

**Minutes of Shevington Parish Council Meeting  
Held Thursday 25 September 2019  
7:00pm – Shevington Library**

**Present:** Councillor I Whiteley (*Chairman*), Cllrs W McKnight, C Horridge, J Ball, J Higham, J Whiteley and M Crosby  
Dist Cllr M Whitham  
Three members of the public

**Officer in Attendance:** Mrs K Pilkington (Clerk)

**82 Apologies for Absence**

Cllrs V Galligan and M Grimes

**83 Declarations of Interests**

Cllrs J Higham and M Crosby w.r.t. Item 96 (*personal & prejudicial*)  
Cllrs J Ball and C Horridge w.r.t. Item 107 (*personal & prejudicial*)

*Standing Orders were suspended.*

**84 Matters Introduced by Members of the Public**

**Telephone Boxes at Randall's Corner and Vicarage Lane**

In June the Council had decided to raise an enquiry with BT about the usage of the telephone box at Randall's Corner. In response to a question from a resident, the Clerk replied that she had not yet received a reply. It was agreed that the enquiry would be followed up.

Another resident drew the Council's attention to the fact that the telephone box at Vicarage Lane was also in a dilapidated state. A member reported that the telephone box in question was put on a list for removal approximately two years ago. This would also be followed up.

**85 District Councillors' Reports**

A verbal report was received from Dist Cllr M Whitham. Dist Cllr J Brown had sent a written report, which would be circulated to members. *See Appendix A.*

*Standing Orders were re-instated.*

**86 Minutes of the Last Ordinary Meeting of the Council (28 August 2019)**

The previously circulated Minutes were considered.

**Resolved:** That the Minutes of the last Ordinary Meeting of the Parish Council, held on 28 August 2019, were approved as a true and correct record.

## **87 Chairman's Report**

### **Pot Holes on Z-Bends**

The Chairman reported that there were pot holes surrounding the manhole covers along the z-bends. The District Councillors would take this matter forward.

### **Jim Rigby Memorial**

A lady who had been on all of the Annual Parish Walks since their inception had agreed to meet with the Chairman to discuss the Memorial.

## **88 Reports from Councillors**

### **Ear Syringing at Shevington Surgery**

A member reported that he had recently discovered that Shevington Surgery no longer provided an ear syringing service. The service was now only provided at centres where it was carried out by someone with specialist expertise - otherwise a great deal of damage could be done.

### **CCTV Camera**

A member raised the issue of the CCTV camera in the centre of Shevington being removed for a period of time over the Summer. This had been done to undertake a repair. The member asked if the District Councillor could contact Central Watch to ask them if they could let the Parish Council know when the camera was moved to another location at any time in the future.

### **Bus Route 635**

It was reported that there was a rumour circulating that another provider might be taking over the 635 route.

### **Vicarage Lane Fields Allotments**

Another member reported that Vicarage Lane Fields Allotments were experiencing bad flooding because there was no drainage in that part of the fields. This was discussed briefly. The Allotments Society were invited to put forward a request in writing to the Parish Council for the situation to be investigated.

### **Appley Bridge Signage**

It was reported that Appley Bridge Community Association had identified other location signage which they preferred to the original design that they had circulated. As four of the signs would be located on Wigan land, they had asked if the Parish Council would be prepared to approach Wigan District Councillors for funding on their behalf. ABCA would also be applying to the Parish Council for funding. The Clerk observed that more information was needed about the proposed locations of the signs.

## **89 Reports from Representatives**

### **Shevington & District Community Association**

There was no report.

### **Crooke Village Residents' Association**

The last meeting had not been quorate.

**Shevington Youth Club**

The Senior Club had started meeting and had been running well during the past two weeks.

**Shevington Recreation Ground Trustees**

There was no report.

**'in Bloom' Groups**

Results of the Northwest in Bloom competitions were awaited.

**Patient Participation Group**

There was no report.

**Audit, Governance & Standards Committee**

There was no report.

**Shevington Rugby & Football Clubs**

Shevington Football Club had started playing at Vicarage Lane Fields.

**Vicarage Lane Fields Developments**

A Co-opted Committee member reported that she had been delegated to liaise with representatives of the sports clubs over notice boards for the Vicarage Lane Fields site. When consulted, the sports clubs had said that they would organise their own. Following this, the Vicarage Lane Fields Allotments Committee had decided to get fresh quotes for a cheaper notice board – possibly something more in-house.

**Friends of Shevington Memorial Park**

The FSMP had received an award of £200 from Asda and now had a total of £3,000 in their bank account.

**90 Draft Minutes of the Policy & General Purposes and Finance Committee Meetings (4 September 2019)**

The draft minutes of the Policy & General Purposes and Finance Committee meetings on 4 September 2019 were received.

**91 Financial Regulations & Standing Orders - Update**

**Resolved:** The Council ratified the amendments to the Standing Orders and Financial Regulations as recommended by the Finance Committee.

**92 Financial Risk Assessment**

The Council reviewed the Financial Risk Assessment. The only change made was the inclusion of the risks associated with GDPR breaches.

**Resolved:** The Council approved the amended Financial Risk Assessment.

**93 Review of Internal Audit 2018/19**

The effectiveness of the Internal Audit process for 2018/19 was reviewed.

## **94 External Audit 2018/19**

The External Audit report was received and discussed briefly. There were no issues.

