89		
						20471.60				
								2.06		
300.00										
								25.16		
								0.68		
								2.06		
								15.41		
70.00										
								42.92		
								0.21		
								1.85		
								15.95		
								0.13		
						510.00				
								0.07		
								15.97		
								300.00		**3
300.00										
300.00										
								0.10		
								0.96		
240.00										
120.00										
								14.43		
								42.49		
								405.00		
								120.00		
								220.00		
										500.00
								0.06		**2
2945.00	0.00	600.00	1080.00	1520.00	69656.93	3548.15	101263.44	1717.06	1164.05	636.80
02-3	03-1	06-2	06-8	06-8	08-3	08	08	08		

Notes: *1 Vat element needs returning to HMRC, back into Christmas budget 04-2 (VAT sorted/received 8/8/16)
*2 Sale of trailer

Budget Breakdown Report 2016/2017 (cumulative for year)

Budget Codes	Description	Committee	Precept 16/17	Carried fwd from 15/16	Total Budget avail 16/17	Spend to Date	Income 2016/17	Budget Via	Budget Balance
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01 Employees

01-1	Employees	Per	56000		56000	54749			1251
01-2	HMRC Liabilities	Per			0	114		2500	2386

02 Housekeeping

02-1	Mileage	Per	1600		1600	1433		200	367
02-2	General Office - stationery, copy, post, IT, tel	PC	1400		1400	1490			-90
02-3	Publicity - newsletter/AnnRep/ Other	AP	3000		3000	4915	2945		1030
02-4	Insurance	C	2750		2750	1627			1123
02-5	Subscriptions	C	1500		1500	1115			385
02-6	Audit	C	900		900	580			320
02-7	Legal Fees/Planning Investigations	C	2500		2500	2098			403
02-8	H&S working from home advice	Per	2000		2000	0			2000
02-9	Advice/assistance on NIC/VAT	Per	1500		1500	1602			-102
02-10	Website maintenance	AP	240		240	240		540	540
02-11	IT/Laptop/Hardware		2000		2000	1279			721
02-12	Room hire				0	501		900	399

03 Council

03-1	Training/Conference Fees	C	350		350	940	0		-590
03-2	Elections and Parish Poll Fund	C	5000	5000	10000	0			10000
03-3	General Reserve Contingency	C	18440	20000	38440	0		-20540	17900

04 Grants/S137

04-1	Grants	AP	3000		3000	2295			705
04-2	Christmas Celebrations	AP	500		500	728	664		437

05 Special Events/Projects

05-1	Euxton Gala	AP	500		500	656		200	44
05-2	Speed Indicator Device new plates	AP	150		150	0			150
05-3	Neighbourhood Plan		0	2000	2000	0			2000
05-4	Comms and social media methods	AP	50		50	0			50
05-5	Increase public involvement work	AP	250		250	46			204
05-6	Finance software			2050	2050	669			1381
05-7	ROF Lamp Post project	AP	2000		2000	0			2000
05-8	Millennium Green project	L	4000		4000	23675		20000	325
05-9	Heritage/Sign project	AP		1000	1000	1115	115		0
05-10	Defibrillator project				0	15434		15000	-434
05-11	Queens 90th Birthday				0	625		1200	575

06 Amenity/Utility

06-1	Utilities	C	1000		1000	847			153
06-2	Gardens/Planting	AP	3500		3500	5070	600		-970
06-3	War Memorial	AP	500		500	17			483
06-4	Millennium Green - grass cuts, maint	L	4000		4000	3475			525
06-5	All Purposes Committee	AP	2500		2500	2731	522		291
06-6	Greenside Pitch Maintenance	L	4000		4000	4109			-109
06-7	Play Equipment Replace Scheme	L	10000	5124	15124	0			15124
06-8	Amenity/Open Space RRM	L	13500		13500	11223	2600		4877

07 Large Project Savings

07-1	Land Fund/Amenity Play	L	0	18684	18684	0			18684
07-2	Street Sweeping Machine Fund	AP		4000	4000	0			4000
07-3	Bowling/Boules Project	BC	30000	62500	92500	941			91559

