

**Minutes of the Meeting of Shevington Parish Council
Held Wednesday 26 April 2023
7:00pm – The Community Centre at Vicarage Lane Fields**

Present: Councillors William McKnight (Chairman), Chris Horridge and Mike Grimes
Cllrs Ira Whiteley, John Whiteley and Jess Diggle (all via MS Teams)
Mr Peter Schickhoff-Brown and seven members of the public

Officer in Attendance: Mrs Krystyna Pilkington (Clerk)

960 Apologies for Absence

Cllrs John Ball and Mike Crosby

961 Declaration of Interests

Cllrs Ira Whiteley, John Whiteley, Bill McKnight wrt Item 981 (*personal & prejudicial*)

Standing Orders were Suspended.

962 Taylor Wimpey Estates Issues

The Chairman welcomed Mr Peter Schickhoff-Brown and invited him update the Parish Council on his progress in relation to the issues associated with The Woodlands at Shevington Management Company Ltd.

Mr Schickhoff-Brown had been corresponding with Wigan Council and an ecological consultancy called Urban Green (who had recently been engaged by TW) and had shared this correspondence with the Parish Council. The identity of the entity against whom enforcement action could be taken for not delivering the s106 agreement with regard to the protected woodland was still unclear.

Cllr Jess Diggle joined the meeting.

Wigan Council had advised in January 2023 that they were waiting to hear from Taylor Wimpey – the current landowners – about a firm programme and timetable for the implementation of the Woodland Management Plan and full compliance with the s106 agreement. So far this had not happened. Three months had passed without any progress and there was no evidence of any effective enforcement action being undertaken by the LA.

It was acknowledged that Taylor Wimpey had complied with the s106 conditions by setting up the woodland management company and creating a framework 12 years ago, but they had not implemented any of the framework, except for erecting a boundary fence and constructing the ranger's hut. Urban Green had recently met with Taylor Wimpey, the woodland management company and the LA, who had advised that TW would soon be in a position to fully implement the s106 agreement.

The issues were discussed. The suggestion that Wigan Council should be given more time – perhaps another month - to get back to the Parish Council to let them know what

was happening was accepted. Once TW had met their obligations it would be down to the management company to implement the rest of the s106 agreement and let the residents know what was happening.

The Chairman thanked Mr Schickhoff-Brown for his presentation and invited him to return in the late Summer to provide a further update.

963 Matters Introduced by Members of the Public

Bench at Crooke Park

Several months ago, at the request of one of the District Councillors, a bench in need of repair was removed by Wigan Council operatives. It was reported that the bench had been repaired, but had not yet been replaced. The matter had been chased up several times by the District Councillor. In the last reply the councillor had received from a Wigan Council officer it was confirmed that the bench had been repaired, but was not going to be returned, because it had not been located on Wigan Council owned land. The matter was discussed. The Clerk was asked to send an enquiry to Wigan Council to clarify the situation and put forward a request that the bench be fitted at an alternative location in Crooke Village if it could not be fitted at its original location.

964 District Councillors' Reports

There were no reports from District Councillors.

Standing Orders were re-instated.

965 Minutes of the Last Ordinary Meeting of the Council (28 March 2023)

The previously circulated Minutes were considered.

Resolved: That the Minutes of the Last Ordinary Meeting of the Parish Council, held on 28 March 2023, were approved as a true and correct record.

966 Chairman's Report

New Play Equipment

The Chairman reported that the order for the new play equipment intended to replace four items of old equipment had been placed. Soon after this the supplier had written to the Clerk to explain that they had inadvertently omitted to include the costs of hygiene facilities, secure storage and waste management in the quote. The additional amounts involved were going to increase the total costs to an amount above that approved by the Parish Council.

The Clerk had consulted the Chairman and, following this, had contacted the supplier to discuss the matter. As a result of the discussion the total price agreed was increased by £3. In view of this the order was confirmed.

It was suggested that perhaps, once the new play equipment was in place, an official opening ceremony should be arranged. This was discussed and it was agreed that two people should be invited to jointly open the new equipment: (i) Cllr Ira Whiteley

and (ii) the mother of the young woman to one of the benches outside the play area was dedicated.

967 Reports from Councillors

Warning Cones in the Memorial Garden

A member reported that the traffic cones intended to warn people about locations of uneven flags in the Memorial Garden kept being moved by unknown individuals.

Congratulations on the Outcome of 2023 Parish Council Elections

A member who had decided not to stand for re-election in 2023 congratulated all who had been elected unopposed.

Hybrid Meetings

A member observed that, if the Parish Council were going to continue to allow people to join meetings virtually, improvements in technology would need to be introduced. The member was advised that the issues being experienced could be occurring at the other end, not necessarily at the Parish Council's end.