**Resolved:** The External Audit report for 2018/19 was accepted and approved.

## **95 Parish Council Website**

Cllrs J Whiteley and V Galligan had met to discuss the design of the website and Cllr Whiteley provided an update on progress with the new design. Members put forward suggestions with respect to:

- (a) the type of information they would like the website to carry,
- (b) how they would like the information to be presented and
- (c) the image of the Parish Council that they would like the website to portray.

## **96 Maintenance of the Entrance to the Recreation Ground and the Flats**

At a recent meeting of the Recreation Ground Trustees one of the topics for discussion was the maintenance of the entrance to the Recreation Ground and to the flats. The Parish Council already had a repairing lease for the use of the land for Gathurst Lane Car Park. The entrance in question adjoined it and the Trustees had asked whether the Council would consider taking responsibility for its maintenance. The tarmac on this land was in need of repair and the Trustees did not have the funds to carry out the necessary work.

The Clerk advised that there were two ways open to the Council of approaching this:

- (a) Extending the Council's repairing lease to incorporate this piece of land, allowing the owners and residents of the flats to continue to have access rights.
- (b) Offering the Trustees the opportunity to apply to the Council for a grant towards the cost of repairs.

The matter was discussed. During the discussion it was observed that there was a possibility that the owner of the block of flats was a leaseholder. The Clerk was asked to write to the Secretary to the Trustees to seek clarification.

*Dist Cllr M Whitham left the meeting.*

## **97 Clerk's Report**

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

## **98 Financial Aid Applications**

### **• Shevington Sharks Under U8s**

**Resolved:** The Council approved a s137 grant of £300 to Shevington Sharks U8s for tracksuits and polo shirts for the team.

**Resolved:** A virement of £300 from the 'Contingency' cost centre to the 'Financial Aid' cost centre was approved.

## **99 Payments, Income & Bank Balances**

The Income / Expenditure Schedule for August / September was received.  
*See Appendix C.*

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

## **100 Planning Applications**

There were no planning applications to be considered.

## **101 Next Meetings**

2 October (Policy & General Purposes Committee); 30 October (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.

*The members of the public left the meeting.*

## **102 Variation to Vicarage Lane Fields Sports Club Leases**

It was reported that Shevington Sharks ARLFC and Shevington FC had both been registered as Charitable Interest Companies. Shevington Sharks ARLFC had been entered onto the Register of Charities with the Registered Charity Number 1185238 and Shevington Football Club had been entered onto the Register of Charities with the Registered Charity Number 1184794. It was, therefore, necessary to transfer the four leases from the trustees of the Clubs to the new CIOs (which were separate legal entities).

**Resolved:** The Parish Council gave its consent to the assignment of the leases as follows:

- In the case of the leases for the two football pitches – from the Trustees of Shevington Football Club to Shevington Football Club CIO.
- In the case of the lease for the rugby football pitch – from the Trustees of Shevington Sharks ARLFC to Shevington Sharks ARLFC CIO.
- In the case of the lease for the car park and community building from the Trustees of both of the above named clubs to both of the above named CIOs.

It was reported that the Council's revisions to the Deeds of Variation with respect to the leases for the two football pitches and the lease for the car park and community building had been accepted by the Football Foundation.

**Resolved:** The Council gave its consent to the incorporation of the charge to the Football Foundation on the leases for the two football pitches and the lease for the car park and the community building.

The Council added a caveat that the consent was being given subject to there being no financial implications for the Council in relation to any of the above alterations.

### **103 Replacement Bench for Back Lane**

Designs of replacements for the existing bench in Back Lane were considered.

**Resolved:** The Council approved the 'Venturo' from Glasdon at a cost of £312 plus £60 for removal of the existing bench and fitting the new one.

### **104 Christmas Decorations**

Christmas decorations were discussed.

#### **(a) Christmas Tree Decorating**

The Christmas trees had been ordered for delivery and installation on 22 November.

**Resolved:** The Council approved the following work:

- Checking, installing and removing tree mounted decorations for four trees
- Connecting to and disconnecting from the electricity supply for three trees
- Installing and removing the black box at Crooke Village

which would be carried out by Wigan Council's Street Lighting Department at a total cost of £2,505.22.

#### **(b) Column Mounted Motifs**

The Council noted the information that

- in year 2, the hire, installation and removal costs of the motifs for the centre of Shevington would be £2,350.
- the Council should have been invoiced for year 1 earlier in the year, but, even though they were instructed to do so, the Finance Department at the LA had not so far issued an invoice. This was being investigated.

#### **(c) Column Wraparound Lighting Strings and Infrastructure**

**Resolved:** The Council approved wraparound lighting strings and infrastructure (including time-clocks), similar to the installations approved for Shevington Moor – for up to 6 lamp standards in the vicinity of Booth's and Costcutter in Appley Bridge at a cost of up to £1,560.

**Resolved:** The Council approved a virement of £3,120 from the General Reserves to the 'Christmas Decorations' cost centre to cover the cost of the installations at both Shevington Moor and Appley Bridge.

### **105 Tree at Forest Fold Allotments**

**Resolved:** The Council approved the removal of a tree from the Forest Fold Allotments (for H&S reasons) by Working Woodlands at a cost of £250.

### **106 Parish Council Pull-Up Banner**

**Resolved:** Cllrs V Galligan and J Higham were delegated to design a pull-up banner for use by the Council.

### **107 Shevington United Charities**

Progress with the Shevington United Charities project was discussed.

**Resolved:** The Chairman of the SUC would call a meeting in the near future with a view to progressing matters.

### **108 Memorial Park Drainage Tender Documents**

This item was deferred.

There being no further business, the Chairman closed the Meeting at 8:25 pm.

**Chairman**