

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 19 January 2023, 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 November 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
 - 5.1 Co-option vacancy Item 5.1
Consider applicants to the casual vacancy
 - 5.2 Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines Item 5.2
Discuss the options published in the Local Plan Consultation and consider responses or actions
Consider proposal from the Leisure Committee to request the Chapel Brook woodland area be submitted to the Local Plan as public open space
6. Financial Items
 - 6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1
 - 6.2 Receive financial reports Item 6.2
 - 6.3 Consider the Precept budget paper circulated and agree the precept Item 6.3
7. Policy Review: Investment strategy Item 7
8. Policy Review: Lone Working Policy Item 8
9. Neighbourhood Working Scheme, discuss and decide on projects to put forward for this scheme
10. 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: 12/01/23

Full Council meetings 2023 16 February, 16 March, 20 April

Newsletter deadlines: 07/02/23 for March issue; 08/05/23 for June issue; 07/09/23 for September issue; 09/11/23 for December issue;

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 22/01304/DIS Received: Tue 20 Dec 2022 Validated: Tue 20 Dec 2022	Application to discharge conditions nos. 4 (materials), 6 (levels) and 8 (dwelling emission rate details) attached to planning permission ref:22/00317/FUL (Erection of dwelling) Euxton Mill Dawbers Lane Euxton	No observations
Ref. No: 22/01290/FULHH Received: Fri 16 Dec 2022 Validated: Fri 16 Dec 2022	Single storey rear extension and alterations (following the demolition of existing conservatory) 37 Church Walk Euxton Chorley PR7 6HL	No observations
Ref. No: 22/01264/TPO Received: Tue 06 Dec 2022 Validated: Mon 19 Dec 2022	Application for works to protected trees - Chorley Rural District Council TPO 1 (Euxton) 1971: T1 Sycamore - fell; T2 Sycamore - fell; T4 Sycamore - fell; T5 Sycamore - fell; T6 Oak - reduce by 25%; T7 Sycamore - reduce by 30%, thin by 20%; and T8 Lime - fell 16 Casterton Euxton Chorley PR7 6HN	Std. terms A1, A2, A3
Ref. No: 22/01218/FUL Received: Thu 24 Nov 2022 Validated: Tue 06 Dec 2022	Erection of 2no. detached dwellings Land North Of The Railway Public House Wigan Road Euxton	The development appears to be proposed in an area outside the recognized development area. No 'special circumstances' have been made in support of the application. The sloping site makes the intrusion to existing premises appear to conflict with the planning policies of Chorley. "Resident info provided and circulated"
Ref. No: 22/01271/DIS Received: Fri 09 Dec 2022 Validated: Fri 16 Dec 2022	Application to discharge conditions nos. 5 (dwelling emission rate) and 7 (construction method statement) of planning permission ref:19/00794/OUT (Section 73 application to remove condition 15 (parking layout) of planning permission ref: 15/01092/OUT (Outline application for the erection of up to 9 dwellings all matters reserved save for access) Land North Of The Railway Public House Wigan Road Euxton	No observations

