



TO ALL ELECTORS OF SHEVINGTON PARISH

PARISH COUNCIL MEETING

**THURSDAY 26 OCTOBER 2017 ~ 7.00 P.M.
SHEVINGTON LIBRARY**

AGENDA

- 704 Apologies for Absence** - to receive apologies from Councillors.
- 705 Declaration of Interests** - to receive any declarations of interest (prejudicial or otherwise) 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.
- 706 Matters Introduced by Members of the Public** - an opportunity for members of the public to ask questions or make observations.
- 707 District Councillors' Reports** – *for information only.*
To receive reports from District Councillors.
- 708 Minutes of the Last Ordinary Meeting of the Council (28 September 2017)**
- to consider, agree and approve the signature of the previously circulated Minutes by the Chairman as a correct record of the meeting. (enclosed)
- 709 Chairman's Report** - *for information only.*
- 710 Reports from Councillors** - *for information only*
To receive short reports from councillors about matters that are the legitimate business of the Council (Councillors are asked to advise the Clerk in advance of any reports – including the subject matter - they wish to make)
- 711 Reports from Representatives** - *for information only.*
- **Shevington & District Community Association**
 - **Crooke Village Residents' Association**
 - **Shevington Youth Club**
 - **Shevington Recreation Ground Trustees**
 - **'in Bloom' Groups**
 - **Standards & Audit Committee**
 - **Patient Participation Group**
 - **Shevington Federation Schools Transition Group**

- Shevington Rugby & Football Clubs
- Friends of Otters Croft & Crooke Woods

712 DRAFT Minutes of the Meeting of the Policy & General Purposes Committee (5 October 2017) - to receive - for information only (enclosed)

713 Terms of Reference for the Vicarage Lane Fields Development Working Party – for ratification (enclosed)

A Working Party was set up by the Council during its meeting in September to look into the possibilities for the development of the areas of Vicarage Lane Fields that are still under the control of the Council. Terms of Reference were subsequently agreed by the Policy & General Committee at their meeting at the beginning of the month. They are enclosed.

Members are invited to ratify them.

714 Drainage Works in Church Lane – for information (enclosed)

Work on the drainage system in Church Lane – intended to alleviate flooding issues in the estates to the south of Church Lane and in the grounds belonging to St Anne’s Church – began on Monday, 16 October. Soon after a welfare unit, enclosed by fencing, was found to have been installed in Memorial Park at the Church Lane end of the trimtrail. Investigations established that the structures had been provided for the workforce by their employer, who had been instructed to locate it there by Wigan Council officers. The officers were not aware that the park was Parish Council property and have since apologised for not seeking the Council’s permission first. While in discussion with the officers it emerged that the work would include some remediation of drainage within the curtilage of the park and the introduction of a soakaway at the bottom of the trimtrail. This will be at no cost to the Parish Council and everything will be re-instated. In addition, as part of ‘The Deal for Businesses’, the contractors have agreed to carry out repairs to those sections of the flagged footpaths that need them. This also will be at no cost to the Council.

The text of the email sent by Wigan Council’s project manager in which he outlines the work to be carried out and a plan of the work involved are enclosed.

715 Meeting with Wigan Council’s CEO – for agreement

Two alternative dates have been suggested for the meeting with Ms Donna Hall:

- (a) 7 December at 10am or
- (b) 12 December at 11am.

The venue is to be confirmed.

Members are invited to decide which of the two dates would be the more suitable and to choose areas for discussion.

716 November Newsletter – for agreement

The next newsletter is due for circulation towards the end of November.

The following have so far been suggested for inclusion:

- a) Parish Council Accounts 2016/17
- b) Remembrance Sunday
- c) Planting of Fourth WW1 Oak Tree at Crooke Village
- d) Retraction of statement at the end of the front page article about Shevington Community Primary School in the September edition
- e) Christmas Shop Front Competition
- f) Long-Lasting Light Bulbs
- g) Parking Along Miles Lane
- h) Vicarage Lane Fields Updates
- i) Appley Bridge Memorial
- j) Appley Bridge Community Walk in the Meadows
- k) Improvements to Appley Bridge Station
- l) ‘In Bloom’ Results
- m) Policing Developments
- n) Standard items

- Members are invited to approve the above items and suggest other inclusions.
- 717 Draft Liverpool City Region Strategic Housing and Employment Land Market Assessment** – *for information* (enclosed)
Members are invited to note the contents of Mr B King's report.
- 718 Effectiveness of Internal Audit 2016/17** – *for review* (enclosed)
Members are invited to review the effectiveness of the internal audit for 2016/17. All members received a copy of the internal auditor's report for the Council meeting on 29 June. For the benefit of members the internal audit plan, internal audit terms of reference, the financial risk assessment, the list of documents provided to the auditor and his report on the last financial year are also enclosed.
- 719 Internal Audit Plan & Terms of Reference**
– *for review and approval* (enclosed)
Members are invited to review, amend, if necessary, and approve the Internal Audit Plan and Terms of Reference enclosed with Item 718.
- 720 Appointment of Internal Auditor 2017/18** – *for approval*
Each year the Parish Council has to appoint a suitably qualified individual with appropriate experience to act as its internal auditor. The individual has to be independent of the Council and must not be associated in any way with any of the members or employees. The outcome of the internal audit informs the external audit.
This is a specialist service and under Financial Regulation 11.1(a)(ii) is exempt from the need for three estimates / quotations.
Members are invited to approve the appointment of Mr Ian Cropper as its internal auditor for 2017/18.
- 721 GM Police Report** – *for information only* (enclosed)
To receive a report from PS Nick Forshaw about recent developments in and plans for the local policing area.
- 722 Clerk's Report** - *for information only* (enclosed)
- 723 Financial Aid Applications** - *to receive for consideration / approval.*
- 724 Payments, Income & Bank Balances** – *for approval.* (enclosed)
An updated schedule will be presented on the day to cover any additional invoices received.
- 725 Planning Applications** – to consider for comment / receive updates.
 - **A/17/84622/FULL: Land to the rear of 19 Parkbrook Lane, Shevington – erection of one detached dwelling including associated access and landscaping**
(diagrams enclosed)
- 726 Dates of Meetings 2018** – *for agreement and approval* (enclosed)
The proposed dates for meetings in 2018 are enclosed. At present the deadline for sending items to the Clerk for inclusion on the agenda is the Thursday of the week preceding the relevant meeting. If items arrive at the last minute, it leaves only a very small window for the preparation of papers for those items and the process can be delayed. Members are invited to consider the possibility of changing the deadline to the Tuesday of the week preceding the relevant meeting and approve the dates of the meetings.
- 727 Next Meetings:** 2 November (Policy & GP and Finance Committees);
30 November (Council).

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K Pilkington

(Clerk)