

**Minutes of the Meeting of Shevington Parish Council
Held Wednesday 23 February 2022
7:00pm – Shevington Library**

Present: Councillors William McKnight (Chairman), Christopher Horridge, Jessica Higham and Michael Grimes
Dist Cllr Janet Brown and three members of the public

Officer in Attendance: Mrs Krystyna Pilkington (Clerk)

654 Apologies for Absence

Cllrs Ira Whiteley, John Whiteley, Michael Crosby and John Ball

655 Declaration of Interests

Cllr Jessica Higham w.r.t. Item 672 (*personal & prejudicial*)

Standing Orders were suspended.

656 Matters Introduced by Members of the Public

Fly Tipping at Vicarage Lane Fields

A member of the public wished to draw the Council's attention to the fact that the occupiers of many of the neighbouring properties had been fly tipping rubbish into Vicarage Lane Fields along its boundaries. Some time ago two of those neighbours had complained to the Clerk about rats entering the rear of their properties from the Fields. The member of the public observed that there could be a connection between the two. The Clerk advised that the Council were aware of the situation and were taking steps to address it.

Dog Fouling at Vicarage Lane Fields

The member of the public also raised the matter of dog fouling on the Fields and asked if an appeal could be made in the next newsletter to dog walkers to pick up their dog's litter and take it home.

657 District Councillors' Reports

Dist Cllr Janet Brown's report was received. *See Appendix A*

Standing Orders were reinstated.

658 Minutes of the Ordinary Meeting of the Council (26 January 2022)

The previously circulated Minutes were considered.

Resolved: That the Minutes of the Ordinary Meeting of the Parish Council, held on 26 January 2022, were approved as a true and correct record.

659 Decisions at Full Council Meetings Held Virtually

The Council ratified the following decisions taken at Council meetings held virtually:

24 November 2021

Minute 595

Approval of the minutes of the Ordinary Meeting of the Parish Council, held on 27 October 2021, as a true and accurate record.

Minute 600

Approval of the recommendations made by the Policy & General Purposes and Finance Committees at their meetings on 3 November 2021.

Minute 604

The decision to grant St Anne's Church permission to hold an outdoor service in Memorial Park at 3pm on Christmas Eve.

Minute 606

Approval of a trial using battery operated Christmas lights to decorate a suitable tree on an open space in Woodnook Road, Shevington Vale (subject to permission being received from the relevant Wigan Council teams).

15 December 2021

Minute 616

Approval of the minutes of the Ordinary Meeting of the Parish Council, held on 24 November 2021, as a true and accurate record.

Minute 622

Approval of Christmas Shop-Front Awards being made to:

1st = Shevington Village Kitchen

2nd = Muffin Man

3rd = Barnet Fayre

Special Commendations

Elizabeth Ann (Shevington Moor)

Wigan & Leigh Hospice Shop (Shevington)

A B Hardware (Shevington)

Slobbery Chops (Shevington)

Cut and Dried (Shevington Vale)

Minute 623

Approval of the following articles for inclusion in the January newsletter:

- a. Community Service & Good Neighbour awards (reminder)
- b. Responsible Dog Owner (rollover)
- c. External Audit 2020-21
- d. Christmas Shop-Front Award
- e. Christmas Decorations
- f. Shevington CA Activities
- g. Standard Items

Agreement that the text would be approved at the Finance Committee meeting on 12 January 2022.

Minute 630

Approval of the dates of meetings.

26 January 2022

Minute 637

Approval of the minutes of the Council meeting on 15 December 2021.

Minute 644

The decision of the Council to accept an offer from the FFTA Committee to prepare a procedure for dealing with non-compliant tenants for consideration and adoption by the Parish Council.

Minute 648

Approval of a budgeted expenditure of £94,787 (*including Expenditure Contingency*) and a precept of £80,651 for the financial year 2022/23, as recommended by the Finance Committee. The budgeted expenditure would be subject to adjustment throughout the year as new or renewed contracts were agreed.

Minute 652

The decision to authorise the Clerk to formally inform the tenant that, once it had terminated on 28 February 2022, their tenancy would not be renewed. The tenant was to be asked to remove all property belonging to them by the end of February. If this had not happened by that date, the property would be removed to a secure place, from where the tenant was to collect it by 31 March 2022.

Minute 653

The decision to award the Memorial Park Grounds Maintenance contract (*valued at £4,596.04*) to Envirocare MS Ltd.

