

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 17 March 2022, 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 17 February 2022
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
Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines Item 5
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 Appoint the Internal Auditor for accounts 1 April 2021 to 31 March 2022 Item 6.3
 - 6.4 CIL report Item 6.4
 - 6.5 Asset register updated Item 6.5
7. Council rental office agreement
To sign the License Agreement for the office rental, effective from 1st April Item 7
8. 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: 11/03/22

Full Council meetings 2021: 17 March, 21 April, 19 May AGM, 16 June, 21 July, 15 September, 20 October, 17 November

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

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
22/00188/FULHH Received: Thu 17 Feb 2022 Validated: Thu 17 Feb 2022	Single storey rear extension 40 Empress Way Euxton Chorley PR7 6QB	The extension encroaches into the garage reducing the available length to 4.21m. There appears to be satisfactory off-street parking.
22/00177/FULHH Received: Wed 16 Feb 2022 Validated: Wed 16 Feb 2022	Two storey side extension 26 Mallom Avenue Euxton Chorley PR7 6PU	Bin 1
22/00150/PDE Received: Tue 08 Feb 2022 Validated: Fri 11 Feb 2022	Notification of a proposed single storey rear extension measuring 7.88m in depth, with eaves height of 2.25m, and a maximum height of 3.98m The Bungalow Pear Tree Lane Euxton Chorley PR7 6DG	Large extension to side and rear of bungalow built on site of stable in green belt
22/00257/DIS Received: Sun 06 Mar 2022 Validated: Sun 06 Mar 2022	Application to discharge condition nos. 3 (archaeological scheme), 4 (materials), 5 (hard landscaping), 6 (boundary treatments), 9 (construction method statement), 11 (dwelling emission rates) and 14 (biodiversity enhancement measures) attached to planning permission 20/01379/FUL (Erection of four dwellings with garages and an additional triple garage adjacent Buckshaw Hall) Buckshaw Hall Knight Avenue Buckshaw Village Chorley PR7 7HW	Additional triple garage for Buckshaw Hall following application to convert barn into dwelling
22/00250/MNMA Received: Fri 04 Mar 2022 Validated: Fri 04 Mar 2022	Minor non material amendment to reserved matters consent ref. 19/00137/REMAJ (Reserved matters application for the erection of 128 residential dwellings (including 12 affordable) and associated landscaping and highway works (pursuant of outline permission ref 14/00927/OUTMAJ) to change the approved Materials Schedule (planning condition 6) to show a change in brick type for plots 250 and 259 Group 1 Euxton Lane Euxton	Change of bricks for 2 plots from red to brown bricks
22/00249/NOT Received: Fri 04 Mar 2022 Validated: Fri 04 Mar 2022	Notification of intention to install 1no. 9m high pole for the provision of fixed line broadband electronic communications apparatus 3 Park Avenue Euxton Chorley PR7 6JQ	Broadband pole

<p>22/00240/DIS Received: Wed 02 Mar 2022 Validated: Wed 02 Mar 2022</p>	<p>Application to discharge conditions no. 18 (engineering, drainage, and constructional details for adopted roads) and no. 22 (Construction Management Plan) of planning permission ref: 19/00654/OUTMAJ / appeal ref: APP/D2320/W/20/3247136 (Outline planning application for the erection of up to 180 dwellings including 30% affordable housing, with public open space, structural planting and landscaping, surface water flood mitigation and attenuation and vehicular access points from School Lane. All matters reserved except for means of vehicular access) Land Between Pear Tree Lane and School Lane Pear Tree Lane Euxton</p>	<p>The description of the work details the 'working hours' as between 08:00 – 18:00 Monday to Friday and 08:00 – 14:00 Saturday. It also indicates that "less noisy work" may take place outside those times. It does not specify what is less noisy, how this will be measured and what sanction will be applied if the sound pressure becomes 'noisy'. It does not appear to compensate the neighbours inconvenienced for their right to quiet enjoyment of their homes. It appears that the conditions of condition number 22 are not in compliance.</p>
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Engagement Letter for: **Euxton Parish Council**

JDH Business Services Limited is pleased to accept appointment as your internal auditor in accordance with the terms and conditions described below.

