

# EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 17 October 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 19 September 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
  - 5.1 Co-option Item 5.1
  - 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
  - 5.3 Planning – Dunnock pond letter, response and counter response draft Item 5.3
  - 5.4 Planning – drafted standard response terms for loss of residential parking Item 5.4
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 (income, reconciliation, budgets) Item 6.2
  - 6.3 CIL reporting Item 6.3
7. Risk Assessment policy review Item 7  
Consider the circulated policy, review the document, update and approve
8. Review the effectiveness of the system of Internal Audit & Internal Auditor Plan Item 8  
Consider and review the circulated two documents, update and approve
9. Matters for information Item 10  
*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: 10/10/24

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

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

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
<p>Ref. No:            24/00805/FULMAJ              Received: Tue 24 Sep            2024   Validated: Tue 24            Sep 2024</p>	<p>Change of use of the former Runshaw College Chorley Campus to a new Police Station for the Lancashire Constabulary alongside installation of a new 45m high telecommunications mast, reconfigured and extended parking facilities, access works, landscaping and boundary treatment. Runshaw College Euxton Lane Euxton Chorley PR7 6AQ</p>	<p>The Parish Council is anxious to maintain the tree population in the Parish. The Council requests that this application should include the relocation of trees T4 – T12 as part of the application. The Geoenvironmental site assessment appears to conflict with the Planning statement, however, this does not make any material observations.</p>
<p>Ref. No: 24/00832/PDE            Received: Tue 01 Oct            2024   Validated: Tue 01            Oct 2024</p>	<p>Notification of a proposed single storey rear extension measuring 4.4m depth (4.92m including roof overhang), with eaves height of 2.56m, and a maximum height of 3.7m (following demolition of existing conservatory) 33 The Cherries Euxton Chorley PR7 6NG</p>	<p>No observations</p>
<p>Ref. No:            24/00822/MNMA              Received: Thu 26 Sep            2024   Validated: Thu 26            Sep 2024</p>	<p>Minor non material amendment to reserved matters consent ref: 22/00792/REMAJ (Reserved matters application (appearance, landscaping, layout, and scale) for the erection of 131no. dwellings and associated infrastructure pursuant to outline planning permission ref: 19/00654/OUTMAJ / appeal ref: APP/D2320/W/20/3247136) involving amendments to facing materials. Land Between Pear Tree Lane And School Lane Pear Tree Lane Euxton</p>	<p>Change to original proposal of black board and white render on two house types.</p>
<p>Ref. No: 24/00810/TPO              Received: Tue 24 Sep            2024   Validated: 01/10/24</p>	<p>Application for work to a protected tree - Chorley BC TPO 5 (Euxton) 1998: T1 Beech - Reduce crown by 50%.            2 Balshaw Villa Gardens Euxton Chorley PR7 6NL</p>	<p>Std A1</p>
<p>Ref. No: 24/00808/TPO              Received: Tue 24 Sep            2024   Validated: 01/10/24</p>	<p>Application for works to protected trees - Chorley BC TPO 5 (Euxton) 1998: G1 -Reduce the lateral spread of the west side of the canopy; and remove one limb on the Oak.            3 Balshaw Villa Gardens Euxton Chorley PR7 6NL</p>	<p>Std A1</p>
<p>Ref. No: 24/00798/TPO              Received: Fri 20 Sep            2024   Validated: 01/10/24</p>	<p>Application for work to protected trees - Chorley BC TPO 3 (Euxton) 1981: Pruning to No.2 Oak trees.            1 Euxton Hall Mews Euxton Chorley PR7 6QE</p>	<p>Std A1</p>
<p>Ref. No: 24/00826/TPO              Received: Mon 30 Sep            2024   Validated: 7/10/24</p>	<p>Application for works to protected trees - Chorley BC TPO 8 (Euxton) 1992: 3No. Sycamores to rear of 35 Greenside - 10% crown reduction; 1No. Acer and 1No. Sycamore to rear of 33 Greenside - 10% crown reduction; 1No. Sycamore to rear of 8 Crofters Green - 10% crown reduction; and cluster of Sycamores to rear of 8 Crofters Green - 10% crown reduction. 8 Crofters Green Euxton Chorley PR7 6LQ</p>	<p>Std A1</p>

5.3 Planning – Dunnock pond letter, response and counter response draft  
Euxton Council discussed Dunnock Pond and wrote a letter dated 13/9/24  
Chorley Council responded on this letter which arrived 3/10/24 (letter dated 24/9)  
Drafted response below to Chorley's letter below for consideration

Drafted response

Following Euxton Council's letter of 13 September to which it received a response on 3 October.

Councillors have noted the points of your reply and do not generally find your explanations satisfactory. They do, though, understand that the proximity of the mature trees would make pond works very difficult. They also accept that it was important for a new contractor to be in place quickly when the original contractor went out of business and that it was inevitable that some concessions would be necessary to secure that outcome.

The main issue with your reply is that you have not answered the first and most important of our questions – “Why was Condition 34 in the original planning application not imposed?” and, to be clear, the part of Condition 34 which concerns the Council is “The dwellings hereby approved shall not be occupied until the approved (landscape) scheme has been implemented”.

