



TO ALL ELECTORS OF SHEVINGTON PARISH

ORDINARY MEETING OF THE PARISH COUNCIL

WEDNESDAY 30 JUNE 2021 ~ 7:00 P.M.

TO BE HELD EITHER:

**PLAN A – AT THE COPSE IN THE CENTRE OF MEMORIAL PARK
IN THE EVENT OF GOOD WEATHER OR**

PLAN B - VIRTUALLY VIA MS TEAMS IN THE EVENT OF BAD WEATHER

**A decision will be made at 5pm on the day about the venue
in the event of a poor weather forecast.**

**Please let the Clerk know if you intend to join the meeting by emailing
clerk.shevingtonpc@yahoo.co.uk by Monday, 28 June so that you can
be sent an invitation and joining instructions, if necessary.**

**Please wear appropriate clothing, footwear and a mask
and bring your own chair (& umbrella) for the outdoor meeting.**

AGENDA

- 499 Apologies for Absence** – to receive apologies from Councillors.
- 500 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.
- 501 Minutes of the Annual Meeting of the Council (26 May 2021)**
- to consider, agree and approve the signature of the previously circulated Minutes by the Chairman as a correct record of the meeting. (enclosed)
- 502 Draft Minutes of the Policy & General Purposes and Finance Committee Meetings (2 June 2021)** – to receive
– *for information only* (enclosed)
- 503 Recommendations from the Committees – for ratification**
(a) Policy & General Purposes Committee

Minute 4

To ratify the Committee's decision that

- the Clerk would arrange a site meeting between representatives of the residents, the sports clubs and the allotmenters to discuss the issues and how they could be managed
- the Police would be invited to send a representative to provide advice
- Cllr Jess Higham would attend to chair the meeting
- the Clerk would attend to maintain a record of the actions agreed during the meeting
- an article about the issues and the advice given would be included in the July edition of the newsletter.

Minute 10

To approve the Committee's recommendation that a formal formal Policy and Tree Management Plan should be prepared and that in the interim a pro-active record of informal inspection findings should be maintained and acted upon, as necessary.

Minute 12

12.1 Some of the comments made by residents as part of the consultation on the loan in connection with the development of Memorial Park related to other matters. Responses to these comments had been considered by the Policy & General Purposes Committee.

To approve the Committee's recommendation that

1. the responses should be approved and that the document containing them should be put on the Parish Council's website and
2. a letter or email (whichever is appropriate) should be sent to each of the residents involved informing them of this.

12.2 To approve the recommendation that the two barrel planters should be relocated at the corner outside Whiteacre Park, subject to permission being received from Streetscene.

Permission to locate the two barrel planters on the grass verge outside Whiteacre Park has now been received from both Streetscene and Network Management.

(b) Finance Committee

Minute 5

5.1 To approve the following virements:

1. £894 from the 'Forest Fold Allotments reserve' to the 'Allotments' cost centre to cover the reduction in the cost centre due to unplanned expenditure relating to treeworks and refunds of historical overpayments of plot rent. The reserve will be reduced to £960.
2. £6,334.50 from the 'Memorial Park Development reserve' to the cost centre of the same name to cover the cost of the paving repairs (£5,084.50) and the consultants' fees (£1,250) for alterations to the drainage plans. The reserve will be reduced to £13,665.

5.2 To approve the recommendation that the £2,988 confirmed overspend in the 'Bin Emptying contract' cost centre should be transferred to the Memorial Park Development reserve. The reserve will be increased to £16,653.

Minute 7

To accept and approve the reviewed and updated H&S risk assessments.

504 East Quarry – for information (enclosed)

Members are invited to consider and note the information.

505 July Newsletter – for retrospective approval (enclosed)

Because the distributor of the newsletter has brought the distribution period forward by a week the copy had to be with the printer on Monday, 28 June. In view of this the text for the newsletter was circulated to members earlier in the week for a consensus.

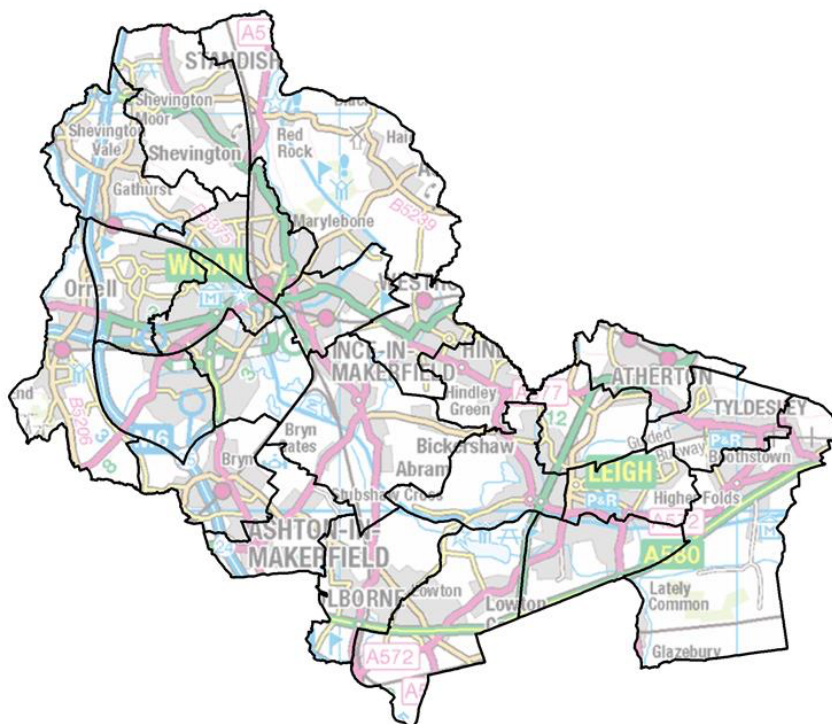
Members are now invited to approve the text retrospectively.

506 Wigan Council Ward Boundary Review – for agreement

Last week saw the start of a 10-week public consultation by the Boundary Commission inviting proposals for new council wards and ward boundaries for Wigan Borough Council. The consultation will close on **23 August 2021**. After the Commission have considered all representations made to them during this consultation, they intend to publish draft recommendations in November 2021.

They will then hold a further period of consultation on their draft recommendations. Their final recommendations are expected to be published in May 2022.

The new electoral arrangements will come into effect at the local elections in **May 2023**



The current warding arrangements can be seen on the diagram above.

The Commission's electoral review will recommend new electoral arrangements for Wigan Borough Council. They will propose:

- the total number of councillors elected to the council in the future;
- the number of wards;
- the number of councillors representing each ward;
- ward boundaries and
- the names of wards.

This is a public consultation and the Commission welcome views from individuals and organisations across Wigan on where they think new ward boundaries should be drawn.

The Commission are minded to recommend that **75 councillors** should be elected to Wigan Borough Council in the future. This means **no change** to the current number of councillors.

They are now inviting proposals to help them draw up a pattern of wards to accommodate **75 councillors**.

In drawing up new electoral wards, they must balance three legal criteria, namely:

- to deliver electoral equality: where each councillor represents roughly the same number of electors as others across the borough;
- that the pattern of wards should, as far as possible, reflect the interests and identities of local communities;

- that the electoral arrangements should provide for effective and convenient local government.

The Commission have stated that they will treat all submissions equally, and judge each case on its merits and against the legal criteria.

If an organisation wishes to put forward a view, the Commission ask that evidence supporting the view is also submitted. For example, if an organisation wishes to argue that two areas should be included in the same electoral ward, it must make sure that it tells the Commission *why* they should be together, providing evidence about community facilities, ties, organisations and amenities, rather than simply asserting that they belong together.

There is more advice on the Commission's website about how organisations and individuals can get involved in the consultation.

The website features technical guidance that explains the process and the Commission's policies, as well as guidance on how to take part in each part of the process.

There is also a webpage dedicated to the review of Wigan MBC, where all the relevant information can be found. This includes information and proposals already submitted by Wigan Council.

Interactive maps of the current ward boundaries across Wigan are available on the specialist consultation portal. The portal also allows comments to be made and documents to be uploaded directly to the site.

Members are invited to visit the Wigan MBC webpage on the Boundary Commission site, read the information available and agree the best way forward.

507 Shevington Fete – for agreement

The Fete is due to take place on Saturday, 7 August. The Fete Committee have had confirmation from Wigan Council that the Fete can go ahead and they have also got their support in planning a covid secure event.