Also:

Minutes 609 (24 November 2021), 628 (15 December 2021) and 647 (26 January 2022)
The decisions that the accounts be approved, the cheques signed and internet transfers made in payment, due notice being given to the bank statements exhibited.

660 Chairman's Report

The Chairman reported that on Saturday, 19 February, accompanied by the Clerk, he had visited all of the recipients of awards in the Christmas Shop-Front competition and had presented the prizes. They had been warmly welcomed everywhere. He had been particularly impressed by the welcome they had received at Elizabeth Ann – the hardsresser's in Shevington Moor – and the pride they obviously took in all of the awards they had received in the competition over the years. These were on display on one of the walls in the shop.

661 Reports from Councillors

Oak Tree at the Boundary of Woodnook Shopping Precinct

The Clerk had established the reason why a large mature oak tree growing on the green open space at the boundary with Woodnook Shopping Precinct had been heavily pruned and had reported back to the member who had raised the matter during the December Council meeting. The tree had since been removed. The member informed the Council that he had reported back to the resident who had brought it to his attention.

No.635 Bus Service Issues

The Clerk had written to the former Area Operations Manager at Diamond Bus about the two incidents - involving different drivers of the No.635 bus and the same resident – which were reported during the meeting of the Council in December. The former Area Operations Manager had responded immediately and had forwarded the Clerk's email to his successor. As no reply had been received from the current Area Operations Manager, the Clerk had chased this up, but, to date, no response had been received. The member who had originally reported the incidents suggested that further chasing should occur.

Overhanging Trees

A member reported that he had, on behalf of a resident, contacted Wigan Council's grounds maintenance team about some trees belonging that were overhanging the resident's property. He was pleased to be able to report that an officer had visited the property to inspect the trees and had told the resident that arrangements would be made for the trees to be pruned back.

662 Appointment of FFTA Representative

At their meeting on 2 February 2022 the Policy & General Purposes Committee had recommended that the Council should include a report from the FFTA under 'Reports from Representatives'.

Resolved: The above recommendation was approved.

663 Reports from Representatives

Shevington & District Community Association

There was no report.

Crooke Village Residents' Association

The representative reported that:

- The long-promised signage for Crooke Park had now been erected. The signs used very polite phraseology and residents were very pleased with them.
- The Christmas tree fencing had still not been removed. The Clerk explained the reasons behind this.

In reply to a question from the representative, the Clerk advised that there was still no update in relation to the drainage for Memorial Park, as the outlets were still under discussion between the LA's drainage engineer and United Utilities. During the discussion that followed, a member observed that the position of the drainage project within the drainage engineer's list of priorities needed to be established, as costs were likely to rise as the year progressed.

Two officers from the LA had recently visited the village to assess the flooding risks. As a result of the visit the village now had a draft flood management plan and a committee willing to enact it, when necessary. The plan would be incorporated into the LA's Flood Defence Policy.

Storm Franklin had caused significant damage in the village, particularly in the vicinity of the Crooke Hall Inn, where a tree had fallen and fencing had been damaged. As the brewery was their property, the brewery would be replacing the fencing.

Shevington Youth Club

There was no report.

Shevington Recreation Ground Trustees

It was observed that sections of the path through the Recreation Ground were often under water. The Trustee present reported that research was being carried out into sources of grant funding for repairs to the footpath.

'in Bloom' Groups

The representative reported that representatives of the 'in Bloom' groups had recently taken part in a virtual meeting run by Wigan Council. They had found it very important.

Patient Participation Group

A meeting of the PPG was due to take place in the near future.

Vicarage Lane Fields Developments

The representative of the sports clubs reported that there were approximately 500 children playing on their teams at present – 100 of them were in open age teams.

Both clubs were struggling financially, as they had not expected the club house to be built during a Covid pandemic and they still owed money to the builder.

The clubs had been delivering mental health sessions to the children. The sessions were led by professionals employed by the Rugby League. There was a plan to roll the provision out to adults.

Funding had been secured for a defibrillator to be fitted. This would be available for public use.

The clubs were in discussion with Shevington High School in conjunction with the FA and the RL about the possibility of installing a new 3G pitch at the High School. The pitch would cost between £700k to £1m, £150k of which would have to be found by the clubs. The project would include the provision of toilets and other facilities. It had a huge community focus, as the school would have to make the facility available to the whole community. The clubs would be able to use it to a certain extent. At present the projected start of the project was approximately two years away.

