

EUXTON PARISH COUNCIL



EUXTON PARISH COUNCIL

Annual Council Meeting

Thursday, 15 May 2025, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

Dear Councillor

8 May 2025

You are summoned to attend the Annual Full Council Meeting of Euxton Parish Council to consider the items detailed on the attached agenda.

If you are unable to attend, please could you submit an apology to the Clerk.

Regards

Debra Platt

Clerk to the Council

Meeting arrangements: ANNUAL Full Council Meeting

Thursday, 15 May 2025, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

AGENDA

Doc. Ref

1. Election of Council Chairman

To nominate and elect a Chairperson. To receive the Chair's Declaration of Acceptance of office or, if not received, decide when it shall be received.

2. Election of Vice Chairman

3. Representatives: Committees, Lead Members, Groups, Outside Bodies

Agree memberships of Committees and representatives

4. Apologies

5. 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.

CLERK
Published: 09/05/2025

Full Council meetings 2025: 15 May, 19 June, 17 July, 18 September, 16 October, 20 November

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

6. Minutes of Council Meetings

Approve the signing as a correct record, Full Council of 17 April 2025

7. 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.

8. Statutory Business

8.1 Co-option to Councillor vacancy (enclosed if there are any) Item 8.1

8.2 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 8.2

9. Financial Items – as circulated

9.1 Approve Expenditures for this month, and any submitted after the agenda Item 9.1

9.2 Receive budget report against figures for year ending 31 March 2025 Item 9.2

9.3 Receive the CIL reports to 31 March 2025 & 1 April 2025~31 March 2026 Item 9.3

9.4 Receive the Annual Governance Statement (Section 1) and approve Item 9.4

9.5 Receive the Accounting Statements (Section 2) and approve Item 9.5

10. Proposal for Council to reconfirm it meets the requirements for the 'General Power of Competence' Item 10

11. 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.


CLERK

Published: 09/05/2025

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 25/00357/OUTMAJ Received: Fri 11 Apr 2025 Validated: Thu 24 Apr 2025	Outline planning application for the redevelopment of the site to provide the Lancashire Fire and Rescue Service Leadership and Development Centre, including provision of Headquarters Building and other ancillary buildings, structures and a modified road layout, with details of landscaping, access and scale, with layout and appearance left as reserved matters International Fire Training Centre Washington Hall West Way Euxton Chorley PR7 6HJ	Euxton Parish Council recognises that the trees outlined for removal are not subject to Tree Preservation Orders but are anxious to maintain and improve the health and extent of the tree population in the Parish and objects to any proposals for unnecessary works to trees. The proposed landscape schedule appears to adequately replace the removed trees; however, an undertaking should be given to maintain the new planting.

EXPENDITURE

Payments for May 2025

Date	Supplier	Description	£.
30/04/2025	21 Screwfix	Tools	810.39
23/04/2025	22 Bright	Software	28.80
23/04/2025	23 Water Plus	Water	387.79
23/04/2025	24 Water Plus	Water	37.51
30/04/2025	25 BT	Telephony	183.28
30/04/2025	26 Unity Trust	Service charge	9.60
01/05/2025	27 Easywebsites	Website & Emails	93.72
01/05/2025	28 Chorley Bus & Tech	Office rent	461.74
01/05/2025	29 EE Mobile & BB	Office mobiles	123.13
02/05/2025	30 SSE	Electricity	87.16
02/05/2024	31 Peoples Pensions	Pensions	270.83
08/05/2025	32 Scribe	Software	66.00
01/05/2025	33 Flags	VE 80	8.95
06/05/2025	34 Greens Env	Toilet	343.20
15/05/2025	35 Pole Green	Plants	398.41
01/05/2025	36 Sharrock	Equipment	1434.00
15/05/2025	37 C&W Berrys	Hardware	89.55
15/05/2025	38 Tesco	Fuel	25.31
	39		
	40		
	41		
			4859.37

INCOME

Date	Supplier	Description	£.
02/04/2025	CCLA	Interest	568.35
14/04/2025	GoCardless	Allotment rent	49.49
22/04/2025	GoCardless	Allotment rent	99.19
30/03/2025	GoCardless	Allotment rent	99.19
30/04/2025	RBS	Interest	92.60
02/05/2024	TB	Plot 14	30.00
			938.82

Item 9.2

Report to Council

Analysis to support and explain elements in the budget report 1 April 2024 to 31 March 2025