Election Expenses Returns

The Chairman informed members that, at his request, the Clerk had sought advice about the completion of the forms on which election expenses were declared. The Electoral Commission had advised that, if election leaflets had been printed, but not distributed, a 'nil' return could be submitted. The expenses only needed to be declared if leaflets had been distributed.

968 Reports from Representatives

Crooke Village Residents' Association

The CVRA representative:

- a. Thanked the Council for installing a replacement for the bin that had mysteriously disappeared earlier in the year.
- b. Reported that the application for outline planning permission for a small development at the site of the Owd Barn Garage was currently in abeyance because the Planning Officer had stopped it on the grounds of there not being a suitable entry/exit point. Residents were now expressing concern about the possibility of a new entry/exit point being introduced in Crooke Road.
- c. Had reminded the CVRA volunteer about the deadline for the removal of the green cabin from the Forest Fold Allotments Car Park.
- d. Enquired about the necessity of replacing the existing notice board cabinet with a new one, as it seemed to involve significant expense. The Clerk explained that most of the time it was difficult to open the door of the cabinet and the easiest way to deal with it was to replace the cabinet with a new one.
- e. Asked about progress with the purchase of a new PA system. The Clerk advised that she was considering recommending hiring one together with an operator for the Remembrance Sunday.
- f. Drew members' attention to leaflets about the new Greater Manchester Cycling Pathway that was in the process of being introduced.

Shevington Youth Club

The representative reported that 22 children had attended the Youth Club the previous evening.

Shevington Recreation Ground Trustees

The representative informed the Council that there was nothing new to report.

'in Bloom' Groups

It was reported that Appley Bridge in Bloom would be holding its annual fundraising stalls outside Booth's on 20 May. They were hoping to raise funds for a new bridge (to be made by the blacksmith in UpHolland) to replace the one currently there. This was expected to be quite an expensive project.

Patient Participation Group

Car parking issues had arisen at the Surgery since security fencing had been introduced by the contractor working on the Miles Lane project and the entrance to the clinic car park had been closed. The issues were discussed. It was reported that, having nowhere else to park, the contractors' workforce were parking their private vehicles fully on nearby pavements and creating obstructions. The Clerk was asked to let the project manager know.

Vicarage Lane Fields Allotments

It was reported that the AGM of the Tenants Association had been held the previous week. There had been a great deal of animosity recently and this had led to the resignations of most of the existing Committee. There was now a new Committee in place.

Forest Fold Allotments Tenants Association

The FFTA were due to have a meeting soon.

Shevington Village Bowling Club

The representative reported that:

- a. 14 children from Millbrook Community Primary School had recently visited the bowling green at Forest Fold to learn about how to play bowls. They would be having training sessions every three weeks.
- b. One member of the bowling club had donated some plants, which he had planted along the border. He would be looking after these plants.

Shevington Fete

The representative reported that things were going ahead as planned and many things had been booked.

There were no reports from

Shevington & District Community Association Vicarage Lane Fields Developments

969 Trophy for Shevington Annual Show

During a recent meeting reference was made to a historic set of trophies once awarded to winning competitors at Shevington Annual Show. The trophies had been brought to the Council meeting and members were invited to make a decision on their future.

A set of catalogues had been borrowed from Standards of Wigan. These too had been brought to the meeting, so that members could select a trophy for the Parish Council to award at this year's Annual Show. Standards had recommended that, if the Council would like a good quality metal trophy that lasted and was easy to clean, nickel plate was the best choice.

Both matters were discussed.

Resolved: It was agreed that the Chairman would review the trophies in the catalogues and select a design to recommend to the Council for their approval. The historic set of trophies would be put on display in the Parish Council's cabinet at Shevington Library.

970 Remembering Dr Surman

At a recent meeting a suggestion was put forward by a resident that the approach road to the Extra Care facility in Miles Lane should be named after Dr John Surman, who had been instrumental in setting up Shevington Surgery and Wigan & Leigh Hospice. The surgery he set up originally operated from the building which currently housed 'The Dispensary', but the building was not really fit for purpose. After a long campaign, largely led by Dr Surman, the surgery moved to the current purpose-built building accessed from Houghton Lane. As the new road would also provide access/egress from the car park the surgery shared with the clinic, naming the road after Dr Surman would seem appropriate.

The above suggestion had been forwarded to the project manager for the Extra Care development. Peter Collins had replied that Wigan Council had an address manager who was responsible for setting the names of new roads. Mr Collins had sent the information on to the officer and asked that they consider it when deciding upon a name for the road. He had agreed to update the Parish Council when he received any feedback.

