



POLICY & GENERAL PURPOSES COMMITTEE MEETING

**WEDNESDAY 4 MAY 2022 ~ 7:00 P.M.
THE COMMUNITY CENTRE AT VICARAGE LANE FIELDS**

In line with current Covid-19 guidelines for indoor gatherings and in the interests of mutual and public safety, you are invited to maintain a social distance, wear a face mask and will be invited to use sanitiser on arrival. A list of all present will be kept.

AGENDA

- 1. Apologies** – to receive apologies from Committee members.
- 2. Declaration of Interests** - to receive any declarations of interest (personal and/or prejudicial) with regard to items on the Agenda.
Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 28 June 2012 and amended on 25 October 2012. Members are reminded that if they have any personal interests of a prejudicial nature or a disclosable pecuniary interest they must not participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.
- 3. Village Issues – for information**
To receive reports relating to the legitimate business of the Council from Committee members and Council officers (Committee members are asked to advise the Clerk in advance of any reports – including the subject matter they wish to make.)
- 4. Minutes of the Last Policy & General Purposes Committee Meeting (6 April 2022)**
- to consider, agree and approve the signature of the previously circulated Minutes by the Chairman as a correct record of the meeting (enclosed).
- 5. Memorial Park Play Area - ROSPA Inspection Report - for discussion and agreement** (enclosed & previously circulated)
The ROSPA Inspection Report was 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 noted that a report on how they had been addressed had not been provided by Wigan Council. This report has now been provided and is enclosed. Members are invited to discuss the contents of the report and agree the best way forward. (Co-opted Committee members may vote on this.)

6. Polytunnels on Forest Fold Allotments – for agreement

An enquiry from an allotment tenant at Forest Fold about the erection of polytunnels at the allotments was considered at the last Committee meeting. There is no reference to them in the tenancy agreement. He was wondering whether there is a size restriction on them, as there is on sheds and greenhouses.

The tenant is thinking of erecting a large polytunnel on his plot. The polytunnel would serve as a greenhouse and store room. It would also provide some protection for produce from wildlife. This would make it very cost effective at the present time.

This P&GP Committee agreed that the FFTA Committee should be consulted about this.

The FFTA Committee have discussed this matter and have agreed that polytunnels should be allowed at Forest Fold but should be restricted in size to 3m wide x 2m high x 4m long. 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 will be incorporated into the Policy that they are currently preparing.

Members are invited to discuss the matter further and agree the best way forward.

(Co-opted Committee members may vote on this.)

7. Best Kept Allotment Award – for agreement

Each year the Parish Council awards a prize for the best kept allotment at Forest Fold.

The prize is £25 and comes from the 'Forest Fold Allotment Reserve'.

Members are invited to agree whether the policy should continue in 2022.

8. VLF Allotments Wind Screen – for discussion, agreement and approval (enclosed)

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

The Allotments Committee will be responsible for organising any care / maintenance that the trees would need in the future. They intend to purchase a tree pack from the Woodlands Trust. The pack they have selected is the Wildlife pack – so called because it establishes food and shelter for wildlife.

As well as helping the environment and local wildlife they hope the trees will offer some wind protection for the allotment site once they are established.

The Committee are aware of what happened the last time trees were planted at VLF, but they would nevertheless like to try.

If members are minded to give the Committee permission to go ahead, it is advisable that the following requirements should be stipulated:

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

Members are invited to consider the request and approve it, subject to the above requirements being met.

(Co-opted Committee members may vote on this.)

9. Annual Parish Walk – for agreement

The Annual Parish Walk normally takes place on August Bank Holiday - Monday, 29 August 2022. Members are invited to discuss and agree:

1. That the Walk should take place as in past years;
2. The identity of the person responsible for planning the route;
3. The identity of the steward and his / her responsibilities;
4. Starting and end points;
5. Arrangements for refreshments;
6. The nominated Charity.

The generic risk assessment was prepared in 2020 and will be reviewed by the Finance Committee at its meeting on 1 June.

(Co-opted Committee members may vote on this.)

10. GDPR Policies - Review – for discussion, agreement and approval / adoption (enclosed)

Enclosed are more GDPR policies and other related documents, which members are invited to review. Any changes made must be compliant with GDPR.

11. May Newsletter – for approval (enclosed)

Enclosed is the text for the May edition of the newsletter. Members are invited to approve it. As we still have not identified a replacement for Employee No.2, members are invited to confirm whether they will be able to deliver to the areas they committed themselves to in March.

(Co-opted Committee members may vote on this.)

12. Planning Applications – to consider for comment

At the time of the preparation of this agenda there were no relevant planning applications to bring to the attention of the Committee.

13. Members' Attendances at Meetings – for approval (enclosed)

14. Dates of Next Meetings: 25 May (Annual Meeting of the Council);

1 June (Policy & General Purposes and Finance Committees)

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K Pilkington

Clerk to the Parish Council