

**Minutes of the Shevington Parish Council
Policy & General Purposes Committee Meeting
Held Wednesday, 4 May 2022
7pm - The Community Centre at Vicarage Lane Fields**

Present: Councillor William McKnight (Chairman), Councillors Christopher Horridge, Ira Whiteley, John Whiteley, John Ball, Michael Grimes and Michael Crosby
Co-opted Committee Members: Dist Cllr Janet Brown and David Crook
Cllr Jessica Higham and Mr Brian Lomas were present virtually.
No members of the public were present.

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

1. Apologies

Cllr Vicky Galligan
Mrs Eileen Longmore and Mr Charlie Neve

2. Declaration of Interests

Cllr Chris Horridge w.r.t. Item Nos.6 and 7 (*personal*)

3. Village Issues

Maintenance of Plot of Land Belonging to Wigan Council

A resident had contacted a member about a piece of land adjoining their property which she and her husband had maintained for many years. The land belonged to Wigan Council and the resident wished to report that this was no longer possible because they were now too old to continue to look after it. Cllr Mike Crosby agreed to forward the information to the LA.

Telephone Contact with GP Services

The Committee briefly discussed the length of telephone call queues when contacting GP services.

Mr Brian Lomas joined the meeting.

News from Appley Bridge in Bloom

Mrs Eileen Longmore had sent a report about the work currently being carried out by Appley Bridge in Bloom. Following the felling of the large oak tree near the Spar supermarket in Shevington Vale, the group were undertaking a major re-vamp of the flower beds at this location. The removal of the tree had given them much more light to work with. Work on other areas was continuing at pace and they were hoping to plant for the Summer in early May.

Several reminders had been sent to the Wigan in Bloom officer about the new planter the group had been promised, but so far it had not been delivered. The Clerk would chase this up.

Grass Verges

A member reported that she had received a complaint about the poor quality of the cutting of grass verges in the area.

Dist Cllr Janet Brown reminded the Parish Council about the condition of the verges outside some of the properties in Miles Lane near its junction with Forest Fold. The verges in question had been damaged and some illegal flagging had been undertaken. The situation was discussed. Many residents had complained about it and Cllr Mike Crosby was asked if he would pursue it.

4. Minutes of the Last Policy & General Purposes Committee Meeting (6 April 2022)

Resolved: The Minutes of the Policy & General Purposes Committee Meeting held on 6 April 2022 were approved as a true and correct record.

5. Memorial Park ROSPA Inspection Report

The ROSPA Inspection Report had been circulated with the papers for the Council meeting in March. The issues raised in the report were discussed during the P&GP Committee meeting in April, when members had noted that a report on how they had been addressed had not been provided by Wigan Council.

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. This report had now been provided and had been circulated to members before the meeting. The report was discussed.

Resolved: It had been suggested that grass matting should be installed in the vicinity of two items of play equipment on the mound outside the enclosed areas. The Clerk was asked to establish the cost of the installation.

6. Polytunnels on Allotments

An enquiry from an allotment tenant at Forest Fold about the erection of polytunnels at the allotments had been considered at the last Committee meeting. As there was no reference to them in the tenancy agreement, the tenant had wondered whether there was a size restriction on them.

The Policy & General Purposes Committee had suggested that the FFTA Committee should be consulted about this matter. The FFTA Committee had discussed the request and had recommended that polytunnels should be allowed at Forest Fold, but that they should be restricted in size to 3m wide x 2m high x 4m long. In their opinion plot holders should be limited to the number of structures on their plot should they choose to have a polytunnel and this should be either a polytunnel and a shed or a polytunnel and a greenhouse. This wording would be incorporated into the Policy that the FFTA Committee were currently preparing.

The P&GP Committee discussed the FFTA Committee's recommendations.

Resolved: The Committee approved the FFTA Committee's recommendation that polytunnels would be allowed at Forest Fold, but that they would be restricted in size to 3m wide x 2m high x 4m long. Plot holders would be limited to the number of structures on their plot should they choose to have a polytunnel and this would be either a polytunnel and a shed or a polytunnel and a greenhouse. Tenants would be required to agree the on-site location of their polytunnel with the FFTA Committee before they erected it.

7. Best Kept Allotment Award

The Committee discussed the Best Kept Allotment Award.

Resolved: It was agreed that an award should be made once again for the Best Kept Allotment at Forest Fold. The Committee recommended that the value of the prize should be increased to £40.

8. VLF Allotments Wind Screen

During last Winter's storms the allotments at Vicarage Lane Fields were exposed to very strong winds and consequently subjected to significant damage. The Vicarage Lane Fields Allotments Committee had looked into ways in which they could shield the allotments in the future and had asked for permission to plant trees on the outside the allotment perimeter fence to provide an effective wind break in the future. The location of the trees was marked as a red dashed line on the plan of the allotments that had been circulated to the members.

The Allotments Committee were willing to be responsible for organising any care / maintenance that the trees would need in the future. They intended to purchase a tree pack from the Woodlands Trust. The pack they had selected was the Wildlife pack – so called because it established food and shelter for wildlife. As well as helping the environment and local wildlife they hope the trees would offer some wind protection for the allotment site once they were established.

The Committee discussed the request from the VLF Allotments Committee.

Resolved: The Committee gave permission for the project to go ahead, subject to the following requirements being met:

- The line of trees were to be planted several feet away from any boundary fencing to allow for future growth and prevent damage to the fencing.
- The Committee were to provide the Council with a risk assessment for the activity and the project before the planting was commenced.
- The Committee were to provide evidence of current public liability insurance.

It was suggested that the VLF Allotments Committee should explore the possibility of approaching the City of Trees initiative, as they had last year provided trees free of charge for Croke Park.

9. Annual Parish Walk

The Annual Parish Walk normally took place on August Bank Holiday, which this year would be on Monday, 29 August 2022. The Committee discussed arrangements for the Walk.

Resolved: It was agreed that:

- the Walk would take place on Monday, 29 August 2022;
- Mr Alan Mohring would be responsible for planning the route and would lead the Walk;
- Cllr John Whiteley would act as the Steward, who would carry the First Aid kit and sanitiser and keep a list of walkers and their contact details;
- the Walk would begin and end at Shevington Methodist Church;
- Shevington Methodist Church would be approached about hosting and serving refreshments at the end of the Walk;
- A collection would be taken up for the nominated Charity, which this year would be Dementia Friends.

10. GDPR Policies - Review

Further documents from the General Data Protection Regulations suite had been previously circulated and were reviewed. No changes were made.

Resolved: The following documents were approved / adopted:

- Subject Access Request (SAR) Policy
- Data Retention and Disposal Policy
- Retention of Records Schedule
- Data Breach Reporting Form
- Privacy Notice – Staff, Councillors, Co-opted Committee Members and Volunteers
- Privacy Notice – Residents and Non Role Holders
- Privacy Notice (Allotments)
- Privacy Notice (Bowling Green)

11. May Newsletter

The text for the May edition of the newsletter had been previously circulated and was considered.

Resolved: The Committee approved the text for the May edition of the newsletter.

As the Cover Assistant's post had still not been filled, members discussed the distribution of the newsletter to the areas to which Local Life did not deliver. The Clerk was asked to approach former and current staff about undertaking the May distribution. If they were not able to do this, volunteers would be sought.

12. Planning Applications

There were no planning applications to consider.

13. Members' Attendances at Meetings

This item was deferred to the Annual Meeting of the Council.

14. Dates of Next Meetings

25 May (Annual Meeting of the Council);

1 June (Policy & General Purposes and Finance Committees)

There being no further business, the Meeting closed at 7:46 pm.

Chairman