

**Minutes of the Shevington Parish Council
Policy & General Purposes Committee Meeting
Held 5 April 2018
7.00pm Shevington Library**

Present: Councillor I Whiteley (Chair), Councillors W McKnight, C Horridge, J Fletcher, J Calderbank and K Shaw.
Co-opted Committee Members: Mrs E Longmore, Mr B King and Mrs J Brown.
No members of the public.

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

1. Apologies

Cllrs J Ball, C Miles and A Bland.
Mr B King, Mr B Lomas and Mr D Crook.

2. Declaration of Interests

None.

**3. Minutes of the Last Policy & General Purposes Committee Meeting
(1 March 2018)**

Resolved: The Minutes of the Policy & General Purposes Committee Meeting held on 1 March 2018 were approved as a true and correct record.

Only two out of six councillors present were eligible to vote.

4. Village Issues

Future of Trees at Shevington Community Primary School

A member reported that a resident had raised an enquiry about the future of the trees on the site of the former Shevington Community Primary School. The enquiry had focussed specifically on those growing near the entrance to the clinic, as, according to the 1936/7 Royal Record, several of these had been planted by children of the school and one had been planted to mark the Queen's Coronation in 1953. The enquiry would be forwarded to the LA's Trees & Woodland's Officer.

Potholes on the Z-Bends

It was reported that many residents were complaining about the potholes on the z-bends and the impact they were having on their vehicles. The Chairman informed the meeting that those particular potholes were on the repair list for some time during the period April to October 2018.

Cllr K Shaw joined the meeting.

Issues surrounding the condition of roads in the area and in general were discussed.

The meeting was temporarily suspended.

Mrs E Longmore and Mr B King joined the meeting.

The meeting was resumed.

Donation

The Committee of Shevington Conservative Club had agreed to make a donation of £250 towards the cost of the 'Our Tommy' sculpture and a member presented a cheque for that amount. The donation was accepted. A letter of thanks would be sent to the Club Committee.

Vicarage Lane Allotments – Official Opening

The fence had been erected and the plots had been marked out. Everyone was invited to come along on the morning of Saturday, 7 April to witness their official opening by Dist Cllr Chris Ready, who would be representing The Deal. There would be refreshments afterwards. Members expressed their disappointment that the Parish Council had not been recognised at this event, as it had been the Parish Council that had purchased the land.

Poppies on Lamp Posts

It was reported that Appley Bridge Community Association were planning special celebrations for the Remembrance period to mark the 100th Centenary of the end of WW1. They were proposing to attach large poppies to lamp posts along the roads leading up to the border of West Lancashire with Wigan at Mill Lane. They did not wish Appley Bridge to look as though it was a divided village and would like to be able to continue with this all the way along Mill Lane. As their funds could not stretch to this, they had asked whether the Parish Council might be prepared to facilitate this. Each poppy cost £10. This would be discussed as part of an agenda item about poppies for lamp posts in the centre of Shevington at the April Council meeting.

Abandoned Car on Gathurst Lane Car Park

In reply to a question from a member, the Clerk reported that the car's road tax had been renewed, it's MOT had been updated and it was still insured. The situation was discussed and it was suggested that the Clerk should contact the Police and ask them to identify the owner and ask him/her to remove it before it was vandalised.

Care Home Issues

The Chairman reported that she and the Clerk had met with Cllr M Whitham to discuss the situation and the matter would be an agenda item at the April Council meeting.

5. NPPF Consultation

Mr B King delivered his report, providing a general summary. *See Appendix A.* He had only prepared suggested answers to some of the questions in the consultation, which was due to close on 18 April. Consideration of the answers led to a discussion about affordable housing and its re-sale value. The provision of infra-structure was also discussed.

Resolved: The recommendation that the comments included in the report should be conveyed to the Ministry of Housing, Communities and Local Government was approved.

A vote of thanks to Mr B King was recorded.

6. May 2018 Train Time-Table

Mr B King presented his report, which covered the quality of the current service and issues in connection with time-tabling and proposals for future services.

See Appendix B.

Resolved: The recommendation that Northern should be informed that the withdrawal of links to Piccadilly and the Airport in May were regretted and that the Parish Council supported OPSTA's case for the restoration of a full 7 day Piccadilly service was approved. Northern would also be informed that the Parish Council were of the view that any timetable changes should be postponed until at least December 2018.

A copy of the letter sent to Northern would also be sent to OPSTA.

7. Official Information Held in Private Email Accounts

The Freedom of Information Act gave members of the public the right to access information held by public authorities, unless the information fell under one of several exemptions. Members of parish councils often used their personal emails when conducting business in relation to their parish councils. A document explaining the position in relation to public access to such information had been previously circulated to members for their information. This was discussed.

8. Review of Policies

(a) PC Information Guide

The document was reviewed. A member observed that there were still some documents that were only available in hard copy and suggested that all of these items should be made available on the website.

Resolved: Documents listed that were only available in hard copy would in future be made available on the website. The PC Information Guide was approved, subject to amendments being made accordingly.

(b) Subject Access Request Policy and Template Letters

NALC had provided a model Subject Access Request Policy and template letters in line with the requirements of the GDPR. Members had been invited to review the models and discussed the adoption of the policy and the template letters.

Resolved: The Subject Access Request Policy and template letters were adopted in principle. Cllr J Fletcher would undertake a more detailed review of the documents.

9. Vicarage Lane Fields Working Party - Update

A report on the meeting with Graham Workman had been circulated previously and was received. Mr Workman and his colleague had agreed to carry out a biodiversity scope later in the next couple of months and, based on this, would make recommendations to the Council.

10. SLCC Regional Training Seminar

The Clerk's attendance at the SLCC's Regional Training Seminar on 27 June was discussed.

Resolved: The Committee agreed to support the Clerk's attendance at the SLCC's Regional Training Seminar and recommended that the Council approve payment of course fees of £85 and petrol of £5.

11. Planning Applications

There were no new planning applications to consider.

12. Dates of Next Meetings

26 April (Council);
3 May (Policy & GP Committee) – St Bernadette's School Hall – to discuss the Memorial Park project.

There being no further business, the Meeting closed at 8:20 pm.

Chairman