Naming the road after Dr Surman was one way of remembering him. A suggestion had been put forward that another way of doing so might be to put up a commemorative plaque at one of the locations he was associated with. This was discussed briefly - a decision was deferred for the time being.

971 May Newsletter

The May edition of the newsletter was due out during the second half of May. Items suggested for inclusion in the newsletter and the proposed text associated with most of them had been previously circulated. They were discussed. It was observed that the appeal to school run parents needed to be softened.

Resolved: The following items were approved for inclusion in the May edition of the newsletter:

- Shevington Fete
- Shevington Annual Show
- Forest Fold Bowling Green
- 2023 Election results
- Joe Calderbank Obituary
- Ian Robinson Obituary
- Shevington In Bloom – appeal for volunteers
- An Appeal to School Run Parents
- Our Tree from the Queen Elizabeth II Commonwealth Canopy
- The Hippie Boat Visits Appley Bridge
- An update on the GM Cycling and Walking Network Improvements in Our Area
- New Play Equipment
- Friends of Shevington Memorial Park

The text submitted was also approved.

972 Clerk's Report

The Clerk's report was received. *See Appendix A*

973 Income / Expenditure Account 2022-23

The Income / Expenditure Account 2022-23 – a statement of real time income and expenditure – had been previously circulated. It was received and discussed. An observation was made that there appeared to be a very healthy surplus at the end of the financial year. However, this was mainly because several invoices for work approved and carried out during the year had still not been submitted to the Council for payment.

Resolved: The Income / Expenditure Account 2022-23 was approved.

974 Annual Return 2022-23

(a) Annual Governance Statement 2022-23

Resolved: The completed Annual Governance Statement 2022-23 was approved.

(b) Accounting Statements 2022-23

Resolved: The Accounting Statements 2022-23 were approved.

975 Budget Out-Turn 2022-23

The previously circulated reports on the budget out-turn for the year ending on 31 March 2023 were received and discussed. Recommendations made were considered.

Most cost centres were either showing zero balances (in some cases this was following virement earlier in the year) or were underspent. Four cost centres were showing small overspends.

Resolved:

The following virements from the 'Expenditure Contingency' cost centre were approved:

- (a) £7 to the 'Chairman's Allowance' cost centre;
- (b) £13 to the 'Employer's NI' cost centre;
- (c) £87 to the 'Insurance, Audit, Publications, Subscriptions, Rent' cost centre.

The following virements were also approved:

- (d) £1,839 from the 'Risk Management' cost centre to the 'Christmas Decorations' cost centre to support the purchase of more decorative fencing for the Christmas trees;
- (e) £20 from the 'Allotments reserve' to the 'Allotments' cost centre to balance a small overspend.

Consideration of a proposal that £8,000 should be vired from the 'Elections reserve' to the 'Memorial Park Development reserve' and to build up the 'Election reserve' annually was deferred. The proposal would be considered again once the new Council was in place.

Cllr Jess Diggle left the meeting.

Resolved: The budget out-turn for the year ending on 31 March 2023 was approved.

976 Post-Rollover Budget 2023-24

Budget rollovers from 2022-23 to 2023-24 were considered.

Resolved: The following rollovers were approved:

- £191 from the 2022-23 'Clerk/Cllrs Training/Community Engagement' cost centre to the 2023-24 cost centre of the same name. This was to cover the cost of the printing of the March edition of the newsletter.
- £360 from the 2022-23 'Risk Management' cost centre to the 2023-24 cost centre of the same name to cover the costs of safety signage ordered in 2022-23.
- £5,168 from the 2022-23 'Christmas Decorations' cost centre to the 2023-24 cost centre of the same name. This is to settle outstanding invoices from 2022-23, some of which have not yet been received.
- £1,839 (virement approved at Minute 976 from the 'Risk Management' cost centre) from the 2022-23 'Christmas Decorations' cost centre to the 2023-24 cost centre of the same name. This was to support the future costs of decorative fencing for the Christmas trees.
- £102 from the 2022-23 'Plants & Planters' cost centre to the 2023-24 cost centre of the same name to cover the cost of signage ordered in 2022-23 for planters.
- £925 from the 2022-23 'Vicarage Lane Fields Maintenance' cost centre to the 2023-24 cost centre of the same name. This was to cover some of the cost of removal of fly tipping - currently being investigated.
- £219 from the 2022-23 'WW1 Commemoration/Platinum Jubilee' cost centre to the 2023-24 cost centre of the same name to cover the costs of memorial signage ordered in 2022-23.
- £2,365 from the 2022-23 'Street Furniture' cost centre to the 2023-24 cost centre of the same name. This was funding approved in 2022-23 for litter bin replacement and notice board refurbishment.