Budget code line	Descriptor	Budget £	Spend £	Income £	Balance £	Explanation against the “Detailed Income & Expenditure by Budget Heading 31/03/2025” report
4000	Employees	110000	111434	3500	+2066	This appears overspent as the income is listed elsewhere, £3,500 (£3,500 in budgets 1100)
4080	General Office	5500	5678		-178	This was previously showing overspent until various costs were reassigned to the correct budgets.
4090	Communications	6000	6756	490	-266	This appears overspent as the income is listed elsewhere. The newsletter runs adverts, the income is in budget 1090 but this does not integrate in to the ‘budget’ as available spend. Also, there were rises in delivery costs due to more houses and fewer adverts TY
4560	Road Safety/SPIDs	1000	3256	2250	-6	This shows as £2,256 overspent with a transfer from EMR in the right hand column of £2,250 which is spend from CIL monies.
4570	Amenity/Open Space RRM	45000	84322	65000	+25678	As above, EMR in right column is a credit from CIL monies
4585	Defibrillator project	1000	1199		-199	Overspent - rising battery prices

Detailed Income & Expenditure by Budget Heading 31/03/2025

Council Detail Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Employees</u>							
1100 Grants and Donations RCVD	3,500	0	(3,500)			0.0%	
4000 Employees	(111,434)	(110,000)	(1,434)		(1,434)	101.3%	
<u>120 Housekeeping</u>							
1090 Income Publicity	490	0	(490)			0.0%	
4010 Payroll Services	(923)	(1,000)	77		77	92.3%	
4020 Office Premises	(4,988)	(5,000)	12		12	99.8%	
4070 Mileage	(2,480)	(3,500)	1,020		1,020	70.9%	
4075 Employee Training	(1,135)	(3,000)	1,865		1,865	37.8%	
4080 General Office	(5,678)	(5,500)	(178)		(178)	103.2%	
4090 Communications	(6,756)	(6,000)	(756)		(756)	112.6%	
4100 Insurance	(6,783)	(7,000)	217		217	96.9%	
4120 Audit	(1,258)	(1,500)	242		242	83.9%	
4130 Legal Fees/Planning Investig	(761)	(3,000)	2,239		2,239	25.4%	
<u>140 Council</u>							
4211 Councillor Training	0	(500)	500		500	0.0%	
<u>160 Grants/S137</u>							
1100 Grants and Donations RCVD	1,709	0	(1,709)			0.0%	
4250 Grants	(5,782)	(6,000)	218		218	96.4%	
4260 Christmas Celebrations	(2,225)	(2,500)	275		275	89.0%	
<u>180 Special Events/Projects</u>							
4300 Euxton Gala	0	(1,500)	1,500		1,500	0.0%	
4340 Community Engagement	(70)	(2,500)	2,430		2,430	2.8%	
4350 ECO/Trees/Foot/Cycle	0	(10,000)	10,000		10,000	0.0%	
4380 Heritage Projects	(7,000)	(7,000)	0		0	100.0%	
4410 Major events	0	(1,000)	1,000		1,000	0.0%	
4420 Environmental Spaces/Improves	(2,125)	(36,000)	33,875		33,875	5.9%	
<u>200 Amenity/Utility</u>							
1100 Grants and Donations RCVD	4,525	0	(4,525)			0.0%	
1510 Income Gardens/planting	210	0	(210)			0.0%	
1550 Income Allotments	3,583	0	(3,583)			0.0%	
4500 Utilities	(4,070)	(3,000)	(1,070)		(1,070)	135.7%	
4510 Gardens/Planting/Competitions	(5,406)	(10,000)	4,594		4,594	54.1%	
4520 Allotments	(5,125)	(15,071)	9,946		9,946	34.0%	
4530 Millennium Green	(7,826)	0	(7,826)		(7,826)	0.0%	
4540 All Purpose Committee	(842)	(3,000)	2,158		2,158	28.1%	
4560 Road Safety/SPIDs	(3,256)	(1,000)	(2,256)		(2,256)	325.6%	2,250
4570 Amenity/Open Space RRM	(84,322)	(45,000)	(39,322)		(39,322)	187.4%	65,000
4580 Street Machines	0	(2,000)	2,000		2,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Council Detail Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4581 War Memorial	0	(500)	500		500	0.0%	
4585 Defibrillator Project	(1,199)	(1,000)	(199)		(199)	119.9%	
<u>220 Other</u>							
1076 Precept	185,579	0	(185,579)			0.0%	
1080 Bank Interest Received	13,016	0	(13,016)			0.0%	
Grand Totals:- Income	212,611	0	(212,611)			0.0%	
Expenditure	271,445	293,071	21,626	0	21,626	92.6%	
Net Income over Expenditure	(58,834)	(293,071)	(234,237)				
plus Transfer From EMR	67,250	0	(67,250)				
Movement to/(from) Gen Reserve	8,416	(293,071)	(301,487)				

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Emergency Fund	22,564.10	-2,070.24	20,493.86
321 EMR Grants In	3,816.17		3,816.17
330 EMR Land Fund	80,000.00		80,000.00
350 EMR Ransnap Brook	279.00		279.00
360 EMR Elections Fund	10,000.00		10,000.00
370 EMR CIL	52,939.01	55,046.57	107,985.58
380 EMR Balshaw Villa	6,131.62		6,131.62
390 EMR Greenside Pkg Fund	5,400.00		5,400.00
	<u>181,129.90</u>	<u>52,976.33</u>	<u>234,106.23</u>

