

**Minutes of the Meeting of Shevington Parish Council
Held Wednesday 29 June 2022
7:00pm – The Community Centre at Vicarage Lane Fields**

Present: Councillors William McKnight (Chairman), Michael Grimes, John Whiteley, Christopher Horridge, Michael Crosby and John Ball. Cllr Vicky Galligan was present via MS Teams.

Four members of the public

Mr Peter Collins (Project Manager - New Homes and Regeneration at Wigan Council) was present for Items 766 to 768.

Mr Nathan Davies (Flood Risk Technician at Wigan Council) was present for part of Item 768 and the whole of Item 769.

Officer in Attendance: Mrs Krystyna Pilkington (Clerk)

766 Apologies for Absence

Cllrs Ira Whiteley and Jess Higham

767 Declaration of Interests

Cllr Bill McKnight w.r.t. Item Nos 768 and 769 (*both personal*)

Cllr Chris Horridge w.r.t. Item No. 779 (*personal*)

The Clerk w.r.t. Item No. 787 (*personal*)

Standing Orders were suspended.

768 Re-Development of the Miles Lane Site

The Chairman welcomed Mr Peter Collins, the Project Manager for the re-development of the site of the former Shevington Community Primary School, who gave a presentation on the early-stage proposals for the building of an Extra-Care housing scheme that was currently being consulted upon.

Mr Collins began by explaining the role his team had within Wigan Council and then provided an overview of the new scheme, which would consist of a number of self-contained apartments - mainly one-bedroomed – for those aged 55 and over with mobility and disability issues. The scheme would include communal areas and a range of facilities adapted to suit the needs of the residents. Some of the apartments would be specifically set up for wheelchair users. The intention was to provide supported independent living.

Computer generated images of the site plan and the exterior view of the buildings were circulated to aid discussion. The project team were keen that the local community should have an input and Mr Collins invited those present to complete feedback sheets and return them to the Clerk, who would pass them on.

As well as a communal living space where community activities would be held, there would be office facilities for staff. The current access road was not suitable, so a new one was being

provided that would also enable access to the Clinic and Shevington Surgery. There would be a car park at the northern end of the site with designated parking spaces for residents.

The site lay within the green belt. Hence the new building had to sit within the footprint of the old one. The Miles Lane frontage would be designed to fit into the locality and there would be communal gardens at the southern edge. The site would include raised beds for use as allotments by residents. Solar panels would be used to reduce energy bills and the use of ground source technology for heating was being investigated.

Cllr Vicky Galligan joined the meeting.

A discussion took place and Mr Collins replied to questions posed by those present. He informed the meeting that liaison with the Heritage Officer took place, when necessary, during the development of the scheme. A plethora of issues had been identified in relation to the main road and the Highways team had been approached about the introduction of improvements. In answer to a question Mr Collins assured the meeting that public access to the playing fields would be maintained. The rear fence would probably also be retained, as it was in good condition.

Mr Nathan Davies joined the meeting.

Mr Collins agreed to update the Council again in the coming months. If the plans were approved and planning consent was obtained it was possible that work on the site would begin at the turn of the year with completion in approximately eighteen months.

The Chairman thanked Mr Collins for his presentation.

Mr Peter Collins left the meeting.

769 Memorial Park Drainage

The Chairman welcomed Mr Nathan Davies (Flood Risk Technician at Wigan Council), who had joined the meeting to discuss the next stage of the proposals for the drainage plan for Memorial Park.

Mr Davies had received correspondence from United Utilities that indicated that, if the outlet for surface water from the park opened out into a United Utilities sewer or a Highways sewer which later combined with a United Utilities sewer, then United Utilities would not accept the surface water.

Possible alternatives were discussed. Because of the depth of the layer of clay, the depth of a soakaway (the more expensive option) would have to be quite substantial and there was no guarantee that it would be effective. The introduction of a village pond would be the less expensive option but would carry an inherent risk.

Mr Davies agreed to investigate the options and to meet on site with the Clerk and a delegation from Crooke Village to further discuss those options.

The Chairman thanked Mr Davies for his input.

Mr Davies left the meeting.

770 Matters Introduced by Members of the Public

There were no matters introduced by members of the public.

