



# EUXTON PARISH COUNCIL

Full Council Meeting

Thursday, 15 October 2020, 7.15 pm start

**Virtual meeting via Zoom – Meeting ID: 815 9984 6251 Passcode: 632897**

<https://us02web.zoom.us/j/81599846251?pwd=WWJsL2l3YTVldnBtK1loaVJzc2RsUT09>

## AGENDA

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  
Approve the signing as a correct record, Full Council of 17 September 2020
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
  - 5.1 Co-option process - There are currently two vacancies for Parish Councillors, one in Euxton South and one in Euxton North West. An electronic poll will take place to fill these two vacancies from the four applications Council received.
  - 5.2 Planning - Consider planning reports circulated from, approve any responses and ratify responses made between meetings or to meet deadlines.
  - 5.3 Planning Working Group - Consider circulated suggested planning responses for specific application types which have been formulated by the working group
  - 5.4 Planning Appeal for houses off School/Pear Tree Lane response – deferred from last month awaiting CBC response regarding the Appeal - consider any future strategy options available to the Council, and how it would achieve those, to protect what land is left in Euxton.

*D. Platt*  
CLERK

Published: 04/10/2020

Full Council meetings 2020: 19 November, 2021: 21 January, 18 February, 18 March, 15 April.

Newsletter deadlines: 09/11/20 for December issue; 07/02/21 for March issue; 08/05/21 for June issue; 09/07/21 for September issue.

6. Financial Items
  - 6.1 Approve expenditures circulated with the agenda
  - 6.2 Receive and update the Asset Register for Insurance and Audit purposes
  - 6.3 Financial Risk Assessment circulated with the agenda
  - 6.4 Review the effectiveness of the system of Internal Audit & Internal Auditor Plan
7. Land for sale  
Consider the piece of land for sale adjacent to the A49, cost, District Valuers Report and whether to agree to make an offer on the land
8. Community Infra-structure Funds  
Members were asked to provide suggestions for projects for this meeting.
9. Milestone Meadow update – see circulated email response for clarification
10. Equipment for Councillors  
Discuss possible needs for Councillors for IT equipment to help with virtual meetings and agree the types of equipment to be made available on request eg. headsets, viewing device etc.
11. Meeting arrangements  
Decide if the November meeting of the Council will be another virtual meeting or face to face
12. 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.*

End of meeting

  
CLERK

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5. Statutory Business

5.1 Co-option - Co-opt a Councillor from the list of candidates

Council is co-opting to two vacancies – one in Euxton North Area and one in Euxton South. This will be done separately with Euxton South ward vacancy votes first.

**RESOLUTION:** Council is asked if it would agree to a revised co-option procedure, as this is a virtual meeting and that voting to be in the form of a ‘Zoom Poll’. This poll is not anonymous, but your voting choice will not be revealed only the result, unless a recorded vote is requested.

Applicants, in no particular order:

LETTER REF	APPLICANT	STREET ADDRESS	APPLYING FOR WARD
B	Rebecca Peers	Meadowcroft ENW	ENW & S
C	John Matson	Mallom Avenue ES	ENW & S
D	Dorothy Crossley	Leyland ENW	ENW

Co-option Procedure:

In order for a candidate to be co-opted to the Parish Council in the first round/any round, they require an absolute majority of votes cast (50% + 1 of the votes available at the meeting).

If there are more than two candidates for each seat and there is no candidate with an absolute majority in any of the rounds of voting, then the candidate with the least number of votes will drop out of the process.

Further rounds of voting will then take place with the process repeated until one candidate gains either an absolute majority (as below), or in the last round of two candidates has one more vote than the other candidate.

Voting numbers required for an absolute majority:

Cllrs/Votes Present	Absolute Majority Vote required
17	10
16	9
15	9
14	8
13	8
12	7
11	7
10	6

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
20/00984/TPO 8 Crofters Green	<u>Application for works to protected trees - Chorley BC TPO 11 (Euxton) 1991, Chorley BC TPO 14 (Euxton) 1991, Chorley BC TPO 8 (Euxton) 1992: Cluster of Sycamores - Fell. Oak - Reduce height by maximum of 2.5 metres.</u>	
20/00975/FULHH 7 Gleadhill House Gardens	<u>Erection of gazebo structure to rear</u>	
20/01014/FULHH 59 Hawkshead Avenue	<u>Two storey side extension</u>	Queries sent to DCON from Clerk: The two site location plans do not show, they open and just have a sentence at the top - no plans? - see screenshot below. It does not say how many car parking spaces are provided for what this will become - that is a 3 bed roomed house?? – No response yet.
20/01010/TPO 2 Balshaw Villa Gardens	<u>Application for work to a protected tree - Chorley BC TPO 14 (Balshaw Villa, Euxton) 1999: T1 Beech - Fell.</u>	
20/01011/FULHH 23 Spennymoor Close BV	<u>Erection of 1no. garden storage shed and 1no. outbuilding to provide home office space.</u>	
20/01005/LBC Shaw Green Farm Cottage Dawbers Lane	<u>Listed building consent for a single storey rear extension (following demolition of conservatory) and insertion of second floor window, elevational alterations to facilitate conversion of existing garage to provide living accommodation.</u>	
20/00978/TPO Land Adjacent To Prestwick Close BV	<u>Application for work to a protected tree - Chorley BC TPO 8 (Euxton) 2010: T1 Oak - Prune branches obscuring lighting column.</u>	

## Agenda Item 5.3 Report

### 5.3 Planning Working Group - Consider circulated suggested planning responses for specific application types which have been formulated by the working group

The working group were circulated with the following suggested paragraphs as a response to certain types of planning application.

