

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 15 September 2016, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

1. Apologies

2. Declarations of Interest and Dispensation Considerations

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

3. Minutes of Council Meetings

Council Minutes of the last meeting, approve their signing as a correct record (Item 3)

4. Statutory Business

Planning - consider application list report from Lead Member for Planning, ratify responses made between meetings or to meet deadlines (Item 4)

5. Public Participation

Matters brought to the Parish Council by residents. Residents will have twenty minutes set aside during which each resident shall have three minutes.

6. Financial Items

6.1 Approve Expenditure (Item 6.1)

6.2 Receive financial reports 1, 3 & 4 (Item 6.2)

6.3 Receive and approve the Annual Return and report from the External Auditor (Item 6.3)

7. Committee/Working Group Reports and Recommendations

7.1 Leisure Committee – verbal feedback from meeting on 18 August 2016

7.2 Finance Committee – verbal feedback from meeting on 18 July 2016

7.2.1 Consider the written proposal from the Vice Chairman of the Finance Committee regarding the future of the Finance Committee (Item 7.2.1)

7.3 Planning Working Group (Gladman Application) update, receive a copy of the planning consultants' report, receive further information updates (Item 7.3)

8. LCC future proposals for County buildings and services

Discuss the proposals and implications from the information circulated to Councillors emailed 2 September 2016 or available at

<http://council.lancashire.gov.uk/ieListDocuments.aspx?CId=878&Mid=5442&Ver=4>

9. Insurance Cover Policy

Consider the recommendation of the Finance Committee for the Council's Insurance renewal (Item 9)

10. Risk Register document

Consider the updated risk register, the financial risks updated by the Finance Committee and any actions arising from the document (Item 10)

D. Platt

CLERK

Published: 06/09/16

11. Financial Regulations

Consider the recommendation of the Finance Committee to include additional items in to the current Financial Regulations (Item 11)

12. Document Retention Register

Consider the document retention register, make changes if necessary and note its contents (Item 12)

13. Matters for response

13.1 Family Fun Day & BBQ on Saturday 1st October 2016 1pm-4pm – this is a mini Gala Day in lieu of the July cancellation, held on the playground and hall of Euxton CE School – will the Council attend, volunteers needed

13.2 Coppull Parish Council letter to ask if Euxton would join forces to object to the closure of the A&E Department

13.3 Chorley Civic Society are to present an award for the creation of the Euxton War Memorial – the event is on 29 September at 7.30pm (attendee names required)

14. Matters for information

Notify the Chair prior to the meeting start 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.

PRIVATE, PART II ITEMS

Exclusion of Press and Public

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Schedule 12A of the Local Government Act 1972, Part 1 ss1-4. It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

15. Personnel Committee

Recommendations from the Personnel Committee (Item 15)

D. Platt

CLERK

Published: 06/09/16

MINUTES of the Council Meeting held 21 July 2016 at 7.15 pm at The Annexe, Euxton PC Community Centre, Wigan Road, Euxton.

| | | | |
|----------------|----------------------------|------------------------|----------------------------|
| <u>Present</u> | Cllr J Bamber (Vice Chair) | Cllr C Jones | Cllr A Reed |
| | Cllr A Caughey | Cllr J Matson | Cllr A Riggott |
| | Cllr J Caughey | Cllr M Parr | Cllr G Rypel (from item 4) |
| | Cllr P Fellows | Cllr A Platt | Cllr V Thornhill |
| | Cllr M Jarnell | Cllr K Reed (Chairman) | Members of the public 60+ |

1. Apologies Cllrs M Bamber, H T Cook, E Jones, S Wellerd.

2. Declarations of Interest

Cllr Platt declared a pecuniary interest in items forming part of agenda items 7, 8.1 as a relative of an employee.

Cllrs K Reed, T Reed declared an interest in item 6 as they live next to the land.

3. Minutes of Council Meetings

Resolved: Minutes of the Council Meeting on 16 June 2016 were agreed to be an accurate record, and signed by the Chairman.

4. Statutory Business

Councillor Vacancy

Resolved: Council voted to co-opt Gemma Rypel to the casual Councillor vacancy.

Planning - considered applications in report from Lead Member for Planning.

5. Public Participation - Residents and Police Matters

Resolved: Council resolved to suspend standing orders.

Many residents attended to discuss and object to the planning application from Gladman on land south of School Lane. Residents asked the Council for assistance to help pay for a planning specialist to look into the details of the application to form a professional response and towards materials to raise attention with residents of the application. There were many questions and discussions.

Resolved: Council resolved to restore standing orders.

Councillor Rypel declared a personal interest in item 6.

6. Gladman Housing Proposal

Councillors discussed the proposals for assistance towards a planning specialist and materials.

Resolved: Council resolved to suspend standing orders.

Residents added further information and responses to queries.

Resolved: Council resolved to restore standing orders.

6.1. Consider engaging the services of a Planning Consultant to assist in the producing of objections on behalf of Euxton Residents/Euxton Parish Council should a planning application be submitted to develop "safeguarded" land (Pear Tree Lane, Euxton) as currently being formulated by "Gladman Developments".

There were various proposals for differing amounts.

Resolved: Council agreed to cover the expense of the planning consultant up to £1500 initially, up to the planning application coming before the development control committee when this will be reviewed, in case attendance is required:

Voted for: Cllrs J Caughey, A Caughey, Thornhill, C Jones, Matson, Riggott, Platt.

Against: Cllrs Parr, Fellows, J Bamber, Jarnell

Did not vote: Cllrs K Reed, T Reed, G Rypel.

Carried.

6.2. The reimbursement of the costs of leaflets or other advertising items already produced and distributed plus any other further production/costs in connection with current/future proposed major developments in Euxton.

There were various proposals with differing details.

Resolved: Council agreed to cover expenses brought to the Council under budget 02-7 paid against physical invoices in the Council's name:

Voted for: Cllrs J Caughey, A Caughey, Thornhill, Fellows, C Jones, J Bamber, M Jarnell, Riggott, Platt.

Abstain: Cllr Matson.

Did not vote: Cllrs K Reed, T Reed, G Rypel, M Parr.

Carried.

Resolved: Council agreed to set up a Working Group for this matter, Councillor volunteers were: Cllrs K Reed, Rypel, Riggott, Jarnell, Parr, Matson.

Resident volunteers were: A Jenkinson, G Guy, B Bryce, L Hollerton, S Masterson, J Carter.

Clerk will inform the planning consultant that the Council is to cover the cost of this quoted work so the Working Group can proceed instructing him.

7. Authorise Sealing of Documents

True Bearing Contract

Resolved: Council agreed that the Chairman and Cllr A Caughey will sign this document for and on behalf of the Council.

8. Financial Items

8.1 Approve Expenditure

Resolved: Council approved the expenditures in report 1.

Resolved: Council approved the additional expenditure items on the presented report of three grants, also an invoice for printing, and an invoice for a service which arrived in the post this afternoon.

| Creditor | Description | Total £ |
|------------------------|-----------------------------|---------|
| Easy Web-Sites | SO for website | 24.00 |
| Paper Rabbit Print Ltd | Printing of July newsletter | 857.00 |
| Metal Formations Ltd | Ornamental new sign | 540.00 |
| DWG NW Ltd | Weed killer | 32.50 |
| CA Traffic Ltd | SPID repair | 324.60 |
| Euxton PC Comm Cnt | Room rentals | 142.50 |
| C & W Berry Ltd | Hardware purchases | 75.69 |
| Plantscape Ltd | Basket trees, tubs | 2318.40 |

| | | |
|------------------------|-------------------------------|----------|
| United Utilities | Water/waste at pavilion | 16.59 |
| RHF Turf | Turf | 44.40 |
| Duncan Ross Ltd | Vertidrain football pitches | 3684.00 |
| Atlas Business Finance | Photocopies 8/3/16-12/7/16 | 250.56 |
| Cash | Petty cash fund reimbursement | 277.99 |
| Employee 1 | Salary/expenses July 2016 | 1561.13 |
| Employee 2 | Salary/expenses July 2016 | 985.37 |
| Employee 3 | Salary/expenses July 2016 | 799.90 |
| Employee 4 | Salary/expenses July 2016 | 888.32 |
| HMRC | Tax & NI July 2016 | 640.50 |
| Employee 1 | Salary/expenses August 2016 | 1501.06 |
| Employee 2 | Salary/expenses August 2016 | 871.67 |
| Employee 3 | Salary/expenses August 2016 | 705.77 |
| Employee 4 | Salary/expenses August 2016 | 710.37 |
| HMRC | Tax & NI August 2016 | 460.15 |
| Euxton CE PTFA | Grant for reading chair | 1000.00 |
| Euxton Villa FC | Defibrillator grant | 4000.00 |
| NW Ambulance NHS Trust | Defibrillator grant | 2000.00 |
| Studholme Bell | Salary service | 240.00 |
| Galaxy Print | Printing for planning Gladman | 179.00 |
| | | 25131.47 |

8.2 Receive financial reports 1, 3 & 4

Resolved: Reports were received.

8.3 Receive and approve the Annual Return and report from the External Auditor

This item was withdrawn as the Audit had not arrived back from the External Auditor.