771 District Councillors' Reports

Reports were received from Dist Cllrs Mike Crosby and Vicky Galligan. *See Appendix A.*
Standing Orders were re-instated.

772 Minutes of the Annual Meeting of the Council (25 May 2022)

The previously circulated Minutes were considered.

Resolved: That the Minutes of the Annual Meeting of the Parish Council, held on 25 May 2022, were approved as a true and correct record.

773 Chairman's Report

There was no report from the Chairman.

774 Reports from Councillors

Sign for Shevington Moor

A member suggested that, following requests from some residents of Shevington Moor in the survey carried out a couple of years ago, the Parish Council should consider the introduction of a sign at the Parish boundary in this area. After a brief discussion the Clerk was asked to investigate the costs and other aspects of this project.

Speeding

Another member raised concerns about the amount of speeding in the area. He was advised to report it to the Police, who monitor this.

775 Reports from Representatives

Shevington & District Community Association

The representative reported that the Community Association were submitting bids for funding for four robust and vandal proof benches to be installed at different locations in the Parish. The Association were also applying for a Brighter Borough grant (supported by Dist Cllr Mike Crosby) for grass matting for the two items of play equipment in Memorial Park that it had funded several years ago.

There were no reports from

Crooke Village Residents' Association
Shevington Youth Club and
Shevington Recreation Ground Trustees

'in Bloom' Groups

Appley Bridge in Bloom and Incredible Edible entries in Northwest in Bloom were being judged the following day.

Patient Participation Group

The ineffectiveness of the system being operated with respect to the use of AskmyGP had recently been a subject for discussion. Reception staff at Shevington Surgery had been on the receiving end of many complaints. The representative reported that he had heard from a reliable source that the Surgery staff were meeting on the coming Saturday morning to discuss alternative options. It was anticipated that the system would be changing. He would be contacting the Chair of the PPG to seek feedback about the outcome of the meeting.

There were no reports in relation to **Vicarage Lane Fields Developments** or from the **Friends of Shevington Memorial Park**

Forest Fold Tenants' Association

The Secretary to the FFTA reported that the AGM had been held the previous Sunday. The Committee had all been re-elected and the officers remained unchanged. A group of tenants from the Vicarage Lane Fields Allotments had recently paid an official visit to Forest Fold. The event had gone well and the Committee were looking forward to making a reciprocal visit.

The Committee had recently submitted the completed Allotments Policy for adoption by the Parish Council. They were currently discussing one or two other things, which may be put to the Parish Council soon. At the request of the website manager, they had provided information for a page about the allotments for the website.

776 DRAFT Minutes of the Policy & General Purposes and Finance Committees (1 June 2022)

The DRAFT minutes of the Policy & General Purposes and Finance Committee meeting on 1 June 2022 were received.

777 Tree Risk Management Plan

The latest version of the proposed TRMP was received and discussed. It was reported that it was currently being reviewed by Wigan Council's Trees & Woodlands Officer and his comments were awaited. An enquiry had been submitted to Rushmoor Borough Council to establish whether the Council could make use of their TRMP document as a template. The reply had been positive. They had been pleased to give the Council their permission to adapt their plan for the local scenario.

Cllr Mike Grimes, who had prepared the TRMP, led the brief discussion. He had also prepared an Action Plan, the objective of which was adoption of the TRMP in October 2022. However, the deadlines referenced in the Action Plan could be fluid.

Cllr Grimes advised the Council that external support would be needed to assess the costs involved in the implementation of the TRMP. The budget line was expected to be higher in the earlier stages. Once implemented, it was anticipated that the Council's public liability profile regarding insurance would improve.

Several things were still needed to complete the TRMP document. For example: a Policy for dealing with Ash Dieback had to be inserted. Cllr Grimes invited suggestions for the locations where tree surveys would be needed.

Resolved: The Action Plan was accepted.

778 July Newsletter

The text for the July edition of the newsletter was discussed. Those present who had known the Late Rosemary Woolner shared fond memories of her and paid tribute to her for her contribution to the local community. She would ever be remembered as a true stalwart.

Resolved: The text for the July edition of the newsletter was approved.

779 Forest Fold Allotment Policy

The Forest Fold Allotment Policy, which had been prepared by the FFTA Committee in consultation with the Clerk, was received. This was the fourth version and had been discussed and revised at several FFTA Committee meetings. The Policy was to be read in conjunction with the Allotment Tenancy Agreement and the FFTA Constitution, which were also enclosed.

