

Minutes of Shevington Parish Council Meeting
Held Thursday 23 February 2017
7:00 pm – Shevington Library

Present: Councillor I Whiteley (*Chair*), Cllrs J Ball, C Miles, W McKnight, K Shaw, C Horridge and J Fletcher.
Three members of the public.

Officer in Attendance: Mrs K Pilkington (Clerk)

501 Apologies for Absence

Cllrs J Calderbank and A Bland.

502 Declaration of Interests

None

Standing Orders were suspended.

503 Matters Introduced by Members of the Public

Vicarage Lane Allotments Lease

A representative of Shevington Gardening Club informed the Council that the moment when the lease would be signed was nearing. However, the Society needed to have sight of the agreement with Orica UK. They had been told by their solicitor that, in the meantime, they were entitled to seek permission to start work on the land. This would be a future agenda item.

Storm Doris

A resident suggested that Wigan Council be asked to send dust carts to clear up the mess created by Storm Doris.

504 District Councillors' Reports

A report from Dist Cllr P Collins about dog fouling in the Ward was received and discussed. *See Appendix A.*

Members questioned whether some of the actions suggested in the report were realistic. In the light of the references to bins in the report, the Council asked the Clerk to try to obtain a map of the locations of Wigan Council's bins in the area and to circulate a map of the location of the Parish Council's bins.

Dist Cllr M Crosby had sent a message informing the Council that the 'Beat It' Team would be in the ward the following week. Requests for work to be done by the Team should be directed to him.

Standing Orders were re-instated.

505 Minutes of the Last Ordinary Meeting of the Council (19 January 2017)

Amendment to Item 487:

In the last paragraph 'It was agreed.....' to be replaced by 'It was suggested.....'

A councillor requested a recorded vote.

FOR: Cllrs Shaw, Fletcher and Whiteley

AGAINST: Cllrs Ball and Miles

Amendment to Item 481: All references to 'Parkbrook Lane' in the first paragraph to be replaced by 'High Park'.

Resolved: That, subject to the above amendments, the Minutes of the Last Ordinary Meeting of the Parish Council, held on 19 January 2017, were approved as a true and correct record.

506 Chairman's Report

The Chairman reported that a donation of £83.74 from the friends of Shevington Memorial Park towards costs associated with the maintenance of the Memorial Park play area had been passed on to the Clerk.

507 Reports from Councillors

Parking on Pavements and Litter Issues

It was observed that (a) people were still creating a nuisance by parking on pavements and (b) more litter picking was needed, as there was litter everywhere.

'The Deal'

A member reported that 'The Deal' bus had visited Shevington the previous Thursday. Because it had not been advertised very well there had not been many people there.

'Fair Trade' Week

The following week would be 'Fair Trade' Week. A Coffee Morning was being held at St Anne's in connection with this.

World Women's Day of Prayer

The Service for World Women's Day of Prayer would be held in the afternoon of Friday, 3 March at Shevington Methodist Church.

Potholes in Front of the Surgery

It was reported that some of the potholes in front of the surgery seemed to have been filled with tarmac. As the road belonged to the farmer, it was presumed that he had been responsible for these repairs.

Recording of Chairman's Casting Votes

A member reminded the Clerk that she had still not provided her with the information she had requested about the recording of the Chairman's casting votes. The Clerk apologised: she had been very busy, but would do the necessary research when she had an opportunity.

Christmas Tree Lights

A member reported that he had received complaints from residents, who thought the Christmas tree lights had been too dim. This would be an agenda item at the next meeting.

508 Reports from Representatives

Shevington & District Community Association

The meeting was the following week.

Crooke Village Residents' Association

The CVRA meeting had taken place the previous week. A very successful 'Soup & Sandwich' event had been held in the village earlier that day.

Shevington Youth Club

The Youth Club had received a letter from the Clerk about the pothole at the entrance to the car park.

The door and a window to the gym had recently had to be repaired.

The Youth Club would be celebrating its 50th Anniversary in 2017. The celebrations would include a review on 16 December and there would be an appeal through the newsletter for volunteers to take part.

Shevington Recreation Ground Trustees

Cllrs I Whiteley and J Fletcher had attended the recent meeting.

The application to the Parish Council for a grant towards the grounds maintenance of the recreation ground would be the same as the previous year.

A grant application would have to be made to another source for the funding needed to pay for the pruning of the trees along the boundary with Highfield Avenue.

