



TO ALL ELECTORS OF SHEVINGTON PARISH

PARISH COUNCIL MEETING

**THURSDAY 28 APRIL 2016 ~ 7 P.M.
SHEVINGTON LIBRARY**

AGENDA

- 278 Apologies for Absence** - to receive apologies from Councillors.
- 279 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.
- 280 Matters Introduced by Members of the Public** - an opportunity for members of the public to ask questions or make observations.
- 281 No.635 Issues – Back Lane, Appley Bridge – *for discussion and agreement*** (enclosed)
Over the past few weeks there has been a conversation on 'Streetlife' about the way the No.635 bus terminus near the junction Glen Drive with Back Lane, Appley Bridge is used. The conversation began 21 days ago and has been over issues in relation to the noise nuisance and pollution created by buses waiting there for long periods of time with their engines running. The conversation has involved approximately six residents (some of whom live close by), with occasional comments from members of the Parish Council. One of the residents living close by has not been concerned about the noise or pollution – her concern has been more about the possibility of the buses being withdrawn from Back Lane if people complained too much. The issue was brought to the Policy Committee by a member on behalf of one of the residents, who contacted the manager at the Diamond Bus depot in Atherton directly herself to complain. The matter was also raised by a co-opted committee member at the same meeting. The issues were discussed at that meeting on 7 April, when it was agreed that a letter should be sent to Diamond Buses to draw their attention to the issues. It was also agreed that copies of the letter should be sent to Environmental Health, TfGM and the Traffic Commissioner.

This was done and the letter is enclosed. The letter asked Diamond Buses to “look into the matter and to try to rectify it at the earliest opportunity”.

In the past week we have received a couple of complaints from residents who have said that the No.635 bus now often does not stop at the Glen Drive bus stop and potential passengers have been told that the bus stop in question is not a valid bus stop for the route. Bus drivers have been rude in their exchanges with passengers wishing to alight. The letters from these residents are also enclosed. They have no objection to the location of the terminus being changed, but are concerned about the possible loss of the bus stop as a facility, especially as Back Lane has steep inclines and many of the users of the bus are physically challenged.

There appears to be some confusion among the bus drivers, who seem to have been told very little by their employers about how to proceed. The author of one of the letters spoke to the manager at Atherton and received assurances that the bus stop at Glen Drive would remain a valid stop, while the terminus would be moved to Woodnook Road.

Members are invited to note that in 2008 the Parish Council exchanged several letters with Green Triangle Buses Ltd (then the franchise holder for this route) to try to get the terminus location changed from Woodnook Road to Back Lane – without any apparent success at the time.

Meanwhile, the Parish Council have not received replies to their letter from Diamond Bus, TfGM or the Traffic Commissioner. We have, however, received a phone call from Environmental Health, who have said that all they can do is assess the level of noise in relation to its nuisance value and ask the bus company to address any issues if the noise levels are unacceptable.

The residents who have concerns about the possible loss of the Glen Drive bus stop are intending to attend the meeting to speak to the Council. They have no issues with the re-location of the terminus.

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

282 District Councillors Reports - for information only

To receive reports from District Councillors.

283 Minutes of the Last Ordinary Meeting of the Council (31 March 2016) - to consider, agree and approve the signature of the previously circulated Minutes by the Chairperson as a correct record of the meeting. (enclosed)

284 Minutes of the Extra-Ordinary Meeting of the Council (7 April 2016) - to consider, agree and approve the signature of the previously circulated Minutes by the Chairperson as a correct record of the meeting. (enclosed)

285 Chairperson’s Report - for information only.

286 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.)

287 Reports from Representatives - for information only.

- **Shevington & District Community Association**
- **Crooke Village Residents’ Association**
- **Shevington Youth Club**
- **Shevington Recreation Ground Trustees**
- **‘in Bloom’ Groups**
- **Shevington Surgery Patient Participation Group**
- **Shevington Rugby & Football Clubs**
- **Friends of Otters Croft & Crooke Woods**

288 DRAFT Minutes of the Policy Committee Meeting (7 April 2016) - to receive - for information only (enclosed)

289 NALC/LALC – for information only (to follow)

290 Training for Parish Councillors - Interests - for consideration and agreement
Wigan Council's Monitoring Officer has a responsibility to provide training in the Code of Conduct, in particular with reference to 'Interests', for parish councillors as well as district councillors. This is an area that often causes confusion – and not just for very new councillors. Because of the legal changes that have taken place since 2011 many 'experienced' members have found themselves 'coming a cropper' without realising it. In view of this Wigan Council's Democratic Services Department would like to offer all parish councillors (both at Shevington and Haigh) the opportunity to receive training in 'Interests' and other relevant things that councillors should know. The session will last half a day and there will be no cost implications. A date and venue will be decided once it is known how many members will be attending.

