

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 15 March 2018, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

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

Council Minutes of the last meeting, approve their signing as a correct record (Item 3)

4. Statutory Business

Planning - Consider application list report from Lead Member for Planning, ratify responses made between meetings or to meet deadlines.

5. Public Participation

Matters brought to the Parish Council by residents. Residents will have twenty minutes set aside during which each resident shall have three minutes.

6. Financial Items

6.1 Approve Expenditures (Item 6.1)

6.2 Receive financial reports (Item 6.2a Income, 6.2b Reconciliation, 6.2c Budgets)

6.3 Consider the proposal to use the CCLA Public Sector Deposit Fund (Item 6.3)

6.4 Receive the Internal Councillor Audit carried out February 2018 (Item 6.4)

6.5 Audit Asset List review (Item 6.5)

6.6 Review of the effectiveness of the internal audit and audit plan (Item 6.6)

7. Investment Policy

Consider adoption of an Investment Policy (Item 7)

8. Committee updates

Land Working Group - Consider a request by the working group to be able to spend up to £5,000 on pre-planning application advice, reports and submissions.

Update from Committee Chairs on Committee meetings and ongoing projects

Updates from Councillors attending as representatives of outside meetings

9. Matters for information

Receive or update on the 'Fault Reports Log' (Item 9a)

Notify the Chair prior to the meeting start 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.

Full Council meeting dates 2018: 19 April, 17 May, 21 June, 19 July, 20 September, 18 October, 15 November, December.

Newsletter deadlines: 7 May 2018 for the June issue; 6 August 2018 for the September issue; 5 November 2018 for the December issue. 5 February 2019 for the March issue;

D. Platt

CLERK

Published: 08/03/18

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 ss1-10. 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.

10. Land

Verbal updates from the Land Working Group

Consider the information presented by the working group with draft drawings

D. Platt

CLERK

Published: 08/03/18

EUXTON PARISH COUNCIL MONTHLY PLANNING REPORT

DATE VALIDATED, APPLICATION NO,	LOCATION PROPOSAL	COMMENT/RECOMMENDATION
16 th Feb 2018 18/00135/CLPUD	24 Dunrobin Drive Application for a Certificate of Lawfulness for a single storey rear extension and insertion of side (north west facing) ground floor windows.	No comment
16 th Feb 2018 18/00120/TPO	14 Conway Close Works to a protected tree: Chorley BC TPO No. 1 (Euxton) 1968 comprising 20% crown reduction and removal of branches	Standard letter
23 rd Feb 2018 18/00132MNMA	Land Bounded By Ordnance Road And Buckshaw Railway Station S96A Non-Material Amendment to application 14/01030/REMMAJ: changes to elevations and amendments to site levels and footprint (no change in floorspace) of Buildings A, B, C and E	No comment but it will be interesting to see the impact on local parking practices when these are built
23 rd Feb 2018 18/00035/FULHH	Station House, Regency Gardens Erection of boundary fence to northern, western and southern site boundaries and gate pillars to southern boundary. Station House Regency Gardens Euxton Chorley PR7 6NW	This appears to be a retrospective application to cover the construction of the fence around the boundary of the house at the junction of Balshaw Lane and Regency Gardens
2 nd March 2018 18/00155/FULHH	1 Camomile Close Single storey side extension	No comment
2 nd March 2018 18/00144/TPO	Land surrounding 89 Euxton Lane (Pear Tree Grange) Various tree works to line of trees running through the centre of the site	These works are not identified in the aborcultural report that accompanies the original application for this site (16/00380/OUTMAJ) and the application gives no justification or reason for them. Therefore suggest EPC objects to the works unless a satisfactory reason and justification can be given for them.
2 nd March 2018 18/00171/TPO	28 Wentworth Drive	Tree is distorted because it is beneath a much larger oak tree. Suggest we advise CBC that we are content to see the birch removed if the tree officer is satisfied that it is of little value.

