

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 20 September 2018, 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
Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines Item 4
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 Receive External Auditor report (if it returned) Item 6.3
 - 6.4 Approve the allocations of funds for CIL projects Item 6.4
7. Committee Reports
 - 7.1 Leisure Committee, verbal update from meeting and recommendation
Recommendation to purchase four seats for the Balshaw Lane Play Area Item 7.1
 - 7.2 All Purposes Committee, next meeting 4 October
8. Central Lancashire Local Plan, Call for Sites
Circulated 17 August to Cllrs via email or, <https://centrallocalplan.lancashire.gov.uk> Item 8
9. Insurance
Review insurance cover (last of 3 year deal with Hiscox) Item 9
10. Risk Register
Review the updated risk register, consider new additions, or changes and updates Item 10
11. Matters for information
Receive or update on the 'Fault Reports Log' Item 11
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 2018: 20 September, 18 October, 15 November, 20 December.

Newsletter deadlines 5 November 2018 for the December issue.

5 February 2019 for the March issue; 2 May 2019 for the June issue, 1 August 2018 for the September issue;

D. Platt

CLERK

Published: 13/09/18

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
18/00526/TPO 12 Chancery Fields	Application for works to a protected tree Chorley BC TPO 5 (Euxton) 2013 - T7 - pruning of three lower branches by 1.5 to 2.0 metres to suitable growth points.	
18/00628/TPO 10 Church Walk	Application for works to a protected tree: Chorley RDC No. 1 (Euxton) 1971 - Oak T26 - fell.	
18/00638/FULHH Greenfields Dawbers Lane	Part two storey / part first floor side extension, single storey rear extension, front roof canopy and elevational alterations	Note sent to CBC asking what the required car parking spaces are for the number of bedrooms and if more spaces will be created or conditioned <u>Response:</u> For Greenfields the existing dwelling has 4 bedrooms and the resultant dwelling would also have 4 bedrooms and space for at least 3 cars. This is in accordance with parking standards.
18/00629/FULHH 8 Runshaw Lane	New roof and single storey side extension following demolition of existing attached garage and single storey rear extension.	Note sent to CBC asking if the required parking (due to loss of garage) will be accommodated on site or conditioned <u>Response:</u> I can't see that any parking spaces would be lost at 8 Runshaw Lane? They would have 3 bedrooms and space for at least 2 cars. This is in accordance with the parking standards.
18/00656/FULHH 11 Hudson Drive BV	Conversion of garage into a habitable space and addition of a single storey rear orangery extension	Note sent to CBC asking if the required parking (due to loss of garage) will be accommodated on site or conditioned <u>Response:</u> This application was approved with a car parking condition requiring an additional space.
18/00717/PDE 34 Anderton Road	Notification of a proposed single storey rear extension measuring 3.85m in depth, with eaves height of 2.34m and a maximum height of 3.43m	
18/00662/FULHH 127 Bredon Avenue	Single storey side extension	
18/00647/FULHH 101 Countess Way	Two storey side extension and single storey rear extension	Note sent to CBC asking what the required car parking spaces are for the number of bedrooms and if more spaces will be created or conditioned <u>Response:</u> This property is increasing from two to three bedrooms. The Householder Design SPD does not require any additional parking for this increase and as such no additional spaces will be sought.

18/00744/FUL 10 Baker Close BV	Loft conversion to existing flat with 2 dormers to the front elevation and 2 to the rear	Note sent to CBC asking what the required car parking spaces are for the number of bedrooms and if more spaces will be created or conditioned <u>Response:</u> This property has three garages and space for 4 cars to the front. Lancashire Highways have also commented on the application and have not raised any concerns. Therefore no additional parking will be sought.
18/00747/TPO 1 Apple Tree Close	Application for works to a protected tree: Chorley BC TPO no. 3 (Euxton) 1995: Lombardy Poplar (T3 on Arb Report) - Fell	Serious problems with tree roots in footings – report produced
18/00755/FUL The Hub Unity Place BV	Single storey extension to eastern elevation	
18/00724/DIS Land Surrounding 89 Euxton Lane Euxton	Application to discharge condition numbered 10 (travel plan) attached to outline planning permission 16/00380/OUTMAJ which was for the means of access to up to 170 dwellings and community allotments with all other matters reserved.	
18/00701/FUL Railway At Euxton Wigan Road	Change of use from a drinking establishment (Use Class A4) to children's nursery (Use Class D1)	
18/00814/TPO 15 Gleneagles Drive Euxton	Application for works to protected trees: Chorley BC TPO no. 8 (Euxton) 1995: Raise the crown of the three oak trees overhanging the garden fence of 15 Gleneagles Drive to 4 metres and remove any deadwood.	
18/00811/DIS Land At Barnes Wallis Way Barnes Wallis Way BV	Application to discharge conditions 11 (levels), 14 (construction method statement) and 18 (drainage scheme) attached to planning permission 17/00764/FULMAJ for the erection of a building comprising three business units (Class B1) and a restaurant takeaway with drive-thru including car parking, access, landscaping and associated works.	
18/00778/TPO 11 Hillside Close Euxton	Application for works to a protected tree: Chorley BC TPO no. 3 (Euxton) 1978: Sycamore (T6) at rear garden of property - FELL	

18/00840/TPO 4 The Croft	Application for works to a protected tree: Chorley BC TPO no. 6 (Euxton) 1980: Felling of horse chestnut tree.	Four trees in garden, this one has 'canker' it is diseased
18/00825/REM Gleadhill House Gardens	Reserved matters application for the erection of a single detached dwelling (Plot 11) (pursuant to outline planning permission ref. 16/00633/OUTMAJ)	
18/00820/FULMAJ BAE Systems Property And Environmental Services Brisance House Euxton Lane	Erection of three storey office building following demolition of Brisance House	
18/00858/PDE 16 Corsair Drive BV	Notification of a proposed single storey rear extension measuring 3.5m in depth, with eaves height of 2.6m and a maximum height of 3.8m	
18/00854/REM 1 Gleadhill House Gardens	Reserved matters application for the erection of a single detached dwelling (Plot 12) (pursuant to outline planning permission ref. 16/00633/OUTMAJ)	
18/00805/FULHH 7 Ambleside Avenue	Two storey side extension, rear balcony and solar panels.	

Euxton Parish Council

Payments made between 20/07/2018 and 30/09/2018

Date	Reference	Payee Name	Gross	£ VAT	Net	Budget	Transaction Details
20/07/2018	100	Peoples Pension	86.45		86.45	4000	Pensions payments
20/07/2018	101	British Telecom	102.00	17.00	85.00	4080	Telephony
20/07/2018	102	Spar	7.22		7.22	4080	Water
01/08/2018	103	Easy Websites	76.80	12.80	64.00	4160	Website/emails
10/08/2018	104	Peoples Pension	86.80		86.80	4000	Pension payments
16/08/2018	105	Paper Rabbit Print Ltd	1061.00		1061.00	4090	Sept printing
16/08/2018	106	JRB Enterprise Ltd	613.20	102.20	511.00	4540	Dog bag dispense units
16/08/2018	107	LALC	190.00		190.00	4211	Training Cllrs
16/08/2018	108	Yorkshire Internal Audit Servi	290.00		290.00	4120	Internal Audit fee
16/08/2018	109	Studholme Bell Ltd	144.00	24.00	120.00	4010	Salary Services
16/08/2018	110	DWG (NW) Ltd	55.00		55.00	4530	Repairs
16/08/2018	111	Adlington Welding Supplies	120.00	20.00	100.00	4530	Hire water storage
16/08/2018	112	TESCO	44.05	7.34	36.71	4570	Fuel for vacuum
16/08/2018	113	Dreamlandvalue	21.99		21.99	4080	Frames
16/08/2018	115	Sign Trad Supplies	154.74	25.79	128.95	4540	Poles
16/08/2018	116	PC World	14.99	2.50	12.49	4080	Mcafee
16/08/2018	117	Various	1558.24		18.90	4070	Remuneration Aug18/E1
					18.00	4080	Remuneration Aug18/E1
					1521.34	4000	Remuneration Aug18/E1
16/08/2018	118	Various	795.17		51.30	4070	Remuneration Aug18/E2
					743.87	4000	Remuneration Aug18/E2
16/08/2018	119	Various	852.57		52.20	4070	Remuneration Aug18/E3
					800.37	4000	Remuneration Aug18/E3
16/08/2018	120	Various	858.24		48.60	4070	Remuneration Aug18/E4
					809.64	4000	Remuneration Aug18/E4
16/08/2018	121	HMRC	684.73		684.73	4000	Tax&NI Aug18
24/08/2018	122	Post Office Limited	116.00		95.70	4090	Stamps
					20.30	4080	Stamps
30/08/2018	123	British Telecom	102.60	17.10	85.50	4080	Telephony
01/09/2018	124	Easy Websites	76.80	12.80	64.00	4160	Www and emails
07/09/2018	125	Poundland	2.00	0.33	1.67	4080	Batteries
07/09/2018	126	Aldi Stores	11.96	1.99	9.97	4570	Angle brackets
09/09/2018	127	Microsoft	59.99	10.00	49.99	4080	Office 365
10/09/2018	128	Peoples Pension	88.74		88.74	4000	Pension contribs Aug18
12/09/2018	129	Big Dug Storage	714.96	119.16	595.80	4570	Storage racks
13/09/2018	130	TESCO	35.00		35.00	4260	Christmas chocs
20/09/2018	131	JRB Enterprise Ltd	91.20	15.20	76.00	4540	Brackets
20/09/2018	132	C&W Berry Ltd	13.38	2.23	11.15	4570	Hardward
20/09/2018	133	C&W Berry Ltd	2.74	0.46	2.28	4570	Hardware
20/09/2018	134	Duncan Ross Ltd	8288.52	1381.42	1099.10	4570	Additional work for Greenside
					5808.00	4590	Bowling build install 3
20/09/2018	135	Chorley Borough Council	6.00	1.00	5.00	4570	Lease play field
20/09/2018	136	Sam Croniken	480.00	80.00	400.00	4570	Tree trimming
20/09/2018	137	Richard Campey Ltd	7896.00	1316.00	6580.00	4590	Mower and cartridges
20/09/2018	138	Chorley Borough Council	5000.00		5000.00	4220	Election May 18 part pay
20/09/2018	139	Various	55.00		55.00	4250	Library Speakers x 2
20/09/2018	140	Came & Co	1757.48		1757.48	4100	Insurance 1/10/18-30/9/1/9
20/09/2018	141	SLCC Cheshire	30.00		30.00	4075	Training Clerk
20/09/2018	142	Various	1555.79		18.00	4080	Remuneration Sep18 E1
					16.65	4070	RemunerationSep18 E1
					1521.14	4000	Remuneration Sep18 E1
20/09/2018	143	Various	984.02		48.15	4070	Remuneration Sep18 E2
					935.87	4000	Remuneration Sep18 E2
20/09/2018	144	Various	757.61		52.00	4070	Remuneration Sep18 E3
					705.61	4000	Remuneration Sep18 E3
20/09/2018	145	Various	841.47		28.80	4070	Remuneration Sep18 E4
					812.67	4000	Remuneration Sep18 E4
20/09/2018	146	HMRC	775.61		775.61	4000	Tax & NI Sept18
			37560.06	3169.32	34390.74		

Euxton Parish Council
Income

Date	Name	Amount	A/c	Centre		Transaction Detail
10/04/2018	Chorley BC	160,709.00	1100	220	1,709.00	Precept/grant
			1076	220	159,000.00	Precept/grant
15/04/2018	Santander	32.06	1080	220	32.06	Interest
24/04/2018	Chorley BC	39,999.88	1100	220	39,999.88	S106 monies to Greenside
30/04/2018	RBS Bank	4.61	1080	220	4.61	Interest
04/05/2018	ChorleyBC	130,102.58	1620	220	130,102.58	CIL monies
04/05/2018	HM Revenue & Customs	25,328.95	515	999	25,328.95	VAT Refund
15/05/2018	Santander	31.04	1080	220	31.04	Interest
30/05/2018	RBS Bank	4.97	1080	220	4.97	Interest
30/05/2018	HomeTruths/Busy Bodies	295.00	1090	120	295.00	Adverts 70 / 225
30/05/2018	Barclays	37.40	1080	220	37.40	Interest
01/06/2018	CCLA PSDF	26.43	1080	220	26.43	Interest
15/06/2018	Santander	32.09	1080	220	32.09	Interest
29/06/2018	RBS	3.52	1080	220	3.52	Interest
02/07/2018	CCLA PSDF	43.01	1080	220	43.01	Interest
10/07/2018	TSB	1.82	1080	220	1.82	Interest
16/07/2018	Santander	31.07	1080	220	31.07	Interest
16/07/2018	Euxton Hall Hosp	1,000.00	1540	200	1,000.00	Donation
16/07/2018	Independent Living	280.00	1090	120	280.00	Advert
19/07/2018	EuxGirls FC	1,680.00	1570	200	1,680.00	Pitch rental
31/07/2018	RBS	2.77	1080	220	2.77	Interest
01/08/2018	CCLA	47.81	1080	220	47.81	Interest
10/08/2018	TSB	2.09	1080	220	2.09	Interest
15/08/2018	Santander	32.12	1080	220	32.12	Interest
31/08/2018	RBS Bank	1.88	1080	220	1.88	Interest
	Total Receipts:	<u>359,730.10</u>				

**Bank Reconciliation Statement as at 13/09/2018
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	31/08/2018	134	573.64
RBS High Interest	31/08/2018	82	37,966.79
TSB - Current	02/09/2018	6	417.18
Coop - Current	13/06/2018		973.09
Barclays Current	31/07/2018		65.00
Santander	09/02/0018	92018	75,658.71
RBS Debt Card	31/08/2018	33	4,000.00
TSB - Savings	02/09/2018	5	49,004.36
Coop - Savings	13/06/2018	4	45,000.00
Barclays Savings	31/07/2018		75,040.28
Public Sector Deposit Fund	31/08/2018	4	100,117.25
			<u>388,816.30</u>

<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
19/07/2018	87	Furnitubes International Ltd	974.40
16/08/2018	106	JRB Enterprise Ltd	613.20
16/08/2018	107	LALC	190.00
16/08/2018	110	DWG (NW) Ltd	55.00
01/09/2018	124	Easy Websites	76.80
07/09/2018	125	Poundland	2.00
07/09/2018	126	Aldi Stores	11.96
09/09/2018	127	Microsoft	59.99
10/09/2018	128	Peoples Pension	88.74
12/09/2018	129	Big Dug Storage	714.96
13/09/2018	130	TESCO	35.00
			<u>2,822.05</u>
			385,994.25

<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>0.00</u>
			385,994.25
		Balance per Cash Book is :-	385,994.25
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 21/08/2018

Council Detail Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>100 Employees</u>					
4000 Employees	(28,007)	(73,000)	44,993		44,993
<u>120 Housekeeping</u>					
1090 Income Publicity	575	0	(575)		
4010 Payroll Services	(300)	(1,100)	800		800
4070 Mileage	(935)	(1,900)	965		965
4075 Employee Training	(30)	(1,200)	1,170		1,170
4080 General Office	(1,103)	(2,000)	897		897
4090 Publicity	(2,754)	(3,842)	1,088		1,088
4100 Insurance	(1,757)	(1,800)	43		43
4110 Subscriptions	0	(200)	200		200
4120 Audit	(290)	(1,250)	960		960
4130 Legal Fees/Planning Investig	0	(5,000)	5,000		5,000
4160 Website Maintenance	(384)	(800)	416		416
4180 Room Hire	0	(600)	600		600
<u>140 Council</u>					
4211 Training/conference fees Counc	(190)	(150)	(40)		(40)
4220 Elections and Parish Poll Fund	(5,000)	(5,000)	0		0
<u>160 Grants/S137</u>					
4250 Grants	(477)	(3,500)	3,023		3,023
4260 Christmas Celebrations	(35)	(2,000)	1,965		1,965
<u>180 Special Events/Projects</u>					
4300 Euxton Gala	(1,092)	(1,000)	(92)		(92)
4310 Speed Indicator Device	0	(1,150)	1,150		1,150
4340 Increase Public Involvement	0	(250)	250		250
4350 Finance Software	0	(125)	125		125
4380 Heritage/Sign Project	0	(1,500)	1,500		1,500
4390 Defibrillator Project	0	(1,500)	1,500		1,500
4430 Millennium Green Pond Project	(3,267)	(3,267)	0		0
<u>200 Amenity/Utility</u>					
1540 Income All Purposes Committee	1,000	0	(1,000)		
1570 Income RRM	1,680	0	(1,680)		
4500 Utilities	(119)	(1,150)	1,031		1,031
4510 Gardens/Planting/Competitions	(3,269)	(18,000)	14,731		14,731
4530 Millennium Green	(155)	(10,000)	9,845		9,845
4540 All Purpose Committee	(2,231)	(2,500)	269		269
4570 Amenity/Open Space RRM	(15,651)	(35,656)	20,005		20,005
4590 Bowling/Boules Project	(13,828)	(10,730)	(3,098)		(3,098)

Detailed Income & Expenditure by Budget Heading 21/08/2018

Council Detail Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Income	3,255	0	(3,255)		
Expenditure	80,874	190,170	109,296	0	109,296
Net Income over Expenditure	<u>(77,619)</u>	<u>(190,170)</u>	<u>(112,551)</u>		
Movement to/(from) Gen Reserve	<u>(77,619)</u>				

6. Financial Items

6.4 Approve the allocations of funds for CIL projects

History

A CIL Working group was set up following the Full Council meeting in September 2017, with 8 Councillors volunteering.

