

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 18 July 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, Annual Full Council of 20 June 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 finance reports circulated Item 6.2
7. Committee System framework Terms of Reference (TOR) option document – discuss the TOR template framework, adjust and agree for all the committees to use the template Item 7
8. Financial Regulations 2024 NALC Model for consideration and adjustment before adoption 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: 10/07/24

Full Council meetings 2024 – 19 September, 17 October, 21 November. 2025: 16 January, 20 February, 20 March

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

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 24/00502/FULHH Received: Wed 19 Jun 2024 Validated: Wed 19 Jun 2024	Single storey rear extension and single storey side extension 48 Fieldside Avenue Euxton Chorley PR7 6JF	No observations (Garage no longer used as a car parking space but sufficient off-road parking)
Ref. No: 24/00493/NOT Received: Mon 17 Jun 2024 Validated: Mon 17 Jun 2024	Notification of intention to remove 3no. MHAs, removal of 3no. existing antennas and replacement with 3no. new antennas, the installation of 6no. ERS and 3no. BOBs, the removal of 1no. existing cabinet, installation of 1no. AIRO cabinet on existing concrete base, the installation of 1no. GPS module and 3no. BOBs at ground level on a gantry pole 02 Site Ref 10203 Telecommunication Mast Site Ref 10203 Runshaw Lane Euxton	No observations (Permitted development)
Ref. No: 24/00559/DIS Received: Mon 01 Jul 2024 Validated: Mon 01 Jul 2024	Application to discharge conditions 12 (Landscape and Environmental Management Plan) and 34 (Public Open Space Management Scheme) attached to planning permission 18/01211/FULMAJ (Erection of 51 no. dwellings and associated works). Land 10M South Of 21 Dunrobin Drive Euxton	Ponds not to be excavated to make them deeper and grass cutting reduced to once in September for 'wild flower' planting.
Ref. No: 24/00512/FULHH Received: Mon 24 Jun 2024 Validated: Mon 24 Jun 2024	Single storey rear extension (following demolition of existing rear projection) 3 Broxop Place Euxton Chorley PR7 6QT	No observations. (Family room extension, No reduction of off-road parking))
Ref. No: 24/00555/TPO Received: Sat 29 Jun 2024 Validated: Wed 10 Jul 2024	Application for works to protected trees - Chorley BC TPO 8 (Euxton) 1995: T1 and T2 Oaks - Prune to provide 3 metres clearance from house and garage. 12 Carnoustie Drive Euxton Chorley PR7 6FR	Std A1
Ref. No: 24/00514/TPO Received: Mon 24 Jun 2024 Validated: Tue 09 Jul 2024	Application for works to protected trees - Chorley BC TPO 5 (Euxton) 1998: T2, T3 and T4 Hybrid Poplars - Fell. 22 Anderton Road Euxton Chorley PR7 6JA	Std A1 & A2