We could consult with CBC over our agreed proposed clauses to see whether or not they are sensible (even if CBC would not necessarily respond positively to them in every case).

My reasoning, comments etc are in normal type below and my draft proposed clauses are in italics

#### A) Applications for works in TPOs

- 1) A general clause setting out the Parish Councils approach to TPOs to be used with all TPO applications (but which might be adjusted if there are specific issues with a particular application. For example, we might wish to add “these trees are particularly important in obscuring views of the motorway from the xyz area.”)

*The Parish Council is anxious to maintain and improve the health and extent of the tree population in the Parish and objects to any proposals for unnecessary works to trees protected by a Tree Preservation Order. The Council requests that this application should not be permitted without an inspection by the Chorley Borough Council arboriculturist who should confirm the need for the works.*

There will be some applications where we do not feel that there is good justification for the works and, if so, we should preferably say so. However, I do not think this can be covered by a standard clause.

- 2) A clause that may be added if trees are to be felled and removed (if time permits the application should be inspected to determine if the clause is relevant. For example, if the roots etc of the removed trees cannot be removed and space is limited, it might not be feasible to provide replacements).

*If the proposed works necessitate the removal of trees, the Parish Council requests that replacement trees are provided, as per the legislation\*.*

The applicant may already have provided a plan/schedule showing replacement planting with the application but, if not, the previous sentence should be supplemented with:

*The replacement tree is subject of the original TPO\*. The Borough Council's arboriculturist should confirm, after a suitable interval of time, that the replacement tree has been provided, has been planted in accordance with standards and/or guidelines and is healthy. Plans showing the TPOs, including those on the Borough Council's MY MAP should be updated.*

\* legislation: Town and Country Act 190 section 206(4)  
Ref: <https://www.legislation.gov.uk/ukpga/1990/8/section/206>

## Agenda Item 5.3 Report

- 3) A clause covering post works issues

*The replacement trees should be subject of the original TPO. The Borough Council's arboriculturist should confirm, after a suitable interval of time, that the replacement trees have been provided, have been planted in accordance with standards and/or guidelines and are healthy. Plans showing the TPOs, including those on the Borough Council's MY MAP should be updated.*

- B) Extensions/garage conversions/addition of more bedrooms etc

- 1) A general clause setting out the Parish Council's general approach to extensions etc insofar as they affect parking which should be used if there is doubt as to whether Chorley's standards can be met.

*If residential properties have insufficient off-road parking provision this can lead to parking on the road and on other available nearby land (whether suitable for parking or not). Parking on road can obstruct the passage of pedestrians and traffic and is a safety hazard. The Parish Council would prefer to see all residential properties provide for their own household parking within their curtilage and objects to this proposal if it does not meet Chorley Borough Council parking standards as set out in The Chorley Local Plan.*

- 2) To be used if the concerns about the proposal can be more specific. Either:

a) *The proposed works would reduce the opportunities for providing off-road parking*

or

b) *The proposed works would remove a garage that might be necessary to meet parking standards*

or

c) *The additional bedroom(s) would put the property into the category of requiring additional parking*

followed by:

*and the application should include a plan showing how parking standards are to be met.*

- 3) An additional clause, which I don't think CBC would accept, but that doesn't stop us asking for it, to be inserted if appropriate, (ie. if the application relies on a garage to meet parking standards)

*Furthermore, the Parish Council is aware that many residential garages are not generally available for the parking of cars but are used for other purposes, such as storage or exercise facilities. For this reason, the Council would prefer to see the residential parking standards met without reliance on a property's garage and requests that, if this application does rely upon a garage that is currently in other use in order to meet parking standards, it should be refused or made conditional upon the garage being made available for parking.*

**Item 6.1****Euxton Parish Council****Payments for October 2020**

<b>Date</b>	<b>Supplier</b>	<b>Method</b>	<b>ref</b>	<b>Budget</b>	<b>£.</b>	<b>Description</b>
01/10/2020	Easywebsites	Direct debit		4080	80.40	Website/emails
12/10/2020	Zoom Video Comms	Debit		4080	14.39	Zoom meetings
15/10/2020	Peoples Pension	DD		4000	188.12	Pensions
15/10/2020	Water Plus	DD		4500	21.68	Water
15/10/2020	SSE	DD		4500	21.29	Electricity S'prt Rd
15/10/2020	CASS Associates	Electronic		4520	2400.00	1st Install. Contract
15/10/2020	BT	DD		4080	120.60	Telephony
15/10/2020	Lidl	Debit		4570	55.68	Cleaning material/wellies
15/10/2020	B&Q	Debit		4570	114.80	Garden tools
15/10/2020	Delivered NW	Electronic		4090	320.65	Newsletter delivery
15/10/2020	Salary E1	Electronic	4000/70/80		1613.20	Salaries
15/10/2020	Salary E2	Electronic	4000/70		712.68	Salaries
15/10/2020	Salary E3	Electronic	4000/70		948.65	Salaries
15/10/2020	Salary E4	Electronic	4000/70		872.99	Salaries
15/10/2020	Salary E5	Electronic	4000/70		633.61	Salaries
15/10/2020	Salary E6	Electronic	4000/70		613.30	Salaries
15/10/2020	Salary E7	Electronic	4000/70		166.40	Salaries
15/10/2020	HMRC	Chq		4000	836.10	Salaries
				<b>Total month</b>	<b>9734.54</b>	

