

**Minutes of Shevington Parish Council Meeting
Held Thursday 24 May 2018
7:10pm – Shevington Library**

Present: Councillor I Whiteley (*Chairman*), Cllrs W McKnight, C Miles, C Horridge, J Calderbank, J Fletcher and K Shaw
Dist Cllr J Brown
Three members of the public
Mr C Pennington, Street Lighting Officer with Wigan Council, was present until the end of Item 878.

Officer in Attendance: Mrs K Pilkington (Clerk)

876 Apologies for Absence

Cllr J Ball
Dist Cllrs P Collins and M Whitham

877 Declaration of Interests

The Clerk w.r.t. Item No.903 (*pecuniary*).

Members agreed that there was no need for Cllr W McKnight to declare an interest w.r.t. Item No.886, as this would simply involve general information and discussion.

Standing Orders were suspended.

878 Christmas Decorations

The Chairman introduced Mr C Pennington of the LA's Street Lighting Department, who gave a presentation on Christmas motifs for the lamp posts in the shopping centre of Shevington village. Mr Pennington circulated handouts about proposals from one supplier and explained that two other suppliers he had contacted had failed to submit satisfactory proposals by the deadline they had been given.

The supplier who had submitted proposals had provided costings for both outright purchase and hire options. The hire scheme applied to a three year agreement and included ongoing maintenance, refurbishment, storage and PAT testing. If the motifs were purchased outright they would come with a one year guarantee.

Mr Pennington took questions. The Chairman thanked him for his presentation. The options would be considered by both the committees due to meet on 7 June, when it was hoped a decision would be made.

Mr C Pennington left the meeting.

Cllrs K Shaw and W McKnight withdrew from the meeting.

Cllr W McKnight re-joined the meeting.

879 Matters Introduced by Members of the Public

Road Surface on Z-Bends

In reply to a question a resident was informed that the road surface on the z-bends was due to be repaired on three successive Sundays in June – the 10th, 17th and 24th.

Cllr W McKnight withdrew from the meeting.

Wall at Forest Fold

It was reported that the wall along the entrance to Forest Fold had deteriorated further. The issues and possible remedies were discussed. The Clerk informed the Council that she had been advised by a contractor that, as the wall did not have proper footings, it needed to be re-built properly. The anticipated costs were such that three quotes would be required.

Cllr K Shaw re-joined the meeting.

Christmas Motifs

A resident put forward a request that the colours selected for the new lights should co-ordinate with those on the tree in the centre of Shevington village.

Allotment Gate

In reply to an enquiry from a resident the Clerk advised that the gate to the allotments was locked every night at dusk. All plot holders had been provided with the code to the lock in correspondence that had been sent to them at the time when tenancy agreements were due for renewal.

Cllr W McKnight re-joined the meeting.

880 District Councillors' Reports

The District Councillors' reports were received. The reports covered the following:

'Beat It' Team

The team would be in the ward from 29 May to 1 June. Residents were invited to put forward locations that needed attention by emailing one of the district councillors.

Re-surfacing of the Z-Bends

The re-surfacing had been scheduled for Sundays in June – the 10th, 17th and 24th.

Digital Sessions

Very successful digital sessions had been held in Shevington Library in early May. More were in the pipeline.

Standing Orders were re-instated.

881 Minutes of the Last Ordinary Meeting of the Council (26 April 2018)

Addition to Item No.840 (Issues on the Barratt Estate):

'The possibility that the Council should write to the LA to ask them to cut the grass on the open spaces more often to make it easier for children to play there was also discussed.'

Resolved: That, subject to the above addition, the Minutes of the last Ordinary Meeting of the Parish Council, held on 26 April 2018, were approved as a true and correct record.

Two of the members present were not able to vote.

882 Chairman's Report

Hospital Visit

The Chairman reported that she had visited a Co-opted Committee member while he was in hospital.

Appley Bridge Festival and Duck Race

The Chairman, Vice Chairman and Cllr C Horridge had represented the Parish Council at the Appley Bridge Festival and Duck Race on 20 May. It was very well organised, very pleasant and very busy. Two thousand ducks were released. A letter of thanks and congratulations would be sent to the Appley Bridge CA.

Opening of New Buildings at Shevington Vale Community Primary School

The Chairman had been invited to attend the official opening of the new buildings at Shevington Vale Community Primary School.

883 Reports from Councillors

Issues on the Barratt Estate

A member reported that the residents who had attended the Council meeting in April had visited the joint district councillors' and police surgery the following Saturday and had discussed their problems. The outcome of their discussions was unknown.