EUXTON PARISH COUNCIL			
CIL Monies Report		Financial Year:	1 April 2024 to 31 March 2025
			Statutory
CIL Income Breakdown Report		CIL Expenditure Breakdown Report	
Date	Location	£	
10/05/24	21/01475/FULMAJ - former Xeleflex new properties	£44,098.24	
10/05/24	21/01475/FULMAJ LPI - as above, Late Payment Interest	£24.97	
10/05/24	20/01141/FULMAJ - Group 1, adjacent Trinity site 2	£51,856.63	
10/05/24	20/01141/FULMAJ LPI - as above, Late Payment Interest	£132.13	
10/05/24	21/01444/FUL Plot 2 - new houses adjacent Buckshaw Hall	£99,905.47	£3,793.50
Oct-24	20/01141/FULMAJ - Group 1, adjacent Trinity site 2	£17,285.55	
Oct-24	20/01379/FUL - Plot 4 Buckshaw Hall Knight Avenue BV	£3,284.00	
Oct-24	24/00430/FUL - former Xeleflex new properties	£795.59	
Oct-24	24/00226/FULMAJ- Group 1 Parcel C1 & C2 Central Avenue BV	£22,391.11	1,025.97
		£122,296.58	
		£67,250.01	
CIL Reconciliation (from CIL start to current)			
Date	Description	£ Received	£ Spent
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
2024 / 2025	Total CIL received	£122,296.58	
2024 / 2025	Total Expenditure		-£67,250.01
		619,082.22	- 511,096.64
Balance		107,985.58	
CIL Balances / Spending Years (less expenditure)			
Date	Description	£	
May-24	Outstanding unspent (allocations see CIL123 list)	£85,594.47	
Oct-24	Outstanding unspent (allocations see CIL123 list)	£22,391.11	
		CIL funds carried forward (less the expenditure above)	
		£107,985.58	

EUXTON PARISH COUNCIL				Statutory
CIL Monies Report		Financial Year:	1 April 2025 to 31 March 2026	
CIL Income Breakdown Report			CIL Expenditure Breakdown Report	
Date	Location	£	Date	£
10/04/25	24/00226/FULMAJ- Group 1 Parcel C1 & C2 Central Avenue BV	£1,991.60		
10/04/25	24/00226/FULMAJ- Group 1 Parcel C1 & C2 Central Avenue BV	£3,049.54		
10/04/25	23/00237/FUL - Land North of the former Railway Pub (variation)	£979.66		
10/04/25	24/00995/FUL - Land North of the former Railway Pub	£1,120.40		
10/04/25	22/00792/REMMAJ Phases A-R, Land btwn Pear Tree & School Lane	£29,997.01		
		£37,138.21		£0.00
CIL Reconciliation (from CIL start to current)			CIL Balances / Spending Years (less expenditure)	
Date	Description	£ Received	£ Spent	£
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	
2024 / 2025	Total CIL received	£122,296.58		
2024 / 2025	Total Expenditure		-£67,250.01	
2025 / 2026	Total CIL received	£37,138.21		
2025 / 2026	Total Expenditure		£0.00	
		656,220.43	-	511,096.64
	Balance	145,123.79		CIL funds carried forward (less the expenditure above) £145,123.79

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

EUXTON PARISH COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

15/05/25 DD/MM/YYYY

and recorded as minute reference:

ref. 9.4 MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.euxtoncouncil.org.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

EUXTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	307,847	290,180	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	178,200	185,579	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	187,814	149,329	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	100,028	111,434	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	283,653	162,081	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	290,180	351,573	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	242,332	325,208	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,159,066	1,119,041	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED
Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

15/05/25 DD/MM/YYYY

as recorded in minute reference:

ref. 9.5 MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

The General Power of Competence (GPC) England

Qualifications - The General Power of Competence (GPC) England

Background

At last years Annual meeting Council adopted the General Power of Competence. This needs to be re-affirmed each year.

Requirements

2/3rds of Council seats elected and a qualified Clerk.

Euxton Council specific information

1. Elected Councillors

Euxton has 18 seats – 2/3rds of 18 is 12.

Euxton had 17 elected Councillors in May 2022.

2. Qualified Clerk

The Council Clerk gained the CiLCA qualification in February 2007 and the additional module (GPC Section 7) required if the CiLCA was gained before 2012 (when the qualification was updated) was gained in November 2022.

Recommendation

Euxton Parish Council meets the criteria to use the additional power of 'The General Power of Competence'.

The criteria being that two-thirds of the total number of Councillors must be elected and the Clerk is CiLCA qualified which means that the Parish Council meet the criteria.

Euxton Council re-affirms it meets the criteria to adopt 'The General Power of Competence'.