

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 21 March 2019, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

Page 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

Council Minutes of the last meeting, approve their signing as a correct record Item 3
4. Statutory Business
 - 4.1 Councillor Vacancy – declaration of a vacant seat in Euxton North East.

Council is asked if it would agree to the co-option procedure voting to be in the form of a paper ballot, because of the numbers of applicants and voting rounds required.
 - 4.2 Councillor vacancy co-option – members to consider the applicants for the vacant seat. Item 4.2
 - 4.3 Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines Item 4.3
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 on report, and any submitted later Item 6.1
 - 6.2 Receive financial reports (Item 6.2a Income, 6.2b Reconciliation, 6.2c Budgets) Item 6.2
 - 6.3 Review of Effectiveness of the system of Internal Audit Item 6.3
 - 6.4 Audit Asset Register Item 6.4
 - 6.5 Appointment/confirmation of Internal Auditor
7. Committee Reports

All Purposes Committee – update on ROF Heritage project and consider additional items Item 7

Committee verbal updates.
8. Standing Orders Working Group

The working group recommends the revised standing orders be adopted Item 8
9. Matters for information

Receive or update on the 'Fault Reports Log' Item 9

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.

Full Council meeting dates 2019: 18 April, 16 May, 20 June, 18 July, 19 September, 17 October

Newsletter deadlines: 2 May 2019 for June issue, 1 August 2019 for September issue; 8 November 2019 for December issue, early February 2020 for March issue.

D. Platt

CLERK

Published: 13/03/19

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
19/00132/FUL - Buckshaw Hall Knight Avenue BV	Erection of 4no. detached dwellings and associated means of access	
19/00119/PDE - 53 Princess Way	Notification of a proposed single storey rear extension measuring 4m in depth (overall), with eaves height of 2.29m and a maximum height of 2.45m	
19/00122/FULHH - 6 St Andrews Close	Two storey rear extension and bay window to front elevation	
19/00117/FULHH - 31 Kingsway	Two front dormers and front porch	
19/00150/REMAJ - Euxton Mill Dawbers Lane	Reserved matters application pursuant to outline planning permission 15/00162/OUTMAJ for a self-build residential development comprising up to 8 detached dwellings with all matters reserved save for access. Details of landscaping to be considered.	
19/00137/REMAJ - Group 1 Euxton Lane	Reserved matters application for the erection of 128 no. residential dwellings (including 7 affordable dwellings) and associated landscape and highway works (pursuant to outline permission ref: 14/00927/OUTMAJ).	
19/00138/FULHH - 10 Carnoustie Drive	Single storey rear extension and single storey side extension	
19/00118/FUL - L. A. Vibe Fitness Club Ltd Unit 4 Roundhouse Court Barnes Wallis Way BV	Change of use to gymnasium (Use Class D2) (retrospective).	
19/00096/REM - Euxton Mill Dawbers Lane	Reserved matters application for the erection of a single detached dwelling (Phase 6) (pursuant to outline planning permission 15/00162/OUTMAJ)	
19/00151/REM - 7 Gleadhill House Gardens	Reserved matters application for the erection of a single detached dwelling (Plot 6) (pursuant to outline planning permission ref.16/00633/OUTMAJ)	
19/00217/FULHH Dene Cottage Pear Tree Lane	Detached garage (resubmission of planning application ref: 18/01173/FULHH)	Asked why re-submitted – because garage slightly different position – recommended for approval (again)
19/00141/OUT - Euxton Mills Hotel Wigan Road	Outline planning application for 1No dwellinghouse, including access. All other matters reserved.	I notice this is outline for a 5 bed house with only 2 parking spaces? what is the minimum? How many parking spaces are measured to be required by the Pub? only 16 marked out?
19/00088/FULHH - 40 Kingsway	Erection of a garage (following demolition of existing garage)	

Current Bank A/c

List of Payments made between 22/02/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/02/2019	B&Q DIY	287	100.88		Hardware
22/02/2019	B&Q DIY	287	-100.88		Hardware
22/02/2019	B&Q DIY	287	100.88		Hardware
21/03/2019	Water Plus	288	595.97		Wastewater
21/03/2019	Newbury Printers (NW) Ltd	289	1,273.00		March Newsletter printing
21/03/2019	British Telecom	290	119.26		Telephony
21/03/2019	Chorley Borough Council	291	6.00		Lease on land
21/03/2019	C&W Berry Ltd	292	280.49		Hardware
21/03/2019	Various	293	1,555.54		Remuneration March19 E1
21/03/2019	Various	294	687.30		Remuneration March19 E2
21/03/2019	Various	295	897.30		Remuneration March19 E3
21/03/2019	Various	296	832.11		Remuneration March19 E4
21/03/2019	Various	297	609.90		Remuneration March19 E5
21/03/2019	Various	298	600.38		Remuneration March19 E6
21/03/2019	HMRC	299	800.93		Tax&NI Mar19
21/03/2019	Peoples Pension	300	108.40		Pension payments
21/03/2019	DWG (NW) Ltd	301	1,465.00		MGreen new bridge
21/03/2019	RHF Turf Growers	302	0.00		RHF Turf Growers
21/03/2019	RHF Turf Growers	302	1,440.00		Bark
21/03/2019	Play & Leisure Ltd	303	65.52		Play equip parts

Total Payments 11,437.98

Current Bank A/c

Receipts received between 22/02/2019 and 31/03/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</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: 27/02/2019	1,020.00						
	ACE Property	1,020.00			1570	200	1,020.00	Contract shops
	Banked: 28/02/2019	10.35						
	RBS	10.35			1080	220	10.35	Interest
	Total Receipts:	1,030.35	0.00	0.00			1,030.35	

Date: 14/03/2019
 Time: 11:14

Euxton Parish Council

Bank Reconciliation Statement as at 31/03/2019
 for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
RBS Current Account	28/02/2019	145	527.15
RBS High Interest	28/02/2019	88	62927.30
TSB - Current	01/10/2018	7	417.18
Coop - Current	31/10/2018	28	973.09
Barclays Current	15/02/2019		65.00
Santander	28/02/2019	32019	75883.69
RBS Debit Card	28/02/2019	46	4000.00
TSB - Savings	03/03/2019	11	49152.16
Coop - Savings	26/11/2018	9	5004.26
Barclays Savings	15/02/2019		75115.14
Public Sector Deposit Fund	28/02/2019	10	100475.94
			374540.91

Unpresented

Cheques

(Minus)

			Amount	
21/02/2019	273	Eco-Arts	900.00	
21/02/2019	274	Eccleston Electrical	697.78	
21/02/2019	275	Studholme Bell Ltd	144.00	
21/02/2019	285	HMRC	409.14	
21/02/2019	286	RHF Turf Growers	374.40	
21/02/2019	286	RHF Turf Growers	-14.40	
21/03/2019	288	Water Plus	595.97	
21/03/2019	289	Newbury Printers (NW) Ltd	1273.00	
21/03/2019	290	British Telecom	119.26	
21/03/2019	291	Chorley Borough Council	6.00	
21/03/2019	292	C&W Berry Ltd	280.49	
21/03/2019	293	Various	1555.54	
21/03/2019	294	Various	687.30	
21/03/2019	295	Various	897.30	
21/03/2019	296	Various	832.11	
21/03/2019	297	Various	609.90	
21/03/2019	298	Various	600.38	
21/03/2019	299	HMRC	800.93	
21/03/2019	300	Peoples Pension	108.40	
21/03/2019	301	DWG (NW) Ltd	1465.00	
21/03/2019	302	RHF Turf Growers	1440.00	
21/03/2019	303	Play & Leisure Ltd	65.52	
				13848.02
				360692.9

Receipts not Banked/Cleared (Plus)

