



TO ALL ELECTORS OF SHEVINGTON PARISH

PARISH COUNCIL MEETING

THURSDAY 29 JUNE 2017 ~ 7.00 P.M.
SHEVINGTON LIBRARY

AGENDA

- 617 Apologies for Absence** - to receive apologies from Councillors.
- 618 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.
- 619 Memorial Park Drainage – for discussion**
Mr I Clemow will be bringing some preliminary sketches with a view to discussing the project with members. Mr Clemow would like to ascertain what else is to be included in the park, as this will help to inform him about the nature of the drainage required and the grant funding streams that can be accessed.
Members are invited to bring suggestions to the table.
- 620 Matters Introduced by Members of the Public** - an opportunity for members of the public to ask questions or make observations.
- 621 Vicarage Lane Fields Matters – for consideration and agreement**
- i. Complaints**
Work on the drainage and pitches began in May and is due to be completed in about a month's time. The work has, on the whole, been running smoothly. However, we have received complaints from two residents of Oakwood Meadows in relation to how the work is being carried out.
- Complaint 1
The complaint relates to the impact on local residents of the noise created by the excavators while they are working and that they are working earlier and later than the times recommended for weekdays.
- Complaint 2
The second complaint was about the condition in which Vicarage Lane was being left when plant were leaving the site after levelling.

ii. Expressions of Support

The Clerk has also received emails from two other residents of Oakwood Meadows informing the Council that they and most other residents support the developments at Vicarage Lane Fields and are very pleased with what is happening.

iii. Site Security (enclosed)

The resident who submitted the second complaint also expressed concern for the security of the site once the car park has been constructed and has asked whether there is funding in place for fencing and gating and how the site will be kept secure during the 24 months that it is not in use by the sports clubs. He has asked for this question to be put to the Council.

As members are aware there will be gating at the entrance to the car park from the road. Enclosed is the plan approved by the Planning Committee. Members will notice that the car park should have low level fencing with gated access to the field. The grant awarded by Wigan Council last year was not sufficient to cover the cost of this fencing and a gate. Until this fencing and gate can be installed there will be three other access points which will need to be secured to ensure that the field and, moreover, the car park cannot be accessed by vehicle. The terrain at the access from the council estate service area at the northern end of the site would pose difficulties for vehicles.

The contractor responsible for the construction of the pitches will be maintaining them for the next twelve months. To do this he will need vehicular access to the field. He has agreed to leave some of the temporary fencing in place at the entrance he is currently using. By the end of this period the gating and fencing to the new allotments will, hopefully, be in place and will secure that entrance.

The lessee has suggested placing boulders at the other two entrances until such time

as funds would be available to introduce appropriate gating. This could be done in such a way that vehicular access is denied while enough space would be left for pedestrians to pass through.

The lessee is meeting with the contractor on Monday to discuss this issue and more information may be available for Thursday.

Members are invited to consider this issue and agree the best way forward.

iv. Sports Clubs' Pavilion/Changing Rooms (enclosed)

It is the intention of the sports clubs to apply for planning permission for changing rooms and a club room for the Vicarage Lane site – enclosed is a sketch of their initial proposals. As with the pitches they are unsure of what funding they may or may not get and this is only a draft of the plan that will accompany their final application, which will be bigger than this model to allow for four changing rooms, should funding allow.

The clubs' intention is to submit this application over the Summer months in order that they may prepare bids during the autumn – from their experience they will need planning consent to make bona fide bids.

The clubs are bringing this to the Council's attention as under the terms of their lease they have to advise the Council of their intentions and to seek their approval. They also have to follow FA and RFL guidelines with respect to the layouts of the changing rooms and toilets in order to meet their own strict criteria, so the internal layout will change.

The Council will receive formal notification from the Planning Department once the application has been received and registered.

Members are asked to note that it will not be a licensed and there will be a kitchen to prepare coffee and teas.

Members are invited to approve the project.