**AUDIT ASSET LIST**

Item 6.2

Description	£	Date if known	Stored/Operated from	Additions in 2020/2021	Disposals in 2020/2021
Buildings - pavilion	100,000 e				
Euxton War Memorial Monument	1	Jul'15	Corner School Lane/Wigan Road		
Play equipment/areas					
Balshaw Lane Play Area	200,000 e		Balshaw Lane		
Primrose Hill Play Area	150,000 e		Primrose Hill Road		
Southport Road Shelter	7,500		Southport Road		
Millennium Green seats/bins	3,500 e		Millennium Green		
Skate Park, Southport Road	170,000	Feb'13	Southport Road		
Greenside Gym Equipment	8,000	Mar'13	Greenside		
Greenside Play Area	108,000	Apr'18	Greenside		
Bowling Green	99,000	Apr'18	Greenside		
Land - (community value)					
Primrose Hill Play Area	1		Primrose Hill Road		
Balshaw Lane Play Area	1		Balshaw Lane		
Pockets of Land at Talbot Row Shops	1		Talbot Row, Highways Avenue		
Balshaw Villa Corner garden	1		Corner Balshaw Lane and Wigan Road		
Badge of Office (gold)	1,200 e		With the Chairman/or Clerk		
Chain of Office (gold plate)	600 e		With the Chairman/or Clerk		
Vice Chairman's badge of office (silver)	562	Aug'04	Clerk's office		
Office equipment (lap top)	1001	Jul'17	Clerk's office		
Gazebo canopy	559	April'18	Greenside garage		
Street Furniture seats x 17 (Furnitubes)	7,000	various	All over the village		
Seats green (Marmax) x 3	1,079	May'18	Bowling Green path		
Street Furniture seats x 2 (Furnitubes)	812	Jul'18	Millennium Green decking		
Rainbow benches x 4 (Marmax)	817	Sept'18	Balshaw Lane play area		
Buddy bench Black (Marmax)	441	Oct'18	Greenside Garden		
Picnic Benches x 2 brown (Marmax)	1,130	Jul'19	Millennium Green decking		
Rainbow benches x 4 (Marmax)	1,170	Jul'19	Primrose play area		
Brown seats x 2 (Furnitubes) (gifted)	1	Sept'19	Balshaw Villa Gardens		
Buddy bench Black (Marmax) named	442	Mar'20	Greenside Garden		
Defibrillator public units in box x 3	6,276	Nov'16	3 locations in village (skate/greens/library)		
Defibrillator public units in box x 1	2,088	July'18	1 locations in village (MGreen)		
Noticeboards (6)	2,500 e	various	All over the village		
Notice/map combination boards (2)	1,300	May'13	Unity Place BV, Southport Road		
Notice/map combination boards (2)	1,300	Oct'16	Chancery Rd, Lancaster Road		
Notice/map combination boards (1)	790	Nov'18	Brookwood Way, BV		
Information Board on Millennium Green	870	Feb'19	Millennium Green decking		
Ornamental sign (x1)	540	Jul'16	Euxton Lane corner opp Bay Horse		
Ornamental signs (x5)	2,450	Dec'16	All over the village		
Willow Artwork of a Cannon	900	Feb'19	Southport Road		
Flagpoles x 4	367	Mar'20	Pavilion		
Flower towers x 4 (Plantscape)	4,000	Apr'17	4 locations in village		
Stone look planter containers x 1 (Amberol)	240	Nov'17	School Lane		
Barrier containers x 4 (Plantscape)	792	Jun'18	School Lane crossroads		
Stone look planter containers x 4 (Amberol)	1,037	Oct'18	Bowling Green path		
Planters x 3 (Plantscape)	859	Oct'19	Euxton Lane central island		
Barrier containers x 3 (Amberol)	817	Dec'19	Balshaw Lane adjacent Hairdressers		
Planters x 3 (Amberol)	1,098	Dec'19	Euxton Lane central island		
Solar Light column	3,395	Aug'08	Pavilion		
Floodlight system	8,530	Dec'19	Southport Road skate park		
Trailer (small)	450	Jan'11	Pavilion		
Speed indicator road sign device	2,295	Jan'10	Pavilion		
Dennis FT510 Mower and Cartridges	7897	Sep'18	Pavilion		
Stihl Strimmer model FS 91 X2	600	Jun'19	Pavilion		
Stihl Hedgecutter model HS45 24"/60cm X2	456	Jun'19	Pavilion		
Stihl Blower	410	Dec'19	Pavilion		
Vacuum pavement machine	3,000	Nov'12	Pavilion		
	918,076			-	0

As at 1 October 2020

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
<b>FINANCE</b>							
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 services and paid.	Ensure system is kept up to date		Y	None
2	Bank and banking	Keeping to new FSCS protection, keeping control of numerous accounts	Council reviewed and adjusted the Financial Regulations 17/09/20 along with the Investment Strategy. Regular checks are preformed.	Ensure transfers are carried out to keep balances at £75K per account or below.		G	None
3	Bank and banking	Debit card	Council has Financial Regulations 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		Internal Cllr audit of bank statements against reporting needs carrying out.	G	Internal Cllr audit of bank statements against reporting needs carrying out.
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.		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 as a budget set aside.	Review budget amount each year to ensure it is current. Review whole budget at precept prior to election year (next May22)		G	Precept
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 re-appointed Internal Auditor for 2020/21 at 17/09/20 meeting		G	
7	Annual audit (External)	Failing to supply the correct information for the External Auditor, risk of receiving an 'Intermediate Audit'. Failure to close accounts by 30/9	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.	A new External Auditor was appointed at the 2017/2018 year end.		G	2019/2020 delays due to Covid will mean the publication date is delayed also this is acct'g period.

