

SHEVINGTON



PARISH COUNCIL

**CLERK TO THE COUNCIL**  
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**TO ALL ELECTORS OF SHEVINGTON PARISH**

# **ORDINARY MEETING OF THE PARISH COUNCIL**

**WEDNESDAY 23 FEBRUARY 2022 ~ 7:00 P.M.  
SHEVINGTON LIBRARY**

In line with current Covid-19 guidelines for indoor gatherings and in the interests of mutual and public safety, you are invited to maintain a social distance, wear a face mask and will be invited to use sanitiser on arrival. A list of all present will be kept.

## **AGENDA**

- 654 Apologies for Absence** – to receive apologies from Councillors.
- 655 Declaration of Interests** - to receive any declarations of interest (prejudicial or otherwise) with regard to items on the Agenda. Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 28 June 2012 and amended on 25 October 2012. Members are reminded that if they have any personal interests of a prejudicial nature or a disclosable pecuniary interest they must not participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.
- 656 Matters Introduced by Members of the Public** - an opportunity for members of the public to ask questions or make observations.
- 657 District Councillors' Reports** – *for information only*  
To receive reports from District Councillors
- 658 Minutes of the Ordinary Meeting of the Council (26 January 2022)**  
- to consider, agree and approve the signature of the previously circulated Minutes by the Chairman as a correct record of the meeting. (enclosed)
- 659 Decisions at Full Council Meetings Held Virtually – *for ratification***  
*Members are invited to ratify the following decisions taken at Council meetings:*  
**24 November 2021**  
Minute 595  
Approval of the minutes of the Council meeting on 27 October 2021.  
Minute 600

Approval of the recommendations made by the Policy & General Purposes and Finance Committees at their meetings on 3 November 2021.

Minute 604

The decision to grant St Anne's Church permission to hold an outdoor service in Memorial Park at 3pm on Christmas Eve.

Minute 606

Approval of a trial using battery operated Christmas lights to decorate a suitable tree on an open space in Woodnook Road, Shevington Vale (subject to permission being received from the relevant Wigan Council teams).

**15 December 2021**

Minute 616

Approval of the minutes of the Council meeting on 24 November 2021.

Minute 622

Approval of Christmas Shop-Front Awards being made to:

1st = Shevington Village Kitchen

2nd = Muffin Man

3rd = Barnet Fayre

Special Commendations

Elizabeth Ann (Shevington Moor)

Wigan & Leigh Hospice Shop (Shevington)

A B Hardware (Shevington)

Slobbery Chops (Shevington)

Cut and Dried (Shevington Vale)

Minute 623

Approval of the following articles for inclusion in the January newsletter:

- a. Community Service & Good Neighbour awards (reminder)
- b. Responsible Dog Owner (rollover)
- c. External Audit 2020-21
- d. Christmas Shop-Front Award
- e. Christmas Decorations
- f. Shevington CA Activities
- g. Standard Items

Agreement that the text would be approved at the Finance Committee meeting on 12 January 2022.

Minute 630

Approval of the dates of meetings.

**26 January 2022**

Minute 637

Approval of the minutes of the Council meeting on 15 December 2021.

Minute 644

The decision of the Council to accept an offer from the FFTA Committee to prepare a procedure for dealing with non-compliant tenants for consideration and adoption by the Parish Council.

Minute 648

Approval of a budgeted expenditure of £94,787 (*including Expenditure Contingency*) and a precept of £80,651 for the financial year 2022/23, as recommended by the Finance Committee. The budgeted expenditure would be subject to adjustment throughout the year as new or renewed contracts were agreed.

Minute 652

The decision to authorise the Clerk to formally inform the tenant that, once it had terminated on 28 February 2022, their tenancy would not be renewed. The tenant was to be asked to remove all property belonging to them by the end of February. If this had not happened by that date, the property would be removed to a secure place, from where the tenant was to collect it by 31 March 2022.

Minute 653

The decision to awarded the Memorial Park Grounds Maintenance contract (valued at £4,596.04) to Envirocare MS Ltd.

