

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 21 September 2017, 7.15 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 (Item 4.1)
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 (Item 6.1)
 - 6.2 Receive financial reports (Item 6.2a Income, 6.2b Reconciliation, 6.2c Budgets)
 - 6.3 Receive the External Auditors report and action any items (Item 6.3)
7. Consultations
 - 7.1 Street name proposals for: land surrounding 89 Euxton Lane and Euxton Mill properties (*circulated to Councillors on email 01/09/17 and 22/08/17*) (Item 7.1)
 - 7.2 Lancashire County Council Definitive Map modification order, call for evidence (Item 7.2)
 - 7.3 To note receipt of the CBC PROW19 public path diversion order (Item 7.3)
8. Insurance
Review insurance cover with Hiscox and register of insured items (Item 8)
9. Local Association of Local Councils (LALC)
Review LALC subscription membership and service as agreed when subscription was agreed (Item 9)
10. Risk Register
Review the updated risk register, consider if there are new additions, or changes and updates (Item 10)
10. War Memorial Flags
Offer made by Mr Moulton, contacts etc – need to word this
12. Committee Updates
13. Matters for information

D. Platt

CLERK

Published: 12/09/17

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: 19 October, 16 November, TBC December

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

D. Platt

CLERK

Published: 12/09/17

MINUTES of the Council Meeting held 21 September 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 A Riggott
	Cllr M Bamber	Cllr C Jones	Cllr G Rypel
	Cllr A Caughey	Cllr J Matson	Cllr V Thornhill
	Cllr J Caughey	Cllr A Platt	Cllr H Tune
	Cllr N Hall	Cllr K Reed (Chairman)	
	Cllr M Jarnell	Cllr A Reed	

Members of the public 6

1. Apologies Cllr P Fellows, 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.

Cllr Tune declared an interest in items forming part of agenda items 6.1.

Cllrs Rypel, K Reed, T Reed declared an interest in the Gladman Appeal due to their proximity to the site.

Cllr Thornhill declared an interest in the Dunrobin planning application due to his proximity to the site.

3. Minutes of Council Meetings

Resolved: Minutes of the Full Council Meeting held on 20 July 2017 were agreed to be an accurate record and signed by the Chairman.

The public participation was brought forward.

5. Public Participation - Residents and Police Matters

Resolved: Council resolved to suspend standing orders.

Three residents had attended in regards to the Dunrobin planning application, they informed Council of all their concerns which mainly centred around the access to the site, passing through the residential streets, parking and blockages.

A residents attended from Beech Avenue regarding parking problems in the area due to the increased traffic from Primrose Primary School and the promise of parking restrictions from LCC and does the Council has influence to speed these up.

Cty Cllr Riggott updated that the parking restriction scheme had been reassessed in light of the submissions from public and the parish council and now will need to be consulted upon again – due out in October. The submissions by the council and public had obviously made LCC re-think the scheme.

Resolved: Council resolved to restore standing orders.

4. Statutory Business

Lead on Planning updated on the responses sent during the break in meetings.

Resolved: Council agreed with the submissions suggested on the planning list.

17/00857/FULMAJ Dunrobin Drive 37 properties application – members discussed the residents concerns and items brought to their attention by Councillors.

Resolved: Council agreed to object to the application in its current form due to the unsuitable access to the site during construction stages and the increased traffic from

more houses, also in light of the impending start of the quarry traffic and possibility of more traffic if the Camelot site is approved. Council agreed that a comprehensive and more technical response including all the points should be drafted by the lead member for planning.

Councillors thanked Cllr Thornhill for his work on the Gladman Appeal documents and submission.

Councillors also thanks Cllrs M Bamber, K Reed, T Reed, G Rypel and A Riggott for their work taking traffic counts and measurements to be included in the appeal information.

Clerk to enquire when the temporary classrooms are to be removed from Trinity primary and the pavements repaired.

The Gladman Public Inquiry dates/times to be advertised for residents.

The Gleadhill issues were updated upon – the movement or large items within the site were acknowledged by the planning enforcement officer as needing planning permission as they were major works within Green Belt, the issue of the creation of a path through CBC land in to the Millennium Green is continually chased by the Clerk as it is felt to be dangerous.

6. Financial Items

6.1 Approve Expenditures

Resolved: Council approved the expenditures contained in the agenda reports and listed below.

Clerk updated on the CIL charges for the new housing site, Pear Tree Fields, Council is expected to receive four payments, two this financial year two next financial year of approx. £40,000 totalling £161,540.

6.2 Receive financial reports 6.2a, 6.2b, 6.2c

Resolved: Council received the financial reports.

6.3 Receive the External Auditors report and action any items

Resolved: Council received the External Auditors report and noted there were no issues raised.

Clerk updated notice received from Internal Auditor. Council will need to find a new auditor for this years closing of the books.

Council requested a letter of thanks be sent to the Internal Auditor, with their regards.

Council wished to note their thanks to the Clerk for receiving another clear audit.

7. Chorley Council Consultations

7.1 Street name proposals for: land surrounding 89 Euxton Lane and Euxton Mill properties

Resolved: Council proposed the following changes:

- Change Primrose to Shaw Green (as Primrose is synonymous with the area around the primary school and play area in Euxton NE)
- Change Riverside to Knowle (as there is no river in this area and Knowle House is quite a close listed house)

7.2 Lancashire County Council Definitive Map modification order, call for evidence – was noted by the Council.

7.3 To note receipt of the CBC PROW19 public path diversion order – was noted by the Council.

8. Insurance

Council reviewed the insurance cover with Hiscox and the register of insured items. It was noted that when the Bowling Green is handed over to the Council and the new Pond is completed and handed over these would be notified to the Insurers.

Resolved: Council accepted the insurance cover.

9. Local Association of Local Councils (LALC)

Council reviewed the LALC subscription membership and service as agreed when subscription was agreed, the questions/responses sent in and received were analysed.

Resolved: It was proposed to continue with the subscription, this was defeated 5 votes to 10.

10. Risk Register

Council reviewed the updated risk register and made changes due to recent information.

Resolved: Council agreed the updated register with the new changes.

11. Pavilion Building at Greenside

Consider whether to explore the options and costs of a security system at the pavilion.

Resolved: Council agreed to move to more secure locking with master and secure keyed devices and monitor the situation.

12. War Memorial Flags

Council considered the offer of assistance to fly flags at the war memorial.

Resolved: Council agreed to put this offer to the land owner committee for its consideration and permission, prior to making its decision.

13. Committee Updates

Bowling Committee Chair updated that the Green had been seeded and fencing would be complete this week, then the tarmac on Friday. The Taster days went very well (photos and report on the website) and the Meeting to set up a group will be next week.

Leisure Committee Chair updated on the meeting items and reminded of the resident viewing sessions next week.

The Pond project tender documents are to be circulated to Leisure members then they will be send to contractors.

All Purposes Committee Chair informed of its next meeting arranged for 3rd October.

Personnel Committee Chair had submitted a short report of the meeting items.

14. Matters for information

A Councillor raised a query which the Council may wish to put on the agenda for the Liaison Forum regarding the granting of Temporary Event Licenses to open air events in residential areas and the level on noise volume. Clerk will put this on the Liaison agenda.

A Councillor circulated a report she had requested; which logs and tracks the fault reports it submits – as a way to inform Councillors, and the public of the monitoring.

This will be raised on the next agenda to see if Councillors feel it is useful to continue with.

There will be a consultation on Library hours increase coming to the Council soon if Councillors could consider when it arrives.

Careline has invited members to its AGM on 14 October 3pm – if you wish to go inform the Chair so she can book with Careline.

Clerk updated that the allocated site within the Pear Tree Fields development for allotments – she had spoken with CBC, a planning application needs to be submitted to create the allotments but CBC does not have the funds to create this at the moment.

Agenda item for next meeting 'Petty Cash'.

The suggested traffic calming measure for School Lane will be chased by Cty Cllr Riggott.

The closure of the lifts at Buckshaw Parkway – update is that they should never be off whilst there is a member of staff on duty (unless genuinely out of order) suggestion is for Councillor to call in to the station later at night to check and report back.

Cllr Hall had been on the new Councillor training recently and reported how valuable it was to him.

The Chairman declared the public part of the meeting closed.

9.35

6.1 Approve Expenditures

List of Payments made between 06/07/2017 and 15/09/2017

Payee Name	Transaction Detail	Amount Paid
Xamax	Cancelled refunded	-58.62
TESCO	Water	4.20
RBS Bank	Bank Chg (refund 14/9)	13.30
British Telecom	Telephony	57.48
Easy Websites	Monthly rental	24.00
Easy Websites	www and email rentals	60.00
PC World	Virus protection s/f	14.99
Post Office Limited	Stamps	112.00
Various	Remuneration Aug17 E1	1450.14
Various	Remuneration Aug17 E2	794.67
Various	Remuneration Aug17 E3	859.63
Various	Remuneration Aug17 E4	774.46
HMRC	Tax&NI Aug17	665.39
Post Office Limited	Gladman Appeal	3.62
Protec Direct	Trousers, brushes	107.10
Xamax	Polo shirts EPC	75.00
British Telecom	Telephony	92.55
Easy Websites	Rental (to be refunded)	24.00
Protec Direct	Trousers	39.00
Easy Websites	www and email rental	60.00
Peoples Pension	Pension contributions	34.73
Screwfix	Locks	64.98
TESCO	Freeman refreshments	30.37
B&Q DIY	Plant food	3.97
TESCO	Cleaning fluids	14.44
Lanes Group Plc	Skate park blockage	360.00
Came & Co	Insurance premium 1/10/17-18	1689.88
Chorley Borough Council	Half yr land lease	6.00
Paper Rabbit Print Ltd	Sept newsletter	590.00
TBR Products	Rec.Plastic Picnics	1082.15
Lancashire Training Partnership	Training Cllr	25.00
Eon Electricity	Electricity	97.90
BDO LLP Auditors	Audit ye 31/3/17	480.00
Duncan Ross Ltd	Part pay of contract	25150.68
Delivered NW	Sept delivery	279.62
Various	Remuneration Sep17 E1	1521.03
Various	Remuneration Sep17 E2	984.77
Various	Remuneration Sep17 E3	827.22
Various	Remuneration Sep17 E4	868.63
HMRC	Tax & NI Sept17	798.14
High Speed Training	Legionella for SMcC	36.00
		<hr/>
		40118.42

EUXTON PARISH COUNCIL MONTHLY PLANNING REPORT

21ST SEPTEMBER 2017

DATE VALIDATED, APPLICATION NO,	LOCATION PROPOSAL	COMMENT/RECOMMENDATION
w/e 28.07.2017 no applications		
04/08/2017 17/00762/DEMCON	Pear tree Farm, Pear Tree Lane Application for prior determination for the proposed demolition of a farmhouse	No comment
04/08/2017 17/00741/DIS	Gleadhill House, Dawbers Lane Application to discharge condition 8 (drainage strategy) attached to planning permission 16/00633/OUTMAJ	No comment
04/08/2017 17/00705/FULHH	Khamillah, Dawbers lane Erection of a single storey rear extension and first floor rear extension	CBC should be advised that EPC has no comment provided that the proposed extensions are within the limits permitted for a property in the Green Belt. With no August meeting I have asked the clerk to do this
11/08/2017 17/00764/FULMAJ	Land at Barnes Wallis Way, Buckshaw Erection of building comprising three business units (Class B1) and a restaurant takeaway with drive-thru including car parking, access, landscaping and associated works	The main component is a KFC drive in restaurant. Just what we need!! The local residents don't appear to want it: several have made very quick objections. The plot fronts onto Buckshaw Avenue on the land between the Hungry Horse and the existing housing and facing Trinity Primary School, but is served from Barnes Wallis Way. It has a drive in facility and a 31 space car park. On the CLP it is allocated for Employment (and the text defines these as Use Classes B1, B2 or B8). None of these include fast food takeaways (A5). Recommend that EPC object on the grounds that it is not in accordance with CLP and that the area has sufficient food outlets. It is also unacceptable to nearby residents, some of whom directly abut the site and who assumed that the site would be fully taken by employment uses and not by a fast food outlet with drive in facility and large car park. With no August meeting I have asked the clerk to do this.

EUXTON PARISH COUNCIL MONTHLY PLANNING REPORT

DATE VALIDATED, APPLICATION NO,	LOCATION PROPOSAL	COMMENT/RECOMMENDATION
11/08/2017 17/00797/FULHH	14 Regents Way Two storey front extension and new porch	Appears to cross a so far respected building line over two floors. Therefore recommend object. With no August Meeting I have asked the clerk to do this.
11/08/2017 17/00696/FULHH	Park Manor, 12a Park Avenue Change of materials and layout of screening to rear balcony (amendment to permission 14/00716/FUL)	No comment
18/08/2017 17/00767/REMMAJ	Site H1b Group 1, Buckshaw Reserved matters application for the erection of 120 no. residential dwellings (including 48 affordable dwellings) and associated landscape and highway works (pursuant to outline permission ref: 14/00927/OUTMAJ).	No comment
18/08/2017 17/00761/FUL	International Fire Training Centre Washington Hall West Way Retrospective application for siting of 3 no. pre-fabricated cabins for teaching purposes (for a temporary period of 5 years	A rather “take it or leave it” application for a temporary building where work has already started. Even so I don’t think there is much that EPC would want to say
18/08/2017 17/00806/REMMAJ	Gleadhill House, Dawbers lane Reserved matters application pursuant to outline planning permission 16/00633/OUTMAJ for the demolition of existing buildings and erection of up to 12 detached self build houses with double garages and associated infrastructure. Details of landscaping to be considered.	No comment

EUXTON PARISH COUNCIL MONTHLY PLANNING REPORT

DATE VALIDATED, APPLICATION NO,	LOCATION PROPOSAL	COMMENT/RECOMMENDATION
25/08/2017 17/00827/DIS	Land surrounding 89 Euxton Lane Application to discharge condition numbered 11 (construction details of the streets) attached to reserved matters consent 17/00356/REMMAJ which was for the erection of 140no. dwellings.	No comment
25/08/2017 17/00828/DIS	Land surrounding 89 Euxton Lane Application to discharge conditions numbered 9 (management and maintenance of the streets), 22 (surface water drainage scheme) and 24 (management and maintenance plan for sustainable drainage system) attached to outline planning permission 16/00380/OUTMAJ which was for the means of access to up to 170 dwellings and community allotments with all other matters reserved	Don't know why this one refers to the outline planning application for up to 170 houses when the previous application referred to the later application for 140 houses. Note all drainage, surface water and foul, leaves by the south west corner of the site (ie near Orchard Close with its history of flooding). However proposals contain many measures for holding on to the surface water and prevent flooding. I think we have to assume that these are sufficient and therefore no comment.
25/08/2017 17/00847/FULHH	81 Princess Way single storey front extension, erection of fence, creation of driveway and elevational alterations.	Appears to respect building lines so no comment
01/09/2017 17/00809/FULHH	8 Wiltshire Grove, Buckshaw Single storey side extension	No comment
01/09/2017 17/00842/FULHH	1 Chestnut Avenue Extension to existing front dormer	No comment
01/09/2017 17/00817/MNMA	Group 1, Buckshaw Minor non-material amendment to boundaries of plots 126 - 130 inc.	No comment

EUXTON PARISH COUNCIL MONTHLY PLANNING REPORT

DATE VALIDATED, APPLICATION NO,	LOCATION PROPOSAL	COMMENT/RECOMMENDATION
	(approved under 16/00999/REMMAJ) involving reduction in garden size	
01/09/2017 17/00820/ADV	The Bay Horse, Euxton Lane 1 x externally illuminated hanging sign, 1 x externally illuminated fascia sign, 1 x externally illuminated sign, 2 x internally illuminated signs, 5 x non illuminated signs	Looks like complete new signage - No comment
08/09/17 17/00864/CLPUD	Application for a Certificate of Lawfulness for a proposed single storey rear extension 17 Crofters Green Euxton Chorley PR7 6LQ	
08/09/17 17/00880/DIS	Application to discharge condition 3 (materials) of permission ref: 17/00129/FULHH (for the erection of a wooden acoustic fence leaving the already existing motorway fence). Primrose Hill Farm Runshaw Lane Euxton Chorley PR7 6AX	
08/09/17 17/00857/FULMAJ	Erection of 37 dwellings and associated landscaping and infrastructure Land 10M South Of 21 Dunrobin Drive Euxton	

Current Bank A/c

List of Payments made between 06/07/2017 and 15/09/2017

Date Paid	Payee Name	Transaction Detail	Reference	Amount Paid
06/07/2017	Xamax	Cancelled refunded	71	-58.62
06/07/2017	TESCO	Water	97	4.20
21/07/2017	RBS Bank	Bank Chg (refund 14/9)	96	13.30
31/07/2017	British Telecom	Telephony	100	57.48
01/08/2017	Easy Websites	Monthly rental	101	24.00
01/08/2017	Easy Websites	www and email rentals	102	60.00
10/08/2017	PC World	Virus protection s/f	103	14.99
11/08/2017	Post Office Limited	Stamps	104	112.00
22/08/2017	Various	Remuneration Aug17 E1	111	1450.14
22/08/2017	Various	Remuneration Aug17 E2	112	794.67
22/08/2017	Various	Remuneration Aug17 E3	113	859.63
22/08/2017	Various	Remuneration Aug17 E4	114	774.46
22/08/2017	HMRC	Tax&NI Aug17	115	665.39
30/08/2017	Post Office Limited	Gladman Appeal	107	3.62
31/08/2017	Protec Direct	Trousers, brushes	108	107.10
31/08/2017	Xamax	Polo shirts EPC	109	75.00
31/08/2017	British Telecom	Telephony	110	92.55
01/09/2017	Easy Websites	Rental (to be refunded)	116	24.00
01/09/2017	Protec Direct	Trousers	117	39.00
01/09/2017	Easy Websites	www and email rental	118	60.00
10/09/2017	Peoples Pension	Pension contributions	120	34.73
12/09/2017	Screwfix	Locks	119	64.98
14/09/2017	TESCO	Freeman refreshments	98	30.37
14/09/2017	B&Q DIY	Plant food	99	3.97
14/09/2017	TESCO	Cleaning fluids	105	14.44
21/09/2017	Lanes Group Plc	Skate park blockage	121	360.00
21/09/2017	Came & Co	Insurance premium 1/10/17-	122	1689.88
21/09/2017	Chorley Borough Council	Half yr land lease	123	6.00
21/09/2017	Paper Rabbit Print Ltd	Sept newsletter	124	590.00
21/09/2017	TBR Products	Rec.Plastic Picnics	125	1082.15
21/09/2017	Lancashire Training Partners	Training Cllr	126	25.00
21/09/2017	Eon Electricity	Electricity	127	97.90
21/09/2017	BDO LLP Auditors	Audit ye 31/3/17	128	480.00
21/09/2017	Duncan Ross Ltd	Part pay of contract	129	25150.68
21/09/2017	Delivered NW	Sept delivery	130	279.62
21/09/2017	Various	Remuneration Sep17 E1	131	1521.03
21/09/2017	Various	Remuneration Sep17 E2	132	984.77
21/09/2017	Various	Remuneration Sep17 E3	133	827.22
21/09/2017	Various	Remuneration Sep17 E4	134	868.63
21/09/2017	HMRC	Tax & NI Sept17	135	798.14
29/09/2017	High Speed Training	Legionella for SMcC	106	36.00
				<u>40118.42</u>

Current Bank A/c

Receipts received between 01/04/2017 and 15/09/2017

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>
106	Banked: 07/04/2017	152,653.00						
106	Chorley Council	152,653.00			1076	220	150,944.00	Precent/grant
					1100	220	1,709.00	Precent/grant
11	Banked: 10/04/2017	0.45						
11	TSB	0.45			1080	220	0.45	Interest
05/2017	Banked: 15/04/2017	15.98						
05/2017	Santander	15.98			1080	220	15.98	Interest
66	Banked: 28/04/2017	0.95						
66	RBS	0.95			1080	220	0.95	Interest
	Banked: 15/05/2017	15.47						
	Santander	15.47			1080	220	15.47	Bank Interest
	Banked: 26/05/2017	5,267.95						
DD	HM Revenue & Customs	5,267.95			115	999	5,267.95	VAT Refund
	Banked: 26/05/2017	5,267.95						
	HMRC VAT office	5,267.95			515	999	5,267.95	VAT refund on payments
	Banked: 26/05/2017	-5,267.95						
	HM VAT Office	-5,267.95			515	999	-5,267.95	VAT refund on payments
	Banked: 31/05/2017	1.32						
	RBS bank	1.32			1080	220	1.32	Interest
DD	Banked: 15/06/2017	15.99						
DD	Santander	15.99			1080	220	15.99	Interest
	Banked: 30/06/2017	1.16						
	RBS	1.16			1080	220	1.16	Bank Interest
dd	Banked: 15/07/2017	15.47						
dd	Santander	15.47			1080	220	15.47	Interest
	Banked: 08/08/2017	50.00						
	ELF fund	50.00			1700	220	50.00	ELF fund
	Banked: 11/08/2017	510.00						
1718002	Manchester ACE	510.00			1570	200	510.00	Runshaw contract
dd	Banked: 15/08/2017	15.99						
dd	Santander	15.99			1080	220	15.99	Interest
	Banked: 31/08/2017	1.05						
	RBS Bank	1.05			1080	220	1.05	Interest
	Banked: 31/08/2017	0.99						
	RBS Bank	0.99			1080	220	0.99	Interest

Subtotal Carried Forward:

158,565.77

0.00

0.00

158,565.77

Current Bank A/c

Receipts received between 01/04/2017 and 15/09/2017

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>
	Total Receipts:	158,565.77	0.00	0.00			158,565.77	

**Bank Reconciliation Statement as at 30/09/2017
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	31/08/2017	114	583.91
RBS High Interest	31/08/2017	70	113,262.45
TSB - Current	06/05/2017	7	9,980.42
Coop - Current	31/07/2017	17	50,171.63
Barclays	16/08/2017	9	75,000.00
Santander	02/09/2017	92017	75,337.64
RBS Debt Card	31/08/2017	17	4,000.00
TSB - Savings	10/04/2017	11	0.45
			<u>328,336.50</u>

<u>Unpresented Cheques</u>	<u>Amount</u>
20/07/2017 79 Maxigiene	90.00
22/08/2017 115 HMRC	665.39
01/09/2017 116 Easy Websites	24.00
01/09/2017 117 Protec Direct	39.00
01/09/2017 118 Easy Websites	60.00
10/09/2017 120 Peoples Pension	34.73
12/09/2017 119 Screwfix	64.98
21/09/2017 121 Lanes Group Plc	360.00
21/09/2017 122 Came & Co	1,689.88
21/09/2017 123 Chorley Borough Council	6.00
21/09/2017 124 Paper Rabbit Print Ltd	590.00
21/09/2017 125 TBR Products	1,082.15
21/09/2017 126 Lancashire Training Partnershi	25.00
21/09/2017 127 Eon Electricity	97.90
21/09/2017 128 BDO LLP Auditors	480.00
21/09/2017 129 Duncan Ross Ltd	25,150.68
21/09/2017 130 Delivered NW	279.62
21/09/2017 131 Various	1,521.03
21/09/2017 132 Various	984.77
21/09/2017 133 Various	827.22
21/09/2017 134 Various	868.63
21/09/2017 135 HMRC	798.14

35,739.12

292,597.38

Receipts not Banked/Cleared

0.00

0.00

292,597.38

Balance per Cash Book is :- 292,597.38

Difference is :- 0.00

Detailed Receipts & Payments by Account 15/09/2017

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Payments Detail</u>						
4000 Employees	27,890	60,000	32,110		32,110	46.5%
4010 Payroll Services	225	900	675		675	25.0%
4070 Mileage	923	1,800	877		877	51.3%
4075 Employee Training	670	1,800	1,130		1,130	37.2%
4080 General Office	1,368	1,700	332		332	80.5%
4081 Bank charges	48	0	(48)		(48)	0.0%
4090 Publicity	2,006	3,500	1,494		1,494	57.3%
4100 Insurance	1,690	1,950	260		260	86.7%
4110 Subscriptions	930	1,200	270		270	77.5%
4120 Audit	580	900	320		320	64.4%
4130 Legal Fees/Planning Investig	0	2,500	2,500		2,500	0.0%
4160 Website Maintenance	224	780	556		556	28.7%
4180 Room Hire	119	1,000	881		881	11.9%
4211 Training/conference fees Counc	25	200	175		175	12.5%
4220 Elections and Parish Poll Fund	0	5,000	5,000		5,000	0.0%
4230 Emergency Fund	0	25,000	25,000		25,000	0.0%
4250 Grants	630	3,000	2,370		2,370	21.0%
4260 Christmas Celebrations	4	2,380	2,376		2,376	0.2%
4300 Euxton Gala	63	100	38		38	62.5%
4310 Speed Indicator Device	0	150	150		150	0.0%
4320 Neighbourhood Plan	0	2,000	2,000		2,000	0.0%
4330 Comms and Social Media Methods	0	50	50		50	0.0%
4340 Increase Public Involvement	88	250	162		162	35.1%
4350 Finance Software	0	113	113		113	0.0%
4380 Heritage/Sign Project	0	1,500	1,500		1,500	0.0%
4390 Defibrillator Project	21	2,500	2,479		2,479	0.8%
4420 Services provision	0	5,000	5,000		5,000	0.0%
4430 Millennium Green Pond Project	390	30,000	29,610		29,610	1.3%
4500 Utilities	934	1,000	66		66	93.4%
4510 Gardens/Planting/Competitions	4,047	10,000	5,953		5,953	40.5%
4530 Millennium Green	2,676	4,325	1,649		1,649	61.9%
4540 All Purpose Committee	201	2,500	2,299		2,299	8.0%
4560 Play Equipment Replace Scheme	0	50,000	50,000		50,000	0.0%
4570 Amenity/Open Space RRM	5,525	20,000	14,475		14,475	27.6%
4580 Land Fund/Amenity	0	18,684	18,684		18,684	0.0%
4585 Street Sweeping Machine Fund	0	4,000	4,000		4,000	0.0%
4590 Bowling/Boules Project	31,239	91,600	60,361		60,361	34.1%
4600 Healthy Streets	0	617	617		617	0.0%
4610 Ransnap Brook	0	279	279		279	0.0%
4620 CIL	0	47,176	47,176		47,176	0.0%

Detailed Receipts & Payments by Account 15/09/2017

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Total Overhead	82,516	405,454	322,938	0	322,938	20.4%
Total Receipts	0	0	0			0.0%
Total Payments	82,516	405,454	322,938	0	322,938	20.4%
Net Receipts over Payments	(82,516)	(405,454)	(322,938)			
Movement to/(from) Gen Reserve	(82,516)					

Section 3 – External auditor report and certificate

In respect of:

Enter name of smaller authority here:

EUXTON PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual 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. 2016/17 External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*~~delete as appropriate~~).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

BDO LLP

External auditor name

BDO LLP Southampton
United Kingdom

Date

28/8/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

NOTES FOR THE RESPONSIBLE FINANCIAL OFFICER

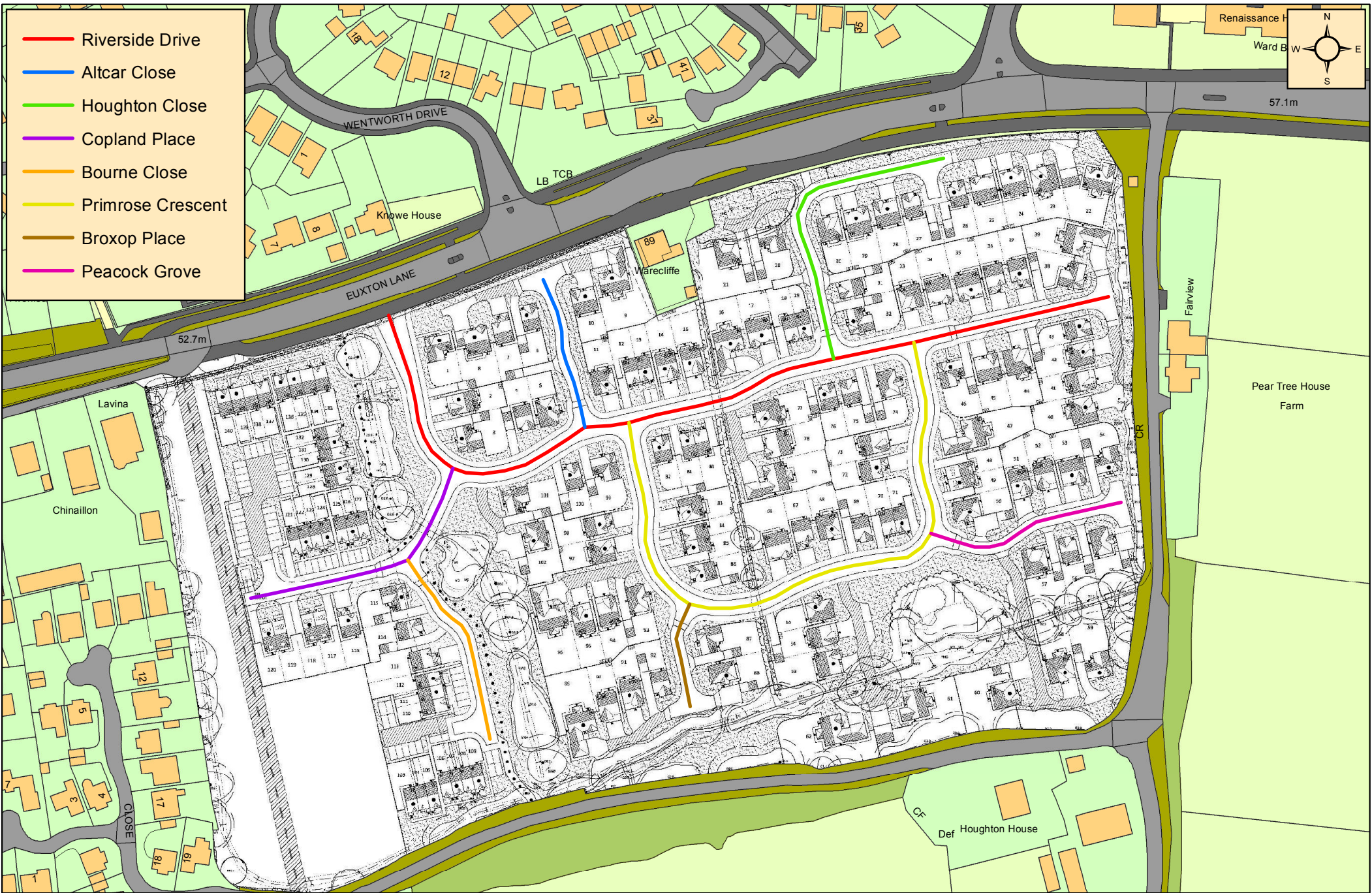
In accordance with the Accounts and Audit Regulations 2015 -

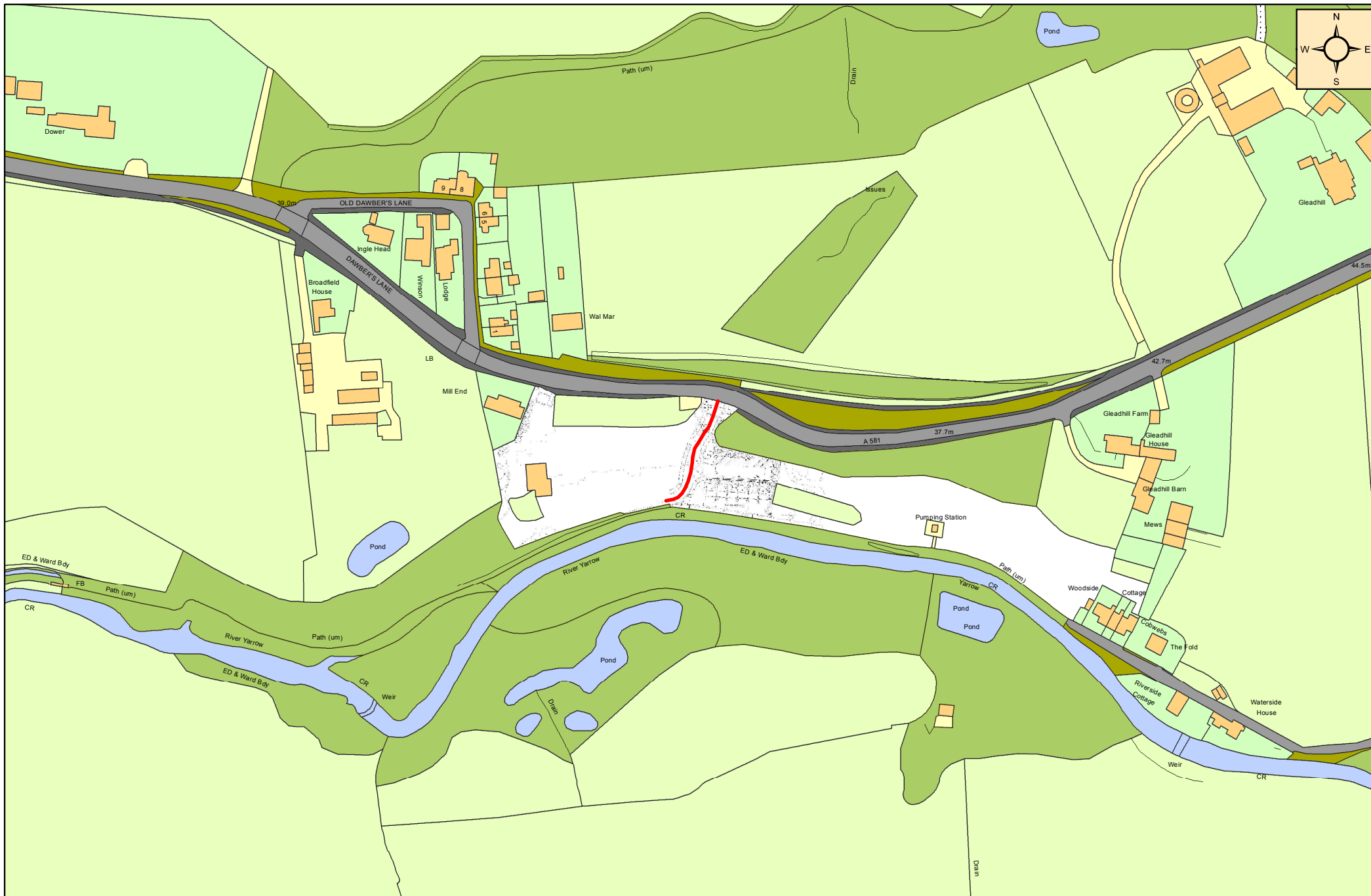
As soon as possible after conclusion of audit, a smaller relevant authority must publish, which includes on a website, the Notice of Conclusion of Audit advising that the audit has been completed and the following requisite information:

Section 1 to 3 of the Annual Return
Issues arising from the audit (if any)

The documents must be published for at least 14 days and made available for public access for not less than 5 years.

In all cases, ensure that copies of the statement of accounts/annual return are made available for purchase at a reasonable sum.





FIRST CLASS RECORDED

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

Dear Sirs

Phone: 01772 533196

Email: claire.blundell@lancashire.gov.uk

Your ref:

Our ref: LSG4/PROW/888.996/804.585

Date: 30th August 2017

Lancashire County Council does
not accept service by e-mail.

**RE: WILDLIFE AND COUNTRYSIDE ACT 1981 – PART III
DEFINITIVE MAP MODIFICATION ORDER INVESTIGATION
PUBLIC FOOTPATHS 37, 38 AND 39, EUXTON (KNOWN AS CULBECK
LANE)**

The County Council, as Surveying Authority, is proposing to present a report to the Council's Regulatory Committee for a Definitive Map Modification Order. The details are as follows and the route referred to is shown on the attached plan:-

To modify the particulars contained in the Definitive Map and Statement by recording the width of Culbeck Lane (legally recorded as Public Footpaths 37, 38 and 39 Euxton) and recording the locations on the route where there is a right to maintain a gate. The proposed Order will not alter the status of the route from being recorded as a public footpath.

The earliest sufficiently large scale Ordnance Survey map published in 1894 was surveyed in 1893. The map clearly shows the route and adjacent field boundaries as they existed at the time of the survey which is broadly consistent across the subsequent mapping through to the 1960's. It is therefore intended to modify the particulars making specific reference to the width of the route as being that shown on the 1894 map and the attached consultation plans comprise a modern plan overlaid with the route shown on the 1894 map – shaded red.

The three locations where the Council believe the gates historically existed, and the rights to place said gates are therefore limitations to the public's right, are shown on the consultation plans marked as gates 'A', 'B' and 'C'.

If the Council decides to make a Definitive Map Modification Order, Notice will be served on owners and occupiers, who may, at that stage, make representations or objections to it. In such case, the Order will be submitted to the Secretary of State, who may cause a local inquiry or hearing to be held, before deciding whether or not to confirm the Order.



to it. In such case, the Order will be submitted to the Secretary of State, who may cause a local inquiry or hearing to be held, before deciding whether or not to confirm the Order.

In making their decision the County Council will be considering all relevant evidence including historical maps and documentary evidence from landowners and others. You may have observations, comments or objections at this early stage, if you have in particular any relevant evidence, would you please let me know, if possible, within 21 days of the date of this letter. You have the opportunity to submit any further information or evidence until the matter goes before the County Council's Regulatory Committee. You will also have the opportunity to make objection or representation if an Order subsequently made and to present the same or different evidence to the Secretary of State if an Order is referred to the Secretary.

Please note that information supplied will be used in accordance with the processes under Statute and will not be confidential and may be disclosed to third parties.

Please note that information relating to the future use or maintenance of the route, whilst important to the management of the land may not be relevant to the investigation into the width and limitations. This process is to establish the particulars of a public right of way which already exists not what impact it would have.

I look forward to hearing from you in due course

Yours faithfully



Claire Blundell
Paralegal

Consultation Plan 1 of 4
Recording of Particulars
Footpath Euxton 37-39

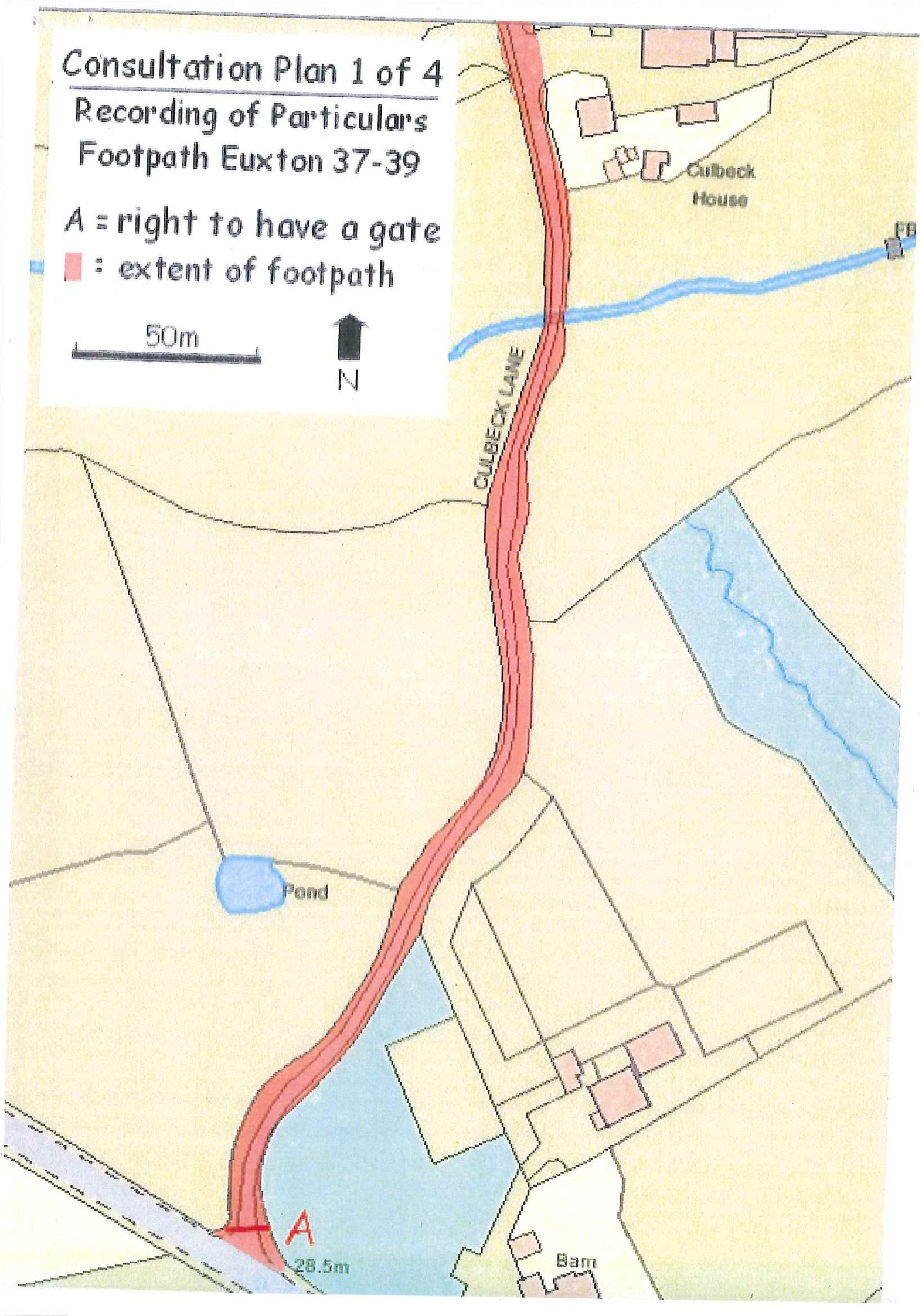
A = right to have a gate

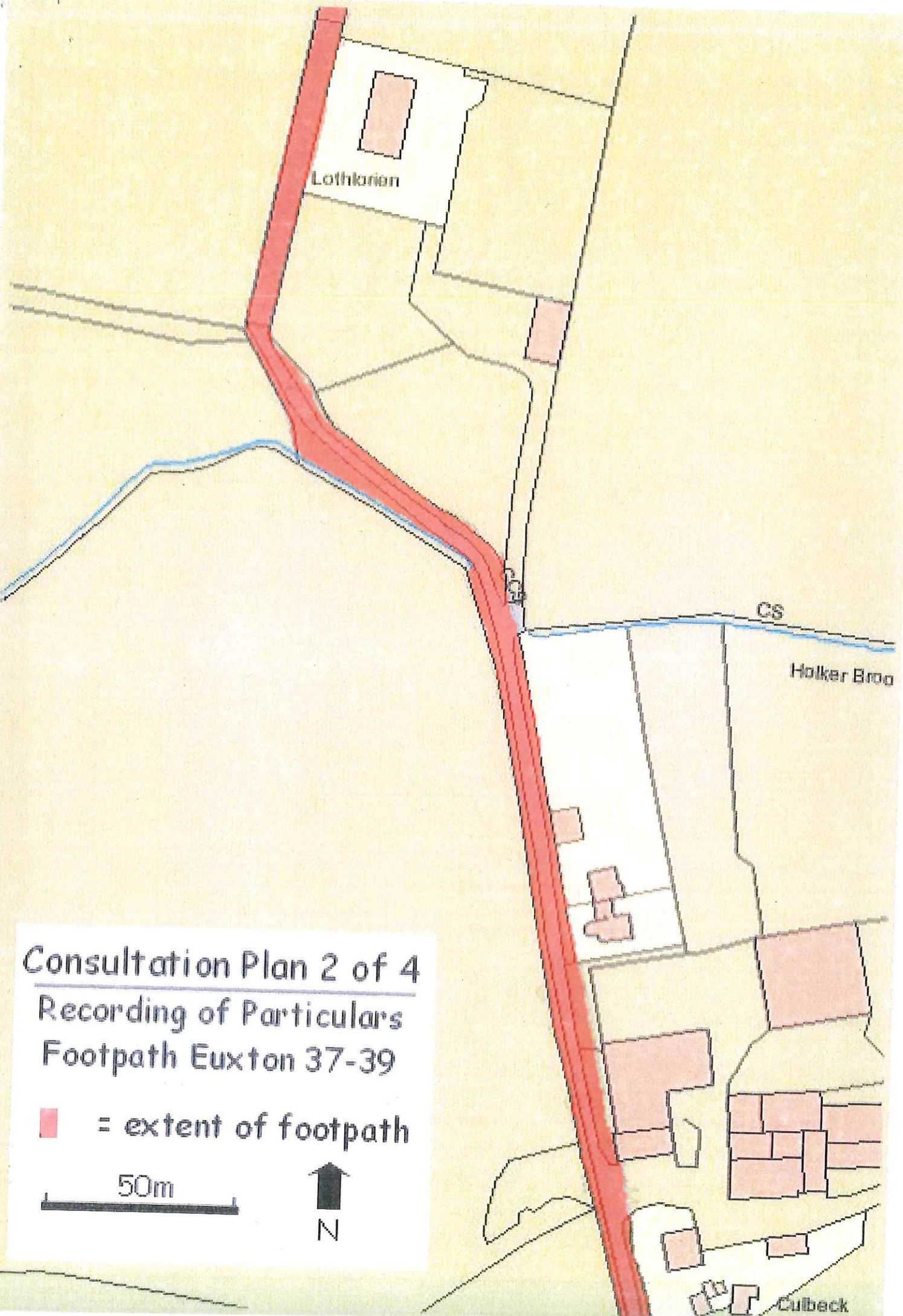
■ = extent of footpath

50m



N





Consultation Plan 2 of 4
Recording of Particulars
Footpath Euxton 37-39

■ = extent of footpath

50m

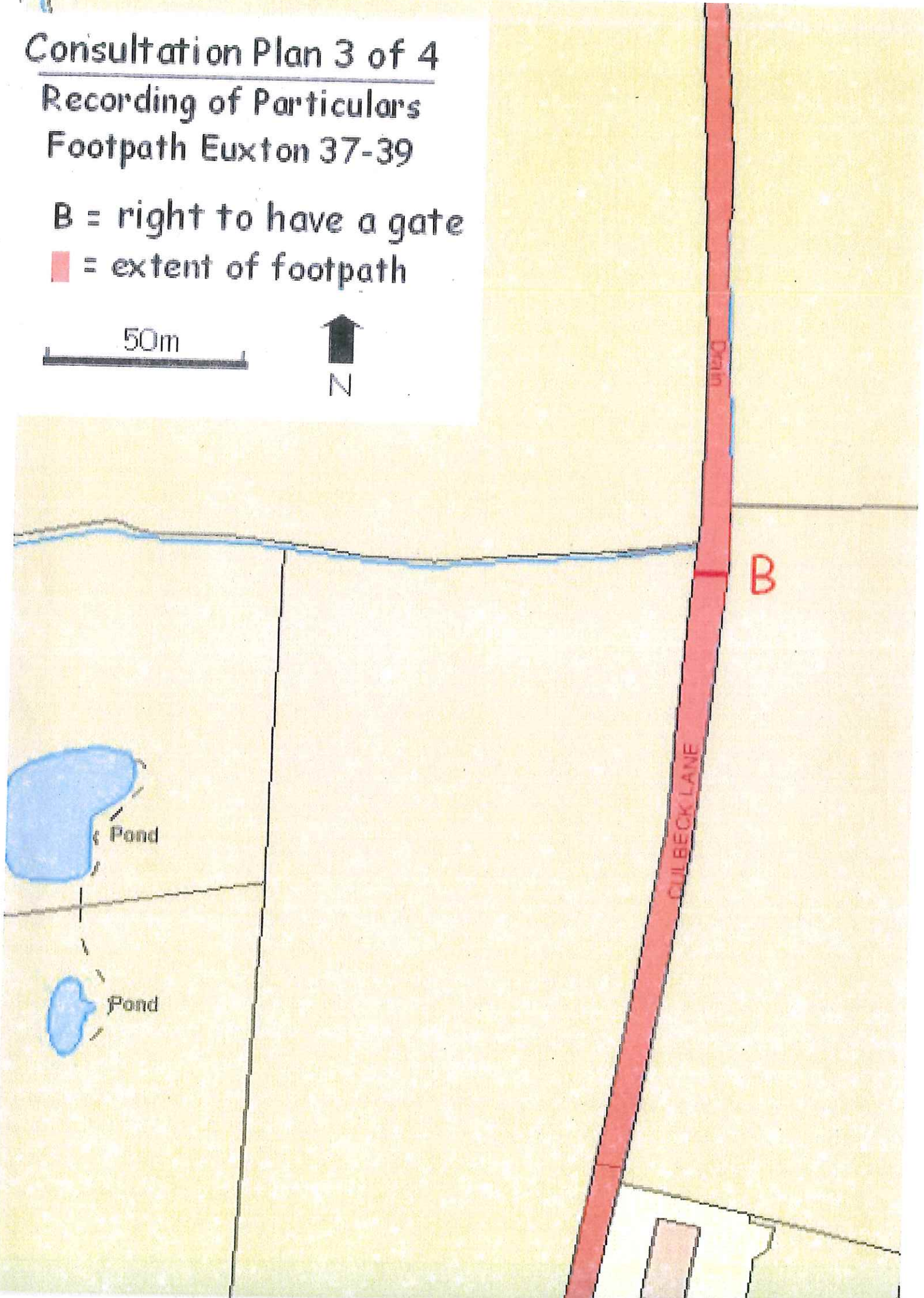


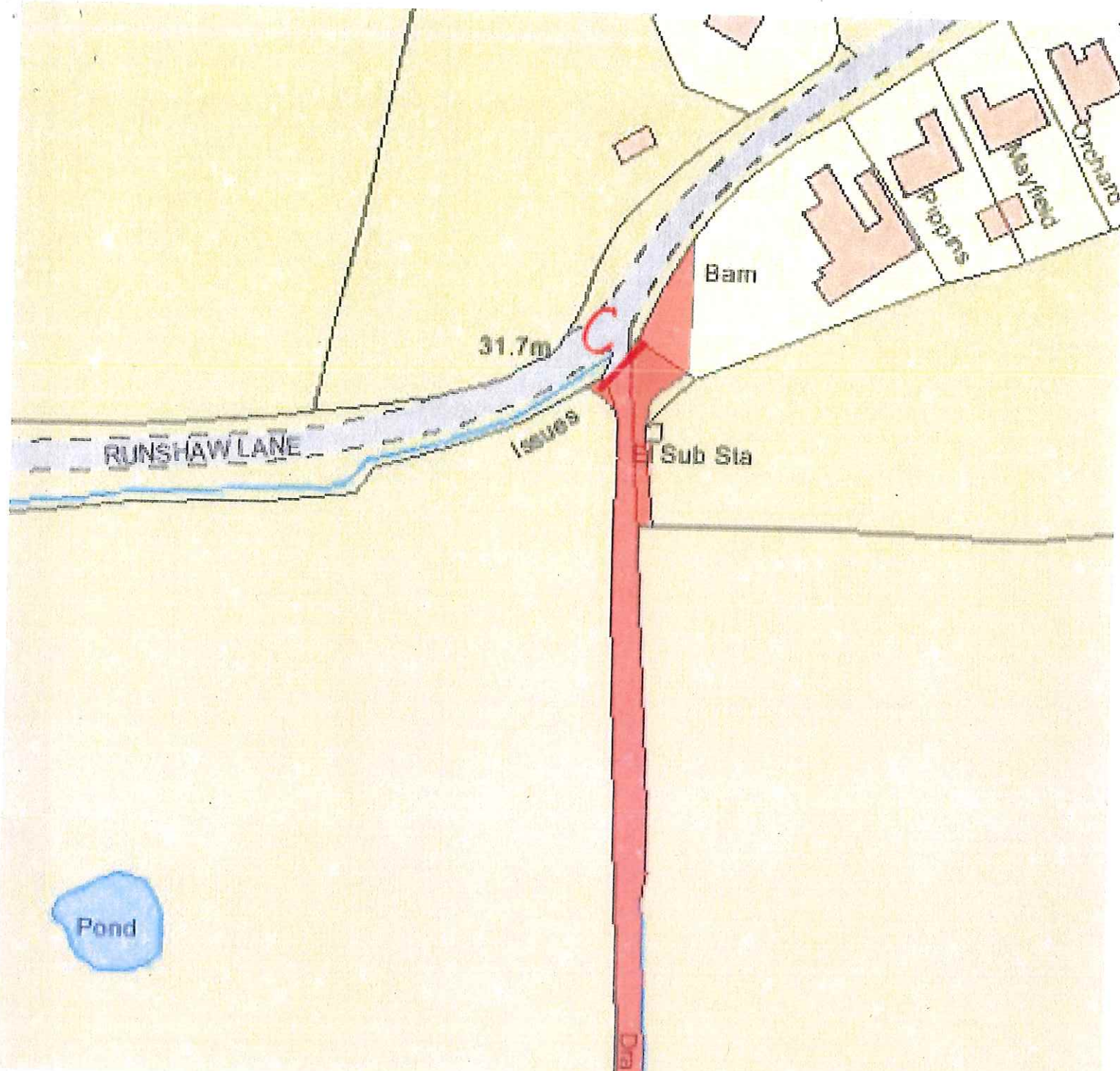
Culbeck

Consultation Plan 3 of 4
Recording of Particulars
Footpath Euxton 37-39

B = right to have a gate

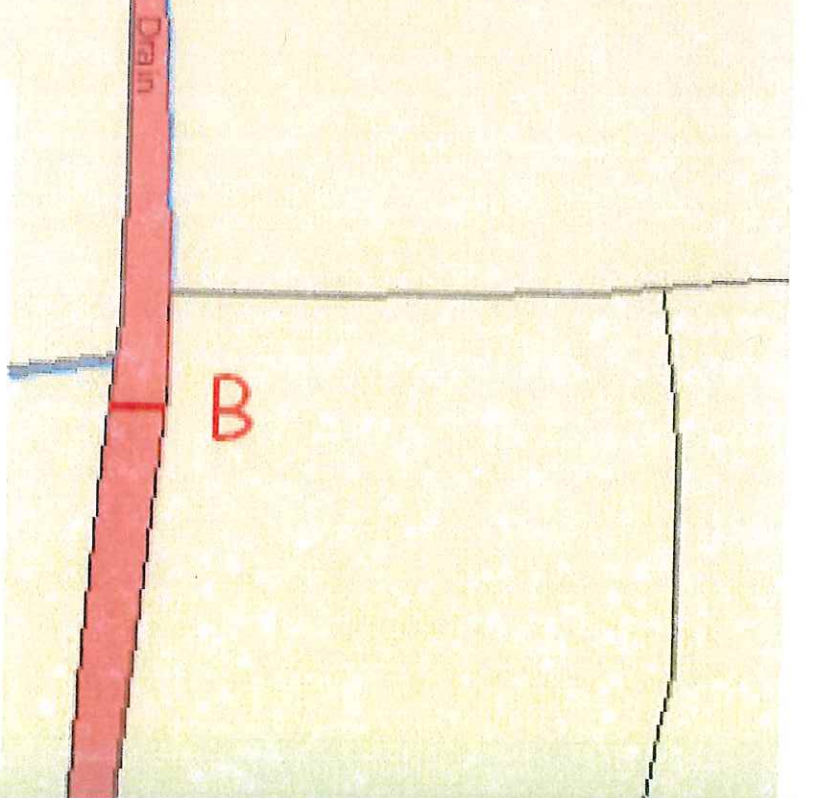
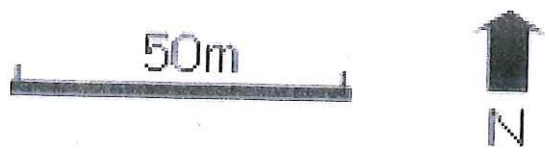
■ = extent of footpath





Consultation Plan 4 of 4
Recording of Particulars
Footpath Euxton 37-39

BC = right to have gates
 ■ = extent of footpath



Item 7.3



Our Ref: SJ/004321
Your Ref:
Date: 04 September 2017

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

Town Hall
Market Street
Chorley
PR7 1DP

Dear Debra,

**SECTION 257 TOWN AND COUNTRY PLANNING ACT 1990
CHORLEY BOROUGH COUNCIL PUBLIC FOOTPATH NO.19 EUXTON
PUBLIC PATH DIVERSION ORDER 2017**

Please find enclosed for your attention, in accordance with the Town and Country Planning (Public Path Orders) Regulations 1993, a copy of the following documents:

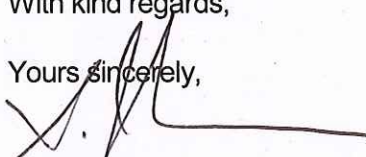
1. The above Public Path Diversion Order made on the 30 August 2017 together with a copy of the Order Map.
2. The statutory Public Notice dated 04 September 2016.
3. The Statement of Grounds setting out reasons for the making of the Order.

Public Notice of the Order is being published in the Chorley Guardian on 05 September 2017 and posted on site.

Should you require any further information on the above then I will be pleased to assist.

With kind regards,

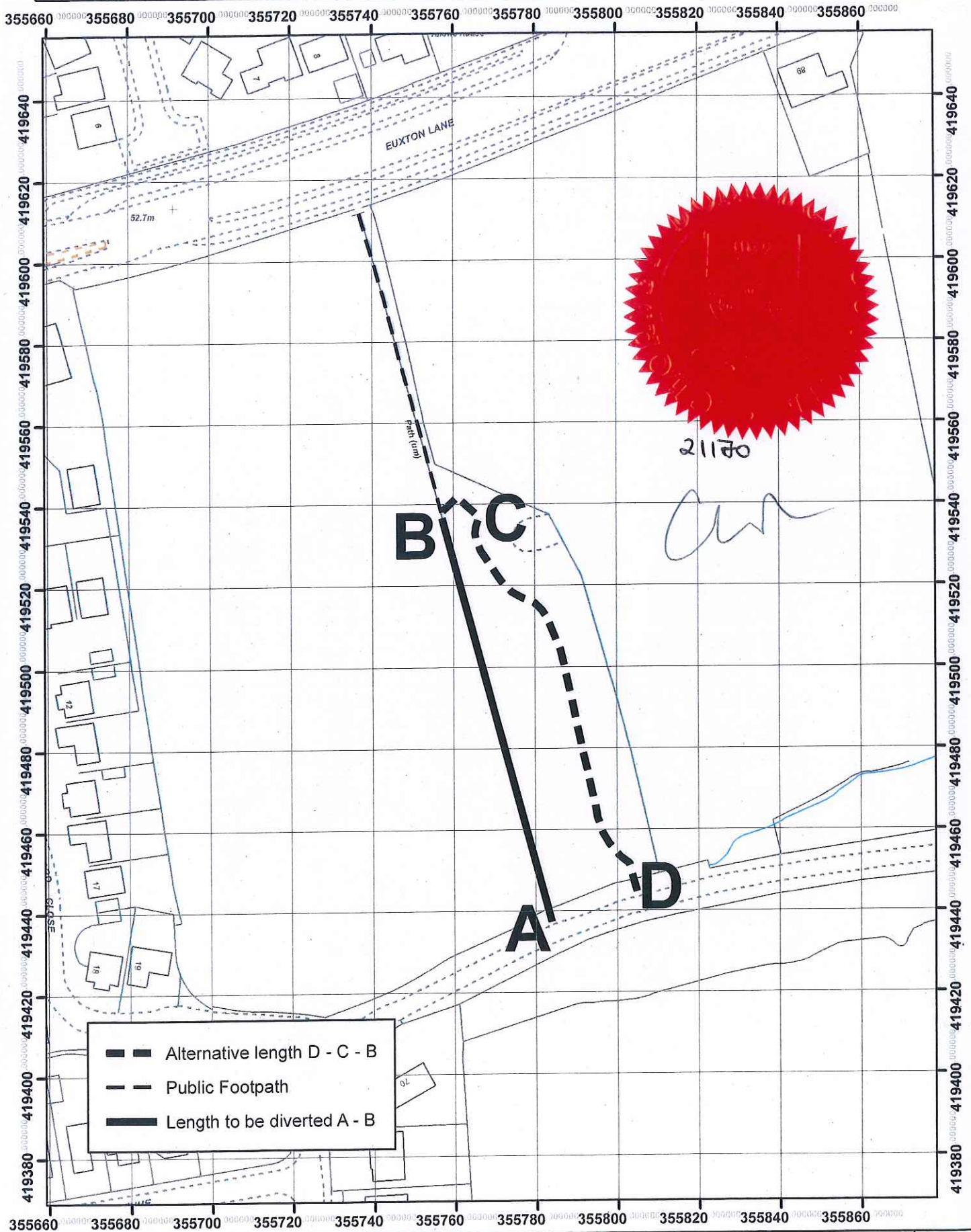
Yours sincerely,


Simon John
Solicitor
Chorley Borough Council

Email: simon.john@chorley.gov.uk
Tel: 01257 515169

Encs.

Town and Country Planning Act 1990 - Section 257
Proposed diversion of part of Public Footpath No. 19
Euxton, Chorley Borough



PUBLIC PATH DIVERSION ORDER UNDER
THE TOWN AND COUNTRY PLANNING ACT 1990, SECTION 257

CHORLEY BOROUGH COUNCIL (PART OF PUBLIC FOOTPATH NO.19 EUXTON,
CHORLEY) DIVERSION ORDER 2017

This order is made by Chorley Borough Council under section 257 of the Town and Country Planning Act 1990 because it is satisfied that it is necessary to divert the footpath to which this Order relates in order to enable development to be carried out in accordance with an application for planning permission (16/00380/OUTMAJ) under Part III of the Town and Country Planning Act 1990 namely the development at Land surrounding 89 Euxton Lane, Euxton, Chorley for the erection of 140 number dwellings.

BY THIS ORDER:

1. Part of the Footpath No. 19 over the land shown by a bold black line on the attached order map and described in Part 1 of the Schedule to this Order ("the Schedule") shall be diverted as provided below.
2. There shall be created to the reasonable satisfaction of Chorley Borough Council an alternative footpath for use as a replacement for part of the said footpath as provided in Part 2 of the Schedule and shown by bold black broken line on the attached map.
3. The diversion of part of the footpath shall have effect on the date in which Chorley Borough Council certify that the terms of Paragraph 2 above have been complied with.
4. The Applicant at its own cost shall carry out such works in relation to the highway described in Part 2 of the Schedule as may reasonably be required by Chorley Borough Council.
5. Where immediately before the date on which the footpath is diverted there is apparatus under, in, on, over, along or across it belonging to statutory undertakers for the purpose of carrying on their undertaking, the undertakers shall continue to have the same rights in respect of the apparatus as they then had.

SCHEDULE

Part 1

Part of Footpath 19 runs from point A, grid reference SD419440 355780, in a generally northerly direction to point B, grid reference SD419540 355760. The distance of part of Footpath 19 from point A to B is approximately 105 metres as shown by a bold black line between points A and B on the order map.

Part 2

The new part of Footpath 19 will start at point D, grid reference SD419440 355800, and run in a generally northerly direction to point C, grid reference SD419540 3555770 and thence in a north westerly direction to point B, grid reference SD419540 355760, as shown by a bold black broken line on the order map. The distance of the new part of Footpath 19 from Point D to B will be approximately 110 metres and it will be 2 metres in width.

The Common seal of Chorley Borough Council was hereto affixed on the day of *30 April* 2017

CA N

Head of Legal, Democratic and HR Services



21170

NOTICE OF PUBLIC PATH ORDER

TOWN AND COUNTRY PLANNING ACT 1990 SECTION 257
AND PARAGRAPH 1 OF SCHEDULE 14

CHORLEY BOROUGH COUNCIL

The Chorley Borough Council (Part of Public Footpath No. 19 Euxton) Public Path Diversion
Order 2017

The above Order was made on 30 August 2017. The effect of the order will be to divert a section of Public Footpath No. 19 Euxton, running from point A to point B for a distance of approximately 105 metres in a northerly direction as shown by a bold black line running on the Order Map and create an alternative footpath on a line for a total distance of approximately 110 metres following a route as shown by bold black dashes on the Order Map running from point D to point B by way of Point C.

The diversion will enable the erection of 140 dwellings in accordance with an application for planning permission reference 16/00380/OUTMAJ granted under the Town and Country Planning Act 1990 on Land surrounding 89 Euxton Lane Euxton Chorley.

A copy of the Order and map may be seen free of charge in Reception at the Town Hall, Chorley between the hours of 9.00am to 5.00pm Monday to Friday (inclusive). Copies of the Order and map may be bought there at the price of £10.

Any representation about or objection to the Order may be sent or delivered in writing addressed to The Head of Legal, Democratic and HR Services, Chorley Borough Council, Town Hall, Market Street, Chorley, PR7 1DP not later than 04 October 2017. Please state the grounds on which it is made.

If no such representations or objections are duly made, or if any so made are withdrawn, the Chorley Borough Council may itself confirm the Order as an unopposed Order. If the Order is sent to the Secretary of State for confirmation any representations or objections which have not been withdrawn will be sent with the Order.

Dated 04 September 2017
Chief Executive
Town Hall
Market Street
Chorley
PR7 1DP

CHORLEY BOROUGH COUNCIL

Town and Country Planning Act 1990 - Section 257

THE CHORLEY BOROUGH COUNCIL (PUBLIC FOOTPATH NO. 19 EUXTON) PUBLIC PATH DIVERSION ORDER 2017

STATEMENT of GROUNDS

Introduction

County Councils and District Councils have powers under the Town and Country Planning Act 1990 to make Orders for the purpose of diverting public rights of way. Before making an Order, Councils must be satisfied that it is expedient to do so in accordance with the terms of the Act. A notice that such an Order has been made has to be posted on the site of the footpaths in question at either end of the section to be diverted and advertised in the local press. Public notice of the Order provides an opportunity for objections or representations to be made to the proposed changes authorised by the Order.

The Chorley Borough Council has made an Order to divert one length of Public Footpath No.19 Euxton in the Borough of Chorley. The following Statement explains the reasons for making the Order and sets out the procedure relating to the submission of objections and representations.

Statement

A section of Public Footpath No. 19 Euxton runs in a northerly direction across part of Land at Euxton Lane, Euxton, Chorley. It is proposed to divert part of this section comprising approximately 105 metres in length.

Rowland Homes Limited have applied for planning permission to build 140 dwellings in respect of the land across which the section of the footpath to be diverted runs together with the rest of the application site. The principle of dwellings on the site is considered acceptable under the Local Plan adopted by the Council. The application for planning permission for the development of housing was recommended on 15 August 2017.

The development site comprises agricultural fields located to the immediate east of Euxton. The site is bordered by Euxton Lane to the north, Pear Tree Lane to the east and School Lane to the south. To the west, the site is bounded by the rear of properties along Orchard Close. The current legal footpath runs in a northerly direction from School Lane to Euxton Lane. The developer has requested that the Council make a Public Path Diversion Order in order to secure the diversion of a length of Public Footpath No. 19 Euxton so that development may proceed.

If the diversion order were not made then the legal route would affect the rear gardens of the some of the residential properties yet to be constructed, based on a comparison of the Definitive Map maintained by Lancashire County Council with the development plan layout supplied by the applicant.

any necessary works to be undertaken. In practice, the Council would arrange inspection of the diverted route prior to bringing the order into effect in order to ensure that the line of the new route was in a satisfactory condition fit for use by the public.

Chief Executive
Chorley Borough Council
Town Hall
Market Street
Chorley

04 September 2017

Core Cover Provision		
Covers	Limit of Indemnity	CAME Hiscox
Public Liability	£10,000,000	Yes
Employers' Liability	£10,000,000	Yes
Officials Indemnity	£500,000	Yes
Libel and Slander	£250,000	£500,000
Employee Dishonesty (Fidelity) 'standard'	£150,000	Yes
Fidelity request	£350,000	Yes
Personal Accident	£50,000/£250 pw	£100,000/£500 pw
Commercial Legal Expenses	£100,000	Yes
Money	£1,000	Yes
Keyman cover (equivalent)	£400 pw up to 26 weeks	£250 pw up to max £2,500 in one year
Internet/Email	£50,000	Yes
Defibrillators and Cabinets	£5,000	Yes
Contract Works	£75,000	Yes
Crisis Management	£25,000	Yes
Loss of Revenue (don't need)	£10,000	Yes
Hirers Liability (don't need)	£5,000,000	Yes
Business Travel (don't need)	£1,000	Limited cover
Motor No claims Excess and Bonus (don't need)	£250 each	Yes
Increased Cost of Working (don't need)	£10,000	Yes

Premises : 'Sports Changing Rooms' - Community Centre, Wigan Road, Euxton, Chorley, Lancashire, PR7 6JH
 £265,200.00

Item description	Excess	Amount Insured
Total Buildings	£250.00	£265,200.00
Gates and fences	£250.00	£0.00
Fixed outside equipment	£250.00	£0.00
Street furniture	£250.00	£11,800.34
War memorials	£250.00	£78,795.00
Playground equipment	£250.00	£21,852.48
Sports surfaces	£250.00	£0.00
Other surfaces	£250.00	£0.00
Rent receivable	£250.00	£0.00

Excess applies to: Each and every loss

Special excesses

Losses from subsidence £1,000 each and every loss

Additional cover (in addition to the overall limit/amount insured above)

Trace and access	£5,000
Emergency services	£5,000
Loss prevention costs	£25,000
Additions to buildings	£50,000
Inadvertent omissions	£500,000
Trees, shrubs and plants	£25,000
Bequeathed buildings	£50,000
Discharge of oil	£10,000 in total during any one period of insurance, across all Property sections combined
Contract works and site materials	£75,000

Euxton Parish Council - Risk Register New Draft

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
FINANCE							
1	Financial book-keeping and processes	Ensuring the Council's book-keeping is accurately carried out. VAT accounted for and recovered. Employee Tax/NI paid.	New electronic finance system in play in 2017 and fully operational from 1 April 2017 for first year. System accounts for VAT with simple printable claim form. Tax/NI informed by salary svcs and paid.	Monitor new system for improvements.	13/09/17 Personnel Committee evaluated the new system - all good	G	None
2	Bank and banking	Keeping to new FSCS protection, keeping control of numerous accounts	Council has new Financial Regulations in place (June16) which set out the processes. Regular checks are preformed and internal Cllr audit system in place.	Ensure transfers are carried out to keep balances at £75K per account or below.		G	None
3	Bank and banking	Debit card	Council has new Financial Regulations in place (June16) which set out the processes. The Debit Card (new in Jul16) is in the name of the Clerk, held by the Clerk and only used by the Clerk with its own pin number			G	None
4	Salaries and associated costs	Salary paid / calculated incorrectly Pension process mistakes	Council outsources its salary process (from Apr16). Pension provision was decided through a professional company and administered by salary services company	Assess if this service performs.	Monitor this new service and review. 13/09/17 Personnel Committee evaluated the new system - all good	G	None
5	Election costs	Risk of cost from an election or Parish Poll if one took place	Council budget for such occurrence and so the risk impact is low, the prospect cannot be lowered as it is a democratic process, rather than a choice. Impact low as long has a budget set aside.	Review budget amount each year to ensure it is current. Review whole budget at precept prior to election year (next May18)		G	Budget review Precept end of 2017 against quotation from Elections officer
6	Annual audit (Internal)	Appointment of Internal Auditor and scope of work	The Council appoints an Internal Auditor annually. It carries out a 'Review the Effectiveness of the system of Internal Control' annually.	Council to consider new Internal Auditors for 2016/2017 audit work.	Process to consider and appoint new Internal Auditor. Council decided to continue for 2016/7 with same.	G	Council may want to consider new Internal Auditor for 2017/8 Internal Audit
7	Annual audit (External)	Failing to supply the correct information for the External Auditor, risk of receiving an 'Intermediate Audit'	External Auditor is appointed for the Council. It specifies the information to be submitted. Risk of getting an Intermediate Audit cannot be mitigated it is the External Auditors random choice.	Ensure all the annual reviews are completed within the year.	New External Auditors appointed for year ending 31 March 2018 - system should be similar	G	Await new information

Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact.

Euxton Parish Council - Risk Register New Draft

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
OPERATIONS							
8	Pavilion Building	Risks of break in, damage, poor maintenance, theft, fire, flood.	Insured. Checked regularly by employees and damages reported.	Continue with inspections and reports.		R	Recent break-ins - consider security measures. 13/09/17 Personnel Committee put on Full Council agenda
9	Amenity facilities - Inspections and repairs of skate park, play areas, other areas	Risk created from poor repair, litter left or dangerous items, equipment damage, items need repair. Personal injury.	Insured. All public amenity land and equipment is inspected to Insurers requirements, quarterly by a Borough inspector, weekly by trained employees who submit written inspection report for this action. Annual Inspection report. Vandalism cannot be anticipated and can be dangerous.	Ensure weekly/ quarterly/ annual inspections carried out. Actions required reported on these reports are carried out.		G	None
10	Equipment storage	Loss due to theft, damage, damp, fire etc	Equipment insured, storage area is checked and adequate for purposes	Existing procedure adequate.		G	None
11	Street furniture - Notice boards, seats, planters, signs etc	Risk/damage/ injury to third parties, Road side safety	Locations have approval by relevant parties, some are covered by insurance. Inspected regularly by the Clerk or caretakers. Employees mindful of roadside safety when working. Visual inspections when passing by employees. Risk of vehicle collision cannot be reduced.	Existing procedure adequate.		G	None
12	Email system for Councillors	Hacking, bugs or virus, mis-information, mis-representation - financial risk of action or damage to equipment	The Councillor email systems are password protected. Councillors' own equipment should have virus protection on them.			G	None
13	Project Management	New Projects - guidelines not specified or outcomes not set, overspend or lack of control of the project	Council devised a Project Management Form for new projects to complete which covers all the necessary requirements	Ensure the template document is completed for projects	Review documents with gateways/regular progress review points - when there are current projects	G	None
14	Project Management	Tender process	Council has new Financial Regulations in place (June16) which set out the processes.	Ensure regulations are referred to prior and during large project to ensure compliance.	Monitor new projects to assess against new regulations and review regulations if changes are required.	G	None

Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact.

Euxton Parish Council - Risk Register New Draft

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
15	Fraud	Fraud by staff. Actions undertaken by staff	Insurance in place, Employee Guidelines, Continuity Plan, H&S guidelines, Fraud/Corruption Detection and Prevention, Financial Regulations policies are all in place. Fidelity insurance set at higher level.		Fidelity Insurance set at higher level in last insurance review	G	Check policy dates and put on agenda for review if necessary
16	Meeting location	Adequacy of venue, Health & Safety of venue for members of the public, visitors, employees and Councillors	Council Meetings are normally held at Euxton PC Community Centre. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public. Any problems will be reported. Other venues would need to be H&S checked for access and working conditions.	Existing location adequate. If new positions identified, all safety aspects should be considered in the review.	Ensure risks considered if a new venue is used.	G	None
17	Risks and risk assessments	Risks of buildings, work tasks, visitors, staff	Risk assessment of materials, equipment, duties, roles, etc. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with procedures	Equipment is only used by employees who have undergone training required for use. Insurance for staff and equipment is covered.	Risk assessments undertaken. Lone working training undertaken by all staff June/Jul2017 Personnel Committee reviewed all risk assessments done by ETJ. - Fire - Clerk's Office - Working alone - Pavilion users	Y	Clerk to work through recommendations and implement
LEGALITIES							
18	Legal powers	Illegal activity or payments	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. Councillors have LALC advice available.	Follow procedures and minute the Power reference. Refer to Financial Regulations	13/09/17 Personnel Committee authorised purchase of new Legal reference book	G	
19	Statutory notices	Risk of accuracy and legality of notices such as Agenda/Minutes	Most Council notices follow legislation, guidance in the Communications Policy and the Clerk's legal reference book.	Clerk training to be keep up to date		G	None
20	Data protection and data processing	Policy, Provision, failing	The Council is registered with the Data Protection Agency and follows guidance supplied by the Info Commissioner.	Registration is renewed annually. Ensure that the Council is following the guidance.		G	Legislation changing 2018 - check compliance and rules and update if necessary
21	Freedom of Information Act	Policy, Provision, failing	The Council has a 'model publication scheme' in place.	Monitor requests made under the FOI Act. Ongoing.	FOI policy was reviewed Oct16	G	None

Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact.