

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 18 April 2024, 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 21 March 2024
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 figures to 31 March 2024 Item 6.2
 - 6.3 Receive the CIL report to 31 March 2024 Item 6.3
7. Policy Review: Terms of Reference of the Allotment Committee Item 7
8. Policy Review: Terms of Reference of the Leisure Committee Item 8
9. Matters for information
Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

D. Platt
CLERK

Published: 12/04/24

Full Council meetings 2024 – 16 May, 20 June, 18 July, 19 September, 17 October, 21 November

Newsletter deadlines: 08/05/24 for June issue; 07/09/24 for September issue; 09/11/24 for December issue; 07/02/25 for March issue;

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
<p>24/00226/FULMAJ Received: Fri 22 Mar 2024 Validated: Fri 22 Mar 2024</p>	<p>Section 73 application to amend condition 3 (approved plans) of planning permission 20/01141/FULMAJ, as amended by non-material consent 23/00830/MNMA which reduced the number of dwellings from 80 to 77, to remove one affordable unit from the scheme by swapping Alnmouth Rented units 690-692 to Barton Rented units 629-630, still providing 30% affordable dwellings . Former BAE Site Group 1 Parcel C1 And C2 Central Avenue Buckshaw Village</p>	<p>No observations.</p>
<p>24/00227/FULHH Received: Fri 22 Mar 2024 Validated: Fri 22 Mar 2024</p>	<p>Two storey side extension 57 Church Walk Euxton Chorley PR7 6HL</p>	<p>Increase in floor area but no increase to number of bedrooms – No observations.</p>
<p>24/00211/FUL Received: Thu 14 Mar 2024 Validated: Thu 14 Mar 2024</p>	<p>Erection of a roof over a muck midden Culbeck Farm Culbeck Lane Euxton Chorley PR7 6EP</p>	<p>There appears to be a number of uses following the erection of the roof. One of the main reasons for the given is to reduce the leachate for the midden from entering the local water course. Following the roof it also appears that the building will be also used to house cattle and agricultural machinery. Are there plans to establish a midden at another site within the curtilage of the farm, if that is the case then EPC may object to the application.</p>
<p>24/00244/FULHH Received: Wed 27 Mar 2024 Validated: Tue 09 Apr 2024</p>	<p>Storey rear extension with dormer extension above 25 Shawbrook Close Euxton Chorley PR7 6JY</p>	<p>The plans do not appear to indicate the conversion of the garage into a habitable room. Std B3</p>
<p>24/00281/PIP Received: Mon 08 Apr 2024 Validated: Tue 09 Apr 2024</p>	<p>Bungalow on land to rear of existing dwelling house Land At Rear Of Shaw Green Bungalow Runshaw Lane Euxton Chorley PR7 6EX</p>	<p>The access for emergency interventions (ambulances etc.) appears to be inadequate. Considering this is ancillary accommodation, the statement appears to indicate that it may be changed in the future. The suitability of access should lead to a rejection of this application.</p>

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
RBS Current Account	18/12/2023		593.82
RBS High Interest	31/03/2024		58,144.30
RBS Debit Card	31/03/2024		4,000.00
Public Sector Deposit Fund	31/03/2024		141,538.50
Unity Trust (Current)	31/03/2024		6,353.26
Unity Trust (Saver)	31/03/2024		31,701.16
TSB	01/05/2023		0.01
Co-op	05/04/2023		1.41
			242,332.46
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			242,332.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			242,332.46
		Balance per Cash Book is :-	242,332.46
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
17/09/2020 112 TESCO		0.00	
			0.00
		Unreconciled Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

EUXTON PARISH COUNCIL

CIL Monies Report

Financial Year: 1 April 2023 to 31 March 2024

@31/03/2024

CIL Income Breakdown Report

Date	Location	£
Apr23	21/01142/REM Euxton Mill, unit ?	£212.40
Apr23	20/01341/REM LPI Euxton Mill, unit ?	£10.36
Apr23	21/00635/REMMAJ Land between Pear Tree/School Ln	£144,022.91
Apr23	21/00635/REMMAJ Land between Pear Tree/School Ln LPI	£157.83
Oct-23	22/00317/FUL Euxton Mill, unit ?	£3,808.39
Oct-23	21/01475/FULMAJ Former DXC on Euxton Lane	£14,699.41
		£162,911.30

CIL Expenditure Breakdown Report

Date	Description/location	£
25/04/23	School Library Project	5,000.00
18/05/23	Proludic (Balshaw Play area 3) roll runner	12,472.00
15/06/23	Kompan (Balshaw Play area 3)	64,101.06
20/07/23	Kompan (Greensde All Weather ball court)	79,881.95
24/08/23	Kompan (Balshaw Play area 3) retention released	1,643.62
25/09/23	School ECO Fund Challenge	5,000.00
25/09/23	School ECO Fund Challenge	1,200.00
12/10/23	SPID X 2 and fitting	2,775.98
		172,074.61

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
2022/23	Total CIL received	62,102.32	
2022/23	Total Expenditure		0
2023/24	Total CIL received	162,911.30	
2023/24	Total Expenditure		- 172,074.61
		496,785.64	- 443,846.63

CIL Balances / Spending Years (less expenditure)

Date	Description	£
Oct-22	Outstanding unspent (allocations see CIL123 list)	62,102.32
Apr-23	Outstanding unspent (allocations see CIL123 list)	144,403.50
Oct-23	Outstanding unspent (allocations see CIL123 list)	18,507.80
		52,939.01

