



TO ALL ELECTORS OF SHEVINGTON PARISH

PARISH COUNCIL MEETING

**THURSDAY 31 MARCH 2016 ~ 7 P.M.
SHEVINGTON LIBRARY**

AGENDA

- 243 Apologies for Absence** - to receive apologies from Councillors.
- 244 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.
- 245 Matters Introduced by Members of the Public** - an opportunity for members of the public to ask questions or make observations.
- 246 District Councillors Reports** - *for information only*
To receive reports from District Councillors.
- 247 Minutes of the Last Ordinary Meeting of the Council (25 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)
- 248 Addition to Standing Order 69** - *for approval*
Following the adoption at the Policy Committee meeting of a 'Protocol Concerning the Recording of Public Meetings' the following statement was proposed at the February Council meeting for inclusion after the first paragraph within Standing Order 69:
'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.'
The matter was adjourned, as per Standing Order 78, until the Council this meeting.
Members are invited to approve the addition of this paragraph.
- 249 Chairperson's Report** - *for information only.*
- 250 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.)

251 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**

252 DRAFT Minutes of the General Purposes & Finance Committee Meetings (3 March 2016) - to receive - *for information only* (enclosed)

253 LCTP Training Courses – *for information / approval* (enclosed)

- a) Information has been received from LCTP about a training course entitled 'Effective Meetings'. It is being delivered at Howick House in Penwortham on 14 June at 7pm.
The cost is £25. Members wishing to attend are invited to register their interest, so that the Council can approve their attendance.
- b) Cllr I Whiteley attended the Chairmanship course delivered by LCTP earlier this month after we were notified of a last minute cancellation. Because of the short notice, Cllr Whiteley paid the course fee herself. Members are invited to consider and approve the reimbursement of this fee.

254 LALC Spring Conference 2016 - *for consideration*

The LALC Spring Conference has been arranged to take place at the Leyland Hotel (J28 off the M6 motorway) on Saturday, 14 May from 10am till 4:15pm. The event is free of charge.

The programme includes the following:

- a) Update on National Matters – Chief Executive Officer, NALC
- b) Workshop on the position of councils/parishes/towns in the future— Improvement & Development Officer, NALC
- c) Lunch in the Restaurant
- d) Paint Penwortham Pink –report on a fundraising event by Penwortham Town Council
- e) It is hoped that an item on the new audit arrangements will be included in the programme (to be confirmed)

The Leyland Hotel is a popular venue, being very accessible from all areas. The event provides an opportunity to councillors and clerks to meet and exchange ideas in comfortable surroundings.

Members wishing to attend are invited to let the Clerk know.

255 NALC/LALC – *for discussion and agreement*

Information on constitutions and the roles of NALC and LALC was provided to the February Council meeting. Cllr Fletcher will lead on this.

256 ASB Leaflets – *for consideration and agreement* (enclosed)

We have been provided with a number of copies of the enclosed poster to display in our notice boards. It has been suggested that the Parish Council may wish to consider printing A5 versions of the leaflet for distribution. In order not to infringe copyright law it may be necessary to obtain permission from the LA to do this. Cllr Whiteley will lead on this.

257 Shevington Fete Stall – *for agreement*

Shevington & District Fete is to be held on Saturday, 6 August. The Parish Council usually have a stall which provides an opportunity for members to

engage with the public and has proved a very successful exercise. The cost of hiring a stall is £15.

Members are invited to discuss the possibility of repeating the exercise again this year and, if agreement is reached to do this, approve the expenditure.

258 Flooding in Church Lane & Memorial Park Drainage – for discussion and agreement (enclosed)

Members will recall the severity of the flooding in Church Lane at the end of December and its impact on the cottages opposite Memorial Park. The condition of the existing drainage in the road made a major contribution to the issues. A report (originally circulated in January) prepared by the owner of some of the properties containing suggestions for solutions is enclosed. Following the resolution at the January Council meeting to write to Wigan Council to enquire about their drain clearing pattern for the area and to ask them to clear the drains more frequently, a letter was sent, but no reply has been received so far.

The Council have for several years been discussing solutions to the drainage issues in Memorial Park. These were exacerbated over the Winter by the weather and added to the issues in Church Lane on Boxing Day.

The story so far:

- Over a year ago a quote was obtained from an arboriculturalist for a tree survey with a view to establishing the age and condition of the trees. The park once formed part of the grounds of Shevington Hall and some of the trees are unusual species.
- Last Summer a surface water outlet was investigated for blockages and was found (for a variety of reasons) to be blocked and not functioning.
- An outline quote (to inform a possible grant application) was obtained for a new drainage system which would utilize this outlet.
- A quote was also obtained from a company for a feasibility study. The amount quoted was of such a size that a grant would be required to commission the study.
- A recent conversation with a representative of the company that carried out the feasibility study for the Vicarage Lane Fields project has elicited that they include parks in their portfolio and would be willing to provide a proposal for the park.
- To improve the drainage in the park a substantial grant would be needed. So far a grant funding stream which can be tapped into specifically for drainage in the park and for which the Council would be eligible has not been identified.
- The closest possibility is the Heritage Lottery Fund's 'Parks for People' stream, which provides grants of between £100K to £5m for the improvement of parks. The Parish Council is eligible to apply, but the drainage part would have to be a feature of the whole, i.e. something that would need to be improved in order to ensure conservation and restoration of other aspects of the park, as the latter is the main focus of the HLF funding stream.
- Some research into the possibility of using the HLF was carried out a couple of years ago and a drawing of possibilities, which included identification of the wet spots, was prepared for the Council by someone who was involved in the Mesnes Park project.

Members are invited to review the resident's report, taking all of the above into account, consider the suggestions and agree the best way forward.

