

# EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 21 June 2018, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

## A G E N D A

Page Ref

1. Apologies
  2. Declarations of Interest and Dispensation Considerations

Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.
  3. Minutes of Council Meetings

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

 Item 3
  4. Statutory Business
    - 4.1 Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines
 Item 4.1
  - 4.2 Central Lancashire Local Plan Review information
 Item 4.2
5. Public Participation

Matters brought to the Parish Council by residents. Residents will have twenty minutes set aside during which each resident shall have three minutes.
6. Financial Items
  - 6.1 Approve Expenditures on report, and any submitted later
 Item 6.1
- 6.2 Receive financial reports (Item 6.2a Income, 6.2b Reconciliation, 6.2c Budgets)
- Item 6.2
- 6.3 Receive Internal Auditors report and action any points
- Item 6.3
- 6.4 Receive CIL update report
- Item 6.4
7. Committee Reports
  - 7.1 Leisure Committee
 Item 7.1
- 7.2 All Purposes Committee
- Item 7.2
- 7.3 Bowling Committee recommendations
- Item 7.3
8. Policy Reviews
  - 8.1 Financial Regulations – review, consider suggested changes and adopt.
 Item 8.1
- 8.2 Standing Orders – consider suggested course of action and agree way forward.
- Item 8.2
- 8.3 Policy and Document Reviews list – consider a timetable of which documents are to be reviewed and in which order.
- Item 8.3
9. Lancashire Scheme Consideration

Information of the LCC Local Delivery Scheme to consider and decide upon

 Item 9
10. Matters for information

Receive or update on the 'Fault Reports Log'

 Item 10
- Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.*

Full Council meeting dates 2018: 19 July, 20 September, 18 October, 15 November, 20 December.

Newsletter deadlines: 1 August 2018 for the September issue; 5 November 2018 for the December issue.  
5 February 2019 for the March issue; 2 May 2019 for the June issue

D. Platt

CLERK

Published: 13/06/18

<b>Date, Valid, Ref</b>	<b>Description/Location</b>	<b>Comment/Recommendation suggested</b>
18/00568/PDE	6 Balshaw House Gardens / single storey rear extension	No comment
18/00546/NLA	Land to the north of Altcar Lane / 200 dwelling development ref neighbouring Local Authority, Leyland	No comment – information only
18/00524/FULHH	1 Kingsway / single storey rear extension	No comment
18/00529/FULMAJ	Forensic Science Lab, West Way / Erection of building to be used as a children's indoor play and adventure centre and associated car parking.	No comment
18/00569/TPO	41 Empress Way – Oak tree reduce crown	No comment

Decisions taken due to deadlines, with delegated powers, outside of meetings.

<b>Date, Valid, Ref</b>	<b>Description/Location</b>	<b>Comment/Recommendation</b>
	No decisions were made between meetings or to meet deadlines.	

FROM CHORLEY COUNCIL

Dear Parish Councillors,

Re: Central Lancashire Local Plan Review: For information Only

The Leader has requested that we update our Parish Councils on the review of the Local Plan for Central Lancashire which includes Chorley, Preston and South Ribble and in particular, the first step in the process known as *the call for sites* which we expect to start over the Summer and will run for a period of at least 12 weeks. This email is to provide a heads-up that this is currently being planned for. There will be further updates to follow which will include more detail about the process etc.

A Central Lancashire Local Plan Team has been established and is based at Chorley, but is funded by and working on behalf of all three local authorities of Chorley, Preston and South Ribble and the first piece of work the joint team will undertake is the call for sites, which will be done on behalf of all three areas across Central Lancashire. By doing it this way, it will be quicker and easier for those submitting sites in more than one area and also will avoid any duplication.

National policy requires that local planning authorities assess the availability of land to meet their needs for housing, employment and other uses. This forms part of the evidence base which will inform the review of the Local Plan and will be taken into account by the Planning Inspector at the public examination when we apply to have the Central Lancs Local Plan approved for adoption.

The call for sites is an invitation for anyone to submit details of a site in Chorley, and/or Preston and/or South Ribble and a suggested use for that site. The purpose of the exercise is to identify sites for possible future development over the next 10 and beyond. This includes land with potential for a wide range of purposes, to meet the future needs for development, including residential uses, employment, retail, leisure and any other uses.