<p>Ref. No: 22/01307/FULHH Received: Wed 21 Dec 2022 Validated: Wed 21 Dec 2022</p>	<p>Single storey side extensions and new entrance porch to existing bungalow, including modifications to existing elevations Culbeck Nurseries Culbeck Lane Euxton Chorley PR7 6EP</p>	<p>A previous application <i>Ref. No: 21/01046/FULHH Received: Fri 27 Aug 2021 Validated: Fri 27 Aug 2021 Alterations and extension to form upper floor with additional 2 bedrooms. Suitable off-road parking indicated a 2-storey extension at one side of the existing building. This application appears to include an additional single storey extension at the other side of the existing building. Detailed plans are not available. A further application 22/00908/FUL was later withdrawn.</i> EPA does not object in principle to the proposal, however, reserves the right to object subject to examination of detailed plans.</p>
<p>Ref. No: 22/01068/FUL Received: Mon 10 Oct 2022 Validated: Wed 04 Jan 2023</p>	<p>Change of use of agricultural land to garden and erection of a timber summerhouse and decking Gleadhill View Dawbers Lane Euxton Chorley</p>	<p>No objection is raised because this is timber building that is not connected to mains services. "Resident info provided and circulated"</p>
<p>Ref. No: 23/00012/FULHH Received: Thu 05 Jan 2023 Validated: Thu 05 Jan 2023</p>	<p>Part first floor side, part single storey rear extension 8 Wiltshire Grove Buckshaw Village Chorley</p>	<p>No observations</p>
<p>Ref. No: 23/00013/FULHH Received: Thu 05 Jan 2023 Validated: Thu 05 Jan 2023</p>	<p>Installation of 3no. rear and 1no. front roof lights in order to facilitate provision of second floor living accommodation 9 Seaforth Crescent Buckshaw Village Chorley</p>	<p>Additional information indicates that 5 bedrooms will be provided. Std B2c and off-road parking for 3 vehicles should be provided.</p>

Draft budget report for 2023/2024 precept

Item 6.3

Budget heads	Description	Budget 22/2023	Spend	Income	Balance	Committed expenditure to end Mar23	Budget Balance	Carry Fwd	PRECEPT 2023 /2024	Notes on 'Committed' items
4000	Employees	100,000.00	72,236.00		27,764.00	14,500.00	13,264.00		110,000.00	salaries Feb/Mar23
4010	Payroll Services	1,200.00	315.00		885.00	330.00	555.00		1,000.00	
4020	Office Premises	7,000.00	8,498.00	-	1,498.00	330.00	1,828.00		5,000.00	
4070	Mileage	3,000.00	1,914.00		1,086.00	440.00	646.00		3,000.00	
4075	Employee Training	4,000.00	436.00		3,564.00	299.00	3,265.00		3,500.00	
4080	General Office	5,300.00	4,480.00		820.00	660.00	160.00		5,300.00	
4090	Communications	4,250.00	4,757.00	698.00	191.00	-	191.00		4,300.00	
4100	Insurance	4,000.00	6,154.00	-	2,154.00	-	2,154.00		6,500.00	
4120	Audit	1,650.00	738.00		912.00		912.00		1,500.00	
4130	Legal Fees/Planning Investig	5,000.00	55.00		4,945.00		4,945.00		3,000.00	
4211	Councillor Training	500.00	60.00		440.00		440.00		500.00	
4250	Grants	6,000.00	205.00		5,795.00	3,500.00	2,295.00		6,000.00	2500 committed 23/24 EVFC
4260	Christmas Celebrations	3,000.00	893.00		2,107.00		2,107.00		1,500.00	
4300	Euxton Gala	1,500.00	-		1,500.00	1,500.00	-		3,000.00	
4310	Road Safety/SPID	2,500.00			2,500.00		2,500.00	-	1,000.00	
4340	Community Engagement (inc Calendar)	600.00	178.00		422.00		422.00		2,500.00	
4350	ECO/Trees/Foot/Cycle	5,000.00	1,730.00		3,270.00		3,270.00		5,000.00	
4380	Heritage Projects	2,000.00	-		2,000.00		2,000.00		2,000.00	
4390	Defibrillator Project	4,000.00	-		4,000.00	450.00	3,550.00		2,500.00	
4410	Coronation	-	-		-		-		10,000.00	
4500	Utilities	1,400.00	2,222.00	-	822.00	350.00	1,172.00		3,000.00	
4510	Gardens/Planting	10,000.00	6,101.00		3,899.00	150.00	3,749.00		10,000.00	
4520	Allotments	14,618.00	1,789.00	3,005.24	15,834.24		15,834.24	15,834.24		
4530	Millennium Green	8,000.00	4,080.00		3,920.00	3,000.00	920.00		8,000.00	LWT & CBC cutting
4540	All Purpose Committee	2,500.00	-		2,500.00		2,500.00		2,500.00	
4550	Balshaw Lane area 3 Renewal	5,000.00	-		5,000.00	5,000.00	-		-	
4560	Multi/All Weather Greenside	5,000.00	-		5,000.00	250.00	4,750.00	4,750.00	-	
4570	Amenity/Open Space RRM	42,000.00	9,615.00	250.00	32,635.00	2,700.00	29,935.00	-	40,000.00	
4580	Street Machines	-	-		-		-	-	4,500.00	
4581	War Memorial	500.00	185.00		315.00		315.00		500.00	
New 4585	Yarrow Valley path system				-		-		5,000.00	
New 4890	Chapel Brook				-		-		20,000.00	
						33,459.00		20,584.24	270,600.00	
Earmarked Reserved Funds										
320	Emergency Fund	22,564.10	-		22,564.10			22,564.10		
321	Unspent Grants (inc tree,Covid)	5,366.79	953.13		4,413.66			4,413.66		
330	Land Fund	64,418.77	-		64,418.77			64,418.77	15,581.00	
340	Street Machines	-	-		-				-	
350	Ransnap Brook	279.00	-		279.00			279.00		
360	Elections and Parish Poll Fund	11,478.38	1,198.62		10,279.76			10,000.00		
370	CIL	-	-	62,102.32	62,102.32			62,102.32		
380	Balshaw Villa	6,131.62	-		6,131.62	-		6,131.62		
390	Greenside Parking Fund	5,400.00	-		5,400.00			5,400.00		
								175,309.47	15,581.00	
								195,893.71	286,181.00	

