

**Minutes of Shevington Parish Council Meeting  
Held Thursday 26 April 2018  
7:00pm – Shevington Library**

**Present:** Councillor I Whiteley (*Chairman*), Cllrs W McKnight, J Ball, C Horridge, J Calderbank and J Fletcher.  
Seven members of the public.

**Officer in Attendance:** Mrs K Pilkington (Clerk)

**838 Apologies for Absence**

Cllrs C Miles and K Shaw  
Dist Cllrs M Crosby, P Collins and M Whitham

**839 Declaration of Interests**

Cllr W McKnight w.r.t. Item 852

*Standing Orders were suspended.*

**840 Matters Introduced by Members of the Public**

**Issues on the Barratt Estate**

Two residents of the Barratt Estate reported that for some time a group of other residents living on the same estate had been actively trying to prevent children playing in the streets and open spaces designated for play on the estate. The children were not abusive or badly behaved, yet the adults had threatened them with the Police if they did not move and one person had even driven his car at them.

*Cllr J Calderbank joined the meeting.*

The problems were discussed. The residents were advised that there were several avenues that could be explored. One was to approach Wigan Council's mediation team for help. Another was to attend the joint District Councillors' and Police Surgery at the weekend and seek help through this route. The residents were also advised to engage with the wider community in relation to this matter.

The Clerk would forward the District Councillors' contact details to the resident and the Vice Chairman would contact Dist Cllr P Collins.

**Care Home Issues**

A resident who had concerns about activities related to a local care home for children and who had brought them to the attention of the Council on previous occasions was informed that the concerns would be discussed in the confidential section at the end of the meeting. The Clerk would inform him in writing of the outcome of that discussion.

## **Potholes**

The Clerk reported that the repair work on the potholes along the z-bends had gone out to tender.

## **841 District Councillors' Reports**

The District Councillors' report was received. Because of restrictions relating to Purdah, the report would be published after the elections. *See Appendix A.*

*Standing Orders were re-instated.*

## **842 Minutes of the Last Ordinary Meeting of the Council (22 March 2018)**

**Resolved:** That the Minutes of the last Ordinary Meeting of the Parish Council, held on 22 March 2018, were approved as a true and correct record.

## **843 Chairman's Report**

### **Official Opening of Vicarage Lane Fields Allotments**

The Chairman had attended the official opening of the allotments at Vicarage Lane Fields. She had shared the role of cutting the red ribbon with Dist Cllr Chris Ready of Wigan Council. Despite the heavy rain, the event was enjoyed by all. Three fifths of the allotments were now tenanted.

### **Induction of New Vicar**

The Chairman also attended the induction of the Revv Andrew and Jenny Brown, the new Vicar and Assistant Vicar of St Anne's. She gave a brief description of the ceremonies that had taken place. The Mayor of Wigan had been present and had welcomed them on behalf of the Borough and the Chairman had welcomed them on behalf of the residents of the Civil Parish.

## **844 Reports from Councillors**

### **Parking**

A member observed that illegal parking was still an issue in the Parish.

### **Trees Branches Overhanging the Raised Bed Allotments**

A member enquired about progress with the pruning of the tree branches overhanging the raised bed allotments and was informed that the matter was in hand. The owner of the trees was waiting for the nests to be vacated and the for the contractor to come to do the work.

### **Damaged Grass Verges in Church Lane**

The Vice Chairman reported that he was still in discussion with the drainage officer at Wigan Council over the damage to the grass verges in Church Lane, but he was making very little progress. The continuing damage being caused by parents of children attending the school was discussed. The Clerk would contact the Headteacher and ask him to speak to the parents.

### **Estate Agents' Boards**

A member, having observed an estate agent's board at the corner of Ferndale, had contacted the estate agent to seek its removal. It had been removed the following day. It was reported that one of the District Councillors had suggested that perhaps the LA could write to all estate agents and remind them that their sales boards should not be strapped to street furniture. The Clerk would write to the LA.