8.4 Approve the opening of a Barclays Bank account and nominated signatures

Resolved: Council agreed to:

- Open a Business Premium Account at Barclays Bank
- Signatories for this account to be: Cllrs K Reed and A Caughey and Clerk
- Approve the figure of £75,000 to be transferred in to the account from the RBS current account

9. Committee/Working Group Reports and Recommendations

9.1 Leisure Committee – verbal feedback from meeting on 28 June 2016 was given and Council was asked to consider the recommendations:

9.1.1 It is recommended to Full Council that £15,000 from the CIL money be allocated to the Millennium Green path renovation and creation project.

Resolved: Council approved this budget virement as proposed.

9.1.2 It is recommended to Full Council that £5,000 from the CIL money be allocated to the Millennium Green path project to create a new ramped incline for disabled and wheeled access to the area.

Resolved: Council approved this budget virement as proposed.

9.2 All Purposes Committee – verbal feedback from meeting on 14 July 2016

Chair gave an update of the meeting items and it was noted to Council that it had not received any updates for feedback from the Euxton War Memorial Group regarding the remedial work on the memorial and to the question of the work being guaranteed. The group will be chased.

Cllr Riggott reported on a Neighbourhood Meeting he had attended at Chorley Council – he informed the meeting that a seat had been installed near to the duck

pond in Buckshaw Village, the meeting reported that the skate park safety measures had been successfully delivered. Councillors were asked to consider new projects for this committee for the next round of applications.

9.3 Finance Committee – verbal feedback from meeting on 18 July 2016

The Vice Chair reported that the committee had deferred considering the External Auditors report, reviewed the risk document which will be on a future Council agenda, reviewed the insurance quotations and will make a recommendation to Council at the next agenda, reviewed some financial regulation items and these will be proposed to Council for inclusion.

Chair of the Bowling Committee reported that the planning application had been submitted on 4th July, Clerk updated that it will be validated from when it was submitted but it needs to go to the August development control committee, because Chorley Council has an interest in the land.

Chair reported on attending the Chorley Liaison meeting which discussed Chorley's new management structure, LCC assets consultation, highway verge cutting and gully cleaning.

It was noted that Euxton Library will not have other functions or services running from it, except its Library function and this may put it at risk in future rounds of service cuts as other buildings often have more than one service operating from it.

10. Chorley A&E Function

JC Proposal to send a letter to Lancashire Health Authority to show our concerns over the closure of the 24 hour A&E cover at Chorley & South Ribble Hospital.

Resolved: Council agreed to write a letter regarding its concerns and requesting reinstatement of the services as soon as possible to mitigate further risks to our residents.

11. LCR Magazine

Council considered the proposal and costing to subscribe to the LCR Magazine and will review this request if it becomes no longer available for free online.

12. Matters

Former Councillor Prayle had been presented with a service certificate by the Chair.

LCC had done a tremendous tar and chipping project in Euxton recently and are now on to restoring all the white lines.

Cllr Platt raised an issue to Councillors which had happened at the May meeting where the bank reconciliation for April was discussed. The lengthy debate resulted in him making a proposal to amend 9.2a to read financial year ending 31 March 2016, but as demonstrated by the balances the report was factually correct and he apologised to the Clerk and fellow Councillors.

The Chairman declared the public part of the meeting closed.

EUXTON PARISH COUNCIL REPORT ON PLANNING APPLICATIONS

15th September 2016

| APPLICATION NUMBER, LOCATION, PROPOSAL: | COMMENTS, RECOMMENDATION ETC |
|--|--|
| <p>29/07/2016 16/00655/FUL</p> <p>Location 5 Acres Plant Centre, Dawbers Lane</p> <p>Proposal Redevelopment of site including the demolition of shop units and barns, removal of temporary office buildings and erection of shop building, office building and barn with associated car parking and access</p> | <p>The latest in a long series of planning applications for this site that contains an attempt to clarify the proposals for redeveloping this land and only adds to the confusion. It is not clear just what is seeking approval, the replacement of the Garden Centre at the front of the site or the redevelopment of the whole site.</p> <p>The company appears to be a successful and expanding rural business, which Council will probably wish to encourage, but not, I assume, to the extent of going beyond what is permitted development within the Green Belt.</p> <p>I/the clerk will e-mail CBC to express this general sentiment and seek to better understand what is proposed and to prepare a more reasoned response (I have holidays and other commitments coming up shortly)</p> |
| <p>05/08/2016 16/00612/FUL</p> <p>Location Playing field to rear of houses, Greenside</p> <p>Proposal bowling green and boules pitch, parking facilities and resiting of entrance gated following the demolition of existing garages</p> | <p>EPC application</p> |
| <p>05/08/2016 16/00717/PDE</p> <p>Location</p> | <p>No comment</p> |

EUXTON PARISH COUNCIL REPORT ON PLANNING APPLICATIONS

15 September 2016 (2)

| APPLICATION NUMBER, LOCATION, PROPOSAL: | COMMENTS, RECOMMENDATION ETC |
|---|--|
| <p>12/08/2016 16/00633/OUTMAJ Location Gleadhill House Stud Gleadhill House Dawbers Lane Proposal Demolition of existing buildings and erection of 14no houses with double garages and associated infrastructure</p> | <p>The proposed housing estate to be erected on the site of the demolished buildings (it looks as though the Gleadhill Stud must be leaving the premises) goes well beyond the limits of the existing development. and into an open filed beyond. This must surely be unacceptable development in the Green Belt.</p> <p>What is also concerning is that, in the Design and Access Statement, the applicant refers to discussions with the Planning Officer who appears to have made no comments about the fact that the development might not be acceptable within the Green Belt but simply suggests how the proposed housing may be improved.</p> <p>I have contacted the planning officer to ask for an explanation.</p> <p>I recommend that we strongly object to this and will submit an objection if Council requires</p> |
| <p>12/08/2016 16/00653/MNMA, 16/00644/DIS, 16/00672/DIS Location land opposite Chancery Road, Westway (former science laboratory site) Proposal Minor changes to elevations etc and further information and design to discharge conditions attached to earlier planning approval</p> | <p>No comment</p> |
| <p>12/08/2016 16/00620/FUL Location: Proposed Community Centre And Divisible Unit Ordnance Road Buckshaw Village</p> | <p>Unit 1 of 3 unit scheme on land adjacent to Aldi. Applicant no longer requires the Class A1 which is shops,etc .</p> <p>No comment</p> |
| <p>12/08/2016 16/00677/PDE Location 6 Fieldside Avenue Proposal Single storey rear extension and demolition of a conservatory.</p> | <p>No comment</p> |
| <p>12/08/2016 16/00732/DIS Location plot between 42 and 44 The Croft Proposal Application to discharge condition 6 (dwelling emission rate)of planning approval 15/01259/FUL</p> | <p>No comment</p> |

EUXTON PARISH COUNCIL REPORT ON PLANNING APPLICATIONS

15 September 2016 (2)

| APPLICATION NUMBER, LOCATION, PROPOSAL: | COMMENTS, RECOMMENDATION ETC |
|---|------------------------------|
| <p>19/08/2016 No applications</p> | |
| <p>26/08/2016 16/00784/TPO Location: 21 Meadowcroft Euxton Chorley PR7 6BU Proposal: Fell Tree no. 4 Oak, Tree no.5 Sycamore and T3 Ash located behind rear boundary - causing structural damage to property.</p> | |
| <p>26/08/2016 16/00711/REM Location: Land In Between School And Number 1 Primrose Hill Road Euxton Proposal: Reserved matters application for the appearance, landscaping, layout, scale and materials for a new detached dwellinghouse pursuant to planning application 14/01080/OUT.</p> | |
| <p>02/09/2016 16/00807/TPO Location: Land To West Of 9 Dunrobin Drive Euxton Proposal: Fell oak tree (T1 on plan)</p> | |
| <p>09/09/16 16/00825/TPO Location: 45 Firbank Euxton Chorley PR7 6HP Proposal: Trees nos. 1and 2, limes - remove epicormic and thin crown by 20% Tree no.3, mature lime - fell and replant with standard oak</p> | |



EUXTON PARISH COUNCIL

Clerk to the Council: D Platt

9 Ambleside Avenue
Euxton
Chorley, PR7 6NX

Tel: 01257 234004
Email: clerk@euxtoncouncil.org.uk
www.euxtoncouncil.org.uk

The Planning Inspectorate
Room 3/10 Wing Temple Quay House
2 The Square, Teple Quay
Bristol
BS1 6PN

11 August 2016

Subject: 15/01092/OUT, Planning Inspectorate Ref APP/D2320/W/16/3152343

Appeal by Newriver Property Unit Trust No4 against the refusal by Chorley Borough Council of the Outline application for the erection of up to 9 dwellings all matters reserved save for access, land north of The Railway Pub, Wigan Road, Euxton

Statement of the Euxton Parish Council

1 Introduction

1.1 The Railway Tavern on Wigan Road, Euxton has a large area available for car parking. Part of it is marked out and used for car parking, part is not marked out but is also used for car parking and part is unused. Cars in number are often parked at the rear of the car park at times when the Tavern is not open. The total area available in or attached to the car park is clearly greater than is required for the Tavern except possibly during some special events. The Parish Council is not aware of any such events that have stressed car park usage in recent months.

