

**Minutes of the Shevington Parish Council
Policy & General Purposes Committee Meeting
Held Wednesday, 6 April 2022
7pm - The Community Centre at Vicarage Lane Fields**

Present: Councillor William McKnight (Chairman), Councillors Christopher Horridge, Ira Whiteley and John Whiteley
Co-opted Committee Members: Mr Charlie Neve, Mrs Eileen Longmore and Dist Cllr Janet Brown
No members of the public were present.

In Attendance: Mrs Krystyna Pilkington (Clerk to the Council)

1. Apologies

Cllrs John Ball, Mike Crosby, Mike Grimes, Vicky Galligan and Jessica Higham
Mr Brian Lomas and Mr David Crook

2. Declaration of Interests

Cllr Chris Horridge and Mrs E Longmore w.r.t. Item No.6

3. Village Issues

Parking on Grass Verges

In reply to a member's observation that issues with people parking on grass verges throughout the Parish were continuing, Dist Cllr Janet Brown advised that numerous strategies had been used to try to prevent this activity, but none of them had been very successful.

Art Group Open Morning

The Council had received an invitation to visit Shevington Library between 10 am and 12 noon on Friday, 8 April to meet some of the Art Group and see their work on display. All were welcome and Cllr Ira Whiteley reported that she would be attending.

Evictions

It was reported that there had recently been a spate of evictions in the area. They had been carried out by private landlords. Unfortunately, there were no vacant council houses available to take in those evicted.

CVRA Meeting

Members were invited to the CVRA meeting due to take place the following Tuesday at the Crooke Hall Inn. It was anticipated that the outcome of the CCTV consultation should be available by this date.

CCTV for Memorial Park Play Area

The Clerk reported that some time ago she had been asked to look into the possibility of installing a CCTV camera in either Church Lane or Shevington Lane to enable the play area in Memorial Park to be monitored because of the high volume of anti-social behaviour in its vicinity. She had established soon afterwards that the lamp standards

in both streets were suitable for a camera to be mounted on one of them and had subsequently submitted an enquiry by email to an officer at Central Watch to try to progress the matter further. The latter enquiry had not received a response to date. When the Clerk had very recently contacted Central Watch to find out whether the Council could expect to be invoiced for the maintenance of the CCTV camera outside the Co-op she had discovered that the officer she had previously dealt with was no longer with Wigan Council and she had been asked to re-submit the enquiry. This had been done and responses were awaited.

Drainage in Memorial Park

The Clerk reported that she had again tried to make telephone contact with the Wigan Council drainage engineer she had been dealing with. On previous occasions the call had gone to voicemail, but on this occasion the phone had been answered by a senior manager, who had advised that the engineer was on long term leave and had asked her to re-submit her enquiry for the attention of another named engineer.

4. Minutes of the Last Policy & General Purposes Committee Meeting (2 March 2022)

Resolved: The Minutes of the Policy & General Purposes Committee Meeting held on 2 March 2022 were approved as a true and correct record.

5. Memorial Park ROSPA Inspection Report

The ROSPA Inspection of Memorial Park play area had been carried out in June 2021. The report had been previously circulated to full Council, who had deferred discussion to the Committee meeting. The contents of the report were considered. A report on how issues had been addressed had not been received from the LA. The Clerk was asked to write to Wigan Council to find out how the issues in question had been dealt with, particularly the ones that had received an amber RAG-rating.

6. Polytunnels on Allotments

It was reported that an allotment tenant at Forest Fold had submitted an enquiry regarding the erection of polytunnels at the allotments. As there was no reference to them in the tenancy agreement, he was wondering whether there was a size restriction on them, as there was on sheds and greenhouses. The tenant was thinking of erecting a large poly tunnel on his plot, which would serve as both a greenhouse and store room. It would also provide some protection for produce from wildlife. In his view it would be very cost effective at the present time.

The request was discussed. It was agreed that the Clerk would seek the views of the FFTA Committee.

7. GDPR Policies - Review

Several policies from the General Data Protection Regulations suite had been previously circulated and were reviewed. The policies had been adopted at a time when the UK had been part of the EU and were for the most part still compliant. The

principal alteration to be made was that all instances of EEA should be replaced by UK.

Resolved: The following Policies were approved, subject to the above alterations being made:

- Data Processing & Protection Policy
- Data Breach Policy
- Social Media Usage Guidelines
- Protocol Concerning the Recording of Public Meetings

The Chairman asked members to exercise caution when sharing other people's information, as data breaches which resulted in having a negative impact on a living individual could result in the Parish Council receiving a heavy fine.

A member asked about how the Policy documents had originally been sourced. The Clerk advised that the National Association of Local Councils had employed consultants to prepare model policies for parish councils to personalise.

8. FOI Publication Scheme - Review

The Council's Freedom of Information Scheme and the Information Guide had been updated and were reviewed.

Resolved: The FOI Publication Scheme and the Information Guide were approved.

The Clerk explained that the FOI Publication Scheme had been adopted in 2009 and had been personalised from a model produced by the Information Commissioner's Office for parish councils. If the Parish Council wished to produce its own scheme, it would have to be approved by the ICO before the Council could adopt it.

9. Planning Applications

There were no planning applications to consider.

10. Dates of Next Meetings

27 April (Council); 4 May (Policy & General Purposes Committee)

There being no further business, the Meeting closed at 7:36 pm.

Chairman