List of Payments made between 20/06/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/06/2024	Lancashire County Council	63	92.88		Stickers dog waste
20/06/2024	C&W Berry Ltd	64	215.62		Hardware
20/06/2024	Highfield Plant Svs Ltd	65	155.60		Bedding plants
20/06/2024	Pole Green Nurseries	66	133.98		Plants
20/06/2024	Pole Green Nurseries	67	13.09		Plants
20/06/2024	Various	68	50.00		Lockers
20/06/2024	Various	70	8,011.59		Salaries June 2024
20/06/2024	HMRC	71	1,711.51		Tax & NI June 2024 salaries
20/06/2024	TESCO	72	28.14		Fuel
20/06/2024	Pole Green Nurseries	73	70.66		Plants
20/06/2024	Various	70B	-1.00		Salary June 2024
20/06/2024	Various	70C	6.00		Salary
20/06/2024	Water Plus	76	84.60		Water
21/06/2024	RBS Bank	69	3.85		Charges
26/06/2024	SSE Energy Solutions	77	231.15		Electric pavilion
30/06/2024	Unity Trust Bank	78	18.00		Bank charge
01/07/2024	British Telecom	79	267.03		Telphony
01/07/2024	Chorley Business & Technology	80	461.76		Office
01/07/2024	Easy Websites	81	114.84		Website & Emails
02/07/2024	ZDU Group Ltd	82	16.98		Hardware
03/07/2024	Amazon	83	20.78		Hardware
03/07/2024	Amazon	84	17.99		PPE
03/07/2024	SSE Energy Solutions	85	82.63		Electricity
04/07/2024	TTS	86	347.98		Tables
09/07/2024	Amazon	87	5.98		Hardware
10/07/2024	Peoples Pension	88	268.34		Pensions June'24
10/07/2024	Amazon	89	9.47		Stationery
18/07/2024	Eon Electricity	90	176.83		Electric Allotment
18/07/2024	B&D Print Svs Ltd	91	1,079.00		Print newsletter Jun24
18/07/2024	The National Allotment Society	92	66.00		Subscription
18/07/2024	Leaflet Delivery UK	93	360.00		Delivery
18/07/2024	LALC	94	634.56		Subscription
18/07/2024	Play Inspection Co	95	396.00		Annual inspections
18/07/2024	ASC Timber Supplies Ltd	96	10.00		Hardware
18/07/2024	Pole Green Nurseries	97	55.00		Plants
18/07/2024	Studholme Bell Ltd	98	553.20		Salary services
18/07/2024	RHF Landscape Supplies	99	2,275.20		Play bark
18/07/2024	C&W Berry Ltd	100	234.84		Stone & Hardware
18/07/2024	Euro Digital Systems	104	1.79		Photocopies
19/07/2024	RBS Bank	101	3.85		Bank charge
22/07/2024	RBS Bank	102	0.35		Bank charge
24/07/2024	EE Mobile & Broadband	103	100.70		Mobiles

Total Payments	18,386.77
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**Bank Reconciliation Statement as at 30/06/2024
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	30/06/2024		541.54
RBS High Interest	30/06/2024		103,032.55
RBS Debit Card	30/06/2024		4,000.00
Public Sector Deposit Fund	30/06/2024		143,408.70
Unity Trust (Current)	30/06/2024		18,111.09
Unity Trust (Saver)	30/06/2024		276,673.15
TSB	30/04/2024		0.01
Co-op	05/04/2023		1.41

545,768.45

<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
01/06/2024	51C	Chorley Business & Techhnology	17.76
20/06/2024	66	Pole Green Nurseries	133.98
20/06/2024	67	Pole Green Nurseries	13.09
20/06/2024	68	Various	50.00
20/06/2024	72	TESCO	28.14
20/06/2024	73	Pole Green Nurseries	70.66

313.63

545,454.82

Unpresented Receipts (Plus)

