

**Minutes of Shevington Parish Council Meeting
Held Thursday 11 April 2019
7:00pm – Shevington Library**

Present: Councillor I Whiteley (*Chairman*), Cllrs W McKnight, C Horridge, J Ball, C Miles and J Fletcher
Dist Cllr J Brown
One member of the public

Officer in Attendance: Mrs K Pilkington (Clerk)

1101 Apologies for Absence

Cllr K Shaw
Dist Cllr M Whitham

1102 Declaration of Interests

None

Standing Orders were suspended.

1103 Matters Introduced by Members of the Public

East Quarry, Appley Bridge

An email had been received from the Clerk to Wrightington Parish Council informing members that the owner of East Quarry had agreed that either he or his representative would be attending the parish council meeting on Monday, 15 April at Appley Bridge Village Hall to outline his proposals and to answer questions from councillors, residents and members of the public on the future of the quarry. Members and all who were interested were very welcome to attend. Cllr C Horridge declared that he would be attending.

1104 District Councillors' Reports

Dist Cllr J Brown's report was received. The report covered progress with issues

- at J27 of the M6
- with the No.635 bus route and
- with the unadopted road behind the parade of shops in Gathurst Lane.

See Appendix A.

Dist Cllr Brown engaged with the Parish Council and the member of the public present in relation to the above and submitted a grant application from Millbrook Community Primary School, which would be considered by the new Parish Council at their first meeting in May.

Standing Orders were re-instated.

1105 Minutes of the Last Ordinary Meeting of the Council (28 February 2019)

Resolved: That the Minutes of the Ordinary Meeting of the Parish Council held on 28 February 2019 were approved as a true and correct record.

1106 Chairman's Report

Vicarage Lane Fields

The Chairman reported that she had recently received a complaint from a resident that plastic tubes had been left scattered in the road. The Chairman and her husband had visited the Fields the previous week and had collected some 40 plastic tubes from Vicarage Lane. Earlier in the year another member had collected approximately 200 tubes that had been strewn across the fields after saplings had been stolen. It was observed by that member that this latest episode suggested that further saplings had been stolen more recently.

Visit to Former Co-opted Committee Member

The Chairman and her husband had recently visited a former Co-opted Committee member who was housebound and reported that he now had the facility to watch sporting events on television whenever he wished.

1107 Reports from Councillors

Unadopted Road Behind the Parade of Shops

Two members suggested ways forward in relation to achieving a solution to the problem of repairing the road behind the parade of shops. One suggestion related to securing grant funding for the work, the other involved an order being served by Wigan Council on the owners of shops, whose responsibility it was, to fund the work.

Giant Hogweed

A member reported that there had been an outbreak of Giant Hogweed on the footpath at the side of Golden Days Garden Centre. Dist Cllr J Brown agreed to deal with the issue.

Potholes in Church Lane Car Park

It was reported that a resident had complained about the appearance of potholes in the car park in Church Lane. Most of this car park belonged to Shevington Recreation Ground Trustees and the Chairman would inform the Secretary to the Trustees in writing.

Rats

A member reported that rats had been observed at the ends of gardens sharing a boundary with the raised bed allotments and the grassed area at Forest Fold. Concerns had been raised by residents, because the rats had been seen in broad daylight. The member was informed that it had been established that a breeder of domestic rats lived in one of the houses along Miles Lane and that, as well as doing this, she was feeding the wild rats living in the area. This activity was encouraging the wild rat population to become more visible. Pest Control were dealing with the matter. In reply to a question the member was informed that rat bait boxes were maintained in the raised bed allotment area. A letter of concern would be sent from the Parish Council.

Council Tax

It had been reported by a District Councillor during the Parish Council meeting in February that the LA's Council Tax charge had been frozen for another year. However – a member observed – that her Council Tax bill had increased by 2.2%. Other members explained that it was the principal authority's basic tax charge that had not been increased. Other precepts levied, e.g. those by the Manchester Mayor, the Fire Service and GMP, had been increased.

Cllr W McKnight withdrew from the meeting.

1108 Reports from Representatives

There were no reports from the representatives of the organisations listed below:

- **Shevington & District Community Association**
- **Crooke Village Residents' Association**
- **Shevington Youth Club**
- **Shevington Recreation Ground Trustees**
- **'in Bloom' Groups**
- **Patient Participation Group**
- **Shevington Rugby & Football Clubs**
- **Vicarage Lane Fields Developments**

Friends of Shevington Memorial Park

The FSMP were proposing to hold a table sale in order to raise more funds. The date had not yet been arranged.

