

# EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 17 February 2022, 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 20 January 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  
Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines
6. Financial Items
  - 6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1
  - 6.2 Receive financial reports (Items: a Income, b Reconciliation, c Budgets) Item 6.2
  - 6.3 Consider the Precept budget paper circulated Item 6.3
7. Proposed office for the Council  
Consider the proposed option for office space for the Council Item 7
8. Committee report Item 8  
All Purposes Committee – Queens Platinum Jubilee confirmations of the school childrens option, prices and budgets
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: 11/02/22

Full Council meetings 2021: 17 March, 21 April, 19 May AGM, 16 June, 21 July, 15 September, 20 October, 17 November

Newsletter deadlines: 07/02/22 for March issue; 08/05/22 for June issue; 07/09/22 for September issue; 09/11/22 for December issue;

## PRIVATE, PART II ITEMS

### Exclusion of Press and Public

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Schedule 12A of the Local Government Act 1972, Part 1 s1-10 (*specifically for this item s3*). It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business (*specifically for this item: Information relating to the financial or business affairs of any particular person (including the authority holding that information)* ).

### 10. Personnel Committee

Item 11

Report from the Personnel Committee meetings


  
CLERK

Published: 11/02/22

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Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
<p>Ref. No:                      22/00085/OUT   Received: Mon 24 Jan 2022   Validated: Mon 24 Jan 2022</p>	<p>Outline application with all matters reserved for the demolition of an existing building and erection of a detached dwelling (resubmission of 20/01300/OUT)                      Land Off Washington Lane Euxton</p>	<p>The statement appears to exclude the volume of the roof in the calculation for the replacement building. It further goes on to say that green belt policy would not be impacted by a 30% volumetric increase in because the 'openness' would not be impacted. The volume of the roof therefore should be included and the figures provided should an amended proper assessment can be made.</p>
<p>Ref. No: 22/00088/DIS   Received: Mon 24 Jan 2022   Validated: Mon 24 Jan 2022</p>	<p>Application to discharge condition nos. 4 (facing materials), 5 (levels), 6 (boundary treatment) and 7 (dwelling emission rate) attached to planning permission ref: 20/01341/REM (Reserved matters application (appearance, layout, scale and landscaping) for the erection of 1no. detached dwelling (Phase 6b) pursuant to outline planning permission 15/00162/OUTMAJ (Outline application for a self-build residential development comprising up to 8 detached dwellings with all matters reserved save for access))                      Euxton Mill Dawbers Lane Euxton</p>	<p>Materials used in walls, roof, gutters etc. and energy values. No observations</p>
<p>Ref. No:                      22/00078/FULHH   Received: Fri 21 Jan 2022   Validated: Fri 21 Jan 2022</p>	<p>Single storey rear extension, front porch and erection of greenhouse in rear garden                      4 Gleadhill House Gardens Euxton Chorley PR7 6NN</p>	<p>No observations</p>
<p>Ref. No:                      22/00109/NOT   Received: Tue 01 Feb 2022   Validated: Tue 01 Feb 2022</p>	<p>Notification of intention to install 1no. 10m high pole for the provision of fixed line broadband electronic communications apparatus                      The Vicarage Wigan Road Euxton Chorley PR7 6JH</p>	<p>No observations</p>
<p>Ref. No: 22/00105/FUL   Received: Thu 27 Jan 2022   Validated: Thu 27 Jan 2022</p>	<p>Change of use of barn from ancillary accomodation to a seperate dwellinghouse                      The Barn Buckshaw Hall Knight Avenue Buckshaw Village Chorley PR7 7HW</p>	<p>The barn is used as ancillary accommodation to the hall at the present time. There is no physical connection between the barn and the hall and it is unlikely to be used for its initial purpose. The proposal appears to have suitable facilities.</p>