The call for sites exercise does not determine whether a site should be allocated for development. However, it will help to identify potential sites for further consideration through a range of subsequent technical work. This will help to inform future decisions on allocations in the new Central Lancashire Local Plan.

Anyone can submit a site for consideration providing that contact details are included. Sites can be put forward by individuals or organisations, including landowners, developers, agents, local businesses and residents of Chorley, Preston and South Ribble.

The exact date by when we will commence the call for sites is not yet confirmed as we are waiting for the technology to be developed as this process will be publicised and accessed through a single website and online form. This will mean that most, if not all, site suggestions will be submitted digitally, which is a more efficient way of doing things and makes it easier for the team to coordinate and analyse the data.

Once the 'call for sites' consultation closes, the sites will be subject to technical assessment to consider the suitability, availability and achievability (including viability) of the site and development proposed. This appraisal will follow Government procedures outlined in national Planning Practice Guidance. The sites considered most appropriate will then be subject to further public consultation through the Local Plan process.

If you require any further information, please contact any member of the Planning Policy Team. The new Central Lancashire Local Plan team will start in July 2018 and will be able to provide any advice thereafter.

With kind regards

## Current Bank A/c

## Payments made between 18/05/2018 and 30/06/2018

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
31/05/2018	British Telecom	40	106.53		17.75	4080	120	88.78	Telephony
21/06/2018	Plantscape Ltd	41	1,576.80		262.80	4510	200	1,314.00	Planters EuxLn
21/06/2018	Paper Rabbit Print Ltd	42	1,190.00			4090	120	1,190.00	June print
21/06/2018	Eon Electricity	43	102.28		4.87	4500	200	97.41	Electric pavilion
21/06/2018	TESCO	44	84.30			4590	200	84.30	Bowling Refresh
21/06/2018	Euxton PC Community Centre	45	156.75			4080	120	156.75	Room rents Jan-Apr18
21/06/2018	Post Office Limited	46	116.00			4080	120	20.30	Stamps newsl/offic
						4090	120	95.70	Stamps newsl/offic
21/06/2018	C&W Berry Ltd	47	31.03		5.17	4570	200	25.86	Hardware
21/06/2018	LS Systems Ltd	48	150.00		25.00	4590	200	125.00	Water tractor
21/06/2018	Rialtas Business Solutions	49	523.08		87.18	9320	300	435.90	Restate to I&E/training
21/06/2018	Lancashire Wildlife Trust	50	12,200.96		2,033.49	4430	180	3,267.00	Stage 2 payment
						9370	300	6,900.47	Stage 2 payment
21/06/2018	Telltale Signs	51	93.17		15.53	4590	200	77.64	Signage
21/06/2018	Screwfix	52	9.98		1.66	4570	200	8.32	Spray marker
21/06/2018	Various	53	1,565.89			4080	120	18.00	Remuneration June18 E1
						4070	120	26.55	Remuneration June18 E1
						4000	100	1,521.34	Remuneration June18 E1
21/06/2018	Various	54	816.57			4070	120	40.50	Remuneration June18 E2
						4000	100	776.07	Remuneration June18 E2
21/06/2018	Various	55	838.32			4070	120	43.20	Remuneration June18 E3
						4000	100	795.12	Remuneration June18 E3
21/06/2018	Various	56	811.58			4070	120	39.60	Remuneration June18 E4
						4000	100	771.98	Remuneration June18 E4
21/06/2018	HMRC	57	712.77			4000	100	712.77	Tax&NI June18
21/06/2018	C&W Berry Ltd	58	4.54		0.76	4590	200	3.78	Hose fixes
21/06/2018	B&Q DIY	58A	8.95		1.49	4590	200	7.46	Hardware
<b>Total Payments:</b>			21,099.50	0.00	2,455.70			18,643.80	