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

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
<b>OPERATIONS</b>							
8	Pavilion Building	Risks of break in, damage, poor maintenance, theft, fire, flood.	Insured. Checked regularly (6 days a week) by employees and damages reported. Users also monitor and report problems	Continue with inspections and reports. New locks were fitted and have been working well.	The previous activity/break ins have subsided. New locks. Keep under review. Monitor the locks and usages	Y	Monitor
9	Lighting at Skate Park	Risks of abuse, litter, noise or vandalism of items	Insured. Checked 6 days a week by employees (as above)	Continue with inspections and reports. Light switch breaks/broken quite often and this is monitored.	The light switch appears to break/be broken every few months. Electrician on hand with stock on shelf of switch to enable quick repair.	Y	Monitor switch breaks
10	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	Check monitoring reports are up to date.
11	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
12	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
13	Email system for Councillors	Hacking, bugs or virus, mis-information, mis-representation - financial risk of action or damage to equipment	The Councillor email addresses are password protected. Councillors who have Euxton email have guidance/training and agreed their own equipment has virus protection on it.	Only one Cllr does not have 'Euxton' email. 2 vacancies	Try to migrate remaining one Cllr	G	Action
14	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

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No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
15	Project Management	Tender process	Council has Financial Regulations in place 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
16	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 raised again in new policy taken on a 3 year deal		G	Not currently meeting Face to Face but virtually
17	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 good 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	Query about disabled toilet raised. Response was that space was limited to create larger area.
18	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.		G	None
<b>LEGALITIES</b>							
19	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 can request advice.	Follow procedures and minute the Power reference. Refer to Financial Regulations		G	None
20	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
21	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.	Council appointed a GDPR Lead Member Cllr A Oddy. Legislation changed 2018 - working through compliance and rules presently	Y	Still some policies to finalise

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No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
22	Freedom of Information Act	Policy, Provision, failing	The Council has a 'model publication scheme' in place.	Monitor requests made under the FOI Act. Ongoing.		G	None
<b>CONTINUITY/PROTECTION</b>							
23	Business continuity	Business interrupted due to paper records loss	Essential paper items scanned (electronic). Electronic financial files are backed up. Cloud storage in place/continuous back up for electronic files. Access for Chair/VC is set up and in event of a Clerk absence all info in 'Continuity' file goes to them. Retention list advises where documents/access for items is located (15/09/16).	Check all: essential papers are kept, 'Retention List' up to date, Cloud subscription up to date, PC back-ups taken, 'Continuity' file up to date regularly.		G	None
24	Business continuity	Clerk incapacitated/ unavailable for a period of time.	No pre-arranged provision for cover. Chair/VC can take enquiries. Previously only happened once in 16 yrs, Clerk arranged a stand in Clerk to cover that one time (due to Volcano). In absence the Chair/VC will receive 'Continuity' file.	A suggestion made was to have a reciprocal arrangement with other local Clerk/Parish Council and a standby Cllr to clerk a meeting.	Suggest to work with other local PCs. Volunteer Cllr for short-term - not identified.	Y	Council addressed Clerk serious illness absence in Feb/Mar by seconding a local Clerk for cover hours.
25	Business continuity	Risk of loss of internet access at Clerk's home and so unable to perform works	Internet is with reputable provider. Access can be gained to records via another venue eg. Library or community centre wifi, or Council's mobile.	Review if this ever happens of how effective back-up measures have been.	No major happenings.	G	None
26	Confidentiality	Protection of Council information and files.	Council lap-top is password protected, as is the email system and www update system. Files are backed up on Cloud, which is password protected. The lap-top has up-to-date Virus protection on it.	Ensure subscriptions are kept up-to-date		G	None
27	Insurance	Risk of inadequate insurance cover and the Council's compliance	Council reviews its cover regularly and monitor its assets annually. Internal Cllr Audit in place to satisfy Fidelity Insurance Cover.	Insurance reviewed in Oct19 by Council, changed to new supplier on a 3 yr deal		G	None
NEW 28	COVID19 Pandemic	Risk of pandemic arrived early in 2020	Measures/risk/knowledge of this risk was limited - advice sought by the Clerk from .GOV website, SLCC who advised on many aspects 'Council' related	All measures taken were discussed through Chair and communicated to Council as regards to Staff working conditions/lock downs etc	Keep monitoring, seeking advice, liaising	RED	Protect staff with PPE/products - keep monitoring and following GOV advice

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

**REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT**

Item 6.4

**APPENDIX A - Meeting the Standards**

<b>Expected Standard</b>	<b>Evidence of Achievement</b>	<b>Response</b>
1. Scope of internal audit	Internal Audit Tests (Auditor provided with a pro-forma to complete called 'Internal Audit Plan')	Yes
2. Independence	<ul style="list-style-type: none"> <li>- Internal Auditor has direct access to those charged with governance.</li> <li>- Reports are made in own name to management/Council via a report.</li> <li>- Auditor does not have any other role within the council.</li> </ul>	Yes
		Yes
		Yes
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Yes
4. Relationships	<ul style="list-style-type: none"> <li>- RFO is consulted on the internal audit plan and on the scope of each audit.</li> <li>- Responsibilities for officers and internal audit are defined in relation to internal control, risk management.</li> <li>- The responsibilities of Council Members are understood; training of members is carried out as necessary.</li> </ul>	Yes
		Yes
		Yes
5. Audit Planning and reporting	<ul style="list-style-type: none"> <li>- The Internal Audit Plan properly takes account of corporate risk.</li> <li>- The plan has been approved by the Council.</li> <li>- Internal Auditor has reported in accordance with the plan.</li> </ul>	Yes
		Yes
		Yes