<p>Ref. No: 22/00106/FULHH   Received: Thu 27 Jan 2022   Validated: Thu 27 Jan 2022</p>	<p>Conversion of integral garage to habitable accommodation 8 Hampden Close Buckshaw Village Chorley PR7 7JZ</p>	<p>The application appears to provide suitable off-road parking</p>
<p>Ref. No: 22/00096/TPO   Received: Tue 25 Jan 2022   Validated: Mon 31 Jan 2022</p>	<p>Application for work to a protected tree - Chorley BC TPO 11 (Euxton) 1996: Alder - Prune lower branches growing over garage and garden. 3 Badgers Walk Euxton Chorley PR7 6FH</p>	<p>Std A1</p>
<p>Ref. No: 22/00084/TPO   Received: Mon 24 Jan 2022   Validated: Mon 31 Jan 2022</p>	<p>Application for works to protected trees - Chorley BC TPO 6 (Euxton) 1991: Oak (T1) and Oaks (G2) - Crown reduction to a maximum of 2 metres. 7 Cedar Avenue Euxton Chorley PR7 6BB</p>	<p>Std A1</p>
<p>Ref. No: 22/00113/DIS   Received: Tue 01 Feb 2022   Validated: Tue 01 Feb 2022</p>	<p>Application to discharge conditions of planning permission ref: 19/00654/OUTMAJ / appeal ref: APP/D2320/W/20/3247136 (Outline planning application for the erection of up to 180 dwellings including 30% affordable housing, with public open space, structural planting and landscaping, surface water flood mitigation and attenuation and vehicular access points from School Lane. All matters reserved except for means of vehicular access) - condition 26 (construction of the site accesses and the off-site works of highway improvement). Land Between Pear Tree Lane And School Lane Pear Tree Lane Euxton</p>	
<p>Ref. No: 22/00076/MNMA   Received: Tue 18 Jan 2022   Validated: Mon 31 Jan 2022</p>	<p>Minor non-material amendment to planning permission ref: 19/00906/REM (Reserved matters application for the erection of 9 dwellings (appearance, landscaping, layout, and scale) pursuant to outline planning permission 15/01092/OUT (granted on appeal)) to vary the roof tile type on 3 dwellings (plots 3, 6 and 7).  Land North Of The Railway Public House Wigan Road Euxton</p>	<p>Change to a red roof tile</p>

## Current Bank A/c

## List of Payments made between 24/01/2022 and 14/02/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/01/2022	Zoom	264	14.39		Virtual subscription
24/01/2022	Custom Stamps Online	265	8.23		Custom Stamps Online
24/01/2022	Southern Electric	266	131.37		Electricity
24/01/2022	Water Plus	267	20.43		Water
24/01/2022	British Telecom	268	66.54		Telephony
24/01/2022	Southern Electric	269	52.97		Electric S'port Rd
24/01/2022	Plusnet	270	6.00		Mobile Allot'mt
24/01/2022	Easy Websites	271	98.40		Websites/emails
24/01/2022	Studholme Bell Ltd	272	180.00		Payroll services
14/02/2022	Everglades Nursery	273	1,542.00		Tree scheme Eux.Ln
14/02/2022	Everglades Nursery	274	668.16		Trees Runshaw Lane
14/02/2022	Everglades Nursery	274B	-350.00		trees credit
14/02/2022	Everglades Nursery	275	300.00		Christmas tree rep
14/02/2022	Everglades Nursery	276	1,425.84		Trees allotments
14/02/2022	AD888	277	76.96		Tree protectors
14/02/2022	Richard Campey Ltd	278	483.74		Servicing equipment
14/02/2022	Richard Campey Ltd	279	425.71		Servicing equipment
14/02/2022	HMRC	280	909.72		Tax&NI Feb22
14/02/2022	Staff salaries	281	5,373.80		Staff salaries
14/02/2022	Easy Websites	282	98.40		Website/emails March22
14/02/2022	Water Plus	283	20.43		Water Feb22
14/02/2022	Plusnet	284	6.00		Mob.All'mt Feb22
14/02/2022	Amazon	285	42.90		PPE
14/02/2022	Amazon	286	21.99		Oil
14/02/2022	Amazon	287	26.45		Cleaner
14/02/2022	Chorley Borough Council	288	6.00		Play field lease
14/02/2022	Euxton St Mary's Primary	289	10,000.00		ECO/Health grant
14/02/2022	Euxton PC Community Centre	290	550.00		Grant for Annexe dec
<b>Total Payments</b>			<b>22,206.43</b>		

