

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 21 October 2021, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

Doc. 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, Full Council of 16 September 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 Planning standard responses – consider adding two further standard responses 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
 - 5.3 Councillor Vacancy - Co-option consideration of candidates Item 5.3
 - 5.4 Insurance cover update, overview, renewal Item 5.4
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 Receive the External Auditors Report year ending 31 March 2020 Item 6.3
7. 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.

D. Platt
CLERK

Published: 15/10/21

Full Council meetings 2020: 21 October, 18 November. 2021 20 January, 17 February, 17 March, 21 April, 19 May AGM

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

5.1 Planning standard responses – consider adding two further standard responses

As previously discussed, the Lead Member for Planning suggests adding to the list of standard responses to planning applications the following:

BIN 1

The Parish Council objects to the wheely-bins stored in front of the building. Any extensions or alterations should maintain a walkway with a clear going of not less than 600mm to allow the bins to be removed from the front face of the building.

BIN 2

In circumstances where access for bins has not been previously available and it is not possible to create a new path during the alteration or extension works then a cabinet should be formed to secure all wheely-bins. This should not reduce the off-street parking requirements of 2 car parking spaces for houses of less than 5 bedrooms.

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 21/01141/FULHH Received: Tue 21 Sep 2021 Validated: 21/09/21	Single detached garage (following demolition of existing detached garage) 18 Anderton Road Euxton Chorley PR7 6JA	Existing detached garage replaced by slightly larger detached garage on same site. No observations
Ref. No: 21/01126/PDE Received: Thu 16 Sep 2021 Validated: Thu 16 Sep 2021	Notification of a proposed single storey rear extension measuring 5m in depth, eaves height of 2.55m, and a maximum height of 2.95m (following demolition of existing conservatory) 1 Southside Euxton Chorley PR7 6AW	Rear single storey extension. No observations
Ref. No: 21/01122/TPO Received: Thu 16 Sep 2021 Validated: Mon 20 Sep 2021	Application for works to protected trees - Chorley BC TPO 6 (Euxton) 1980: T1 Oak - lateral reduction of branches growing towards 89 Runshaw Lane by 2 metres; T2 and T3 Sycamores - lateral reduction of branches growing towards 89 Runshaw Lane by 1.5 metres; T4 Pine - lateral reduction of branches growing towards 89 Runshaw Lane by 1 metre; and T5 Oak - lateral reduction of branches growing towards 89 Runshaw Lane by 1.5 metres. 89 Runshaw Lane Euxton Chorley PR7 6AX	Chorley BC trees. Minimal pruning at request of neighbour. No observations
Ref. No: 21/01118/TPO Received: Wed 15 Sep 2021 Validated: Mon 20 Sep 2021 Status: Awaiting decision	Application for works to protected trees - Chorley BC TPO 11 (Euxton) 1996: Oaks T1, T2, T3 and T4 - Pruning and shaping. 5 Badgers Walk Euxton Chorley PR7 6FH	Std term A1
Ref. No: 21/01089/MNMA Received: Wed 08 Sep 2021 Validated: Fri 10 Sep 2021	Minor non material amendment to planning permission 19/00137/REMMAJ (Reserved matters application for the erection of 128no. residential dwellings (including 12 affordable dwellings) and associated landscape and highway works (pursuant to outline planning permission ref: 14/00927/OUTMAJ) involving a change of material to brindle red block paving on the private driveways. Group 1 Euxton Lane Euxton	Change of driveway surface material to red block paving. No observations.
Ref. No: 21/01151/ADV Received: Mon 27 Sep 2021 Validated: Mon 27 Sep 2021	Application for advertisement consent for the display of 1no. internally illuminated fascia sign Unit G Buckshaw Link Ordnance Road Buckshaw Village Chorley PR7 7EL	Sign on face of commercial unit. No observations
Ref. No: 21/00799/FULHH Received: Sat	Conversion of a part of integral garage to habitable accommodation including window to side elevation	The application form indicates that there is no alteration to the parking arrangements. The

26 Jun 2021 Validated: Wed 18 Aug 2021	6 Hampden Close Buckshaw Village Chorley PR7 7JZ	application is not specific about the number of bedrooms in the property. The Parish Council recommends that there are three off-street car parking spaces for dwellings with 5 or more bedrooms and would therefore object to the application if there are 5 or more bedrooms at this address.
Ref. No: 21/01145/FUL Received: Thu 23 Sep 2021 Validated: Thu 23 Sep 2021	Installation of 2no. ultra rapid electric vehicle charging stations and associated equipment Land Next To Electricity Substation Lancaster Way Buckshaw Village Chorley PR7 7LJ	Cabinets for provision of electric vehicle charging. No observations.
Ref. No: 21/01109/FULHH Received: Mon 13 Sep 2021 Validated: Tue 28 Sep 2021	Erection of detached outbuilding to provide ancillary home working office space, erection of gazebo and car port to existing garage 2 Balshaw Villa Gardens Euxton Chorley PR7 6NL	The office accommodation does not appear to have scope for future conversion into habitable accommodation, but the Parish Council would seek to make it a condition that the grant of permission was subject to an undertaking that no future applications to convert this habitable accommodation could be made.
Ref. No: 21/01146/FULHH Received: Thu 23 Sep 2021 Validated: 27/09/21	Erection of a single storey rear extension (Retrospective) . 11 Seaforth Crescent Buckshaw Village Chorley PR7 7HL	Rear extension. No observations
Ref. No: 21/01169/FULHH Received: Wed 29 Sep 2021 Validated: Wed 29 Sep 2021	Single storey side/rear extension (following demolition of existing detached garage) 111 Regents Way Euxton Chorley PR7 6PG	Any extension should leave access to the rear of the premises to allow the current Chorley Borough Council 'wheely bin' to pass unfettered.
Ref. No: 21/01200/TPO Received: Thu 07 Oct 2021 Validated: Mon 11 Oct 2021	Application for work to a protected tree - Chorley BC TPO 13 (School Lane, Euxton) 1999: Ash (T1) - Fell. 11 The Cherries Euxton Chorley PR7 6NG	Std terms A1 & A2a
Ref. No: 21/01207/MNMA Received: Tue 05 Oct 2021 Validated: Tue 05 Oct 2021	Minor non-material amendment to planning permission 19/01134/FUL (Erection of replacement building (following demolition of existing buildings) and extension to southern elevation of steel portal frame building (B1(b), B1(c), B2 and B8 Use Classes)) involving a reduction to the overall height of the building . Ash Lea Farm Dawbers Lane Euxton	Roof amendment to mono pitch roof. No observations

Current Bank A/c

List of Payments made between 20/09/2021 and 31/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/09/2021	Amazon	142	68.90		Litterpickers
20/09/2021	Zoom	143	14.39		Virtual subscription
20/09/2021	Post Office Limited	144	66.00		Stamps
20/09/2021	Post Office Limited	145	66.00		Stamps
20/09/2021	B&Q DIY	146	12.00		B&D Print Svs Ltd
20/09/2021	J Parkers Wholesale	147	357.30		Bulbs
20/09/2021	Water Plus	149	20.43		Water
20/09/2021	Portable Space	152	2,268.00		Store
27/09/2021	Southern Electric	150	29.09		Electric
28/09/2021	Plusnet	148	6.00		Mobile
30/09/2021	British Telecom	151	111.06		Telephony
30/09/2021	Unity Trust Bank	153	18.00		Service charge
01/10/2021	Easy Websites	155	80.40		Website and emails
12/10/2021	Zoom	156	14.36		Virtual subscription
12/10/2021	EE Mobile & Broadband	157	31.34		Mobil
12/10/2021	Peoples Pension	158	213.58		Pensions
19/10/2021	Forbes Solicitors	154	31,627.88		Chapel Brook land purchase
21/10/2021	Studholme Bell Ltd	159	180.00		Salary services
21/10/2021	Festive Lights Ltd	160	163.17		Christmas lights
21/10/2021	Delivered NW	161	378.95		newsletter Sept Delivery
21/10/2021	Eccleston Electrical	162	326.40		Electric inspections
21/10/2021	Southern Electric	163	40.49		Electricity
21/10/2021	Water Plus	164	281.01		Waste water Greenside
21/10/2021	B&D Print Svs Ltd	165	860.00		Print newsletter
21/10/2021	Society of Local Council Clerk	166	354.60		Conference
21/10/2021	Open Across Home Trad Ltd	167	101.99		Trolley
21/10/2021	HM Land Registry	168	6.00		Search
21/10/2021	TESCO	169	16.50		WD40
21/10/2021	Staff salaries	170	5,697.76		October salaries2021
21/10/2021	HMRC	171	1,200.42		Tax & NI Oct21
Total Payments			44,612.02		

**Bank Reconciliation Statement as at 19/10/2021
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	30/09/2021	194	551.09
RBS High Interest	30/09/2021	119	9,233.02
TSB - Current	15/06/2021		17.18
Coop - Current	15/06/2021		973.09
Barclays Current	16/09/2021		65.00
Santander	02/10/2021	102021	1,408.53
RBS Debit Card	30/09/2021	94	4,000.00
TSB - Savings	03/10/2021	42	163.60
Coop - Savings	15/06/2021		10,123.22
Barclays Savings	21/09/2021		272.39
Public Sector Deposit Fund	30/09/2021	41	152,228.57
Unity Trust (Current)	30/09/2021	36	56,596.87
Unity Trust (Saver)	30/09/2021	27	3,427.81
			<u>239,060.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/10/2021 155 Easy Websites		80.40	
12/10/2021 156 Zoom		14.36	
12/10/2021 157 EE Mobile & Broadband		31.34	
12/10/2021 158 Peoples Pension		213.58	
			<u>339.68</u>
			238,720.69
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			238,720.69
		Balance per Cash Book is :-	238,720.69
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
17/09/2020 112 TESCO		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	0.00

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
Housekeeping						
Income Publicity	300	0	(300)			0.0%
Council						
Grants and Donations RCVD	1,709	0	(1,709)			0.0%
Grants/S137						
Grants and Donations RCVD	900	0	(900)			0.0%
Amenity/Utility						
Income Gardens/planting	143	0	(143)			0.0%
Income Allotments	1,984	0	(1,984)			0.0%
Income RRM	4,899	0	(4,899)			0.0%
Other						
Precept	165,411	0	(165,411)			0.0%
Bank Interest Received	66	0	(66)			0.0%
TOTAL INCOME	175,412	0	(175,412)	0	0	0.0%
EXPENDITURE						
Employees						
Employees	53,990	90,000	36,010		36,010	60.0%
Housekeeping						
Payroll Services	550	1,200	650		650	45.8%
Mileage	1,196	3,000	1,804		1,804	39.9%
Employee Training	308	3,000	2,692		2,692	10.3%
General Office	2,688	5,300	2,612		2,612	50.7%
Communications	2,420	4,100	1,680		1,680	59.0%
Insurance	0	3,750	3,750		3,750	0.0%
Audit	(169)	1,500	1,669		1,669	(11.3%)
Legal Fees/Planning Investig	1,115	5,000	3,885		3,885	22.3%
Council						
Councillor Training	0	250	250		250	0.0%
Grants/S137						
Grants	30,000	6,000	(24,000)		(24,000)	500.0%
Christmas Celebrations	136	3,000	2,864		2,864	4.5%
Special Events/Projects						
Euxton Gala	0	1,500	1,500		1,500	0.0%
Road Safety/SPID	8,857	2,500	(6,357)		(6,357)	354.3%
Footways/Cycleways	0	250	250		250	0.0%
Community Engagement	0	250	250		250	0.0%
ECO Projects	0	8,000	8,000		8,000	0.0%
Heritage Projects	0	3,000	3,000		3,000	0.0%
Defibrillator Project	0	4,000	4,000		4,000	0.0%
Monarch Passing	64	500	436		436	12.8%
War Memorial	0	500	500		500	0.0%
Amenity/Utility						
Utilities	880	1,400	520		520	62.8%
Gardens/Planting/Competitions	2,097	10,000	7,903		7,903	21.0%

Council Detail Report 19/10/2021

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Allotments	197,563	21,722	(175,841)		(175,841)	909.5%
Millennium Green	0	10,000	10,000		10,000	0.0%
All Purpose Committee	0	2,500	2,500		2,500	0.0%
Multi/All Weather Greenside (n	0	1,500	1,500		1,500	0.0%
Amenity/Open Space RRM	42,454	35,000	(7,454)		(7,454)	121.3%
Street Sweeping Machine Fund	3,242	0	(3,242)		(3,242)	0.0%
TOTAL EXPENDITURE	347,390	228,722	(118,668)	0	(118,668)	151.9%
Total Income	175,412	0	(175,412)			0.0%
Total Expenditure	347,390	228,722	(118,668)	0	(118,668)	151.9%
Net Income over Expenditure	(171,978)	(228,722)	(56,744)			
plus Transfer From EMR	259,389					
less Transfer From EMR	15,405					
Movement to/(from) Gen Reserve	72,006	(228,722)	(300,728)			

Final External Auditor Report and Certificate 2020/21 in respect of Euxton Parish Council LA0075

Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor report 2020/21

On 29 September 2021, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2021. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

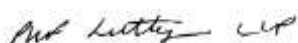
The smaller authority has disclosed that it made proper provision during the year 2020/21 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as reported on the Annual Internal Audit Report and detailed in the accompanying report by the Internal Auditor notice regarding the period for the exercise of public rights was not published before the start of the period. Therefore the answer to this assertion should have been "no".

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

None

External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.



PKF Littlejohn LLP
29/09/2021

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Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Euxton Parish Council - LA0075**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2021; however, we have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

An invoice for the statutory annual review fee (and chaser letter charges where they apply) has been issued with this interim certificate. This interim invoice may be settled prior to us certifying completion and issuing our final report and certificate. Should we receive challenge correspondence before we have certified completion, any additional fees arising from additional work required as a result of that correspondence will be invoiced with the certificate of completion; where no additional fees apply a zero invoice will be issued on completion.

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

Please see above.

3 External auditor certificate 2020/21

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021

We do not certify completion because:

we have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

29/09/2021

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