259 Cleaning of Notice Boards – for agreement

The Parish Council own six enclosed notice boards. They are all in need of a clean, especially internally, where quite a lot of grime has collected. Some of them are quite tall and the work will require the use of step ladders. This is a job

that would normally have been done by the Caretaker on an occasional basis for additional pay, but, in the absence of a caretaker and uncertainty as to when one will be in post, it may be necessary to identify a suitable local handyman/window cleaner who would be prepared to quote.

Members are invited to agree the best way forward:

- a) Seek quotes from local contractors;
- b) Wait for a caretaker to be in post.

If the Council choose option b), we will need to invest in a set of step ladders, as the Council do not own one.

260 Audit Information – for information only (enclosed)

The Accounts and Audit Regulations came into force on 1 April 2015 and apply to the annual review for the year ending 31 March 2016 onwards. This has resulted in a number of changes. Enclosed is information provided by the External Auditor (BDO LLP) about the impact of the changes on the annual review, the audit time-table for the review and common findings across the sector during last year's review.

261 Unity Trust Bank Savings Account – consideration and agreement

Since July 2015 the bank deposits of eligible small local councils (subject to their meeting certain criteria, which we do) have been covered to the value of £75,000 through the Financial Services Compensation Scheme should the relevant bank default. Prior to this date there was no cover. For individuals the amount covered was reduced from £85,000 to £75,000 on 1 January 2016. The limit has to be reviewed every five years and the decision to reduce it was made on the grounds that the UK economy is now stronger than it was a few years ago. This suggests that, if this trend continues, the compensation limit could be reduced further – the protection could even be withdrawn.

The arrangements the Council have at present, which involve funds from an interest-earning Business Reserve account being transferred automatically to top up the current account, work very well. But these days the interest rate paid is only 0.1% per annum.

If the Council are concerned about the security of funds above £75,000 a possible solution could be to open an account (preferably a savings account) with another bank.

A bank that is becoming increasingly popular with local councils is the Unity Trust Bank, which has accounts that cater for the sector. It provides an online facility only and has no branches. However, counter deposits can be made at banks like the Natwest, where we already bank. The drawback is each physical transaction is subject to a fee of 20p. (There is no charge for setting up this facility.)

Unity's internet banking service is free and offers

- The option of dual or triple authority, requiring multiple signatories to authorise payments and
- A range of access levels which we can tailor to suit our needs – a feature developed with feedback from council clerks to recognise the segregation of duties between clerks and councillors.

Telephone banking is also free of charge.

The bank also offers an instant access savings account: the Tailored Deposit Account has interest rates which vary from 0.1% to 0.25%, depending on the amount deposited,

e.g. a £50,000 deposit attracts interest at 0.2%.

If the Council wished to transfer some funds into an account at another bank, this could be a possible way to go.

Members are invited consider and agree the best way forward.

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

263 Financial Aid Applications - to receive for consideration / approval

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

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

a) Our most recent invoices for legal work on the Vicarage Lane leases has exceeded the estimate previously approved by the Council by £491. Members are invited to approve this additional expenditure.

265 Virements – for approval

a) Members are invited to approve a virement of £491 from the ‘Contingency’ cost centre to the ‘Planning, Legal, etc Fees’ cost centre to cover additional costs of legal work on the Vicarage Lane Fields Leases.

b) A small increase in the percentage of the employer’s liability w.r.t. employee pensions has resulted in a small overspend of £190 in the ‘Clerk Superannuation’ cost centre. Members are invited approve a virement from the ‘Contingency’ cost centre to the ‘Clerk Superannuation’ cost centre to cover this cost.

c) These transactions will leave £1,610 in the ‘Contingency’ cost centre.

266 Planning Applications – to consider for comment / receive updates (enclosed)

- **LCC 08/13/0140: The installation and operation of a 5MW bio-liquid to power generation facility. Railway Pad, Appley Lane North, Appley Bridge.**

ABCAGE recently sent an update with regard to the P-Fuel Chemical Factory planning application: “Following a meeting with the owners of West Quarry, Appley Bridge, we have been informed that there will be no further chemical factory planning applications earmarked for this site. This is obviously good news, however, there is still the question of:-

1. Why was the 2013 biomass oil/tallow conversion factory planning application allowed to be approved without any formal consultation with local residents?
2. We believe the speed at which the planning application was submitted and approved is also questionable.
3. No evidence was submitted to show that research had been carried out in relation to health and environmental implications. Why?
4. Why was the planning application approved when it breached WLDC Local Planning Policy that was in force at the time the application was approved?

ABCAGE are in the process of arranging a meeting with planning officers at LCC to discuss these very points.

Once these questions have been answered, ABCAGE will set up a meeting to invite all the residents of Appley Bridge community to attend a public meeting, in order to discuss the issues in more depth and to take any views/responses that residents may have.”

ABCAGE’s public meeting has been arranged for Tuesday, 5 April.

The Parish Council formally objected to this application in 2013.

Enclosed is a short report with recommendations from Mr B King.

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

267 Next Meetings: 7 April (Policy Committee); 28 April (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.

268 Vicarage Lane Fields Leases – Shevington ARLFC and Shevington FC – for discussion and agreement (enclosed & to follow)

269 Laptop, Storage Facility & Software - for agreement (enclosed)

270 Audio Recording Equipment – for agreement (enclosed)

- 271 **Scanner / Printer** – *for agreement* (enclosed)
- 272 **Honours Board Update** – *for approval* (enclosed)
- 273 **Plants & Planters Contract** – *for approval* (enclosed)
- 274 **Daily Opening Up & Closing Up of the Bowling Green Gate & Toilets**
- *for agreement* (enclosed)

OPEN TO THE PUBLIC AND PRESS

K Pilkington

(Clerk)