**Bank Reconciliation Statement as at 14/02/2022  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account	31/01/2022	198	502.47
RBS High Interest	31/01/2022	123	3,490.28
TSB - Current	15/06/2021		17.18
Coop - Current	15/06/2021		973.09
Barclays Current	14/01/2022		65.00
Santander	02/02/2022	22022	1,408.58
RBS Debit Card	31/01/2022	102	4,000.00
TSB - Savings	01/02/2022	46	163.64
Coop - Savings	15/06/2021		10,123.22
Barclays Savings	16/12/2021		272.40
Public Sector Deposit Fund	31/01/2022	45	152,251.32
Unity Trust (Current)	28/01/2022	41	2,223.03
Unity Trust (Saver)	28/01/2022	31	23,540.49

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199,030.70

**Unpresented Cheques (Minus)****Amount**

15/12/2021	230	Coppull & Standish Brass Band	125.00
14/01/2022	251	Plantscape Ltd	1,195.20
14/01/2022	253	John Hy Mayor	498.00
14/01/2022	263	Euxton Cricket Club	2,500.00
24/01/2022	264	Zoom	14.39
24/01/2022	271	Easy Websites	98.40
24/01/2022	272	Studholme Bell Ltd	180.00
14/02/2022	273	Everglades Nursery	1,542.00
14/02/2022	274	Everglades Nursery	668.16
14/02/2022	274B	Everglades Nursery	-350.00
14/02/2022	275	Everglades Nursery	300.00
14/02/2022	276	Everglades Nursery	1,425.84
14/02/2022	277	AD888	76.96
14/02/2022	278	Richard Campey Ltd	483.74
14/02/2022	279	Richard Campey Ltd	425.71
14/02/2022	280	HMRC	909.72
14/02/2022	281	Staff salaries	5,373.80
14/02/2022	282	Easy Websites	98.40
14/02/2022	283	Water Plus	20.43
14/02/2022	284	Plusnet	6.00
14/02/2022	285	Amazon	42.90
14/02/2022	286	Amazon	21.99
14/02/2022	287	Amazon	26.45
14/02/2022	288	Chorley Borough Council	6.00
14/02/2022	289	Euxton St Mary's Primary	10,000.00
14/02/2022	290	Euxton PC Community Centre	550.00

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26,239.09

172,791.61

**Receipts not Banked/Cleared (Plus)**

**Bank Reconciliation Statement as at 14/02/2022  
for Cashbook 1 - Current Bank A/c**

	<u>Amount</u>	<u>Balances</u>
	0.00	
		<u>0.00</u>
		172,791.61
<b>Balance per Cash Book is :-</b>		<b>172,791.61</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	
		<u>0.00</u>
<b>Unreconciled Difference is :-</b>		<b>0.00</b>

## Detailed Income &amp; Expenditure by Budget Heading 14/02/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>100 Employees</u>						
4000 Employees	(80,471)	(90,000)	9,529		9,529	
<u>120 Housekeeping</u>						
1090 Income Publicity	300	0	(300)			
4010 Payroll Services	(700)	(1,200)	500		500	
4070 Mileage	(1,970)	(3,000)	1,030		1,030	
4075 Employee Training	(542)	(3,000)	2,458		2,458	
4080 General Office	(4,788)	(5,300)	512		512	
4090 Communications	(4,318)	(4,100)	(218)		(218)	
4100 Insurance	(5,403)	(3,750)	(1,653)		(1,653)	
4120 Audit	(231)	(1,500)	1,269		1,269	
4130 Legal Fees/Planning Investig	(1,115)	(5,000)	3,885		3,885	
<u>140 Council</u>						
1100 Grants and Donations RCVD	1,709	0	(1,709)			
4211 Councillor Training	0	(250)	250		250	
<u>160 Grants/S137</u>						
1100 Grants and Donations RCVD	900	0	(900)			900
4250 Grants	(43,050)	(6,000)	(37,050)		(37,050)	40,000
4260 Christmas Celebrations	(2,100)	(3,000)	900		900	
<u>180 Special Events/Projects</u>						
4300 Euxton Gala	0	(1,500)	1,500		1,500	
4310 Road Safety/SPID	(9,097)	(2,500)	(6,597)		(6,597)	8,857
4320 Footways/Cycleways	0	(250)	250		250	
4340 Community Engagement	(47)	(250)	203		203	
4350 ECO Projects	0	(8,000)	8,000		8,000	
4380 Heritage Projects	0	(3,000)	3,000		3,000	
4390 Defibrillator Project	0	(4,000)	4,000		4,000	
4410 Monarch Passing	(64)	(500)	436		436	
4581 War Memorial	0	(500)	500		500	
<u>200 Amenity/Utility</u>						
1510 Income Gardens/planting	143	0	(143)			
1550 Income Allotments	12,387	0	(12,387)			
1570 Income RRM	6,108	0	(6,108)			2,700
4500 Utilities	(1,397)	(1,400)	3		3	
4510 Gardens/Planting/Competitions	(4,928)	(10,000)	5,072		5,072	1,577
4520 Allotments	(198,751)	(21,722)	(177,029)		(177,029)	181,457
4530 Millennium Green	(1,657)	(10,000)	8,343		8,343	
4540 All Purpose Committee	0	(2,500)	2,500		2,500	
4560 Multi/All Weather Greenside (n	0	(1,500)	1,500		1,500	



