



TO ALL ELECTORS OF SHEVINGTON PARISH

PARISH COUNCIL MEETING

WEDNESDAY 28 AUGUST 2019 ~ 7.00 P.M.
 SHEVINGTON LIBRARY

AGENDA

- 55 Apologies for Absence** - to receive apologies from Councillors.
- 56 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.
- 57 Proposed Extra Care Scheme at Shevington Community Primary School Site – Update** - *for information and discussion* (enclosed)
 Ms J Yates and Ms S Hanbury of Wigan Council attended the Parish Council meeting on 24 January to provide information about proposals for the future of the former Shevington Community Primary School site. The report on their presentation and a document they circulated in January are attached. At the time they agreed to return later in the year to provide an update on progress with the proposals. Please welcome them back.
- 58 Matters Introduced by Members of the Public** - an opportunity for members of the public to ask questions or make observations.
- 59 Seating for North Ward Open Spaces – for consideration & agreement**
 A resident has written to ask if there is any possibility of outdoor seating being introduced in the open spaces in North Ward. The resident specifically mentions the compound in Longbrook and a grassed area in High Park. This is to support dog walkers with restricted mobility.
Members are invited to consider the suggestion and agree the best way forward.
- 60 Shevington Moor Matters – for discussion and agreement**
 (a) Whiteacre Park
 Earlier this Summer the Clerk was copied into emails sent to one of the district councillors by residents of Shevington Moor. The principal focus of the email was the poor quality of the maintenance of Whiteacre Park. The residents pointed out that they found themselves having to write each year to ask that the

park be maintained. The Parish Council's Policy & General Purpose Committee inspected Whiteacre Park at the beginning of the month and came to the same conclusions as the residents: 'the grass is cut fairly regularly, not to a particularly good standard, but the general maintenance of the paths and park itself is poor.' At the time when the residents had written the hedge had been overgrown for weeks, but by the time of the Parish Council's inspection it had been cut. A couple of years ago the Parish Council asked Wigan Council if they could take over the management of the maintenance of Whiteacre Park and were told that this would not be possible. The District Councillor who was on the receiving end of the email from the residents has offered to investigate the reasons behind this. At the time the Parish Council suggested to the LA that they should be funded by the LA to do this – an arrangement which is not unusual in other parts of the country. If a principal authority funds a minor authority to carry out the work, the issue of double taxation does not arise. Equally, if a Parish Council provides additional funding to raise the level of maintenance to a higher specification than that provided by the principal authority, that too should not be deemed to be double taxation, as one of the roles of a parish council is to provide extras from a precept which is additional to the council tax levied by the principal authority. In their emails the residents gave Memorial Park and the floral displays in the centre of Shevington a very favourable press. However, they were of the opinion that, in comparison, Shevington Moor had been neglected by both the LA and the Parish Council and did not receive its fair share.

Members are invited to consider the issue of the maintenance of Whiteacre Park and the possibility of re-opening negotiations with Wigan Council again and agree the best way forward.

(b) Christmas Lighting

Earlier this year the Street Lighting Officer for the area attended a P&GP Committee meeting to discuss the possibility of introducing lamp post motifs along the commercial section of Shevington Moor (the road). The lamp posts along the whole of the road are tall, but not as tall or as substantial as those in Shevington Lane. The Officer has advised that, from an H&S aspect, only very small motifs or the string lights that wrap around the column would be approved for use on these standards. The small motifs are approximately 12ins tall and, in his opinion, would be insignificant on such tall lamp standards.

He has, however, provided costings for the wraparound string lighting.

Each lamp post would need to be fitted with a socket bearing infrastructure for the Christmas lighting. The cost of this has also been provided.

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

61 District Councillors' Reports – for information only.

To receive reports from District Councillors.

62 Minutes of the Last Ordinary Meeting of the Council (27 June 2019)

- to consider, agree and approve the signature of the previously circulated Minutes by the Chairman as a correct record of the meeting. (to follow)

63 Chairman's Report - for information only.

64 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)

65 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**

66 **DRAFT Minutes of the Policy & General Purposes Committee Meeting (7 August 2019)** – to receive – *for information only* (to follow)

67 **Policy & General Purposes Committee Constitution & Terms of Reference** – *for review & approval* (enclosed)

The Constitution & Terms of Reference of the Policy & General Purposes Committee was reviewed in May. At that meeting only five co-opted committee members were appointed and it was suggested that no additional co-opted committee members should be appointed.

Members are invited to once again review the document and, if they are in agreement with the above, change the word ‘six’ in the first sentence under ‘Membership’ to ‘five’.

68 **Remembrance Sunday** – *for consideration and agreement*

Arrangements for Remembrance Sunday, which is on 10 November, are at the moment, as far as the Parish Council’s role is concerned, expected to be largely the same as in past years. The following actions have to be taken in the coming weeks:

- a) The notice of the details of the Parade and Service, which begins at 10:45am, has to be confirmed with Wigan Council, who are responsible for publishing it.
- b) Police attendance – this has to be confirmed.
- c) Wreaths have to be ordered from the Royal British Legion for the War Memorials in Shevington and Appley Bridge and for the Miners’ Memorial in St Anne’s Church grounds.
- d) Permission has to be sought from Wrightington Parish Council for a wreath to be laid at the War Memorial at Appley Bridge – if this is going ahead this year.
- e) Lamp post poppies were purchased from the Royal British Legion and from Wigan Council’s alternative supplier last year to mark the Centenary of WWI. These will need to be attached to lamp posts to be in place for early November and will remain in place until the end of the month. The Caretaker is responsible for doing this.
- f) The attendance of the uniformed groups, who are responsible for several functions during the Service will need to be confirmed.
- g) Discussions will need to be held with the Vicar about the order of the Service in order to ascertain whether there are any changes that he wishes to introduce.