0.00

0.00

545,454.82

Balance per Cash Book is :-

545,454.82

Difference Excluding Adjustments is :-

0.00

Adjustments to Reconciliation

17/09/2020 112 TESCO 0.00

0.00

Unreconciled Difference is :-

0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
160 Grants/S137						
1100 Grants and Donations RCVD	3,209	0	(3,209)			0.0%
200 Amenity/Utility						
1550 Income Allotments	3,569	0	(3,569)			0.0%
220 Other						
1076 Precept	185,579	0	(185,579)			0.0%
1080 Bank Interest Received	3,365	0	(3,365)			0.0%
1620 Income CIL	99,905	0	(99,905)			0.0%
TOTAL INCOME	295,627	0	(295,627)	0	0	0.0%
EXPENDITURE						
100 Employees						
4000 Employees	28,047	110,000	81,953		81,953	25.5%
120 Housekeeping						
4010 Payroll Services	461	1,000	539		539	46.1%
4020 Office Premises	1,574	5,000	3,426		3,426	31.5%
4070 Mileage	624	3,500	2,876		2,876	17.8%
4075 Employee Training	0	3,000	3,000		3,000	0.0%
4080 General Office	2,731	5,500	2,769		2,769	49.6%
4090 Communications	1,379	6,000	4,621		4,621	23.0%
4100 Insurance	0	7,000	7,000		7,000	0.0%
4120 Audit	418	1,500	1,082		1,082	27.9%
4130 Legal Fees/Planning Investig	635	3,000	2,365		2,365	21.2%
140 Council						
4211 Councillor Training	0	500	500		500	0.0%
160 Grants/S137						
4250 Grants	1,000	6,000	5,000		5,000	16.7%
4260 Christmas Celebrations	0	2,500	2,500		2,500	0.0%
180 Special Events/Projects						
4300 Euxton Gala	0	1,500	1,500		1,500	0.0%
4340 Community Engagement	30	2,500	2,470		2,470	1.2%
4350 ECO/Trees/Foot/Cycle	0	10,000	10,000		10,000	0.0%
4380 Heritage Projects	0	7,000	7,000		7,000	0.0%
4410 Major events	0	1,000	1,000		1,000	0.0%
4420 Environmental Spaces/Improves	0	36,000	36,000		36,000	0.0%
200 Amenity/Utility						
4500 Utilities	1,087	3,000	1,913		1,913	36.2%
4510 Gardens/Planting/Competitions	382	10,000	9,618		9,618	3.8%
4520 Allotments	2,222	15,071	12,849		12,849	14.7%
4530 Millennium Green	800	0	(800)		(800)	0.0%
4540 All Purpose Committee	0	3,000	3,000		3,000	0.0%
4560 Road Safety/SPIDs	0	1,000	1,000		1,000	0.0%
4570 Amenity/Open Space RRM	3,817	45,000	41,183		41,183	8.5%
4580 Street Machines	0	2,000	2,000		2,000	0.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4581 War Memorial	0	500	500		500	0.0%
4585 Defibrillator Project	0	1,000	1,000		1,000	0.0%
TOTAL EXPENDITURE	45,208	293,071	247,863	0	247,863	15.4%
Total Income	295,627	0	(295,627)			0.0%
Total Expenditure	45,208	293,071	247,863	0	247,863	15.4%
Net Income over Expenditure	250,419	(293,071)	(543,490)			
plus Transfer From EMR	0					
less Transfer From EMR	0					
Movement to/(from) Gen Reserve	250,419	(293,071)	(543,490)			

Current Bank A/c

Receipts received between 20/06/2024 and 31/07/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 20/06/2024	14.16						
	GoCardless	14.16			1550	200	14.16	Allotment fees
	Banked 21/06/2024	5.76						
	GoCardless	5.76			1550	200	5.76	Allotment fees
	Banked 24/06/2024	2.80						
	GoCardless	2.80			1550	200	2.80	Allotment fees
	Banked 24/06/2024	47,847.72						
	HMRC Vat	47,847.72			105		47,847.72	VAT refund
	Banked 25/06/2024	96.86						
	GoCardless	96.86			1550	200	96.86	Allotment fees
	Banked 28/06/2024	1,500.00						
	Lancashire County Council	1,500.00			1100	160	1,500.00	Apprentice Grant
	Banked 28/06/2024	69.10						
	RBS	69.10			1080	220	69.10	Interest
	Banked 30/06/2024	1,278.52						
	Unity Bank	1,278.52			1080	220	1,278.52	Interest
	Total Receipts:	50,814.92	0.00	0.00			50,814.92	

TERMS OF REFERENCE

TOR heading choices	TOR examples of text to be inserted for the heading
Title	Environment Committee
Status	<ul style="list-style-type: none"> • Standing Committee (permanent committee) • Project Committee (short term to complete a project) • Sub-Committee (of a Standing Committee) • Working Group (not a committee) • Other
Aims Objectives	Purpose of the committee Subjects it will work with To what aim
Responsibilities Function Scope	List of jobs and tasks the committee covers Function could be to alleviate Full Council or fulfill a role Scope could be to improve or maintain
Delegation	Extent of the delegation from Full Council Power to deal with other agencies/bodies listed
Financial	Financial autonomy Budget headings responsible for listed How it requests budgets for future projects
Meeting Procedure	How it will arrange and hold meetings/period for Legal framework for the procedure Arrangements for the publication and distribution
Quorum and Membership	Quorum number Appointing a Chair How members are appointed to the Committee
Standing orders & Financial Regulations	Reference to the SOs and FRs for Committee framework
Revision	Adoption date Revision timetable ie, annual or within each 4 year term Revision date