## Detailed Income &amp; Expenditure by Budget Heading 14/02/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4570 Amenity/Open Space RRM	(48,448)	(35,000)	(13,448)		(13,448)	35,924
4585 Street Sweeping Machine Fund	(3,242)	0	(3,242)		(3,242)	3,242
<u>220 Other</u>						
1076 Precept	165,411	0	(165,411)			
1080 Bank Interest Received	91	0	(91)			
1620 Income CIL	0	0	0			11,719
<b>Grand Totals:- Income</b>	<b>187,048</b>	<b>0</b>	<b>(187,048)</b>			
<b>Expenditure</b>	<b>412,320</b>	<b>228,722</b>	<b>(183,598)</b>	<b>0</b>	<b>(183,598)</b>	
<b>Net Income over Expenditure</b>	<b>(225,271)</b>	<b>(228,722)</b>	<b>(3,451)</b>			
plus Transfer From EMR	<b>270,969</b>					
less Transfer From EMR	<b>15,405</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>30,293</b>					

**Earmarked Reserves**

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Emergency Fund	22,564.10	-10,000.00	12,564.10
321 EMR Grants In	11,757.52	-6,161.99	5,595.53
330 EMR Land Fund	64,418.96	-31,252.19	33,166.77
340 EMR Street Machines	4,000.00	-4,687.46	-687.46
350 EMR Ransnap Brook	279.00		279.00
360 EMR Elections Fund	3,500.00		3,500.00
370 EMR CIL	207,062.66	-207,062.66	0.00
380 EMR Balshaw Villa	6,131.62		6,131.62
390 EMR Greenside Pkg Fund	1,800.00	3,600.00	5,400.00
	<b><u>321,513.86</u></b>	<b><u>-255,564.30</u></b>	<b><u>65,949.56</u></b>

7. Proposed office for the Council - Consider the proposed option space for the Council

Search for office space:

Rang 1<sup>st</sup> Chartered @ 171A Wigan Road – this is all their building – no rooms to rent

Rang Apollo Energy @ 190/192 Wigan Road – owned building just sold to a business in its entirety

Emergency Doctors corner of Wigan Road and Runshaw Lane may still have office space but, when the Whittle Surgery vacate to occupy the new buildings in Clayton-le-Woods the building could be sold – have asked for an update.

Search for any other buildings/offices. All other office spaces available are really large on East Terrace and on Buckshaw and so out of the price and space range.

This is the offer from Chorley Business & Technology Centre:

### **SUBJECT TO CONTRACT**

To provide Fully Managed Office Facilities, **including**

- Business Rates where applicable
- Water Rates
- Heat, Light, Power usage
- Buildings Service charges
- Maintenance
- Buildings Insurance
- Communal Kitchen and restroom facilities
- Free use of Meeting Room Located in Reception Building
- 7 day access 24 hour
- Monitored security
- Allocated and communal car parking

Excluding: Telephony/Broadband.

<b>Reception Building</b>	<b>175 sqft</b>
<b>Monthly Licence Fee</b>	<b>£335 + VAT</b>

Notes on Licence fee – Subject to Licence terms and conditions. Minimum term 6 months, Deposit held 10% of annual licence fee. Licence administration fee £50 + VAT

E & OE,

**Recommendation:** To rent office space, as quoted above, on East Terrace at £335 +vat per month and set up costs as per the budget presented.