If Condition 34 had been fully implemented, residents on Dunnock Drive could have been enjoying an attractive area of POS for some time now. Yet it is still not available even though some residents have been there for well over two years and the estate was fully occupied early this year. About a dozen houses were occupied before the original contractor went out of business, so this is not a relevant factor here.

Furthermore, when it does become available it will be less attractive for residents (as well as the newts, on which your reply concentrates) than it should have been. This is because the pond deepening works that were originally proposed would have been relatively simple and less costly if they had been undertaken at the correct time. The western side of the pond was free of mature trees and could have offered easy access for workmen and their equipment but is now enclosed within the private gardens of occupied houses.

Although the Council has made its views known and does not wish to prolong this correspondence, it would appreciate a response to our major concern:

**Why was the critical section of Condition 34, requiring the landscape scheme to be implemented before houses were occupied, not imposed?**

Our Ref: GW/24/00559/DIS  
Date: 25 September 2024

Mrs. D Platt  
Clerk to Euxton Council  
16 CBTC Offices  
East Terrace  
Euxton  
Chorley  
By Email  
[clerk@euxtoncouncil.org.uk](mailto:clerk@euxtoncouncil.org.uk)

Dear Mrs Platt,

**Re: Dunnock Drive Euxton (Discharge of conditions application 24/00559/DIS)**

I write in response to your letter of 13 September 2024 that was sent to me on behalf of Euxton Parish Council. The background that you have provided in your letter is useful, whilst I understand that the original planning application did meet with opposition from local residents at the time it was assessed. I also understand that there have been difficulties in delivering the scheme since planning permission was granted with the concerning event of the original developer going out of business part way through the development. I am, therefore, pleased to see that a developer has been able to step in and continue to build the development and that it is now very near completion, which is a positive outcome for all concerned.

It should, however, be accepted that a new developer stepping in to complete the work that a previous developer has commenced and progressed is not without its difficulties. This situation is likely to have affected the timing of certain works and the ability of the developer to complete the public open space prior to the occupation of the dwellings. Although this is regrettable, the circumstances of the situation affecting this site must be considered and the most important aspect of the development is that it is completed in accordance with the approved plans.

It is helpful that you have set out the questions that you wish to have answers to, and following discussions with officers, including the council's Chief Planning Officer as you requested, and I am now in a position to respond to those questions, as set out in turn below:

*1) Why was condition 34 in the original planning application (18/01211) not imposed? If it had, the ponds would have been improved and the open space made available three years ago.*

Condition 34 was attached to the grant of planning permission 18/01211/FULMAJ and is set out as follows:

*34. No development shall commence until a scheme for the management of the on-site public open space in accordance with the principles of Policies HS4A of the Chorley Local Plan 2012-2026 has been submitted to and approved in writing by the Local Planning Authority. The*

*dwelling(s) hereby approved shall not be occupied until the approved scheme has been implemented.*

*Reason: The provision of off-site public open space is a requirement of the Development Plan and therefore a scheme or mechanism to deliver the requirements of the development plan are essential to make the development acceptable. A suitable scheme has not been submitted as part of the application and is needed prior to the commencement of the development to ensure a suitable scheme can be agreed.*

This condition requires details of the way in which the public open space would be managed. It does not require details of its design. The details are required to have been submitted prior to commencement of the development for agreement by the local planning authority (LPA). This process involves making an application to discharge the details. The original developer sought to have these details approved under application ref:20/00284/DIS in March 2020, and the 'Amenity Greenspace Management Scheme' (ref.3190 503), submitted on 8 June 2020, was subsequently approved. This set out the maintenance regime for the greenspaces across the site and is understood to have been followed for the most part.

As you have noted in your letter, the developer that has stepped in to complete the development submitted more recent details to the LPA under application ref:24/00559/DIS. As regards condition 34, the 'Amenity Greenspace Management Scheme' was amended to reflect proposed changes to the 'Landscape and Environmental Management Plan' and, removed reference to control of encroachment in order to retain 75% of the surface area of the existing ponds as open water, amongst other things.

On this basis, the condition was imposed through the grant of planning permission, and the details were provided and approved, as required by the condition, and subsequently updated to reflect changes to the 'Landscape and Environmental Management Plan'. The site must now be managed and maintained in accordance with the approved details as envisaged by the condition.

*2) Why has CBC planning agreed to the developer removing the need for pond improvement for reasons that are simply not true? What is the real reason?*

The developer sought to change the way in which the existing ponds would be enhanced through the submission of an updated 'Landscape and Environmental Management Plan'. A 'Landscape and Environmental Management Plan' (Ref: 80-074-R6-1), submitted on 6 August 2019, was originally approved under application ref.19/00759/DIS. This set out that the existing ponds would be deepened to ensure that they retain water.

As you are aware, an updated 'Landscape and Environmental Management Plan' was submitted as part of discharge of conditions application ref:24/00559/DIS. This removed reference to the works to deepen the ponds.

An explanation was sought from the developer for the reasons behind this change and the advice of the Council's ecology advisors (Greater Manchester Ecology Unit) as to the suitability of these changes was also sought. The applicant's ecological consultants (ERAP (Consultant Ecologists)

Ltd) advised that whilst other beneficial and habitat enhancement works at the area of public open space and the margins of the pond have been undertaken, such as selective thinning of trees and shrubs, the installation of the path and the removal of artificial debris from the area, the deepening of the ponds has not been undertaken.

It was ERAP (Consultant Ecologists) Ltd's professional opinion that the excavation works involved in the deepening of the existing ponds was not practical or feasible for the reasons given below:

- a. The works (particularly the size of excavator with the long-reach required) are likely to damage the existing mature and semi-mature trees (branches and roots) bordering the water bodies;*
- b. It is advised that the collation of permanent water in WB1 and WB2 is not sustainable over the long-term. The water bodies are bordered by mature and semi-mature trees, which prevent ease of access to excavate the ponds (as all trees should be retained). In addition, the trees will remove a significant amount of water from the area by transpiration and will result in a significant amount of leaf fall entering the ponds in the Autumn;*
- c. It is important to note that WB1 and WB2 have not been recorded as great crested newt (GCN) breeding ponds historically. The main GCN breeding pond is at WB3 located to the north-east of the site. This off-site pond remains present and lies outside the remit of the Landscape and Environmental Management Plan;*
- d. Examination of old maps dated 1842 to 1952 illustrate WB3 but no pond is shown in the location of WB1 and WB2 (a linear area of woodland is shown);*
- e. Although the shallow and ephemeral water conditions at WB1 and WB2 may mean that they do not hold water long enough to permit GCN to complete their breeding cycle (GCN larvae typically only lose their gills and leave the ponds between August to October) the conditions at WB1 and WB2 are suitable for colonisation by a diversity of other fauna such as breeding common frog and invertebrates. The shallow water also provides opportunities for breeding midge larvae and provision of prey for feeding birds and bats. In addition, the soft mud and clay at the water bodies may be collected by bird species such as swallow for use in building their nests.*

*In this instance it is advised that potential short-lived benefits achieved by the excavation of WB1 to WB2 to a deeper profile do not outweigh the risk of damage to trees and roots bordering the waterbodies. It is advised that the habitat enhancement measures undertaken to date (selective thinning of trees and shrubs and creation of dead wood habitat piles) are more appropriate to demonstrate the implementation of beneficial actions at WB1 and WB2 for biodiversity.*

GMEU considered this response and were satisfied with the rationale for not carrying out the pond deepening works, and the proposal was accepted on the basis that the revised Landscape and Environmental Management Plan would result in an improved ecological outcome for the site in the longer term without the pond deepening works.

*3) Why are Discharge applications not available for consultation? Should not an application that sets out the design for a substantial new piece of POS not be made freely available for comment*

*and objection/support, whether from the public, parish council or planning authority? If it is not, should a proposal of this nature really be submitted as part of a discharge application for Council officers to decide?*

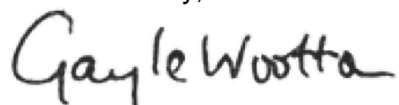
Discharge of conditions applications are not planning applications and are simply a method by which details reserved by condition of a planning permission are submitted and agreed, with the support of technical consultees where appropriate. In the instance of conditions 12 and 34 of planning permission ref:18/01211/FULMAJ, details (which set out the pond deepening works, amongst other elements) were originally approved by officers in 2019 and 2020 prior to the developer going into administration. Similarly, the revised details relating to conditions 12 and 34 were approved by officers and in both instances the details were reviewed by GMEU. As a technical matter this is a function for officers and technical consultees. The planning permission set out that the trees and ponds would be retained within the area of public open space, which remains the case. Only a minor detail has altered in relation to the way in which the landscape will be managed, and the change has been accepted as the benefits outweigh the harm, whilst it should be noted that the consent itself requires the trees to be retained. As such the development remains in line with the decision made by the Committee.

*4) Why has the status of the site with respect to great crested newts been changed?*

The status of the site with respect to great crested newts has not altered. The existing ponds have not been recorded as great crested newt (GCN) breeding ponds historically. The main GCN breeding pond is at WB3 located to the north-east of the site. This off-site pond remains present and lies outside the remit of the Landscape and Environmental Management Plan. The existing ponds on the application site would continue to provide the same level of habitat as they have done previously, with some enhancement.

I hope that this detailed response provides the Parish Council with adequate answers to the questions raised.

Yours sincerely,



Gayle Wootton  
Director of Property and Planning



# EUXTON PARISH COUNCIL

Clerk to the Council: D Platt

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Chorley Planning Director  
Chorley Planning Committee Members

13 September 2024

Dear Officers and Members

## **Dunnock Drive Euxton (Planning Application 24/00559 DIS)**

### **Removal of pond improvements from landscape scheme**

1. Euxton Council was disappointed to see the above application submitted (and subsequently approved) and considers that it raises issues of concern regarding the responses of Chorley Borough Council's (CBC) Planning Department in respect of this and previous applications for the new housing estate at Dunnock Drive.
2. The original application for this new estate (18/01211FULMAJ) was approved subject to conditions. One of these (Condition 12) was that a Landscape and Environmental Management Plan (LEMP) should be submitted and approved by CBC. A further condition (Condition 34) required that "no development shall commence until a scheme for the management of the on-site public open space (POS) .....has been submitted and approved" and further that "the dwellings hereby approved shall not be occupied until the approved scheme has been implemented."
3. The LEMP was submitted and approved as part of Application CNW19/00759/DIS. It makes clear, in its text and drawings, that the two existing ponds on the site would be deepened and improved to give permanent water, as part of the POS scheme and as part of the measures to cater for great crested newts on the site.
4. The new planning application (24/00559/DIS) seeks approval to a revised LEMP, the main feature of which is to delete the pond improvements and retain the two ponds in their present unhappy condition.
5. The new housing estate is now fully occupied and has been since early in the year. Some of the works on the area of POS have been undertaken but the ponds have not been touched and the entire site is fenced off and unavailable for public use.





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6. Ponds are an attractive feature of many housing areas in the Borough. In and around Euxton there are examples at The Cherries, Milestone Meadow and Central Drive in Buckshaw where they offer visual interest and environmental opportunities. When the Dunnock Drive project was first presented to the Planning Committee the developer's representative made great play of the asset that the improved ponds would provide.
7. These ponds, however, dry out almost completely every year, usually early in the year, and are replaced by a large area of bog. Unlike with a permanent pond the potential dangers of the site will not be so readily understood. Although all urban ponds will doubtless be subject to abuse at times, for example, by litter, it is likely that these boggy areas will not command the respect afforded to more permanent ponds. Euxton Council sees the new Landscape Plan as an almost inevitable step towards the ponds being permanently filled in. Furthermore, it is noted that the ponds are no longer seen as a potential breeding site for great crested newts but only as a location for "shelter and foraging" (Letter from environmental consultant ERAP attached to the front of the new LEMP).
8. The reason for deleting the pond improvements, given in the letter from ERAP, is that "it has been agreed with Chorley Council that the originally proposal (*sic*) excavation works involving the deepening of water bodies (WB) WB1 and WB2 are not practical or feasible". This is patently untrue. Of course, it would be both practical and feasible to improve these ponds to retain permanent water. Is it perhaps the more likely reason that it would cost more money than the developer wishes to spend now that the site is fully built and occupied?
9. A further, more general concern for Euxton Council is that when this application was first posted on CBCs website it was subject to the statement applied to all "Discharge" applications:

*"Comments may not be submitted at this time.*

*This notifies the Council of proposed work or development not needing its permission. The Council will not be approving or refusing the proposal, so comments are not invited".*

Also, Euxton Council believes that such applications are not posted on site. Local residents and others will therefore be unlikely to be aware of the application or of the measures it introduces. Surely, the design of a piece of POS should be available for public consultation, comment etc if it is 'Removing' or 'going against [reversing] a condition applied by an elected member Committee which makes the planning application acceptable to approve'.



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10. Several questions are raised which the Parish Council would wish to see answered by the CBC Chief Planning Officer.
- 1) Why was condition 34 in the original planning application (18/01211) not imposed? If it had, the ponds would have been improved and the open space made available three years ago.
  - 2) Why has CBC planning agreed to the developer removing the need for pond improvement for reasons that are simply not true? What is the real reason?
  - 3) Why are Discharge applications not available for consultation? Should not an application that sets out the design for a substantial new piece of POS not be made freely available for comment and objection/support, whether from the public, parish council or planning authority? If it is not, should a proposal of this nature really be submitted as part of a discharge application for Council officers to decide?
  - 4) Why has the status of the site with respect to great crested newts been changed?

Euxton Council looks forward to a response to the questions raised above.

Yours faithfully

Clerk to Euxton Council

## List of Payments made between 20/09/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/09/2024	Various	163	7,969.88		Salaries Sept 24
20/09/2024	HMRC	164	1,889.84		Tax & NI Sept 24
20/09/2024	North West In Bloom	165	45.00		Tickets
20/09/2024	Society of Local Council Clerk	166	183.00		Membership LH
20/09/2024	J P Woodland	167	200.00		Tree broke, M.Green
20/09/2024	Various	163A	-0.60		Salary correction 60p
20/09/2024	Timpson	172	9.00		Keys
20/09/2024	Water Plus	174	84.60		Water
24/09/2024	Viking Direct Ltd	175	45.79		Viking Direct Ltd
24/09/2024	Bright HR	176	28.80		HR Software
25/09/2024	Water Plus	177	30.53		Water
26/09/2024	SSE Energy Solutions	178	297.20		Electricity, Greenside
30/09/2024	British Telecom	179	111.88		Telphony
30/09/2024	Amazon	180	260.98		PPE
30/09/2024	Unity Trust Bank	181	18.00		Charge
30/09/2024	Arthur J Gallagher Insurance	182	6,783.24		Insurance
01/10/2024	Chorley Business & Technology	183	461.76		Office
01/10/2024	Easy Websites	184	91.08		Website & email
02/10/2024	EE Mobile & Broadband	185	114.02		Mobiles
04/10/2024	SSE Energy Solutions	186	82.66		Elect-S'port Rd
04/10/2024	Peoples Pension	187	259.59		Pensions
04/10/2024	Lebara Mobile	188	4.95		Mobile
05/10/2024	Screwfix	189	61.61		Hardware
07/10/2024	Online Playgrounds	190	26.36		Play area repairs
17/10/2024	TESCO	191	20.01		Fuel
17/10/2024	Pole Green Nurseries	192	80.01		Plants
17/10/2024	C&W Berry Ltd	193	195.97		Hardware
17/10/2024	Euro Digital Systems	194	47.90		Photocopies
17/10/2024	RBS Bank	195	3.50		Charges
17/10/2024	Bright HR	196	28.80		HR software
17/10/2024	Various	197	7,894.11		Salaries Oct 2024
17/10/2024	HMRC	198	1,955.28		Tax&NI Oct 24
<b>Total Payments</b>			<b>29,284.75</b>		

**Bank Reconciliation Statement as at 30/09/2024  
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	22/07/2024		541.19
RBS High Interest	30/09/2024		99,761.76
RBS Debit Card	30/09/2024		4,000.00
Public Sector Deposit Fund	30/09/2024		145,273.93
Unity Trust (Current)	30/09/2024		12,798.65
Unity Trust (Saver)	30/09/2023		216,849.27
TSB	30/04/2024		0.01
Co-op	05/04/2024		1.43
			479,226.24
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			0.00
			479,226.24
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			0.00
			479,226.24
		<b>Balance per Cash Book is :-</b>	<b>479,226.24</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>0.00</b>
<b><u>Adjustments to Reconciliation</u></b>			
17/09/2020 112 TESCO		0.00	
			0.00
		<b>Unreconciled Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

## Current Bank A/c

Receipts received between 01/09/2024 and 31/10/2024

## 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 <b>03/09/2024</b>	<b>618.79</b>						
	CCLA	618.79			1080	220	618.79	Interest
	Banked <b>05/09/2024</b>	<b>567.24</b>						
	Mr Rogers	567.24			1100	200	567.24	Donation
	Banked <b>12/09/2024</b>	<b>626.40</b>						
	Mr Ormesher	626.40			1100	200	626.40	Donation
	Banked <b>30/09/2024</b>	<b>123.39</b>						
	RBS	123.39			1080	220	123.39	Interet
	Banked <b>30/09/2024</b>	<b>1,738.48</b>						
	Unity Trust Bank	1,738.48			1080	220	1,738.48	Interest
	<b>Total Receipts:</b>	<b>3,674.30</b>	<b>0.00</b>	<b>0.00</b>			<b>3,674.30</b>	

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>INCOME</b>						
160 <b>Grants/S137</b>						
1100 Grants and Donations RCVD	3,209	0	(3,209)			0.0%
200 <b>Amenity/Utility</b>						
1100 Grants and Donations RCVD	1,194	0	(1,194)			0.0%
1550 Income Allotments	3,583	0	(3,583)			0.0%
220 <b>Other</b>						
1076 Precept	185,579	0	(185,579)			0.0%
1080 Bank Interest Received	7,167	0	(7,167)			0.0%
1620 Income CIL	99,905	0	(99,905)			0.0%
<b>TOTAL INCOME</b>	<b>300,637</b>	<b>0</b>	<b>(300,637)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>EXPENDITURE</b>						
100 <b>Employees</b>						
4000 Employees	67,649	110,000	42,351		42,351	61.5%
120 <b>Housekeeping</b>						
4010 Payroll Services	509	1,000	491		491	50.9%
4020 Office Premises	2,729	5,000	2,271		2,271	54.6%
4070 Mileage	1,490	3,500	2,010		2,010	42.6%
4075 Employee Training	232	3,000	2,768		2,768	7.7%
4080 General Office	3,946	5,500	1,554		1,554	71.8%
4090 Communications	2,970	6,000	3,030		3,030	49.5%
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	641	3,000	2,359		2,359	21.4%
140 <b>Council</b>						
4211 Councillor Training	0	500	500		500	0.0%
160 <b>Grants/S137</b>						
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 <b>Special Events/Projects</b>						
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	6,465	7,000	535		535	92.4%
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 <b>Amenity/Utility</b>						
4500 Utilities	1,888	3,000	1,112		1,112	62.9%
4510 Gardens/Planting/Competitions	917	10,000	9,083		9,083	9.2%
4520 Allotments	2,928	15,071	12,143		12,143	19.4%
4530 Millennium Green	3,283	0	(3,283)		(3,283)	0.0%
4540 All Purpose Committee	36	3,000	2,964		2,964	1.2%
4560 Road Safety/SPIDs	0	1,000	1,000		1,000	0.0%
4570 Amenity/Open Space RRM	10,095	45,000	34,905		34,905	22.4%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4580 Street Machines	0	2,000	2,000		2,000	0.0%
4581 War Memorial	0	500	500		500	0.0%
4585 Defibrillator Project	1,130	1,000	(130)		(130)	113.0%
<b>TOTAL EXPENDITURE</b>	<b>115,981</b>	<b>293,071</b>	<b>177,090</b>	<b>0</b>	<b>177,090</b>	<b>39.6%</b>
<b>Total Income</b>	300,637	0	(300,637)			0.0%
<b>Total Expenditure</b>	115,981	293,071	177,090	0	177,090	39.6%
<b>Net Income over Expenditure</b>	<b>184,657</b>	<b>(293,071)</b>	<b>(477,728)</b>			
plus Transfer From EMR	0					
less Transfer From EMR	0					
<b>Movement to/(from) Gen Reserve</b>	<b>184,657</b>	<b>(293,071)</b>	<b>(477,728)</b>			

Euxton Parish Council - reviewed 03/03/2021 - 11/11/21, 11/11/22, 19/10/23

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
<b>FINANCE RISKS</b>							
1	Financial book-keeping and processes	Ensuring the Council's book-keeping is accurately carried out. VAT accounted for and recovered. Employee Tax/Nl paid.	Electronic finance system from 1 April 2017. System accounts for VAT with simple printable claim form. 2018/19 first year of accounting on Receipts & Payments sytem Tax/Nl informed by salary services and paid.	Ensure time is available to receive any updating training on the accounting system to ensure Accounts are completed on time.		Y	Clerk suggested review of accounting system Jul23 - referred to All Purposes Committee - if change to be done needs to be by 1 April 2024
2	Bank and banking	Keeping to FSCS protection, keeping control of numerous accounts	Council reviewed and adjusted the Financial Regulations 17/09/20. Regular checks are preformed and internal Clr audit system in place.	Ensure transfers are carried out to keep balances at £75K per account or below.		G	Close any bank accounts not used - 2 left
3	Bank and banking	Debit card	Council has Financial Regulations which set out the processes. Debit Card (new in Jul16) replaced in Sept22 with Barclaycard - Clerk with its own pin number	Review new card and cancel RBS Debit card when review ok	Trialed Barclaycard but it was not suitable for EPC. Account closed.	G	
4	Salaries and associated costs	Salary paid / calculated incorrectly Pension process mistakes	Council outsources its salary process (from Apr16). Pension provision was decided through a professional company and administered by salary services company	Process of external salary provider works well.		G	
5	Election costs	Risk of cost from an election or Parish Poll if one took place	Council budget for such occurrence and so the risk impact is low, the prospect cannot be lowered as it is a democratic process, rather than a choice. Impact low as long has a budget set aside.	Review budget amount each year to ensure it is current. Review whole budget at precept prior to election year (next May26)	In budgets as an EMR	G	
6	Annual audit (Internal)	Appointment of Internal Auditor and scope of work	The Council appoints an Internal Auditor annually. It carries out a 'Review the Effectiveness of the system of Internal Control' annually.	Auditor re-appointed for y/ending 2022/23	Electronic audit works well. Suggest EPC retains JDH Business Services for Audit.	G	Agenda - to re-appoint JDH audit
7	Annual audit (External)	Failing to supply the correct information for the External Auditor, risk of receiving an 'Intermediate Audit'. Failure to close accounts by 30/9	External Auditor is appointed for the Council. It specifies the information to be submitted. Risk of getting an Intermediate Audit cannot be mitigated it is the External Auditors random choice.	External Auditor contract was re-let by SAAA (the appointing body) - remains with PKF		G	
8	Fraud	Fraud by staff. Actions undertaken by staff	Insurance in place, Employee Guidelines, Continuity Plan, H&S guidelines, Fraud/Corruption Detection and Prevention, Financial Regulations policies are all in place. Fidelity insurance set at higher level.	Fidelity Insurance @£600K - 3 year deal void. Began single years cover from Oct21	Reviewed Fraud policy Jul22	G	

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Euxton Parish Council - reviewed 03/03/2021 - 11/11/21, 11/11/22, 19/10/23

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
9	Supplier Fraud	Risk of supplier details being incorrect, replaced fraudulently, paying incorrect company	Financial Regs gives instructions at: 5.12 & 6.17	Change of bank details needs to be checked by 2 members. A programme of regular checks of standing data with suppliers		G	Cleansing of old suppliers on the electronic bank system needs to be carried out - ongoing process.
<b>OPERATIONS RISKS</b>							
10	Legionella in Council buildings	Risk of Legionnaires being in the water pipes	Tests with special temperature meters take place weekly/monthly/quarterly by trained staff. A report sheet is completed for every test on every item of equipment (ie, taps, showers etc) and submitted to Clerk for archiving.			G	
11	Pavilion Building	Risks of break in, damage, poor maintenance, theft, fire, flood. Cleanliness for Covid.	Insured. Checked regularly (6 days a week) by employees and damages reported. Users also monitor and report problems. PPE and cleaning products bought for building. Users have own plan and RA.	Continue with inspections and reports. Cleaning regime in practice.		G	Valuation of the pavilion needs updating for Insurance policy to ensure risks/costs covered
12	Lighting at Skate Park	Risks of abuse, litter, noise or vandalism of items	Insured. Checked 6 days a week by employees (as above). Annual professional inspection report.	Continue with inspections and reports.		G	
13	Amenity facilities - Inspections and repairs of skate park, play areas, other areas	Risk created from poor repair, litter left or dangerous items, equipment damage, items need repair. Personal injury.	Insured. All public amenity land and equipment is inspected beyond Insurers requirements, quarterly by a Borough inspector, weekly by trained employees who submit written inspection report for this action. Annual Inspection report. Vandalism cannot be anticipated and can be dangerous.	Ensure weekly/ quarterly/ annual inspections carried out. Actions required reported on these reports are carried out.		G	
14	Equipment storage	Loss due to theft, damage, damp, fire etc	Equipment insured, storage area is checked and adequate for purposes	Existing procedure adequate.		G	
15	Street furniture - Notice boards, seats, planters, signs etc	Risk/damage/ injury to third parties, Road side safety	Locations have approval by relevant parties, some are covered by insurance. Inspected regularly by the Clerk or caretakers. Employees mindful of roadside safety when working. Visual inspections when passing by employees. Risk of vehicle collision cannot be reduced.	Existing procedure adequate.		G	
16	Email system for Councillors	Hacking, bugs or virus, mis-information, mis-representation - financial risk of action or damage to equipment	The Councillor email addresses are password protected. Councillors who have Euxton email have guidance/training and agreed their own equipment has virus protection on it.	All current Cllrs have a Council email. System works well.	Reports of some spam and phishing but not much - no more than any other email address - report to provider to check.	Y	Council has asked for a review of the website - All Purposes Committee 10/24

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Euxton Parish Council - reviewed 03/03/2021 - 11/11/21, 11/11/22, 19/10/23

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
17	Project Management	New Projects - guidelines not specified or outcomes not set, overspend or lack of control of the project	Council devised a Project Management Form for new projects to complete which covers all the necessary requirements	Ensure the template document is completed for projects	Review documents with gateways/regular progress review points - when there are current projects	G	
18	Project Management	Tender process	Council has Financial Regulations in place which set out the processes.	Ensure regulations are referred to prior and during large project to ensure compliance.	Monitor new projects to assess against new regulations and review regulations if changes are	G	
19a	Meeting location	Adequacy of venue, Health & Safety of venue for members of the public, visitors, employees and Councillors	Council Meetings are normally held at Euxton PC Community Centre. The premises and the facilities are considered to be good for the Clerk, Councillors and Public. Any problems will be reported. Other venues would need to be H&S checked for access and working conditions.	Existing location adequate.		G	
19b	Meeting location	as above	Committee meetings have been held at the CBTC venue	Location adequate.			
20	Risks and risk assessments	Risks of buildings, work tasks, visitors, staff	Risk assessment of materials, equipment, duties, roles, etc. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with procedures. Equipment is only used by employees who have undergone training required for use. Insurance for staff and equipment is covered.	Risk assessments undertaken. Lone working training undertaken by all staff June/Jul2017 Personnel Committee reviewed all risk assessments done by ETJ.		Y	Building Safety Act 2022 came in to force 1/10/23 - This new Fire Safety law indicates - written document required for each premises. Needs actioning.
<b>LEGALITIES RISKS</b>							
21	Legal powers	Illegal activity or payments	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. Councillors can request advice.	Follow procedures and Clerk to check Power references and seek advice for new or unusual projects. Refer to Financial Regulations		G	Council could consider attaining the General Power of Competence - this allows Councils more flexibility on legal powers
22	Statutory notices	Risk of accuracy and legality of notices such as Agenda/Minutes	Most Council notices follow legislation, guidance in the Communications Policy and the Clerk's legal reference book.	Clerk training and reading materials to be kept up to date		G	
23	Data protection and data processing	Policy, Provision, failing	The Council is registered with the Data Protection Agency and follows guidance supplied by the Info Commissioner.	Registration is renewed annually. Ensure that the Council is following the guidance.	Council appointed a GDPR Lead Member Cllr A Oddy. Legislation changed 2018 - working through compliance and rules presently	Y	Still some policies to finalise

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Euxton Parish Council - reviewed 03/03/2021 - 11/11/21, 11/11/22, 19/10/23

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
24	Freedom of Information Act	Policy, Provision, failing	The Council has a 'model publication scheme' in place.	Monitor requests made under the FOI Act. Ongoing.		G	Check for review dates
<b>CONTINUITY/PROTECTION</b>							
25	Business continuity	Business interrupted due to paper records loss	Essential paper items scanned (electronic). Electronic financial files are backed up. Cloud storage in place/continuous back up for electronic files. Access for Chair/VC is set up and in event of a Clerk absence all info in 'Continuity' file goes to them. Retention list advises where documents/access for items is located.	Check essential papers are kept. Check 'Retention List' up to date. Check Cloud subscription up to date. Check PC back-ups taken. Check 'Continuity' file up to date regularly.	Business Continuity Policy was reviewed Sept23.  A fire proof safe/cabinet suggested for the office for important Paper items such as Deeds.	G	Safe request done
26	Business continuity	Clerk incapacitated/ unavailable for a period of time.	Council has a Deputy Clerk (designate) who can cover. No pre-arranged provision for cover if both unavailable. Chair/VC can take enquiries. In absence the Chair/VC will receive 'Continuity' file.	Needs to be reviewed and updated		G	
27	Business continuity	Risk of loss of internet access at place of work	Internet is with reputable provider. Access can be gained to records via another venue eg. Library, Clerks home, or community centre wifi, or Council's mobile or personal BB temporarily.	Review if this ever happens of how effective back-up measures have been. Not happened within year.		G	
28	Confidentiality	Protection of Council information and files.	Council lap-top is password protected, as is the email system and www update system. Files are backed up on Cloud, which is password protected. The lap-top has up-to-date Virus protection on it.	Ensure subscriptions are kept up-to-date		G	
29	Insurance	Risk of inadequate insurance cover and the Council's compliance	Council reviews its cover regularly and monitor its assets annually. Internal Cllr Audit in place to satisfy Fidelity Insurance Cover.	Due to an outstanding claim the insurance cover was retained with the same company in 21~22, 22~23, 23~24, 24~25	Needs review when claim has been settled at the next renewal date.	Y	

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**REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT**

Item 8

**APPENDIX A - Meeting the Standards**

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	Internal Audit Tests (Auditor provided with a pro-forma to complete called 'Internal Audit Plan')	Yes
2. Independence	<ul style="list-style-type: none"> <li>- Internal Auditor has direct access to those charged with governance.</li> <li>- Reports are made in own name to management/Council via a report.</li> <li>- Auditor does not have any other role within the council.</li> </ul>	Yes
		Yes
		Yes
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Yes
4. Relationships	<ul style="list-style-type: none"> <li>- RFO is consulted on the internal audit plan and on the scope of each audit.</li> <li>- Responsibilities for officers and internal audit are defined in relation to internal control, risk management.</li> <li>- The responsibilities of Council Members are understood; training of members is carried out as necessary.</li> </ul>	Yes
		Yes
		Yes
5. Audit Planning and reporting	<ul style="list-style-type: none"> <li>- The Internal Audit Plan properly takes account of corporate risk.</li> <li>- The plan has been approved by the Council.</li> <li>- Internal Auditor has reported in accordance with the plan.</li> </ul>	Yes
		Yes
		Yes

**APPENDIX B - Characteristics of Effectiveness**

Characteristics of 'effectiveness'	Evidence of Achievement	Response
Internal audit work is planned	Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes
Understanding the Council's needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	Yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	Yes
Add value and assist the Council to achieve its objectives	Demonstrated through positive Council response to recommendations and follow up action where called for.	Yes
Be forward looking	Changes on national agenda are considered when the Internal Audit guidance is reviewed. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes
Be challenging	Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Yes
Ensure the right resources are available	<ul style="list-style-type: none"> <li>- Adequate resource is made available for internal audit to complete its work.</li> <li>- Internal auditor understands the body and the legal and corporate framework in which it operates.</li> </ul>	Yes
		Yes

Reviewed by Council, Council Meeting Date: 17/10/24

**REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT**

Item 8

**AUDIT PLAN INTERNAL AUDITOR**

Internal Control	Suggested test	Response
Proper bookkeeping	<ul style="list-style-type: none"> <li>- Is the cashbook maintained and up to date?</li> <li>- Is the cashbook arithmetic correct?</li> <li>- Is the cashbook regularly balance?</li> </ul>	
a) Standing Orders and Financial Regulations b) Payment controls	<ul style="list-style-type: none"> <li>- Has the Council formally adopted standing orders and financial regulations?</li> <li>- Has a Responsible Financial Officer been appointed with specified duties?</li> <li>- Have items or services above a de minimis amount been competitively purchased?</li> <li>- Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>- Has VAT on payments been identified, recorded and reclaimed?</li> <li>- Is s137 expenditure separately recorded and within statutory limits?</li> </ul>	
Risk management arrangements	<ul style="list-style-type: none"> <li>- Does a scan of minutes identify any unusual financial activity?</li> <li>- Do the minutes record the council carrying out an annual risk assessment?</li> <li>- Is insurance cover appropriate and adequate?</li> <li>- Are internal financial controls documented and regularly reviewed?</li> </ul>	
Budgetary controls	<ul style="list-style-type: none"> <li>- Has the Council prepared an annual budget in support of its precept?</li> <li>- Is actual expenditure against the budget regularly reported to the Council?</li> <li>- Are there any significant unexplained variances from budget?</li> </ul>	
Income controls	<ul style="list-style-type: none"> <li>- Is income properly recorded and promptly banked?</li> <li>- Does the precept recorded in the cashbook agree to the District Council's notification?</li> <li>- Are security controls over cash adequate and effective?</li> </ul>	
Petty cash procedures	<ul style="list-style-type: none"> <li>- Is all petty cash spent recorded and supported by VAT invoices/receipts?</li> <li>- Is petty cash expenditure reported to each Council meeting?</li> <li>- Is petty cash reimbursement carried out regularly?</li> </ul>	N/A N/A N/A
Payroll controls	<ul style="list-style-type: none"> <li>- Do salaries paid agree with those approved by the Council?</li> <li>- Are other payments to the Clerk reasonable and approved by the Council?</li> <li>- Has PAYE/NIC been properly operated by the Council as an employer?</li> </ul>	
Asset controls	<ul style="list-style-type: none"> <li>- Does the Council keep an asset register of all material assets owned?</li> <li>- Are the Asset/Investments registers up to date?</li> <li>- Do asset insurance valuations agree with those in the asset register?</li> </ul>	
Project Management Practices	<ul style="list-style-type: none"> <li>- Review projects against Project Management Plans</li> </ul>	
Bank reconciliation	<ul style="list-style-type: none"> <li>- Is there bank reconciliation for each amount?</li> <li>- Is bank reconciliation carried out regularly on the receipt of statements?</li> <li>- Are there any unexplained balancing entries in any reconciliation?</li> </ul>	
Year end procedures	<ul style="list-style-type: none"> <li>- Are year-end accounts prepared on the correct accounting basis (R&amp;P)?</li> <li>- Do accounts agree with the cash book?</li> <li>- Is there any audit trail from underlying financial records to the accounts?</li> </ul>	

Reviewed by Council, Council Meeting Date: 17/10/24