

# EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 19 March 2020, 7.15 pm start

**Annexe, Euxton PC Community Centre, Wigan Road, Euxton**

## A G E N D A

Page Ref

1. Apologies

2. Declarations of Interest and Dispensation Considerations

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

3. Minutes of Council Meetings

Approve the signing as a correct record

Item 3

- Full Council Minutes of 20 February 2020
- Extra-Ordinary Minutes of 5 March 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 - Consider from the candidates applied, two new co-opted Councillors

Item 5.1

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

Item 5.2

6. Financial Items

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

Item 6.1

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

Item 6.2

6.3 Review of Effectiveness of the system of Internal Audit

Item 6.3

6.4 Review the Audit Asset Register to end March 2020

Item 6.4

7. Consultation on new street name for new housing

Report by the TPO Working Group for consideration and decision by Council

Item 7

8. Working Group report on Tree Preservation Orders

Working Group report recommending some action items

Item 8

9. Committee, Working Group and External Meetings Reports

9.1 All Purposes Committee – consider proposals for the VE & VJ Day commemoration dates, actions and proposals for purchases

Item 9.1

9.2 Allotment Committee – consider the Allotment Committee recommendation to Full Council to sign the lease

Item 9.2

*D. Platt*  
CLERK

Published: 13/03/2020

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

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

10. Developer License for use of Greenside hard-standing for parking of contractors and residents

Item 10

Re-drafted License with a plan of the items for Council to agree and sign

11. Matters for information

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

  
CLERK

Published: 13/03/2020

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

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

**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.

Council is asked if it would agree to the co-option procedure voting to be in the form of a paper ballot, because of the numbers of applicants and voting rounds required.

Applicants, in no particular order:

LETTER REF	APPLICANT	STREET ADDRESS	WARD	1 Vote
A	Jacqueline Wilmot	Hunstanton Close	Euxton N	
B	Rebecca Peers	Meadowcroft	Euxton N	
C	John Matson	Mallom Avenue	Euxton S	

**Co-option Procedure:**

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

If there are more than two candidates and there is no candidate with an overall majority in the first round of voting 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 a candidate has an absolute majority.

Voting numbers required for a majority

Cllrs/Votes Present	Majority Vote required
<del>17</del>	<del>10</del>
16	9
15	9
14	8
13	5
12	7
11	7
10	6

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 20/00158/MNMA   Received: Mon 17 Feb 2020   Validated: Tue 18 Feb 2020	Minor non-material amendment to planning permission 19/00026/FULHH (Raising of eaves and ridge height to include dormer to north eastern elevation, single storey side extension, elevational alterations including Juliet balcony to rear, changes to windows and external materials) involving replacement of proposed composite feature panels with cedar cladding to the front elevation. Ingle Nook 4A Washington Lane Euxton Chorley PR7 6DE	Cladding change to Washington Lane elevation
Ref. No: 20/00148/CLPUD   Received: Thu 13 Feb 2020   Validated: Thu 13 Feb 2020	Application for a certificate of lawfulness for a proposed single storey side extension 1 Moss Field Close Buckshaw Village Chorley PR7 7GS	Single storey side extension
Ref. No: 20/00192/TPO   Received: Mon 24 Feb 2020   Validated: Fri 28 Feb 2020	Application for works to protected trees - Chorley BC TPO 1 (Euxton) 1996 T1 Oak - 2M Crown reduction. T3 Oak - Fell. T4 Oak - Fell. 12 Carnoustie Drive Euxton Chorley PR7 6FR	
Ref. No: 20/00181/TPO   Received: Fri 21 Feb 2020   Validated: Thu 27 Feb 2020	Oak (T1) - Crown lift to 3M above ground level. 25 Cotswold Avenue Euxton Chorley PR7 6NR	
Ref. No: 20/00173/FULHH   Received: Thu 20 Feb 2020   Validated: Thu 20 Feb 2020	Single storey rear extension including roof alterations to the existing single storey rear extension 23 Spennymoor Close Buckshaw Village Chorley PR7 7GL	Single storey rear extension. No material change to par parking.
Ref. No: 20/00007/FULHH   Received: Tue 07 Jan 2020   Validated: Fri 07 Feb 2020	Single storey rear extension and detached garage 30 Anderton Road Euxton Chorley PR7 6JA	The first floor of the garage should not be used for sleeping accommodation.
Ref. No: 20/00221/CLPUD   Received: Tue 03 Mar 2020   Validated: Tue 03 Mar 2020	Application for a Certificate of Lawfulness for a proposed single storey rear extension 10 Birkdale Close Euxton Chorley PR7 6FP	Single storey rear extension
Ref. No: 20/00210/FUL   Received: Fri 28 Feb 2020   Validated: Fri 28 Feb 2020	Change of use of Unit 8 (located on ground floor only) from storage & distribution (use class B8) to a physiotherapy clinic (use class D1) Unit 8 Guest House Farm Runshaw Lane Euxton Chorley PR7 6HD	The number of parking spaces appears to be inadequate for the use of the premises and number of proposed employees.

Ref. No: 20/00180/LBC   Received: Fri 21 Feb 2020   Validated: Fri 21 Feb 2020	Application for listed building consent for the installation of a rooflight Euxton Hall Hospital Wigan Road Euxton Chorley PR7 6DY	Installation of 'velux' type roof window.
Ref. No: 20/00179/FUL   Received: Fri 21 Feb 2020   Validated: Fri 21 Feb 2020	Installation of a rooflight Euxton Hall Hospital Wigan Road Euxton Chorley PR7 6DY	
Ref. No: 20/00251/FULHH   Received: Fri 06 Mar 2020   Validated: Fri 06 Mar 2020	Single storey rear extension, first floor side extension and conversion of existing garage to living accommodation. Prospect House Washington Lane Euxton Chorley PR7 6DQ	
Ref. No: 20/00227/AGR   Received: Tue 03 Mar 2020   Validated: Mon 09 Mar 2020	Agricultural determination for an extension to an existing crop storage building and erection of two additional buildings for the storage of machinery and equipment Armetriding Farm Mill Lane Euxton Chorley PR7 6EJ	3 Agricultural building

**Bank Reconciliation Statement as at 31/03/2020  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account	28/02/2020	171	537.28
RBS High Interest	28/02/2020	1000	26,989.30
TSB - Current	02/02/2020	10	417.18
Coop - Current	31/12/2019	31	20,973.09
Barclays Current	14/02/2020		65.00
Santander	03/02/2020	22020	51,257.75
RBS Debit Card	28/02/2020	60	4,006.00
TSB - Savings	02/02/2020	22	19,592.78
Coop - Savings	31/12/2019	13	5,038.21
Barclays Savings	14/02/2020		30,247.25
Public Sector Deposit Fund	20/02/2020	22	201,654.89
Unity Trust (Current)	29/02/2020	11	558.36
Unity Trust (Saver)	28/02/2020	8	25,318.05
			<hr/> 386,655.14

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
20/02/2020 286 Various	532.20
20/02/2020 290 Metal Formations Ltd	168.00
20/02/2020 295 Royal Mail	119.40
20/02/2020 296 HMRC	800.91
20/02/2020 303 Various	49.87
20/02/2020 304 Various	45.00
20/02/2020 305 B&Q DIY	28.98
01/03/2020 310 Easy Websites	80.40
05/03/2020 313 Post Office Limited	384.00
10/03/2020 311 Peoples Pension	165.54
19/03/2020 312 Chorley Borough Council	6.00
19/03/2020 314 Delivered NW	320.65
19/03/2020 315 Marmax Recycled Products	441.72
19/03/2020 316 C&W Berry Ltd	129.83
19/03/2020 317 British Telecom	117.36
19/03/2020 318 Various	1,565.31
19/03/2020 319 Various	722.42
19/03/2020 320 Various	921.26
19/03/2020 322 Various	859.43
19/03/2020 323 Various	637.05
19/03/2020 324 Various	580.40
19/03/2020 325 Various	128.00
19/03/2020 326 HMRC	833.62
19/03/2020 327 Water Plus	25.50
19/03/2020 328 Y Colverson	40.00

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9,702.85

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376,952.29

Receipts not Banked/Cleared (Plus)

**Bank Reconciliation Statement as at 31/03/2020  
for Cashbook 1 - Current Bank A/c**

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<u>Amount</u>	<u>Balances</u>
0.00	
	<u>0.00</u>
	376,952.29
<b>Balance per Cash Book is :-</b>	<b>376,952.29</b>
<b>Difference is :-</b>	<b>0.00</b>

## List of Payments made between 24/02/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/02/2020	Peoples Pension	306	170.30		Pension contributions
24/02/2020	Timpson	309	10.50		Keys cut
28/02/2020	Southern Electric	307	36.97		Electricity @ Skate
28/02/2020	Southern Electric	308	48.28		Electricity @ Skate
01/03/2020	Easy Websites	310	80.40		Website/emails
05/03/2020	Post Office Limited	313	384.00		Stamps
10/03/2020	Peoples Pension	311	165.54		Pension payments
19/03/2020	Chorley Borough Council	312	6.00		Field lease
19/03/2020	Delivered NW	314	320.65		Newsletter delivery Mar20
19/03/2020	Marmax Recycled Products	315	441.72		Buddy Seat/Greenside
19/03/2020	C&W Berry Ltd	316	129.83		Hardware
19/03/2020	British Telecom	317	117.36		Telephony
19/03/2020	Various	318	1,565.31		Remuneration Mar2020 - E1
19/03/2020	Various	319	722.42		Remuneration Mar2020 - E2
19/03/2020	Various	320	921.26		Remuneration Mar2020 - E3
19/03/2020	Various	322	859.43		Remuneration Mar2020 - E4
19/03/2020	Various	323	637.05		Remuneration Mar2020 - E5
19/03/2020	Various	324	580.40		Remuneration Mar2020 - E6
19/03/2020	Various	325	128.00		Remuneration Mar2020 - E7
19/03/2020	HMRC	326	833.62		Tax&NIMar20
19/03/2020	Water Plus	327	25.50		Water
19/03/2020	Y Colverson	328	40.00		Training 28/1/20 Websites
<b>Total Payments</b>			<b>8,224.54</b>		



13/03/2020

## Euxton Parish Council

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## Cashbook 1

User: CLERK

## Current Bank A/c

Receipts received between 01/02/2020 and 31/03/2020

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: <b>03/02/2020</b>	<b>122.07</b>						
	CCLA	122.07			1080	220	122.07	Interest
	Banked: <b>24/02/2020</b>	<b>2,160.00</b>						
	Euxton Girls FC	2,160.00			4570	200	2,160.00	Pitch season rents
	Banked: <b>25/02/2020</b>	<b>2,000.00</b>						
	Chorley BC	2,000.00			1100	200	2,000.00	Tree Project
	Banked: <b>28/02/2020</b>	<b>3.68</b>						
	RBS	3.68			1080	220	3.68	Interest
<b>Total Receipts:</b>		4,285.75	0.00	0.00			4,285.75	

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>INCOME</b>						
120 <b>Housekeeping</b>						
1090 Income Publicity	1,630	0	(1,630)			0.0%
200 <b>Amenity/Utility</b>						
1100 Grants and Donations RCVD	2,000	0	(2,000)			0.0%
1510 Income Gardens/planting	7,600	0	(7,600)			0.0%
1520 War Memorial	51	0	(51)			0.0%
1570 Income RRM	1,870	0	(1,870)			0.0%
220 <b>Other</b>						
1076 Precept	165,190	0	(165,190)			0.0%
1080 Bank Interest Received	2,168	0	(2,168)			0.0%
1100 Grants and Donations RCVD	1,709	0	(1,709)			0.0%
1620 Income CIL	6,540	0	(6,540)			0.0%
999 <b>VAT Data</b>						
115 DNU - VAT on Receipts	3,758	0	(3,758)			0.0%
<b>TOTAL INCOME</b>	<b>192,515</b>	<b>0</b>	<b>(192,515)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>EXPENDITURE</b>						
100 <b>Employees</b>						
4000 Employees	72,536	95,000	22,464		22,464	76.4%
120 <b>Housekeeping</b>						
4010 Payroll Services	670	1,200	530		530	55.8%
4070 Mileage	2,536	2,600	64		64	97.5%
4075 Employee Training	726	2,500	1,774		1,774	29.1%
4080 General Office	4,048	4,500	452		452	89.9%
4090 Communications	4,610	4,000	(610)		(610)	115.2%
4100 Insurance	3,138	1,900	(1,238)		(1,238)	165.1%
4110 Subscriptions	177	200	23		23	88.5%
4120 Audit	1,089	1,250	161		161	87.1%
4130 Legal Fees/Planning Investig	0	5,000	5,000		5,000	0.0%
140 <b>Council</b>						
4211 Councillor Training	769	250	(519)		(519)	307.5%
4220 Elections and Parish Poll Fund	5,462	10,000	4,538		4,538	54.6%
160 <b>Grants/S137</b>						
4250 Grants	4,435	6,000	1,565		1,565	73.9%
4260 Christmas Celebrations	1,548	5,000	3,452		3,452	31.0%
180 <b>Special Events/Projects</b>						
4300 Euxton Gala	1,098	1,500	402		402	73.2%
4310 Road Safety	0	2,500	2,500		2,500	0.0%
4340 Community Engagement	100	250	151		151	39.8%
4380 Heritage Projects	1,940	3,000	1,060		1,060	64.7%
4390 Defibrillator Project	689	4,000	3,311		3,311	17.2%
4581 War Memorial	180	0	(180)		(180)	0.0%
200 <b>Amenity/Utility</b>						
4500 Utilities	878	1,300	422		422	67.6%
4510 Gardens/Planting/Competitions	10,214	10,000	(214)		(214)	102.1%

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4520 Allotments (non infa-struct)	1,976	7,500	5,524		5,524	26.3%
4530 Millennium Green	3,541	10,000	6,459		6,459	35.4%
4540 All Purpose Committee	1,943	2,500	557		557	77.7%
4550 Balshaw Villa Gardens	478	0	(478)		(478)	0.0%
4560 Multi/All Weather Greenside (n	0	1,500	1,500		1,500	0.0%
4570 Amenity/Open Space RRM	36,522	30,000	(6,522)		(6,522)	121.7%
<b>300 EMR's</b>						
9320 EMR Emergency Fund	0	37,500	37,500		37,500	0.0%
9330 EMR Land Fund	0	65,000	65,000		65,000	0.0%
9340 EMR Street Machines	0	4,009	4,009		4,009	0.0%
9350 EMR Ransnap Brook	0	279	279		279	0.0%
9370 EMR CIL	2,573	211,606	209,033		209,033	1.2%
<b>TOTAL EXPENDITURE</b>	<b>163,875</b>	<b>531,844</b>	<b>367,969</b>	<b>0</b>	<b>367,969</b>	<b>30.8%</b>
<b>Total Income</b>	192,515	0	(192,515)			0.0%
<b>Total Expenditure</b>	163,875	531,844	367,969	0	367,969	30.8%
<b>Net Income over Expenditure</b>	<b>28,640</b>	<b>(531,844)</b>	<b>(560,484)</b>			
plus Transfer From EMR	28,946					
less Transfer From EMR	8,120					
<b>Movement to/(from) Gen Reserve</b>	<b>49,465</b>	<b>(531,844)</b>	<b>(581,309)</b>			

## APPENDIX A - Meeting the Standards

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	Internal Audit Tests (Auditor provided with a pro-forma to complete called 'Internal Audit Plan' attached)	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>- Responsible officer (Clerk) 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

Characteristics of 'effectiveness'	Evidence of Achievement	Response
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 and Approved by Council, Council Meeting Date: .....

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	<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> </ul>	
b) Payment controls	<ul style="list-style-type: none"> <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>	

# AUDIT ASSET LIST

# Item 6.4

Description	£	Date if known	Stored/Operated from	Change in 2019/2020
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	
Greenside Recreation Ground	5,500		Greenside	
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	Aug'04	With the Chairman/or Clerk	
Vice Chairman's badge of office (silver)	562	Jul'17	With the Chairman/or Clerk	
Office equipment (lap top)	1001	April'18	Clerk's office	
Gazebo canopy 'Instant Shelters' branded	559	May'18	Garage at Greenside	
Willow Artwork of a Cannon 'EcoArts'	900	Feb'19	Roundabout BV Buckshaw Hall	
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)	
Street Furniture (17 wayside seats)	7,000		Locations around the village	
Street Furniture (2 wayside seats)	812	Nov'16	Millennium Green decking	
Picnic plastic benches x 2 'TBR Products brown'	1,082	Sep'17	Millennium Green (one is Lions Centennial)	
Seats at Bowling Green x3 'Marmax plastic green'	1,079	May'18	Bowling Green path	
Recycled plastic seats x 2 'Furnitubes brown'	975	Jul'18	Balshaw Villa Garden	
Buddy bench on Greenside Garden 'Marmax black'	442	Oct'18	Greenside Garden	
Benches x4 'Marmax Rainbow'	817	Oct'18	Balshaw Lane play area	
Benches x 2 'Broxap Picnic brown'	1,132	Jul'19	Millennium Green	1,132
Benches on x 4 'Marmax Rainbow'	1,172	Jul'19	Primrose play area	1,172
Buddy bench on Greenside Garden 'memorial'	442	Mar'20	Greenside garden	442
Noticeboards (x6)	2,500 e	May'13	All over the village	
Notice/map combination boards x 1	790	Jul'16	Southport Road	
Notice/map combination boards x2	1,540	Oct'16	Unity Place BV, Southport Road	
Ornamental sign (x1)	540	Dec'16	Euxton Lane corner opp Bay Horse	
Notice/map combination boards x2	978	Feb'18	Chancery Rd, Lancaster Way	
Ornamental signs (x5)	2,450	May'18	All over the village	
Notice/map combination boards x 1	790	Nov'18	Brookwood Way, BV	
Information Board on Millennium Green	930	Jan'19	Millennium Green decking	
Barrier basket containers x 4 'Plantscape black'	792	Nov'17	Pavilion or on site at Comm.Cnt	
Flower towers x 4 'Plantscape metal'	4,000	Oct'18	4 locations in village	
Stone look planter containers x 1 'Amberol stone'	289	Nov'17	School Lane	
Stone look planter containers x 4 'Amberol stone'	1,037	Nov'18	Bowling Green perimeter path	
1m2 tub containers x 3 'Plantscape black'	1,460	Oct'19	Euxton Lane traffic island east side	1,460
1m2 tub containers x 3 'Amberol black'	1,098	Feb'20	Euxton Lane traffic island west side	1,098
Barrier containers x 3 'Amberol black'	614	Feb'20	Balshaw Lane at Pelican crossing	614
Solar Light column	3,395	Aug'05	Southport Road land	
Powered trimmer (petrol) Makita BCX3400		Aug'08	Pavilion-	-303
Powered blower (petrol) Stihl BR280	330	Oct'09	Pavilion	
Trailer (small)	450	Jan'11	Pavilion	
Speed indicator road sign device	2,295	Jan'10	Pavilion / or at sites around village	
Hedge trimmer (petrol) Ryobi RHT2660R		Feb'13	Pavilion	-115
Dennis FT510 Mower and Cartridges	7897	Sep'18	Pavilion	
Stihl Strimmer model FS 91 X2	600	Jun'19	Pavilion	600
Stihl Hedgecutter model HS45 24"/60cm X2	456	Jun'19	Pavilion	456
Stihl Blower model B600	491	Dec'19	Pavilion	491
Vacuum pavement machine	3,000	Nov'12	Pavilion	
	918,366			7,047

Civic Offices  
Union Street  
Chorley  
PR7 1AL

Our Ref: 20/00013/NEWDEV  
Date: 2 March 2020  
Please ask for: Mr Thomas Dore

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

Dear Mrs Platt

**Re: Proposed street names**

Developer:

Location: Group 1, Euxton Lane, Euxton,

The following street names are being proposed:

- **Finch Drive** - Named after Wild bird as near a Woodland
- **Chaffinch Road** - Named after Wild bird as near a Woodland
- **Wren Way** - Named after Wild bird as near a Woodland

Please can you give your response within 21 days (by ) and if you have any queries please contact us.

Yours sincerely

Chorley Council



**Working party on Tree Preservation Orders.****Report recommending suggestions for further protection orders to be submitted to Chorley BC (CBC)**

1) A Tree Preservation Order (TPO) is an order made by a local planning authority in England to protect specific trees, groups of trees or woodlands in the interests of amenity. An Order [prohibits](#) the:

- cutting down
- topping
- lopping
- uprooting
- wilful damage
- wilful destruction

of trees without the local planning authority's written consent. If consent is given, it can be subject to conditions which have to be followed. In the Secretary of State's view, cutting roots is also a prohibited activity and requires the authority's consent.

2) The TPOs currently in force in Euxton can be seen on the CBC website by going to "My Chorley" (which puts up the maps of the borough) and clicking on "show contents/map layers/boundaries/Tree preservation orders". There is plenty of woodland and individual trees in Euxton which are not currently protected by Orders. It is tempting to seek blanket recognition of all of these trees. The Working Group has met with the Tree Officer for Chorley BC who appeared sympathetic to an application for a new order but who advised that such an application would be better received if some justification could be provided for the various component trees/woodland. The attached report seeks to provide this.

3) Many trees and areas of woodland would remain unprotected even if the recommendations on the attached report are all accepted. The recent proposals by various landowners for nearly all of Euxton west of the M6 to be allocated for development in the next Local Plan show that all woodland is vulnerable to some extent (although most such proposals are unlikely to be accepted) and it is tempting to suggest that it all should be protected. Such an approach would not provide the more specific justifications that the Tree Officer recommended. However, although there have been no suggestions from outside the Working Group for specific trees/areas to be included it is probable that our recommendations will stimulate suggestions for others to be put forward or, indeed, for more blanket coverage

4) The Working Group will review their recommendations in the light of the Council's consideration of this report.



## Location 1

Woodland alongside M6 motorway to the west and south of The Croft

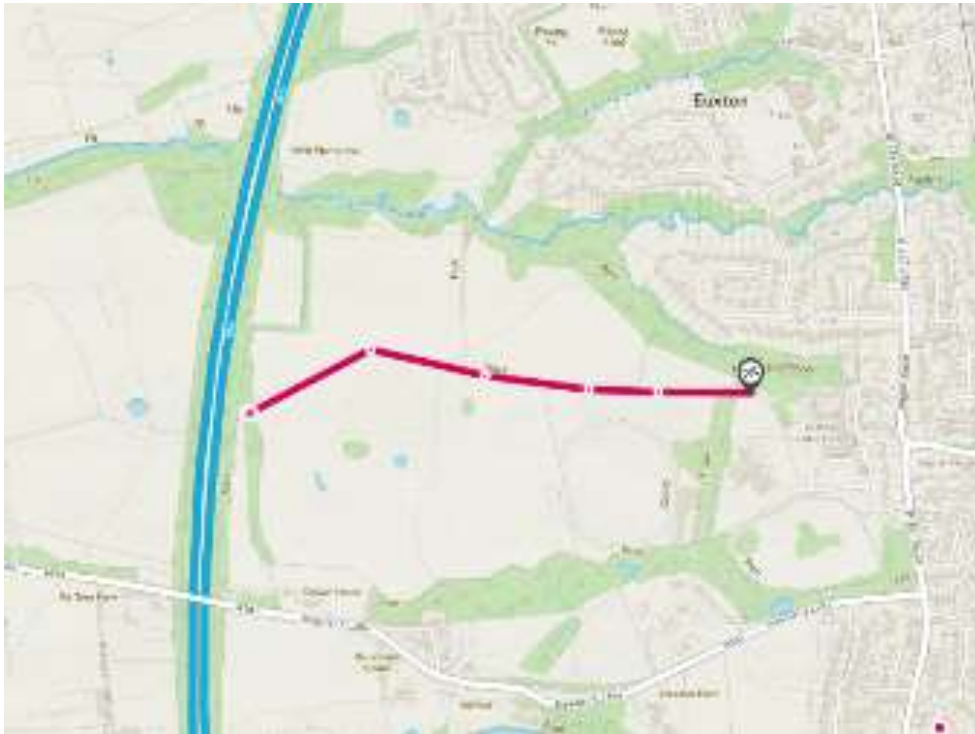


## Justification

Attractive mixed woodland that obscures direct views and oblique views of the M6 and its infrastructure. Extending the protection to cover the woodland adjacent to Runshaw Lane will also obscure views of the gas distribution station and Runshaw Lane as it rises to cross the motorway.

## Location 2

### Avenue of trees from Euxton Hall to Dawbers Lane



Western length



Eastern Length

## Justification

This was once the carriage drive between Euxton Hall and Dawbers Lane (although in the earlier days of the Hall the drive turned a right angle to a lodge where the Dower House is now). The eastern length is on the line of the original drive and the western length (now curtailed by the M6) was present on 1890s Ordnance Survey maps.

Both sections are mainly oaks, those on the eastern section being generally more mature whilst those on the western section are more recent. The 'avenue' is attractive and visually interesting and help define a feature of Euxton's history

### Location 3

Single tree in the grounds of electricity sub- station on Wigan Road



### Justification

Once magnificent beech tree which was very severely cut back a few years ago. At least it was not taken down and might recover some of its previous presence if allowed to. The tree is important because it provides a tree presence that softens an otherwise unattractive and unrepresentative part of the residential area which is dominated by a car sales yard, an electricity sub-station, traffic sign and a large plain gable end to a row of terraced houses.



## Location 4

Woodland north of the River Yarrow between Pincock Brow and the M6 and, in particular, the 'island' between Pincock weir and the mill race/fish pass.



## Justification

Similar woodland south of the river in Charnock Richard is subject of extensive TPOs and yet has neither the amenity value nor the likely future pressure for development as that in Euxton. The Euxton woodland has increased amenity value as it is accessible by attractive footpaths and now has increased accessibility through the footpath connection between the river and Dawbers Lane through Armetriding Reaches. It enhances the Yarrow River wildlife corridor.

In particular the 'island' between the weir and the former mill race/fish pass is a very pretty, interesting, historical and accessible location. It also provides a wildlife 'bridge' across the river for some wildlife elements for which the river could be a barrier.

## Location 5

Woodland defined by Wigan Road, Euxton Parish Church graveyard, the railway and Chapel Brook



## Justification

Woodland west of Wigan Road and east of the railway is subject of TPO protection but this area, east of Wigan Road, does not. More than any other woodland this attractive mixed woodland gives an impression that the old part of Euxton is well wooded. Its amenity value is enhanced by virtue of its being accessible by a public footpath and because it obscures views of the railway and a large sewage pipeline



## Location 6

Trees at junctions of 1) Princess Way with Talbot Drive and Empress Way, 2) Princess Way with Regents Way (and nearby cul-de-sac) 3) the south east corner of the loop at Earls Way and 4) Countess Way and Balshaw House Gardens



## Justification

The trees and grass verges at these minor road junctions are the **only** pieces of green public realm within this large area of housing (roughly 500-600 houses between the railway and Washington Lane) and therefore play an especially important role in the local street scene

## **Location 7**

**Mature trees in front gardens on the southern section of Washington Lane**



## **Justification**

The western section of Washington Lane has a pleasant air of mature, tree lined suburbia. In fact, there are relatively few mature trees. These, possibly together with some of the smaller infill trees should be protected



## **Location 8**

**Washington Lane, area of woodland east of the junction with Whinney Lane**



## **Justification**

The entry into the built-up part of Euxton along Washington Lane passes through a pleasing 'gateway' of trees which has the second benefit of obscuring the untidy rear yards and buildings of the Lancashire Fire And Rescue Service Training Centre. The protection should cover the whole of this area.



## **Location 9**

**Balshaw Lane near the junction with Highways Avenue**



### **Justification**

These two trees, although of no great merit in themselves, serve the most desirable attribute, when in leaf, of obscuring the views of the side façade and rear access to the shops on Highways Avenue. These offer a most unattractive impression of one of Euxton's 'centres' from the busiest road passing through the village. In addition to protection, these trees should ideally be supplemented by more tree and/or shrub planting to obscure views still further.

9. Committee, Working Group and External Meetings Reports

- 9.1 All Purposes Committee – consider proposals for the VE & VJ Day commemoration dates, actions and proposals for purchases

Update send to Councillors 5 March

After following up on all we discussed at Council time before last there are now a few strains to this project, which will come to you for approval, but your feedback is welcomed at this stage - I will number for ease of reference.

1. Wreath laying at community centre Friday, 11am 8th May VE Day and 11am 44 ~~August~~ **Saturday 15<sup>th</sup> August** for VJ Day (in March newsletter) - also from this arrangement Stuart Clewlow has arranged for a gathering at 10.30am inside the centre and coff/tea afterwards by the WI and some readings by Churches Together so now this is a 10.30am meet, wreath and some readings (short) at 11am outside, refreshments after until about 12 noon. Councillors encouraged to attend if at all possible please.
2. Schools have all been contacted, one is going to fill us in on their project costs so Council can agree a grant to assist, others thinking about it - more to follow. Euxton CE primary is sending a small team, under supervision of teachers and Stuart Clewlow, to tend to the memorial before the 8th May, sweeping/leaves/stones/washing black marble gently (General TLC) as part of a project they are doing.
3. I circulated a 'rough' idea for Perspex freezes for erection on the 'back' side of the memorial in the three recess panels, these are being designed and priced up so Council can approve the costs/designs/fixing methods.
4. There is a bespoke planter been created (visual attached) I have run this by Stuart Clewlow and he likes them, then can be moved about as they are not very big, they have at least 4 different positions they could be at the war memorial depending on time of year/remembrance event space etc and can go anywhere in the village after if they have to be moved £1500 for both including delivery, made of "galvanized steel and powder coated". What do you think of these??? To have 'Euxton' on the back it is a further £50 each, total £1600
6. The 'Monarch Passing' group is proposing more flag poles (removable/storable ones) for their project which need ordering in, position for these are Balshaw Villa Garden, 2 shop areas and BV - these could be used around the two commemorative days to display flags, also at war memorial. Flag poles £59 each (plus vat/delivery).
7. Newsletter - Stuart Clewlow has assisted greatly on this - plan is a 4 page centre spread (June issue), which can be pulled out and kept by residents, this also can be replicated as a stand-alone leaflet for each and every primary pupil in all 6 primaries (2,500 at £168). What do you think? Artwork not ready yet.  
I think this is all at moment but if I have forgotten something - come back to me.

Regards, Debra





9. Committee, Working Group and External Meetings Reports

9.2 Allotment Committee – consider the Allotment Committee recommendation to Full Council to sign the lease

Item 9.2

The Allotment Committee met on the 5<sup>th</sup> March 2020.

It considered the latest drafted lease, following its requests for changes.

All the changes had been incorporated.

A copy of the drafted lease is available and will be circulated via email (37pgs) it will not be available on paper at the meeting – the Committee members have a copy if you can bring with you.

Recommendation:

The Allotment Committee is now satisfied with the drafted lease and recommends to Full Council that the lease for the Allotment site (off Euxton Lane) is signed by Full Council.

**DATED**

**2020**

- (1) **EUXTON PARISH COUNCIL**
- (2) **WESTCHURCH HOMES LIMITED**

**SHORT TERM CAR PARKING LEASE**

Land at Euxton Bowling Green, Greenside , Euxton  
PR7 6BL

## **PARTICULARS:**

**Date**

**Landlord**

**EUXTON PARISH COUNCIL** 9 Ambleside  
Avenue, Euxton PR7 6NX

**Tenant**

**WESTCHURCH HOMES LIMITED**  
(company number 9084926) whose  
registered office is situate at KENNEDY  
HOUSE, 31 STAMFORD ST,  
ALTRINCHAM WA14 1ES

**Premises**

Land at Euxton Bowling Green, Greenside,  
Euxton PR7 6BL

**Term**

12 months from and including the date of  
this Lease with rolling one month contract  
hereafter

**Principal Rent**

Five Thousand Four Hundred Pounds for  
the first 12 months with £450 per month  
thereafter

**Rent Commencement Date**

23<sup>rd</sup> March 2020

**Permitted User**

as a car park for the purpose only of parking  
private cars on the same by the Tenant its  
employees and visitors to the Tenants  
contracted site and residents of the  
surrounding area in line with the plan  
attached

**THIS LEASE** is made on the date and between the parties specified in the Particulars

**NOW THIS DEED WITNESSES AS FOLLOWS:**

**1 Definitions**

In this Lease the following words and expressions have the following meanings:

**“Landlord”**

the party described as the Landlord in the Particulars and includes the party for the time being entitled to the reversion immediately expectant on the determination of the Term

**“Particulars”**

the immediately preceding section of this lease headed “Particulars” and the terms therein shall be defined terms

**2 Demise**

- 2.1 The Landlord **DEMISES TO** the Tenant the Premises **TO HOLD** the Premises to the Tenant for the Term **SUBJECT** to all rights easements quasi-easements privileges restrictions and covenants and stipulations of whatever nature affecting the Premises **YIELDING AND PAYING** to the Landlord on and from the Rent Commencement date the principal rent payable without any deduction by monthly payments in advance on the first day of each month each year the first such payment being a sum in respect of the period from and including the Rent Commencement Date up to but excluding the first day of the next calendar month to be paid on the grant of this Lease and by way of further rent:

**3 The Tenant’s Covenants**

The tenant covenants with the Landlord:

**3.1 Rent**

- 3.1.1 To pay the Rent on the days and in the manner set out in clause 2.1 and



### 3.2 Alterations

Not to carry out in or upon the Premises any waste spoil or destruction nor to erect any new buildings or structures on the Premises nor to make any other alteration or addition whatsoever structural external internal or otherwise to the premises or any part thereof save for the painting of a yellow hatching square at two entrance gates, as requested by Euxton Parish Council in email dated 13 February 2020. It also will provide the fencing and gates detailed in the drawing attached along with the provision of a 1.5m gap for pedestrian access to the North side of the gate.

### 3.3 User

Not to use the Premises otherwise than for the permitted User

### 3.4 Cleanliness

Keep the area free of any litter left by the Tenants workers

### 3.5 Provision of contact details

A sign will be erected with contact details for the Tenant

### 3.6 Alienation

Not to charge assign underlet or part with or share possession or occupation of the whole or any part or parts of the Premises expressly or implied on trust for another person

## **4 The Landlord's covenant**

The Landlord covenants with the Tenant that the Tenant paying the rent and performing the Tenants covenants contained in this Lease shall peaceably enjoy the Premises during the Term without any interruption or disturbance from or by the Landlord or by any person lawfully claiming under or in trust for the Landlord or title paramount

## **5 Provisos and Declarations**

Provided always and it is hereby agreed and declared:

### 5.1 Environmental

Notwithstanding any other provisions of this Lease it is acknowledged and agreed between the Landlord and Tenant that the Tenant shall have no liability under the terms of this Lease or otherwise howsoever arising in

respect of any contamination which exists at the Premises before the date of this Lease.

### 5.3 Landlord and Tenant Act 1954

- 5.3.1 The Tenant confirms that before the date of this Lease the Landlord served on the Tenant a notice dated 2020 in relation to the tenancy created by this Lease ("the Notice") in a form complying with the requirements of Schedule 1 to the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003 ("the 2003 Order")
- 5.3.2 The Landlord and the Tenant confirm that there is no agreement for lease to which this Lease gives effect
- 5.3.3 The Landlord and Tenant agree to exclude the provisions of sections 24 to 28 (inclusive) of the 1954 Act in relation to the tenancy created by this Lease

**IN WITNESS** whereof this lease has been executed as a deed on the date first above written

**EXECUTED** as a lease by )  
**EUXTON PARISH COUNCIL** )  
acting by a member ) .....  
In the presence of: ) Member

.....  
Witness signature

.....  
Witness name

.....  
Witness address

.....

.....

.....

.....  
Witness occupation

**EXECUTED** as a lease by )  
**RENAULT RETAIL GROUP UK** )  
**LIMITED** acting by a Director ) .....  
In the presence of: ) Director

.....  
Witness signature

.....  
Witness name

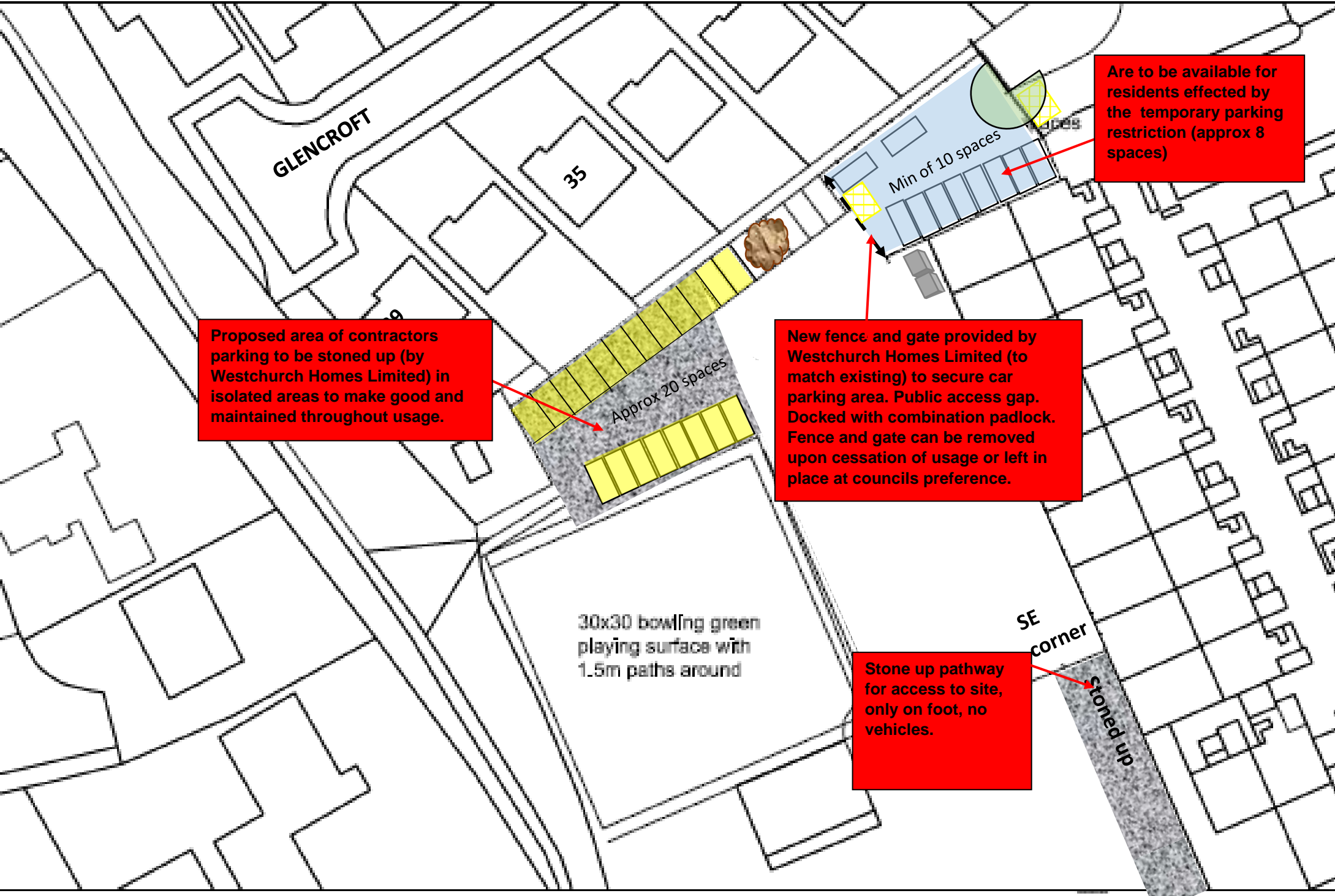
.....  
Witness address

.....

.....

.....

.....  
Witness occupation



Proposed area of contractors parking to be stoned up (by Westchurch Homes Limited) in isolated areas to make good and maintained throughout usage.

New fence and gate provided by Westchurch Homes Limited (to match existing) to secure car parking area. Public access gap. Docked with combination padlock. Fence and gate can be removed upon cessation of usage or left in place at councils preference.

Are to be available for residents effected by the temporary parking restriction (approx 8 spaces)

Stone up pathway for access to site, only on foot, no vehicles.

GLENCROFT

35

Approx 20 spaces

Min of 10 spaces

30x30 bowling green playing surface with 1.5m paths around

SE corner

Stoned up