- (a) The Fete Committee have been considering using Memorial Park, but are still unsure of their plans with regards to this. However, they would like to seek the Council's permission to use the park, should they wish to use it for the Fete.
- (b) The Fete Committee would also like to seek permission to close Gathurst Lane car park on the day, so that it can be used by stall holders.
- (c) The Parish Council booked and paid for a stall at Fete 2020, which was cancelled due to Covid. At the time the Parish Council was given the option to withdraw its fee or roll it over to the next fete. The fee was rolled over, so we already have a stall booked at this year's Fete. Depending on how the Covid situation develops, there is always the possibility that the Fete may be cancelled again. However, as this village event is a good opportunity for community engagement, members are invited to indicate whether they will be available on that day to join a rota to cover the stall.

508 Annual Parish Walk – for agreement

The Annual Parish Walk is scheduled to take place on August Bank Holiday - Monday, 30 August 2021. Members are invited to discuss and agree arrangements for the Walk:

- a. Planning the route – Cllr John Whiteley has agreed to organise this and to act as the steward;
- b. Starting and end points;
- c. Refreshments;
- d. The nominated Charity.
- e. The generic risk assessment was prepared in 2020 and was reviewed by the Finance Committee on 2 June.

509 Forest Fold Best Kept Allotment Award – for approval

Each year the Parish Council makes an award of £25 for the Best Kept Allotment at Forest Fold. Judging is organised by Shevington Gardening Club, who invite independent judges to assess the allotments.

This year Ted Unwin is going to do the judging in the next two or three weeks. As the Gardening Club's Annual Show has been cancelled, the presentation will probably take place at the allotment site. The winner will receive a trophy and £25.00 (if the Council approves the award). Certificates will be awarded for 2nd and 3rd places and the best kept raised bed.

Members are invited to approve the award.

510 Forest Fold Allotment Plot Categorisation and Rent Review

– for agreement (enclosed)

During the Policy & General Purposes Committee meeting on 2 June it was agreed that the possibility of changing to a system where plot rent was charged on a per m² basis. Prior research by a co-opted Committee member has indicated that other councils charge between 22p and 25p per m² and were considering reviewing the situation.

There have recently been several instances of large items of work being carried out at the Forest Fold allotment site. In the next year or so more tree surgery will be needed and the perimeter fencing will need to be repaired / replaced. The current level of income from plot rents is no longer sufficient to cover much more than the regular annual expenditure.

For several years the Council has charged the rents listed in the third column from the left. The smallest plot has an area of 101m² and the tenant has been paying £25 in rent. For this plot that works out as 25p per m². Taking this as a base, rents have been worked out for all plots. The charges as they would be this year can be seen in the central column of the table enclosed. Increases of 1%, 2% and 3% have then been applied to all values for illustrative purposes for future reference. The results may be seen in the next three columns.

The total income raised by using the above method is much more realistic in terms of what needs to be done on the allotments site. However, the draw-back from the point of view of some tenants will be that they will be asked to pay what they might consider to be significantly more than they are paying now. It has always been standard practice to consult the plot holders via their association about increases in rent. It is recommended that, if this approach is accepted, that this consultation takes place.

Members are invited to agree the best way forward.

511 Clerk's Report - for information only (enclosed)

512 Financial Aid Applications - to receive for consideration / approval

513 Payments, Income & Bank Balances – for approval (enclosed)

514 Internal Audit Report 2020/21 – for approval (enclosed)

The Internal Audit for 2020/21 has been completed and relevant documents are now displayed online. The two reports are enclosed.

There is one recommendation: that the Standing Orders and Financial Regulations are reviewed. Action plan: the two documents will be reviewed by the relevant committees in September.

Members are invited to accept and approve the Internal Audit reports.

515 Review of Internal Audit 2020/21 – for agreement (enclosed)

Members are invited to review the internal audit for 2020/21 and agree the outcome of the review.

516 Appointment of Internal Auditor 2021/22 – for approval

Members are invited to consider and approve the appointment of Heelis & Lodge as the Council's internal auditor for 2021/22. The fee currently charged for the Parish Council's income/expenditure category is £280.

517 Planning Applications – to consider for comment

At the time of the preparation of this agenda there were no relevant planning applications to bring to the attention of the Committee.

518 Next Meetings: Week of 2 August (P&GP Committee's Annual Inspection of Property – dates to be confirmed); 25 August (Council).

POTENTIAL CONFIDENTIAL ITEM

519 Minor Maintenance Work – *for approval* (enclosed)

520 Christmas Decorations – *for approval* (enclosed)

OPEN TO THE PUBLIC AND PRESS

K Pilkington

(Clerk)