



TO ALL ELECTORS OF SHEVINGTON PARISH

PARISH COUNCIL POLICY COMMITTEE MEETING

THURSDAY 4 FEBRUARY 2016 ~ 7.00 P.M.
SHEVINGTON LIBRARY

AGENDA

1. **Apologies** – *to receive and accept apologies for absence.*
2. **Declaration of Interests** – *to receive any declarations of interest (prejudicial or otherwise) with regard to items on the Agenda.*
3. **Minutes of the Policy Committee Meeting (1 October 2015)** – *to consider, agree and approve the signature of the previously circulated Minutes by the Chairman as a correct record of the meeting. (enclosed)*
4. **Village Issues** – *to receive reports from Committee members and Council officers - for information only.*
5. **Consultation on NPPF** – *for agreement* (enclosed)
Members are invited to consider and discuss Mr B King's report on the consultation and agree the responses.
6. **Parish Plan Questionnaire** - *for discussion and agreement*
The Parish Plan published in 2006 has, over a period of time, been gradually reviewed by representatives of local groups and other residents. In December the General Purposes Committee agreed that a consultation on the review of the Parish Plan should take place in the new year - over a period of six weeks.
Members are invited to consider the following:
Option A
 - The next circulation of the newsletter is due in March. A short article about the Parish Plan Questionnaire could be included, pointing residents in the direction of the website.
 - The original 2006 Parish Plan and the report on its review could be placed in the same location on the website.
 - The questionnaire could also be placed in the same location on the website, where it could be accessed by residents and responses could be submitted electronically.

Option B

- Instead of including a short article about the consultation in the March newsletter a second leaflet – the questionnaire – could be circulated parish-wide at the same time as the newsletter.
- The same documents could be on the website as in Option A and an electronic response facility could be provided, as above.
- Residents could also be directed to post their responses in a box in Shevington Library.

In 2015 drop-ins were held in connection with the final Vicarage Lane Fields consultations. These were very successful. Members may wish to consider holding one of these, possibly at Shevington Methodist Church or at the Library.

Members are invited to agree the following:

- a) The consultation pattern;
- b) Whether drop-in sessions should be held;
- c) An end date for the consultation;

The cost implications for a leaflet circulation are the same as for the newsletter.

7. Complaints Procedure – for review and agreement (enclosed)

Members are invited to review the Complaints Procedure, which is enclosed, and agree amendments, if any. Enclosed also is an advice note published by the SLCC on the subject.

8. Interview Procedure – for consideration and adoption

With interviews for the Caretaking post on the horizon, members are invited to consider the suggested procedure and adopt it.

9. Recording of Meetings – for agreement

The following can be found on P13 of the Council's Standing Orders:

44. *Anyone who attends an open meeting of the Council is allowed to report on it by any method deemed acceptable within the Public Bodies (Admission to Meetings) Act 1960, as amended by The Openness of Local Government Bodies Regulations 2014 (SI 2014/2095), provided they are not disturbing the meeting or creating a nuisance. In the event of the latter they may be asked to cease recording and / or leave the meeting. Prior permission of the Council for recording is not required. The Council may, however, refuse to allow the oral reporting of or oral commentary on a meeting as it takes place if the person reporting or providing the commentary is present at the meeting.*

The Council retains the right to exclude the public from sections of meetings at appropriate times and to prevent anyone reporting that part of a meeting from which the public have been excluded.

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.

As human beings do not each remember things in the same way, there are occasions when there is disagreement at Council and Committee meetings over the accuracy of a minute. In view of this, members are invited to consider having an official audio recording made of each meeting, as this would, hopefully, aid in the preparation of accurate minutes and resolve disputes. A draft protocol is in the process of being prepared and will be circulated shortly. Members are invited to consider the matter and agree the best way forward.

It may be necessary to amend our standing orders in line with anything agreed.

10. Precept Information for Council Tax Letter – for consideration and agreement (enclosed)

As in past years, we have been asked to provide some text in relation to the Precept to be included on Wigan Council's letter to Council Tax payers. Enclosed is a suggestion.

Members are invited to consider, amend, if they wish, and agree the text.

11. Financial Aid Applications – to receive

12. Planning Applications – for consideration and for comment

13. Date of Next Meeting: 25 February (Council);

4 March (General Purposes & Finance Committees)

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K Pilkington

Clerk to the Parish Council