



TO ALL ELECTORS OF SHEVINGTON PARISH

PARISH COUNCIL MEETING

WEDNESDAY 22 JULY 2020 ~ 7:00 P.M. ~ TO BE HELD VIRTUALLY

Please let the Clerk know if you intend to join the meeting by emailing clerk.shevingtonpc@yahoo.co.uk by Monday, 20 July so that you can be sent an invitation and joining instructions.

AGENDA

- 227 Apologies for Absence** – to receive apologies from Councillors.
- 228 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.
- 229 Matters Introduced by Members of the Public** - an opportunity for members of the public to ask questions or make observations.
- 230 District Councillors' Reports** – *for information only.*
To receive reports from District Councillors.
- 231 Minutes of the Last Ordinary Meeting of the Council (26 Feb 2020)** - to consider, agree and approve the signature of the previously circulated Minutes by the Chairman as a correct record of the meeting. (enclosed)
- 232 Chairman's Report** - *for information only.*
- 233 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)
- 234 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**

- **Audit, Governance & Standards Committee**
- **Shevington Rugby & Football Clubs**
- **Vicarage Lane Fields Developments**
- **Friends of Shevington Memorial Park**

235 DRAFT Minutes of the Policy & General Purposes and Finance Committee Meetings (4 March 2020) – to receive – *for information only* (enclosed)

236 DRAFT Minutes of the Annual Parish Meeting (4 March 2020) – to receive – *for information only* (enclosed)

237 Annual Parish Walk – *for agreement* (enclosed)

Before the Coronavirus lockdown the Council had agreed that the Annual Parish Walk should take place on Bank Holiday Monday, 31 August and that it should be a Memorial Walk for Jim Rigby, who, until recently, used to both plan the route and lead the Walk – something he had done since its inception.

In view of the pandemic a decision needs to be made as to whether the Walk should go ahead as planned or whether it should be shelved for this year.

Several things will need to be taken into consideration to inform this decision.

- The Chairman has found someone who is willing to plan the route. This person will also need to carry out and provide a written H&S risk assessment (to be lodged and approved by the Parish Council) for that route. As well as the usual risks, the risk assessment of the route will also need to take into account Covid compliance.
- The Walk usually begins (at 10am) and ends at Shevington Methodist Church, where refreshments are served and a collection is taken for our chosen Charity. Shevington Methodist Church has been risk assessed for worship and several other activities in relation to Covid compliance and has been given the go-ahead for these activities by the Methodist authorities. A senior member of the Methodist Church, who will be supervising the refreshments session, has agreed to provide a risk assessment, which will have to be approved by the Parish Council.
- The Walk takes place in the open air – hence the risk of viral transmission is considered to be lower than for interior activities, provided social distancing is maintained. However, everyone joining the Walk will need to provide their contact details to a Parish Council Steward for Track & Trace purposes.
- There is a Covid risk in relation to the touching of potentially contaminated surfaces – hence hand sanitisation will need to be practised and sanitiser may need to be provided and carried.
- A Steward will need to carry a mobile phone and a First Aid kit, but, because of the Covid risk, anyone administering First Aid will need to be supplied with appropriate PPE that is fit for the purpose in question.
- The Ramblers Charity website provides Guidance (which is reviewed and updated in line with Covid compliance as it changes) for organised Walks and a risk assessment proforma. These are enclosed.

Members are invited to consider these matters and agree the best way forward.

238 Meetings with Wigan Council Officers – *for agreement*

Wigan Council Officers have decided that it may be helpful to offer each of their parish councils the opportunity to meet with them four times a year. For the time being the meetings will be virtual using the 'Teams' platform. So far the following dates have been set:

20 October 2020 – 3pm

18 January 2021 – 2pm

Members are invited to consider the offer and decide whether they would like to take it up.

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

239 East Quarry Issues – for discussion and agreement (to follow)

240 Tree Issues in Memorial Park – for discussion and agreement (to follow)

241 Path from Vicarage Lane to Crooke Village – for discussion and agreement

The footpath from Vicarage Lane to Crooke Village is adequate for the “suitable footwear” walkers but not for prams, bikes and wheelchairs.

A local man has started a petition to have the path upgraded in the same way as the Standish Line and Cllr V Galligan agrees with his sentiments. To see / sign the petition, please

google: https://safestreetswigan.commonplace.is/comments/5efde18ca3bf4b76e3944286/?utm_campaign=sharing-comments-on-facebook&utm_medium=social&utm_source=facebook

The District Councillors are invited to join the discussion. It is hoped that a representative from The Deal will also be able to join.

Members are invited to discuss the petition and agree the best way forward.