Damaged Grass Verges on Church Lane

The Vice Chairman reported that Wigan Council had re-instated the damaged grass verges, but they had been churned up again because cars were still being parked on them. The Clerk reported that she had spoken to the Headteacher at St Bernadette's Primary School, who had agreed to write to his parents to ask them not to park on the verges.

Reporting Fly Tipping to the LA

A mattress had recently been left near one of the Parish Council's bins on the Barratt Estate and the Vice Chairman had spent a considerable amount of time trying to persuade the LA's personnel to make arrangements for its removal as soon as possible, but to no avail. The Vice Chairman had referred the matter to Dist Cllr P Collins, who was dealing with the matter.

Play Area at Herons Wharf

The play area at Herons Wharf had now been installed, but it was still fenced off and not accessible to members of the public. The Vice Chairman had heard that the builders were charging the residents of Herons Wharf for the maintenance of the play area. As the play area had been installed as a result of a planning condition, he would be contacting the Planning Department to establish whether they were entitled to do this.

Changes to Rail Time-Tables

A member reported that she had had a horrendous rail journey home after a trip to the theatre in Manchester on time-table changeover day. Chaos had reigned that

day with rail staff not knowing what was happening or what they were supposed to be doing. All trains had been delayed. She had heard that the Mayor of Greater Manchester was taking things forward, but needed support. This would be an agenda item at the Policy & General Purposes Committee meeting.

Monitoring Emissions from Factories at Appley Bridge

In response to a question from a member the Clerk advised that she had so far not received a reply from West Lancashire BC to the Council's enquiry about whether they were monitoring the emissions from factories at Appley Bridge.

Rear Access Road Behind the Terraced Properties in Broadriding Road

A member asked whether a response had been received to the Council's enquiry about whether the LA had any responsibility for the access road. The Clerk replied that so far there had been no news, but she had investigated the location of the new post and had found it difficult to understand how it could create access issues. Access and the responsibility for the road were discussed at length. Dist Cllr J Brown had also visited the location and agreed to submit an enquiry to the Estates Department about the LA's responsibilities with regard to this.

Forest Fold Grass Cutting

A member observed that the grounds maintenance contractors, while having cut the rest of the grass on the site very well recently, had forgotten to cut the small patch of grass in front of the notice board. The Clerk replied that she was aware that the small patch of grass had not been cut and had discussed the matter with the contractor.

Forest Fold Notice Board

A member had noticed that there was condensation inside the poster box. The Clerk replied that she was aware of the condensation in the poster box. This was due to the rivets' having popped out and a repair would need to be carried out.

District Councillors' Poster

It was reported that the notice with the district councillors' contact details was now out of date and needed replacing. The Clerk advised that responsibility of providing a new poster lay with the district councillors.

884 Reports from Representatives

Shevington & District Community Association

There was a meeting the following week.

Crooke Village Residents' Association

There was no report.

Shevington Youth Club

It was reported that changing the evening on which the Youth Club was open from a Thursday to a Tuesday had resulted in an increase in the number of young people attending.

Shevington Recreation Ground Trustees

There had been no meeting.

'in Bloom' Groups

The date on which Appley Bridge in Bloom would be judged was Wednesday, 11 July. Arrangements had been made for all the groups to meet with the judges in the Dance Studio in the centre of Shevington on Monday, 9 July.

A suggestion was made that Vicarage Lane Fields Developments should be included as an item under this heading at each meeting. This was agreed.

A member observed that it was despicable that some plants had been stolen from planters. The possibility that the CCTV system might provide a safer environment for the plants once it was installed was discussed.

Audit, Governance & Standards Committee

There had been no meeting.

Patient Participation Group

The next meeting was the following week.

Shevington Rugby & Football Clubs

There was no report.

Friends of Otters Croft & Crooke Woods

There was no report.

885 DRAFT Minutes of the Meeting of the Policy & General Purposes Committee (3 May 2018)

The draft minutes of the meeting of the Policy & General Purposes and Committee held on 5 April 2018 were received.

886 Memorial Park Project

A paper produced by the group preparing the display and presentation for residents attending Shevington Fete was received. The group proposed to focus on three themes: Health, History and Horticulture. The Chairman expanded on the contents of the paper. At the Fete the group would be concentrating on obtaining general support for the project.

It was observed that there was no cheap way of improving the drainage. All of the things mentioned in the paper needed to be incorporated into a plan, which included a plan for the drainage and costings. The Clerk reported that, as instructed by the Policy & General Purposes Committee, earlier that day she had met with an officer of Wigan Council who had agreed to provide estimates for footpath reinstatement and drainage.

