



TO ALL ELECTORS OF SHEVINGTON PARISH

PARISH COUNCIL MEETING

**THURSDAY 25 FEBRUARY 2016 ~ 7 P.M.
SHEVINGTON LIBRARY**

AGENDA

- 217 Apologies for Absence** - to receive apologies from Councillors.
- 218 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.
- 219 Matters Introduced by Members of the Public** - an opportunity for members of the public to ask questions or make observations.
- 220 Map of the Parish – for discussion and agreement** (enclosed)
A member of the public has written to ask if it would be possible to include a map of the parish showing the areas covered by the three wards in the newsletter. He suggests specifically that it should appear on the back page beside members' contact details. We do have such a map – it was used on the front page of the March 2015 edition. However, it is too small to enable individual streets to be identified. The resident has also asked if the map could be put on the website. If members wished to provide a detailed map with Parish boundaries on it for the website, there would be cost implications, as such a map would have to be purchased from Ordnance Survey and a plan drawer would have to be employed to put the ward boundaries on the map.
Members are invited to consider and agree the best way forward.
- 221 District Councillors Reports - for information only**
To receive reports from District Councillors.
- 222 Minutes of the Last Ordinary Meeting of the Council (21 January 2016)** - to consider, agree and approve the signature of the previously circulated Minutes by the Chairperson as a correct record of the meeting. (enclosed)

- 223 Minutes of the Extra-Ordinary Meeting of the Council (4 February 2016)** - to consider, agree and approve the signature of the previously circulated Minutes by the Chairperson as a correct record of the meeting. (enclosed)
- 224 Chairperson's Report** - *for information only.*
- 225 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.)
- 226 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**
- 227 DRAFT Minutes of the Policy Committee Meeting (4 February 2016)**
- to receive - *for information only* (enclosed)
- 228 Parish Plan Questionnaire** – *for agreement*
Arrangements have been made for the questionnaire to be circulated to households towards the end of March, as agreed by the Policy Committee. It is proposed that the front page of the four page questionnaire will carry information about the Parish Plan 2006 and the review document, why one was carried out and where people can find them. The inner page will carry a fairly open question asking residents to comment on each of the sections and suggest next steps. On the back page it is suggested that residents should be asked to tell the Council about anything else that they would like the Council to do. Finally, the back page should also carry instructions on where residents should send their replies.
The proof copy will be available for the General Purposes Committee meeting. Members are invited to agree the format.
- 229 Addition to Standing Order 69** - *for consideration* (enclosed)
Standing Order 69 on P29 states:

69. The Clerk shall afford to members, the public and press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present, provided the reporting does not in any way cause a disturbance or impede proceedings. If the latter occurs the Council may exercise the right to prevent the reporting.

Only the Clerk (or his/her official substitute) may report on occasions when the public are not entitled to be present and that reporting must be written. On such occasions only resolutions may be reported in the public domain, unless reporting restrictions are lifted.

Following the adoption at the Policy Committee meeting of a 'Protocol Concerning the Recording of Public Meetings' (*which is enclosed*), members are invited to consider including the following statement as part of Standing Order 69 after the first paragraph:

'The Proper Officer (Clerk/RFO) is already responsible for keeping records of decisions and ensuring public access to information, and will be responsible for administering the recording of meetings in line with the Council's Protocol Concerning the Recording of Public Meetings.'

Once considered, the proposal for the variation will stand adjourned as per Standing Order 78 until the Council meeting in March.

230 March Newsletter – for approval

Items on the following have either already been received or are in the process of being prepared:

- Parbold, Newburgh & District U3A speakers;
- Stroke Awareness Day (Rotary Club event);
- Forest Fold Bowling Green – start of season;
- PC Budget 2016/17;
- Women’s World Day of Prayer;
- Local Flooding;
- ‘In Bloom’ 2016.

Members are invited to approve the above for inclusion.

231 NALC/LALC/LCTP – for information only (enclosed)

A. Lancashire & Merseyside County Training Partnership (LCTP)

The LCTP, a partnership between LALC & SLCC that runs training courses for councillors and clerks, have sent information and booking forms (which are enclosed) about three courses they are running in March and April:

- a) Chairmanship (Tuesday, 15 March) - £25;
- b) Play Area Inspections and Risk Assessment (Wednesday, 16 March) – FOC;
- c) Insurance (Wednesday, 6 April) – FOC.

Most training takes place in the evenings at Howick House in Penwortham.

Members wishing to attend and willing to pay for themselves may forward their own completed booking forms to the LCTP. The Council does have a budget for training and members who wish to avail themselves of this facility must apply for approval from the Council before making any bookings. LCTP personnel will also come out to provide training for whole councils or groups of councils in the local area by prior arrangement – something this Parish Council has arranged in the past. This training can be tailored to suit the Council’s own needs.

Other courses are available throughout the year. For more information, please visit the LALC website: www.lalc.org.uk.

B. National Association of Local Councils (NALC) & Lancashire Association of Local Councils (LALC)

We are now in receipt of the invoice for the 2016/17 subscription for the Council’s membership of NALC and LALC. Members are asked to note that it is the Council that is the member, not individual councillors. The size of both subscriptions is based on the size of the electorate in a particular parish, which means that councils with larger electorates subsidise councils with small electorates.

Up to last year each member received a copy of LCR (Local Councils Review) – the quarterly periodical published by NALC, but last year members decided to cancel the subscription for all copies, except the one received by the Clerk. The cost of a single copy is £17.

NALC and LALC, together with all the other county associations (often referred to as CALCs) form a national network of associations of member councils. It is the county associations that are the members of NALC and, by virtue of the fact that they are ‘associations’ of local councils, member councils are consequently members of NALC through their CALCs.

NALC issues many publications, some of which are available FOC to anyone who wishes to visit their website: www.nalc.org.uk The website also carries news that is relevant to the sector. NALC represents local councils at national level, lobbying the DCLG on behalf of local councils when necessary. It is

recognised by central government as the official representative body of local councils. NALC also runs conferences, providing training and networking opportunities for both councillors and clerks. Bookings for these can be made by direct access via post or email.

NALC officers will also provide relevant legal and procedural advice to member councils, but access on behalf of the council has to be made in writing by the clerk via the CALC.

LALC is the CALC of which this Parish Council is a member. Functions of the LALC office include legal and procedural advice, tailored training modules, mentoring and information cascade, liaison with LCC and the borough / district councils. LALC also organise meetings for councillors representing their councils. A document containing structure diagrams is enclosed.

The LALC website is a static website which carries information mostly about the training provided by the LCTP. The LALC staff prefer the personal touch and deal with enquiries via email or phone. Staff are happy to speak to individual councillors to explain and clarify processes, which is part of training. Otherwise queries should come from the council via the clerk.

The current constitutions of both NALC and LALC are enclosed. Members are asked to note that the Council has to be a member of both NALC and LALC – it cannot be a member of only one of them. LALC have to be informed about any resignation from membership by 31 September of a specific year, to take effect from 1 April of the following year.

232 Memorial Park Play Area SLA – for approval (enclosed)

Members are invited to approve the 2016/17 SLA for the maintenance of Memorial Park play area.

233 Clerk's Report - for information only (enclosed)

234 Financial Aid Applications - to receive for consideration / approval

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

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

236 Virements – for approval

Members are invited to approve a transfer of £1,657 from the 'Planning, Legal, etc Fees Reserve' to the active cost centre of the same name and a virement of £1,003 from the 'Contingency' cost centre to the 'Planning, Legal, etc Fees' cost centre to cover the costs of previously approved expenditure on Vicarage Lane Fields Leases. These transactions will leave the 'Planning, Legal, etc Fees Reserve' at £nil and the 'Contingency' cost centre at £2,436.

237 Planning Applications – to consider for comment / receive updates

238 Next Meetings: 3 March (General Purposes & Finance Committees);
17 March (Annual Parish Meeting); 31 March (Council)

CONFIDENTIAL ITEMS

239 Vicarage Lane Fields Lease - Allotments – for agreement (enclosed)

240 Vicarage Lane Fields Leases – Shevington ARLFC and Shevington FC
- for agreement (enclosed)

241 Litter Collection Contract - for approval (enclosed)

242 Caretaking Duties – for agreement (enclosed)

OPEN TO THE PUBLIC AND PRESS

K Pilkington

(Clerk)