### **Grass Verges at the Top of Broadriding Road**

The damage caused to the grass verges by a gritter had been repaired using soil. A member had approached a District Councillor about the possibility of cars being somehow prevented from parking on the verges, but had not met with any success.

## **845 Reports from Representatives**

### **Shevington & District Community Association**

There was no report.

### **Crooke Village Residents' Association**

There was no report.

### **Shevington Youth Club**

The Youth Club had held an Open Day on 12 April. The event had been funded by a grant from the Brighter Borough Fund. The event had been reasonably well attended by both children and LA officers. The children who had come along had been mainly aged between 8 and 11 and had been consulted about opening times. It would be open on Thursdays from 6pm to 8pm and was being led by three paid workers and a volunteer.

### **Shevington Recreation Ground Trustees**

There had been no meeting.

### **'in Bloom' Groups**

Appley Bridge in Bloom would be taking part in the 'It's Your Neighbourhood' initiative again. The bicycle planters in front of the library were being replaced by planters to match the existing woven baskets and were being transferred to a location in Appley Bridge. Appley Bridge Community Association would be refurbishing the bicycle planters and there had been a suggestion that perhaps children at Shevington Vale Primary School could become involved.

### **Standards & Audit Committee**

The representative reported that the LA had written to her to ask her if she would be continuing in her role. She had replied that she wished to continue.

### **Patient Participation Group**

There was no report.

### **Shevington Rugby & Football Clubs**

There was no report.

### **Friends of Otters Croft & Crooke Woods**

There was no report.

## **846 DRAFT Minutes of the Meeting of the Policy & General Purposes and Finance Committees (5 April 2018)**

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

## **847 Appley Bridge Festival & Duck Race Invitation**

Appley Bridge Community Association had invited members of the Parish Council to attend the opening of the festival as VIPs.

**Resolved:** Cllrs I Whiteley, W McKnight and C Horridge would represent the Council at the opening of Appley Bridge Festival and Duck Race.

## **848 Poppies for Lamp Posts**

Several members had been impressed by the large poppies that had been attached to lamp posts in the run up to Remembrance Sunday in other parts of the Borough in 2017. In 2018 the country would be commemorating the Centenary of the end of WW1 during the Remembrance period. In line with this the Council considered two proposals:

- (a) That the Parish Council fund a display of large poppies along the main roads in the centre of Shevington village that led to the Memorial Garden, and, subject to the funding being available, possibly at the centres of the other village / hamlet communities that were part of the Parish.
- (b) Appley Bridge Community Association were providing large poppies for the West Lancashire part of the village as far as the bridge in Mill Lane and had asked if the Parish Council would be willing to fund a continuation of the display up to the end of Mill Lane so that the community did not look as though it had been divided.

Appley Bridge Community Association had informed the Council that the poppies cost £10 each. However, the Council were advised by a member who had recently attended a meeting of the Royal British Legion that the lamp post poppies were available to organisations on receipt of an appropriate donation. The cost of each poppy and, therefore, the number of poppies that could be ordered for that donation had not been specified.

### **Resolved:**

- (a) The Council agreed to the proposal that large poppies should be displayed along main roads in the Parish in the run up to Remembrance Sunday in principle and subject to permission being obtained from the LA's Street Lighting and Traffic Management Departments, the number of lamp posts involved being counted and the cost implications being assessed.
- (b) The Council agreed to fund the poppies along Mill Lane to link up with the poppies to be displayed in the West Lancashire section of Appley Bridge.

The Parish Caretaker would be asked to put the poppies up.

## **849 'Our Tommy'**

At the last Council meeting members agreed to purchase a 6ft aluminium sculpture of 'Our Tommy' from the 'There But Not There Project'. The cost of £776.30 (inc shipping) and had to be paid at the time of ordering as opposed to 'on delivery'.

**Resolved:** The Council approved a payment of £776.30 for the 'Our Tommy' order.

The Council received a donation of £100 towards the cost of 'Our Tommy' – the proceeds of a collection amongst the members of Shevington Conservative Club.