**APPENDIX B - Characteristics of Effectiveness**

<b>Characteristics of 'effectiveness'</b>	<b>Evidence of Achievement</b>	<b>Response</b>
Internal audit work is planned	Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes
Understanding the Council's needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	Yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	Yes
Add value and assist the Council to achieve its objectives	Demonstrated through positive Council response to recommendations and follow up action where called for.	Yes
Be forward looking	Changes on national agenda are considered when the Internal Audit guidance is reviewed. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes
Be challenging	Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Yes
Ensure the right resources are available	<ul style="list-style-type: none"> <li>- Adequate resource is made available for internal audit to complete its work.</li> <li>- Internal auditor understands the body and the legal and corporate framework in which it operates.</li> </ul>	Yes
		Yes

Reviewed by Council, Council Meeting Date: 15/10/20

## REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

### AUDIT PLAN INTERNAL AUDITOR

Internal Control	Suggested test	Response
Proper bookkeeping	<ul style="list-style-type: none"> <li>- Is the cashbook maintained and up to date?</li> <li>- Is the cashbook arithmetic correct?</li> <li>- Is the cashbook regularly balance?</li> </ul>	
a) Standing Orders and Financial Regulations b) Payment controls	<ul style="list-style-type: none"> <li>- Has the Council formally adopted standing orders and financial regulations?</li> <li>- Has a Responsible Financial Officer been appointed with specified duties?</li> <li>- Have items or services above a de minimis amount been competitively purchased?</li> <li>- Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>- Has VAT on payments been identified, recorded and reclaimed?</li> <li>- Is s137 expenditure separately recorded and within statutory limits?</li> </ul>	
Risk management arrangements	<ul style="list-style-type: none"> <li>- Does a scan of minutes identify any unusual financial activity?</li> <li>- Do the minutes record the council carrying out an annual risk assessment?</li> <li>- Is insurance cover appropriate and adequate?</li> <li>- Are internal financial controls documented and regularly reviewed?</li> </ul>	
Budgetary controls	<ul style="list-style-type: none"> <li>- Has the Council prepared an annual budget in support of its precept?</li> <li>- Is actual expenditure against the budget regularly reported to the Council?</li> <li>- Are there any significant unexplained variances from budget?</li> </ul>	
Income controls	<ul style="list-style-type: none"> <li>- Is income properly recorded and promptly banked?</li> <li>- Does the precept recorded in the cashbook agree to the District Council's notification?</li> <li>- Are security controls over cash adequate and effective?</li> </ul>	
Petty cash procedures	<ul style="list-style-type: none"> <li>- Is all petty cash spent recorded and supported by VAT invoices/receipts?</li> <li>- Is petty cash expenditure reported to each Council meeting?</li> <li>- Is petty cash reimbursement carried out regularly?</li> </ul>	
Payroll controls	<ul style="list-style-type: none"> <li>- Do salaries paid agree with those approved by the Council?</li> <li>- Are other payments to the Clerk reasonable and approved by the Council?</li> <li>- Has PAYE/NIC been properly operated by the Council as an employer?</li> </ul>	
Asset controls	<ul style="list-style-type: none"> <li>- Does the Council keep an asset register of all material assets owned?</li> <li>- Are the Asset/Investments registers up to date?</li> <li>- Do asset insurance valuations agree with those in the asset register?</li> </ul>	
Project Management Practices	<ul style="list-style-type: none"> <li>- Review projects against Project Management Plans</li> </ul>	
Bank reconciliation	<ul style="list-style-type: none"> <li>- Is there bank reconciliation for each amount?</li> <li>- Is bank reconciliation carried out regularly on the receipt of statements?</li> <li>- Are there any unexplained balancing entries in any reconciliation?</li> </ul>	
Year end procedures	<ul style="list-style-type: none"> <li>- Are year-end accounts prepared on the correct accounting basis (R&amp;P)?</li> <li>- Do accounts agree with the cash book?</li> <li>- Is there any audit trail from underlying financial records to the accounts?</li> </ul>	

Reviewed by Council, Council Meeting Date: 15/10/20

## Agenda Item 7 Report

### 7. Land for sale

Consider the piece of land for sale adjacent to the A49, cost, District Valuers Report and whether to agree to make an offer on the land

Documents enclosed with this report:

- Estate agent (Lea Hough) description details of the land
- Land registry title page and title plan
- Letter from the District Audit Office – to follow when arrives
- We have requested a copy of the Diocese tree inspection report/regime – when this comes in, it will be circulated

### District Audit Office

The Valuation Office Agency (VOA) district branch (DVS) was contacted due to the time frame of the land, which required a submission by the end of October.

The DVS advice should not be construed as a RICS red book valuation of the property which requires a much fuller investigation. If you require a RICS Market Value of the Land, lead time is 6-8 weeks at the moment. Cost typically £1750-2000 ex VAT.

The DVS was commissioned to supply: a side headed letter of evidence for a fee of £300 ex VAT – due to the time restriction and the relative low value of the land.

The Chair and Clerk authorised this order.

**Recommendation:** Council to ratify the decision of the Chair and Clerk to order this work from the DVS at £300 plus vat.