The first CIL Working Group meeting took place on 2 November 2017 and a CIL Projects list was created.

The CIL Projects list was presented to Full Council on 16 November 2017 for consideration, addition and adoption. At this point the corresponding Committee was appointed to the relevant projects and the projects were handed over to Committees to progress.

Committees

The Leisure Committee and All Purposes Committee have been progressing the CIL projects.

At the Leisure Committee meetings on 5 July and 6 September projects were progressed.

Proposal

The Leisure Committee agreed to progress two projects from the CIL Projects list and request Full Council consider allocating funds from the CIL budget towards the two projects, below.

These allocations are estimates at present and the process of obtaining costings from a number of suppliers will be carried out if these allocations are approved. One is subject to planning permission and prior to that a consultation with neighbours, the other requires research into the product and maintenance implications.

The above research, consultation, costings and approvals will be undertaken by the Leisure Committee.

Recommendation

Council agrees to allocate the following projects to the CIL budget.

Skate Park Lighting scheme allocation estimated at £20,000

All weather surface at Greenside (pitches and green site) estimated at £30,000

Leisure Committee

Balshaw Lane Play area – seat purchases

It was suggested at the last Leisure Committee that the seat on this play area need to be replaced.

So this item is dealt with speedily, as the next Leisure is not until late November, Leisure suggested to bring forward until Full Council Leisure reports.

The play area currently has 3 seats, two on the Junior side and one on the Toddler side.

The proposal would be to replace the 3 seats, and add on more to the Toddler side, these would be made from recycled plastic and to keep the bright colour scheme going rainbow seats were suggested – see examples.

Recommendation

As we have recently ordered a number of seats from Marmax for the Bowling Green and they come ready assembled, are quality products the recommendation would be to order the seats from Marmax at £149 each (total £641 for four)

Item 7.1

Marmax benches

Four, 3 bay seat, in rainbow colours £596 + approx. £45 delivery (£160 each)

The Sturdy Bench Three Seat is made from 100% HDPE recycled plastic and is maintenance free. The material will not rot, corrode, or splinter, the robust material can withstand any weather conditions and the bench is completely weatherproof and the colour will not fade in the sun. **150 x 30 x 49 cm**



We have these same benches at the Bowling Green (in Green) and the same item but in a green seat version with a back.

NBB Recycled Furniture £175 each H415 x W305 x L1200mm



- Manufactured from 100% recycled plastic material
- Will not rot
- Can last up to 5 times longer than timber!
- Strong, durable and wear resistant
- Does not splint or splinter & resistant to insects & bacteria
- Our recycled plastic is manufactured to have an attractive wood grain effect
- Completely maintenance free

Kedel, multi coloured bench seat, 1500x310x490 £192 each plus £50 delivery

Recycled Plastic Tees Bench with no back is a designed remain looking as good as the day it was bought for decades. Available in various colours and Lengths to suit your needs. Recycled Plastic is impervious to water, mould, insects and frost. An excellent, brightly colours, cost effect, eco-friendly product, ideal for parks, gardens and playgrounds.



9. Insurance

Review insurance cover (last of 3 year deal with Hiscox)

The Parish Council negotiated a 3 year deal on the Insurance policy, through the broker, with Hiscox.

The 3 year deal ends next year. The deal is to fix the rates of the policy which does mean that the bill will still rise if the IPT (tax) rises, but also, all the items in the policy are index linked and increase by a % each year, which in turn raises the premium.

This years renewal cost is £1,757.48, last years cost was £1,689.88, difference £67.60.

The figures above are, at the time of sending this paper out, and may be revised because of including new equipment. The new cost had not come through in time so, the figure may change slightly at the meeting due to new equipment premiums.

The items insured are as per the Auditor Asset list reviewed in March 2018 (attached in Annual Reports on the website) but with actual replacement values added in for the insurance policy. A copy of the policy renewal forms have been emailed and won't be copied to the meeting as they are lengthy – any questions you need to ask need to be requested in advance so the Clerk can liaise with the Brokers for a response prior to the meeting.

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
FINANCE							
1	Financial book-keeping and processes	Ensuring the Council's book-keeping is accurately carried out. VAT accounted for and recovered. Employee Tax/NI paid.	New electronic finance system in play in 2017 and fully operational from 1 April 2017 for first year. System accounts for VAT with simple printable claim form. 2018/19 will be first year for new Receipts & Payments sytem Tax/NI informed by salary services and paid.	Ensure time is available to receive further training on the new accounting system to ensure Accounts are completed on time.	13/09/17 Personnel Committee evaluated the new system - all good. New Internal Auditor reports the accounts have been "well maintained"	Y	None
2	Bank and banking	Keeping to new FSCS protection, keeping control of numerous accounts	Council reviewed and adjusted the Financial Regulations 21/06/18. Regular checks are preformed and internal Cllr audit system in place.	Ensure transfers are carried out to keep balances at £75K per account or below.		G	None
3	Bank and banking	Debit card	Council has Financial Regulations which set out the processes. The Debit Card (new in Jul16) is in the name of the Clerk, held by the Clerk and only used by the Clerk with its own pin number	System working well. Much improved situation for Clerk to more easisily purchase items for the Council.		G	None
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	Assess if this service performs.	Monitor this new service and review. 13/09/17 Personnel Committee evaluated the new system - all good	G	None
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 May22)	May 2018 - first full 3 ward election took place. The costs were estimated by CBC to be over £20K but came in just over £10K	Y	Budget review Precept end of 2018 - we have only half paid the May18 election costs so owe CBC
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.	Council appointed a new Internal Auditor for 2016/2017 audit work. Auditor was thorough and report helpful.	Inform Auditor of the change in system and try to book appointment early.	G	Council may want to consider re-appointing this new Auditor for 2018/2019 for continuity.
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.	A new External Auditor was appointed for the 2017/2018 year.		Y	Await the response from new Auditors and review if they were on time or late.

Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact.

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
OPERATIONS							
8	Pavilion Building	Risks of break in, damage, poor maintenance, theft, fire, flood.	Insured. Checked regularly (6 days a week) by employees and damages reported. Users also monitor and report problems	Continue with inspections and reports. New locks were fitted and have been working well.	The previous activity/break ins have subsided. New locks. Keep under review. Monitor the locks and usages	Y	Monitor
9	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 to 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.	Ensure all new areas and equipments are monitored correctly - recently the Bowling Green and new equipment at Greenside Play area	G	Check monitoring reports are up to date.
10	Equipment storage	Loss due to theft, damage, damp, fire etc	Equipment insured, storage area is checked and adequate for purposes	Existing procedure adequate.		G	None
11	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	None
12	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.	Review with Cllrs		G	Send a review out to Cllrs on email system
13	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	None
14	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 required.	G	None

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No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
15	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 set at higher level in last insurance review		G	Check level of Fidelity at policy review time
16	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. If new positions identified, all safety aspects should be considered in the review.	Ensure risks considered if a new venue is used.	G	None
17	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.		G	None
LEGALITIES							
18	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 minute the Power reference. Refer to Financial Regulations		G	None
19	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 to be keep up to date		G	None
20	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	Y	Legislation changed 2018 - working through compliance and rules presently
21	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	None

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Fault reports and progress

Item 11

Date	Auth'ty	STATUS	Location	Problem	Initial Actions	Further Actions/Follow up/chase	Action/ Requests to others
04/10/2017	LCC		Terrain slippery and uneven and difficult to walk	PROW 20 A49 end up through trees	LCC report	Acknowledged	
04/10/2017	LCC		muddy slippery plus slope makes walking difficult	PROW 20 Cherries to Pear Tree Lane end	LCC report	Acknowledged	
04/10/2017	LCC		The stile spans the original fencing making it impossible to get a dog through, perilous for older people to climb over.	PROW25 to 26 motorway bridge	LCC Report 261914	Acknowledged	
14/02/2018 19/4/18	LCC		Sunken and broken tarmac, next to very raised grid and trip hazard, flood	Hawkshead Avenue, opposite to 71 in pavement	LCC report 305254, new report 354584	Reported again 19/4/18 - this has been wiped off. Reported again 11/9/18 354584	
15/02/2018	LCC		Blocked grid	Top of Bank Lane	LCC report 306020	System says, works ordered - still, checked 11/9	
16/03/2018 19/4/18	LCC		Path left unsafe after NR works, dug up sides not reinstated	PROW 18 from Village Croft to Oak Avenue	Acknowledged	Reported again 19/4/18	
23/03/2018	CBC		Street Name plates damaged	Balshaw Avenue, Regency Gardens, Chiltern Avenue	CBC various	Reported again 10/4/18 - some still outstanding ie, Balshaw Ave missing. 11/9 reported Balshaw Avenue still missing	
19/04/2018	LCC		Tree fallen over blocking PROW	Pincock Street	LCC report 329627	Still on system to be done checked 11/9	
24/04/2018	LCC	12/09/18	Street sign post hit by car	Balshaw Lane, next to layby, opp pub	LCC report 330928	Not done on 8/5/18 check. Not done 15/6. 11/9 still on system, says ordered!	
08/06/2018	LCC		Hedges reducing pavement at Zebra	Runshaw Lane	340057, 340054		
12/06/2018	LCC		Road markings at junction requested due to cars not stopping	Bredon with Cotswold	340889		BC DP,
12/06/2018	LCC		Centre road line to prevent try to prevent oncoming collision	Blind corner Cotswold Ave at Chiltern junction	340879		BC DP,
13/06/2018	CBC	13/06/18	Debris, leaves, fallen tree bits in gutters	School Lane	CBC CAS-553306-BNV5BD	CBC Swept, cleaned and dog fouling signs put up and put on the patrol list	
24/06/2018	LCC		PROW 32	Totally overgrown and impassable	342640		AO
24/06/2018	LCC		PROW 32	Broken stile	342643		AO
09/07/2018	CBC	09/07/18	Second lay by down PTLane from EuxLn	Fly tipping	CAS-558155-W7S7KK		
07/07/2018	CBC		Tree fallen across path, and rest of tree dangerous	Ransnap Woods		Cleared branch over path, not yet cleared dangerous tree - chased 12/7 for the rest of the tree to be dealt with	BC DP,
19/07/2018	CBC		Name plate damaged	Opposite 45 Milestone Mdw	346529		MW
20/07/2018	LCC		Potholes left by burst water main on roundabout and road	Roundabout Balshaw Lane and Chiltern Ave	346637	124454 Reported again 24/8 by email with photo - acknowledged original deleted and not back on system. Chased with Exec member 11/9	BC DP,
20/07/2018	LCC		Potholes near to triangle road marking	Close to roundabout Balshaw Lane / Chiltern Ave	346640		
20/07/2018	CBC	06/09/18	Strimming needed	Pincock Street	CAS-560369-JLJ706		
20/07/2018	CBC		Strimming needed	Banking opposite CE church under speed camera	CAS-560342-R5K3NK		BC DP,
20/07/2018	LCC		Pothole	Opposite 55/57 Balshaw Lane	346640		BC DP,
14/08/2018	CBC	15/08/18	Fly tipping	Lay by, Westway, opposite Washington Lane	CAS-564131-KT74V7		
14/08/2018	CBC	15/08/18	Fly tipping	Roundabout opposite Horshoe and grass verge just after	CAS-564170-NC7Z4K		
21/08/2018	CBC	21/08/18	Dead animal	PROW 18 from Village Croft to Oak Avenue	CAS-565379-HBJD4M		
21/08/2018	CBC	21/08/18	Fly tipping	Greenside, next to entrance gates	CAS-565382-3DSNCS		
30/08/2018	CBC		Overflowing litter bin	Outside Spar, Runshaw Lane	CAS-566690-3XRM CX	Asking for larger bins	
30/08/2018	CBC		Overflowing litter bin	Highways Av nearest chip shop	CAS-566691-5KLSQZ	Asking for larger bins	
08/09/2018	CBC	10/09/18	Fly tipping	Land at the side of the Yarrow Valley car park	CAS-568146-N8DQKV		
11/09/2018	CBC	12/09/18	Street sweeping of gutters	School Lane	CAS-568434-JRQLLI		
11/09/2018	LCC		Grid blocked	School Lane/The Cherries junction	Via email with photo	Grid is not on electronic system	
11/09/2018	LCC		Grid blocked	Balshaw Lane outside 53	354571		
11/09/2018	LCC		Grid blocked	Balshaw Lane outside 63	354569		