1.) Respective responsibilities of Council and Internal Auditors

i.) The Council – your responsibilities

- a) As members of the council, you are required to prepare and approve accounts for each financial year in accordance with the requirements of the latest adopted Accounts and Audit regulations and proper accounting practice.
- b) You are responsible for maintaining an adequate system of internal control, including measures designed to prevent and detect fraud and corruption.
- c) You are responsible for undertaking all reasonable steps to assure yourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.
- d) You are responsible for carrying out an assessment of the risks facing the council and taking appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

You have undertaken to make available to us, as and when required, all the council's books of account and records and related information necessary to carry out our work. You will make full disclosure to us of all relevant information.

The internal auditor shall have the right of access to any member or officer to discuss and to receive information and explanations in connection with any matter arising from the audit.

As part of our normal procedures we may request you to provide written confirmation of any information or explanations given to us orally during the course of our work.

ii.) **Internal Audit – Our Responsibilities**

The internal auditor is responsible for reviewing whether the Council's financial management is adequate and effective., and that it has a sound system of internal control. The scope of internal audit is summarised in the AGAR Annual Return for Local Councils as follows:

- Checking that books of account have been properly kept throughout the year
- Checking payment internal controls to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements
- If the authority certified itself as exempt from a limited assurance review in the previous financial year, it met the exemption criteria and correctly declared itself exempt.
- Ensuring the authority has demonstrated that during the previous summer that it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations
- Where the council is sole trustee to a charity, reviewing whether the council has met its responsibilities as a trustee

2.) Reporting

The internal auditor will report to the Council after all interim and year end internal audits. In the event of a serious issue being identified during the year the internal auditor will also report to Council.

3.) Independence and Objectivity

The internal auditor will inform the Council immediately if the internal auditor becomes aware of any conflict of interest that may adversely affect their ability to carry out the internal audit objectively and independently and will resign from the appointment forthwith.

4.) Fees

Our fees are based on the degree of skill and responsibility involved and the time spent on the work and are fixed on the basis of the responsibilities detailed above for each financial year. If it is necessary to carry out work outside the responsibilities outlined in this letter it will involve additional fees that will be agreed with the Council in advance.

Our terms relating to payment of amounts invoiced are strictly 30 days net. Interest will be charged on all overdue debts at the rate for the time being applicable under the Late Payment of Commercial Debts (Interest) Act 1998.

1st April 2021 to 31 March 2022 – fixed price £337.50 + vat

5.) Period of Appointment

Once it has been agreed, this letter will remain effective until it is replaced. The appointment is therefore for an unspecified period but subject to annual confirmation by the Council.

6.) Agreement of terms

The terms set out in this letter and our general terms of business shall take effect immediately upon your countersigning this letter and returning it to us or upon commencement of the internal audit, whichever is earlier.

Once it has been agreed, this letter will remain effective until it is replaced. We shall be grateful if you could confirm your agreement to these terms by signing the enclosed copy of this letter and returning it to us immediately.

Yours

JDH Business Services Ltd

I/We confirm that I/We have read and understood the contents of this letter and agree that it accurately reflects the services that I/We expect you to provide.

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

For and on behalf of the Council

EUXTON PARISH COUNCIL

CIL Monies Report

Financial Year: 1 April 2021 to 31 March 2022

As at 31/03/2022

CIL Income Breakdown Report (1 April 2021 to 31 March 2022)

Date	Location	£
Apr21	18/01193/REM Euxton Mill Phase 8	2,134.38
Apr21	15/00776/FUL Buckshaw Hall Central Avenue BV	4,637.25
Apr21	15/00776/FUL LPI Buckshaw Hall Central Avenue BV	121.12
Apr21	16/00326/REM Balshaw Villa	4,825.87
		11,718.62

CIL Expenditure Breakdown Report (1 April 2021 to 31 March 2022)

Date	Description/location	£
15/04/21	Drainage works Allotment Site	18,766.00
06/05/21	Drainage works Allotment Site	14,400.00
03/06/21	Allotment Site main contract installment 1	20,000.00
17/06/21	Schools Grant (Primrose)	10,000.00
18/06/21	Schools Grant (EuxtonCE)	10,000.00
15/07/21	Allotment Site main contract installment 2	50,000.00
19/07/21	Schools Grant (Balshaw)	10,000.00
19/08/21	Allotment Site main contract installment 3	60,000.00
25/08/21	SPID x 4 solar equipment sets	7,324.68
16/09/21	Allotment Site main contract final	18,290.60
		<u>218,781.28</u>

