EUXTON PARISH COUNCIL

Meeting arrangements: Full Council Meeting

Thursday, 17 September 2026, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

AGENDA

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 16 July 2026

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 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 Planning - Consider planning report as circulated by the Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines — Item 5.1

6. Financial Items – as circulated

   6.1 Approve Expenditures for this month, and any submitted after the agenda — Item 6.1

   6.2 Receive finance reports circulated — Item 6.2

   6.3 External Audit closure report — Item 6.3

7. LGR update — Item 7

8. Insurance quotations options — Item 8

9. Matters for information

   Notify the Chair prior to the meeting starts of any item to be raised 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: 9 September 2026

<u>Full Council meetings:</u> 2026 - 15 October, 19 November

<u>Newsletter deadlines:</u> 07/09/26 for September issue; 07/11/26 for December issue; 07/02/27 for March 2027 issue; 08/05/27 for June issue.

AGENDA ITEM 5.2

PLANNING REPORT

DATE:17/09/2026

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
8/8/26 26/00703/CLPUD	Application for a certificate of lawfulness for the erection of a single storey rear extension and associated alterations. 3 Lytham Court Euxton PR7 6FT.	For discussion. Access to the rear of the property does not appear to be compromised.
05/08/26 26/00694/NOT	Notification of intention for the proposed upgrade of an existing telecommunications base station comprising the removal of 6 no existing antennas to be replaced by 6no proposed antennas together with internal upgrades to existing equipment cabin, master cabinet and ancillary development thereto for the provision of electronic broadband communication apparatus. Land at Long Butts Farm, Oak Tree Lodge, Runshaw Lane Euxton.	No comment
3/8/26 26/00683/FULMAJ	Erection of 30no storage and industrial business units [Use Classes B2and B6] Bugle Inn Motor Company LTD land used for storage West Way Euxton	For discussion
13/8/26 26//00596/LBC	Application for listed building consent for the repair and restoration of the historic clock installation located within the tower of the listed presbytery. St Marys Presbytery Wigan Road Euxton PR7 6WJ	No Comment
12/8/26 26/00460/FUL	Erection of 2no external padel courts. Unit K4 Buckshaw Link Ordnance Road Buckshaw Village. PR7 7EI	For discussion re the parking.
11/8/26 26/00707/FUL	Retention of existing portakabin used for established nursery/early years provision. Busy Bodies Nursery, St Marys Old School House, Wigan Road, Euxton PR7 6JW.	No comment
21/7/26 26/00643/FULHH	Raising of the land to extend a driveway. Raise and level the side garden so a car can be parked on it. The garden runs along side an open water course. 16 Balshaw House Gardens, Euxton PR7 6QG	For discussion
25/8/26 26/00753/TPO	Consent is sought to remove a mature Ash tree and the stump in the garden of the property. The tree is showing signs of decline, disease and structural weakness. 19 Chancery Fields, Euxton PR71DG	A2 Replacement tree is provided.

Item 6.3

Euxton Parish Council BY
EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com **Date:**
07 September 2026
Our Ref:
LA0075 **SAAA**
Ref:
SB03114

Euxton Parish Council
Completion of the limited assurance review for the year ended 31 March 2026

Dear Mrs Platt

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Euxton Parish Council for the year ended 31 March 2026. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2026 , which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at https://www.saaa.co.uk/audit-fees/. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity.**

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: **PKF Littlejohn LLP, Ref: Credit control (SBA), 30 Churchill Place, Canary Wharf, London, E14 5RE.** Please include the reference LA0075 or Euxton Parish Council as a reference when paying by BACS.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
  - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2025/26

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2026. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: https://www.pkf-l.com/satisfaction-survey-for-the-year-ended-31-march-2026/ Yours sincerely

PKF Littlejohn LLP

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Euxton Parish Council – LA0075**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 5 has been incorrectly completed. Information received from the Internal Auditor highlights that risk management arrangements were not reviewed and approved by the smaller authority as a whole during the year. As a result, this assertion should have been answered 'No'. This is consistent with the Internal Auditor's response to Internal Control Objective C.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2026/27 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2026/27 and ensure that it makes proper provision for the exercise of public rights during 2027/28.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP

Date 06/09/2026