Members are invited to approve the following:

- a) *The identity of the member who will represent the Council at the Service at Appley Bridge.*
- b) *The arrangements for setting up the PA system for the service at Shevington Memorial.*
The Caretaker will be responsible for setting up the PA system and will check the battery in good time beforehand to ensure that it is working and will charge it up. However, if it is not working it will be necessary to either purchase or hire a new one.
- c) *The identity of the bugler – the trumpeter who played in 2018 has agreed to play again this year.*
- d) *The routes to be covered by the lamp post poppies.*
- e) *Whether ‘Our Tommy’ should be brought to the Service at the War Memorial, as last year.*

f) *The size of the donation to be made to the Royal British Legion for the wreaths.*

g) *The size of the donation to be made to a Charity of the bugler's choice.*

69 Christmas Shop-Front Award – for consideration and agreement

This will be the eleventh year of the competition, when shop-keepers in the Parish are invited to decorate their windows / fronts for the festive season.

Members are invited to agree the following:

a) *That the competition should continue.*

b) *Method and date of judging.*

c) *the value of the donations to Charities nominated by the winners – usually £50, £30 and £20.*

70 September Newsletter – for agreement

The next edition of the newsletter is due out towards the end of September. Items in relation to the following have either been submitted or suggested for inclusion:

(a) Shevington in Bloom's Crowdfunding for the wicker man

(b) Annual Parish Walk

(c) Roy Bridge Obituary

(d) Jim Rigby Obituary

(e) Remembrance Sunday

(f) Christmas Shop-Front Award

(g) Best Kept Allotment Award

(h) Shevington Horticultural Show

(i) British Jiu Jitsu Champion

(j) The Kennet Boat

(k) Crooke Village events

(l) Standard items

Members are invited to consider the above, propose further items and approve the list of items for inclusion.

71 Parish Council Website & Accessibility Regulations

– for information & agreement

(a) Website Accessibility (enclosed)

Enclosed is a legal note from NALC which provides information about The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018, which require existing parish council websites to become accessible from mobiles, if they do not already have this facility.

Members are invited to note the information.

(b) Design of the Parish Council Website

The Parish Council discussed the possibility of re-designing the website earlier this year.

Cllr V Galligan has been in discussion with the website manager about this and has suggestions that she would like to put forward for discussion.

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

(c) Website Renewal

The domain 'shevingtonpc.gov.uk' is due to expire on 6 November 2019. The cost of renewal is £72 for two years.

Members are invited to approve the renewal.

72 Best Kept Allotment Award – for approval

The winner of the best kept allotment competition, for which the Council have approved an award of £25, will be announced at the meeting.

Members are invited to approve the winner.

73 Forest Fold Allotments Pest Control Contract – for approval (enclosed)

The annual pest control contract for Forest Fold Allotments is due for renewal and is enclosed for members' consideration. The cost will be £9 more than last year.

- Members are invited to approve the contract.*
- 74 Wigan In Bloom Event – for agreement**
We have been invited to send 4 delegates to the ‘In Bloom’ Celebration Evening, which will be held on Thursday, 10 October 2019 at 6pm in the Marquee at DW Stadium. Because the deadline for replies was 19 August, the Clerk accepted the invitation on behalf of the Council and reserved four places. These will be confirmed when we receive the formal invitations.
Members are invited to agree the identity of the four delegates.
- 75 Clerk’s Report - for information only. (to follow)**
- 76 Councillors’ Training**
(a) Wigan Council
Democratic Services have agreed to provide a training session for parish councillors on Monday, 30 September. The session will begin at 6pm and will be at Wigan Town Hall. The training session will cover topics such as conflicts of interests, standards, community engagement, use of social media, etc.
If you would like to go, please let the Clerk know. There is no charge for the training.
- (b) Lancashire Association of Local Councils (enclosed)
Enclosed is information about workshops in Chairmanship and Finance being provided by LALC at its premises in Penwortham. Course fees are £25 per person per course. If you would like to attend please complete the relevant booking form. Payment of the fee will need to be approved by the Council. Both the fee and the booking form will then need to be submitted to LALC.
- 77 LALC Annual General Meeting – for information & agreement** (enclosed)
The Annual General Meeting of the Lancashire Association is on Saturday, 23 November. We are entitled to be represented by three voting members. There is no charge for attendance at the meeting, which is in the morning, finishing at lunchtime. The Council is entitled to submit resolutions for debate to the meeting. If the Council is minded to do this, then a proposer and a seconder MUST attend.
Members are invited to agree the best way forward.
- 78 Financial Aid Applications - to receive for consideration / approval.**
- 79 Payments, Income & Bank Balances – for approval.** (enclosed)
An updated schedule will be circulated at the meeting if any further invoices are received.
- 80 Planning Applications – to consider for comment / receive updates.**
At the time of preparation of the agenda there were no new planning applications to consider.
- 81 Next Meetings:** 4 September (Policy & GP and Finance Committees)
25 September (Council)

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K Pilkington

(Clerk)