Members are invited to consider this offer and agree to take it up.

291 Direct Contact with Wigan Council Officers for Members – for agreement
At the last Council meeting members put forward a request that they should be able to have direct contact with relevant Wigan Council officers (in the same way that district councillors have), particularly when dealing with issues brought to them by residents. The request was forwarded to Wigan's CEO who has agreed to it and has appointed Christine Charnock-Jones, the Democratic Services Manager, to co-ordinate it at the LA's end. Wigan Council are currently encouraging their district councillors to use the 'Report It' app on the Wigan Council website, as they are phasing out the historical lines of communication. Ms Charnock-Jones has suggested that members should try this out until the end of May, when its success will be assessed. (Any members not online at home may access the facility at their local library.) The process will be monitored for enquiries from parish councillors, which will be fast tracked to the appropriate officers at Wigan Council, who, if necessary, will get in touch with the parish councillor in question.

Members are invited to consider this offer and agree to try it out.

292 Annual Parish Walk – for discussion and agreement
The Annual Parish Walk takes place each year on August Bank Holiday Monday – in 2016 this will be 26 August. The walkers usually set off from Shevington Methodist Church and return there for refreshments afterwards. The purpose of the Walk is to keep the footpaths open and, in the process, to raise funds for a named Charity. Consequently, the route differs each year and walkers may either collect sponsorship monies or make a donation at the end of the Walk. Members are invited to agree the following:

- a) That arrangements for the Walk should be put in place;
- b) A named Charity to benefit from the sponsorship and/or donations.

293 WW1 Commemoration Funding – for approval (enclosed)
In 2014 two members of the WW1 Working Party did a lot of work on the preparation and mounting of an exhibition about parish residents who lost their lives during WW1. In 2015 the Council agreed to fund the binding of this work into a book. The Council also agreed that the costs of production of smaller booklets should be investigated. Earlier this year Wigan Council announced their grants from 'The Deal' for Armed Forces. The time between the announcement and the deadline for the submission of bids was too short for the Working Party to consult the Council, but the Chair, not wishing to miss an opportunity, put in an application for a grant of £750. The application was made on behalf of the Parish Council and included funding for a display case for the Parish's WW1 memorabilia.

We have recently heard that we have been successful in securing the full amount for which we applied. The agreement is enclosed.

Members are invited to:

- a) Retrospectively approve the submission of the application;

- b) Approve the acceptance of the grant
- c) Approve the signature of the agreement and
- d) Approve the two signatories.

294 Plants for Shevington in Bloom – for approval

Shevington in Bloom have priced up the Summer plants needed for the flower beds in Memorial Park and Garden that they maintain.

TOTAL COST = £223.15

These plants have been included in the 'Plants and Planters' budget heading for this year.

Members are invited to approve the expenditure.

295 FY2015 Budget Out-Turn – for approval (enclosed)

Most cost centres are showing positive balances. Some of these balances will need to be rolled over into the new financial year to meet the payments for work carried out or approved in FY2015, but not yet paid for. Any remaining balances will be added to reserves.

Amounts rolled over from FY2014 are shown in the column labelled 'b/f 2014'. Amounts in the columns labelled 'End May' to 'End Mar' indicate the cumulative amount spent in a particular budget cost centre up to the end of that month.

Virements are recorded in green, with movements out of a cost centre being shown in the 'To Res' column and movements into the new cost centre being shown in the 'From Res' column.

Transfers from reserves to an active cost centre are shown in red, as are amounts that are a combination of transfers from reserves and virements from the 'Contingency' cost centre.

Administrative

- Last month £190 were vired from the 'Contingency' cost centre to the 'Clerk Superannuation' cost centre to allow for the additional amount needed to cover the increase resulting from an increase in the percentage of the employer's contribution.

Maintenance

- £200 were vired from the 'Green Site Materials' cost centre to the 'Bowling Green Contract' cost centre to make up a shortfall in the amount budgeted under this heading.
- £1420 were vired from the 'Contingency' cost centre to the 'Tree Survey/Works' cost centre to cover the costs of additional unexpected tree surgery in Memorial Park & Garden.
- £145 were vired from the 'Contingency' cost centre to the 'Recreation Ground Maintenance' cost centre to cover a small shortfall in the cost centre with respect to the grant awarded.
- £100 were transferred from the General Reserve to set up a new active cost centre for 'Otters Croft & Crooke Woods Maintenance'.

Projects

- £141 were vired from the 'Contingency' cost centre to cover a small shortfall in the 'Upgrades at Bowling Green/Allotments' cost centre.
- £2465 were transferred from the 'Car Park/Fence Reserve' to an active cost centre named 'Car Park/Fence Repairs' to fund costs associated with car park repairs.
- £2,500 were transferred from the 'Planning, Legal, etc Fees Reserve' to an active cost centre of the same name. This was topped up by virements totalling £1,494 from the 'Contingency' cost centre to cover the costs associated with planning, plan drawing and legal fees.

Members are invited to receive and approve the budget out-turn for FY 2015.

296 Budget Rollover: FY2015 to FY2016 – for approval (to follow)

We are still awaiting one or two invoices for work either carried out or ordered as part of the FY 2015 budget. Some payments relating to the 2015 budget are due to be approved later at this meeting. In view of this members are invited to approve the following rollovers from FY 2015 to FY 2016:

- £135 from the 2015 'Clerk Training/adverts, newsletter' cost centre to the 2016 cost centre to cover the cost of the delivery of the March newsletter and part of delivery of the Parish Plan Review consultation leaflet.
- £75 from the 2015 'Stationery, Office' cost centre to the 2016 cost centre to cover the cost of stationery and toner purchased in March.
- £75 from the 2015 'Conference, Membership, Fee' cost centre to the 2016 cost centre and then vired to the 2016 'Clerk Training/adverts, newsletter' cost centre to cover the balance of the cost of delivery of the above consultation leaflet and the 'Chairmanship' training course.
- £70 from the 2015 'Equipment' cost centre to the 2016 cost centre to cover the cost of photocopying for the first quarter of this calendar year.
- £1,094 from the 2015 'Plants and Planters' cost centre to the 2016 cost centre of the same name to cover the cost of the fourth quarter payment.
- £65 from the 2015 'Doggie Bins/Notice Boards' cost centre to the 2016 cost centre to pay for the update of the Honours Board – approved in March.
- Total to carry forward to FY 2016 = £1,514.

The approved budget will be updated with these figures and the suggested Post-Rollover Budget for FY 2016 will follow.

Members are invited to approve it.

297 Income / Expenditure Statement, y/e 31 March 2016 – for approval (enclosed)

The statement exhibits a small deficit of £4,299.84, because a number of payments due at the end of the year ended 31 March 2015 were settled after 1 April 2015 and, since only real time transactions are recognised here, they are included in the transactions for last financial year.

Members are invited to review and approve the Income / Expenditure Statement for the year ended on 31 March 2016.

298 Annual Return: Annual Governance Statement 2015/16 – for approval (enclosed)

Members are invited to review and complete the Annual Governance Statement and to approve it.

299 Annual Return: Accounting Statements 2015/16 – for approval (enclosed)

Members are invited to approve the Accounting Statements for y/e 31 March 2016.

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

301 Financial Aid Applications - to receive for consideration / approval

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

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

303 Planning Applications – to consider for comment / receive updates

None for discussion.

304 Next Meetings: 5 May (Policy Committee); 26 May (Council)

Because Shevington Library will be in use as a polling station on 5 May, the Policy Committee meeting will take place in the meeting room at St Anne's Parish Centre.

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.

305 Vicarage Lane Fields Leases – Shevington H&A Society – for discussion and agreement (to follow)

- 306 Vicarage Lane Fields Leases – Shevington ARLFC and Shevington FC
- *for discussion and agreement* (to follow)
- 307 Litter Bin Refurbishment - *for approval* (to follow)

OPEN TO THE PUBLIC AND PRESS

K Pilkington

(Clerk)