Item 6.3

Calculations		Explanations
Bank	332,376	This is the balance of money in the bank
Less estimated spend to end March 2023	33,459	Projected spend to the end of this financial year
Less carry forwards/EMR Funds	195,894	All EMR funds and allocated funds/orders
Cash in hand	103,023	Balance of non-allocated funds
Draft budget request	286,181	Precept 2023/2024 column
Projected income	5,000	
Less the Cash in hand	103,023	Calculation from above, bank balance less spend/carry fwds etc
	178,158	Proposed precept amount

Previous years comparisons				Annual		
<u>Band D equivalent Calculations</u>	<u>Tax Base</u>	<u>change</u>	<u>Precept figure</u>	<u>Resident pays</u>	<u>% +/- paid by residents</u>	<u>Top Up</u>
2009 / 2010	3327.80		112340	£33.76		
2010 / 2011	3409.80		113200	£33.20	-1.66%	down 1.7% for residents
2011 / 2012	3527.20		107,990	£30.62	-7.78%	down 7.8% for residents
2012 / 2013	3656.90		104,270	£28.51	-6.87%	down 6.9% for residents
2013 / 2014	3597.38		101,171	£28.12	-1.37%	down 1.4% for residents
2014 / 2015	3759.46	162.08	104,817	£27.88	-0.86%	down nearly 1% for residents
2015 / 2016	3992.53	233.07	107,816	£27.00	-3.25%	down over 3% for residents
2016 / 2017	4116.64	124.11	100,323	£24.37	-9.74%	down over 9%
2017 / 2018	4295.49	178.85	150,944	£35.14	44.10%	raised over 44%
2018 / 2019	4437.48	141.99	159,000	£35.83	2%	rise of 2%
2019 / 2020	4674.28	236.80	165,190	£35.34	↓	
2020 / 2021	4709.96	35.68	165,411	£34.85		
2021 / 2022	4791.80	81.84	174,291	£34.52		
2022 / 2023	4914.50	122.70	174,291	£35.46	↑	
2023 / 2024	4927.60	13.10	178,157.71	£36.16	↑	rise of 2%

Item 6.3**Euxton Parish Council**

as@ January 2023

CIL 123 LIST

£

Requests against CIL receipts

Balshaw Play area 3	74,000
Greenside All Weather	105,000
Yarrow Valley path system	15,000
Schools ECO Challenge	8,000
	<hr/>
	202,000

CIL receipts received/anticipated

October 2022 (received)	62,102
April 2023 (projected)	144,235
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	206,338

