

# EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 19 June 2025, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

## AGENDA

1. Apologies Doc. Ref
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 15 May 2025
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 to ensure the smooth running of the meeting. Overall, this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.
5. Statutory Business
  - 5.1 Co-option to Councillor vacancy (enclosed if there are any) Item 5.1
  - 5.2 Planning - Consider planning report as circulated by the Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines Item 5.2
6. Financial Items – as circulated
  - 6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1
  - 6.2 Receive the Internal Auditors report and consider actions Item 6.2
7. IT Policy  
The is a new policy, recommended in the revised 2025/2026 SAPPP (formerly JPAG) Practitioners' Guide 2025 Item 7
8. Local Government Re-organisation discussion, view Chorley assets in the parish and discuss Item 8
9. Matters for information  
*Notify the Chair prior to the meeting starts of any item to be raised 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.*
10. Exclusion of Press and Public  
Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. 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.
11. Village Caretaker & Ranger interviews and employment updates

*D. Platt*  
CLERK

Published: 11/06/2025

Full Council meetings 2025 17 July, 18 September, 16 October, 20 November

Newsletter deadlines: 07/09/25 for September issue; 07/11/25 for December issue; 07/02/26 for March issue, 08/05/26 for June issue.

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 25/00458/FUL   Received: Mon 19 May 2025   Validated: Mon 19 May 2025	Front canopy/extension and ice cream cabin (both retrospective), single storey side extension, enclosure of existing external timber pavilion and 0.9m fence to front boundary. Euxton Mills Hotel Wigan Road Euxton Chorley PR7 6JD	
Ref. No: 25/00452/AGR   Received: Sat 17 May 2025   Validated: Sat 17 May 2025	Agricultural determination for the erection of an agricultural storage building Woodcock Farm Runshaw Lane Euxton Chorley PR7 6HB	
Ref. No: 25/00442/TPO   Received: Wed 14 May 2025   Validated: Tue 20 May 2025	Application for works to protected trees, Chorley BC TPO 3 (Euxton) 2018. T1, T2 and T3 - Crown raise to 6m above ground level. 143 Wigan Road Euxton Chorley PR7 6JH	
Ref. No: 25/00464/CLPUD   Received: Tue 20 May 2025   Validated: Tue 20 May 2025	Application for a Certificate of Lawfulness for the use of the dwellinghouse (Use Class C3) as a Children's Care Home for 2no. young people aged 7-18 years (C2 Use) with 24hr care provided by a maximum of three staff per shift, working on a rota basis, with a maximum of two staff staying on site overnight 35 Stirling Drive Buckshaw Village Chorley PR7 7LS	
Ref. No: 25/00474/FUL   Received: Thu 22 May 2025   Validated: Tue 03 Jun 2025	Erection of 1no. detached dwellinghouse Land Between No.4 Daisy Hill Fold And Daisy Hill Farm Daisy Hill Fold Euxton	Could someone Look at this one for Dez – as he has an interest and would prefer not to report on it

## EXPENDITURE

Payments for June 2025

Date	Supplier	Description	£.
06/05/2025	39 Lebara mobile	Mobile	4.95
07/05/2025	40 Amazon	Stationery	35.52
20/05/2025	41 Studholme Bell	Salary services	306.00
20/05/2025	42 Water Plus	Water	37.51
21/05/2025	43 RBS	Charges	3.85
21/05/2025	44 Bright HR	Software	28.80
23/05/2025	45 Various	Salaries	6683.75
30/05/2025	46 HMRC	May salaries	2398.16
30/05/2025	47 BT	Telephony	183.28
31/05/2025	48 Unity Trust	Charges	11.40
02/06/2025	49 Easywebsites	Website, emails	93.72
02/06/2025	50 Lebara mobile	Mobile	4.95
02/06/2025	51 EE Mobile	Mobile	120.34
02/06/2025	52 SSE	Electricity	111.27
02/06/2025	53 CBTC	Office	475.61
10/06/2025	54 Peoples Pension	Pensions	271.51
03/06/2025	55 Amazon	Graffiti spray	12.99
09/06/2025	56 Amazon	Fuel can	34.99
19/06/2025	57 Kompan	Repair/replacement parts	5092.17
19/06/2025	58 Ulles Walton Action Group	Grant final	500.00
19/06/2025	59 JDH Business	Internal Audit	514.80
19/06/2025	60 Burt Wesley	Waste	336.00
19/06/2025	61 Pole Green	Plans, soil etc	92.04
19/06/2025	62 Greens Environmental	Toilet	115.20
19/06/2025	63 Perfect Supply Ltd	Gazebo grant	512.40
19/06/2025	64 HMRC	Tax & NI June	2381.74
19/06/2025	65 Various	Salaries	6632.90
19/06/2025	66 RBS	Charges	0.35
19/06/2025	67 RBS	Charges	2.10
			<hr/> 26998.30

## INCOME

Date	Supplier	Description	£.
02/05/2025	CCLA	Interest	547.64
20/05/2025	HMRC VAT	VAT Refund	26365.38
30/05/2025	RBS	Interest	88.27
			<hr/> 27001.29



# Euxton Parish Council

Internal Audit Report 2024/25

JDH BUSINESS SERVICES LTD

*Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales*

The internal audit of Euxton Parish Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments 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)
- Review of year-end financial statements
- The authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.