242 September Newsletter – for approval

The following have been either received or suggested for inclusion in the September edition of the newsletter:

- (a) Precept & Budget 2020/21
- (b) VE Day Anniversary Celebrations in Shevington
- (c) Annual Achievement Awards
- (d) The Covid Crisis and its Impact on Life in the Parish, Events & Initiatives
- (e) Car Park at Woodnook Shops
- (f) Annual Parish Walk
- (g) Standard items

Members are invited to put forward further suggestions and approve those in the list above.

Local Life’s leaflet distribution service was temporarily suspended due to the Covid crisis. The publishers wrote in June to let the Council know that the service will resume at the end of September.

As from September, the size of Local Life magazine will increase slightly from A5 to B5. The publishers have also revamped the distribution and will be using a system that allows them to track distributors via GPS.

They have notified the Council that the price will increase to £26.50 per thousand - £106 for the Council’s distribution of 4,000. Although it represents a 10% increase, they haven’t changed the Council’s price since at least 2015.

As they were experiencing a large increase in leaflet enquires, probably due to the fact they had to suspend the delivery service for a few months, and only had one slot left, they contacted the Clerk to let her know. In view of this, the Clerk booked the slot.

The printer has agreed to deliver the leaflets to them (as in the past – he does not charge for this) and someone from Local Life will deliver the balance of the copies to the Clerk – again free of charge.

Members are invited to agree the price increase and approve the booking.

243 New Laptop & Software – for retrospective approval

(a) Hardware

Approximately three weeks ago the Parish Council’s laptop ceased to function. Fortunately, all information is regularly updated on the Parish Council’s external hard drive and had recently also been transferred to OneDrive. Storage capacity on OneDrive had to be increased to accommodate this. There were cost implications to the value of £49.99 in relation to this. Because of this it has been possible to continue working by using the Clerk’s personal computer.

As the laptop was over four years old and no longer covered by extended warranty, the costs of new ones were looked into and compared to costs of repairs / part replacement. Following discussion with the Vice-Chairman, who consulted two other members, it was agreed that a new laptop should be ordered and the replacement is due for delivery on 21 July.

It is, like the previous one, an HP Pavilion (but an i3 and faster than the previous one) and will have Windows 10 pre-installed. The cost (including a 3 year Care Pack) of purchase from Hewlett Packard will be **£457.49**. (At the time a similar offer from Currys-PC World came to £599.)

Members are invited to retrospectively approve the purchase.

(b) Software

As the Microsoft Office software on the old laptop had been a one-off download from the internet, new Office software will need to be purchased once the laptop arrives and has been set up. The proposal is to purchase an Office 365 Business package which includes the 'Teams' app in all packages. As there are different packages available, the details are still being researched. Prices range from **£3.80** per user per month for the **Basic** package which consists of web-based apps only to **£15.19** per user per month for the **Premium** package.

The Standard package costs **£9.40** per user per month and includes Publisher and Access (a database app that would be useful) as well as the standard ones (Word, Excel, Powerpoint and Outlook) found in the Basic package. These apps are available in a downloadable format as well as web-based and mobile formats. Desktop apps enable much greater precision and have functions that web-based apps don't have.

In all cases the commitment is an annual one. The cost of the Standard package is **£112.80** and the basic package is **£45.60** per year.

There is sufficient in the 'Stationery, Office' and 'Equipment' cost centres to cover expenditure in both (a) and (b).

Members are invited to agree the best way forward.

244 H&S Risk Assessments – for approval (to follow)

All routine H&S risk assessments are currently being reviewed and updated to include Covid-19 risk and will be circulated as soon as possible.

Members are invited to consider and approve the assessments.

245 Annual Inspection of Property – for discussion and agreement

The Annual Inspection of Property is scheduled to take place on Wednesday, 5 August.

If it is to go ahead the route, etc will have to be risk assessed in line with Covid regulation compliance and risk of Covid transmission. For information relating to this, please see the information from the Ramblers Charity enclosed with Item 237. The Guidance and regulations that apply to organised Walks also apply to the Annual Inspection. A risk assessment will need to be carried out.

Members are invited to agree the best way forward.

246 Memorial Park Play Area ROSPA Report

– for consideration and approval (enclosed)

Enclosed is the ROSPA Report on the Play Area in Memorial Park. There is also an appendix detailing which remedial work can be carried out under the terms of the SLA and which will incur additional costs. This year's report contains explanations that are more detailed than in the past and which members will, hopefully, find helpful.

Members are invited to consider and accept the Report and approve the cost quoted for removing the dog grid, should this have been received in time for the meeting.