CIL Reconciliation

Date	Description	£ IN	£ Out
2016/17	Total CIL received	69,656.93	
2016/17	Total Expenditure		22,480.75
2017/18	Total CIL received		
2017/18	Total Expenditure		1,950.00
2018/19	Total CIL receipts	174,092.45	
2018/19	Total Expenditure		7,712.47
2019/20	Total CIL received	9,184.73	
2019/20	Total Expenditure		18,817.52
2020/21	Total CIL received	7,119.29	
2020/21	Total Expenditure		2,030.00
2021/22	Total CIL received	11,718.62	
2021/22	Total Expenditure		218,781.28
	Total CIL repaid following notice		-
		<u>271,772.02</u>	<u>271,772.02</u>

CIL Balances / Spending Years

Date	Description	£
2016/17	Outstanding from income to be spent by 2021/22	-
2018/19	Outstanding from income to be spent by 2023/24	-
2019/20	Outstanding from income to be spent by 2024/25	-
2020/21	Outstanding from income to be spent by 2025/26	-
2021/22	Outstanding from income to be spend by 2026/27	-
	CIL funds carried forward	<u>-</u>

Balance -

AUDIT ASSET LIST

	Description	£	Date if known	Stored/Operated from	Change in 2021/2022
	Buildings - pavilion	100,000	e		
New	Euxton War Memorial Monument	1	Jul'15	Corner School Lane/Wigan Road	
	K6 Kiosk (former BT) phone box	1	Nov'21	corner Talbot Drive/Balshaw Lane	1
	Play equipment/areas				
	Balshaw Lane Play Area	200,000	e	Balshaw Lane	
	Primrose Hill Play Area	150,000	e	Primrose Hill Road	
	Greenside Recreation Ground	5,500		Greenside	
	Southport Road Shelter	7,500		Southport Road	
	Millennium Green seats/bins	3,500	e	Millennium Green	
	Skate Park, Southport Road	170,000	Feb'13	Southport Road	
	Greenside Gym Equipment	8,000	Mar'13	Greenside	
	Greenside Play Area	108,000	Apr'18	Greenside	
	Bowling Green	99,000	Apr'18	Greenside	
	Land - (community value)				
	Primrose Hill Play Area	1		Primrose Hill Road	
	Balshaw Lane Play Area	1		Balshaw Lane	
	Pockets of Land at Talbot Row Shops	1		Talbot Row, Highways Avenue	
	Balshaw Villa Corner garden	1		Corner Balshaw Lane and Wigan Road	
New	Cabin and store	6,925	Aug'21	Allotment site	6,925
New	Store	1,890	Sept'21	Greenside Bowling site	1,890
	Badge of Office (gold)	1,200	e	With the Chairman/or Clerk	
	Chain of Office (gold plate)	600	e Aug'04	With the Chairman/or Clerk	
	Vice Chairman's badge of office (silver)	562	Jul'17	With the Chairman/or Clerk	
	Office equipment (lap top)	1001	April'18	Clerk's office	
	Gazebo canopy 'Instant Shelters' branded	559	May'18	Garage at Greenside	
	Willow Artwork of a Cannon 'EcoArts'	900	Feb'19	Roundabout BV Buckshaw Hall	
	Defibrillator public units in box x 3	6,276	Nov'16	3 locations in village (skate/greens/library)	
	Defibrillator public units in box x 1	2,088	July'18	1 locations in village (MGreen)	
	Defibrillator public unit in box x 1	1,590	Feb'21	K6 Kiosk corner Talbot Drive/Balshaw Lane	
	Street Furniture (17 wayside seats)	7,000	various	Locations around the village	
	Street Furniture (2 wayside seats)	812	Nov'16	Millennium Green decking	
	Picnic plastic benches x 2 'TBR Products brown'	1,082	Sep'17	Millennium Green (one is Lions Centennial)	
	Seats at Bowling Green x3 'Marmax plastic green'	1,079	May'18	Bowling Green path	
	Recycled plastic seats x 2 'Furnitubes brown'	975	Jul'18	Balshaw Villa Garden	
	Buddy bench on Greenside Garden 'Marmax black'	442	Oct'18	Greenside Garden	