Resolved: The post-rollover budget for 2023-24 was approved.

Several new or renewed contracts for 2023-24 were agreed in the last quarter of 2022-23 and the following virements from the 2023-24 General Reserve to cover relevant increases had also been approved as and when necessary to cover increases in costs:

- (a) £21 to the 'Litter Collection contract' cost centre.
- (b) £138 to the 'Memorial Park contract' cost centre.
- (c) £31 to the 'Memorial Park Play Area maintenance' cost centre.
- (d) £1828 to the 'Plants & Planters' cost centre.
- (e) £6,158 to the Memorial Park Development reserve.

Resolved:

The following additional virements were approved:

- (f) £265 from the Forest Fold Allotments reserve to the General Reserve to refund the amount used to subsidise the 'Allotments' cost centre.
- (g) £31,992 from the Memorial Park Development reserve and £3,000 from the Play Area reserve to the active 'Memorial Park Development' cost centre to cover the costs of the paving repairs and replacement play equipment approved in the last quarter of 2023-24.

Resolved: The post-rollover budget, as adjusted for 2023-24 related virements was approved.

A member observed that the Parish Council was beginning the new financial year in a very healthy position.

The Chairman thanked Cllr Mike Grimes and the Clerk for their work in this area.

977 Financial Risk Assessment & Internal Control

The Financial Risk Assessment and the Internal Controls for 2022-23 were reviewed.

Resolved: The Financial Risk Assessment and Internal Controls for 2022-23 were approved retrospectively.

978 Financial Aid Applications

None.

979 Payments, Income & Bank Balances

The Income / Expenditure schedule for April was received. *See Appendix B*

Resolved: That the accounts be approved, the cheques signed and internet transfers be made in payment, due notice being given to the bank statements exhibited.

Cllr Mike Grimes took the Chair and Standing Orders were suspended.

980 Planning Applications

A/23/95111/LA: Shevington High School, Shevington Lane, Shevington – Single storey extension to existing dining hall, layout new macadam playground and erection of 2.4m high fencing and gates.

The above planning application was discussed. It was reported that most of the residents of neighbouring properties in Shevington Lane had submitted representations objecting to the application. The residents appreciated that there was a need for a new dining hall, but they had concerns about the intrusive nature of some aspects of its design and its location.

The current building had a flat roof. It was being replaced by a building with a pitched roof, which would have the effect of doubling the height of the building visible to the school's nearest neighbours. Proposed fittings included security lights on the exterior of the building. These would be 3m above the rear fence lines of neighbouring properties and 2m away from them.

The Council understood the concerns of residents with respect to the intrusive nature of the plans. The Clerk was asked to write to the Planning Department to ask them to look at alternative layouts, which would have a less disturbing and detrimental impact on nearest neighbours.

Cllr Bill McKnight returned to the Chair and Standing Orders were re-instated.

981 Liverpool John Lennon Airport Airspace Change Proposal

The Council had been informed that work on the Liverpool John Lennon Airport (LJLA) Airspace Change Proposal (ACP) was about to be restarted after being paused since November 2020 and that the team responsible for the project would be partially re-visiting Stage 2 of the CAP1616 process.

The partial re-visiting of Stage 2 would focus on the change resulting from the introduction of the Airspace Change Masterplan, and the maturing ACPs of other sponsors that would influence the further development of the LJLA ACP.

The project team had offered the Council the opportunity to nominate a representative to attend a presentation hosted by LJLA when they would provide an update on the high-level design work completed so far and how additional design options have been developed to consider the Airspace Change Masterplan and maturing neighbouring ACPs. Information on the next steps, including the team's approach to submitting their additional Stage 2 submission to the CAA (planned for the September 2023 Gateway) would also be provided.

LJLA had shared the dates of the both the virtual and in-person presentations. All the sessions were to have the same agenda; therefore, the Council's representative only needed to attend one session. If the Council's representative could not attend any of the sessions, they would try to make an alternative arrangement.

Cllr John Whiteley had acted as the Council's representative when Manchester Airport had carried out a similar consultation, but was not available to attend any of the sessions offered by LJLA. However, he agreed to try to make alternative arrangements, as suggested by the Airport.

982 Next Meetings

17 May (Annual Meeting of the Council);
7 June (Policy & General Purposes and Finance Committees)

The Extra-Ordinary meeting scheduled for 2 May was cancelled. In an election year the meeting was scheduled to approve the Minutes of the Council meeting in April. As the 2023 election was uncontested and most sitting councillors had stood for election and would be re-elected unopposed, there was no need for this meeting.

There being no further business, the Chairman closed the meeting at 9:20 pm.

Chairman