247 Letter of Thanks to Shop-Keepers – for agreement (enclosed)

It has been suggested by a member that the Parish Council send a letter to those shops and businesses in the village which remained open during lockdown. A suggested letter is enclosed.

Members are invited to agree the best way forward.

248 Consultation on Code of Conduct – for discussion and agreement (enclosed)

The National Association of Local Councils has issued information about the Local Government Association consultation on an amended code of conduct. LALC would encourage members to respond to the consultation. They would also ask parish councils to email them with their comments in order to inform their response to the consultation.

The LGA has launched a consultation on a new model member code of conduct.

High standards of conduct and behaviour are of huge importance to the local (parish and town) council sector as they are needed to protect the integrity of decision making, maintain public confidence, and safeguard local democracy. NALC therefore strongly encourages local councils and county associations of local councils to consider the proposed new model member code of conduct and respond to the LGA consultation before the deadline of 17 August 2020.

We all know the impact that poor behaviour, bullying and harassment can have on individuals and on local councils as organisations, so it is vital we continue to work as a sector to improve standards and push for further reform, at both local and national level.

Therefore, while NALC will be responding to the consultation and engaging further with the LGA, we are also calling for further action by the government to introduce a new power for local authorities to suspend councillors for a period of up to six months, and for the Committee on Standards in Public Life to review progress on the implementation of the report's wider recommendations.

Members are invited to read through the proposed model Code of Conduct and the questions and agree responses.

249 Budget Out-Turn 2019/20 – for approval (to follow)

250 Budget Rollover 2019/20 to 2020/21 – for approval (to follow)

251 Income/Expenditure Account 2019/20 – for approval (enclosed)

Members are invited to approve the Income/Expenditure Account for 2019/20.

252 Annual Governance & Accountability Return 2019/20

– for approval (enclosed)

(a) Annual Governance Statement 2019/20

(b) Accounting Statements 2019/20

SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020

This SI amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before **1 September 2020**.

The partially completed AGAR is enclosed. The document was pre-populated by central government prior to lockdown, so dates within it do not necessarily match the dates set via the Coronavirus Regulations.

Members are invited to approve the above documents for signature.

Once the above documents have been signed, the AGAR and all relevant documents will be sent to the Internal Auditor, who will prepare the Internal Audit

Report, which, together with the AGAR, will be sent to the External Auditor by the deadline of Friday, 31 July.

The Internal Audit Report can then be received and accepted by the Council at its meeting at the end of August.

(c) Period for the Exercise of Public Rights

Proposed dates for the period for the Exercise of Public Rights:

Monday, 3 August to Monday, 14 September (inclusive).

Members are invited to approve the above dates.

253 Clerk's Report - *for information only. (to follow)*

254 Financial Aid Applications - *to receive for consideration / approval.*

No applications have been received.

255 Payments, Income & Bank Balances – *for approval. (to follow)*

256 Quarterly Budget Monitoring – *for review (to follow)*

257 Application for Internet Banking – *for retrospective approval*

Because of the Coronavirus crisis the Parish Council's bank enabled internet access to the type of accounts held by the Council – this had not been available previously. Following consultation with the authorised signatories, an application for internet banking was submitted. After about five weeks the application was approved by the bank and a couple of weeks later internet access for four out of the five authorised signatories was set up. The fifth signatory does not have access to the internet.

Hence, the June payments were all made by internet transfer. Following standard Guidance, instead of signing cheques, two of the authorised signatories checked and signed the invoices (as usual) and then the payments schedule to authorise the payments.

A Protocol for authorising payments online will need to be prepared and approved. This will be an agenda item at the Finance Committee meeting in September.

Members are invited to approve the setting up of the Internet Banking facility retrospectively.

258 Planning Applications – *to consider for comment / receive updates. (enclosed)*

- **A/20/88490/FULL – Conversion of one retail shop into two, single storey extension to rear together with dormer to front – 4 Gathurst Lane, Shevington**

This application has been approved.

Since the last meeting to the date on which this agenda was prepared there have been no new applications to bring to the attention of the Council.

259 Next Meetings: 5 August (Annual Inspection of Property) - tbc

26 August (Council) - tbc

POTENTIAL CONFIDENTIAL ITEMS

260 Pest Control Contract – *for approval (enclosed)*

261 Play Area SLA – *for retrospective approval (enclosed)*

262 Plants & Planters Contract – *for retrospective approval (enclosed)*

263 Forest Fold Grounds Maintenance Contract

– for retrospective approval (enclosed)

OPEN TO THE PUBLIC AND PRESS

K Pilkington

(Clerk)