## **850 Vicarage Lane Fields Working Party - Update**

The Chairman reported that she had received an email from Graham Workman's intern. The intern was working on the Vicarage Lane Fields Plan and had forwarded links to appropriate funding providers. It was agreed that the project would not be put to one side for the time being.

## **851 Vicarage Lane Sports Fields and Community Building - Update**

The sports club were now in a position to submit the planning application in relation to the community building. Internally the layout had changed slightly to meet the FA guidelines and to provide the maximum amount of community and recreational space. The new building would be a permanent facility and built of brick. As discussed and agreed, the planning application would be submitted in the Parish Council's name.

The modified designs had been circulated previously and were discussed. The clubs were underwriting the design costs and the cost of site investigations, which would come to approximately £20K. Some investigative work for the building was due to take place on Monday, 23 April.

**Resolved:** The plans for the new community building were approved.

Members emphasised that there had to be a focus on the security of the building.

It was also reported that the contractors would be recommencing work on the pitches at in the near future - should there be a few dry days.

## **852 Memorial Park Project**

### **(a) Preparation for May's Policy & General Purposes Committee Meeting**

The Chairman reminded members that this meeting would concentrate on the Memorial Park project. Ideas were needed and members were invited to send suggestions to the Chairman beforehand so that she could circulate a list of suggestions before the meeting.

### **(b) Memorial Park Play Area SLA**

The SLA for the inspection and maintenance of the play area in Memorial Park was discussed. An enquiry would be raised about whether the sand was tested for microbes and, if not, about the cost of testing.

**Resolved:** The Memorial Park Play Area SLA was approved.

## 853 GDPR

A report on progress towards compliance with the GDPR was received and its contents were noted:

- The Parish Council was already registered as a data controller.
- Discussions between the ICO, NALC and the SLCC about who could be the DPO in relation to a local council were still in progress. It was hoped that the discussions would have reached a conclusion before 25 May.
- An audit of the personal data that the Parish Council holds, who it is shared with and who had supplied it had been carried out and its outcome had been included in the report.
- The Council had adopted privacy notices. Allotment tenants had already received their notices. A general one was due to be displayed on the Council's website.
- A model policy and template letters had been adopted in principle at the Policy & General Purposes Committee meeting earlier in the month. They are waiting to be finalised.
- The SLCC had recommended that policies relating to data processing and protection should be updated to reflect the new requirements. At present the advice was that this would have to be done by the Council meeting in May.
- The Internal Auditor had informed the Clerk that during the audit he would be reviewing the Council's progress with respect to compliance with the GDPR.

## 854 May Newsletter

Topics for inclusion in the May edition of the newsletter were discussed.

**Resolved:** The following items were approved for inclusion in the May edition of the newsletter:

- Shevington to Southport Bike Ride
- PC Achievement Awards
- Shevington In Bloom
- Bowling Green advert
- Opening of Vicarage Lane Fields Allotments
- Shevington Fete
- Shevington United Charities
- Induction of the New Vicar of St Anne's
- Advert for a New Governor at Shevington High School
- Open Day at Shevington Youth Club
- Ring & Ride
- Shevington Luncheon Club
- Dementia Friendly Anniversary
- Standard Items

## 855 Clerk's Report

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

The Clerk informed the Council that the Library staff had asked whether the display cabinet could be kept in the foyer. They had tried out other possible locations and had found them unsuitable. The Council agreed to this suggestion.

The Clerk reported that the Library staff had agreed that 'Our Tommy' could go on display in the Library and be stored there. In addition, the Library manager had written to let the Council know that there rent would no longer be charged for the use of the Library for Council meetings.

### **856 Budget Out-Turn for y/e 31 March 2018**

The budget out-turn for the year ended on 31 March 2018 was received and discussed.

At the end of the 2017/18 financial year most cost centre balances were displaying positive balances. However, there were three that were showing a deficit. Virements were needed to rectify this.

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

- £89 to the 'Clerk Training/adverts, newsletter, etc' cost centre
- £54 to the 'Mileage, post, telephone' cost centre
- £184 to the Xmas Decorations' cost centre.

These virements will result in a balance of £4248 in the 'Contingency' cost centre.

**Resolved:** The budget out-turn for y/e 31 March 2018 was approved.

### **857 Income/Expenditure Account 2017/18**

The Income/Expenditure Account 2017/18 was received and considered.

**Resolved:** The Income/Expenditure Account 2017/18 was approved.

### **858 Post-Rollover Budget for 2018/19**

Several invoices for work either carried out or ordered as part of the FY2017 budget were still awaited.

**Resolved:** The following rollovers were approved:

- £174 from the FY2017 'Memorial Park Contract' cost centre to the FY2018 cost centre to cover an outstanding invoice for work carried out on the shrubbery.
- £2225 from the FY2017 'Plants & Planters' cost centre to the FY2018 cost centre to cover the final instalment of the FY2018 contract.
- £1475 from the FY2017 'WW1 Commemoration' cost centre to the FY2018 cost centre to cover the cost of the display cabinet and part of the cost of the 'Our Tommy' statue.
- £230 from the FY2017 'Upgrades at Bowling Green/Allotments' cost centre to the FY2018 cost centre to cover the cost of the palisade fencing.

The total to carried forward to FY2018 = £4,104.

**Resolved:** The Post-Rollover Budget for 2017/18 was approved.

## **859 SLCC Training Day**

The Policy & General Purposes Committee at their meeting on 5 April had agreed to support the Clerk's attendance at the SLCC's Regional Training Day on 27 June at Horwich and had recommended that the Council approve payment of course fees and a payment for petrol.

**Resolved:** Payment of course fees of £85 and for petrol of £5 were approved.

## **860 Insurance**

The Council received and considered the information relating to the final year of a three-year agreement with Zurich Municipal for fairly comprehensive insurance cover. The new cover would begin on 1 June 2018.

**Resolved:** The Council approved the insurance renewal at a premium (inc insurance premium tax) of £1,430.89.

## **861 Signage**

Designs and costings for a variety of signage were considered. The prices quoted included installation.

- (a) Two proposals for a sign at the entrance to the Allotments car park advising tenants that the gate would be closed daily at dusk were discussed.

**Resolved:** The post-mounted reflective option at a cost of £59 was approved.

- (b) The decision about the sign to be erected at the entrance to the Parish Council's maintenance accessway to Crooke & Otters Croft Woods was deferred.

- (c) The purchase of plaques to be displayed on planters with flat surfaces at different locations in the Parish was discussed. There were four such planters.

**Resolved:** An order for four plaques carrying the Council's name and emblem at a cost of £13.50 per planter was approved.

- (d) The logos on the headers of the notice boards outside Shevington Library and Gathurst Station were either fading or had faded.

**Resolved:** An order for two headers at a cost of £93 each was approved.

## **862 Financial Aid Applications**

- **Shevington Sharks**

The Council discussed an application for a grant from Shevington Sharks RLFC.



**Resolved:** The Council approved a s137 of £298 towards the cost of kit, clothing and training expenses within this country for two members who had been selected to represent England.

### **863 Payments, Income & Bank Balances**

The Income / Expenditure Schedules for 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.

**Resolved:** The following virements / transfers w.r.t.the 2018/19 budget were approved:

- £200 from the 'Contingency' cost centre to the 'Tree Survey/works' cost centre.
- £3,500 from the 'New Allotments' reserve to an active cost centre of the same name.
- £33 from the 'Contingency' cost centre to the 'Play Area Maintenance' cost centre.

### **864 Planning Applications**

None to note.

### **865 Next Meetings**

3 May (Policy & General Purposes Committee) in St Bernadette's School Hall;  
24 May (Annual Meeting of the Council, followed by the Ordinary Meeting of the 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.*

### **866 Shevington Lane Issues**

Members discussed the issues relating to the Care Home in Shevington Lane.

**Resolved:** The Chairman would write a letter to Wigan Council and the Clerk would write to the residents who had raised to issues to let them know what the Chairman was doing.

There being no further business, the Chairman closed the Meeting at 9:21 pm.

**Chairman**