1.2 The Council is not therefore opposed in principle to the loss of some of this land from the Tavern to become housing. However, the Council has concerns about the parking needs of the proposal and the consequence of these not being adequately met.

2 Parking

2.1 It is understood that the details of the residential development are a reserved matter in respect of this application and that neither the number of houses nor the estate layout is fixed at this time. However, the original application showed a site layout option (Drawing RT - SK002) with seven semi-detached or terraced houses and two detached houses. Whilst the detached houses may have some small flexibility in parking arrangements the smaller houses each appear to have two allocated on- street spaces with a single space allocated for visitor parking to the whole site.

2.2 Whilst the eventual layout may differ from that shown in RT-SK002, it is reasonable to assume that the applicant may seek similar levels of housing and parking density unless conditioned otherwise by any planning approval. Hence some seven houses would have only two spaces each and all would share a single visitor space. Such an arrangement will inevitably at times, and probably frequently, create excess of parking demand over available supply - for example if one or more residents hold a family or other function or if tradesmen are present at one or more of the houses or even if friends or relatives call round. This location is on the edge of the Euxton settlement area, is not particularly convenient for access on foot to village facilities or local railway stations and it is not on a bus route. There is no reason to expect a low level of car ownership or usage.



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2.3 Usually, the local infrastructure can accommodate an excess of parking demand attributable to a specific small development, for example if it is located within or close to a larger housing area with on street parking available, but in this location there is no reasonable option. The nearest publicly available (ie on street) parking facilities off the A49 are on Springfield Gardens, another small residential development at least 100m away or Shawbrook Close, at least 150m away and where, no doubt, regular overflow parking from another residential area would be very welcome!

2.4 Initially, overflow parking would take place on the A49, Wigan Road. In this area Wigan Road does not have waiting restrictions for the simple reason that there is no parking taking place and they are not necessary. All local premises have sufficient off-road parking to meet their general needs. The A49 however, is a busy and important road not just for Euxton but also for the wider community. Under normal conditions the section around the Railway Tavern copes comfortably with the demand, even though nearby major junctions and the Packsaddle Bridge under the railway may not. If, however, on street parking became a regular feature of this part of Wigan Road, it would restrict traffic to a single direction (or to two very slow directions). The parking would become an irritant, and, more importantly, a danger to road users. Lancashire County Council (LCC) would inevitably have to address the issue by the provision of waiting restrictions, most probably with the support of Chorley Borough Council (CBC) and Euxton Parish Council and the displaced traffic would have to re-allocate to the areas discussed above.

2.5 Since the Parish Council first commented on this application LCC has accepted (e-mail from William Tay (LCC) to Nicola Hopkins (CBC) 29th Jan 2016) that car parking provision at the Tavern can be less than would be required under Policy ST4 of the Chorley Local Plan, although CBC, in their decision letter, queried the validity of the parking survey undertaken by the applicant's consultants.

2.6 The Parish Council would accept the advice of LCC that 38 spaces would be sufficient for the Tavern. However, it also shares the concern of CBC and notes that the Tavern does hold a number of special events and functions that could be expected to generate more than the usual number of car based customers. Furthermore, as noted earlier, there is clearly parking taking place not related to customers of the Tavern. At 9.30am on Thursday 10th August 13 parked vehicles were present.

2.7 The Railway Tavern is part of the Euxton Settlement Area as defined under the Chorley Local Plan but is at the extreme northern end of the settlement. It is not surrounded by houses - it should be noted that the large housing area to the east of the Tavern, is across the West Coast Main Line railway and not easily accessible on foot as the nearest crossing point of the railway is over 600m south. Many regular and occasional customers may access the tavern on foot, but the Tavern must depend upon road and car access for much of its trade.



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2.8 Although the Parish Council accepts the LCC view that 38 spaces are sufficient, it does not consider that this could be further reduced if the Tavern is to retain its viability as a pub restaurant (and a local community facility). The reduced size of the car park would present a risk, albeit infrequently, of overflow parking onto Wigan Road and does not offer a potential solution to overflow parking generated by the adjacent new housing. Waiting restrictions may be required to ensure that the safety and free movement of users of the A49 in this locality is not impaired.

3 Conclusion

3.1 In its original comments on this application to CBC, Euxton Parish Council suggested that the size of the proposed Railway Tavern car park be increased to meet the standards set by the Chorley Local Plan and that the number of houses on the residential area be reduced (from that indicated in the planning documents). In view of the advice from LCC, the Parish Council no longer asks for the size of the car park to be increased. However, the Council would request that the grant of any planning approval for the residential area be conditioned such that all reasonable parking requirements are met on site and do not overflow onto the A49 and to the nearest available minor residential roads.

Yours sincerely

Debra Platt
Clerk

COPY OF A RESPONSE SENT TO D/CON REGARDING THE FIVE ACRES APPLICATION

----- Original Message -----

From: EUXTON PARISH COUNCIL <clerk@euxtoncouncil.org.uk>

To: dcon@chorley.gov.uk, iain.crossland@chorley.gov.uk

Date: 19 August 2016 at 11:49

Subject: 16/00655/FUL Five Acres Plant Site

Planning Application 16/00655/FUL Redevelopment of site including the demolition of shop units and barns, removal of temporary office buildings and erection of shop building, office building and barn with associated car parking and access | Five Acres Plant Centre Five Acres Dawbers Lane Euxton Chorley PR7 6EE

Comments of Euxton Parish Council

Euxton Parish Council is pleased to see a locally based firm enjoying success and providing local employment and would wish to be helpful in assisting in the firm's future development. The Council appreciates that Hedges Direct wishes to and needs to set out its proposals for the substantial redevelopment of its site in Euxton and is also appreciative of the firm's commitment to redevelop the site to improve its appearance and fit it better into its rural surroundings.

However, a major and continuous concern of the Parish Council is to restrict the spread of development into Euxton's green surroundings and particularly into areas of designated Green Belt. The Council has previously expressed concern at the bewildering succession of applications for buildings and car parking on this site and these concerns are not removed by the current application and the considerable amount of details that it contains.

The new application does not remove all confusion with, for example, references to previous "extant" planning applications some of them dating back to 2002 (and which must have lapsed by now). The Council takes the view that, in assessing whether or not the proposal meets the criteria for acceptable development in the Green Belt (CLP Policy BNE5), the comparison must be what is now proposed for new and retained development on the site against what is currently on site less any development that has taken place without planning approval.

The Council queries the need for one of the new buildings on site to be a large office. The plans show a two storey building with 45 work stations in addition to canteen, meeting and other facilities. This raises the possibility that some or all of the office staff could be located in an off- site location. This would help remove any conflict with the Green Belt and office based staff may well appreciate a work location that is better situated for facilities such as shops and bus routes etc. The Council is sure that CBC could suggest some suitable accommodations.

In view of the complexity the Parish Council does not make its own assessment of the acceptability of the proposals against the Green Belt criteria but makes the following general comments:

1 There does appear to be a substantial increase in developed area proposed for the site compared to what is present there now.

2 The size of the proposed office building would suggest that there is an expectation of further expansion of the business beyond its current size.

3 However the layout and the quality of the buildings and car parking is a considerable improvement on the current facilities

4 If CBC do decide that the proposed redevelopment does meet the CLP criteria for development in the Green Belt, then the Parish Council would be supportive of the application.

5 Conversely, if CBC do not consider this to be the case then the Parish Council considers that this application should not be treated as an exception because of the firm's considerable importance for the local community

The Parish Council has not met in August and this response has been prepared by the lead member for planning issues without reference to the full Council which will be asked to confirm or adjust the response at their meeting on September 15th 2016. For the present this response should be assumed to be that of the Parish Council.

Euxton Parish Council Clerk Debra Platt, 9 Ambleside Avenue, Euxton, Chorley, PR7 6NX
Tel: 01257 234004 Email: clerk@euxtoncouncil.org.uk Website: www.euxtoncouncil.org.uk

EUXTON PARISH COUNCIL

Item 6.2

Income Report 2016 / 2017

| Date | Description | Inv | £ | Budget allocations | | | | | | | | | | Notes | | | | | | | | |
|--------|--------------------------------|-----|------------|--------------------|------------------|---------------------------|-----------------------|--|-------------|----------------------|-------------------------------------|-------------|--------|----------|--|--|--|--|--|--------|--------|------|
| | | | | Adverts 02-3 | Training 03-1 | Flower Sponsor 06-3 | Pitch Fees 06-9 | Leng's Revenue / Amenity 06-9 | CIL 08-3 | VAT Element 08 | Precept / Bank Interest 08 | Other 08 | Other | | | | | | | | | |
| 08-Apr | Precept | | 100323.00 | | | | | | | | | 100,323.00 | | | | | | | | | | |
| | Grant | | 1709.00 | | | | | | | | | | | 1,709.00 | | | | | | | | |
| 15-Apr | MK Illumination (Refund) | | 796.86 | | | | | | | | 132.81 | | | | | | | | | 664.05 | | *1 |
| 29-Apr | RBS interest | | 8.06 | | | | | | | | | | | | | | | | | 8.06 | | |
| 06-May | RBS Compensation/sorry | | 50.00 | | | | | | | | | | | 50.00 | | | | | | | | |
| 06-May | Home Truths (advert) | 035 | 75.00 | 75.00 | | | | | | | | | | | | | | | | | | |
| 10-May | CBC CIL Mories | | 49185.33 | | | | | | | 49185.33 | | | | | | | | | | | | |
| 16-May | Santander Compensation/sorry | | 20.00 | | | | | | | | | | | 20.00 | | | | | | | | |
| 31-May | RBS interest | | 8.65 | | | | | | | | | | | 8.65 | | | | | | | | |
| 15-Jun | Santander interest | | 26.65 | | | | | | | | | | | 26.65 | | | | | | | | |
| 17-Jun | Co-op bank interest | | 43.33 | | | | | | | | | | | 43.33 | | | | | | | | |
| 22-Jun | Mrs Wallis (seat) | | 522.00 | | | | | | | | | | | | | | | | | | 522.00 | 06-5 |
| 28-Jun | Busy Bodies (advert) | | 68.00 | 68.00 | | | | | | | | | | | | | | | | | | |
| 28-Jun | War Memorial Club (advert) | | 220.00 | 220.00 | | | | | | | | | | | | | | | | | | |
| 30-Jun | RBS interest | | 6.60 | | | | | | | | | | | 6.60 | | | | | | | | |
| 05-Jul | RBS Compensation/sorry | | 100.00 | | | | | | | | | | | 100.00 | | | | | | | | |
| 11-Jul | TSB Interest | | 2.19 | | | | | | | | | | | 2.19 | | | | | | | | |
| 13-Jul | Busy Bodies (advert) | | 157.00 | 157.00 | | | | | | | | | | | | | | | | | | |
| 15-Jul | Santander interest | | 30.76 | | | | | | | | | | | 30.76 | | | | | | | | |
| 29-Jul | RBS interest | | 5.94 | | | | | | | | | | | 5.94 | | | | | | | | |
| 05-Aug | Mcr Prop Svs (contract) | | 510.00 | | | | | 510.00 | | | | | | | | | | | | | | |
| 08-Aug | HMRC Vat Claim | | 3415.34 | | | | | | | | | 3,415.34 | | | | | | | | | | |
| 09-Aug | TSB Interest | | 1.99 | | | | | | | | | | | 1.99 | | | | | | | | |
| 15-Aug | Santander interest | | 31.80 | | | | | | | | | | | 31.80 | | | | | | | | |
| 22-Aug | Glovers (sponsor flowers) | | 200.00 | | | 200.00 | | | | | | | | | | | | | | | | |
| 23-Aug | Lawrence Hunt Spar (spon flow) | | 200.00 | | | 200.00 | | | | | | | | | | | | | | | | |
| 31-Aug | RBS interest | | 6.03 | | | | | | | | | | | 6.03 | | | | | | | | |
| | | | 157,723.53 | | | | | | | | | | | | | | | | | | | |
| | | | | 520.00 | 0.00 | 400.00 | 0.00 | 510.00 | 49185.33 | 3548.15 | 100656.94 | 1717.06 | 664.05 | 522.00 | | | | | | | | |
| | | | | 02-3 | 03-1 | 06-2 | 06-8 | 06-8 | 08-3 | 08 | 08 | 08 | 08 | | | | | | | | | |

Notes *1 Vat element needs returning to HMRC, back into Christmas budget 04-2 (VAT sorted/received 8/8/16)

EUXTON PARISH COUNCIL**Item 6.2**

Bank Reconciliation

Financial year ending 31 March 2017

Balance per bank statement as at

30 August 2016

| | | £ | £ |
|-----------------------------|----------|------------|-------------------|
| RBS Current | 31/08/16 | 567.84 | |
| RBS High Interest Account | 31/08/16 | 130,402.66 | |
| RBS Current 2/Debit Card | 31/08/16 | 4,000.00 | |
| TSB Business Instant Access | 31/08/16 | 50,004.18 | |
| Co-op Fixed Rate Deposit | 31/08/16 | 50,043.33 | |
| Santander Business Savings | 31/08/16 | 75,109.21 | |
| Barclays Bank | | 0.00 | |
| | | | <u>310,127.22</u> |

Less: any unpresented cheques as at the statement date

| | Month | Cheque No | Amount | |
|--------------------------|----------------|-----------|---------|-------------------|
| | | | | - |
| | June 2016 | 4291 | 1710.00 | - |
| | July 2016 | 4319 | 1501.06 | - |
| | | 4326 | 2000.00 | - |
| | | 4323 | 460.15 | - |
| | | | | <u>- 5,671.21</u> |
| Add: any unbanked cash | | | 0.00 | 0.00 |
| Net bank balances as at: | 30 August 2016 | | | <u>304,456.01</u> |

Cash Book as at:

30 August 2016

| | |
|----------------------------|-------------------|
| Opening Balance | 196,522.16 |
| Add: Receipts in the year | 157,723.53 |
| Less: Payments in the year | <u>-49,789.68</u> |
| | <u>304,456.01</u> |

Cash Book as at:

15 September 2016

| | |
|----------------------------|-------------------|
| Opening Balance | 196,522.16 |
| Add: Receipts in the year | 157,723.53 |
| Less: Payments in the year | <u>-57,194.30</u> |
| | <u>297,051.39</u> |

EUXTON PARISH COUNCIL**Item 6.2****Budget Breakdown Report 2016/2017 (cumulative for year)**

| Budget Codes | Description | Committee | Precept 16/17 | Carried fwd from 15/16 | Total Budget avail 16/17 | Spend to Date | Income 2016/17 | Budget Via | Budget Balance | Note | Section totals | |
|---|--|-----------|---------------|------------------------|--------------------------|---------------|----------------|------------|----------------|------|----------------|--|
| 01 Employees | | | | | | | | | | | | |
| 01-1 | Employees | Per | 56000 | | 56000 | 27151 | | | 28849 | | | |
| 01-2 | HMRC Liabilities | Per | | | 0 | 0 | | 2500 | 2500 | *1 | 27151 | |
| 02 Housekeeping | | | | | | | | | | | | |
| 02-1 | Mileage | Per | 1600 | | 1600 | 641 | | 200 | 1159 | *1 | | |
| 02-2 | General Office - stationery, copy, post, IT, tel | PC | 1400 | | 1400 | 658 | | | 742 | | | |
| 02-3 | Publicity - newsletter/AnnRepl/ Other | AP | 3000 | | 3000 | 2002 | 520 | | 1518 | | | |
| 02-4 | Insurance | C | 2750 | | 2750 | 0 | | | 2750 | | | |
| 02-5 | Subscriptions | C | 1500 | | 1500 | 959 | | | 541 | | | |
| 02-6 | Audit | C | 900 | | 900 | 580 | | | 320 | | | |
| 02-7 | Legal Fees/Planning Investigations | C | 2500 | | 2500 | 720 | | | 1780 | | | |
| 02-8 | H&S working from home advice | Per | 2000 | | 2000 | 0 | | | 2000 | | | |
| 02-9 | Advice/assistance on NIC/VAT | Per | 1500 | | 1500 | 200 | | | 1300 | | | |
| 02-10 | Website maintenance | AP | 240 | | 240 | 120 | | 540 | 660 | *1 | | |
| 02-11 | IT/Laptop/Hardware | | 2000 | | 2000 | 891 | | | 1109 | *1 | | |
| 02-12 | Room hire | | | | 0 | 356 | | 900 | 544 | *1 | 7127 | |
| 03 Council | | | | | | | | | | | | |
| 03-1 | Training/Conference Fees | C | 350 | | 350 | 175 | 0 | | 175 | | | |
| 03-2 | Elections and Parish Poll Fund | C | 5000 | 5000 | 10000 | 0 | | | 10000 | | | |
| 03-3 | General Reserve | C | 18440 | 20000 | 38440 | 0 | | -20540 | 17900 | *1 | 175 | |
| 04 Grants/S137 | | | | | | | | | | | | |
| 04-1 | Grants | AP | 3000 | | 3000 | 1080 | | | 1920 | | | |
| 04-2 | Christmas Celebrations | AP | 500 | | 500 | 0 | 664 | | 1164 | | 1080 | |
| 05 Special Events/Projects | | | | | | | | | | | | |
| 05-1 | Euxton Gala | AP | 500 | | 500 | 656 | | 200 | 44 | *1 | | |
| 05-2 | Speed Indicator Device new plates | AP | 150 | | 150 | 0 | | | 150 | | | |
| 05-3 | Neighbourhood Plan | | 0 | 2000 | 2000 | 0 | | | 2000 | | | |
| 05-4 | Comms and social media methods | AP | 50 | | 50 | 0 | | | 50 | | | |
| 05-5 | Increase public involvement work | AP | 250 | | 250 | 0 | | | 250 | | | |
| 05-6 | Finance software | | | 2050 | 2050 | 0 | | | 2050 | | | |
| 05-7 | ROF Lamp Post project | AP | 2000 | | 2000 | 0 | | | 2000 | | | |
| 05-8 | Millennium Green project | L | 4000 | | 4000 | 0 | | 20000 | 24000 | *2 | | |
| 05-9 | Heritage/Sign project | AP | | 1000 | 1000 | 540 | | | 460 | | | |
| 05-10 | Defibrillator project | | | | 0 | 6000 | | 15000 | 9000 | *1 | | |
| 05-11 | Queens 90th Birthday | | | | 0 | 625 | | 1200 | 575 | *1 | 7821 | |
| 06 Amenity/Utility | | | | | | | | | | | | |
| 06-1 | Utilities | C | 1000 | | 1000 | 658 | | | 342 | | | |
| 06-2 | Gardens/Planting/Competitions | AP | 3500 | | 3500 | 3605 | 400 | | 295 | | | |
| 06-3 | War Memorial | AP | 500 | | 500 | 0 | | | 500 | | | |
| 06-4 | Millennium Green - grass cuts, maint | L | 4000 | | 4000 | 0 | | | 4000 | | | |
| 06-5 | All Purposes Committee | AP | 2500 | | 2500 | 1069 | 522 | | 1953 | | | |
| 06-6 | Greenside Pitch Maintenance | L | 4000 | | 4000 | 3070 | | | 930 | | | |
| 06-7 | Play Equipment Replace Scheme | L | 10000 | 5124 | 15124 | 0 | | | 15124 | | | |
| 06-8 | Amenity/Open Space RRM | L | 13500 | | 13500 | 2551 | 510 | | 11459 | | 10953 | |
| 07 Earmarked Reserve/Carry Forward Money | | | | | | | | | | | | |
| 07-1 | Land Fund/Amenity | L | 0 | 18684 | 18684 | 0 | | | 18684 | | | |
| 07-2 | Street Sweeping Machine Fund | AP | | 4000 | 4000 | 0 | | | 4000 | | | |
| 07-3 | Bowling/Boules Project | BC | 30000 | 62500 | 92500 | 373 | | | 92127 | | 373 | |
| 08 Other | | | | | | | | | | | | |
| 08-1 | Healthy Streets | | 0 | 817 | 817 | 0 | 105922 | | 817 | | | |
| 08-2 | Ransnap Brook | | 0 | 279 | 279 | 0 | | | 279 | | | |
| 08-3 | CIL | | | | | | 49185 | -20000 | 29185 | *2 | | |
| | | | | | | | | | | | 0 | |
| | | | 178630 | 121454 | 300084 | 54680 | 157723 | | 297205 | | 54680 | |
| VAT total on purchases | | | £2,514.61 | | | exl vat | | | | | | |