The parking situation at Vicarage Lane Fields was currently under control. There had been no complaints recently about this, but there had been two complaints about noise emanating from evening events held at the Community Centre. One event had finished at 9:30pm and the other at 11:30pm. Because of Covid guidance the windows had to be open and the complaints (which had both come from one household) had been that the noise could be heard at the other end of the field.

The Well-being Hub was still evolving.

The representative observed that the clubs were very proud of their achievements so far.

Friends of Shevington Memorial Park

There was no report.

Forest Fold Tenants' Association

The Clerk reported that she had met with representatives of the FFTA Committee that morning to discuss an issue with one of the raised beds. The tenant was experiencing problems with root growth from a tree on a neighbouring property. The roots were

growing through the raised bed and making cultivation impossible. The Clerk would be looking into possible solutions.

664 DRAFT Minutes of the Policy & General Purposes Committee (2 February 2022)

The DRAFT minutes of the Policy & General Purposes Committee meeting on 2 February 2022 were received.

665 Recommendations from the Committees

Policy & General Purposes Committee

Resolved: The Council ratified the approval of the minutes of the Committee meetings on 5 May 2021, 2 June 2021, 1 September 2021, 6 October 2021, 3 November 2021 and 1 December 2021 as a true and correct record.

There were no other recommendations / decisions from the above Committee meetings for the Council to approve.

2 February 2021

Minute No.8

Resolved:

- (a) The Council approved the request from the FFTA Committee that the Allotment Policy should be shared with them with a view to its being updated.
- (b) The Council approved the replacement of the contact details of a named individual with '*...please contact a member of the FFTA Committee*' in the 2022-23 Tenancy Agreement.
- (c) The Council ratified the plot categorisation and the rents to be charged from 1 March 2022 which had been agreed at the Council meeting on 25 August 2021.

Minute No.9

Resolved: The Council approved the text for the Council Tax letter retrospectively.

Minute No.10

Resolved: That the Council approved the following items for inclusion in the March edition of the newsletter:

- Christmas Shop-Front Award Presentations
- Shevington & District Community Association Activities
- Upgrades at Elnup Wood
- Parish Council Budget & Precept for 2022-23
- Plans for the Queen's Platinum Jubilee
- Cover Assistant's Post
- SUC Trustee Positions
- GM Clean Air Zone and Private Vehicles
- Locations of Defibrillators in the Parish
- Off-Road Biking Activities

Minute No.11

Resolved: The Council ratified the Committee's decision that in future documents for meetings would be sent to councillors and co-opted committee members by email only. If members wished to use paper copies, they would be able to print the documents on

their own printers and would be entitled to submit a claim for expenses (at 4p per printed page) for the action.

Finance Committee

Resolved: The Council ratified the approval of the minutes of the Committee meetings on 2 June 2021, 1 September 2021, 3 November 2021 and 1 December 2021 as a true and correct record.

1 December 2021

Minute No.4

Resolved: The following virements from the 'Contingency' cost centre were approved:

- a. £167 to the 'Chairman's expenses / allowance'
- b. £123 to the 'Website' cost centre
- c. £310 to the 'Memorial Park contract' cost centre.
- d. £965 from the 'Contingency' cost centre to the 'Caretaking Salaries' cost centre.

Minute No.6

Resolved: The Christmas Decorations risk assessment be approved, subject to the inclusion of an insertion referenced in the minute.

12 January 2022

Minute No.5

Resolved: That the text for the January edition of the newsletter was approved retrospectively.

666 Appointment of Shevington United Trustee

Resolved: The Council re-appointed Mr Kenneth Shaw as a representative trustee of the SUC – to serve until 23 February 2028.

667 Queen's Platinum Jubilee Trees

At the Council meeting in January a request (made by Shevington in Bloom) that a tree be planted in the Memorial Garden to commemorate Her Majesty the Queen's Platinum Jubilee this year was considered. The suggestion was that the tree should be a Silver Birch with a very white bark.

During the discussion in January the Council took the view that it was a good idea. However, they were also of the view that it should be extended to other areas of the Parish with trees being planted at three other locations – one in each of Appley Bridge/Shevington Vale, Crooke Village and Shevington Moor. The Clerk was asked to look into the matter, including the costings.

The contents of a paper circulated by the Clerk were discussed.

Resolved: The Council agreed the following:

- The Clerk would order four *Betula jacquemontii* RB 14-16cm @ £168.00 per tree from JA Jones & Sons Ltd – TOTAL = £672.
- Mr Mike Thomas (Chairman of the CVRA) would collect the trees from JA Jones's base in Southport.

