



**TO ALL ELECTORS OF SHEVINGTON PARISH**

**PARISH COUNCIL MEETING**

**THURSDAY 29 SEPTEMBER 2016 ~ 7:00 P.M.  
SHEVINGTON LIBRARY**

**AGENDA**

- 400 Apologies for Absence** – to receive apologies from councillors.
- 401 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.
- 402 Matters Introduced by Members of the Public** - an opportunity for members of the public to ask questions or make observations.
- 403 District Councillors Reports** - *for information only*  
To receive reports from District Councillors.
- 404 Minutes of the Last Ordinary Meeting of the Council (25 August 2016)** - to consider, agree and approve the signature of the previously circulated Minutes by the Chairperson as a correct record of the meeting. (enclosed)
- 405 Chairman's Report** - *for information only.*
- 406 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.)
- 407 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**

- Shevington Surgery Patient Participation Group
- Shevington Rugby & Football Clubs
- Friends of Otters Croft & Crooke Woods

**408 DRAFT Minutes of the Meetings of the Policy & General Purposes and the Finance Committees (1 September 2016) - to receive - for information only**  
(enclosed and to follow)

The Finance Committee minutes are enclosed.

The minutes of the Policy & General Purposes Committee meeting will follow.

**409 Management of Allotments Working Party and Terms of Reference**  
*- for consideration and approval.* (enclosed)

The Policy & General Purposes Committee have recommended that a working party be set up to look into the management of the Forest Fold Allotments.

Enclosed are suggested terms of reference for the Working Party which have been prepared by the Chair. Members are invited to note that working parties are temporary groups set up for a specific purpose. They may not have delegated authority and may only make recommendations.

Members are invited to approve:

- a) The Policy & General Purposes Committee's recommendation be approved.
- b) The constitution and terms of reference of the working party be agreed.

**410 Shevington Car Park Flower Beds – for agreement.**

At the Council meeting in August the Secretary of Shevington in Bloom put forward a proposal that the flower beds at the Parish Council car park should be replaced by raised beds. Plants in the current beds are often damaged by vehicles parking too close to them and pedestrians walking over them. Creating raised beds would help to protect them and would make maintenance easier. Shevington in Bloom are prepared to try to secure grant funding for the project and will provide drawings at a future date for more formal approval, if there is agreement in principle now.

Members are invited to consider the proposal and agree to it in principle.

**411 Watering of Flower Beds – for information and agreement.**

At the August Council meeting Shevington in Bloom asked the Parish Council if the following could be included in the weekly Summer watering schedule:

- 1) (Within the Memorial Garden), the Sensory garden, the crosses at the start of the pathway the two small planters at the side of the War Memorial and the very small bed around the Pit Disaster Memorial.
- 2) The two beds at the junction of Church Lane and Shevington Lane (just outside the entrance to the Memorial Garden, at either side of the planter that is already watered.)
- 3) The nine beds that edge the Parish Council car park, opposite the Plough and Harrow pub.
- 4) The lavender bed outside the Co-op wall.

This will be a great help to the group. As well as feeding the plants regularly, it will save them from potential injury from carrying very heavy containers of water from their own homes.

Members present at the August meeting were sympathetic to the request and agreed to consider the request for the future.

The current arrangement is that the beds are watered in prolonged 'dry periods only' and the decision to do so is made by the contractor. There is a charge per visit for this. There is no watering over the Winter months.

At the Policy & General Purposes Committee meeting a member suggested that the planters that do not belong to the Parish Council and the planted areas in Appley Bridge should also be included in the weekly watering.

Members are invited to consider and approve

- a) the watering of the above on a weekly basis for the remainder of the season and

- b) the alteration of the contract specification for next year.
- 412 Shevington in Bloom Autumn Planting – for approval**  
 Shevington in Bloom have put forward a request to purchase polyanthus for Autumn planting. Members are invited to approve the purchase.
- 413 Storage Facility for Shevington in Bloom – for approval**  
 Shevington in Bloom at present store several items that they use for fundraising purposes in the greenhouse at Forest Fold. However, when plants are being watered the above items are getting wet and damaged. Shevington in Bloom would like to ask the Council's permission to store these items in the storage pavilion next door. There is room for these items. It will be necessary for the members of SinB to have a key to the door of the relevant section of the pavilion. *Members are invited to approve this use and the provision of a key to SinB.*
- 414 Remembrance Sunday Arrangements – for information and approval**  
 Arrangements for Remembrance Sunday, which is on 13 November, are the same as in past years. The following have been actioned so far:
- The notice of the details of the parade and services, which begin at 10:45am, has been confirmed with Wigan Council, who are responsible for publishing it.
  - The Police attend automatically.
  - Wreaths have been ordered for the War Memorials in Shevington and Appley Bridge and for the Miners' Memorial at St Anne's Church grounds.
  - Permission has been received from Wroughtington Parish Council for a wreath to be laid at the War Memorial at Appley Bridge.
- Members are invited to approve the following:
- The identity of the member who will represent the Council at Appley Bridge.
  - The size of the donation to be made to the Royal British Legion.
  - The arrangements for setting up the PA system.
- Our new Caretaker will be on leave for approximately one month immediately prior to Remembrance Sunday and needs to be able to familiarise himself with the process. It is suggested that, with the new Caretaker's permission, the previous Caretaker should be approached and asked to do what he did last year.
- The bugler and the donation to be made to a Charity of his/her choice.
- 415 Christmas Tree Arrangements – for information and approval**  
 As agreed, the Christmas trees have been ordered and should be delivered and installed at the end of November.  
 We have received the proposal from Wigan Council (the licenced undertakers) for dressing and undressing the trees, connection to the street lighting electricity source and provision of electricity:  
 Members are invited to approve the expenditure.  
 Arrangements for erection and removal of fencing have still to be put in place.  
 In response to our enquiry about additional decorations:  
 The district councillors have agreed to consider match funding, but would like to have more information about the project. I have a meeting this week with the project manager from Blachere (a company that works internationally – their work includes the Champs Elysee) to look at what might be possible in the centre of the Parish. Our current lighting was provided by Blachere. I will ask about the possibility of providing stars like the one for the tree at Appley Bridge for our other trees.
- 416 Christmas Shop-Front Competition – for agreement**  
 This will be the ninth year of the competition. Members are invited to agree the following:
- That the competition should continue.
  - The value of the donations to Charities nominated by the winners – usually £50, £30 and £20.
  - Method and date of judging.

**417 LALC September Newsletter** – *for information* (enclosed)

**418 Clerk's Report** - *for information only* (to follow)

**419 Vicarage Lane Fields Car Park** – *for agreement*

As part of 'The Deal' Wigan Council has agreed to fund the construction of the car park proposed for the Vicarage Lane site.

They have written that they are “mindful that you may not have the resources to run a design and procurement exercise so we would propose that the Council's Engineers design, procure and deliver the scheme based on the existing planning permission and specification/quotation provided and obtained by Steve Bates.

If the Parish Council can confirm that it still wishes to proceed with the project, we can then agree between us the mechanism for delivery:- either

a) Wigan Council procures on behalf of Shevinton Parish Council, provides funds to Shevinton Parish Council and Shevinton Parish Council pay the invoice or

b) Wigan Council procures and delivers on Shevinton Parish Council land, paying the invoice directly.

We will then be in a position to commence work and share plans and specifications etc with you as the project progresses.”

Members are invited to consider Wigan Council's proposal and agree the best way forward.

**420 Financial Aid Applications** - *to receive for consideration / approval*

None.

**421 External Audit 2015/16** – *to accept and approve* (enclosed)

The External Audit of the Parish Council's accounts has now been concluded.

There were no issues. Copies of the Annual Return and the auditor's certificate are enclosed.

Members are invited to accept and approve the Annual Return and the auditor's report.

These will subsequently be published on the main notice board for 14 days and on the website for two years.

**422 Payments, Income & Bank Balances** – *for approval* (enclosed)

An updated schedule will be presented on the day to cover any additional invoices received.

**423 Planning Applications** – *to consider for comment / receive updates*

There were no new planning applications to be considered by the Parish Council at the time of writing.

Members are invited to note that A/16/82597/FULL has been approved with conditions.

**424 Next Meetings:** 6 October (Policy & GP Committee); 27 October (Council)

#### **POTENTIAL CONFIDENTIAL ITEMS**

*Members are reminded that no audio or video recording is allowed during this part of the meeting and are asked to switch off any recorders.*

**425 Vicarage Lane Pitch Leases** – *amendments for consideration and approval* (enclosed)

**426 Review of Specifications for Grounds Maintenance Contracts**  
– *for discussion and agreement* (enclosed)

**427 Caretaker's Contract** – *for approval* (enclosed)

**428 Gatekeeper Post Variations** - *for approval* (enclosed)

## **OPEN TO THE PUBLIC AND PRESS**

*K Pilkington*

(Clerk)