The Chairman thanked the FFTA Committee for their hard work in relation to the Policy and all their contributions towards the management of the allotments.

Resolved: The Forest Fold Allotment Policy was adopted.

780 Clerk's Report

The Clerk's report was received. *See Appendix B*

781 Financial Aid Applications

None

782 Internal Audit Report 2021-22

The 2021-22 internal audit reports were received. There was only one recommendation from the internal auditor: that the Financial Regulations should be reviewed annually. The regulations were not reviewed during 2021-22, as it has been the Council's standard practice to review them every 4 years, unless there was a reason to do this earlier. The above recommendation had been addressed for the 2022-23 financial year, as the Financial Regulations had been reviewed at the meeting on 25 May.

Resolved: The Council accepted and approved the Internal Auditor's Report and the AIAR for 2021-22. In future the Financial Regulations would be reviewed annually.

783 Review of Effectiveness of Internal Audit 2021-22

The Internal Audit process for 2021-22 was reviewed.

Resolved: The outcome of the review of the Internal Audit 2021-22 was approved.

784 Appointment of Internal Auditor 2022-23

Resolved: The Council approved the appointment of Heelis & Lodge as its internal auditor for 2022-23.

785 Addition of a Bank Signatory

Cllr Mike Grimes had been approved as an additional authorised signatory for the Council's bank accounts. Two other authorised signatories were required by the bank to authorise the instruction to add another signatory. Both had given permission for their contact details to be shared with the bank, as had Cllr Grimes.

Resolved:

- 'If the Council adds Cllr Michael Grimes as an Authorised Signatory in the "Add or remove individuals" section of the Natwest Bank's form, the Bank will update the Council's mandate accordingly for the accounts specified in the form's "About your business" section,
- the Bank is authorised to phone the individuals identified as "Call Back Contacts" to confirm or correct any instructions or information provided by the Council to the Bank
- and the current mandate will continue as amended.'

786 Payments, Income & Bank Balances

The Income / Expenditure schedule for June was received. *See Appendix C*

Resolved: That the Accounts be approved, the cheques signed and internet transfers made in payment, due notice being given to the bank statements exhibited.

It was reported that payment for the Pest Control contract for Forest Fold Allotments would result in an overspend of £333 in the 'Allotments' cost centre.

Resolved: To balance the above expenditure a virement of £333 from the Forest Fold Allotments reserve to the active cost centre of the same name was approved.

787 Planning Applications

A/22/93182/FULL – St Bernadette's Catholic Primary School, Church Lane, Shevington - Erection of new 2.4m high boundary fencing to perimeter of school boundary with new pedestrian and emergency vehicular access gates

The planning application for the erection of taller perimeter fencing to replace existing perimeter fencing was discussed. The focus of the discussion was specifically on how it might impact the trees along the boundary between the school and Memorial Park. The Clerk reported that she had consulted the Planning Officer dealing with this and he had confirmed that, as the application had not yet been determined, any representation made by the Parish Council would be considered even though the deadline for submitting representations had passed.

The Parish Council did not object in principle to the erection of boundary fencing, but had concerns about possible damage to the trees along the boundary during installation and afterwards. The Council were of the view that planning consent should include a condition that mitigation should be introduced for the trees and their roots, and that the Council should be kept informed about what was happening.

Resolved: A representation would be made using the contents of the letter sent to the school about the maintenance of the trees earlier in the year as a basis with the inclusion of the points recorded above.

788 Next Meetings

Week of 1 August (Policy & General Purposes Committee's Annual Inspection of Property); 31 August (Council)

CONFIDENTIAL ITEM

Resolved: That, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be excluded, and they were instructed to withdraw.

The members of the public left the meeting.

789 Appointment of Cover Assistant

An application for the post of Cover Assistant was discussed.

Resolved: The Council appointed Mrs Jane Hine to the post of Cover Assistant with effect from 1 July 2022. The Council also agreed that Mr James Hine would assist Mrs Hine as a volunteer if he was supervised by Mrs Hine.

There being no further business, the Chairman closed the meeting at 9:20 pm.

Chairman