



POLICY & GENERAL PURPOSES COMMITTEE MEETING

WEDNESDAY 5 OCTOBER 2022 ~ 7:00 P.M.
THE COMMUNITY CENTRE AT VICARAGE LANE FIELDS

Attendees are invited to observe Covid-19 guidelines. 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 (7 September 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. **Christmas Shop-Front Competition** – *for agreement* (enclosed)
 - (a) The person invited has agreed to act as the judge for the competition. The judge attended the September Council meeting and put forward the suggestion that all participants should receive an acknowledgement for their contribution in the form of a 'Thank You' card from the Parish Council. Following the discussion that took place, the following structure is proposed:
 - a. 1st, 2nd and 3rd prize winners to be selected by the judge.
 - b. All participants to be sent a 'Thank You' card.
 - c. No special commendations to be awarded.

Members are invited to consider the above proposal and agree the best way forward.
(*Co-opted Committee members may vote on this.*)

(b) In October a leaflet is distributed to all shop owners (not including the pubs) to advise them that the competition is taking place and invite them to take part. This presents a good opportunity for councillors (and Co-opted Committee members) to engage with the local community on behalf of the Parish Council. A copy of this year's leaflet is enclosed.

Members are invited to consider dividing the areas between them, with each delivering a few leaflets in person. Suggested divisions are:

- Woodnook Road shops and Appley Bridge shops – West ward councillors
- Shevington Moor – a North ward councillor
- Golden Days businesses – The Clerk
- Broad O'th Lane, Church Lane, Gathurst Lane and hairdresser in Miles Lane – South and North ward councillors.

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

6. Remembrance Sunday – for information only

Below is an update on progress with arrangements for Remembrance Sunday since the recent Council meeting:

- Cllr John Whiteley will be co-ordinating readers of the names of deceased service personnel during the two world wars and will lead this during the Service.
- The Police have been provided with details of the parade and have been asked to confirm their attendance.
- Confirmation of representatives laying wreaths during the service is in progress.
- Cllr Chris Horridge will bring the cushions made by the Knitter 'n' Natter group to the Memorial Garden. They will be in use on the benches as long as it has not rained.
- Cllr Horridge has also purchased new flags and clips, as the existing ones were no longer fit for purpose.
- Shevington in Bloom will be setting up their poppy displays in the flower beds.

A further update, if there is one, will be provided verbally during the meeting.

7. Annual Inspection of Property - for discussion and agreement (enclosed)

The report on the Annual Inspection of Property is enclosed. The inspection is due to be completed on Monday, 3 October. If you would like to join the group visiting Crooke Village and Otters Croft and Crooke Woods, please meet opposite Crooke Marina at 10am. An update to the report will be circulated after the visit has taken place.

Members are invited to study the report and suggest and agree priorities.

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

8. Tree Risk Management Plan – for discussion (enclosed and to follow)

The proposed TRMP has been previously circulated and is enclosed again with this agenda. Members are invited to refer to it when necessary.

Since the P&GP Committee meeting in September the Trees & Woodlands Officer at Wigan Council has confirmed some of the elements highlighted in red and has replied to that enquiry.

He has asked that his name be removed from the document and that he should just be referred to by the name of his office. He has also suggested that reference to the qualifications of the Trees & Woodlands Officer should be avoided, as they are specific to Wigan Council. He has confirmed that he has qualifications at graduate level, but they are only relevant when giving advice to his employer.

Risk Zone maps are being prepared and will be circulated as soon as they are ready.

Members are invited to continue reviewing the TRMP in depth with a view to adopting it at the end of October / November.

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

9. VLAS Tenancy Agreement – for agreement (enclosed)

The recently amended tenancy agreement is enclosed. Changes made to the original agreement accepted by the Parish Council are shown in red within the document:

- (a) Originally all plots on the site were the same size: 125 sq metres and all rents were the same. More recently a few smaller plots and raised beds have been added. These are offered at lower rents. The agreement has been amended to illustrate this.
- (b) Section K deals with structures that are permitted on a plot, their size, design, the number permitted and their location on the plot. Previously sheds had to be bought through the Society, but this has been altered to their design being approved by the Society. The section has been expanded to cover what is permitted on the smaller plots,

i.e. no greenhouses – only low level storage bins and vegetable cold frames are permitted.

(c) The bank account details have been included.

(d) The Society's new Mission, Values and Vision have been inserted – Part 1 (section A).

(e) In addition the Society's focus on the communal areas and having shared responsibility for its upkeep has been included – Part 1 (section AA).

Members are invited to consider the amendments and accept and agree them.

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

10. Memorial Park Play Area RoSPA Report – *for information and discussion* (enclosed)

The 2022 RoSPA inspection was carried out in May. The report is enclosed.

It is **CONFIDENTIAL** to elected members.

A member of the public has recently asked for a copy of the report. This document has never been shared with members of the public in the past. The Clerk has asked the Play Spaces officer if the document may be shared with members of the public. He has replied that he will have to ask that question of others. So, unless we hear otherwise, its contents **CANNOT** be shared.

11. Memorial Park Drainage – *for discussion & agreement* (to follow)

(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. Date of Next Meeting: 26 October (Council); 2 November (P&GP and Finance Committees)

OPEN TO THE PUBLIC AND PRESS

K Pilkington

Clerk to the Parish Council