It was suggested that Crowd Funding could represent a way forward, as Wigan Council were prepared to match fund whatever had been raised.

887 Outcome of 'The Future of the School Site' Consultation

This item was deferred to the Policy & General Purposes Committee meeting.

888 Circulation of Papers by Email Only

A change in the law in January 2015 had made it possible for members to receive the Summons by email only, provided they consented in writing. Members were invited to consider giving their consent and were provided with consent forms to complete and return, if appropriate.

889 GDPR

(a) Designated Data Protection Officer

The previous week news had been received that the House of Commons had accepted a Government amendment to the Data Protection Bill which, once the Bill had been enacted, would exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. All other requirements of the GDPR would still apply and would come into force on 25 May 2018.

(b) Privacy Notices

All allotment tenants had received privacy notices when they had received their new tenancy agreements. A privacy notice was now displayed on the notice board at the bowling green and one would soon be on display on the website. Members and employees would receive privacy notices in the near future.

(c) Subject Access Request Policy and Template Letters

These were adopted in principle earlier in the year and a member had agreed to review them in detail. The member had emailed to say that she was of the opinion that the templates could be used as they stood.

Resolved: The adoption of the Subject Access Request Policy and template letters was confirmed.

(d) Consents

The bowling green membership application form had been amended to include a simple consent statement which enabled applicants to grant the Council permission to process their personal information for the purposes of bowling green membership and to display their names on the bowling green notice board.

(e) Data Processing & Protection Policy

Enclosed was a proposed Data Processing & Protection Policy. It was reviewed.

Resolved: The Data Processing & Protection Policy was adopted.

890 Internal Audit Report 2017/18

This item was deferred to the Extra-ordinary Meeting of the Council to be called for Thursday, 7 June 2018.

891 Annual Governance Statement 2017/18

This item was deferred to the Extra-ordinary Meeting of the Council on Thursday, 7 June 2018.

892 Accounting Statements 2017/18

This item was deferred to the Extra-ordinary Meeting of the Council on Thursday, 7 June 2018.

893 Shevington In Bloom Plant Orders

Resolved: Shevington in Bloom's order for plants to the value (in total) of £168.75 was approved.

894 Pest Control Contract

Resolved: The allotments' Pest Control Contract, to the value of £309 for 12 months' cover, was approved.

895 Clerk's Report

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

A member asked why the Parish Council were paying for repairs to a drain that did not belong to them. The Clerk reported that, as the damage had been caused by the activities of one of the Council's partner organisations, the Council had agreed some time ago that the repairs were their responsibility and she had been instructed to expedite them.

In reply to an enquiry about whether the Scouts had done what they had agreed to do, the Clerk explained that they had dug a very basic channel to divert water flowing down towards the back of their neighbour's garage into the small drain at the side of the building.

896 Training for Councillors

(a) Training Provided by Wigan Council

Cllrs W McKnight and C Horridge would attend the training provided by Wigan Council on 13 June.

(b) SLCC Training Day

No members were interested in taking up the free place offered to a councillor.

897 Financial Aid Applications

None.

898 Payments, Income & Bank Balances

The Income / Expenditure Schedules for April / May were received. *See Appendix B.*

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

899 Planning Applications

None to note.

900 Next Meetings

7 June (Policy & General Purposes and Finance Committees);

7 June (Extra-Ordinary Meeting of the Council)

28 June (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 be excluded and they were instructed to withdraw.

The members of the public left the meeting.

901 Forest Fold Grounds Maintenance Contract

Only one quotation had been received. This was considered.

Resolved: The quotation from Envirocare MS Ltd of £1,882 was approved.

902 Woodland Maintenance Accessway Signage

Issues surrounding the woodland maintenance accessway and the proposed signage were discussed.

Resolved: The Clerk would seek advice from the Parish Council's solicitor.

903 National Pay Award

The Council informed the Clerk that, as this involved a decision about a national agreement, there was no need for her to withdraw from the meeting.

The details of the agreement as it related to the financial year 2018/19 were discussed briefly.

Resolved: The national pay award for all staff for the financial year 2018/19 was approved. The agreement was with effect from 1 April 2018 and payments would be back-dated accordingly.

Resolved: The Council approved virements of £130 and £260 from the 'Contingency' cost centre to the 'Clerk Salary' and 'Caretaking Salaries' respectively.

There being no further business, the Chairman closed the Meeting at 8:38 pm.

Chairman