**Also:**

Minutes 609 (24 Nov 2021), 628 (15 Dec 2021) and 647 (26 Jan 2022)

The decision that the accounts be approved, the cheques signed and internet transfers made in payment, due notice being given to the bank statements exhibited.

**660 Chairman's Report** - *for information only.*

**661 Reports from Councillors** - *for information only*

To receive short reports from councillors about matters that are the legitimate business of the Council (Councillors are asked to advise the Clerk in advance of any reports – including the subject matter - they wish to make)

**662 Appointment of FFTA Representative** – *for approval*

At their meeting on 2 February 2022 the Policy & General Purposes Committee recommended that the Council include a report from the FFTA under 'Reports from Representatives'.

*Members are invited to approve the appointment of a representative of the Forest Fold Tenants Association who will be responsible for reporting to the Council on a regular basis.*

**663 Reports from Representatives** – *for information only*

- **Shevington & District Community Association**
- **Crooke Village Residents' Association**
- **Shevington Youth Club**
- **Shevington Recreation Ground Trustees**
- **'in Bloom' Groups**
- **Patient Participation Group**
- **Vicarage Lane Fields Developments**
- **Friends of Shevington Memorial Park**
- **Forest Fold Allotments Tenants Association**

**664 DRAFT Minutes of the Policy & General Purposes Committee (2 Feb 2022)**  
– *for information* (enclosed)

**665 Recommendations from the Committees** – *for ratification / approval*  
**Policy & General Purposes Committee**

Members are invited to ratify the approval of the minutes of the Committee meetings on 5 May 2021, 2 June 2021, 1 September 2021, 6 October 2021, 3 November 2021 and 1 December 2021 as a true and correct record.

*There are no other recommendations / decisions from the Committee meeting on 1 December 2021 to ratify.*

*Members are invited to ratify / approve the following recommendations from the Committee meeting on 2 February 2021:*

Minute No.8

- (a) That the Council approve the request from the FFTA Committee that the Allotment Policy may be shared with them with a view to its being updated.
- (b) That the Council approve the replacement of the contact details of a named individual with '*....please contact a member of the FFTA Committee*' in the 2022-23 Tenancy Agreement.
- (c) That the Council ratify the plot categorisation and the rents to be charged from 1 March 2022 which had been agreed at the Council meeting on 25 August 2021.

Minute No.9

That the Council approve the text for the Council Tax letter retrospectively.

Minute No.10

That the Council approve the following items for inclusion in the March edition of the newsletter:

- Christmas Shop-Front Award Presentations
- Shevington & District Community Association Activities
- Upgrades at Elnup Wood
- Parish Council Budget & Precept for 2022-23
- Plans for the Queen's Platinum Jubilee
- Cover Assistant's Post
- SUC Trustee Positions
- GM Clean Air Zone and Private Vehicles
- Locations of Defibrillators in the Parish
- Off-Road Biking Activities

#### Minute No.11

That the Council ratify the Committee's decision that in future documents for meetings would be sent to councillors and co-opted committee members by email only. If members wished to use paper copies, they would print the documents on their own printers and would be entitled to submit a claim for expenses (at 4p per printed page) for the action.

#### Finance Committee

Members are invited to ratify the approval of the minutes of the Committee meetings on 2 June 2021, 1 September 2021, 3 November 2021 and 1 December 2021 as a true and correct record.

*Members are invited to ratify / approve the following decisions / recommendations from the Committee meeting on 1 December 2021:*

#### Minute No.4

That the following virements from the 'Contingency' cost centre should be approved:

- a. £167 to the 'Chairman's expenses / allowance'
- b. £123 to the 'Website' cost centre
- c. £310 to the 'Memorial Park contract' cost centre.
- d. £965 from the 'Contingency' cost centre to the 'Caretaking Salaries' cost centre.

#### Minute No.6

That the Christmas Decorations risk assessment be approved, subject to the inclusion of an insertion referenced in the minute.

*Members are invited to ratify / approve the following decisions / recommendations from the Committee meeting on 12 January 2022:*

#### Minute No.5

That the text for the January edition of the newsletter be approved retrospectively.

#### **666 Appointment of Shevington United Charities Trustee – for approval**

Members are invited to re-appoint Mr Ken Shaw as a Representative Trustee of Shevington United Charities – to serve until 23 February 2028.

#### **667 Queen's Platinum Jubilee Trees – for agreement (enclosed)**

#### **668 Footpath – Mill Lane – for discussion and agreement**

The Parish Council have received a request from Wrightington Parish Council asking if it would consider pursuing with Wigan Council the possibility of upgrading the footpath from Randall's Corner to the Boathouse to a bridleway. The request was discussed at the Council meeting in January. Members are invited to refer to the agenda and minutes for the meeting on 26 January 2022 for more detail.

Cllr Jessica Higham attended a meeting of Wigan Council's Major Projects Team about proposals to upgrade the canal towpath and other suitable paths in the

area. She has established that the path from Mill Lane to The Boathouse is not one of the paths included in their schedule. She will report back verbally to the Council.

*Members are invited to further discuss the matter and agree the best way forward.*

**669 Contract with Ricoh UK – for discussion and agreement**

The Parish Council owns a small black and white photocopier which is more than 15 years old. It has a service contract with Ricoh UK which covers the supply of toner, maintenance and replacement parts. Several years ago the Clerk was warned by the company that, because of the age of the equipment, there would soon come a time when replacement parts would no longer be available and the machine would become unusable. The basic annual charge of £204 includes 12,000 copies per annum. Additional copies are charged at 1.7p per copy. The Council are required to pay £51 per quarter irrespective of whether 3,000 copies have been made.

The Council also own an HP colour printer which works wirelessly with the computer. It is also able to photocopy. If members are printing their own copies, the colour printer will be quite sufficient for the Council's needs.

*Members are invited to consider the following suggestions:*

- a. that the maintenance contract with Ricoh is terminated and*
- b. that the photocopier be written off once the current stock of toner has been used up*

*and agree the best way forward.*

**670 Annual Parish Meeting – for agreement**

This year's Annual Parish Meeting is due to be held on Wednesday, 16 March at 7pm. The Community Building at Vicarage Lane Fields has been booked for this, as it is very easy to ventilate and it is desirable from the Council's point of view that Covid guidelines are followed.

Below is the standard agenda that has been followed in recent years:

- 1. APOLOGIES**
- 2. MINUTES OF LAST ANNUAL PARISH MEETING**
- 3. MATTERS ARISING FROM THE MINUTES**
- 4. CLERK'S REPORT**
- 5. CHAIRMAN'S REPORT**
- 6. PRESENTATION OF COMMUNITY AWARDS**
- 7. MATTERS INTRODUCED BY MEMBERS OF THE PUBLIC**

*Members are invited to approve the above agenda.*

**671 Clerk's Report - for information only (enclosed)**

**672 Financial Aid Applications - to receive for consideration / approval**

**(a) Shevington Fete Grant Application (enclosed)**

**(b) St Anne's Churchyard Donation**

Members are invited to approve a donation of £600 towards the cost of the maintenance of the churchyard. All residents of the Parish – regardless of religious conviction – are entitled to be buried in the churchyard.

**673 Payments, Income & Bank Balances – for approval (enclosed)**

**674 Planning Applications – to consider for comment**

At the time of the preparation of this agenda there were no relevant planning applications to bring to the attention of the Council.

**675 Next Meetings:** 2 March (Policy & GP and Finance Committees);  
16 March (Annual Parish Meeting); 30 March (Council)

**POTENTIAL CONFIDENTIAL ITEMS**

**676 Plants & Planters Contract – for approval (enclosed)**

**677 Bowling Green Maintenance Contract – for approval (enclosed)**

**678 Community Service Awards – for agreement (enclosed)**

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*K Pilkington* (Clerk)