



**TO ALL ELECTORS OF SHEVINGTON PARISH**

**PARISH COUNCIL MEETING**

**THURSDAY 24 MAY 2018 ~ 7.15 P.M.  
SHEVINGTON LIBRARY**

**AGENDA**

- 876 Apologies for Absence** - to receive apologies from Councillors.
- 877 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.
- 878 Christmas Decorations** – *for consideration and agreement*  
We welcome an officer from Wigan Council's Street Lighting Department who will be making a presentation on Christmas Lamp Post motifs.
- 879 Matters Introduced by Members of the Public** - an opportunity for members of the public to ask questions or make observations.
- 880 District Councillors Reports** – *for information only.*  
To receive reports from District Councillors.
- 881 Minutes of the Last Ordinary Meeting of the Council (26 April 2018)** - to consider, agree and approve the signature of the previously circulated Minutes by the Chairperson as a correct record of the meeting. (enclosed)
- 882 Chairman's Report** - *for information only.*
- 883 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)
- 884 Reports from Representatives** - *for information only.*
- **Shevington & District Community Association**
  - **Crooke Village Residents' Association**
  - **Shevington Youth Club**
  - **Shevington Recreation Ground Trustees**
  - **'in Bloom' Groups**
  - **Audit, Governance & Standards Committee**

- Shevington Patient Participation Group
- Shevington Rugby & Football Clubs
- Friends of Otters Croft & Crooke Woods

**885 DRAFT Minutes of the Policy & General Purposes Committee Meeting (3 May 2018)** - to receive - *for information only* (enclosed)

**886 Memorial Park Project** – *for information.* (enclosed)

To receive a report on the outcome of a meeting of the group preparing the display and presentation for residents attending Shevington Fete.

**887 Outcome of ‘The Future of the School Site’ Consultation**  
– *for information* (to follow)

The Parish Council’s consultation on the future of the former Shevington Community Primary School site has now drawn to a close. An analysis of the responses will follow later in the week.

**888 Circulation of Papers by Email Only** – *for information and consideration*

On 30 January 2015 the Local Government (Electronic Communication)(England) Order 2015 came into force which allows a council meeting summons to be deemed served to a nominated electronic address. The order amended the section of the 1972 Local Government Act that made it mandatory for the summons to be delivered to a member’s usual residence. As the law stands now the Summons must be signed and certified by the Proper Officer (the Clerk) and sent to every member of the Council by the ‘appropriate method’, i.e.:

- By leaving the Summons at or posting it to the member’s usual place of residence or
- In electronic form to an email address specified by the member.

If it is to be sent by email only, the member must first have given (and not withdrawn) his/her consent.\*

*\*LGA 1972, Sch 12, paras 10(2)(b) as amended by the Local Government (Electronic Communication)(England) Order 2015 (SI 2015/5) and para 26(2)(b).*  
There has never been any legislation that prohibited the delivery of other papers by email only.

Several members already receive their papers by email only, but, because, with one exception, they have never given their consent to receiving the Summons by email only, they also receive the Summons in hard copy.

All members are invited to give the matter some consideration and let the Clerk know if they would like to consent to receiving the Summons and all papers electronically.

If a hard copy of a document is required, a copy will be provided on request either before or at the meeting, depending on when the request is made.

**889 GDPR** – *for information and agreement* (to follow)

**890 Internal Audit Report 2017/18** – *for approval* (to follow)

The internal audit should have taken place last week, but was deferred to this Wednesday, 23 May. The auditor has assured me that he will do his best to email the report to me on Thursday, so that it can be circulated to members at the meeting.

If it is available, members will be invited to receive and approve the report and agree an action plan.

**891 Annual Governance Statement 2017/18** – *for approval* (enclosed)

Members are invited to consider and approve the Annual Governance Statement 2017/18.

**892 Accounting Statements 2017/18** – *for approval* (enclosed)

Members are invited to consider and approve the Accounting Statements 2017/18.

**893 Shevington in Bloom Plant Orders** – *for approval*

Shevington in Bloom are seeking permission to purchase the following plants for the Parish Council's flower beds:

50 packs of non-stop begonia

50 packs of red and 45 packs of white semps (sempervivum)

A few plants in the sensory garden have died and also need to be replaced.

SinB need to purchase 10 new plants.

(a) Members are invited to approve the order for non-stop begonia and semps.

(b) Members are invited to approve the purchase for the plants for the sensory garden.

Because of the time factors involved permission to place the orders was given under delegated authority, subject to retrospective approval from the Council.

Funds for these plants have been included in the 'Plants & Planters' cost centre.

**894 Pest Control Contract – for approval.** (enclosed)

The Pest Control contract for the allotments is enclosed.

Members are invited to approve the contract.

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

**896 Training for Councillors – for consideration**

**(a) Training Provided by Wigan Council**

Democratic Services have offered to provide a refresher course for parish councillors in the early evening (time to be confirmed) on Wednesday, 13 June. The session is expected to last a couple of hours and will be taken by Democratic Services managers and the Deputy Monitoring Officer. Members are asked to advise the Clerk as soon as possible if they would like to attend.

**(b) SLCC Training Day** (enclosed)

The Clerk will be attending a training day in Horwich on Wednesday, 27 June. The SLCC have recently written offering the Council a free place for a councillor. Members are invited to consider whether they would like to take up this opportunity. The programme is enclosed.

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

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

An updated schedule will be circulated at the meeting if any further invoices are received.

**899 Planning Applications – to consider for comment / receive updates.**

At the time of preparation of the agenda there were no new planning applications to bring to the Council's attention.

**900 Next Meetings:** 7 June (Policy & General Purposes & Finance Committees);  
28 June (Council).

**POTENTIAL CONFIDENTIAL ITEMS**

**901 Forest Fold Grounds Maintenance Contract** (enclosed)

**902 Woodland Maintenance Accessway Signage** (enclosed)

**903 National Pay Award** (enclosed)

**OPEN TO THE PUBLIC AND PRESS**

*K Pilkington* (Clerk)