1109 Minutes of the Meeting of the Policy & General Purposes Committee (7 March 2019)

Resolved: That the Minutes of the meeting of the Policy & General Purposes Committee held on 7 March 2019 were approved as a true and correct record.

1110 Minutes of the Meeting of the Finance Committee (7 March 2019)

Resolved: That the Minutes of the meeting of the Finance Committee held on 7 March 2019 were approved as a true and correct record.

1111 DRAFT Minutes of the Annual Meeting of the Parish (20 March 2019)

The draft minutes of the Annual Meeting of the Parish held on 20 March 2019 were received.

Cllr W McKnight rejoined the meeting.

1112 Councillors' Attendances at Meetings 2018/19

The record of Councillors' attendances (*to date*) at meetings during the 2018/19 municipal year was received and discussed briefly.

Resolved: The record of Councillors' attendances at meetings in 2018/19 was approved for publication.

The record would be updated with attendances at the final two meetings before it was published on the website.

1113 Annual Parish Walk 2019

Arrangements for the Annual Parish Walk, which was scheduled to take place on August Bank Holiday - Monday, 26 August 2019 – were discussed.

Resolved:

- (a) The two individuals who had planned the route in 2018 would be invited to do so for the 2019 Walk
- (b) The Walk would leave Shevington Methodist Church at 10 am and end there later in the day.
- (c) Cllr C Miles would arrange for volunteers from Shevington Methodist Church to serve refreshments.
- (d) The proceeds of donations and sponsorship would be divided equally between Appley Bridge Boys Brigade and Shevington Luncheon Club.

1114 May Newsletter

The contents of the newsletter were discussed.

Resolved: The following items, and the text associated with them, were approved for inclusion in the newsletter:

- (a) Daffodils Galore!
- (b) 75th Anniversary of D-Day
- (c) Warning from a Resident
- (d) Shevington Memorial Park Upgrade
- (e) PH Meets HRH
- (f) The Great British Spring Clean
- (g) Shevington Primary School Mosaic
- (h) Appley Bridge in Action
- (i) Standard Items

The following items, for which text was not yet available, were also approved for inclusion in the newsletter:

- (j) Footpath Route
- (k) Quarry Danger
- (l) Annual Achievement Awards
- (m) Bowling Green advert
- (n) Bowling Fun Day
- (o) Shevington Fete
- (p) Parish Council Election Results
- (q) Fundraising for Memorial Park

1115 Review of Policies

The Parish Council's Standing Orders had been previously circulated for review. No changes were necessary.

Resolved: The Council's Standing Orders were approved.

1116 Review of Financial Regulations

The 2015 version of the Financial Regulations had been previously circulated for review. No changes were made.

Resolved: The Council approved the Financial Regulations.

1117 Budget Out-Turn FY2018

The previously circulated Budget Out-Turn for FY2018 was received and discussed briefly.

At the end of the 2018/19 financial year most cost centre balances were displaying positive balances. However, there were six that were showing a deficit. Virements were needed to rectify this.

Resolved: The following virements from the 'Contingency' cost centre were approved retrospectively:

- £8 to the 'Bank Charges' cost centre.
- £84 to the 'Chairman's Expenses / Allowance' cost centre.
- £77 to the 'Litter Picking & Bin Contract' cost centre.
- £150 to the 'Tree Survey/works' cost centre and
- £9 to the 'Upgrades at Allotments/Bowling Green' cost centre.

A transfer of £38 from allotment income surplus in General Reserves to the 'Allotments' cost centre was also approved..

These virements resulted in balances of £1,822 in the 'Contingency' cost centre and £32,214 in the General Reserves.

Resolved: The budget out-turn for y/e 31 March 2019 was approved.

1118 Budget Rollover: FY2018 to FY2019

Several invoices for work either carried out or ordered as part of the FY2018 budget were still awaited.

Resolved: The following rollovers were approved:

- £221.66 from the FY2018 'Maintenance, materials' cost centre to the FY2019 cost centre to cover an outstanding invoice for painting structures on the bowling green and raised bed allotments.
- £250.00 from the FY2018 allotments income in the General Reserve to the FY2019 'Allotments' cost centre to cover the cost of tree pruning on the Forest Fold main allotments site.
- £1,200 from the FY2018 'Risk Management' cost centre to the FY2019 cost centre of the same name to cover the cost of CCTV maintenance in Shevington Village, for which the Council were awaiting an invoice.
- £3,924 from the FY2018 'Christmas Decorations' cost centre to the FY2019 cost centre of the same name to cover the cost of 2018 Christmas Decorations not yet invoiced.

