

SHEVINGTON



PARISH COUNCIL

CLERK TO THE COUNCIL
Mrs K Pilkington, BSc, PGCE
13 Christleton,
Shevington
Wigan
WN6 8DQ
Tel/Fax: 01257 473022
clerk.shevingtonpc@yahoo.co.uk

www.shevingtonpc.gov.uk

TO ALL ELECTORS OF SHEVINGTON PARISH

ORDINARY MEETING OF THE PARISH COUNCIL

**WEDNESDAY, 26 JUNE 2024
THE COMMUNITY CENTRE AT VICARAGE LANE FIELDS ~ 7PM**

Attendees are welcome to observe Covid-19 guidelines, if they wish

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 17 May 2023. 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 (22 May 2024)**
- to consider, agree and approve the signature of the previously circulated Minutes by the Chairman as a correct record of the meeting. (enclosed)
- 248. Chairman's Report** - *for information only.*
- 249. 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)
- 250. Reports from Representatives** – *for information only*
 - **Shevington & District Community Association**
 - **Crooke Village Residents' Association**

- Shevington Youth Club
- Shevington Recreation Ground Trustees
- 'in Bloom' Groups
- Patient Participation Group
- Vicarage Lane Fields Developments
- Vicarage Lane Allotments
- Forest Fold Allotments Tenants Association
- Shevington Fete
- Friends of Shevington Memorial Park

251. DRAFT Minutes of the Policy & General Purposes and Finance Committees (5 June 2024) – for information (enclosed)

252. Arrangements for Annual Inspection of Property– for agreement

The P&GP Committee's Annual Inspection of Parish Council Property is due to take place over three dates during the week beginning 5 August 2024. A minimum of three members are needed to take part in each inspection. Members were invited to advise on their availability.

Monday, 5 August: Memorial Park, Shevington Recreation Ground & Gathurst Lane car park and Vicarage Lane Fields – meet at Gathurst Lane car park at 6pm.

(Two councillors attending – one more member needed.)

Wednesday, 7 August: Crooke Village and Otters Croft & Crooke woods – meet at Crooke Green at 2pm.

(Two councillors attending – one more member needed.)

This date will need to be confirmed with the CVRA.

Thursday, 8 August: Forest Fold site, Stockley & Whiteacre parks – meet at Forest Fold at 6pm. *(Two councillors attending in Shevington Vale – one more member needed; one councillor attending in Shevington Moor – two more members needed.)*

One co-opted committee member will be available to attend on more than one occasion and needs to confirm the dates.

253. Forest Fold Allotment Plot 12 – for agreement

The tenants of Plot 12 recently relocated to a larger plot that had become vacant as part of the current Parallel List option which is only open to existing tenants. Plot 12 has therefore now become available. The FFTA Committee held a meeting and the following suggestion was made:

Historically Plot 12 is a very shaded plot and previous tenants have not been very successful in growing any produce. There has been a high turnover of tenants in the past and therefore, because of the conditions on the plot, a suggestion has been made that the Committee seeks approval from the Parish Council to turn Plot 12 into a FFTA managed communal plot for Tenants only.

The plan is to plant some fruit trees to create a mini orchard tended by the Tenants of the FFTA for their own use and also for donations of fruit to be placed in the free food baskets at the entrance to Forest Fold and/or donate to the fruit to Shevington Community Pantry. The FFTA Plant and Seed Swap Table could also be relocated to Plot 12. The FFTA Committee could also use this plot on which to hold their meetings.

By turning this vacant plot into a FFTA Communal area it is hoped that the Committee can work towards creating a more cohesive allotment community and they would, therefore, propose that, should the proposal be accepted, the plot will be rent free.

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

254. Safeguarding Policy – for adoption and approval (enclosed)

The enclosed policy was considered by the Policy & General Purposes Committee at its meeting on 5 June. The Committee have recommended it for adoption.

They have also recommended to the Council that the Clerk (in the first instance) should undertake the SLCC's course in Safeguarding and that it should be funded by the Council. The cost of the course is £30.

255. New Financial Regulations – for adoption (enclosed)

The enclosed policy was considered by the Policy & General Purposes Committee at its meeting on 5 June. The Committee have recommended it for adoption.

256. Regular Direct Debits and Standing Orders – for approval

In line with the new Financial Regulations the Council are required to review and approve the direct debits (reg 7.9) and standing orders (reg 7.11).

The Council has no standing orders set up and four direct debit facilities, as below:

- (i) BT – quarterly - phone
- (ii) the ICO – annual – Freedom of Information registration
- (iii) Paypal – when used to make purchases online and
- (iv) Public Works Loans Board – every six months – VLF purchase loan repayment

Members are invited to approve the above.

257. Opening Reserves 2024-25 – for approval (enclosed)

The opening reserves for 2024-25 were accepted by the Finance Committee at their meeting on 5 June and have been recommended for approval.

Members are invited to approve the Opening Reserves 2024-25.

258. Parish Council Websites and Social Media – for review

(i) Websites

The Parish Council currently have two websites. Both are managed by Cllr John Whiteley. He works with the Clerk to ensure that deadlines are met and statutory information is displayed at the correct times and for the correct periods of time. About a year ago it was agreed that Cllr Whiteley would transfer information from the old website to the new one. At the time he estimated that the undertaking would take about a year. A great deal of Information has now been transferred. The aim is to arrive at a situation where the Council only has one website.

The public are able to contact the Parish Council via an email form that is set up to go to the Clerk.

In 2023 the Lancashire Association of Local Councils offered parish councils the opportunity to have a free WCAG 2.1 AA compliance check. In November 2023 the new website was found to have a > 80% accessibility compliance while the old website has a 47% accessibility compliance.

WCAG stands for Website Content Accessibility Guidelines. There is a legal requirement for parish council websites to be WCAG compliant and we are now up to WCAG 2.2. WCAG 3 is in the process of being drafted.

Members are invited to review progress with regard to the transfer of information from the old website to the new. To do this members will need to visit both websites: www.shevingtonpc.gov.uk (old) and www.shevingtonparishcouncil.net (new).

(ii) Facebook Page

The Parish Council have a Facebook page, It is mainly managed by Cllr Jess Diggle, who replies to queries from members of the public and circulates new posts, with some input by the Clerk when required.

Members are invited to review the usage of the Facebook page.

(iii) WhatsApp Group

The 'Parish Coucillors' WhatsApp group was set up several years ago to enable coucillors to communicate with each other quickly between meetings. Both Admins are no longer parish coucillors and it is understood that the medium is not used at all and has hardly ever been used.

Members are invited to review the need for a WhatsApp group.

259. August Newsletter – for agreement

The following are proposed for inclusion in the August edition of the newsletter:

1. Annual Parish Walk - advert
2. Family Fun Day (FSMP) - advert
3. Shevington Fete
4. Shevington Show
5. Miles Lane Extra Care Facility – latest
6. Shevington Village Bowling Club Open Day
7. Applications Invited for Co-opted Committee Members
8. What More Does the Parish Council Do For You?

Members are invited to put forward further suggestions and approve them.

260. Clerk's Report - for information only (enclosed)

261. Financial Aid Applications - to receive for consideration / approval

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

263. Planning Applications – to consider for comment

At the time of the preparation of this agenda there were no relevant planning applications to bring to the attention of the Council.

264. Next Meetings: Week of 5 August (Policy & GP Annual Inspection of Property);
28 August (Council)

OPEN TO THE PUBLIC AND PRESS

K Pilkington

(Clerk to the Parish Council)