

**Minutes of Shevington Parish Council Meeting  
Held Wednesday 31 March 2021  
7:00pm – Virtual Meeting**

**Present:** Councillor Ira Whiteley (*Chairman*), Cllrs William McKnight, Christopher Horridge, Jessica Higham, Michael Grimes, Vicky Galligan and John Whiteley  
Dist Cllr Janet Brown  
Two members of the public

**Officer in Attendance:** Mrs Krystyna Pilkington (Clerk)

**419 Apologies for Absence**

Cllrs John Ball and Mike Crosby  
Dist Cllr Marlaine Whitham

**420 Declaration of Interests**

Cllr Chris Horridge w.r.t. Item 428 and 429 (*personal*)

*Standing Orders were suspended.*

**421 Matters Introduced by Members of the Public**

**Whiteacre Park**

A Co-opted Committee member reported that Wigan Council's operatives had only visited Whiteacre Park on one occasion since Christmas.

**422 District Councillors' Reports**

Dist Cllr Janet Brown reported:

**Bin at Crooke Park**

Funds to pay for the purchase and installation of a new bin at the entrance to the former John Pit had been taken out of the Brighter Borough accounts of two of the District Councillors. The funds removed from Dist Cllr Brown's account had been taken out in error. Dist Cllr Brown had put forward a request that Wigan Council reinstate the bin they had removed from Crooke Park about 18 months previously. If this request was refused, she had decided to use the funds removed in error to fund the replacement of the bin at Crooke Park.

**Shevington Community Pantry**

A container intended as an extension of the Pantry was due to be installed in St Anne's car park. The forthcoming work would include the erection of a sign and the introduction of a new fridge/freezer.

**Parking / Obstruction of Pavements / Speeding**

District councillors had received many complaints about illegal or inconsiderate parking and obstruction of pavements. Surveys of the extent and nature of the issues needed

to be carried out by the Police – something that was currently being carried out in Standish.

### **Community Recovery Fund**

Wigan Council were offering grants of up to £500 to help small community groups recover after Covid.

*Standing Orders were re-instated.*

## **423 Minutes of the Last Ordinary Meeting of the Council (24 February 2021)**

The previously circulated Minutes were considered.

**Resolved:** That the Minutes of the last Ordinary Meeting of the Parish Council, held on 24 February 2021, were approved as a true and correct record.

## **424 Chairman's Report**

The Chairman reported that at a Policy & General Purposes Committee meeting earlier in the year she had offered to prepare responses to the 'Right to Reply' consultation. She apologised to the Council, as she had not done this and the deadline for submission had now passed.

## **425 Reports from Councillors**

### **East Quarry**

A member reported that a resident had contacted him to express concern about the accuracy of the article about East Quarry published in the March edition of the newsletter. He had invited the resident to join the Council meeting so that she could raise these concerns and had let her know that East Quarry would feature as an item on the agenda of the forthcoming Policy & General Purposes Committee meeting, which he had also invited her to join.

Another member had received complaints about children from outside the area visiting the quarry the previous day. They had dropped a great deal of litter. About twenty of them had entered the Premier store at Appley Bridge – all at the same time – and took part in shop-lifting. There were too many of them for the staff to control. They had arrived by train and during their visit had goaded drivers of cars. All of this had been reported to the Police, who, hopefully, were following it up.

### **Operation Bluefin**

Under Operation Bluefin the Police had been working alongside Wigan Council to crackdown on ASB and youth crime in hotspot areas across the borough. Neighbourhood Policing Teams and Wigan Council's Targeted Youth Support Services (TYSS) had boosted their patrols as part of the Place and Community Safety Partnership operation in a number of areas – amongst them Shevington, where twenty or so young people had recently been seen gathering in the Memorial Garden.

### **Grassed Areas in Back Lane**

A member reported that he had been in discussion with the ABinB Co-ordinator about the development of the grassed areas in Back Lane.

### **Lighting in Stockley Park**

It was reported that the street lighting at Stockley Park was in need of upgrading. Because of what had happened near Clapham Common recently, grants were currently available from central government. The Clerk was asked to write a formal letter to the Director of Environment to raise this matter and Dist Cllr Janet Brown agreed to liaise with the Greenspaces manager for the area.

## **426 Reports from Representatives**

### **Shevington & District Community Association**

It was reported that a large number of complaints had been received about the volume of litter, illegal car parking and anti-social behaviour during lockdown.

Those present were advised to keep reporting ASB to the Police via the GMP website. Traffic issues along Church Lane continued to be a cause for concern. The crossing patrol situation had still not been addressed satisfactorily and the illuminated signs were not working.

The following dates were announced:

Shevington Garden Club Show - 24 July.

Shevington & District Fete Committee – virtual meeting on 25 April

SADCA – virtual meeting on 27 April

### **Crooke Village Residents' Association**

There was no report.

### **Shevington Youth Club**

Due to lockdown the Youth Club was not being used very much at present.

### **Shevington Recreation Ground Trustees**

There had been no meetings for some time.

