

**Minutes of the Meeting of Shevington Parish Council
Held Wednesday 30 June 2021
7:00pm – Shevington Memorial Park**

Present: Councillor Jessica Higham (Vice Chairman), Christopher Horridge and John Whiteley
Dist Cllr Janet Brown and one member of the public

Officer in Attendance: Mrs Krystyna Pilkington (Clerk)

499 Apologies for Absence

Cllrs John Ball, Mike Crosby, Bill McKnight, Ira Whiteley, Vicky Galligan and Mike Grimes

500 Declaration of Interests

Cllr Chris Horridge w.r.t. Item 510 (*personal & prejudicial*)
Cllr Jessica Higham w.r.t. Item 507 (*personal*)

501 Minutes of the Annual Meeting of the Council (26 May 2021)

The previously circulated Minutes were considered.

Resolved: That the Minutes of the Annual Meeting of the Parish Council, held on 26 May 2021, were approved as a true and correct record.

502 DRAFT Minutes of the Policy & General Purposes and Finance Committee Meetings (2 June 2021)

The DRAFT Minutes of the Policy & General Purposes and Finance Committee meetings held on 2 June 2021 were received.

503 Recommendations from the Committees

(a) Policy & General Purposes Committee

Minute 4: Parking Issues at Vicarage Lane Fields

Resolved: The Council ratified 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 related to parking at Vicarage Lane Fields and how they could be managed
- the Police would be invited to send a representative to provide advice
- Cllr Jessica 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: Tree Inspection Policy

Resolved: The Committee's recommendation that a 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, was approved.

Minute 12: Issues Raised by Residents During the Consultation on the Memorial Park Loan

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.

Resolved: The Council ratified the Committee's decision 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.

Resolved: The Council approved the recommendation that the two barrel planters replacing two planters that had originally been located at Appley Bridge Station should be relocated to the corner outside Whiteacre Park, subject to permission being received from Streetscene and Network Management.

(b) Finance Committee

Minute 5: Virements

Resolved: The following virements were approved

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 would 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 would be reduced to £13,665.

Resolved: The Council ratified the recommendation that the £2,988 confirmed underspend in the 'Bin Emptying contract' cost centre should be transferred to the Memorial Park Development reserve. The reserve would be increased to £16,653.

Minute 7: Risk Assessment

Resolved: The Council accepted and approved the reviewed and updated H&S risk assessments.

Standing Orders were suspended.

504 East Quarry

A report about the anti-social behaviour of young people earlier in the month in connection with East Quarry and the Premier convenience store at Appley Bridge had been circulated to members for information. The contents of the report were discussed.

Dist Cllr Janet Brown reported that a meeting had taken place between representatives of several cross-border agencies to discuss the issues and ways in which the agencies could co-operate in dealing with them. The agencies had included West Lancashire Borough Council, Wigan Council, Lancashire Police, British Transport Police and Greater Manchester Police. The owner of the Premier store had also attended the meeting.

During the meeting it had emerged that the Police held a key to the security gate at the quarry. They needed to hold a key, as this was the way through which they escorted trespassers off the premises. There had been reports that the gate was being left open, but it had not been established who had been responsible for leaving it open.

One of the actions from that meeting was that Dist Cllr Brown was to send an email to the Health & Safety Executive about the lack of security at the site.

Standing Orders were re-instated.

505 July Newsletter

The text for the newsletter had been previously circulated to members and, because the publication date had to be brought forward, a consensus had been reached prior to submission of the copy to the printer.

Resolved: The text for the newsletter was approved retrospectively.

506 Wigan Council Ward Boundary Review

The previous week had seen 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 was due to close on 23 August 2021.

Members briefly discussed the proposals. Wigan Council had already been consulted by the Commission. It was reported that, because the wards were to be standardised to ensure parity in relation to the number of residents in each, the only likely change to the boundaries of Shevington with Lower Ground would involve a slight enlargement.

Resolved: The Council noted the information and agreed that there was no need to respond to the consultation.

507 Shevington Fete

The Fete was due to take place on Saturday, 7 August. The Fete Committee had received confirmation from Wigan Council that the Fete could go ahead and would receive their support in planning a covid secure event.

Resolved: The Fete Committee's request for permission to use Memorial Park as a location for some of the stalls, if necessary, was approved.

Resolved: The Fete Committee's request for permission to close Gathurst Lane car park on the day, so that it could be used by stall holders, was approved.

The Parish Council had booked and paid for a stall at Fete 2020. The Fete was cancelled due to Covid, but the booking had been rolled over. Cllr Ira Whiteley had offered to join the rota to cover the stall. More volunteers were needed. Members would be circulated by email in a couple of weeks' time and would be able to put their names forward then.

508 Annual Parish Walk

The Annual Parish Walk would take place on August Bank Holiday - Monday, 30 August 2021. Members discussed arrangements for the Walk.