CHORLEY COUNCIL SUPPLIED INFORMATION

Parish - Euxton

	Actual No of properties	Council Tax Base	Parish Precept	Parish Top-up Grant	Parish Yield	Band D Parish Charge
2022/23	6,008	4,914.50	176,000	1,709	174,291	35.46
2021/22	5,923	4,791.80	167,120	1,709	165,411	34.52
2020/21	5,745	4,709.97	165,851	1,709	164,142	34.85
2019/20		4,674.28	166,899	1,709	165,190	35.34
2018/19		4,437.48	160,709	1,709	159,000	35.83
	6,058	4,927.60	176,000	1,709	174,291	35.37

EUXTON PARISH COUNCIL**INVESTMENT STRATEGY****1. Introduction**

Euxton Parish Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

This strategy has been prepared in accordance with the Guidance on Local Government Investments ('the Guidance'), issued under section 15(1)(a) of the Local Government Act 2003 and effective from 1 April 2018 (3rd edition).

The Guidance states:

- a) Where a Parish Council expects its investments at any time during a financial year to exceed or are expected to exceed £100,000 at any time during the financial year or
- b) Where a Parish Council expects its total investments at any time during a financial year to be between £10,000 and £100,000,

it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.

2. Objectives

- 2.1 The Council will invest prudently any surplus funds it holds on behalf of the community. Priority will be given to the security and liquidity of its reserves.
- 2.2 The Council will seek the highest rate of return, consistent with the proper levels of security and liquidity.
- 2.3 The Council will withdraw monies first from the least secure or higher rated investment funds/banks.

3. Specified Investments

- 3.1 The Council will invest its reserves in specified investments which are defined by the Guidance as investments that are:
 - denominated in sterling and any payments or repayments in respect of the investments are payable only in sterling
 - that have a period to maturity of no more than 12 months
 - not defined as capital expenditure (essentially this precludes investment in share or loan capital of any corporate body)
 - made with a body or in an investment scheme which has been awarded a high credit quality (see below) or is made with the UK Government or a Local Authority.

EUXTON PARISH COUNCIL

INVESTMENT STRATEGY

- 3.2 The Council will only invest in Specified Investments as defined above.
- 3.3 For the avoidance of doubt, the Council will invest balances which are surplus for in short term deposits with one or more of the UK Government, UK banks and/or building societies or other local authorities, provided that the credit rating of such institution satisfies the minimum credit ratings specified below.
- 3.4 Decisions on investments within this strategy will be made by Full Council.

4. Acceptable Level of Credit Ratings (Risk)

- 4.1 The required level of Credit Rating for UK Banks and Building Societies is 'A' or above from Standard and Poor's or Moody's Investors Service Ltd or Fitch Ratings Ltd or the bank is registered with the Financial Services Authority (FSCS) and the Council is otherwise satisfied as to its levels of capital and liquidity.

5. Treasury Management

- 5.1 The Council does not use external advisers to offer information, advice or assistance relating to investments, nor does it regard there as being a need for its staff to be trained in investment management given the nature of its investments but will rely on information which is publicly available.
- 5.2 The Council will monitor the risk of loss on investments by reference to credit ratings. The Council should aim for ratings equivalent to the Fitch F1 rating for short-term investments.

6. Investment of Money Borrowed in Advance of Need

In the unlikely event of money being borrowed in advance of need, it will be invested in specified investments in accordance with this strategy.

7. Review and Amendment of Regulations

The Investment Strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared and reviewed by Full Council.

The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council.

8. Transparency

The Strategy should be publicly available on the Councils website.

EUXTON PARISH COUNCIL**LONE WOKING POLICY****1. Introduction**

The Council recognises that its employees are required to work by themselves for significant periods of time without close or direct supervision in the community, in isolated work areas and sometimes out of normal hours. The purpose of this policy is to protect such staff as far as is reasonably practicable from the risks of lone working.

The Council also recognises it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its employees.

2. Scope of the Policy

The policy applies to all situations involving lone working arising in connection with the duties and activities of the Council's employees.