08 Other

							106229		
08-1	Healthy Streets		0	817	817	216			601
08-2	Ransnap Brook		0	279	279	0			279
08-3	CIL					1686	69657	-20000	47971
							500		

178630	121454	300084	148240	183831	228947
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VAT total on purchases

£7,128.13

exl vat

*1 May 2016 Council decisions to create new budgets and move some budget amounts, from 03-3 £20540

*2 July 2016 Council decisions - transfer £15,000 and £5,000 from 08-3 to 05-8 Millennium Green which replaces a decision at June 2016 Council meeting to move £9500 and £9000 from various budgets to the 05-8 budget, following confirmation CIL monies can be used

*3 £25,000 of this fund allocated to Bowling project

EUXTON PARISH COUNCIL**Item 6.3**

Bank Reconciliation

Financial year ending 31 March 2017

Balance per bank statement as at	31 March 2017		£	£
RBS Current	31/03/17		1,082.83	
RBS High Interest Account	31/03/17		9,527.53	
RBS Current 2/Debit Card	31/03/17		4,000.00	
TSB Business Instant Access/Treasuri	31/03/17		10,015.42	
Co-op Fixed Rate Deposit	31/03/17		50,171.63	
Santander Business Savings	31/03/17		75,258.74	
Barclays Bank	31/03/17		75,000.00	
				<u>225,056.15</u>
Less: any unrepresented cheques as at the statement date				
	Month	Cheque No	Amount	
	Feb	4428	15.75 -	
			-	
			-	
			-	
			-	
			-	
			-	<u>15.75</u>
Add: any unbanked cash			0.00	0.00
Net bank balances as at:		31 March 2017		<u>225,040.40</u>

<u>Cash Book</u> as at:	31 March 2017			
Opening Balances			196,522.16	
			300.00	196,822.16
Add: Income in the year				183,831.43
Less: Payments in the year				<u>-155,613.19</u>
				<u>225,040.40</u>

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

EUXTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

EUXTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.			
1. Balances brought forward	172,825	196,822	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	107,800	100,323	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	30,923	83,508	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	54,225	56,182	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-	-	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	60,501	99,431	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	196,822	225,040	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	196,822	225,040	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	767,549	771,845	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

[Signature]

Date: 14/4/17

I confirm that these accounting statements were approved by this smaller authority on:

DDMMYYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE



CHORLEY COUNCIL
COMMUNITY INFRASTRUCTURE LEVY
Regulation 123 List

Adopted September 2013

The Regulation 123 List was updated on 7 April 2016

Central Lancashire Community Infrastructure Levy

Introduction

The purpose of the list is to demonstrate the broad range and type of infrastructure that it is likely the Council will seek to spend CIL funds upon. This is a 'living' document and will be the subject of on-going update and monitoring.

Regulation 123 List

The Community Infrastructure Regulations 2010 (as amended) restrict the use of planning obligations where there have been 5 or more obligations in respect of a specific infrastructure project or type of infrastructure entered into on or after 6 April 2010.

The Regulations (paragraph 123) provide for a charging authority to set out a list of projects or types of infrastructure that the levy is intended to fund, and this is referred to as the 'Regulation 123 List'.

The purpose of this Regulation 123 List is to ensure clarity on what CIL might be spent on and there is no duplication ('double dipping') between CIL and S106 agreements in funding the same infrastructure projects.

A CIL charging authority is expected to publish a list of infrastructure that it intends will benefit from CIL on its website. The Council can review this list at least once a year as part of its monitoring of CIL collection and expenditure.

The inclusion of a project or type of infrastructure in this list does not signify a commitment from the Council to fund either in whole or in part the listed project or type of infrastructure through CIL. Nor does the order of the table imply any order of preference or weighting of one project as opposed to another.