- A tree would be planted at each of four locations in the Parish – Shevington Memorial Park, Crooke Village green, Woodnook Road open space and Whiteacre Park (the last three subject to permission being secure from Wigan Council).
- Local community groups would be approached and asked if they would be willing to plant the tree in their area and provide it with aftercare, particularly in its first year.

668 Footpath – Mill Lane

The Parish Council had received a request from Wrightington Parish Council asking if it would consider exploring with Wigan Council the possibility of upgrading the footpath from Randall's Corner to the Boathouse to a bridleway. The request was originally discussed at the Council meeting in January. A decision was deferred to enable Cllr Jessica Higham and Mr Charlie Neve to attend a meeting of Wigan Council's Major Projects Team when proposals to upgrade the canal towpath and other suitable paths in the area were discussed with local equestrians.

They had established that the path from Mill Lane to The Boathouse was not one of the paths included in the Major Projects Team's schedule with regard to the funding stream they were currently working with. The funding was being used to upgrade a bridge over the River Douglas in the area to a bridlepath. Other paths between Crooke Village and Appley Bridge were on their radar (including the one from Mill Lane to Heron's Wharf, but not under this funding cycle.

A lengthy consultation had taken place during 2021 over how the funding stream could be used. However, bridlepaths had not been included in the consultation.

Following a discussion the Council agreed that the matter would not be progressed any further, as there were no funds available at the present time. The Clerk was asked to write to Wrightington Parish Council to advise them of the Council's decision.

669 Contract with Ricoh UK

The Parish Council owned a small black and white photocopier which was more than 15 years old. Several years ago the Clerk was warned by the company that, because of the age of the equipment, there would soon come a time when replacement parts would no longer be available and the machine would become unusable.

The Council currently had a service contract with Ricoh UK which covered the supply of toner, maintenance and replacement parts. The future of the photocopier and the service contract were discussed. It was observed that, in view of the fact that members were now printing their own copies, the colour printer that was also owned by the Parish Council would be quite sufficient for the Council's needs.

Resolved: The maintenance contract with Ricoh was to be terminated and the photocopier was to be written off once the current stock of toner had been used up.

670 Annual Parish Meeting

This year's Annual Parish Meeting was due to be held on Wednesday, 16 March at 7pm **at** the Community Building at Vicarage Lane Fields. The proposed agenda had been previously circulated.

Resolved: The Council approved the proposed agenda for the Annual Parish Meeting.

671 Clerk's Report

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

672 Financial Aid Applications

Cllr Jessica Higham withdrew from the meeting.

(a) Shevington Fete Application

The Council discussed the application submitted by Shevington Fete Committee.

Resolved: The Council approved a s137 grant of £750 towards the cost of room hire and children's entertainment.

Cllr Jessica Higham re-joined the meeting.

(b) St Anne's Church Donation

Resolved: The Council approved a donation to St Anne's PCC of £600 towards the maintenance costs of St Anne's churchyard.

673 Payments, Income & Bank Balances

The Income / Expenditure schedule for February was received. *See Appendix C*

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

674 Planning Applications

None

675 Next Meetings

2 March (Policy & General Purposes 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.

Dist Cllr Janet Brown and the members of the public left the meeting.

676 Plants & Planters Contract

The Council considered quotations for the contract.

Resolved: The Council awarded the contract for 2022-23 – to the value of £7,110 – to Moss Bank Nurseries and approved a virement of £346 from the 2022-23 General Reserve to the 2022-23 'Plants & Planters' cost centre to cover the cost centre deficit.

677 Bowling Green Contract

The Council discussed the proposal and quotation provided for the maintenance of the bowling green for 2022-23.

Resolved: The Council awarded the contract (*valued at £4,800*) to Johnstone's PitchCare.

Johnstone's PitchCare had been asked to provide a quotation for the work that needed to be done immediately to get the green to the point where it should be up to at this moment in the year. They had quoted £280 for the work. As this was routine maintenance for the green, a decision was made under delegated authority (after consultation with the Chairman and another councillor) to instruct Johnstone's to carry out the work. The funds would come from the 'Green Site Materials' cost centre, which currently stood at £510.

678 Community Service Awards

The Council discussed the nominations for the Community Service Awards.

Resolved: The Council approved awards to three nominees.

There being no further business, the Chairman closed the meeting at 8:45 pm.

Chairman