



TO ALL ELECTORS OF SHEVINGTON PARISH

PARISH COUNCIL MEETING

**THURSDAY 30 AUGUST 2018 ~ 7.00 P.M.
SHEVINGTON LIBRARY**

AGENDA

- 935 Apologies for Absence** - to receive apologies from Councillors.
- 936 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 participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.
- 937 Matters Introduced by Members of the Public** - an opportunity for members of the public to ask questions or make observations.
- 938 District Councillors' Reports** – *for information only.*
To receive reports from District Councillors.
- 939 Minutes of the Last Ordinary Meeting of the Council (28 June 2018)**
- to consider, agree and approve the signature of the previously circulated Minutes by the Chairman as a correct record of the meeting. (enclosed)
- 940 Memorial Park Project** – *for information and approval* (enclosed)
At the Policy & General Purposes Committee meeting on 3 May the following way forward was agreed (the update in each case is shown in italics):
1. Criteria for various sources of grant funding (e.g. the Heritage Lottery Fund, the Co-op Community Fund, The Deal Investment Fund) would be investigated.
This is currently a work in progress and will be on-going until such time as the project has been completed.
 2. The LA's grant funding officer would be invited to attend the next Policy & General Purposes Committee in June to advise the Committee.
The LA's grant funding officer was unable to attend the above Committee meeting, but (as previously reported) met with the Clerk and provided suggestions for grant funding streams that might be suitable. She had advised that finding a source of grant funding for a drainage plan would prove challenging.

3. Local heritage would be investigated.

A member of the local community has been identified who is willing to do the necessary research.

4. Cllrs I Whiteley and C Miles and Mrs J Brown would prepare a display about the Project for the Parish Council's information stall at Shevington Fete on 30 June with a view to consulting residents.

The display was prepared and a consultation was carried out on the day.

5. A fresh quotation for an assessment of the trees in the park would be sought from an arboriculturalist recommended by the Trees & Woodlands Officer.

The Trees & Woodlands Officer has recommended two possible arboriculturalists, who will be approached in the near future.

6. Fresh estimates for a drainage plan would be sought.

Please see Item 963.

7. Members of the local community would be invited to become involved in the project.

The Chairman invited several members of the local community who had expressed an interest in being involved in the project to a meeting in late July. The Clerk was invited to attend as an observer and to provide advice. A report prepared by the Chairman on the outcome of the meeting is enclosed. The report contains several proposals which members are invited to consider.

In addition to the above the Clerk was asked to look into costings for the refurbishment of the footpaths in the park. In the first instance the Clerk met with an officer from Greenspaces to discuss this, but this exercise did not bear fruit. More recently, the Clerk has met with a contractor whose services the Parish Council has used before and has invited him to prepare quotations for several possible scenarios in relation to the footpaths.

941 Memorial Park Project Consultation Leaflet – for agreement

It has been previously agreed that a consultation leaflet would be prepared for inclusion with the September newsletter, which will be circulated at the end of the month. The text for the leaflet will need to be agreed by the Policy & General Purposes Committee on 6 September.

Members are invited to consider and agree what they would like to be included in the leaflet and how long the consultation should last.

942 Chairman's Report - for information only.

943 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)

944 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**
- **Patient Participation Group**
- **Shevington Rugby & Football Clubs**
- **Vicarage Lane Fields Developments**
- **Friends of Otters Croft & Crooke Woods**

945 Audit, Governance & Standards Committee – the Representative's Role – for agreement (enclosed)

Enclosed is a brief paper from the current representative to Wigan Council's Audit, Governance & Standards Committee. Cllr J Fletcher will lead on this. In essence it is about the role of the Parish Council's representative in relation to reporting back to the Council about proceedings during a meeting in view of an opinion expressed by Wigan Council officers that *'We do not see it as part of the role of the Parish Councillor co-opted member to report back to their Parish Council on the business of the Audit, Governance and Standards Committee.'* *Members are invited to consider and agree the best way forward.*

946 DRAFT Minutes of the Meeting of the Policy & General Purposes Committee (2 August 2018) - to receive - *for information only* (enclosed)

947 Precept Information – *for information*

The following information was provided by the SLCC on 17 August:

"The Government has published a "technical consultation" on the draft local government finance settlement. This contains the very welcome following paragraphs about referendum principles and English town and parish councils:

4.3.1 *In 2018-19, the Government decided to defer the setting of referendum principles for town and parish councils for three years. However, this was conditional upon:*

- the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for "invest to save" projects which will lower ongoing costs; and*
- the Government seeing clear evidence of restraint in the increases set by the sector*

4.3.2 *In 2018-19, the average Band D parish precept increased by 4.9% (£3.02). This compares to a 6.3% increase (£3.63) in 2017-18, and is the lowest year on-year increase in parish precepts since 2015-16.*

4.3.3 *In view of this, the Government intends to continue the deferral of setting referendum principles for town and parish councils, but encourages parish councils to continue this downward trend, and will keep this area under active review."*

948 Recording of Meetings – *advisory*

Under current legislation any individual has the right to record a public meeting. However, a conversation that is recorded without another participant's knowledge is essentially regarded as a breach of that person's right to privacy. While the recording of a conversation between two private individuals is not prohibited, problems arise if that conversation is then shared with a third party for whatever reason without the consent of both parties: depending on the circumstances and how the recording is used, civil or even criminal actions could ensue.

Members are advised that it is common courtesy to ensure that conversations are not recorded covertly and that the other party is aware that the conversation is being recorded at the time when the recording is made.

949 Shevington in Bloom Budget – *for agreement*

At their meeting in July members of Shevington in Bloom discussed several matters relating to the Parish Council's flower beds and have put forward the following proposals:

- (a) *Should we need any plants in future to add to or replace damaged ones in Parish Council beds, we would like to pay for them in the following way: after first getting permission from the Parish Council to purchase them, SinB will pay cash for them, holding on to the receipts until the end of the season (i.e. when planting is over for Summer or Winter - there should not be much, if anything, in Winter). The Treasurer will then present all the receipts to the Clerk for payment with one cheque. We feel this would be easier for us and for the Clerk to manage.*

(b) *We have discussed the 2 flower beds at the corner of Church Lane/Shevington Lane and for two reasons are planning NOT to plant with polyanthus this Winter. Firstly, we think the beds need a rest from plants and we wish to compost and add manure to the beds. We feel the heuchera already there will give a good enough show in Winter. Secondly, we would like these beds to be totally perennial, to lessen the planting twice a year and to save money in the long term. We would, therefore, like to ask the Parish Council if the funds not used for Winter planting could be added to the funds for summer planting - we would not need to purchase non-stop begonia - to buy enough heuchera in spring to fill the beds.*

Members are invited to consider and agree to the suggestion in (a) and the request in (b).

950 RHS North West in Bloom Parks Competition – 2018 Entry

– for retrospective approval

Soon after the judging date for Shevington in Bloom the Clerk received an email from the SinB Co-ordinator letting the Parish Council know that the most senior of the judges who visited Shevington had suggested that the Parish Council enter Shevington Memorial Park & Garden in the RHS's NWinB Parks Competition this year. He had the authority to sanction a late entry and had sufficient information to provide a report and recommend a judgement.

Following further discussions between the Clerk and NWinB staff and consultation with the Chair and another councillor, the park was entered in this year's Small Parks Competition for a fee of £75. The outcome will become known at the end of October. It seems that local authorities enter parks in the RHS competition one year in order to obtain feedback and then, having upgraded, enter them for the 'Keep Britain Tidy' Green Flag award the following year.

Members are invited to approve the entry retrospectively.

951 Tree Issues at Forest Fold – for information and agreement

All issues raised under this heading have been discussed informally with one or two of the LA's trees officers and it has been confirmed that no trees on the site have TPOs, so that permission to carry out work on them is not required.

(a) Large Tree on the Main Allotments Site – for information

Earlier this year it was brought to the Council's attention that there were concerns that a large tree at the top of the main allotments site was casting a large shadow on the allotment it bordered and that the tenant was threatening to relinquish his allotment because of this. The tree is on the boundary of the site with the neighbouring farm and the trees officer who visited decided to try to establish the exact ownership of the land on which the tree stands, as this was not entirely clear. Clarity was needed in order to establish whose responsibility it was to prune the tree. To date this ownership has not been established.

Members are invited to note this information.

(b) Damaged Branch Overhanging Neighbours' Garden – for approval

Earlier this year the Clerk was contacted by a resident of Broadriding Road whose garden borders the bowling green. He was concerned that a damaged limb (of a tree at the periphery of the bowling green site) overhanging his garden could become detached and fall on someone. The Clerk visited the site, as the damaged limb is not visible from the bowling green, and can confirm that there are no buildings in the vicinity. Our contractors have quoted £80 for the work.

Members are invited to approve the work.

(c) Young Tree on Raised Bed Allotment Site - for agreement (enclosed)

A member brought this tree to the attention of the Council at the meeting in June. He had asked if the tree could be removed before it became very much larger. He was told that the Clerk would look into the matter. The member has advised that he raised the issue because residents of neighbouring properties have raised concerns. The investigation included obtaining costings for the removal of the tree and a report is enclosed.

Members are invited to agree the best way forward.

952 Best Kept Allotment – for approval

The judges for the Best Kept Allotment competition at Forest Fold have selected Plot No.13 as the winner of the First Prize.

Members are invited to approve the award.

953 Replacement Bins – for approval (enclosed)

(a) The Parish Council's bin in Stockley Park is badly damaged and in need of replacement. Greenspaces have had to remove the door, rendering it unusable.

(b) The litter bin outside the play area in Memorial Park is badly rusted and deteriorating in appearance.

Photos of both bins can be seen in the document enclosed.

The cost of purchasing one identical replacement bin, fitting it and removing the old one is £289.

There is a delivery charge of £41. This is the same irrespective of the number of bins being delivered.

Members are invited to consider approving the replacement of both bins.

(c) The more substantial bin in the Memorial Garden has recently been sealed by Greenspaces because the lock mechanism has failed. As the bin is in otherwise good condition they are going to try to repair this mechanism. If this is not possible the bin will need to be replaced. If it is replaced by one like those in (a) and (b) the cost will be £289 plus £41 delivery (if delivered on a separate occasion). If it is replaced by a bin similar in design to the one already there the cost will be £390.48 (inc delivery and fitting).

Photos can be found on the document enclosed.

Members are invited to consider the best way forward in the event that the bin needs to be replaced.

954 War Memorial Plaque – for approval

At the Council meeting in June it was agreed that the Clerk would obtain costings for the proposed new plaque for the War Memorial and submit an application for a grant from Wigan Council's WWI Projects Fund. The costings were obtained from the company that had originally made and installed the plaque. We have recently heard that we have been awarded a grant £908, which will cover the cost of producing and fitting the new plaque.

We have also heard from the Planning Department that we will not need planning permission for a new plaque despite it's being longer than the original.

Members are invited to approve the order.

955 Poppies for Lamp Posts – for agreement

On 7 June the Finance Committee approved an order of 160 display poppies for a donation of £400. We have recently received a consignment of only 130 poppies, because the Royal British Legion have run out of stock. The remaining 30 poppies are still on order and will follow in September, once the RBL have replenished their stock.

Since the meeting in June, it has been brought to the Clerk's attention that RBL Head Office will seek a donation of £3 from the local branch for each poppy ordered. RBL Head Office have confirmed this in writing and the local branch have confirmed it verbally. The donation approved by the Finance Committee

will leave a shortfall of £80 which, it seems, will have to be covered by the local branch.

Members are invited to consider the possibility of increasing the value of the donation.

956 September Newsletter – for approval

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

- a) Garden Club Annual Show
- b) Shevington Diabetes Group
- c) Annual Parish Walk
- d) Fun Casino Night Fundraiser (AB Community Association)
- e) RHS Parks Competition Entry
- f) Shevington in Bloom
- g) Christmas Shop-Front Competition
- h) Christmas Decorations
- i) Bowling Green Open Day
- j) Vicarage Lane Fields Update
- k) Shevington Fete
- l) Standard Items

Further suggestions are invited.

Members are invited to approve the above for inclusion.

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

958 Financial Aid Applications - to receive for consideration / approval.

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

960 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.

- **A/18/85577/FULL: Open Land North of Vicarage Lane – Erection of building for recreational use including changing rooms, function room, toilets and kitchen**

This application has been approved.

961 Next Meetings:

6 September (Policy & General Purposes and Finance Committees);

27 September (Council)

POTENTIAL CONFIDENTIAL ITEMS

962 Memorial Park Drainage – for approval (enclosed)

963 Vicarage Lane Fields Allotments Lease – for retrospective approval and agreement (enclosed)

964 Tree Issues at Forest Fold (d) – for agreement (enclosed)

965 Annual Leave – for information and agreement (enclosed)

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K Pilkington

(Clerk)