Background

The Regulation 123 List (adopted September 2013) was derived taking into account the background supporting documents that were prepared in association with the Central Lancashire Strategy (adopted July 2012), which sets out the infrastructure needed to deliver the development set out in the Strategy up to 2026 and the Lancashire County Council adopted LTP3 Strategy and Implementation Plan 2011-2021 which sets out the strategic objectives for transport and travel.

Infrastructure projects to be funded at least in part by the CIL

CHORLEY INFRASTRUCTURE DELIVERY SCHEDULE

PROJECT	TIMING	FUNDING DEFICIT £M
Transport		
New Coppull Railway Station	2014-2024	8
Mini interchange: Clayton Green Asda	2012-2015	0.2
Chorley Railway Station car parking –Friday Street (110 spaces)	2012-2015	0.8
Car park on Southport Road, Chorley (100 spaces to support Astley Park)	-	-
Cycle Schemes		
Clayton-le-Woods	2015-2020	0.2
Clayton Brook and Whittle-le-Woods to Chorley A6	2015-2020	0.5
Canal towpath, Botany to Blackburn	2015-2020	0.5
Chorley to Abbey Village –old railway	2015-2020	1
Cycle Schemes near Wheelton on the A676	2015-2020	0.125
Chorley North-East-Harpers Lane, Railway Rd-Park Rd	2015 -2020	0.3
Cycle Link, Croston to Ulnes Walton to Leyland	2015-2020	0.15
Euxton-Wigan Rd and School Lane	2015-2020	1.5
Buckshaw-Chancery Lane-Cuerden Valley Park-Southport Road	2015-2020	0.6
Chorley East –Eaves Lane, Lyons Lane, Yarrow Gate to Carr Lane/Myles Standish Way	2015-2020	0.25
Improvements to Cycle Links - Adlington	2015-2020	0.34
Chorley South to Coppull	2015-2020	0.4
Eccleston to Chorley via Back Lane	2015-2020	0.15
Health		
Local Community Health Hub, Friday Street, Chorley	-	-
Education		
Group 1 Site, 1 form entry primary school, Buckshaw Village	2016-2021	2.5
Adlington half form entry primary places	2016-2021	2
Clayton-le-Woods 1 form entry	2016-2021	3.5 – 5
Eccleston half form entry places	2016-2021	1.72
Green Infrastructure/public realm		
Chorley Town Centre enhancements	2012-2016	1
Flat Iron enhancements		0.30

PAN CENTRAL LANCASHIRE

PROJECT	TIMING	FUNDING DEFICIT £M
Transport		
Bus Rapid Transport Routes: Chorley to Preston B6258 Preston East – City Centre Preston - Lostock Hall – Leyland Cottam – Preston Cuerden – Preston via A6	2012-2018	
HOV/Bus Lanes on A582 corridor serving Park & Ride sites	2012-2018	55.2

CHORLEY COUNCIL
COMMUNITY INFRASTRUCTURE LEVY
Methodology for Allocation of Infrastructure
Funds
Approved January 2017

Background

This document sets out how collected receipts for community infrastructure levy will be allocated to infrastructure projects on the published Community Infrastructure Levy Regulation 123 list. This process will generally be undertaken annually to fit in with the budget cycle however it could be more frequent depending on the levels of capital collected.

This process will only be used to allocate collected receipts. No decisions are to be made regarding invoiced but not collected CIL or forecasted income.

The Community Infrastructure Regulations 2010 (as amended) restrict the use of planning obligations where there have been 5 or more obligations in respect of a specific infrastructure project or type of infrastructure entered into on or after 6 April 2010.

The Regulations (paragraph 123) provide for a charging authority to set out a list of projects or types of infrastructure that the levy is intended to fund, and this is referred to as the 'Regulation 123 List'.

The purpose of the Regulation 123 List is to ensure clarity on what CIL might be spent on and there is no duplication ('double dipping') between CIL and S106 agreements in funding the same infrastructure projects.

A CIL charging authority is expected to publish a list of infrastructure that it intends will benefit from CIL on its website. The Council can review this list at least once a year as part of its monitoring of CIL collection and expenditure.

The inclusion of a project or type of infrastructure in this list does not signify a commitment from the Council to fund either in whole or in part the listed project or type of infrastructure through CIL. Nor does the order of the table imply any order of preference or weighting of one project as opposed to another.

The principles by which the council will allocate CIL receipts to infrastructure are

- Strategic priority
- Deliverability
- % match funding

This document sets out the methodology which will be used to collate essential data necessary to assess each scheme however the council reserves the right to exercise its discretion in making decisions whilst always acting reasonably.

Procedure

The regulations set out the methodology for how monies collected from the CIL are to be distributed as illustrated in the table below.

Purpose of Funding	% Allocated
Administration	5% of all receipts
Neighbourhood area portion	15% of CIL collected within that area capped at £100 per dwelling
*Neighbourhood area where there is a neighbourhood plan in place (25%)	25% of CIL collected within that area uncapped.
CIL Infrastructure	Remaining CIL receipts collected for the financial year.

Step one Identifying Available CIL Monies for Infrastructure

A full breakdown of the CIL receipts collected for the previous financial year along with the distribution of those monies is published in the Annual CIL Monitoring report published each December.

This is the first step in carving up the CIL monies and establishing the total amount of CIL available to be allocated to the CIL 123 Infrastructure Projects,

Step Two: Assessing CIL 123 Infrastructure Projects

The projects specified on the CIL Regulation 123 List are strategic, long term schemes which can require significant lead in times in order to secure the necessary funding, resourcing and decision making processes are in place. Therefore at any one time, some of these projects will be more deliverable than others.

The second step in identifying which schemes are recommended for an allocation of CIL is a desktop gathering exercise.

The infrastructure projects are led by a range of statutory authorities and infrastructure providers and therefore this data collection form will be sent to the appropriate bodies for completion and return to Chorley Council.

Upon return of the data sheets for each project, the information will be collated and scored in accordance with the following criteria illustrated in the table below.

	Criteria	Pass/Fail	Desirable	Example Evidence Upon Request
1	Strategic Priority	✓		Referenced in a published corporate document or masterplan
2	Timeline for Delivery(start and end)	✓		Detailed project plan or timeline demonstrating project is feasible
3	Total Cost £	✓		High Level Budget
4	Match funding secured to date (£)	✓		Details of budget gap
5	Contribution from CIL sought (if known)£	✓		Details of the budget gap and confirmation no other capital source can be identified.
6	Included within the local plan		✓	Referenced published Chorley Local Plan

Any scheme not achieving a pass in any of the essential criteria will automatically fail to progress to stage 3 as these are considered not to be deliverable at this time. For as long as a scheme remains on the CIL 123 list, it will continually be assessed annually for an allocation of CIL.

If a project has been completed or is no longer being pursued and remains on the CIL 123 list, for the purpose of this exercise it will simply be omitted from the assessment and accounted for in the next review of the CIL 123 List.

If a project is not included within the local plan, officers will need to verify that the proposal is policy compliant and does not contravene either Chorley Council's Local Plan or associated Central

Lancashire Core Strategy and SPDs. Information may be followed up from the lead authority to demonstrate that the project is acceptable in planning terms.

Projects need to be identified to start within the following financial year to be considered. This start does not have to be an actual start on site but it must be clear in any evidence requested that there is a clear project plan which illustrates the need for preparatory work to commence. CIL monies cannot be used to pay for the design of infrastructure.

In the event that a formal decision of the start date is subject to confirmation of CIL funding, this is acceptable however payment of any CIL monies will only be made upon written confirmation of that start date with evidence of the formal approval within the organisation, statutory body etc.

Step Three: Ranking of Schemes According to Financial standing

Projects which have passed in all the essential criteria will then be assessed based on their financial standing and ranked according to *deliverability*. This ranking will be based on the amount of gap funding required, as a % of the total project cost required to enable the project to be delivered, starting with the smallest % first. For example,

Project A-total cost of £800,000
 Capital secured to date £700,000
 CIL contribution sought £100,000 (12.5%)

Project B-Total cost £5M
 Capital secured to date £1.25M
 CIL Contribution sought £3.75 (75%)

Project C- total cost £5M
 Capital secured to date £4.5M
 CIL contribution sought £500,000.(10%)

Project D –total cost £3M
 Capital secured to date £2.5M
 CIL contribution sought £2.5M (50%)

The Council will only allocate CIL where there is sufficient CIL available to provide 100% of the funding sought. The Council will not allocate a fraction of the CIL contribution sought as this may still mean that the scheme is not immediately deliverable. This will not negate the scheme from being reconsidered for CIL monies in future rounds. Project costs and finance information can be reviewed and updated at any time prior to the CIL allocation process.

The projects are ranked as illustrated in the table below.

Infrastructure Scheme	Funding Secured	Funding Required	Scheme Start if Capital Secured	CIL Contribution Recommended
Project C	£4.5M	£500,000	2017/18	£500,00
Project A	£700,00	£100,00	2017/18	£100,000
Project D	£2.5M	£2.5M	2017/18	NIL
Project B	£1.25M	£3.75M	2017/18	NIL

Step Four

The final step will consist of a series of recommendations to Executive Cabinet for approval which will include a summary of the projects and what they will deliver. This will be provided along with confirmation of the total CIL funding for infrastructure. It is not necessary for all the monies to be allocated in the cycle; some may simply roll over for allocation in the next round.

The information to be provided will include the following:

Infrastructure Project	Lead Authority	What the Project will deliver	Capital Secured	Start and complete Dates	Recommended CIL allocation
<i>Project C</i>	<i>CBC</i>	<i>XXX</i>	<i>£4.5M</i>	<i>March 2017</i>	<i>£500,00</i>
<i>Project A</i>	<i>LCC</i>	<i>XXX</i>	<i>£700,000</i>	<i>April 2017</i>	<i>£100,000</i>
Total Allocation of CIL					£600,000

Step Five

Upon the allocation of the monies to schemes, this will be presented to Council as part of the budget cycle and the successful accountable body (where it is not Chorley Council) will be formally notified of the allocation.

Information regarding the allocation of CIL funds will be published in the annual CIL monitoring report.

Lancaster Way CC opening - 20th May

[Bernie Heggarty](#)

10/4/2017 11:47

Hi,

To raise awareness of the new Lancaster Way Community Centre in Buckshaw Village I am organising an official opening of the centre on **Saturday 20th May between 11am and 2pm**

I am inviting you to attend and promote your group/activity and showcase what groups / activities are on offer in the surrounding area to local residents and how they can get involved.

Your involvement in this event would be much appreciated and significantly contribute to its success. This could be in the form of an information stand to talk to people that attend or provide an activity for people to try that represents your group.

If you would like to attend please let us know or contact us to discuss in more detail

Look forward to hearing from you

Cheers
Bernie

Bernie Heggarty
Community & Neighbourhood Development Officer
Chorley Council

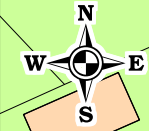
NOTICE OF PROPOSAL
ROAD TRAFFIC REGULATION ACT 1984
LANCASHIRE COUNTY COUNCIL
(BEECH AVENUE, CEDAR AVENUE, LAUREL AVENUE, PRIMROSE HILL ROAD, SCHOOL LANE, EUXTON, CHORLEY BOROUGH) (PROHIBITION AND RESTRICTION OF WAITING) ORDER 201*

NOTICE IS HEREBY GIVEN that Lancashire County Council propose to make the above Traffic Regulation Order under Sections 1, 2 and 4 to the **Road Traffic Regulation Act 1984**, as amended, the effect of which will be to:

1. Introduce a prohibition of waiting in the following lengths of road:
 - a) Beech Avenue, Euxton, both sides from a point 5.9 metres north east of the centreline of Primrose Hill Road in a north easterly direction to a point 12 metres north east of the centreline of Primrose Hill Road;
 - b) Cedar Avenue, Euxton, the west side from a point 10 metres south east of the centreline of Primrose Hill Road in a north easterly direction to a point 10 metres north east of the centreline of Primrose Hill Road;
 - c) Laurel Avenue, Euxton, both sides from a point 7 metres south west of the centreline of Primrose Hill Road in a south westerly direction to a point 12 metres south west of the centreline of Primrose Hill Road;
 - d) Primrose Hill Road, Euxton, both sides from 6 metres west of the centreline of Cedar Avenue in a westerly direction to a point 15 metres west of the centreline of Cedar Avenue;
 - e) Primrose Hill Road, Euxton, both sides from a point 11 metres south east of the centreline of Beech Avenue in a north westerly direction to a point 11.5 metres north west of the centreline of Beech Avenue;
 - f) School Lane, Euxton, the north west side, from a point 52 metres north east of the centreline of Old School Lane in a north easterly direction to a point 39 metres south west of the centreline of The Cherries;
 - g) School Lane, Euxton, the south east side, from a point 8 metres north east of the centreline of Vicarage Close in a north easterly direction to a point 39.5 metres south west of the centreline of The Cherries.
2. Introduce a restriction of waiting, Monday to Friday between 8am and 10am and 2pm and 4pm in Primrose Hill Road, Euxton, the north east side from a point 30 metres north west of the centreline of Beech Avenue in a north westerly then north easterly direction to a point 105.5 metres south west of the centreline of Cedar Avenue.

A copy of the draft Order and associated documents for proposing to make the Order may be inspected during normal office hours at the offices of Chorley Borough Council, Town Hall, Chorley, PR7 1DP, and at the offices of The Director of Governance Finance & Public Services, Lancashire County Council, Christ Church Precinct, County Hall, Preston PR1 8XJ. Any representations or objections (specifying the grounds on which they are made) relating to the proposal must be made in writing and should be sent to The Director of Governance, Finance & Public Services, Lancashire County Council, P O Box 78, County Hall, Preston PR1 8XJ or by e-mail to tro-consultation@lancashire.gov.uk quoting ref:LSG4\894.3654\AFR before the 11 April 2017.

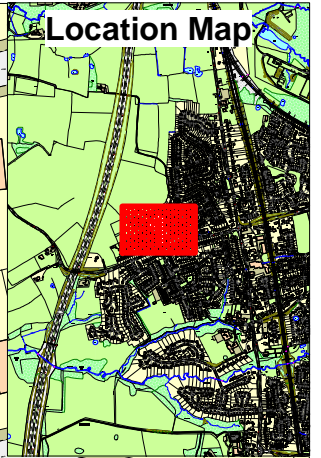
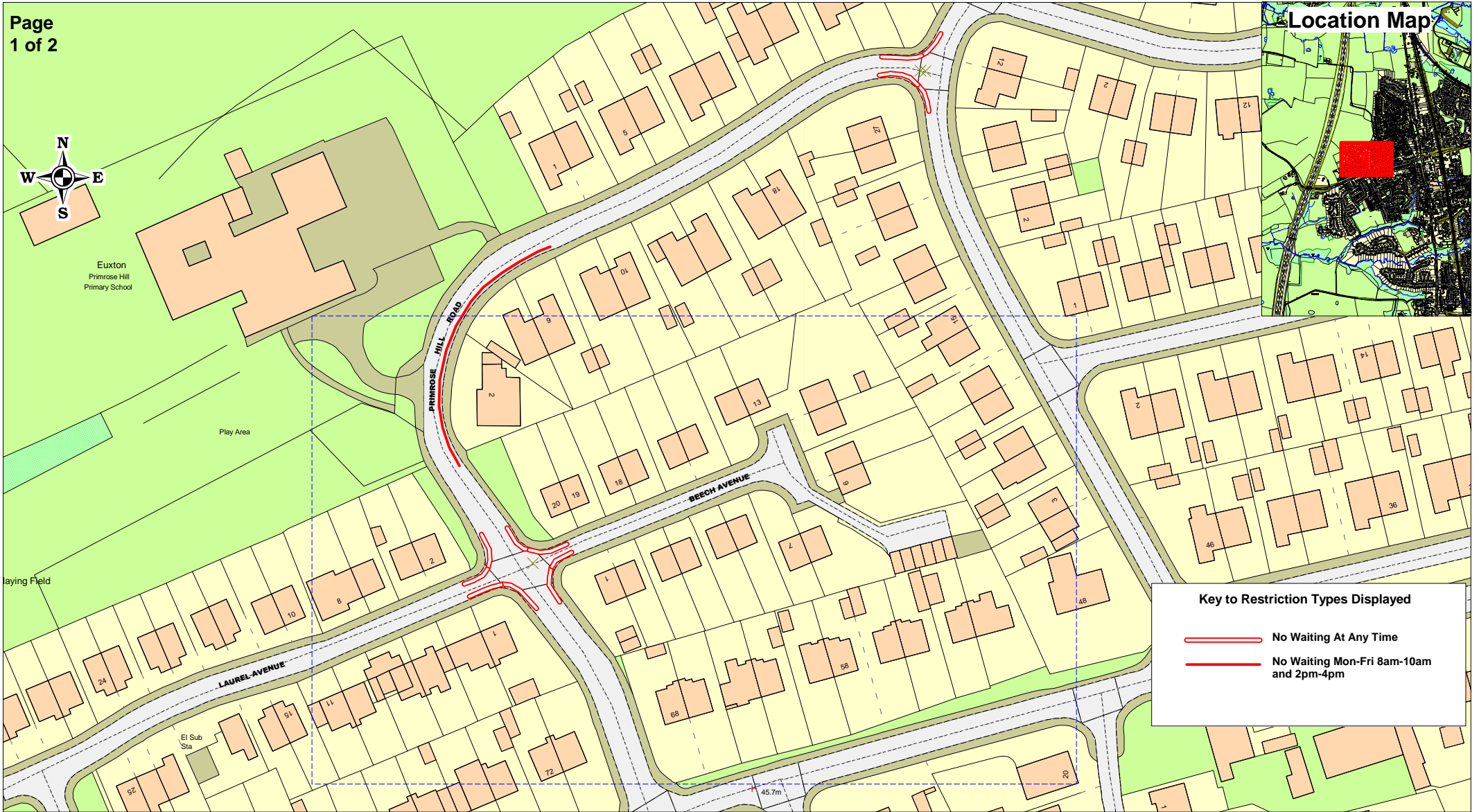
Ian Young, Director of Governance, Finance and Public Services
14 March 2017



Euxton
Primrose Hill
Primary School

Play Area

Laying Field



Key to Restriction Types Displayed

- No Waiting At Any Time
- No Waiting Mon-Fri 8am-10am and 2pm-4pm



Primrose Hill Road, Euxton

Parking Restrictions

+ Crown copyright. All rights reserved
Lancashire County Council
Licence No. 2003

Community Services
Phil Barrett
Director Community Services

P.O. Box 100, County Hall,
PRESTON PR1 0LD

SCALE

1 : 1274

DATE

07/12/2016

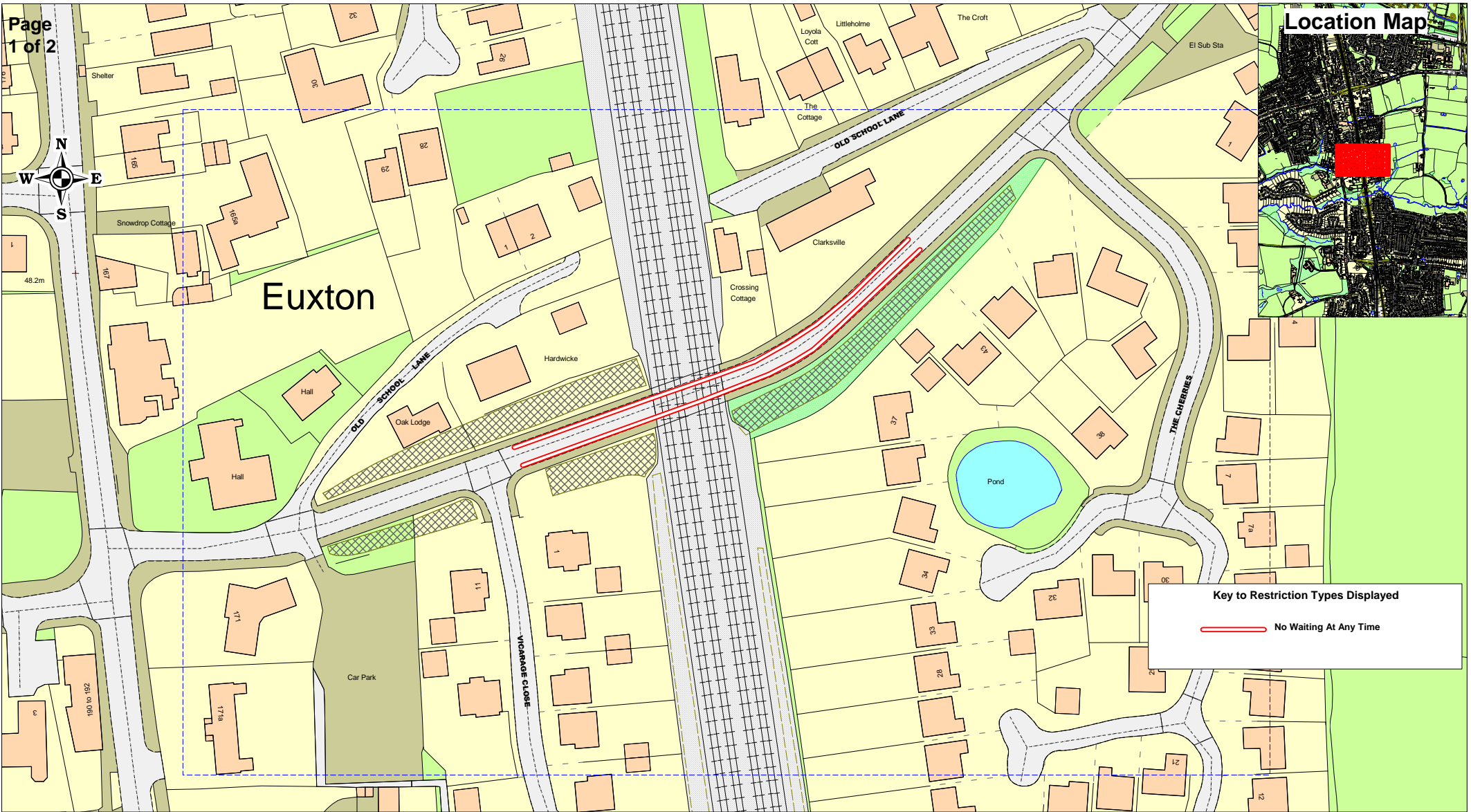
DRAWING No.

001


DRAWN BY

K Parkinson

Scale with care as distortion
may occur



Key to Restriction Types Displayed

 No Waiting At Any Time



School Lane, Euxton

LCC2016CH-SHOOLLNEUXTON-DYL

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Lancashire County Council
Licence No. 2003

Community Services
Phil Barrett
Director Community Services

P.O. Box 100, County Hall,
PRESTON PR1 0LD

SCALE	1 : 1203
DATE	27/09/2016
DRAWING No.	001
DRAWN BY	K Parkinson
	Scale with care as distortion may occur

10. Risk document updates

Receive information of completed Risk Assessments (Item 10)

Further to the Council discussion in January 2017 meeting regarding risk assessments the following work has been completed.

Risk assessments have been carried out in the following areas:

Fire Risk Assessment
Lengthsmen Lone Working Risk Assessment
Clerk's Office Risk Assessment
Pavilion Users Risk Assessment

Any actions or suggestions made in these assessments will now be actioned or passed to relevant committee's to be considered or acted upon.

The risk assessments are available if you wish to see them – please request.