EUXTON PARISH COUNCIL MONTHLY PLANNING REPORT

DATE VALIDATED, APPLICATION NO,	LOCATION PROPOSAL	COMMENT/RECOMMENDATION
	Works to a protected trees Chorley BC TPO1(Euxton) 1996: Fell silver birch tree in rear garden and plant a native crab apple tree in front garden as replacement.	
2 nd March 2018 18/00172/FULHH	2 Runshaw Lane Single storey rear extension	Property is on corner with Wigan Road and the extension fronts Wigan Road However it is only small and does not break the building line on Wigan Road. No comment
2 nd March 2018 18/00127/DIS	Gleadhill House Stud Application to discharge conditions 2 (off site highway works), 5 (phasing plan), 9 (sustainable drainage management and maintenance), 11 (lighting design strategy) and 13 (footpath upgrade works) attached to planning permission 16/00633/OUTMAJ for the demolition of existing buildings and erection of up to 12 detached self build houses with double garages and associated infrastructure	Application includes the new gate into the millennium Green in a location where EPC wants it. Suggest we tell CBC that we are content with the gate in the position proposed.
2 nd March 2018 18/00166/REM	Gleadhill House Stud Reserved matters application for the erection of a single detached dwelling and garage (Plot 8) (pursuant to outline planning permission ref. 16/00633/OUTMAJ)	No comment
2 nd March 2018 18/00157/DIS	The Barn Dean Hall Lane Application to discharge conditions 4 (boundary details) and 5 (landscaping details) attached to planning permission 15/00058/FUL - Change of use of 1 no. barn (Microprocessor Offices) to 1 no. dwelling including single storey extension	No comment
9 th March 2018 18/00197/FULHH	6 Runshaw Lane Single storey rear extension and first floor side extension.	No comment

Payment request for 15 March 2018

Date	Payee Name	Reference	Budget	£ Total Amnt
19/02/2018	Peoples Pension	Pensions for Jan18	262 4000	33.89
01/03/2018	Easy Websites	Website & Emails	263 4080	76.80
01/03/2018	British Telecom	Telephone,BB,mobil	264 4080	102.68
12/03/2018	Peoples Pension	Pension Feb18	265 4000	33.96
15/03/2018	Paper Rabbit Print Ltd	March Print	266 4090	998.00
15/03/2018	Water Plus	Water bill, waste water	267 4570	557.54
15/03/2018	Viking Direct Ltd	stamps, envelopes	268 4080	84.78
15/03/2018	C&W Berry Ltd	hardware	269 4570	18.45
15/03/2018	ARK Welding Ltd	Bus stop seat CIL	270 4620	240.00
15/03/2018	Delivered NW	Delivery of newsletter	271 4090	306.90
15/03/2018	DWG (NW) Ltd	Renew two planters	272 4510	840.00
15/03/2018	Plantscape Ltd	Barrier baskets RC CE	273 4510	792.72
15/03/2018	John Finnamore Ltd	Drainage works	274 4570/60	3,270.00
15/03/2018	Various	Remuneration Mar18 E1	275 4080/70/00	1,523.34
15/03/2018	Various	Remuneration Mar18 E2	276 4070/00	820.27
15/03/2018	Various	Remuneration Mar18 E3	277 4070/00	829.48
15/03/2018	Various	Remuneration Mar18 E	278 4070/00	787.99
15/03/2018	HMRC	Tax&NI Mar18	279 4000	654.31
15/03/2018	ARK Welding Ltd	Basket frames for RC CE	280 4510	600.00
15/03/2018	LM Plumbing Services	Greenside hand ater heater	281 4570	150.00
15/03/2018	Lancashire Wildlife Trust	Pond stage payment	282 4430	4,029.75
				<u>16,750.86</u>

**Bank Reconciliation Statement as at 31/03/2018
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	01/03/2018	125	513.28
RBS High Interest	28/02/2018	76	17,562.70
TSB - Current	01/03/2018	8	33,980.42
Coop - Current	31/01/2018	22	50,171.63
Barclays	16/01/2018	12	75,065.00
Santander	02/03/2018	32018	75,471.38
RBS Debt Card	28/02/2018	24	4,000.00
TSB - Savings	10/04/2017	11	0.45
Coop -	05/10/2017	5	1.46
			256,766.32

<u>Unpresented Cheques</u>	<u>Amount</u>
01/03/2018 264 British Telecom	102.68
12/03/2018 265 Peoples Pension	33.96
15/03/2018 266 Paper Rabbit Print Ltd	998.00
15/03/2018 267 Water Plus	557.54
15/03/2018 268 Viking Direct Ltd	84.78
15/03/2018 269 C&W Berry Ltd	18.45
15/03/2018 270 ARK Welding Ltd	240.00
15/03/2018 271 Delivered NW	306.90
15/03/2018 272 DWG (NW) Ltd	840.00
15/03/2018 273 Plantscape Ltd	792.72
15/03/2018 274 John Fynamore Ltd	3,270.00
15/03/2018 275 Various	1,523.34
15/03/2018 276 Various	820.27
15/03/2018 277 Various	829.48
15/03/2018 278 Various	787.99
15/03/2018 279 HMRC	654.31
	11,860.42
	244,905.90