**Conclusion**

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

**J D H Business Services Ltd**

## ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
<b>2024/25 internal audit</b>			
1	A number of assets purchased in the year had been added to the fixed asset register gross of VAT, however, the standard practice the council has followed previously is to correctly include assets net of VAT in the register as the VAT is reclaimed.	<i>The council should amend the fixed asset register to ensure consistent practice of recording assets at purchase cost net of VAT.</i>	<b>I can correct this. But I think it will be better to do in this current year so I can have time to check then correct before next audit.</b>
2	<p>The following information is not published on the council website as required by the Local Authority Transparency Code 2015:</p> <p><i>PUBLICATION 32. Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details must be published:</i></p> <ul style="list-style-type: none"> <li>- <i>reference number</i></li> <li>- <i>title of agreement</i></li> <li>- <i>LA department responsible</i></li> <li>- <i>description of the goods and/or services being provided</i></li> <li>- <i>supplier name and details</i></li> <li>- <i>sum to be paid over the length of the contract or the estimated annual spending or budget for the contract</i></li> <li>- <i>Value Added Tax that cannot be recovered</i></li> <li>- <i>start, end and review dates</i></li> <li>- <i>whether or not the contract was the result of an invitation to quote or a published invitation to tender, and</i></li> <li>- <i>whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number</i></li> </ul>	<i>The council should ensure the website complies fully with the publication requirements of the Local Authority Transparency Code 2015. It would also be more accessible for users of the website if quarterly payments in excess of £500 were published in the same section of the website as the required contract information, as these payments are currently only viewable in agenda reports.</i>	<b>I can correct this going forward by publishing reports from the finance system, on the website.</b>

## **Information Technology Policy**

### **1. Introduction**

Euxton Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

### **2. Scope**

This policy applies to all individuals who use the Council's IT resources, including computers, networks, software, devices, data, and email accounts.

### **3. Acceptable use of IT resources and email**

The Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

### **4. Device and software usage**

Where possible, authorised devices, software, and applications will be provided by the Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

### **5. Data management and security**

All sensitive and confidential Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

### **6. Network and internet usage**

The Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

### **7. Email communication**

Email accounts provided by the Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

### **8. Password and account security**

The Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote work

Mobile devices provided by the Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

The Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13. Training and awareness

The Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT related enquiries or assistance, users can contact the Clerk to the Council.

All staff and councillors are responsible for the safety and security of the Council's IT and email systems.

By adhering to this IT and email Policy, the Council aims to create a secure and efficient IT environment that supports its mission and goals.

Signature: \_\_\_\_\_

Role: \_\_\_\_\_ Date: \_\_\_\_\_



## Item 8

### ASSETS FROM CHORLEY COUNCIL'S ASSET REGISTER - published

CBC	S000011	Barnside	02 - Commercial	B000037	Barnside Garage Site	
CBC	S000012	Beech Avenue	03 - Investment	B000038	Beech Ave Garage Site	
CBC	S000012	Beech Avenue	03 - Investment	B000039	Highway Verge Adjacent 8 Beech Avenue, Euxton	
CBC	S000012	Beech Avenue	03 - Investment	B000040	Highway Verge Adjacent 9 Beech Avenue, Euxton	
CBC	S000068	Greenside	01 - Operational	B000185	Greenside Garage Site (Demolished)	
CBC	S000068	Greenside	01 - Operational	B000186	Greenside Football Pitches	
CBC	S000077	Highways Avenue	01 - Operational	B000197	Highways Avenue Play Area (Orchard)	
CBC	S000086	Laurel Avenue	03 - Investment	B000206	Euxton Youth Centre	Laurel Avenue
CBC	S000095	Mile Stone Meadow	03 - Investment	B000270	Euxton ROF Scout Group	Mile Stone Meadow

### MISSING FROM CHORLEY COUNCILS ASSET LIST

	Land off Stansfield Place, Euxton Lane	Euxton Allotments	Copland Place, off Euxton Ln
	Land off Southport Road	Yarrow Valley Car Park & Skateboard site	off Southport Road
	Land off Southport Road	Green shelter site	off Southport Road
	Field behind Empressway & Princessway	Field, open land	Behind Princessway
	Mile Stone Meadow - land and surrounds	Play area	Mile Stone Meadow
	Mile Stone Meadow - land around the estate	Estate land patches	Mile Stone Meadow
	The Cherries, off School Lane	Play area	The Cherries
	Badgers Walk/Brook House Grove	Play area	off Badgers Walk
	Land at Greenside, outside the gates of football fields	Land and road	Greenside
	Land adjacent Greenside, The Garden	Land used as a garden	Greenside
	Woods behind Millennium Green, running alongside A49	adjacent to Millennium Green	off A49 Wigan Road
	Land parcels Pincock Street		Pincock Street
	Land along River Yarrow	Euxton Beach	River Yarrow
	Land on the corner of Chancery Lane and Westway	Land woodland	Westway
	Lancaster Way	Community Centre	Lancaster Way
	Land at Altcar Lane	Land	Altcar Lane
	Property on Yew Tree Avenue	A House	Yew Tree Avenue
	Ransnap Woods to the Brook, all along the path to Runshaw Lane		Behind Church Walk and Greenside
LEASES (long term)			
	Millennium Green	Euxton Hall Gardens, off Wigan Road	
	Land off Southport Road	Yarrow Valley Car Park & Skateboard site	off Southport Road
	Land off Southport Road	Green shelter site	off Southport Road