## Current Bank A/c

Receipts received between 01/04/2018 and 30/06/2018

## 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: 10/04/2018</b>	<b>160,709.00</b>						
	Chorley BC	160,709.00			1100	220	1,709.00	Precept/grant
					1076	220	159,000.00	Precept/grant
	<b>Banked: 15/04/2018</b>	<b>32.06</b>						
	Santander	32.06			1080	220	32.06	Interest
	<b>Banked: 24/04/2018</b>	<b>39,999.88</b>						
	Chorley BC	39,999.88			1100	220	39,999.88	S106 monies to Greenside
	<b>Banked: 30/04/2018</b>	<b>4.61</b>						
	RBS Bank	4.61			1080	220	4.61	Interest
	<b>Banked: 04/05/2018</b>	<b>130,102.58</b>						
	ChorleyBC	130,102.58			1620	220	130,102.58	CIL monies
	<b>Banked: 04/05/2018</b>	<b>25,328.95</b>						
	HM Revenue & Customs	25,328.95			515	999	25,328.95	VAT Refund
	<b>Banked: 15/05/2018</b>	<b>31.04</b>						
	Santander	31.04			1080	220	31.04	Interest
	<b>Banked: 30/05/2018</b>	<b>4.97</b>						
	RBS Bank	4.97			1080	220	4.97	Interest
	<b>Banked: 30/05/2018</b>	<b>295.00</b>						
	HomeTruths/Busy Bodies	295.00			1090	120	295.00	Adverts 70 / 225
	<b>Total Receipts:</b>	<b>356,508.09</b>	<b>0.00</b>	<b>0.00</b>			<b>356,508.09</b>	

**Bank Reconciliation Statement as at 31/05/2018  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account	31/05/2018	130	872.02
RBS High Interest	31/05/2018	79	90,264.70
TSB - Current	31/05/2018		49,417.18
Coop - Current	30/05/2018	26	45,971.63
Barclays Current	16/05/2018		65.00
Santander	02/04/2018	42018	75,563.43
RBS Debt Card	31/05/2018	28	4,000.00
TSB - Savings	10/04/2017	11	0.45
Coop - Savings	05/04/2018	6	1.46
Barclays Savings	16/05/2018		75,002.88
Public Sector Deposit Fund	31/05/2018	1	100,000.00
			<u>441,158.75</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
15/03/2018 273 Plantscape Ltd	792.72
15/03/2018 286 Lancashire County Council	1,537.00
17/05/2018 28 Marmax Recycled Products	1,078.80
17/05/2018 30 SM Sheet Metal Ltd	180.00
17/05/2018 36 Coppull & Standish Brass Band	110.00
	<u>3,698.52</u>
	437,460.23

<u>Receipts not Banked/Cleared (Plus)</u>	<u>Amount</u>
	0.00
	<u>0.00</u>
	437,460.23
<b>Balance per Cash Book is :-</b>	<b>437,460.23</b>
<b>Difference is :-</b>	<b>0.00</b>

## Detailed Income &amp; Expenditure by Budget Heading 14/06/2018

## BUDGET PROGRESS REPORT

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>100 Employees</b>						
4000 Employees	13,812	73,000	59,188		59,188	
Employees :- Indirect Expenditure	<u>13,812</u>	<u>73,000</u>	<u>59,188</u>	<u>0</u>	<u>59,188</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(13,812)</b></u>					
<b>120 Housekeeping</b>						
1090 Income Publicity	295	0	(295)			
Housekeeping :- Income	<u>295</u>	<u>0</u>	<u>(295)</u>			<u>0</u>
4010 Payroll Services	180	1,100	920		920	
4070 Mileage	456	1,900	1,444		1,444	
4075 Employee Training	0	1,200	1,200		1,200	
4080 General Office	368	2,000	1,632		1,632	
4090 Publicity	1,286	3,842	2,556		2,556	
4100 Insurance	0	1,800	1,800		1,800	
4110 Subscriptions	0	200	200		200	
4120 Audit	0	1,250	1,250		1,250	
4130 Legal Fees/Planning Investig	0	5,000	5,000		5,000	
4160 Website Maintenance	128	800	672		672	
4180 Room Hire	0	600	600		600	
Housekeeping :- Indirect Expenditure	<u>2,417</u>	<u>19,692</u>	<u>17,275</u>	<u>0</u>	<u>17,275</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(2,122)</b></u>					
<b>140 Council</b>						
4211 Training/conference fees Council	0	150	150		150	
4220 Elections and Parish Poll Fund	0	5,000	5,000		5,000	
Council :- Indirect Expenditure	<u>0</u>	<u>5,150</u>	<u>5,150</u>	<u>0</u>	<u>5,150</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>0</b></u>					
<b>160 Grants/S137</b>						
4250 Grants	0	3,500	3,500		3,500	
4260 Christmas Celebrations	0	2,000	2,000		2,000	
Grants/S137 :- Indirect Expenditure	<u>0</u>	<u>5,500</u>	<u>5,500</u>	<u>0</u>	<u>5,500</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>0</b></u>					
<b>180 Special Events/Projects</b>						
4300 Euxton Gala	1,092	1,000	(92)		(92)	
4310 Speed Indicator Device	0	1,150	1,150		1,150	

## Detailed Income &amp; Expenditure by Budget Heading 14/06/2018

## BUDGET PROGRESS REPORT

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4340 Increase Public Involvement	0	250	250		250	
4350 Finance Software	0	125	125		125	
4380 Heritage/Sign Project	0	1,500	1,500		1,500	
4390 Defibrillator Project	0	1,500	1,500		1,500	
4430 Millennium Green Pond Project	3,267	3,267	0		0	
Special Events/Projects :- Indirect Expenditure	<b>4,359</b>	<b>8,792</b>	<b>4,433</b>	<b>0</b>	<b>4,433</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(4,359)</b>					
<b>200 Amenity/Utility</b>						
4500 Utilities	97	1,150	1,053		1,053	
4510 Gardens/Planting/Competitions	1,314	18,000	16,686		16,686	
4530 Millennium Green	0	10,000	10,000		10,000	
4540 All Purpose Committee	0	2,500	2,500		2,500	
4570 Amenity/Open Space RRM	2,220	25,000	22,780		22,780	
4590 Bowling/Boules Project	1,348	10,730	9,382		9,382	
Amenity/Utility :- Indirect Expenditure	<b>4,979</b>	<b>67,380</b>	<b>62,401</b>	<b>0</b>	<b>62,401</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(4,979)</b>					
<b>220 Other</b>						
1076 Precept	159,000	0	(159,000)			
1080 Bank Interest Received	73	0	(73)			
1100 Grants and Donations RCVD	41,709	0	(41,709)			
1620 Income CIL	130,103	0	(130,103)			
Other :- Income	<b>330,884</b>	<b>0</b>	<b>(330,884)</b>			<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>330,884</b>					
<b>300 EMR's</b>						
9320 EMR Emergency Fund	436	23,000	22,564		22,564	
9330 EMR Land Fund	0	65,000	65,000		65,000	
9340 EMR Street Machines	0	4,009	4,009		4,009	
9350 EMR Ransnap Brook	0	279	279		279	
9360 EMR EMR ELF	23	35	12		12	
9370 EMR CIL	6,900	45,226	38,326		38,326	
EMR's :- Indirect Expenditure	<b>7,359</b>	<b>137,549</b>	<b>130,190</b>	<b>0</b>	<b>130,190</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(7,359)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 14/06/2018

## BUDGET PROGRESS REPORT

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>999 VAT Data</u>						
515 VAT on Payments	(25,329)	0	25,329		25,329	
VAT Data :- Indirect Expenditure	<u>(25,329)</u>	<u>0</u>	<u>25,329</u>	<u>0</u>	<u>25,329</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>25,329</u>					
Grand Totals:- Income	331,179	0	(331,179)			
Expenditure	7,598	317,063	309,465	0	309,465	
<b>Net Income over Expenditure</b>	<u>323,581</u>	<u>(317,063)</u>	<u>(640,644)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>323,581</u>					

**EUXTON PARISH COUNCIL**

**CIL Monies Report**

Financial Year: 1 April 2017 to 31 March 2018

As at 21/06/2018

**CIL Income Breakdown Report**

Date	Location	£
04/05/18	17/00356/REMAJ Pear Tree Green 140 houses	£121,155.64
	15/01230/FUL Euxton Mill 6 cottages	£8,029.77
	15/01230/FUL LPI as above late pay charge	£45.40
	16/01184/FUL Pear Tree Farm 3 houses	£871.77
		130,102.58
		<u>130,102.58</u>

**CIL Expenditure Breakdown Report**

Date	Description/location	£
21/06/18	LancsWT/Millennium Green Pond	6,900.47
		<u>6,900.47</u>

**CIL Reconciliation**

	£
Total CIL brought forward from 2017/2018	45,226.18
Total CIL receipts during 2018/2019	130,102.58
Total Expenditure for 2018/2019	6,900.47
Total CIL repaid following notice	0.00
Total CIL retained at year end	<u>168,428.29</u>

**CIL Balances**

	£
CIL fund carry forward	168,428.29
	<u>168,428.29</u>

7.1 Leisure Committee

A Leisure Committee has been organised for **Thursday, 5<sup>th</sup> July 7pm**

On the agenda at the moment are:

Bowling Green equipment required/rent/usage/opening

Consider progressing some of the proposals from the CIL list:

- floodlighting for skate park
- extension area to skate park
- false grassed area at Greenside
- Southport Road land investigation
- CBC land at Highways proposals

7.2 All Purposes Committee

An All Purposes Committee has been organised for **Thursday, 28<sup>th</sup> June 7pm**

On the agenda at the moment are:

- Grants
- Flowers
- Projects: dog fouling, defibrillator

7.3 Bowling Committee

Recommendation: The Bowling Committee recommends to Council that the Bowling Committee is disbanded and the Green now become a responsibility under the Leisure Committee. The Committee suggests that the remaining budget is included in the list of budgets the Leisure Committee can spend from until it is depleted.

The Bowling Committee wished for Full Council to consider the issue of the opening of the Green to the public. This is for discussion and a decision.

The council to decide how to allow club members to excess the green to practice on an ad-hoc basis while keeping the green locked for the rest of the season so use is restricted for the first season. The Chair's thoughts are to try a combination padlock to enable members excess.

**Policy Reviews**

It has been suggested by the Internal Auditor that this may be an opportune time (gaining a number of new Councillors) to review two of our core documents.

Standing Orders*	Reviewed last 20/09/12 Amended 21/08/14 & 16/10/14
Financial Regulations*	Reviewed last 15/09/16

**8.1 Financial Regulations**

The current policy was reviewed last in September 2016. The latest template from NALC was used, dated January 2016, and there has been no further updates since then. If you want to see the NALC template I can send it on email to you.

This document is attached for you to read through and consider if you feel any changes or updates are required. It would assist if you have in advance suggested changes you submit on email so the Clerk can collate all the suggested changes in to the list.

Suggested changes list:

Items 3.3 & 4.8 – remove reference to a Finance Committee.

Item 3.3 bullets 1 to 4 delete and renumber 5 to 7 as 1 to 3. Bullets 1 to 4 – this information is produced each month at Council meetings on an updating basis. To predict in October what might be spent/or not spent in some budgets by the end of the financial year (6 months hence) is not practical, the current reports give an up to date situation and percentage budget spend. The figures produced for the December Precept meeting contain more of the financial years figures and would be the most up to date to set a precept.

Item 3.3 last paragraph – change to the end of the first sentence which says, “end of December” change to, “prior to the meeting deciding the Precept”.

Item 5.3 petty cash – insert (if a Petty Cash system is in operation) – as presently we do not operate a petty cash system. This should also be reflected in Item 6.18 & 6.23.

Item 7.4 should reflect the limitation created by our accounting package ie, we cannot run a separate system but can anonymise the item lines.

Item 8.3 – this has proved to be difficult as the banks do not want to send out multiple copies of statements and to multiple people/addresses. Suggested change would be that statements are received by the Clerk/RFO.

Item 8.5 – suggest this is changed to reflect new legislation

“Guidance on Local Government Investments (‘the Guidance’), issued under section 15(1)(a) of the Local Government Act 2003 and effective from 1 April 2018 (3<sup>rd</sup> edition).”

This new legislation now requires Council’s operating with balances over £100,000 to have an Investment Policy - and that the Council has an ‘Investment Policy’ in place since 19/04/18.

8.2 Standing Orders

The current policy was reviewed last in October 2014. To review both the standing orders and financial regulations at one meeting would be time consuming.