Receipts not Banked/Cleared

0.00

0.00

244,905.90

Balance per Cash Book is :- 244,905.90

Difference is :- 0.00

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
RECEIPTS						
120 Housekeeping						
1090 Income Publicity	1,070	0	(1,070)			0.0%
200 Amenity/Utility						
1100 Grants and Donations RCVD	44,428	0	(44,428)			0.0%
1570 Income RRM	13,176	0	(13,176)			0.0%
220 Other						
1076 Precept	150,944	0	(150,944)			0.0%
1080 Bank Interest Received	294	0	(294)			0.0%
1100 Grants and Donations RCVD	1,709	0	(1,709)			0.0%
1700 Euxton Library Friends (ELF)	70	0	(70)			0.0%
999 VAT Data						
115 VAT on Receipts	5,268	0	(5,268)			0.0%
TOTAL RECEIPTS	216,959	0	(216,959)	0	0	0.0%
PAYMENTS						
100 Employees						
4000 Employees	54,772	60,000	5,228		5,228	91.3%
120 Housekeeping						
4010 Payroll Services	630	900	270		270	70.0%
4070 Mileage	1,781	1,800	19		19	99.0%
4075 Employee Training	1,018	1,800	782		782	56.5%
4080 General Office	2,860	1,700	(1,160)		(1,160)	168.2%
4081 Bank charges	35	0	(35)		(35)	0.0%
4090 Publicity	4,495	3,500	(995)		(995)	128.4%
4100 Insurance	1,690	1,950	260		260	86.7%
4110 Subscriptions	1,106	1,200	94		94	92.2%
4120 Audit	580	900	320		320	64.4%
4130 Legal Fees/Planning Investig	0	2,500	2,500		2,500	0.0%
4160 Website Maintenance	338	780	442		442	43.3%
4180 Room Hire	506	1,000	495		495	50.5%
140 Council						
4211 Training/conference fees Council	88	200	112		112	44.0%
4220 Elections and Parish Poll Fund	0	5,000	5,000		5,000	0.0%
4230 Emergency Fund	0	25,000	25,000		25,000	0.0%
160 Grants/S137						
4250 Grants	2,280	3,000	720		720	76.0%
4260 Christmas Celebrations	829	2,380	1,551		1,551	34.8%
180 Special Events/Projects						
4300 Euxton Gala	63	100	38		38	62.5%
4310 Speed Indicator Device	0	150	150		150	0.0%
4320 Neighbourhood Plan	0	2,000	2,000		2,000	0.0%
4330 Comms and Social Media Methods	0	50	50		50	0.0%
4340 Increase Public Involvement	88	250	162		162	35.1%
4350 Finance Software	116	113	(3)		(3)	102.7%
4380 Heritage/Sign Project	0	1,500	1,500		1,500	0.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4390 Defibrillator Project	21	2,500	2,479		2,479	0.8%
4420 Services provision	0	5,000	5,000		5,000	0.0%
4430 Millennium Green Pond Project	4,460	30,000	25,540		25,540	14.9%
200 Amenity/Utility						
4500 Utilities	1,072	1,000	(72)		(72)	107.2%
4510 Gardens/Planting/Competitions	8,002	10,000	1,998		1,998	80.0%
4530 Millennium Green	3,391	4,325	934		934	78.4%
4540 All Purpose Committee	871	2,500	1,629		1,629	34.8%
4560 Play Equipment Replace Scheme	0	50,000	50,000		50,000	0.0%
4570 Amenity/Open Space RRM	12,265	20,000	7,735		7,735	61.3%
4580 Land Fund/Amenity	24	18,684	18,660		18,660	0.1%
4585 Street Sweeping Machine Fund	0	4,000	4,000		4,000	0.0%
4590 Bowling/Boules Project	76,668	91,600	14,932		14,932	83.7%
220 Other						
4600 Healthy Streets	0	617	617		617	0.0%
4610 Ransnap Brook	0	279	279		279	0.0%
4620 CIL	1,950	47,176	45,226		45,226	4.1%
4630 ELF Fund	35	0	(35)		(35)	0.0%
999 VAT Data						
515 VAT on Payments	19,841	0	(19,841)		(19,841)	0.0%
TOTAL PAYMENTS	201,873	405,454	203,581	0	203,581	49.8%
Total Receipts	216,959	0	(216,959)			0.0%
Total Payments	201,873	405,454	203,581	0	203,581	49.8%
Movement to/(from) Gen Reserve	15,086					

AUDIT ASSET LIST

Description	£	Date if known	Stored/Operated from	Added in 2017/2018
Buildings - pavilion	100,000 e			
Euxton War Memorial Monument	1	Jul'15	Corner School Lane/Wigan Road	
Play equipment/areas				
Balshaw Lane Play Area	200,000 e			
Primrose Hill Play Area	150,000 e			
Greenside Play Area	100,000 e			
Greenside Recreation Ground	5,500			
Southport Road Shelter	7,500			
Millennium Green seats/bins	3,500 e			
Skate Park, Southport Road	170,000	Feb'13		
Greenside Gym Equipment	8,000	Mar'13		
Land - (community value)				
Primrose Hill Play Area	1			
Balshaw Lane Play Area	1			
Pockets of Land around Talbot Row Shops	1			
Badge of Office (gold)	1,200 e		With the Chairman	
Chain of Office (gold plate)	600 e		With the Chairman	
Vice Chairman's badge of office (silver)	562	Aug'04	With the Vice Chairman	
Office equipment (lap top)	1001	Jul'17	Clerk's office	
Noticeboards (6)	2,500 e		All over the village	
Street Furniture (15 wayside seats)	6,000		Locations around the village	
Notice/map combination boards (2)	1,300	May'13	Unity Place BV, Southport Road	
Notice/map combination boards (2)	1,300	Oct'16	Chancery Rd, Lancaster Road	
Ornamental sign (x1)	540	Jul'16	Euxton Lane corner opp Bay Horse	
Ornamental signs (x5)	2,450	Dec'16	All over the village	
Solar Light column	3,395	Aug'05	Southport Road	
Powered strimmer (petrol) Makita BCX3400	303	Aug'08	Pavilion	
Powered blower (petrol) Stihl BR280	330	Oct'09	Pavilion	
Trailer (small)	450	Jan'11	Pavilion	
Speed indicator road sign device	2,295	Jan'10	Pavilion / or at sites around village	
Hedge trimmer (petrol) Ryobi RHT2660R	115	Feb'13	Pavilion	
Vacuum pavement machine	3,000	Nov'12	Pavilion	
	<u>771,845</u>			<u>0</u>

As at 7 March 2018

EUXTON PARISH COUNCIL

INVESTMENT STRATEGY

1. Introduction

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

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

The Guidance states:

- a) Where a Parish Council expects its investments at any time during a financial year to exceed or are expected to exceed £100,000 at any time during the financial year.
- b) Where a Parish Council expects its total investments at any time during a financial year to be between £10,000 and £100,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.

2. Objectives

- 2.1 The Council will invest prudently any surplus funds it holds on behalf of the community. Priority will be given to the security and liquidity of its reserves.
- 2.2 The Council will seek the highest rate of return, consistent with the proper levels of security and liquidity.

3. Specified Investments

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

EUXTON PARISH COUNCIL

INVESTMENT STRATEGY

3.3 For the avoidance of doubt, the Council will invest balances which are surplus for in short term deposits with one or more of the UK Government, UK banks and/or building societies or other local authorities, provided that the credit rating of such institution satisfies the minimum credit ratings specified below.

3.4 Decisions on investments within this strategy will be made by Full Council.

4. Acceptable Level of Credit Ratings (Risk)

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

5. Treasury Management

5.1 The Council does not use external advisers to offer information, advice or assistance relating to investments, nor does it regard there as being a need for its staff to be trained in investment management given the nature of its investments but will rely on information which is publicly available.

5.2 The Council will monitor the risk of loss on investments by reference to credit ratings. The Council should aim for ratings equivalent to the Fitch F1 rating for short-term investments.

6. Investment of Money Borrowed in Advance of Need

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

7. Review and Amendment of Regulations

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

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

8. Transparency

The Strategy should be publicly available on the Councils website.