- a. Cllr John Whiteley had agreed to act as the steward and Mr Alan Mohring had agreed to plan the route and lead the Walk, which would be 5 miles in length.
- b. The Walk would start at 10am from Shevington Methodist Church and end there.
- c. Refreshments after the Walk would be arranged nearer the time and would be subject to whatever Covid restrictions were in place nearer the time.
- d. The generic risk assessment was prepared in 2020 and was reviewed by the Finance Committee on 2 June. It would be reviewed again prior to the Walk.
- e. Winston's Wish was proposed as the Charity for which donations would be collected.

Resolved: The above arrangements were agreed and Winston's Wish was approved as the chosen Charity.

Winston's Wish was a Registered Charity that provided support in the form of bereavement counselling for the relatives of those who had committed suicide.

509 Forest Fold Best Kept Allotment Award

Resolved: The Council approved a prize of £25 to the winner of the Best Kept Allotment Award at Forest Fold.

510 Forest Fold Allotment Plot Categorisation and Rent Review

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 should be explored. Prior research by a co-opted Committee member had indicated that other councils charge between 22p and 25p per m².

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

A document with information about current rents, which had remained unchanged for several years, and suggested rents based on a per m² charge had been previously circulated and was discussed.

The total income raised by using the latter method was much more realistic in terms of what needed to be done on the allotments site. However, as some tenants would be paying significantly more than they were paying at present, the Clerk was asked to prepare new figures for consideration. These would involve an across the board basic fee of 25p per m² for the first 100m² and a lower amount for each subsequent m².

The new suggestions would be considered at a meeting following the Summer recess.

511 Clerk's Report

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

Parking Issues at Vicarage Lane Fields

The Vice Chairman reported that the meeting with the representatives of the sports clubs, the allotmenters and the residents had been amicable and had gone very well. They had agreed strategies in relation to how the overspill parking should be managed in the future. PS Nick Forshaw had provided useful guidance and advice on what was permitted and feasible.

Standing Orders were suspended.

Dist Cllr Janet Brown reported that the sports clubs had decided to apply for a small grant from the National Lottery to fund an extension of the car park. The extension would take the form of a plastic parking grid laid on the grassed areas outside the pitches and would accommodate 100 cars. Wigan Council's ward members had agreed to match fund the project with Brighter Borough grants.

Burnt Tree in Otter's Croft Wood

The Clerk provided an update. The Trees & Woodlands Officer had advised that the tree should be felled on H&S grounds. In view of this, a tree surgeon had been invited to visit the site and provide a quotation for the work.

Standing Orders were re-instated.

512 Financial Aid Applications

None

513 Payments, Income & Bank Balances

The Income / Expenditure schedules for May / June were received.
See Appendix B

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

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

The Clerk reported that the Internal Audit for 2020/21 had been completed and the requisite documents were now displayed online. The AIAR and the Internal Auditor's reports for 2020/21 had been previously circulated.

The internal auditor had made one recommendation: that the Standing Orders and Financial Regulations were reviewed.

Action Plan: it was proposed that the two documents should be reviewed by the relevant committees in September.

Resolved: The AIAR and the Internal Auditor's reports were accepted and approved. The Action Plan proposed was agreed.

515 Review of Internal Audit 2020/21

The Internal Audit process for 2020/21 was reviewed.

Resolved: The outcome of the review of the Internal Audit 2020/21 was approved.

516 Appointment of Internal Auditor 2021/22

Resolved: The Council approved the appointment of Heelis & Lodge as its internal auditor for 2021/22.

517 Planning Applications

None

518 Next Meetings

The week of 2 August (P&GP Committee's Annual Inspection of Property – dates to be confirmed); 25 August (Council).

CONFIDENTIAL ITEMS

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 (*other than the co-opted Committee members*) be excluded and they were instructed to withdraw.

The two co-opted Committee members present remained in the meeting.

519 Minor Maintenance Work

The Council considered quotations for three items of minor maintenance work at the Forest Fold site.

(a) Repair to Entrance Wall

Resolved: The Council approved the quotation of £400 and awarded the contract to John Parker.

(b) Repair and Repainting of Three Benches at Bowling Green

Resolved: The Council approved the quotation of £300 and awarded the contract to John Parker.

(c) Repair of Skirting of Bowling Green Storage Pavilion

Resolved: The Council approved the quotation of £250 and awarded the contract to John Parker.

520 Christmas Decorations

The Council's three year hire agreement with Lite for the lamp post motifs at the centre of Shevington village came to an end in January. Options for extending the hire agreement for the displays were considered.

Resolved: The Council approved a two-year extension to the hire agreement. The annual product cost would be £1,642.50 and the annual installation, removal, storage and maintenance costs would be £1,400.00. (TOTAL = **£3,042.50**)

There being no further business, the Vice Chairman closed the Meeting at 7:49 pm.

Chairman