CIL funds carried forward

Balance 52,939.01

ALLOTMENT COMMITTEE

Status

The Allotment Committee ~~will be~~ is a Standing Committee, ~~not a project committee,~~ as it ~~is~~ is ~~will be~~ required ~~in the future, when~~ to manage the site, ~~is up and running to be still active.~~

Responsibilities

The Allotments committee of the Council is tasked:

- ~~— To progress the identification, creation and building of an allotment site~~
- ~~— Fulfill all the requirements needed to carry out this project such as~~
 - ~~* — Seek assistance through Personnel Committee for officer assistance~~
 - ~~* — Investigate and obtain suitable professional advice~~
 - ~~* — Obtain planning, and any other, permissions required~~
 - ~~* — Set out future procedures to handle tenants and policy documents~~
 - ~~▪ — Set out costs of project and site running costs~~
- Put in systems and mechanisms for the future running of the site
- Manage the running of the site including allocations of allotment plots or changes to plots and layout
- Assess the plots and notify ploholders of problems or licence violations
- Issue warnings to ploholders
- Improve the site where possible ensuring it is secure, safe and tidy

Objectives

- ~~— Provide an allotment site for residents of Euxton~~
- ~~— Put in place all the necessary legal agreements, processes and statutory compliance measures required to run an allotment site, including tenancy agreements, security measures, H&S measures, and such other required items~~
- ~~— Report to Council its progress~~
- ~~— Set out future requirements and remits of the committee~~
- ~~— Seek grant funding or support where possible~~

Delegation and Finance

The Allotment Committee has delegated responsibility, granted by Council, to achieve its responsibilities and objectives.

All legal agreements and decisions involving long term commitment by the Council will be taken to Full Council, eg, the Lease agreement.

Therefore the Committee is empowered by Council, to deal directly with all relevant bodies at Borough, County and Regional levels, and with applicable granting or

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funding bodies, all appertaining to the Committee's responsibilities and objective.

The budget for the Committee is named 'Allotment' ~~but, the construction/infrastructure elements of the project will come from CIL receipts and a request to Council will be made when these figures are revealed. All allotment plot rents will be paid in to this and all relevant expenditure will be spent from this.~~

The Committee is to prepare a budget proposal, for any major/new/additional projects items which, in the Committee's opinion, should be referred to Full Council for consideration and approval at the Precept meeting - as per the Council's Standing Orders.

Meeting Procedure

The Committee will abide by the Council's agreed Standing Orders in relation to Committees.

- The Chairman of the Committee will instigate the meetings in liaison with the Clerk over matters which need to be considered
- Members of the Committee will receive an agenda and papers for each meeting convened

~~All other Councillors can view the agenda online, papers would be available on request~~
All other Councillors (and public) can view the Committee agenda and minutes on the website

Quorum and Membership

- The Committee will consist of the recommended numbers set by Full Council
- A quorum for meetings shall be three
- Membership of the Committee is confirmed at the Annual Meeting of the Council (in May)
- ~~If a resignation from the Committee will affect its ability to function (ie, membership drops below its minimum) the matter will go to a Full Council meeting for an additional member to be appointed to that Committee~~

Standing Orders

Terms of Reference co-ordinate with the Council's current standing orders, section 4.

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TERMS OF REFERENCE

LEISURE COMMITTEE

Responsibilities

The Leisure Committee is a standing committee of the Council which is tasked with:

- To consider and decide on issues arising from the leisure, recreation and amenities the Council is responsible for
- To improve, provide and/or create new recreation opportunities within Euxton where possible
- To ensure current facilities are well maintained, inspected and cared for

Objectives

- Continually review current provision to ensure it is safe and fit for purpose
- Sanction maintenance, repairs or replacement of items where necessary
- Develop new ideas or projects to present to Council if opportunities arise

Delegation and Finance

The Leisure Committee has delegated responsibility, granted by Council, to achieve its responsibilities and objectives.

Therefore the Committee is empowered by Council, to deal directly with all relevant bodies at Borough, County and Regional levels, and with applicable granting or funding bodies, all appertaining to the Council's leisure facilities.

The budgets the Leisure Committee has delegated responsibility to spend from are:

- Millennium Green
- Amenity/Open Space Repair, Renewal, Maintenance (RRM)
- Play area renewal budgets or large CIL projects

The Leisure Committee is to prepare a budget proposal, for any major/new/additional projects which, in the Committee's opinion, should be referred to Full Council for consideration and approval at the Precept meeting - as per the Council's Standing Orders.

Meeting Procedure

The Leisure Committee will abide by the Council's agreed Standing Orders in relation to Committee's.

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- The Chairman of the Leisure Committee will instigate the meetings in liaison with the Clerk over matters which need to be considered
- Members of the Leisure Committee will receive an agenda and papers for each meeting convened
- All other Councillors (and public) can view the Committee agenda and minutes on the website
- ~~All other Councillors will receive the Committee agenda, papers would be available on request~~

Quorum and Membership

- The Leisure Committee is to consist the recommended numbers set by Full Council
- A quorum for meetings shall be three
- Membership of the Committee is confirmed at the Annual Meeting of the Council (in May)
- If a resignation from a Committee will affect its ability to function (ie, membership drops below its minimum) the matter will go to a Full Council meeting for an additional member to be appointed to that Committee

Standing Orders

Terms of Reference co-ordinate with the Council's current standing orders, section 4.