### **'in Bloom' Groups**

It was reported that Appley Bridge in Bloom had added two new members to their team.

Shevington in Bloom had recently planted two new Tibetan cherries in Shevington Memorial Garden.

### **Patient Participation Group**

The representative reported that he had two new items to circulate to members.

The PPG were monitoring the way appointments were being handled by the Surgery.

### **Audit, Governance & Standards Committee**

The representative reminded members of the need to consider whether there was any point in appointing a member to attend this Committee of Wigan Council.

This would be an agenda item at a future meeting.

### **Vicarage Lane Fields Developments**

In answer to a question from a member, the Clerk informed members that there was no further news with regard to the notice board for the allotments.

It was reported that the quality of the surfaces of the pitches was very good at the moment.

Issues surrounding the use and maintenance of an additional pitch in the field behind the former Shevington Community Primary School building in Miles Lane were discussed.

## **Friends of Shevington Memorial Park**

There was nothing new to report.

*Cllr Vicky Galligan joined the meeting.*

## **427 DRAFT Minutes of the Policy & General Purposes and Finance Committee Meetings (3 March 2021)**

The DRAFT Minutes of the Policy & General Purposes and Finance Committee meetings held on 3 March 2021 were received.

## **428 Responsibilities of Forest Fold Tenants' Association**

The future responsibilities of the Forest Fold Tenants' Association Committee were discussed at a working party meeting between Cllrs Bill McKnight and John Whiteley and the Clerk with representatives of the FFTA Committee on 11 March 2021 and an understanding of the boundaries between the role of the Parish Council and the FFTA Committee was reached. A paper outlining the responsibilities agreed had been previously circulated and was discussed.

**Resolved:** The Parish Council approved the contents of the document entitled 'The Responsibilities of Forest Fold Tenant's Association'.

Insurance cover for members of the FFTA when acting on behalf of the Parish Council was discussed.

**Resolved:** Members of Forest Fold Tenants' Association were approved as Parish Council volunteers and would be covered by the Council's insurance policy when acting on the Council's behalf.

## **429 Forest Fold Tenants' Association Administration Expenses**

Earlier this year the Council received a letter from the Secretary to the Tenants' Association Committee. The letter contained a request that the Parish Council set aside £175.33 in the Forest Fold Allotments budget for the Association's administration expenses to cover printer cartridges, paper, envelopes and postage. This formed another subject for discussion when Cllrs Bill McKnight and John Whiteley and the Clerk met with three members of the FFTA Committee on 11 March.

Cllr John Whiteley had prepared a short paper outlining an alternative suggestion, which was agreed in principle by the working party. Cllr John Whiteley's paper had been previously circulated to members. His alternative suggestion was that administration expenses could be refunded on submission of claims for printing on a cost per page basis and for the cost of individual envelopes and postage. All claims would need to be accompanied by appropriate proof of use or purchase.

The Council discussed the two options proposed.

**Resolved:** The Council approved:

- (i) Cllr John Whiteley's proposals and agreed to refund claims at a rate of (a) 4p for each printed side, (b) 3p per envelope used and (c) 66p per stamp used.

- (ii) The addition of £134 to the 'Allotments' cost centre by virement of that amount to the cost centre from the Allotment Reserve.

#### **430 Tree IMO Barry King**

Appley Bridge in Bloom were planning to plant a cherry blossom tree in remembrance of the late Barry King - this was part of a Royal Horticultural Society project to remember people having a link to 'In Bloom' who had died during the pandemic. They were prepared to buy either a standard tree (which would clearly need to be in the ground) or a bush type, the latter being suitable for planting in an extra-large planter. They wished to plant it at Forest Fold and they were seeking permission from the Parish Council to plant it within the community orchard or in another part of the grassed areas near the raised beds. A BinB also wished to put a small plaque by the tree. The tree would be a flowering cherry.

**Resolved:** Permission was given to Appley Bridge in Bloom to plant the tree IMO Barry King in the ground in the open space at the end of the raised beds at Forest Fold.

#### **431 Memorial Park Loan Application**

Some of the information to be submitted to the Ministry of Housing Communities and Local Government had been prepared and had been circulated to members for information and was noted. More information would be circulated to the April Council meeting.

#### **432 Memorial Park Play Area SLA**

The Service Level Agreement was discussed briefly.

**Resolved:** The Memorial Park Play Area SLA for April 2021 to March 2022 was approved. The cost of the SLA would be £774.35. A virement of £2.35 from the 'Contingency' cost centre to the 'Memorial Park Play Area Maintenance' cost centre was approved.

#### **433 Clerk's Report**

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

#### **Horses Using Footpaths**

Dist Cllr Janet Brown reported that she had been told that it would not be possible to introduce barriers at the entrances of the footpath from Church Lane to Vicarage Lane. Horses were also using the footpath from Broadriding Road to The Nook and were churning up the surfaces. It was agreed that the 'Countryside Code of Conduct' for horses could be included in a future edition of the newsletter, on the website and on the notice boards.