'In Bloom' Groups

Shevington in Bloom had issued a statement informing the community that they would not be entering the North West in Bloom competition this year due to a shortage of volunteers, but the remaining 5 members of the group will do whatever they could to maintain as many of their displays as possible. Since having received that message, the Clerk had heard that an appeal through the Group's Facebook page had resulted in five new members coming forward.

Spring had begun and Appley Bridge in Bloom were preparing for the new season.

Standards Committee

There had been no meeting this month.

Shevington Surgery Patient Participation Group

The next meeting was scheduled for the following week. In reply to a question about the availability of funds for development, the representative replied that the doctors did not know. The PPG would, however, be discussing the devolution of services.

Shevington Rugby & Football Clubs

It was reported that, because of other commitments, representatives were having difficulties attending Council meetings.

Friends of Otters Croft & Crooke Woods

There was no report. It was suggested that, subject to the agreement of the representative, an appeal for more volunteers should be included in the next edition of the newsletter.

509 DRAFT Minutes of the Meetings of the Policy & General Purposes Committee (2 February 2017)

The DRAFT Minutes of the meetings of the Policy & General Purposes Committee of 2 February 2017 were received.

510 Update on School Closure

At their meeting in January Wigan Council's Cabinet had decided to close Shevington Community Primary School. The Chair reported that she had heard earlier that day that the plans for the extension to Shevington Vale Community Primary School were now on Wigan Council's website. She had consulted Mr B King, who had advised that he had no issues with the plans, as the new building did not encroach on the playground.

The Chair informed the Council that she was relinquishing the role of the Parish Council's representative on the Transition Committee and that Cllr C Miles had agreed to take her place. Because of her past experience, Cllr Miles was far better qualified than the Chair to take on this role.

During a discussion about what would happen in the future the Clerk was asked to write to the LA to ask them what would be happening to the historical documents relating to Shevington Community Primary School. It was reported that Shevington & District Community Association were talking about putting ideas forward about future usage of the site. There was some uncertainty about the ownership of the school field. This was another question that needed to be asked, as it was important that the school field should not be lost.

511 Road Behind the Parade of Shops

A report on progress in relation to the repairs to the road behind the parade of shops was received and discussed. A representative of Wigan & Leigh Homes had been due to meet with a representative of the LA's Highways Team on 15 February with a view to identifying repairing options and costs. Once the costs were available it would be possible to approach the owners/tenants with responsibility for the road about their willingness to contribute to the repairs.

512 Allotments Working Party Proposals

The Allotments Working Party has done a considerable amount of research in order to try to reconcile the regulations in the Parish Council's Tenancy Agreement with those of the LA and also to identify the most up to date regulations recommended by the National Allotment Society. Some of the work was still on-going.

A report in which a number of recommendations were put forward by the Working Party was received. The proposals – listed below – were for immediate implementation and were discussed:

1. Locked Gate Facility:

The Wigan Council lease document required allotment gates to be locked at night. It was recommended that a combination lock be bought and tenants be

made aware of the relevant combination in the next letter sent out by the Clerk.

2. One Allotment per Couple:

The Wigan Council lease and the NAS stated that only one allotment tenancy should be issued to couples who live at the same address. This rule applied only when there were people still requiring allotments on the waiting lists. It was recommended that this rule should be included in the Parish Council's Tenancy Rule Book. However, existing double tenancies would be upheld.

3. Insurance:

The NAS and the Wigan Council lease recommended that allotment holders should be made aware of the importance of insuring themselves and their on-site equipment and should be aware of their responsibility towards the safety of any family or visitors on the allotment site.

It was proposed that

- (a) information about Insurance should be clearly stated in the next letter to allotment holders and
- (b) tenants were made aware that very reasonable insurance cover was available via the Garden Club on payment of the annual membership fee – at presently £10 per annum.

4. Charges for Raised Bed Allotments:

The cost of maintenance of the raised bed allotments was considerably higher than that of other allotments. It was recommended that the rent for each raised bed should be increased from £1 to £2.50, payable by 31 July.

5. Tenants' Association:

It was recommended that a note should go to allotment tenants to establish the interest that may exist for the setting up of a Tenants' Association (terms of reference to be agreed with allotment tenants and the Parish Council. Tick box responses should be returned to the Clerk when paying rent.)

6. Plot Numbering:

The Wigan Council lease and the NAS recommend that allotments should be clearly numbered. It was recommended that Wooden plaques with painted numbers should be issued and either attached to sheds or to some other allotment feature.

7. Plan of Allotments:

It was recommended that Cllr C Horridge's diagram (including plot 30) would be the official accepted diagram.

8. Contacts:

It was recommended that the Tenancy Agreement should include the contact details of Mr S Boyle, who was the link with the Clerk / Parish Council.

Resolved: The above recommendations of the Allotments Working Party were approved.

The January edition of the newsletter had contained an article asking residents to indicate if they were interested in Raised Bed Allotments. The contact for responses had been Mr Boyle. Unfortunately, the contact details for Mr Boyle had been printed with a digit missing. It was agreed that the article would be repeated in the March newsletter.

The Chair thanked all members of the Allotments Working Party for their hard work so far.

513 Pest Control Contract

A quotation from Wigan Council for pest control for the allotments at Forest Fold was considered.

Resolved: Wigan Council's quotation of £300 for pest control services at Forest Fold Allotments was approved.

514 Memorial Park Play Area SLA

The Service Level Agreement for the Memorial Park Play Area with Wigan Council's Greenspaces division was considered. The provision, which had previously been free of charge, now had cost implications in that there were now some services included for which there would be a charge.

Resolved: The Memorial Park Play Area SLA with Wigan Council's Greenspaces Division, which would incur a charge of £668.54, was approved.

515 Use of Bowling Green Storage Pavilion by Shevington in Bloom

Shevington in Bloom had equipment stored in their garages and had asked if they could transfer these items to the storage facility at Forest Fold. However, as there was not enough room in the section they had been allocated for all the things they would like to store there, they had asked if they could have permission to erect a metal shed on the site for storage purposes. They had recently reported that they were currently researching sizes and costs and would be in touch when they had the relevant information. In view of this, a decision on this matter was deferred.

516 LCTP Chairmanship Workshop

Information from the LCTP about Chairmanship training to be provide in April was noted. There were no expressions of interest.

517 Plunkett Foundation

Information about the work of the Plunkett Foundation would be re-circulated, as some of the pages in the document had been duplicated and some were missing.

518 Appointment of External Auditor 2017-2022

Resolved: PFK Little John LLP were appointed as the Parish Council's External Auditors for 2017 – 2022.

519 March Newsletter

Suggestions for items for inclusion in the March edition of the newsletter were considered.

Resolved: The following items were approved for inclusion in the March newsletter:

- a) Dog Fouling
- b) 2017 Budget & Precept
- c) Love My River
- d) Parbold & Newburgh U3A
- e) Bowling Green
- f) School Closure
- g) Shevington in Bloom
- h) Vicarage Lane Sports Facilities
- i) Responsibility for Unadopted Roads
- j) Youth Club Golden Anniversary Celebrations
- k) Raised bed Allotments
- l) Otters Croft Wood Volunteers
- m) Standard Items

520 Clerk's Report

The Clerk's Report was received. *See Appendix B.*

521 Financial Aid Applications

- **Shevington Guides**

An application from Shevington Guides for a grant towards the cost of items of uniform for two guides, who had been selected to take part Girlguiding North West England's International Community Experience (ICE) trip to Finland from 8 - 14 August 2017, was considered.

Resolved: A s137 grant of £50 was approved.

522 Payments, Income & Bank Balances

The Income / Expenditure Schedules for January/February were received.
See Appendix C.

Resolved: That the Accounts be approved and the cheques signed in payment, due notice being given to the bank statements exhibited.

Resolved: A virement of £888 from the 'Contingency' cost centre to the 'Planning, Legal, etc Fees' cost centre was approved.

523 Planning Applications

- **A/17/83494/FULL: 5-11 Church Lane, Shevington – Proposed external alterations including canopies and render appearance to the front elevation.**

During the discussion in relation to this application it was observed that the building was in the conservation area.

Resolved: A letter of objection would be sent to the Planning Department on the grounds that the building was in the Conservation Area.

524 Next Meetings

2 March (Policy & GP and Finance Committees); 16 March (Annual Parish Meeting);
30 March (Council)

CONFIDENTIAL ITEMS

Resolved: That, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be excluded and they were instructed to withdraw.

No members of the public remained to withdraw from the meeting.

525 Litter Collection Contract

Resolved: The Litter Collection contract – to the value of £6,560.32 – for 2017/18 was awarded to Wigan Council's Greenspaces Division.

526 Memorial Park Maintenance Contract

Resolved: The Memorial Park Maintenance contract – to the value of £3,568 – for 2017 was awarded to Envirocare MS Ltd.

527 Plants & Planters Contract

Resolved: The Plants & Planters contract – to the value of £4,500 – for 2017/18 was awarded to Moss Bank Nurseries.

There being no further business, the Chairman closed the Meeting at 8:30 pm.

Chairman