



## EUXTON PARISH COUNCIL

Full Council Meeting

Thursday, 18 March 2021, 7.15 pm start

**Virtual meeting via Zoom – Meeting ID: 838 6573 4267 Passcode: 487614**

<https://us02web.zoom.us/j/83865734267?pwd=ZG1HRVVvMIRUaWo1em1FS0wrQTdpQT09>

Dear Councillor

12 March 2021

You are summoned to attend a Full Council Meeting of Euxton Parish Council to consider the items detailed on the attached agenda.

If you are unable to attend please could you submit an apology to the Clerk.

Regards

**Debra Platt**

Clerk to the Council

  
CLERK

Published: 12/03/2021

Full Council meetings 2021: 15 April, 20 May, 17 June, 15 July, 16 September, 21 October, 18 November.

Newsletter deadlines: 08/05/21 for June issue; 09/07/21 for September issue; 12/11/21 for December issue; 07/02/22 for March issue;



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## 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 21 January 2021
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 Councillor Vacancy - Co-option consideration of candidates
  - 5.2 Planning - Consider planning reports circulated from, approve any responses and ratify responses made between meetings or to meet deadlines.
6. Financial Items – as circulated
  - 6.1 Approve expenditures circulated with the agenda or presented to the meeting
  - 6.2 Receive updated financial reports (Items: a Income, b Reconciliation, c Budgets)
7. Risk Assessment Policy Review  
Consider the circulated policy, review and agree updates
8. Committee Reports
  - 8.1 Allotment Committee – verbal report from the Chair
  - 8.2 All Purposes Committee – consider the report attached on progress with the PROW 21 and consider the recommendations
  - 8.3 Leisure Committee – consider a request from residents for a seat at the Bowling Green site
9. 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

Full Council meetings 2021: 15 April, 20 May, 17 June, 15 July, 16 September, 21 October, 18 November.

Newsletter deadlines: 08/05/21 for June issue; 09/07/21 for September issue; 12/11/21 for December issue; 07/02/22 for March issue;

*D. Platt*  
CLERK

Published: 12/03/2021

**Bank Reconciliation Statement as at 30/03/2021  
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	01/03/2021	185	527.35
RBS High Interest	01/02/2021	112	75,967.71
TSB - Current	01/02/2021	11	417.18
Coop - Current	31/12/2020	33	973.09
Barclays Current	16/02/2021		65.00
Santander	02/03/2021	32021	51,408.10
RBS Debit Card	26/02/2021	81	4,000.00
TSB - Savings	01/03/2021	35	19,745.31
Coop - Savings	05/01/2021	15	10,119.28
Barclays Savings	16/02/2021		30,270.92
Public Sector Deposit Fund	28/02/2021	34	252,182.75
Unity Trust (Current)	22/02/2021	26	3,549.39
Unity Trust (Saver)	22/02/2021	20	2,085.64
			451,311.72

<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
12/03/2021	328	Various	-808.13
18/03/2021	306	Pitchcare	44.22
18/03/2021	307	John Finnamore Ltd	16,528.80
18/03/2021	308	Universal Groundworks (NW) Ltd	2,030.00
18/03/2021	309	British Telecom	108.30
18/03/2021	310	Eon Electricity	5.72
18/03/2021	311	Play & Leisure Ltd	221.54
18/03/2021	312	Xamax	201.24
18/03/2021	313	C J Lyon	108.00
18/03/2021	314	Forbes Solicitors	697.25
18/03/2021	315	Protec Direct	139.54
18/03/2021	316	Rigby Taylor	390.00
18/03/2021	317	Water Plus	21.68
18/03/2021	318	Chorley Borough Council	6.00
18/03/2021	319	C&W Berry Ltd	176.26
18/03/2021	420	Peoples Pension	327.03
18/03/2021	321	B&Q DIY	6.20
18/03/2021	322	B&D Printers	6.32
18/03/2021	323	Post Office Limited	8.99
18/03/2021	324	Various	1,770.14
18/03/2021	325	Various	670.93
18/03/2021	326	Various	758.00
18/03/2021	327	Various	874.09
18/03/2021	328	Various	808.13
18/03/2021	329	Various	608.35
18/03/2021	330	Various	115.20
18/03/2021	331	HMRC	1,111.45
18/03/2021	328	Various	644.61

**Bank Reconciliation Statement as at 30/03/2021  
for Cashbook 1 - Current Bank A/c**

	<u>Amount</u>	<u>Balances</u>
		27,579.86
		<u>423,731.86</u>
<b><u>Receipts not Banked/Cleared (Plus)</u></b>		
	0.00	
		<u>0.00</u>
		423,731.86
	<b>Balance per Cash Book is :-</b>	<b>423,731.86</b>
	<b>Difference Excluding Adjustments is :-</b>	<b>0.00</b>
<b><u>Adjustments to Reconciliation</u></b>		
17/09/2020 112 TESCO	0.00	
		<u>0.00</u>
	<b>Unreconciled Difference is :-</b>	<b>0.00</b>

## Current Bank A/c

## List of Payments made between 19/02/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/02/2021	Treexpert Tree Care	301	860.00		Tree survey
19/02/2021	Intaprint	302	32.99		Correx boards
19/02/2021	Pole Green Nurseries	303	15.96		Gardening
19/02/2021	United Utilities	304	96.00		Connect fee
01/03/2021	Easy Websites	305	80.40		Website/emails
12/03/2021	Various	328	-808.13		Remuneration Mar'21 E5
18/03/2021	Pitchcare	306	44.22		Weedkiller
18/03/2021	John Finnamore Ltd	307	16,528.80		Path & Ginnel
18/03/2021	Universal Groundworks (NW) Ltd	308	2,030.00		Drainage Allot site
18/03/2021	British Telecom	309	108.30		Telephony
18/03/2021	Eon Electricity	310	5.72		Christmas lights
18/03/2021	Play & Leisure Ltd	311	221.54		Zip wire swing
18/03/2021	Xamax	312	201.24		Workwear
18/03/2021	C J Lyon	313	108.00		Drain inspec Allotsite
18/03/2021	Forbes Solicitors	314	697.25		Fees Chapel Brook
18/03/2021	Protec Direct	315	139.54		Workwear/PPE
18/03/2021	Rigby Taylor	316	390.00		Wildflower seeds
18/03/2021	Water Plus	317	21.68		Water
18/03/2021	Chorley Borough Council	318	6.00		Land lease
18/03/2021	C&W Berry Ltd	319	176.26		Hardware
18/03/2021	Peoples Pension	420	327.03		Pensions
18/03/2021	B&Q DIY	321	6.20		Hardware
18/03/2021	B&D Printers	322	6.32		Hardware
18/03/2021	Post Office Limited	323	8.99		Return
18/03/2021	Various	324	1,770.14		Remuneration Mar'21 E1
18/03/2021	Various	325	670.93		Remuneration Mar'21 E2
18/03/2021	Various	326	758.00		Remuneration Mar'21 E3
18/03/2021	Various	327	874.09		Remuneration Mar'21 E4
18/03/2021	Various	328	808.13		Remuneration Mar'21 E5
18/03/2021	Various	329	608.35		Remuneration Mar'21 E6
18/03/2021	Various	330	115.20		Remuneration Mar'21 E7
18/03/2021	HMRC	331	1,111.45		Tax & NI Mar'21
18/03/2021	Various	328	644.61		Remuneration Mar'21 E5
<b>Total Payments</b>			<b>28,665.21</b>		

	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	255	0	(255)			0.0%
200 <b>Amenity/Utility</b>						
1100 Grants and Donations RCVD	12,300	0	(12,300)			0.0%
1510 Income Gardens/planting	300	0	(300)			0.0%
220 <b>Other</b>						
1076 Precept	164,142	0	(164,142)			0.0%
1080 Bank Interest Received	821	0	(821)			0.0%
1100 Grants and Donations RCVD	1,709	0	(1,709)			0.0%
1620 Income CIL	1,051	0	(1,051)			0.0%
<b>TOTAL INCOME</b>	<b>180,578</b>	<b>0</b>	<b>(180,578)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>EXPENDITURE</b>						
100 <b>Employees</b>						
4000 Employees	79,429	90,000	10,571		10,571	88.3%
120 <b>Housekeeping</b>						
4010 Payroll Services	365	1,200	835		835	30.4%
4070 Mileage	1,911	3,000	1,089		1,089	63.7%
4075 Employee Training	208	3,000	2,792		2,792	6.9%
4080 General Office	4,748	5,200	452		452	91.3%
4081 Covid Response	75	10,000	9,925		9,925	0.8%
4090 Communications	4,475	4,100	(375)		(375)	109.1%
4100 Insurance	3,115	3,500	385		385	89.0%
4120 Audit	(91)	1,250	1,341		1,341	(7.3%)
4130 Legal Fees/Planning Investig	1,651	5,000	3,349		3,349	33.0%
140 <b>Council</b>						
4211 Councillor Training	0	250	250		250	0.0%
160 <b>Grants/S137</b>						
4250 Grants	2,600	6,000	3,400		3,400	43.3%
4260 Christmas Celebrations	1,732	3,000	1,268		1,268	57.7%
180 <b>Special Events/Projects</b>						
4300 Euxton Gala	0	1,500	1,500		1,500	0.0%
4310 Road Safety/SPID	0	2,500	2,500		2,500	0.0%
4320 Footways/Cycleways	0	250	250		250	0.0%
4340 Community Engagement	9	250	241		241	3.8%
4350 ECO Projects	180	8,000	7,820		7,820	2.2%
4380 Heritage Projects	1,660	3,000	1,340		1,340	55.3%
4390 Defibrillator Project	2,368	4,000	1,632		1,632	59.2%
4410 Monarch Passing	169	500	331		331	33.8%
4581 War Memorial	316	500	184		184	63.2%
200 <b>Amenity/Utility</b>						
4500 Utilities	734	1,400	666		666	52.4%
4510 Gardens/Planting/Competitions	3,668	10,000	6,332		6,332	36.7%
4520 Allotments	7,832	17,000	9,168		9,168	46.1%
4530 Millennium Green	1,604	10,000	8,396		8,396	16.0%
4540 All Purpose Committee	893	2,500	1,607		1,607	35.7%

## Council Detail Report 12/03/2021

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4550 Balshaw Villa Gardens	290	0	(290)		(290)	0.0%
4560 Multi/All Weather Greenside (n	0	1,500	1,500		1,500	0.0%
4570 Amenity/Open Space RRM	22,659	35,000	12,341		12,341	64.7%
<b>300 EMR's</b>						
9330 EMR Land Fund	300	0	(300)		(300)	0.0%
<b>TOTAL EXPENDITURE</b>	<b>142,900</b>	<b>233,400</b>	<b>90,500</b>	<b>0</b>	<b>90,500</b>	<b>61.2%</b>
<b>Total Income</b>	180,578	0	(180,578)			0.0%
<b>Total Expenditure</b>	142,900	233,400	90,500	0	90,500	61.2%
<b>Net Income over Expenditure</b>	<b>37,678</b>	<b>(233,400)</b>	<b>(271,078)</b>			
plus Transfer From EMR	971					
less Transfer From EMR	18,919					
<b>Movement to/(from) Gen Reserve</b>	<b>19,730</b>	<b>(233,400)</b>	<b>(253,130)</b>			

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.	Electronic finance system from 1 April 2017. System accounts for VAT with simple printable claim form. 2018/19 first year of accounting on Receipts & Payments sytem Tax/NI informed by salary services and paid.	Ensure time is available to receive further training on the new accounting system to ensure Accounts are completed on time.		G	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. Regular checks are preformed and internal Cllr audit system in place.	Ensure transfers are carried out to keep balances at £75K per account or below.	Int.Audit recommended adjustments - considered 17/09/20, FRegs adjusted.	Y	Due to Covid Cllrs do not access to the books for physical checks presently.
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	System working well. Much improved situation for Clerk to more easisily purchase items for the Council.		G	None
4	Salaries and associated costs	Salary paid / calculated incorrectly Pension process mistakes	Council outsources its salary process (from Apr16). Pension provision was decided through a professional company and administered by salary services company	Process of external salary provider works well.		G	None
5	Election costs	Risk of cost from an election or Parish Poll if one took place	Council budget for such occurrence and so the risk impact is low, the prospect cannot be lowered as it is a democratic process, rather than a choice. Impact low as long has a budget set aside.	Review budget amount each year to ensure it is current. Review whole budget at precept prior to election year (next May22)	In budgets as an EMR	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.	Auditor re-appointed for y/ending 2020/21	Due to Covid the books 19/20 had to all be assessed electronically - this worked well but caused more work by Clerk.	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.			G	

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>							
NEW 8	COVID19 Protecting Cllrs, staff and public from infection	Council -Not being able to meet face to face. Staff - not being able to do their job.	Legislation was put in place for virtual meetings. Covid situation fluid and we are adapting as things change. Staff had periods of not works and on return working alone with additional PPE.	Keep legislation under review to see if it is extended, OR NOT. Ensure PPE is up to date for Staff.	Plan for return to face-to-face meetings	R	
NEW 9	Allotment Site	Budget risks, legal risks with the Lease and S106	Allotment Committee set up to handle project, Project Manager in place; Reporting progress to Allotment Committee; Analysis of tenders being done by a Working Group of 3 Cllrs;	Being reviewed everyday during this first phase	Ensure items are written down, on paper/email such as quotations and advice	R	Review continuously
10	Pavilion Building	Risks of break in, damage, poor maintenance, theft, fire, flood. Cleanliness for Covid.	Insured. Checked regularly (6 days a week) by employees and damages reported. Users also monitor and report problems. PPE and cleaning products bought for building. Users have own plan and RA.	Continue with inspections and reports. Enhanced cleaning with new products.	Keep buying cleaning products and PPE.	R	
11	Lighting at Skate Park	Risks of abuse, litter, noise or vandalism of items	Insured. Checked 6 days a week by employees (as above). Annual professional inspection report.	Continue with inspections and reports.	Monitor legislation regarding shutting down items of equipment. Play areas has a spell of being closed. Skate park had a spell of being shut. All open presently.	G	Monitor legislation and instructions for open/close of equipment.
12	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 beyond 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.	Monitor legislation regarding shutting down items of equipment. Play areas has a spell of being closed. Skate park had a spell of being shut. All open presently.	G	Monitor legislation and instructions for open/close of equipment.
13	Equipment storage	Loss due to theft, damage, damp, fire etc	Equipment insured, storage area is checked and adequate for purposes	Existing procedure adequate.		G	
14	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	

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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	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.	All current Cllrs have a Council email. System works well.		G	
16	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
17	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	G	None
18	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	Check Council Fidelity insurance against balances and adjust if necessary.	G	Review Fraud policy.
19	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.
20	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	
<b>LEGALITIES</b>							
21	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	

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)
22	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	
23	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
24	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	

## Agenda Report 8.2

8.2 All Purposes Committee – consider the report attached on progress with the PROW 21 and consider the recommendations

Council asked for it to be researched for the Council to assist with the improvement of PROW 21 between Whinney Lane and Pear Tree Lane

The land-owners have been traced and a private letter is attached for Councillors attention.

Costings for the work to create a path along PROW21 are below – the specifications have been added as there is quite a difference in price due to the different specifications being offers. Three contractors were asked to quote – 2 were returned:

### CONTRACTOR 1

Scrape off area approximately 300 linear metres in total and remove spoil from site. Install gravel boards on both sides of footpath.

Lay terran weed barrier membrane.

Stone up to a minimum depth of 100mm.

Compact footpath with whacker plate to form new footpath.

1 Grab wagon of spoil removed from site £300.00

Mot (hardcore) 60 ton £1316.16

Terran weed barrier £210.00

Wooden stakes x400 £180.00

Gravel boards x126 £902.30

Plant machinery, labour, nails/screws etc £1650.00

Total - £4558.46

### CONTRACTOR 2

Create stone pathway approx. 320m x 1m

Excavate sides of existing path to allow installation of new timber edgings,

Pathway to be edged on either side with 0.1m x 0.025m tannalised timber board secured with timber pegs at 2m intervals and all joints.

Lay geotextile membrane and infill with 50mm to dust gritstone to a depth of 0.1m and top off with 20mm to dust gritstone to provide an even surface.

Top off with 0.05m depth gritstone (20mm-dust) to rolled finish

Section of pathway which has collapsed into ditch (approx. 8 linear metres) to be reinforced with concrete edgings to enable path to maintain 1m width.

Soft spots to be filled with larger stone till firm enough to carry path.

Sections of drainage pipe to be fitted under path, as required, (approx 30m intervals) to allow water to drain off field-side of path into ditch.

Total £8,895

**Decision:** If Council would like to have this path improved before waiting to see what the land-owner is willing to offer as a contribution it would need to chose which contractor to use.