#### **434 Financial Aid Applications**

- **Shevington Recreation Ground Trust**

Members considered an application from the SRGT for a grant to fund the grounds maintenance of the field.

**Resolved:** The Council awarded a s19 grant of £3,180 for grounds maintenance to the Shevington Recreation Ground Trust. A transfer of £180 from the 'General Reserve' to the 'Recreation Ground Maintenance' cost centre was approved.

#### **435 Asset Register 2020/21**

The updated Asset Register for 2020/21 was reviewed.

**Resolved:** The Asset Register for 2020/21 was approved.

#### **436 Financial Risk Assessment 2020/21**

The Financial Risk Assessment for 2020/21 was reviewed.

**Resolved:** The Financial Risk Assessment for 2020/21 was approved.

#### **437 Financial Monitoring Report**

As it was the end of year, this was deferred until the Council meeting on 28 April.

#### **438 Reserves 2021/22**

**Resolved:**

The following recommendations made by the Finance Committee were approved:

- (a) The 'Memorial Park Drainage Reserve' would be renamed the 'Memorial Park Development Reserve'.
- (b) The 'Car Park/Fence Reserve' would be reduced to £4,000.
- (c) The 'Planning/Legal, etc Fees Reserve' would be reduced to £2,000.

#### **439 Payments, Income & Bank Balances**

The Income / Expenditure schedules for February / March were received.

*See Appendix B.*

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

Following a request from Cllr Mike Grimes, a vote of thanks to the Clerk for her hard work in making changes to the way in which financial reporting was presented was put on record.

#### **440 Planning Applications**

There were no new planning applications to bring to the Parish Council's attention.

#### **441 Next Meetings**

7 April (Policy & General Purposes Committee); 28 April (Council)

#### **CONFIDENTIAL ITEMS**

**Resolved:** That, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be excluded and they were instructed to withdraw.

*Dist Cllr Janet Brown and all members of the public left the meeting.*

#### **442 Forest Fold Plot Matters**

Historical over-charging with respect to rents for two allotment plots that had been incorrectly categorised was discussed. It had been brought to the attention of the Clerk by one of the tenants.

**Resolved:** The Council approved full refunds to the two tenants of the excess they had paid in plot rent. The refunds would take the following format:

- (a) the allotments would be re-categorised and the rents for 2021/22 would be covered by part of the refund owed.
- (b) the balance of the amount owed would be refunded through one payment, enabling a fresh start for 2022/23.

#### **443 Appointment of Shevington Recreation Ground Trustee**

A Panel of three members had conducted informal interviews with three applicants for the vacancy for a Shevington Recreation Ground Trustee.

**Resolved:** The Council approved the Panel's recommendation that Ms Gilly Hodgkinson should be appointed as a Recreation Ground Trustee with effect from the date of the Annual Meeting of the Parish Council on 26 May 2021.

#### **444 Memorial Park Drainage**

The cost implications in relation to the site visit and assessment of the possibility of only using one inspection chamber through which water would exit were discussed.

**Resolved:** The Council approved the quotation provided by PSD of £550 for the site visit and feasibility assessment only.

**Resolved:** The Council approved the quotation of £700 (maximum) provided by PSD to amend the drawing, issue a revised Schedule of Indicative Quantities

to the drainage contractor (not a re-tender). This was subject to the findings of the site visit and it being feasible to divert the drainage to a single outlet.

The Council noted that PSD were happy to include initial liaison with the Local Planning Authority, if required, in the above fee and also to review the outcome, after the site visit and any changes had been confirmed.

#### **445 Memorial Park Paving**

In 2020 the FSMP were successful in being awarded a grant of £1,200 by Tesco. The grant was specifically for the repair of pathways in Memorial Park, but had to be used within a year of its receipt – approximately August, 2021. A local paver had offered his services to the FSMP with respect to minor repairs to the footpath and the Clerk had been asked to contact him to find out how much of the flagging he could repair for that sum of money.

Over the Winter months the length of paved footpath needing reinstatement had increased. The paver's quotation for repairs was discussed.

**Resolved:** The quotation of £6,250.50 from Masterplan Stone and Brickwork was accepted and approved. It would be funded through the Memorial Park Development Reserve.

The FSMP had confirmed that they were willing to match fund the work with the grant they had received from Tesco. In view of this, the cost of the work would be £5,084.50 to the Parish Council. It was agreed that further quotations would not be sought due to the urgent need to carry out the work of re-aligning the flags.

The Clerk reported that the Council had received notice of an insurance claim that had been submitted for an accident involving the flagged pathway in the main body of the park in August 2020. This had been passed on to the insurers.

#### **446 Forest Fold Pest Control Contract**

**Resolved:** The award of the pest control contract at Forest Fold Allotments for 2021/22 to Wigan Council was approved, subject to the cost being between £300 - £350.

#### **447 Crooke Park Litter Bin**

A decision on the purchase of a replacement bin at Crooke Park for the one that had disappeared 18 months previously was deferred until it had been established as to whether it was being replaced by Wigan Council.

There being no further business, the Chairman closed the Meeting at 8:50 pm.

**Chairman**