3. Definition of Lone Workers

The Health and Safety Executive defines lone workers as "those who work by themselves without close or direct supervision". This covers all of the Council's employees:

- the Clerk and Deputy Clerk, and
- the Village Caretakers

All of whom are required to carry out their duties for all or part of their working day working in isolation.

4. Aims of Policy

The aim of the policy is to:

- (a) increase staff awareness of safety issues relating to lone working;
- (b) ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far is reasonably practicable;
- (c) ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone;
- (d) ensure that appropriate support is available to staff who have to work alone;
- (e) encourage full reporting and recording of all adverse incidents relating to lone working.

5. Responsibilities**5.1 The Council**

The Council will undertake to:

- ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- providing resources for putting the policy into practice;

EUXTON PARISH COUNCIL**LONE WOKING POLICY**

- ensuring that there are arrangements for monitoring incidents linked to lone working and that the Council regularly reviews the effectiveness of this policy;
- ensuring that all staff are aware of the policy;
- ensuring that risk assessments are carried out and reviewed regularly;
- putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- ensuring that staff are given appropriate information, instruction and training;
- ensuring that appropriate support is given to staff involved in any incident; and
- managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

5.2 Employees

Employees are responsible for:

- taking reasonable care of themselves and others affected by their actions;
- co-operating by following rules and procedures designed for safe working;
- reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- taking part in training designed to meet the requirements of the policy; and,
- reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

6. Risk Assessment

Risk assessment is essential to good risk management.

Assessment will be carried out for and by all staff whose working practice makes them vulnerable. This includes staff that are site based but work in isolation as well as mobile staff whose work takes them out into the community. Recommendations will be made to eliminate or to reduce the risk to the lowest level reasonably practicable.

A lone workers' checklist will be completed (See Appendix 1). This will be used as a tool to identify if the existing control measures are adequate and if not, what modifications or additional actions can be considered necessary to help reduce the risks associated with lone working.

Once the checklist has been completed a risk assessment will be carried out and documented in a risk assessment form (See Appendix 2).

Risk assessments for site based lone workers will include:

- safe access and exit;
- risk of violence;
- safety of equipment for individual use;
- channels of communication in an emergency;

EUXTON PARISH COUNCIL**LONE WOKING POLICY**

- site security;
- security arrangements i.e. alarm systems and response to personal alarms; and,
- level and adequacy of on/off site supervision

Risk assessments for mobile lone workers will, additionally, include:

- travelling between sites;
- reporting and recording arrangements; communication and traceability; and,
- personal safety/security.

Following completion of the Risk Assessment, consideration will be given to any appropriate action that is required.

7. Incident Reporting

An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage”.

In order to maintain an appropriate record of incidents involving lone workers it is essential that all incidents be reported to the Clerk who will prioritise each incident and identify any immediate action. Staff should ensure that all incidents where they feel threatened or ‘unsafe’ (even if this was not a tangible event/experience) are reported. This includes incidents of verbal abuse.

8. Contacting/Involving the Police

The Council is committed to protecting staff from violence and assault and will support criminal proceedings against those who carry out assault. All staff are encouraged to report violent incidents to the police and will be supported by the Council throughout the process.

Except in cases of emergency, employees should inform the Clerk of any incident immediately. The Clerk will thereafter take responsibility for contacting the police to report the details of the incident.

9. Support for Staff

Employees working for the Council should know that their safety comes first. Staff should be aware of how to deal with situations where they feel they are at risk, or unsafe. Staff should also be able to recognise how their own actions could influence or even trigger an aggressive response. The Clerk will ensure that all lone workers training needs are assessed and that they receive appropriate training.

10. Immediate Support Following a Violent Incident

In the event of a violent incident involving a lone worker, the Clerk will immediately ensure that the employee receives any necessary medical treatment and/or advice. If an incident occurs out of hours the Chairman of the Emergency Committee should be contacted.

The Clerk will also consider whether the employee needs specific information or assistance relating to legal or insurance aspects. The Clerk will also ensure appropriate written and verbal reporting of any violent incident.