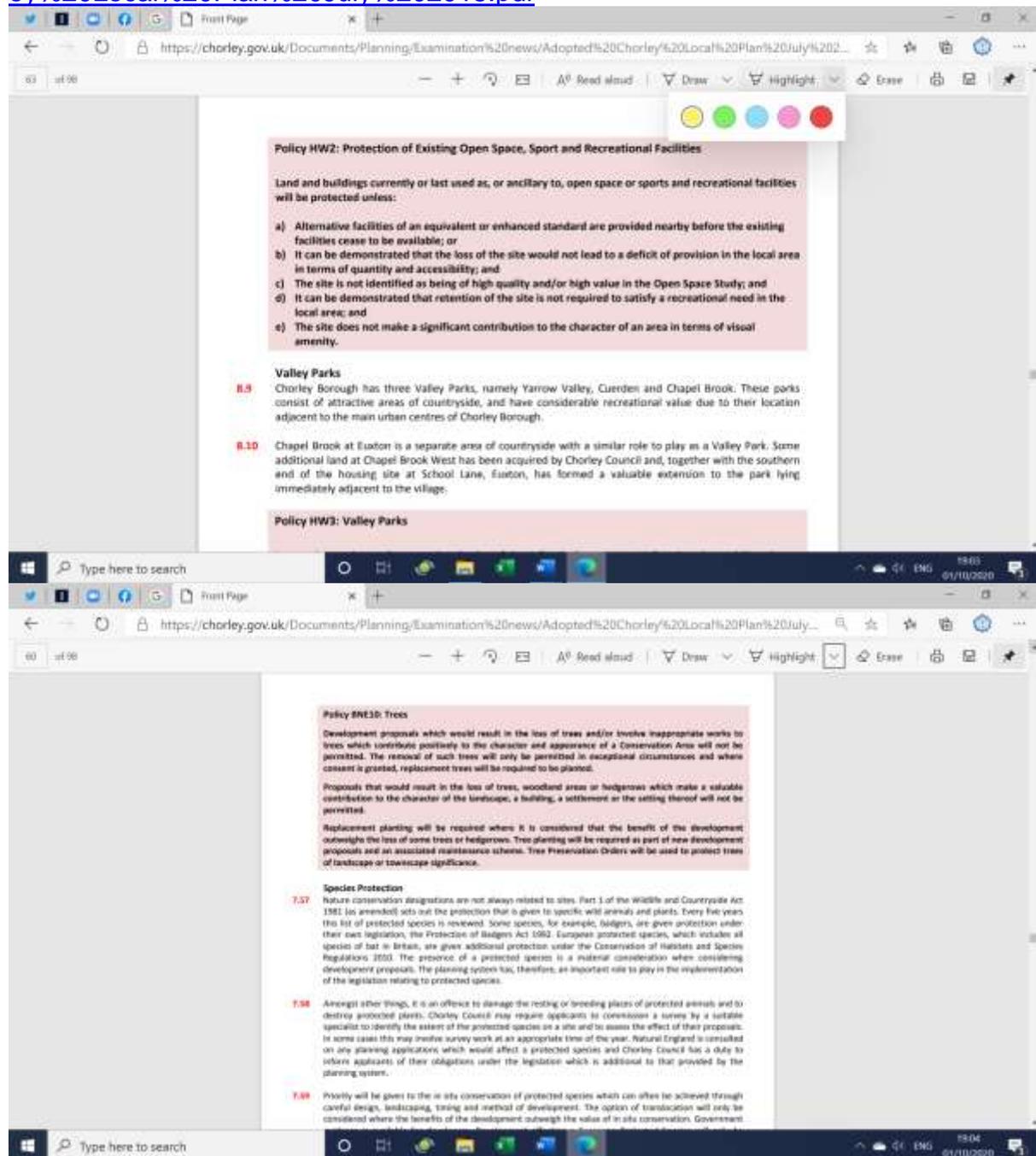
Possible uses of the land and a bit of history of the Council's attempt in the past to use this land:

Councillor contribution: We have had other ideas about this land before now and once approached the Church authorities to enquire about it. It is the only land that is ever likely to become available as potential public space in the old centre of Euxton. We could put some focal element (I don't know what) and seating there and make an attractive feature of it.

Considerations of implications of acquiring this land:

- The land is woodland – trees will bring implications of care and maintenance. We are told the Diocese (Diocese have recently spent money with a Tree contractor to make safe overhanging branches from some trees on this site and they retain the tree monitoring services of Tree check, based in Leyland which involves a regular tree inspection cost . Also of course they have to maintain Public Liability / Third Party Insurance)
- The land is not flat, it has a steep incline and dip

- One side boundary of the land is a brook
- Public Right Of Way – the land has a public access path through it and the land-owner would be responsible for its maintenance and have public liability insurance. The path is currently in a poor state.
- Adjacent and opposite are Grade II\* and Grade II listed buildings
- The land is affected by various flood zones (1, 2 & 3) and susceptible to surface water flooding and adjoins the brook
- The site is protected in the Local Plan under policy HW2 and the trees will be covered by the Local Plan policy BNE10
- The land is not subject to any Tree Preservation Orders (TPOs)



## FOR SALE By Informal Tender

(1.07 acres)

Woodland

Approx. 4.325 m<sup>2</sup> fronting Wigan Road, Euxton, Chorley, PR7 6JH



- Steep sloping woodland with frontage to the A49, Wigan Road immediately south of Euxton Parish Church, frontage to Chapel Brook
  - Amenity woodland of interest to both private individuals and community groups
- Offers in excess of £10,000 invited – To be submitted on the attached Offer Form by 12 noon on Friday, October 23<sup>rd</sup> 2020

### SITUATION AND DESCRIPTION

An attractive parcel of mature woodland with main road frontage and flank frontage to water course immediately adjacent to the churchyard of Euxton Parish Church. There is an above ground sewer pipe with associated easement affecting the easterly part of the site which discharges to the adjacent pumping station.

A public footpath runs through the site. (A definitive public right of way).

Access has been granted by specific licence in the past on a temporary basis for access to railway culverts but no formal rights exist. It is unlikely that planning permission be granted for an alternative development on the woodland and the sellers will impose an appropriate restrictive covenant for the benefit of the adjacent church.

There is a dropped curb for vehicle access on part of the highway frontage.

## **LOCATION**

Take care when parking on the main road – Wigan Road. The site can be readily accessed from surrounding community/residential areas via the A49 Wigan Road.

The woodland is approximately 400 metres south of the traffic light junction of Wigan Road with Euxton Lane and Runshaw Lane.

## **GENERAL INFORMATION**

### **Roads**

Wigan Road is made up and adopted by the Local Authority.

### **Services**

No mains services currently connected to the land – prospective purchasers should make their own enquiries as to individual requirements.

### **Tenure**

Freehold and free from chief rent.

### **Planning**

The sellers did submit a Pre-App application to Chorley Borough Council for a single detached house on the land – the response was not encouraging – likely refusal. The full text of the application and response is available on request.

### **Development Clawback**

The sellers will reserve the right to 50% of any uplift in value arising from planning permission being granted for any form of commercial or residential development on the land in question backed up by a Restrictive Covenant limiting the use of the land (its base value) as amenity land.

### **Viewing**

At any reasonable time.

### **Offers**

Offers over £10,000.

All offers to be submitted on the attached Form of Offer – Closing Date Friday 23<sup>rd</sup> October 2020.

Vacant possession on completion.

### Misdescription Act

Your attention is drawn to the following notice.

Lea Hough & Co, for themselves and for the Vendor(s) or Lessor(s) of this property, gives notice that:

1. These particulars, whilst believed to be correct, do not form any part of an offer or contract and are for a guide only.
2. Any intending purchaser must satisfy themselves by inspection or otherwise as to the condition of the premises and no warranty is given by the Vendor(s), their Agents or any person in the Agents employment.
3. Any gas, electrical or other appliances included have not been tested; this includes drains, plumbing and electrical installations. It is recommended that all persons carry out their own investigations prior to contract.

Ref: V200-465 - 25.09.20

Lea Hough is a trading name of Lea Hough & Co LLP, which is a Limited Liability Partnership registered in England and Wales under Partnership Number OC306054. Registered Office: 7 Ferry Road Office Park, Preston, PR2 2YH.

**Form of Offer, Subject to Contract**  
**Land at Wigan Road, Euxton, PR7 6JH**

<b>Offerer: Name:</b>			
<b>Address:</b>			
<b>Post Code:</b>		<b>Email:</b>	
<b>Tel No:</b>		<b>Mobile:</b>	
<b>Solicitor who will act for Offerer:</b>		<b>Contact Name:</b>	
<b>Company:</b>			
<b>Address:</b>			
<b>Post Code:</b>	<b>Tel No:</b>	<b>Fax No:</b>	<b>Email:</b>
<b>I/We hereby submit offer(s) to purchase the property as described – in the sum of</b>  <b>£.....</b>  <b>(words) .....</b>			

Signed.....Dated.....

**PLEASE ALSO PROVIDE THE FOLLOWING INFORMATION –**

- |   |        |
|---|--------|
| Is your ability to proceed subject to obtaining a mortgage or bank loan ? | YES/NO |
| Is your ability to proceed subject to sale of any property which you own? | YES/NO |
| If yes, is property on the market?  | YES/NO |
| If so, at what price?   | £..... |
| Is the property: –  |        |
| 1. Under Offer?   | YES/NO |
| 2. Sold, subject to contract  | YES/NO |

**Please attach proof of identity and proof of funding.**

Note: This information will be used by the vendors in assessing all offers received, but for no other purpose whatsoever.

**Condition**

1. The vendors do not bind themselves to accept the highest, or any offer, received.
2. Any escalating of non-fixed sum offers will not be considered.

**Closing Date for Offers – Friday 23<sup>rd</sup> October 2020**

RBP/V200-465



THIS IS A PRINT OF THE VIEW OF THE REGISTER OBTAINED FROM HM LAND REGISTRY SHOWING THE ENTRIES SUBSISTING IN THE REGISTER ON 8 JAN 2018 AT 12:31:56. BUT PLEASE NOTE THAT THIS REGISTER VIEW IS NOT ADMISSIBLE IN A COURT IN THE SAME WAY AS AN OFFICIAL COPY WITHIN THE MEANING OF S.67 LAND REGISTRATION ACT 2002. UNLIKE AN OFFICIAL COPY, IT MAY NOT ENTITLE A PERSON TO BE INDEMNIFIED BY THE REGISTRAR IF HE OR SHE SUFFERS LOSS BY REASON OF A MISTAKE CONTAINED WITHIN IT. THE ENTRIES SHOWN DO NOT TAKE ACCOUNT OF ANY APPLICATIONS PENDING IN HM LAND REGISTRY. FOR SEARCH PURPOSES THE ABOVE DATE SHOULD BE USED AS THE SEARCH FROM DATE.

THIS TITLE IS DEALT WITH BY HM LAND REGISTRY, FYLDE OFFICE.

TITLE NUMBER: LAN88262

There is no application or official search pending against this title.

## A: Property Register

This register describes the land and estate comprised in the title.

LANCASHIRE : CHORLEY

- 1 (20.05.2009) The Freehold land shown edged with red on the plan of the above title filed at the Registry and being land on the east side of Wigan Road, Euxton, Chorley.

## B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title absolute

- 1 (20.05.2009) PROPRIETOR: BLACKBURN DIOCESAN BOARD OF FINANCE LIMITED (Co. Regn. No. 00225457) of Diocesan Offices, Clayton House, Walker Office Park, Blackburn BB1 2QE.
- 2 (20.05.2009) RESTRICTION: No disposition of the registered estate is to be registered unless made in accordance with the Endowments and Glebe Measure 1976 or some other Measure or authority.

## C: Charges Register

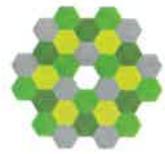
This register contains any charges and other matters that affect the land.

- 1 (20.05.2009) The land is subject to such easements as affect the same by virtue of s.15 (1)(b), Endowments and Glebe Measure 1976.

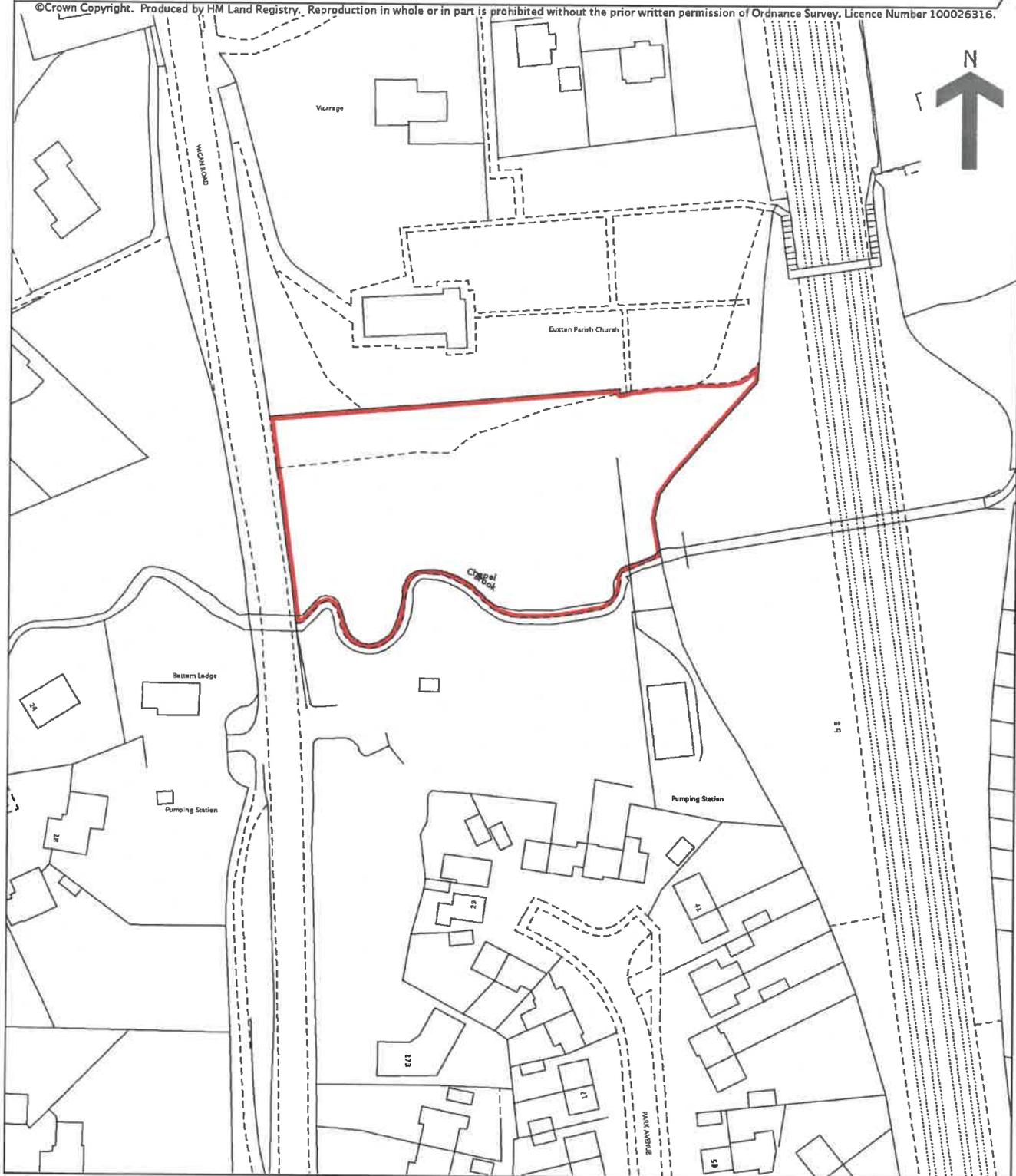
End of register

# HM Land Registry Current title plan

Title number **LAN88262**  
Ordnance Survey map reference **SD5518NE**  
Scale **1:1250 enlarged from 1:2500**  
Administrative area **Lancashire : Chorley**



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This is a print of the view of the title plan obtained from HM Land Registry showing the state of the title plan on 08 January 2018 at 12:32:26. This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground.

This title is dealt with by HM Land Registry, Fylde Office.

## **Agenda Item 8 Report**

### **8. Community Infra-structure Funds**

At the September meeting Members were asked to provide suggestions for projects for this meeting.

Councillor contributions:

Small money projects, defibs round village and Buckshaw, more doggie bag dispensers again in Buckshaw, more areas of wild flowers.

We should 'adopt' the roundabout at the junction of Village Way / Old Worden Ave / Main Street now that the highway has been adopted by LCC and commission another Wicker statue. We would need to consider this roundabout carefully though as crossing visibility on a popular school route is a challenge.

Wildflower planting could also take place on some of the other roundabouts - Horseshoe Drive and by the War Horse as most of the rest of the open green space is under management plans already via RMG.