- 622 District Councillors Reports – for information only.**
To receive reports from District Councillors.
- 623 Minutes of the Annual Meeting of the Council (25 May 2017)** - to consider, agree and approve the signature of the previously circulated Minutes by the Chairperson as a correct record of the meeting. (enclosed)
- 624 Appointment of Co-opted Committee Member – for approval**
Members are invited to approve the appointment of Mr M Thomas as the Co-opted Committee member representing the CVRA. He has confirmed that he wishes to do so.
- 625 Minutes of the Last Ordinary Meeting of the Council (25 May 2017)** - to consider, agree and approve the signature of the previously circulated Minutes by the Chairperson as a correct record of the meeting. (enclosed)
- 626 Chairman’s Report** - for information only.
- 627 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)
- 628 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 Committee
 - Patient Participation Group
 - Shevington Federation Schools Transition Group
 - Shevington Rugby & Football Clubs
 - Friends of Otters Croft & Crooke Woods
- 629 DRAFT Minutes of the Meetings of the Policy & General Purposes and Finance Committees (1 June 2017)** - to receive - for information only (enclosed)
- 630 Shevington in Bloom Bowser – for information and agreement.** (enclosed)
The Finance Committee agreed that the Parish Council would purchase Shevington in Bloom’s water cart. However, decisions about
- a) the ownership of the cart,
 - b) where it would be stored,
 - c) how it would be used and
 - d) whether Shevington in Bloom should contribute half the cost
- were left to the Council, subject to further information being made available. Shevington in Bloom have stated that they no objections to the cart being owned by the Council and have agreed that the cart can be stored at Forest Fold over the months when it is not in use. During the Summer months they would prefer it to be stored in in the rear garden of one their members in Shevington – this is for ease of access. They have also previously said that they are willing to share the cost of buying the cart.
- The supplier offered a 10% discount to Shevington in Bloom if they purchased the cart and has agreed to honour this discount if the Parish Council purchase the cart.
- Soon after the Finance Committee meeting another issue was brought to light: Shevington in Bloom were asked who would be carrying out tests for Legionella on the water cart and the external water tap planned for the library. Following this the Clerk has sought advice from Environmental Health at Wigan Council and has visited the HSE website for further information, a summary of which is enclosed. Environmental Health advised that, provided the cart was

used regularly, water is not left in it to become stagnant or warmer than 20°C and the cart is emptied and cleaned before storage over Winter and cleaned before use in the Summer, issues were unlikely.

However, it will be necessary to have a written risk assessment and a protocol for users to follow. Legionella testing kits (including 10 day laboratory culture testing) retail at approximately £56. Quarterly testing is recommended. In the case of this cart, which would be in use between June and August/September one test in May and another in August might be advisable.

Members are invited to take all matters into consideration and agree the best way forward in relation to elements a) to d).

631 Bin for the Footpath Near the Junction of Longbrook with High Park
– *for agreement*

A proposal has been put forward that the Parish Council should provide a new bin for the location referred to above. A new bin of our standard design will cost £272 (including logo) and £40 to fit. If the Council agree to provide a bin at this location, we will need to obtain permission from Wigan Council to install it. Emptying a bin twice a week for a year costs £147.68.

Members are invited to consider the best way forward.

632 Best Kept Allotment Award – *for agreement and approval*

The judging for the Parish Council's 'Best kept Allotment' award usually takes place over the Summer. The independent volunteer judges are sourced by Shevington Gardening Club and the Parish Council awards a prize of £25 to the winner. The funding comes from the 'Allotments' cost centre, which is itself funded by allotment fees.

Members are invited to agree that the award should continue and approve the award.

633 Shevington Community Day – *for agreement*

Members will already know that there will not be a Shevington Fete as such this year. However, Shevington Gardening Club will still be running their Annual Show and Cllr C Miles will be opening the Dance studio for local use by community groups wishing to engage with the residents or have a fundraising stall. A stall will cost £12 for 1 large table and the fee will be paid to Shevington Methodist Church. The event will take place on Saturday, 5 August and will run from 10am until 4pm.

Members are invited to consider booking a stall for the purpose of community engagement and, if this is approved, to agree a rota.

634 Annual Parish Walk – *for agreement*

The Annual Parish Walk takes place on August Bank Holiday Monday. In 2017 this will be on

28 August. Members are invited to agree the following:

- a) That the Walk should go ahead.
- b) The identification of a Walk planner.
- c) The venue(s) for the start and finish.
- d) A start time.
- e) Arrangements for refreshments at the end of the Walk.
- f) A Charity to which the proceeds of the collection / sponsorship should be given.

635 Fly the Red Ensign Day – *for agreement* (enclosed)

Enclosed is a letter from Nick Harvey, the Campaign Manager of Seafarers UK, inviting us to fly the Red Ensign on Merchant Navy Day, which is on 3 September. As the Council do not have a Red Ensign it will be necessary to purchase one if the Council wish to do this. An 8ft x 5ft Red Ensign from the online Flag & Bunting store costs £14.99.

Members are invited to agree the best way forward.

636 July Newsletter – *for approval*

The next newsletter is due for publication in July. The following have been suggested for inclusion:

- a) Standard items
 - b) Shevington Community Day
 - c) Closure of Shevington Community Primary School
 - d) Bowling Green events
 - e) Annual Parish Walk
 - f) CA Designer Clothing Sale – fundraiser
 - g) Progress with Vicarage Lane Fields Projects
 - h) Edible Appley Bridge
 - i) Advertisement for applications to become a Recreation Ground Trustee
 - j) Advertisement for applications to become a Co-opted Committee member
- Members are invited to provide further suggestions and approve the above items for inclusion.

- 637 SLCC – Regional Training Seminar – for information and approval** (enclosed)
The principal functions of the SLCC are to advise parish council clerks in their work and to provide them with training. The Regional Training Seminar is one of the learning opportunities they provide and this year is being held in Barnsley in August. The programme is enclosed. The Clerk would like to attend the seminar, as it is feasible to do it in a day, and would like to make an application to the Council to cover the costs of the seminar and travel to and from the venue.
Cost of seminar (including lunch & refreshments) = £69
Cost of return travel by car = £20 (estimated cost of petrol)
Members are invited to consider the request for approval.
- 638 LALC – June Newsletter – for information only** (enclosed)
The Lancashire Association’s newsletter is enclosed.
- 639 Risk Assessments – for review and approval** (to follow)
- 640 Clerk’s Report - for information only.** (to follow)
- 641 Internal Audit Report – for approval** (to follow)
- 642 Financial Aid Applications - to receive for consideration / approval.**
- 643 Payments, Income & Bank Balances – for approval.** (enclosed)
An updated schedule will be circulated at the meeting if any further invoices are received.
- 644 Planning Applications – to consider for comment / receive updates.**
- **A/17/83675/CON: Shevington Vale Primary School – application for discharge of conditions 3, 4 and 5 w.r.t. A/17/83675/LA**
Members are invited to note this.
 - **A/17/83983/UT: 19 Parkbrook Lane, Shevington – outline application for erection of two dwelling houses on land to be severed from 19 Parkbrook Lane, following demolition of garage** (enclosed)
The houses are planned for the area behind the existing bungalows, one of which has been refurbished as part of the new development of three properties on other land severed from this plot. The Parish Council previously objected to the earlier development.
 - **A/17/84175/FULL: Garage Site, Crooke Road – erection of one dwellinghouse following demolition of existing garages** (enclosed)
A previous application for this site gave rise to concerns on the part of Crooke Village residents that it would lead to a commercial development. The Parish Council, amongst others, objected to it.
- Members are invited to consider the second and third applications listed for comment. Other documents relating to them can be accessed online at

home and at the library. If any member wishes other documentation to be printed for them, please let the Clerk know.

645 Meeting Schedule Arrangements - *for agreement*

At present Committee meetings are arranged for the first Thursday of the month and Full Council meetings take place on the last Thursdays of the month. A member has asked that the Council consider a different arrangement. Cllr K Shaw will lead on this.

646 Next Meetings: 3 August (Annual Inspection of Property); 31 August (Council).

POTENTIAL CONFIDENTIAL ITEMS

647 Member's Absence from Meetings – *for agreement*

648 Additional Duties for Caretaking Staff – *for approval*

649 NALC – Consultation on Trade Union Pay Claim for 2018/19 – *for agreement*

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K Pilkington

(Clerk)