- £5,279 from the FY2018 'Plants & Planters' cost centre to the FY2019 cost centre of the same name to cover the invoices for the FY2018 contract that had not yet been received.
- £489 from the FY2018 'WW1 Commemoration' cost centre to the FY2019 cost centre of the same name to cover the cost of the literature the Parish Council had previously agreed to publish.
- £293 from the FY2018 'Street Furniture' cost centre to the FY2019 cost centre of the same name to cover the cost of the notice board repair.
- £1,200 from the FY2018 'Memorial Park Drainage' cost centre to the FY2019 cost centre of the same name to cover agreed costs associated with tendering.
- £209 from the FY2018 'Conference, Membership, Fees' cost centre to the FY2019 cost centre of the same name to cover increases in the cost of subscriptions.

Total to carry forward to FY 2019 = £13,065.66

Resolved: The Post-Rollover Budget for FY2019 was approved.

1119 Income/Expenditure Statement, y/e 31 March 2019

The Income/Expenditure Statement 2018/19 was received and considered.

Resolved: The Income/Expenditure Statement 2018/19 was approved.

1120 Annual Governance & Accountability Return, y/e 31 March 2019

(a) Annual Governance Statement 2018/19

The previously circulated Annual Governance Statement was considered.

Resolved: The completed Annual Governance Statement 2018/19 was approved.

(b) Accounting Statements 2018/19

The previously circulated Accounting Statements 2018/19 were considered.

Resolved: The Accounting Statements 2018/19 were approved.

1121 Clerk's Report

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

1122 Financial Aid Applications

- **Butterflies Children's Charity**

An application for a grant to support disadvantaged children in the area was discussed.

Resolved: The Council approved a s137 grant of £50, subject to its being spent on disadvantaged children living in the civil Parish. The Charity would be asked to provide proof of this expenditure.

- **Donation Towards the Cost of a Memorial Tree for a Resident**

The Chairman explained that a group of residents wished to plant a cherry tree of substantial size as a memorial for a resident who had passed in tragic circumstances. The possibility of the Parish Council's making a donation towards the cost of this was discussed.

Resolved: A donation of £100 would be made towards this cause from the Chairman's Allowance.

1123 Payments, Income & Bank Balances

The Income / Expenditure Schedules for February / March / April were received.
See Appendix C.

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

1124 Approved Signatories

The Clerk advised that after the election it might be necessary to approve new signatories for the Council's bank accounts, but it would not be possible to do this until the Annual Meeting of the Council. Some time could subsequently pass before the bank actioned a new mandate. The members discussed the matter.

Resolved: That the Council's existing bank signatories should continue to sign cheques in line with financial regulations and standing orders for payments approved by the Council until such time as the new approved signatories had been confirmed by the bank.

1125 Planning Applications

None to note.

1126 Next Meeting

25 April (Council meeting to approve the Minutes of this meeting)

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 be excluded and they were instructed to withdraw.

Dist Cllr J Brown and the member of the public left the meeting.

1127 Insurance

The Council's insurance was due for renewal on 1 June 2019. Proposals from four insurers and a table of comparatives had been circulated previously. The proposals were discussed.

Resolved: The Council agreed to accept Zurich Municipal's proposal for a period of three years at an annual premium of £1,435.49 (*inc Insurance Premium Tax*).

1128 Painting of Bowling Green Fencing

A quotation for the painting of the fencing around the bowling green was discussed.

Resolved: The quotation from Kenyon Homes of £750 for labour plus £50 to £80 for materials was approved.

1129 Tree Matters

A quotation from an arboriculturalist for a survey of the trees in Memorial Park was considered.

Resolved: The quotation from Arbconsultants of £840 was approved.

1130 Painting of Black Planters

A quotation for the painting of all the black concrete planters was considered.

Resolved: The quotation from John Parker of £1,200 was approved.

1131 'Our Tommy'

A suggestion for a permanent home for 'Our Tommy' was discussed. A decision was deferred, as other possibilities needed to be considered.

1132 Forest Fold Maintenance Contract

A quotation from one contractor was considered

Resolved: The contract to the value of £1,820 was awarded to Envirocare MS Ltd.

The Chairman informed the Council that, because of recent developments with regard to the proposed community building at Vicarage Lane Fields, variations would need to be made to the relevant lease. This was discussed. It was agreed that, to enable the Clerk to consult the Parish Council's solicitor, the matter would be an agenda item at the Council meeting on 25 April.

There being no further business, the Chairman closed the meeting at 8:45 pm.

Chairman