0

0

360692.9

Balance per Cash Book is :-

360742.8

Difference Excluding Adjustments is :-

-49.95

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
120 Housekeeping						
1090 Income Publicity	1,595	0	(1,595)			0.0%
1100 Grants and Donations RCVD	54	0	(54)			0.0%
200 Amenity/Utility						
1540 Income All Purposes Committee	1,000	0	(1,000)			0.0%
1570 Income RRM	4,750	0	(4,750)			0.0%
220 Other						
1076 Precept	159,000	0	(159,000)			0.0%
1080 Bank Interest Received	1,308	0	(1,308)			0.0%
1100 Grants and Donations RCVD	41,709	0	(41,709)			0.0%
1620 Income CIL	174,092	0	(174,092)			0.0%
TOTAL INCOME	383,509	0	(383,509)	0	0	0.0%
EXPENDITURE						
100 Employees						
4000 Employees	58,712	73,000	14,288		14,288	80.4%
120 Housekeeping						
4010 Payroll Services	555	1,100	545		545	50.5%
4070 Mileage	2,836	1,900	(936)		(936)	149.3%
4075 Employee Training	285	1,200	915		915	23.8%
4080 General Office	2,486	2,000	(486)		(486)	124.3%
4090 Publicity	5,818	3,842	(1,976)		(1,976)	151.4%
4100 Insurance	1,796	1,800	4		4	99.8%
4110 Subscriptions	180	200	20		20	90.0%
4120 Audit	890	1,250	360		360	71.2%
4130 Legal Fees/Planning Investig	381	5,000	4,619		4,619	7.6%
4160 Website Maintenance	707	800	93		93	88.4%
4180 Room Hire	159	600	442		442	26.4%
140 Council						
4211 Training/conference fees Council	190	150	(40)		(40)	126.7%
4220 Elections and Parish Poll Fund	5,000	5,000	0		0	100.0%
160 Grants/S137						
4250 Grants	2,670	3,500	830		830	76.3%
4260 Christmas Celebrations	1,470	2,000	530		530	73.5%
180 Special Events/Projects						
4300 Euxton Gala	1,092	1,000	(92)		(92)	109.2%
4310 Speed Indicator Device	0	1,150	1,150		1,150	0.0%
4340 Increase Public Involvement	0	250	250		250	0.0%
4350 Finance Software	119	125	6		6	95.2%
4380 Heritage/Sign Project	0	1,500	1,500		1,500	0.0%
4390 Defibrillator Project	1,515	1,500	(15)		(15)	101.0%
4430 Millennium Green Pond Project	3,267	3,267	0		0	100.0%
200 Amenity/Utility						
4500 Utilities	1,084	1,150	66		66	94.2%
4510 Gardens/Planting/Competitions	7,745	18,000	10,255		10,255	43.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4530 Millennium Green	3,718	10,000	6,282		6,282	37.2%
4540 All Purpose Committee	1,374	2,500	1,126		1,126	55.0%
4570 Amenity/Open Space RRM	32,619	35,656	3,037		3,037	91.5%
4590 Bowling/Boules Project	13,828	10,730	(3,098)		(3,098)	128.9%
300 EMR's						
9320 EMR Emergency Fund	436	23,000	22,564		22,564	1.9%
9330 EMR Land Fund	0	65,000	65,000		65,000	0.0%
9340 EMR Street Machines	0	4,009	4,009		4,009	0.0%
9350 EMR Ransnap Brook	0	279	279		279	0.0%
9360 EMR EMR ELF	35	35	0		0	100.0%
9370 EMR CIL	7,712	45,226	37,514		37,514	17.1%
TOTAL EXPENDITURE	158,679	327,719	169,040	0	169,040	48.4%
Total Income	383,509	0	(383,509)			0.0%
Total Expenditure	158,679	327,719	169,040	0	169,040	48.4%
Net Income over Expenditure	224,830	(327,719)	(552,549)			
plus Transfer From EMR	8,171					
less Transfer From EMR	130,103					
Movement to/(from) Gen Reserve	102,898	(327,719)	(430,618)			

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' attached)	Yes
2. Independence	<ul style="list-style-type: none"> - Internal Auditor has direct access to those charged with governance. - Reports are made in own name to management/Council via a report. - Auditor does not have any other role within the council. 	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"> - Responsible officer (Clerk) is consulted on the internal audit plan and on the scope of each audit. - Responsibilities for officers and internal audit are defined in relation to internal control, risk management. - The responsibilities of council members are understood; training of members is carried out as necessary. 	Yes
		Yes
		Yes
5. Audit Planning and reporting	<ul style="list-style-type: none"> - The Internal Audit Plan properly takes account of corporate risk. - The plan has been approved by the council. - Internal Auditor has reported in accordance with the plan. 	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"> - Adequate resource is made available for internal audit to complete its work. - Internal auditor understands the body and the legal and corporate framework in which it operates. 	Yes
		Yes

Reviewed and Approved by Council, Council Meeting Date:

AUDIT PLAN INTERNAL AUDITOR

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

AUDIT ASSET LIST

Item 6.4

Description	£	Date if known	Stored/Operated from	Added in 2018/2019
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		Balshaw Lane	
Primrose Hill Play Area	150,000 e		Primrose Hill Road	
Greenside Play Area	e		Greenside	-100,000
Greenside Recreation Ground	5,500		Greenside	
Southport Road Shelter	7,500		Southport Road	
Millennium Green seats/bins	3,500 e		Millennium Green	
Skate Park, Southport Road	170,000	Feb'13	Southport Road	
Greenside Gym Equipment	8,000	Mar'13	Greenside	
Greenside Play Area	108,000	Apr'18	Greenside	108,000
Land - (community value)				
Primrose Hill Play Area	1		Primrose Hill Road	
Balshaw Lane Play Area	1		Balshaw Lane	
Pockets of Land around Talbot Row Shops	1		Talbot Row, Highways Avenue	
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	
Gazebo canopy	559	April'18	Garage at Greenside	559
Street Furniture (17 wayside seats)	7,000		Locations around the village	1,000
Street Furniture (2 wayside seats)	812	July'18	Millennium Green decking	812
Noticeboards (6)	2,500 e		All over 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	
Notice/map combination boards (1)	790	Nov'18	Brookwood Way, BV	790
Ornamental sign (x1)	540	Jul'16	Euxton Lane corner opp Bay Horse	
Ornamental signs (x5)	2,450	Dec'16	All over the village	
Seats at Bowling Green	1,079	May'18	Bowling Green path	1,079
Information Board on Millennium Green	870	Feb'19	Millennium Green decking	870
Buddy bench on Greenside Garden	441	Oct'18	Greenside	441
Rainbow benches on Balshaw Lane Play area	817	Sep'18	Balshaw Lane	817
Plantscape barrier containers x 4	792	Jun'18	Pavilion or on site at Comm.Cnt	792
Stone look planter containers x 1	240	Nov'17	School Lane	
Stone look planter containers x 4	1,037	Oct'18	Bowling Green path	1,037
Willow Artwork of a Cannon	900	Feb'19	Storage	900
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	
Dennis FT510 Mower and Cartridges	7897	Sep'18	Pavilion	7,897
Vacuum pavement machine	3,000	Nov'12	Pavilion	
	<u>797,079</u>			<u>24,994</u>

As at 13 March 2019

7. Committee Reports

All Purposes Committee – update on ROF Heritage project and consider additional items

The project agreed by the All Purposes Committee is for the recovery and restoration of an original ROF Chorley site street lamp. RMG agreed for it to be sited on its land and will wired into its supply.

Since this was agreed a water hydrant has been located on the Runshaw College site which Runshaw has agreed to donate to the project but, it requires digging up, transporting, restoring and then painting.

Also, as these will be heritage items it was considered to need an interpretation board. The restorers of the lamp and hydrant have offered to create a frame if the cost of the artwork and board could be met elsewhere. Artwork for interpretation board has been created in house.

As there is no Committee meeting booked, can Council consider agreeing to:

Extraction and restoration of the fire hydrant £350

Creation/printing of the interpretation board approx. £125/135