	Benches x4 'Marmax Rainbow'	817	Oct'18	Balshaw Lane play area	
	Benches x 2 'Broxap Picnic brown'	1,132	Jul'19	Millennium Green	
	Benches on x 4 'Marmax Rainbow'	1,172	Jul'19	Primrose play area	
	Buddy bench on Greenside Garden 'memorial'	442	Mar'20	Greenside garden	
	Noticeboards (x6)	2,500	e various	All over the village	
	Notice/map combination boards x 5	3,300	various	All over the village	
	Map Board x1	798	various	Library, St Mary's Gate	
	Information Board on Millennium Green 'pond life'	930	Feb'19	Millennium Green decking	
	Ornamental 'Euxton' sign (x1)	540	Jul'16	Euxton Lane corner opp Bay Horse	
	Ornamental 'Euxton' signs (x5)	2,450	Dec'16	All over the village	
	Flagpoles x 4	367	Mar'20	Pavilion or in location around the village	
	Barrier basket containers x 4 'Plantscape black'	792	Nov'17	Pavilion or on site at Comm.Cnt	
	Flower towers x 4 'Plantscape metal'	4,000	Oct'18	4 locations in village	
	Stone look planter containers x 1 'Amberol stone'	289	Nov'17	School Lane	
	Stone look planter containers x 4 'Amberol stone'	1,037	Nov'18	Bowling Green perimeter path	
	1m2 tub containers x 3 'Plantscape black'	1,460	Oct'19	Euxton Lane traffic island east side	
	1m2 tub containers x 3 'Amberol black'	1,098	Feb'20	Euxton Lane traffic island west side	
	Barrier containers x 3 'Amberol black'	614	Feb'20	Balshaw Lane at Pelican crossing	
	Solar Light column	3,395	Aug'05	Southport Road land	
	Floodlight system at skate park	8,530	Dec'19	Southport Road land	
Disposed	Powered blower (petrol) Stihl BR280	330	Oct'09	Pavilion	
	Speed indicator road sign device		Jan'10	Pavilion / or at sites around village	-2,295
	Trailer (small)	450	Jan'11	Pavilion	
	Dennis FT510 Mower and Cartridges	7897	Sep'18	Pavilion	
	Stihl Strimmer model FS 91 X2	600	Jun'19	Pavilion	
	Stihl Hedgecutter model HS45 24"/60cm X2	456	Jun'19	Pavilion	
	Stihl Blower model B600	491	Dec'19	Pavilion	
New	Elan City Speed Indicator Devices	7000	Nov'21	4 sites around village	7000
New	PA system	223	Dec'21	Clerk's office	223
Disposed	Vacuum pavement machine		Nov'12	Pavilion	-3,000
		939,597			10,744

7. Council rental office agreement

To sign the License Agreement for the office rental, effective from 1st April

At the Council meeting of 17th February 2022 it was resolved the Council take an office in Euxton from the quotation below. The License Agreement is due early w/commencing 14th February and available for the meeting.

Recommendation – to consider the License Agreement and resolve to sign.

Chorley Business & Technology Centre

Euxton Lane

Chorley. PR7 6TE

28.01.2022

OFFICE SUITE PROPOSAL FOR

Euxton Parish Council

FAO Debra.

SUBJECT TO CONTRACT

To provide Fully Managed Office Facilities, **including**

- Business Rates where applicable
- Water Rates
- Heat, Light, Power usage
- Buildings Service charges
- Maintenance
- Buildings Insurance
- Communal Kitchen and restroom facilities
- Free use of Meeting Room Located in Reception Building
- 7 day access 24 hour
- Monitored security
- Allocated and communal car parking

Excluding:

Telephony/Broadband.

**Reception Building
Monthly Licence Fee**

**175 sqft
£335 + VAT**

Notes on Licence fee – Subject to Licence terms and conditions. Minimum term 6 months, Deposit held 10% of annual licence fee. Licence administration fee £50 + VAT

E & OE