The latest template from NALC is dated April 2018.

I would suggest that, the current standing orders and the new NALC template are both circulated to Councillors following this meeting and, before 9<sup>th</sup> July Councillors respond to the Clerk if they feel that the current orders be revised and accepted or, if the new template orders be adopted and, if there are any suggested changes to either to submit these to the Clerk also by the 9<sup>th</sup> July.

From the returned information the Clerk will prepare a report for the July meeting of the suggested way forward and, a compiled list of any suggested changes.

Phone: (01772) 532613

Email: [linda.andersen@lancashire.gov.uk](mailto:linda.andersen@lancashire.gov.uk)

Our ref: LA/KM

Date: 25 May 2018

Dear Parish Clerk

Public Rights of Way have run a successful Local Delivery Scheme for a number of years and many Parish and Town Councils/Community Groups have taken part.

The decision has been made to run the scheme again this year and as such you are invited to opt into the scheme for 2018/19. If you are a previous participant of the scheme you will not be considered for the scheme unless we have received your update report from 2017/18. The update report should include the FP/BW number and the approximate length of vegetation removed

The scheme remains the same as 2017/18 with a one off payment of £250 to spend on vegetation clearance around gates/stiles/signposts and up-growth such as nettles/brambles growing through the surface.

The payment should only be used in relation to the Definitive Map line of the public rights of way and not to cut back trees or hedges which may overhang lengths of the right of way (except for pragmatic reasons around stiles, gates and signposts) as that is the owner's responsibility.

The deadline for opting in will be **25 June 2018** and **no further applications will be considered after this date.**

The Definitive Map and a digital working copy can be found on the Lancashire County Council website's MARIO system (type "MARIO LCC" into Google or other search engine and it will be amongst the top results).

Please report any work undertaken, by email, to [prowreports@lancashire.gov.uk](mailto:prowreports@lancashire.gov.uk) along with any reports of overgrown hedges and other problems that you encounter on the public rights of way.

You can continue to report Public Rights of Way issues in the usual manner but they will be processed in priority order onto the database.

If you are applying for the payment could you please provide the following bank details in order for me to process the payment; even if you have already provided this information previously, I need these details before I can make a payment.

- Main contact
- Name and address of Parish/Town council
- Telephone number of person responsible for authorising the work
- Email address for remittance advice
- Bank name
- Account name
- Account number
- Sort code

If you are an existing member of the scheme I would also like to take this opportunity to thank you for opting into the scheme in 2017/18 and appreciate your participation and contributions throughout the year.

If, once you have considered the information provided with this letter you need to discuss further, please feel free to contact me directly.

Yours faithfully

*L Andersen*

Linda Andersen  
Public Rights of Way Officer

9. Lancashire Scheme Consideration

Attached is a copy of the Local Delivery Scheme.

I asked the officer for clarification on a couple of points:

I just have some questions about this scheme.

If for example, Euxton was to put itself forward, would it decide which bits of PROWs to cut back or would all the work be allocated from LCC to EPC?

I know that Euxton has 46 PROWs does LCC just continue allocating work to EPC all year and it is expected Euxton would do all of it for £250?

Responses:

Hi Debra – you would not be expected to do all the Public rights of Way in your parish just the ones you choose are the most important to your community (I know all of them are but the ones maybe near a school/care home/local shops or community centre). All we ask is that you keep a record of the ones you do and they have to be on the definitive map – if you are unsure of the ones on the map I can send you one if you like. The scheme used to allocate reports to parishes under the scheme but it changed a couple of years ago as parish councils are best placed to know which ones are most important.

Considerations

If the Parish Council were to consider joining this scheme, bearing in mind the information supplied above it would be sensible to create a top 10 list of PROWs which require/demand the most attention but which are also well used so we could prioritise within the £250 worth of hours which to do first, and how often. This could be devised at a later date, if/when LCC confirmed the scheme to Euxton.

Implications

Personnel Committee to consider this matter, if Council passes, in terms of Village Caretaker hours taken up by the scheme.

Decision

Whether Euxton applies to/for the Local Delivery Scheme £250

and if granted, to later devise a priority/task list to guide our Village Caretakers