*1 May 2016 Council decisions to create new budgets and move some budget amounts, from 03-3 £20540

*2 July 2016 Council decisions - transfer £15,000 and £5,000 from 08-3 to 05-8 Millennium Green which replaces a decision at June 2016 Council meeting to move £9500 and £9000 from various budgets to the 05-8 budget, following confirmation CIL monies can be used

NOTICE OF CONCLUSION OF AUDIT

(LOCAL AUDIT AND ACCOUNTABILITY ACT 2014
ACCOUNTS AND AUDIT REGULATIONS 2015)

FOR

Euxton Parish Council

NOTICE is hereby given that the audit for the
year ended 31 March 2016 was completed on

22 August 2016

and the accounts are now available for inspection by local electors
in accordance with Section 25 of the Local Audit and Accountability Act 2014.
The requisite information as defined by Section 13(1) of the Accounts and Audit
Regulations 2015 is/is not* displayed alongside this notice

(* Please delete as necessary)

If the requisite information is not displayed alongside
this notice, it is available for inspection by appointment.

To arrange a viewing please contact

The Clerk
01257 234004

between the hours of _____ and _____

Dated: 31/8/16 20

Signed: DPatt

(Responsible Financial Officer)

NOTES FOR THE RESPONSIBLE FINANCIAL OFFICER

In accordance with the Accounts and Audit Regulations 2015 -
As soon as possible after conclusion of audit, a smaller relevant authority must publish, which includes on a website, the Notice of Conclusion of Audit advising that the audit has been completed and the following requisite information:

Section 1 to 3 of the Annual Return
Issues arising from the audit (if any)

The documents must be published for at least 14 days and made available for public access for not less than 5 years.

In all cases, ensure that copies of the statement of accounts/annual return are made available for purchase at a reasonable sum.

Section 3 – External auditor certificate and report

2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of smaller authority here:

EUXTON PARISH COUNCIL

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual 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.

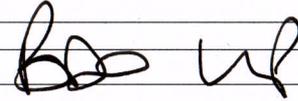
External auditor report

~~(Except for the matters reported below)*~~ on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. ~~(*delete as appropriate)~~

~~(continue on a separate sheet if required)~~

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

(continue on a separate sheet if required)

External auditor signature 

External auditor name **BDO LLP Southampton** Date **22/3/16**
United Kingdom

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Item 7.2.1

7.2.1 Consider a written proposal from the Finance Committee Vice Chairman regarding the future of the Finance Committee (Item 7.2.1)

The Chairman has resigned from the Finance Committee with immediate effect. We would like to thank Councillor Cook for all his hard work and commitment.

Due to the work of the Members (of the Finance Committee) it is felt by the Vice Chairman, that the Financial Regulations and Risk Assessments now meet the standards that are required.

I would like to thank all members for their contributions and propose the Finance Committee now reverts to a Working Group to carry out its monitoring function. It will appoint a new chairman at its next meeting.

Councillor Anne Caughey
Vice Chair of the Finance Committee



9th August 2016
Our ref: CNG/413/LC

The Planning Department
Chorley Borough Council
Civic Offices
Union Street
Chorley PR7 1AL

Dear Mr Whittingham

Land off Pear Tree Lane, Euxton 16/00489/OUTMAJ

I write on behalf of Euxton Parish Council to object to the proposed residential development.

Safeguarded Land

The Chorley Local Plan 2012-2026 was adopted just over 12 months ago on 21st July 2015, following a thorough analysis of land suitable for the development of housing during the plan period.

Policy BNE3: Areas of Land Safeguarded for Future Development Needs states:-

“Development other than that permissible in the countryside whether Green Belt or Area of Other Open Countryside will not be permitted on Safeguarded Land as shown on the Policies Map at:-“

The list of site includes BNE3.9 Pear Tree Lane, Euxton. The Euxton Inset Map identifies BNE3.9 as being land to the south east of Euxton, including the application site.

Development Plan and Material Considerations

Section 38(6) of the Planning and Compulsory Purchase Act 2004 states:-

“If regard is to be had to the development plan for the purpose of any determination to be made under the planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise.

So if the planning application were determined in accordance with the Local Plan the planning permission must be refused. The applicants however rely on material considerations to set aside the provisions of the recently adopted Local Plan, based on an assertion, put simply, that the Local Plan housing requirements are out of date because they rely on the Core Strategy, which are based upon the Regional Spatial Strategy.



Housing Requirements

The Local Plan Inspector did of course consider the issue of housing requirements and comments on the matter in her Partial Report dated 25th October 2013, where the Inspector stated:-

“41. To justify the retention of the CS housing target the Council is reliant upon the Central Lancashire Strategic Housing Market Assessment 2009 (SHMA) [CHE010], which is based on 2008 data. Whilst this SHMA is now somewhat out-of-date, I consider that the Council’s [CD7.2.4.3] and Representatives’ analysis [CH7.9 and CH7.9.1] of the 2011-based household interim projections to 2021 for England lend support to the retention of the CS target.

42. They indicate that the 2011-based projections show a household growth of 410 dwellings a year, whereas the 2008-based projections indicate a higher growth of 420 dwellings a year. The difference largely reflects lower rates of household formation compared with the previous projections. If the trend towards declining household growth continues, the provision of the Plan will provide additional contingency and the uplift in housing delivery sought by the Government; but it is unlikely to result in a significant, unsustainable over-supply of housing land in the Borough. I conclude that the CS target for 417 dwellings a year remains appropriate.”

It is clear that Chorley’s housing requirements in the Local Plan have been consulted upon and tested at a local plan examination.

The Local Plan Inspector specifically considered the allocation of additional land at Pear Tree Lane, Euxton.

“108. Site AL19 at Pear Tree Lane, Euxton is located on the eastern side of Euxton, south of allocated site HS1.39. It is designated as BNE3.9. However, at the Preferred Options stage it formed part of a controversial mixed use allocation combined with site HS1.39. At the Publication Stage the employment element was removed, which together with allocation of site HS1.42 at that stage, resulted in the reduction of the site area required and the exclusion of the part that is now designated as safeguarded land. Site AL19 shares a SA band B score with allocated sites HS1.39 and HS1.42, which is better than that of HS1.40, also located in Euxton. However, site AL19 is considerably larger than HS1.40 and taking into account that no additional housing supply is required to make the Plan sound, I conclude that there are no overriding reasons to allocate this site.”

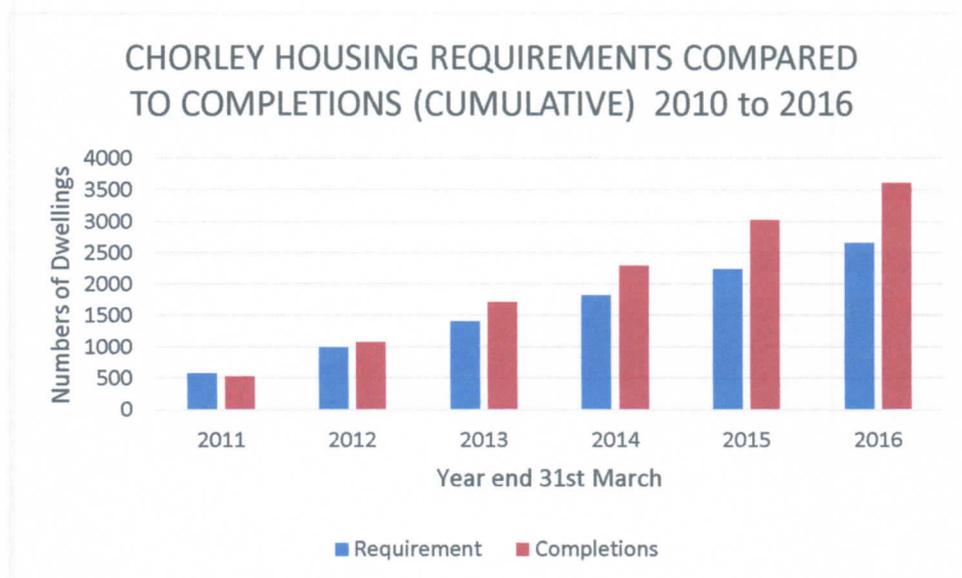
The applicants are asking Chorley Borough Council to reject the Inspector’s findings that a housing requirement of 417 dwellings a year is the appropriate housing requirement and reject the Inspector’s finding that there are no overriding reasons to allocate this site. **If members of the public are to have any confidence in the planning system, then the planning authority must rigorously defend the provisions of its recently adopted Local Plan.** There has been no significant change in circumstance that means the Local Plan is now out of date. It is significant that the Local Plan Inspector issued her report after the National Planning Policy Framework (NPPF) was issued in March 2012, so it is clear the Inspector fully considered the provisions of the NPPF.



Record of Housing Delivery

The Local Plan Inspector referred to the Council as having “a good record of housing delivery” (paragraph 49). The Housing Land Monitoring Report April 1st 2015 to March 31st 2016 dated June 2016 confirms that that housing delivery continues to be good, if not excellent. Indeed housing delivery has exceeded housing requirements by some considerable margin in every year since the start of the Local Plan Period in 2012.

Table 1: Housing Completions in the Local Plan Period



It is evident from the above that housing completions are over 135% of the requirement set out in the adopted Local Plan. From this evidence there can be no need to release unallocated sites for housing development to meet any perceived housing shortfall against established requirements.

Five Year Land Supply

The same Housing Land Monitoring Report refers to the following:-

- 2844 dwellings with planning permission;
- 1306 dwellings on land allocated for housing; and
- 4150 dwellings identified for housing in total.

Not all of these dwellings can be delivered in the next five year period, but it would be surprising if the applicant’s would be able to claim there is a five year land supply shortfall based on these figures. Instead their position is there is no five year land supply because there is no established housing requirement from which to determine the five year requirement. **The planning authority should reject this approach and defend the housing requirements established in their Local Plan and the housing sites identified to meet that requirement.**



Conclusion

Housing requirements were confirmed as appropriate by the Local Plan Inspector and these were carried forward into the adopted Local Plan just over 12 months ago. There has been no significant change in circumstance that would suggest the Local Plan should be set aside.

The land is safeguarded land and therefore consideration as to whether or not it should be released for development should not take place outside of the context of a Local Plan review towards the end of the current plan period i.e. 2026.

The planning authority has a good record of housing delivery, in recent years, and has a healthy supply of housing land going forward. There is a five year requirement set against adopted development plan housing requirements.

The application should be determined on the basis of the recently adopted Local Plan and should therefore be refused.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C. Garner', with a long horizontal flourish underneath.

Christopher Garner

| Core Cover Comparison | | | | | | |
|---|-----------------------------------|--------------------------------|--------------------------------------|---|---|-------------------------------------|
| Covers | Limit of Indemnity | CAME Aviva £4311.91 | CAME Hiscox £3108.60 | CAME Ecclesiastical £4120.63 | Zurich £1507.23 | AON 'Maven' £2086.99 |
| Public Liability | £10,000,000 | Yes | Yes | Yes | £12,000,000 | Yes |
| Employers' Liability | £10,000,000 | Yes | Yes | Yes | Yes | Yes |
| Officials Indemnity | £500,000 | Yes | Yes | Yes | £12,000,000 | Yes |
| Libel and Slander | £250,000 | Yes | £500,000 | Yes | Yes | Yes |
| Employee Dishonesty (Fidelity) 'standard' | £150,000 | Yes | Yes | Yes | Yes | Yes |
| Fidelity request | £350,000 | Yes | Yes | Yes | £500,000 | £500,000 |
| Personal Accident | £50,000/£250 pw | Yes | £100,000/£500 pw | Yes | £50,000/£200 pw | £100,000/£200 pw |
| Commercial Legal Expenses | £100,000 | Yes | Yes | Yes | Yes | £250,000 |
| Money | £1,000 | Yes | Yes | Yes | £5,000 | £5,000 |
| Keyman cover (equivalent) | £400 pw up to 26 weeks | Yes | £250 pw up to max £2,500 in one year | Yes | £500 for 10 wks, £100 thereafter | Incl. in personal accident |
| Internet/Email | £50,000 | No | Yes (subject to form and conditions) | No | No (elements in ie libel/slander, fin loss) | No |
| Defibrillators and Cabinets | £5,000 | Yes | Yes | Yes | No | Yes, Included in office contents |
| Equipment Breakdown | In line with property sum insured | No | No | In line with property sum insured | No | No |
| Contract Works | £75,000 | No | Yes | No | No | No |
| Crisis Management | £25,000 | No | Yes | No | No | No |
| Loss of Revenue (don't need) | £10,000 | Yes | Yes | Yes | No | No |
| Hirers Liability (don't need) | £5,000,000 | Yes | Yes | £2,000,000 | No | £1m |
| Business Travel (don't need) | £1,000 | No | Limited cover | No | No | No |
| Motor No claims Excess and Bonus (don't need) | £250 each | Yes | Yes | No | No | No |
| Increased Cost of Working (don't need) | £10,000 | Yes | Yes | Yes | No | No |
| Increased play equip value up to £310,000 | £310,000 | 5289.89 | 4375.12 | 5319.68 | 2762.67 | 2547.98 |

9. Insurance Cover Policy

Consider the recommendation of the Finance Committee for the Council's Insurance renewal

The Finance Committee compared five insurance company quotations:

Resolved: The Committee recommends to Council:

- to proceed without inclusion of the full replacement costs of play equipment, and
- to go with the Hiscox policy quoted at the indicative cost of £3,108.60. Clerk to present to Council also the three-year deal price.

It is recommended that Council agree to using Hiscox at the premium of £3,108.60 for its insurance cover.

The three-year deal includes a 5% reduction off the first year premium making this years' premium £2,953.17

For the following two years,

If we take this year for example where a 1% index linking has been applied to the policy; assuming the same index linking percentage applies in 2017 and 2018, no other changes are made to the policy and the Government leave IPT at 10% the premium for 2017/18 will be £2,982.70 and £3,012.53 for 2018/19.

| | | |
|-------------|-----------|-----------|
| | 2016/2017 | £2,953.17 |
| Estimate of | 2017/2018 | £2,982.70 |
| Estimate of | 2018/2019 | £3,012.53 |

Euxton Parish Council - Risk Register REVIEW

Reviewed: 18 July 2016 by Finance Committee; Council 15 September 2016 Item 10

| No | Subject | Risk(s) Identified. <i>All Green unless shown</i> | Management/ Control of Risk | Review/ Assess/ Revise | Action | Status Red/ Yellow/ Green | Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact. |
|----|------------------------------|---|--|---|--|---------------------------|--|
| 1 | Business continuity | Business interrupted due to paper records loss | Essential paper items scanned. Electronic financial files are backed up. Cloud storage in place/continuous back up for electronic files. | Check essential papers are kept | Business Continuity Plan (BCP) - needs to be updated. There is no facility for keeping items which cannot be copied/scanned. Investigate a safe - need specifics of size and where it is to be kept. | Y | |
| 2 | Business continuity | Clerk incapacitated/ unavailable for a period of time. | No pre-arranged provision for Clerk cover. Chair/VC can take enquiries. Only happened once in 16 yrs, Clerk arranged a stand in Clerk to cover. | Suggest: Reciprocal arrangement with other local Clerk/Parish Council and a standby Cllr to clerk a meeting. | Work with other local PCs. Volunteer Cllr for short-term. Clarification on who to do this work, and with which Council's, employment details etc. | Y | Not highest risk and being done |
| 3 | Business continuity | Risk of loss of internet access at Clerk's home | Internet is with reputable provider. Access can be gained to records via another venue eg. library computer or wifi over another device. | Revision which is proposed is to have Council lap-top which is portable to move to another source of internet access. | Await Council lap-top hardware. Then order telephone line and broadband. | R | Shortly |
| 4 | Confidentiality | Protection of Council information and files. | | Revision proposed is to have Council lap-top. | Council lap-top hardware. | G | In place Aug'16 |
| 5 | Email system for Councillors | Hacking, bugs or virus, mis-information, mis-representation - financial risk of action or damage to equipment | | Email system will be new and will need to be monitored. | Consider to inclusion in insurance cover. | Y | Will be done Sep 16 - then this will turn to Green |
| 6 | Bank and banking | Keeping to new FSCS protection, keeping control of numerous accounts | Council has new Financial Regulations in place (June16) which set out the processes. Regular checks are performed and internal Cllr audit system in place. | A number of new accounts have been set up and not all fully functional yet | Monitor new accounts to ensure they provide updates, statements | G | Final account open in Aug'16 |
| 7 | Bank and banking | Debit card | Council has new Financial Regulations in place (June16) which set out the processes. The Debit Card is new (Jul16). | New Debit Card. Finance Committee asked for review of Security for the actual Card and its passwords etc. | Finance Committee to considered process and security for debit card. | Y | New Financial Regulation paragraphs for inclusion at Sept meeting. Then turn to Green. |

Euxton Parish Council - Risk Register REVIEW

Reviewed: 18 July 2016 by Finance Committee; Council 15 September 2016 Item 10

| No | Subject | Risk(s) Identified. <i>All Green unless shown</i> | Management/ Control of Risk | Review/ Assess/ Revise | Action | Status Red/ Yellow/ Green | Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact. |
|----|-------------------------------|---|--|---|--|------------------------------------|--|
| 8 | 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 | |
| 9 | Project Management | Tender process | Council has new Financial Regulations in place (June16) 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 | |
| 10 | Best value accountability | Work awarded incorrectly. Overspend on services/ budget | Council has new Financial Regulations in place (June16) which set out the processes. | Ensure regulations are referred to prior and during large project to ensure compliance. | Monitor any new actions against new regulations. | G | |
| 11 | Salaries and associated costs | Salary paid / calculated incorrectly | Council outsources its salary process (Apr16). | Assess if this service performs. | Monitor this new service and review. | G | |
| 12 | 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. | | G | |
| 13 | VAT | Not re-claiming VAT refunds due or processing corrections | The Council has Financial Regulations in place which set out the processes to minimise risks. | A VAT return is done annually, sometimes bi-annually depending on levels. | Check it is carried out. | G | |
| 14 | 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 to consider new Internal Auditors for 2016/2017 audit work. | Process to consider and appoint new Internal Auditor | Y | Oct 16? |
| 15 | Annual audit (External) | Failing to supply the correct information for the External Auditor, risk of receiving an 'Intermediate Audit' | External Auditor is appointed for the Council. It specifies the information to be submitted, and if an Intermediate Audit is required. | Ensure all the annual reviews are completed within the year. | Audit the processes, list and collate when they were done/to be done. | G | |

Euxton Parish Council - Risk Register REVIEW

Reviewed: 18 July 2016 by Finance Committee; Council 15 September 2016 Item 10

| No | Subject | Risk(s) Identified. <i>All Green unless shown</i> | Management/ Control of Risk | Review/ Assess/ Revise | Action | Status Red/ Yellow/ Green | Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact. |
|----|---|---|---|---|--|---------------------------|--|
| 16 | Employees | 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. | | Check Fidelity Insurance level when the Insurance policy is reviewed. | Y | 01/09/2016 - then turn to Green |
| 17 | Employees | Working alone | | Working alone policy required. | Not yet assessed. Working alone policy required. Refer to Personnel Committee | R | Personnel Committee |
| 18 | Employees | Clerk working from home, which is the Council's offices | | | Not yet assessed. Annual H&S Risk assessment. Refer to Personnel Committee | R | Personnel Committee |
| 19 | Public | Visits to EPC 'office' | H&S risk assessment, Disability Act compliance | | Specialist Equality Act/PSED (risk?) assessment. Refer to Personnel Committee | R | Personnel Committee |
| 20 | Working practices, equipment, items and tools | Training and usage. Insurance, breakage or damage. | Risk assessment of materials, equipment, duties, roles, etc. Equipment is only used by employees who have undergone adequate training required for use. Insurance for staff and equipment is covered. Reviewed annually from list. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with procedures | Review training requirements, ensure insurance reviewed. | Annual Risk assessments - manual handling, etc, particularly Village Caretakers. Employee reviews/ad hoc checks of employees? Electrical items - conformance with regulations. Refer to Personnel Committee. | R | Personnel Committee |
| 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. LALC advice available. | Follow procedures and minute the Power reference. | | G | |
| 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. | Existing procedure adequate. Training to be keep up to date | | G | |

Euxton Parish Council - Risk Register REVIEW

Reviewed: 18 July 2016 by Finance Committee; Council 15 September 2016 Item 10

| No | Subject | Risk(s) Identified. <u>All Green unless shown</u> | Management/ Control of Risk | Review/ Assess/ Revise | Action | Status Red/ Yellow/ Green | Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact. |
|----|--|--|---|---|--|------------------------------------|--|
| 23 | 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. | Review Insurance cover provider due to the end of a long-term agreement. Consider what is to be insured. | | G | |
| 24 | 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. | | G | |
| 25 | Freedom of Information Act | Policy, Provision, failing | The Council has a 'model publication scheme' in place. | Monitor requests made under the FOI Act. Ongoing. | 2016/2017 review Model Publication Scheme contents, items and fees | Y | Council to Review |
| 26 | Building | Risks of break in, damage, poor maintenance, theft, fire, flood. | Insured. Checked regularly by employees and damages reported. | Continue with inspections and reports. | Collate the required inspections and monitoring into one file for ease of use and reference. | G | |
| 27 | 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 | |
| 28 | Equipment storage | Loss due to theft, damage, damp, fire etc | Equipment insured, storage area is checked and adequate for purposes | Existing procedure adequate. | | G | |
| 29 | 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. | Consider noticeboards, wayside seats, planters, signs etc when reviewing the insurance cover 2016. | Y | 01/09/2016 - then turn to Green |

Euxton Parish Council - Risk Register REVIEW

Reviewed: 18 July 2016 by Finance Committee; Council 15 September 2016 Item 10

| No | Subject | Risk(s) Identified. <u>All Green unless shown</u> | Management/ Control of Risk | Review/ Assess/ Revise | Action | Status Red/ Yellow/ Green | Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact. |
|----|------------------|--|--|---|---|------------------------------------|--|
| 30 | 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 adequate 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 | |

Below are the mitigated risks from the last approved register, and/or changed risks which have been re-entered on the list above, but have been updated or changed. Proposed to be deleted after this review.

| No | Subject | Risk(s) Identified. <i>All Green unless shown</i> | Probability | Finance Impact | Reputation Impact | H&S Impact | Business Continuity Impact | Management/ Control of Risk | Review/ Assess/ Revise | Action |
|-----|------------------------------|---|-------------|----------------|-------------------|------------|----------------------------|--|------------------------------|---|
| 3b | Precept | Sufficient precept, risk of precept cap | 1 | 1 | 1 | 1 | 3 | Parish Council reviews all the budgets at precept to calculate need for following year and future projects. Financial regulations in place to guide these processes. Possible future legislation on % rise increases and Referendum. No projects undertaken until all finance agreed. Reserves | | Now have a budget process in place beginning October through to precept meeting. |
| 20 | Annual return | Submit within time limits | 1 | 2 | 4 | 1 | 3 | Deadlines are supplied in advance and procedures are adequate to ensure process is delivered on time. | | Now have a budget process in place beginning October through to precept meeting. |
| 15b | Best value accountability | Clerk's office, IT & admin costs | 1 | 1 | 5 | 1 | 1 | | | Finance Committee and Personnel Committee reviewed and made recommendations for changes. Purchase of IT equipment |
| 7 | Petty cash | No voucher. VAT no on receipt | 1 | 2 | 5 | 1 | 1 | The Council has Financial Regulations in place which set out the processes to minimise risks. No claims without vouchers. | | Cash box, home insurance. |
| 12a | Grants and support - payable | Power to pay, Authorisation of Council to pay | 1 | 2 | 2 | 1 | 1 | The Council has Financial Regulations in place which set out the processes to minimise risks, all s137 payments made with reference to the power conditions. | Existing procedure adequate. | Grant procedure reviewed and amended. |
| 12b | Grants and support - payable | Incorrect, unauthorised recipient | 3 | 5 | 5 | 1 | 1 | Grant procedure revised - specific £ request to be stated, receipt to be returned. | | Grant procedure reviewed and amended. |
| 1a | Business continuity | Business halted, paper records all lost | 1 | 5 | 5 | 1 | 4 | Cloud storage to defined standards, regular back-ups | | Cloud storage obtained. |
| 1b | Business continuity | | | | | | | Chair/Vice Chair access to cloud | | Chair/VC have access to cloud storage. |
| 1c | Business continuity | | | | | | | Essential paper documents photocopy in separate location (electronic?) | | Essential documents maintained. |
| 1d | Business continuity | | | | | | | Documents that cannot be copied (Cheque books?) kept in fire proof safe | No current procedures | Alternate source of cheque books or electronic banking |
| 1f | Business continuity | Clerk denies PC access to home | 1 | 5 | 5 | 3 | 5 | Cloud storage to defined standards, regular back-ups | No current procedures | Agree contract with managed cloud provider for SECURE cloud service with full Service Level Agreement. HMRC have just agreed contract with Google for "Google Apps for Government". |
| 1g | Business continuity | | | | | | | Chair/Vice Chair access to cloud | | Chair & Vice full access to all Euxton PC cloud data. |
| 1h | | | | | | | | Documents in separate PC 'office' | | Documents to be held in separate location |

| | | | | | | | | | | |
|----|----------------------------------|--|---|---|---|---|---|--|------------------------------|--|
| 2 | Council records | Loss through theft/fire/damage/failure | 1 | 5 | 5 | 1 | 5 | Essential paper items scanned. Electronic financial files are backed up. Cloud storage in place/continuous back up for electronic files. | Existing procedure adequate. | |
| 3d | | Budget delays, extra payments | 1 | 1 | 2 | 1 | 1 | | | Adequate reserves |
| 4a | Financial records | Inadequate records | 1 | 3 | 3 | 1 | 2 | The Council has Financial Regulations which set out the requirements. Council has opportunity to review books, internal Cllr audit system twice a year in place | | |
| 4b | | Financial irregularities | 1 | 3 | 5 | 1 | 2 | The Council has Financial Regulations which set out the requirements. Council has opportunity to review books, internal Cllr audit system in place x 2 a year. | | All payments to require 'invoice' & receipt for audit trail. Review audit process. Referred to Finance Committee |
| 5 | Bank & banking | Inadequate checks, Bank mistakes | 2 | 3 | 2 | 1 | 1 | The Council has Financial Regulations in place which set out the processes. Regular checks are performed and internal Cllr audit system in place. | | Monthly bank reconciliation, etc |
| 6 | Cash (assume this is bank cash?) | Loss through theft or dishonesty | 2 | 3 | 2 | 1 | 2 | The Council has Financial Regulations in place which set out the processes to minimise risks. | | |
| 8 | Reporting to Council | Information for Councillors Compliance with Fidelity Guarantee | 2 | 1 | 2 | 1 | 1 | The Council has Financial Regulations in place which set out the processes. Regular reports are supplied to Council, over and above any requirements. | | |
| 10 | Direct costs, OH expenses | Goods not supplied, Incorrect Invoicing, chq incorrect | 1 | 3 | 3 | 1 | 3 | The Council has Financial Regulations in place which set out the processes to minimise risks. | | |
| 13 | Grants - receivable | Incorrect receipt of grant | 1 | 2 | 2 | 1 | 1 | The Parish Council does not presently receive any regular grants, but ad-hoc project specific grants | | |
| 14 | Debtors | Non payment of invoices raised by the Council | 1 | 2 | 2 | 1 | 2 | Invoices are raised for pitch rentals, advertising in newsletters, contract work done. The Council has Financial Regulations in place which set out the processes to minimise risks. | | |

11. Financial Regulations

Consider the recommendation of the Finance Committee to include additional items in to the current Financial Regulations (Item 11)

Own IT/telecomms equipment - security.

All EPC equipment is to be kept securely in the EPC office (currently Clerk's home). It is to be taken out of the office only on EPC business and all reasonable measures are then to be taken to ensure its physical security.

The Council insurance cover is to include the equipment.

The Clerk is to ensure that phones, computers, etc are to be 'equipped' with up-to-date anti-virus software (where applicable for the phone) which is to be regularly updated. The Clerk is to set up additional software security on phones, computers, storage devices, etc including passwords and/or pass numbers.

Security passwords/pass numbers and other means of access are not to be recorded on paper which is then kept with the equipment. Copies of these passwords/pass numbers (including those for any forms of data storage) are to be kept in a sealed envelope and lodged with the Council Chair/Vice Chair for access in the Clerk's absence or in emergencies.

EPC e-mail system - security. The EPC e-mail system is provided by a professional external organisation and contracting with that organisation is to include adequate anti-virus/spam protection. The Council's insurance is to include suitable cover for any Council liability for 'clean up' of Council, Councillors or residents' computers following 'infection'.

Debit card - security. Physical security of the debit card, inc the PIN, is to be considered in the same way as physical security of the Council cheque books. When not in use it is to be kept in a locked box (cash box?) in and any record of the PIN must not be kept with it.

The card is to be signed by the Clerk immediately on its receipt. The default PIN provided by the Bank is to be changed immediately it is received and the PIN is not to be the same as that used for IT equipment or as that used by the Clerk for any personal debit/credit cards.

Cheque Book – during the Clerk's planned absences a current council cheque book is to be held by the Chair/Vice Chair for emergencies.

Bank accounts - exceeding FSCS level. For Risk doc: Council assessed risks of bank failure as extremely low and accepted that risk while trying to find enough banks with independent bank licences.

EUXTON PARISH COUNCIL

Retention of documents required for the Audit of Parish Council's

| Document | Minimum retention period | Reason | Euxton specific |
|---|---------------------------------|---------------|---|
| Minute books | Indefinite | Archive | Paper - very old minute books, 10 bound books 1921 to 1986 – February 2016 deposited with Euxton Library. Paper - typed paper minutes from 1986 to present – stored with Clerk Electronic – from July 1999, typed minutes 'electronic' stored on computer/cloud |
| Scales of fees and charges | 6 years | Management | Interpretation: Fees charged for football field seasonal rentals. Paper – invoices within the Accounts ledger lever arch files, stored with the Clerk Electronic - invoices – electronic stored on computer/cloud |
| Receipt and payment account(s) | Indefinite | Archive | Interpretation - Actual Accounts Record (not paper vouchers or receipts – see below) Paper - Pre 1999 – ledger files (paper) stored with Clerk Paper - Post 1999 – paper print files with Clerk Electronic - excel electronic stored on computer/cloud |
| Receipt books of all kinds | 6 years | VAT | Paper - all payments to/receipts to the Council are stored with that financial years' Accounts (ie the Accounts lever arch file), stored with Clerk |
| Bank statements, including deposit/savings accounts | Last completed audit year | Audit | Paper - in bank ring binder with accounts, stored with Clerk. Electronic – none Bank can reproduce if necessary |
| Bank paying-in books | Last completed audit year | Audit | Paper - stored with Clerk in tray |
| Cheque book stubs | Last completed audit year | Audit | Paper - stored with Clerk in tray |

EUXTON PARISH COUNCIL

| | | | |
|---|---------------------------|--|---|
| Quotations and tenders | 6 years | Limitation Act 1980 (as amended) | Paper - accepted/ordered quotations are copied in the relevant Accounts file for that financial year. Others stored with relevant Project File. Stored with Clerk. Electronic – contractors/figures will appear in agenda/minutes when considered and chosen. |
| Paid invoices | 6 years | VAT | Interpretation – actual invoices sent in to and paid out by the Council ‘Vouchers’ Paper - stored with that financial years’ Accounts (ie, the Accounts lever arch file) paper, stored with Clerk. Electronic - monthly expenditure vouchers scanned in from 01/04/13 and stored electronically with relevant electronic Accounts file stored on computer/cloud |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) | Interpretation – cheques written by Council, sent to supplier, then returned by bank to Council. This no longer happens, banks do not return paid cheques. |
| VAT records | 6 years | VAT | Interpretation – claim forms send in to VAT claim office Paper - claim forms are stored in the VAT filed in Clerk’s office. Electronic - when VAT is claimed/received back on an expenditure it is logged by the expenditure using a claim date, this information is in the excel Accounts file stored on computer/cloud |
| Petty cash, postage and telephone books | 6 years | Tax, VAT, Limitation Act 1980 (as amended) | Paper - relevant items stored as supporting papers with expenditure vouchers in the Accounts lever arch file. Stored with Clerk. |
| Timesheets | Last completed audit year | Audit | Interpretation: time-sheets submitted by the village caretakers. Paper - stored in the office with the Clerk. Interpretation: time-logs made by the Clerk. Electronic – stored on computer/cloud |

EUXTON PARISH COUNCIL

| | | | |
|--|--|--|---|
| Wages books | 12 years | Superannuation | Paper - stored in the office with the Clerk up to end of tax year March 2016. Paper – from 1 April 2016 onwards stored with contracted out company Studholme Bell, Euxton. |
| Insurance policies | While valid | Management | Paper - policy documents stored in the office with the Clerk 'Insurance' file Electronic – from October 2014 - policy documents in Insurance file stored on computer/cloud |
| Certificates for Insurance against liability for employees | 40 years from date on which insurance commenced or was renewed | The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management | Paper - policy documents stored in the office with the Clerk 'Insurance' file Electronic – from October 2014 - policy documents in Insurance file stored on computer/cloud |
| Investments | Indefinite | Audit, Management | Interpreted – we have no investments currently (not counting balances in banks which is covered above) |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management | Paper - stored in the office with the Clerk. Electronic - scanned in to 'Deeds' file - electronic stored on computer/cloud |
| Members allowances register | 6 years | Tax, Limitation Act 1980 (as amended) | Interpretation – Euxton does not run a Members Allowances scheme presently. |

For Halls, Burial Grounds and Allotments there are specific rules so if these become relevant for Euxton they will need to be added on to this register.

Reviewed: Date: