

# EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 20 February 2020, 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

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

Item 5

Business remaining from the January meeting

6. Ginnel project

Update on progress at the meeting

Item 6

7. 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.*

7.1 Milestone Meadow Proposal, CBC response circulated to Cllrs 03/01/2020

Item 7.1

8. Resident Survey

Consider the drafted survey *which was circulated to Councillors on email link 3/1/20 & 13/02/20* for testing and discuss the questions/changes etc

Back to February agenda

9. Financial Items

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

Item 9.1

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

Item 9.2

9.3 Appoint an Internal Auditor, quotation from JDH Business Services

Item 9.3

10. Consultation on new street name for new housing off Greenside

Chorley has asked the Council to respond to the proposal of 'Oaksides' for the new homes, *circulated to Councillors on email 22 January*

*D. Platt*  
CLERK

Published: 11/02/2020

Full Council meetings 2020: 19 March, 16 April, 21 May, 18 June, 16 July

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

## 11. Matters for information

*Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.*

## **PRIVATE, PART II ITEMS**

### Exclusion of Press and Public

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Schedule 12A of the Local Government Act 1972, Part 1 s1-10 (*specifically for this item s3*). It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business (*specifically for this item: Information relating to the financial or business affairs of any particular person (including the authority holding that information)* ).

## 12. Greenside proposal from developer - update

Item 12

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Schedule 12A of the Local Government Act 1972, Part 1 s1-10 (*specifically for this item s1*). It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business (*specifically for this item: Information identifying a person* ).

## 13. Star Award proposal

Item 13

Consider recommendation to award a Star Award

## 14. Update on Clerk position/Locum Clerk

Item 14

Update from the Chairman

  
CLERK

Published: 11/02/2020

Full Council meetings 2020: 19 March, 16 April, 21 May, 18 June, 16 July

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

7. Ginnel project

Update on progress at the meeting

**Update since January meeting (background below):**

Lamp post has been upgraded to new LED version and tarmac'd in so in no longer wobbles.

Grid appears still full of leaves – will chase LCC.

No 27 has written with queries, Clerk responded twice now, no reply yet.

Contacted Council's Solicitor for a price to carry out work for 3 parties (2 houses and 1 Council) to adopt the ginnel and update the Land Registry records. Costs are:

*Following on from our conversation I would estimate the fees for this matter would be around £350 plus vat per property. This would increase by around £200 per property if there is a mortgage on the title. There would also be HM Land Registry fees on top of this, but I can't be exact on this without knowing the value of the properties involved.*

So maximum cost appears to be £1100. Plus HMLR fees afterwards.

Contractor costings (the one who upgraded the path from Countessway to the Balshaw Lane play area) is:

*Please find my estimate for the ginnel footpath refurbishment Euxton (approx 97m2);*

*To dig of existing tarmac high spots as required*

*Fit new timber edgings along both sides of foot way*

*Lay base tarmac and topping to top of new edgings and down to existing gully*

*Back fill rear of timber edges with loose stone to help with drainage*

*All for the sum of £4850 plus vat*

*Additional foot path (9m2 approx) (This is owned by Euxton Parish Council)*

*Remove old tarmac as required replace with new tarmac lay edgings to rear of footpath*

*All for the sum of £550 plus vat*

Total works £4850 plus £550 = £5400 and can come from CIL receipts.

Recommended options:

a) The holding option: Await response from No 27 to tie up all the ends and then bring back to Council to decide on course of action (similar to above)

b) Move forward option: wait on No 27 response, offer to both houses that Council agrees to adopt ginnel/and upgrade it, and the solicitors fee required will be:

Options for the Legal fees are:

i) split by the three parties

ii) parish council will pay all fees involved

iii) split by the two properties  $\frac{1}{4}$  /  $\frac{3}{4}$  according to the amount of path they own

Approve Legal Cost option chosen from above (i, ii, iii)

Approve the cost for the repairs and resurfacing of the pathway/ginnel as listed above

**Background of this project**

Research in to the ginnel which leads from Chiltern Avenue to Highways, near to the shops.



There is a lamppost in the ginnel and a water drain grid – both have been reported to LCC, the grid for unblocking and the post being wobbly and requesting it is changed to a new LED lamp head.

Land Registry searches reveal that the path indicated by the straight line is on the deeds of No 8 and the path with the dotted line is 50% shared between Nos 8 and 27.

I have corresponded and visited No 8 and they are concerned, as they were unaware of this, I have seen their deeds and it further confirms the ownership assumption above.

I have written to No 27 with a similar letter and await their response.

No 8 is willing to gift the land away so they do not have responsibility.

FOI/19/520 full Response

## E-mail from foi: FOI/19/520 full Response

F

foi&lt;foi@chorley.gov.uk&gt;

28/1/2020 09:13

To EUXTON PARISH COUNCIL

Dear Debra

Please see below our full response for FOI number FOI/19/520. This is in response to your request for information under the terms of the Freedom of Information Act 2000

Please find below, the details of your request and our response in red.

**REQUEST:-**

This may well be dealt with 'outside' the FOI system but, Council specifically requested this route thinking it may help with deadlines. The Council is looking for more information to take an informed decision at its Precept meeting which is in December (info required before 12th Dec).

The Enquiry refers to the Milestone Meadow Play area site which CBC was pushing to go to consultation on a re-vamp programme through the Local Plan Play Site programme 19/20 (Lindsey Blackstock) Email 26/3/19 " As this is a priority site, I have started to plan a public consultation to send out to the local residents to find out what their aspirations are for the site. This consultation is proposed to take place throughout May. I will send through the draft of this for the PC to input into the questions and if possible send out as a joint consultation? The consultation results will dictate the budget required for the project. " Euxton Council has offered to adopt the site with the relevant amounts of monies which go with it ie, s106 collections and other funds specifically collected for that site.

Since then the message has changed and now the site

Zoe Whiteside 14/11/19 " is not considered a priority at the moment, "

The Parish Council is receiving mixed messages and it requires more information to make any decisions on this subject.

Can the Parish Council request the following information:

- All relevant information on the Milestone Meadow site (see plan), to also include the contents (no personal details) of the responses received from the consultation which the Parish Council helped to circulate in March 2018 'Central Lancashire Open Space Survey (conducted mid 2018)

**With regard to the open space survey, this was not analysed at a site by site basis. This was carried out at a Central Lancashire level to examine the quality, distribution and role of open spaces and will feed into a Central Lancashire wide study in partnership with South Ribble and Preston Councils.**

**Therefore there are no results for Milestone Meadow or at an Euxton Level. The results were published at a Chorley level which have been widely shared and are on the Council website.**

**<https://chorley.gov.uk/Documents/Central%20Lancashire%20Open%20Space%20Assessment%20Report.pdf>**

**The results of the feedback from all Parish Council as part of the Open Space Assessment can be found in the Standards Paper at Appendix 3.**  
**<https://chorley.gov.uk/Documents/Chorley%20Council%20Standards%20Paper.pdf>**

A breakdown of what the area costs CBC to maintain, including all repairs, all maintenance, all tree work, all play area work/repairs/inspections etc. For the year to date 1/4/19 to now and the whole year before 1/4/18-31/06/19 – **All costs are taken from a centralised budget, so it is difficult to fully calculate the cost to the council for any given site at this moment in time. However, it is something we are working to establish but it will take some time to complete. Therefore, on this basis Under section 22 of the Environmental Information Regulations 2004 / Freedom of Information Act 2000 the information you requested is not yet available, therefore we refuse your request on the grounds that this information is intended for future publication.**

I hope the information provided here answers your enquiry. If however, you are unhappy with the outcome, or the way in which Chorley Council has handled your request, you may wish to make an appeal. This can be done in writing to the Chief Legal Officer, Chorley Council, Town Hall, Market Street, Chorley, PR7 1DP, or by e-mail to: [foi@chorley.gov.uk](mailto:foi@chorley.gov.uk) clearly stating your reasons for dissatisfaction. Please quote the above reference number in all correspondence.

If your appeal is not upheld or you remain dissatisfied with our decision, you can complain to the Information Commissioner by completing their complaints form which can be found at: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/personal-information-concerns/personal-information-concerns-report/>

The completed form may be submitted by e-mail to [casework@ico.org.uk](mailto:casework@ico.org.uk) or by post to Customer Contact, Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Please note that the information provided by Chorley Borough Council is intended for your personal use. If it is your intention to re-use the information for commercial gain, you will need to apply to the Council for a licence to re-use it, under the Re-Use of Public Sector Information Regulations 2005.

Yours sincerely

FOI  
Chorley Council

## Current Bank A/c

## List of Payments made between 20/01/2020 and 29/02/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/01/2020	Southern Electric	279	99.27		Electricity
20/01/2020	Water Plus	280	25.50		Water
30/01/2020	British Telecom	281	118.08		Telephony
30/01/2020	B&Q DIY	282	50.94		Soil
30/01/2020	Pole Green Nurseries	283	69.83		Plants
01/02/2020	Easy Websites	284A	80.40		Websites & Email
01/02/2020	Water Plus	285	25.50		Water
20/02/2020	Various	286	532.20		Trainer for Cllr training
20/02/2020	Eccleston Electrical	287	108.83		Repair
20/02/2020	Protec Direct	288	188.11		PPE
20/02/2020	Studholme Bell Ltd	289	180.00		Payroll services
20/02/2020	Metal Formations Ltd	290	168.00		Signs
20/02/2020	Chorley Borough Council	291	1,482.42		Grass on MGreen
20/02/2020	Chorley Borough Council	292	718.61		Grass on pitches
20/02/2020	Chorley Borough Council	293	490.16		Grass on play areas
20/02/2020	Chorley Borough Council	294	364.70		Play area inspections
20/02/2020	Royal Mail	295	119.40		License box
20/02/2020	HMRC	296	800.91		Tax & NI Feb2020
20/02/2020	Various	297	1,570.71		Remuneration Feb 20 E1
20/02/2020	Various	298	728.72		Remuneration Feb 20 E2
20/02/2020	Various	299	896.96		Remuneration Feb 20 E3
20/02/2020	Various	300	840.33		Remuneration Feb 20 E4
20/02/2020	Various	301	615.52		Remuneration Feb 20 E5
20/02/2020	Various	302	580.85		Remuneration Feb 20 E6
20/02/2020	Various	303	49.87		Training materials
20/02/2020	Various	304	45.00		Grant for Library spkr
20/02/2020	B&Q DIY	305	28.98		Hardware
<b>Total Payments</b>			<b>10,979.80</b>		

## Current Bank A/c

Receipts received between 01/12/2019 and 29/02/2020

## 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>
	<b>Banked: 02/12/2019</b>	<b>26.16</b>						
	Barclays	26.16			1080	220	26.16	Interest
	<b>Banked: 02/12/2019</b>	<b>-26.16</b>						
	Barclays	-26.16			1080	220	-26.16	Interest
	<b>Banked: 02/12/2019</b>	<b>-26.16</b>						
	Barclays	-26.16			1080	220	-26.16	Intereset
	<b>Banked: 02/12/2019</b>	<b>114.18</b>						
	CCLA	114.18			1080	220	114.18	Interest
	<b>Banked: 10/12/2019</b>	<b>40.52</b>						
	TSB	40.52			1080	220	40.52	Interest
	<b>Banked: 16/12/2019</b>	<b>26.16</b>						
	Barclays	26.16			1080	220	26.16	Interest
	<b>Banked: 16/12/2019</b>	<b>26.16</b>						
	Barclays	26.16			1080	220	26.16	Interest
	<b>Banked: 16/12/2019</b>	<b>25.25</b>						
	Santander	25.25			1080	220	25.25	Interest
	<b>Banked: 30/12/2019</b>	<b>20.65</b>						
	Unity Trust	20.65			1080	220	20.65	Interest
	<b>Banked: 31/12/2019</b>	<b>4.10</b>						
	RBS	4.10			1080	220	4.10	Interest
	<b>Banked: 02/01/2020</b>	<b>126.72</b>						
	CCLA	126.72			1080	220	126.72	Interest
	<b>Banked: 10/01/2020</b>	<b>32.89</b>						
	TSB	32.89			1080	220	32.89	Interest
	<b>Banked: 15/01/2020</b>	<b>212.00</b>						
	Euxton Library Friends	212.00			4080	120	212.00	Donation for tables
	<b>Banked: 15/01/2020</b>	<b>26.08</b>						
	Santantder	26.08			1080	220	26.08	Interest
	<b>Banked: 31/01/2020</b>	<b>4.84</b>						
	RBS	4.84			1080	220	4.84	Interest
	<b>Total Receipts:</b>	<b>633.39</b>	<b>0.00</b>	<b>0.00</b>			<b>633.39</b>	



**Bank Reconciliation Statement as at 29/02/2020  
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	31/01/2020	170	540.27
RBS High Interest	31/01/2020	99	23,990.23
TSB - Current	02/02/2020	10	417.18
Coop - Current	31/12/2019	31	20,973.09
Barclays Current	16/01/2020		65.00
Santander	03/02/2020	22020	51,257.75
RBS Debit Card	31/01/2020	59	4,000.00
TSB - Savings	02/02/2020	22	19,592.78
Coop - Savings	31/12/2019	13	5,038.21
Barclays Savings	16/01/2020		30,247.25
Public Sector Deposit Fund	31/01/2020	21	201,532.82
Unity Trust (Current)	31/01/2020	9	636.17
Unity Trust (Saver)	31/01/2020	7	33,818.05
			392,108.80

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
19/12/2019 257 St Marys Church	30.00
16/01/2020 270 Richard Campey Ltd	571.54
01/02/2020 284A Easy Websites	80.40
01/02/2020 285 Water Plus	25.50
20/02/2020 286 Various	532.20
20/02/2020 287 Eccleston Electrical	108.83
20/02/2020 288 Protec Direct	188.11
20/02/2020 289 Studholme Bell Ltd	180.00
20/02/2020 290 Metal Formations Ltd	168.00
20/02/2020 291 Chorley Borough Council	1,482.42
20/02/2020 292 Chorley Borough Council	718.61
20/02/2020 293 Chorley Borough Council	490.16
20/02/2020 294 Chorley Borough Council	364.70
20/02/2020 295 Royal Mail	119.40
20/02/2020 296 HMRC	800.91
20/02/2020 297 Various	1,570.71
20/02/2020 298 Various	728.72
20/02/2020 299 Various	896.96
20/02/2020 300 Various	840.33
20/02/2020 301 Various	615.52
20/02/2020 302 Various	580.85
20/02/2020 303 Various	49.87
20/02/2020 304 Various	45.00
20/02/2020 305 B&Q DIY	28.98

11,217.72

380,891.08

**Receipts not Banked/Cleared (Plus)**

0.00

**Bank Reconciliation Statement as at 29/02/2020  
for Cashbook 1 - Current Bank A/c**

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<u>Amount</u>	<u>Balances</u>
	0.00
	<u>380,891.08</u>
<b>Balance per Cash Book is :-</b>	<b>380,891.08</b>
<b>Difference is :-</b>	<b>0.00</b>

## Detailed Income &amp; Expenditure by Budget Heading 13/02/2020

## Council Detail Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Employees</u>							
4000 Employees	(66,196)	(95,000)	28,804		28,804	69.7%	
<u>120 Housekeeping</u>							
1090 Income Publicity	1,630	0	(1,630)			0.0%	
4010 Payroll Services	(670)	(1,200)	530		530	55.8%	
4070 Mileage	(2,310)	(2,600)	290		290	88.8%	
4075 Employee Training	(686)	(2,500)	1,814		1,814	27.5%	
4080 General Office	(3,472)	(4,500)	1,028		1,028	77.2%	
4090 Communications	(4,289)	(4,000)	(289)		(289)	107.2%	
4100 Insurance	(3,138)	(1,900)	(1,238)		(1,238)	165.1%	
4110 Subscriptions	(177)	(200)	23		23	88.5%	
4120 Audit	(1,089)	(1,250)	161		161	87.1%	
4130 Legal Fees/Planning Investig	0	(5,000)	5,000		5,000	0.0%	
<u>140 Council</u>							
4211 Councillor Training	(769)	(250)	(519)		(519)	307.5%	
4220 Elections and Parish Poll Fund	(5,462)	(10,000)	4,538		4,538	54.6%	
<u>160 Grants/S137</u>							
4250 Grants	(4,435)	(6,000)	1,565		1,565	73.9%	
4260 Christmas Celebrations	(1,548)	(5,000)	3,452		3,452	31.0%	
<u>180 Special Events/Projects</u>							
4300 Euxton Gala	(1,098)	(1,500)	402		402	73.2%	
4310 Road Safety	0	(2,500)	2,500		2,500	0.0%	
4340 Community Engagement	(100)	(250)	151		151	39.8%	
4380 Heritage Projects	(1,940)	(3,000)	1,060		1,060	64.7%	
4390 Defibrillator Project	(689)	(4,000)	3,311		3,311	17.2%	
4581 War Memorial	(180)	0	(180)		(180)	0.0%	
<u>200 Amenity/Utility</u>							
1510 Income Gardens/planting	7,600	0	(7,600)			0.0%	7,000
1520 War Memorial	51	0	(51)			0.0%	
1570 Income RRM	1,870	0	(1,870)			0.0%	1,120
4500 Utilities	(853)	(1,300)	447		447	65.6%	
4510 Gardens/Planting/Competitions	(10,214)	(10,000)	(214)		(214)	102.1%	
4520 Allotments (non infa-struc)	(1,976)	(7,500)	5,524		5,524	26.3%	
4530 Millennium Green	(3,541)	(10,000)	6,459		6,459	35.4%	
4540 All Purpose Committee	(1,943)	(2,500)	557		557	77.7%	571
4550 Balshaw Villa Gardens	(478)	0	(478)		(478)	0.0%	478
4560 Multi/All Weather Greenside (n	0	(1,500)	1,500		1,500	0.0%	
4570 Amenity/Open Space RRM	(38,119)	(30,000)	(8,119)		(8,119)	127.1%	25,323

## Detailed Income &amp; Expenditure by Budget Heading 13/02/2020

## Council Detail Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	11,151	0	(11,151)			0.0%	
Expenditure	155,372	213,450	58,078	0	58,078	72.8%	
<b>Net Income over Expenditure</b>	<u>(144,221)</u>	<u>(213,450)</u>	<u>(69,229)</u>				
plus Transfer From EMR	26,372						
less Transfer From EMR	8,120						
<b>Movement to/(from) Gen Reserve</b>	<u>(125,969)</u>						

### 9.3 Appoint an Internal Auditor, quotation from JDH Business Services

Council appointed a new Internal auditor, following a review for year ending 31 March 2018 and agreed for this auditor to carry out the audit for year ending 31 March 2019 but, he wrote to say he was seriously sick.

Council chose the Auditor JDH Business Service Ltd, from the review the previous year. JDH carried out the audit for year ending 31 March 2019 (last year).

JDH has quoted £309 + vat for the Internal Audit 31 March 2020.

Recommendation is to use JDH Business Service Ltd for this years Internal Audit as they were efficient, and very timely with their report.