

**Minutes of Shevington Parish Council
Policy & General Purposes Committee Meeting
Held Wednesday, 5 June 2024
7:00pm - The Community Centre at Vicarage Lane Fields**

Present: Councillor Jessica Diggle (Vice Chairman), Councillors Michael Grimes and Helen Thompson
Co-opted Committee Members: Mr David Crook
One member of the public

In Attendance: Mrs Krystyna Pilkington (Clerk to the Council)

1. Apologies

Cllrs Bill McKnight, Janet Brown, Mike Crosby, Chris Horridge and John Whiteley
Mrs Eileen Longmore and Mr Charlie Neve

2. Declaration of Interests

Cllr Mike Grimes wrt Item No.14 (*personal and prejudicial*)

3. Village Issues

None

**4. Minutes of the Last Policy & General Purposes Committee Meeting
(10 April 2024)**

Resolved: The Minutes of the Policy & General Purposes Committee Meeting held on 10 April 2024 were approved as a true and correct record.

5. June Newsletter

The newsletter was due to be published on 19 June 2024. A member who was involved with Shevington Fete reported that the Fete Committee had been told that Local Life was being distributed a week later than originally planned. After a short discussion, the Clerk agreed to verify this with Local Life.

The Committee received and discussed the proposed text. A member observed that the advert for Co-opted Committee members needed to include a special invitation for residents of Shevington Moor to apply.

Resolved: The text for the June edition of the newsletter was approved. It was agreed that, because there were a large number of submissions for this edition, some items should be reduced in size or held over for the August edition.

6. Shevington Fete Stall Rota

Shevington Fete was on Saturday, 22 June. It would open at 11am and close at 4pm. The Parish Council had booked a stall indoors. At least one member – ideally two members – were needed to cover each slot. Members present agreed to cover the following slots:

11am to 1pm – Mr David Crook

12 noon to 2pm – Cllr Mike Grimes

1pm to 3pm – Cllr Helen Thompson

2pm to 4pm – Cllr Bill McKnight

The Clerk would consult other members about their availability.

7. Forest Fold Bowling Green Open Day

Shevington Village Bowling Club were hoping to have an Open Day on Saturday, 20 July to raise some funds and also to attract new bowlers. The Open Day would start at 1pm and they had applied for permission to do this.

Resolved: The Committee approved the SVBC's Open Day.

8. Dates of Annual Inspection of Property

The Committee's Annual Inspection of Parish Council Property was due to take place over three dates during the week beginning 5 August 2024. A minimum of three members were 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.

(Cllr Helen Thompson was available.)

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

(Cllr Mike Grimes was available.) This date would need to be confirmed with the CVRA.

Thursday, 8 August: Forest Fold site, Stockley & Whiteacre parks – meet at Forest Fold at 6pm.

(Cllrs Mike Grimes and Bill McKnight were available.)

Mr David Crook would be available to attend on more than one occasion.

Resolved: The above dates and attendances were agreed.

9. Grass Cutting in Central Shevington

The Shevington in Bloom co-ordinator had written to the Community Capacity officer at Wigan Council to express concerns about both the quality and lack of grass cutting in the public areas of central Shevington for which Wigan Council were responsible. There was a short discussion. The Clerk reported that, since that email had been sent, the areas of grass for which Wigan Council were responsible, had been cut. However, in many places the quality of the cutting had been poor.

Resolved: The Clerk would write to Wigan Council to express the Parish Council's disappointment with the poor quality of the grass cutting service.

It was reported that the stump of the tree in Miles Lane that had fallen during the Winter storms had still not been removed. Moreover, the grass growing around it had not been strimmed. The Clerk was asked to include concerns about this in her email.

10. Link to Care Provider on Website

The Council had received a request from the marketing manager of a commercial home care provider. The company had asked if their organisation could be advertised on the Parish Council's website. This was discussed briefly.

Resolved: The Committee agreed that, because it was a commercial organisation, it would not be advertised on the website.

11. Link to Flood Information on Website

According to the Environment Agency, over two million people in England lived and worked in properties at risk of flooding from rivers or the sea, whilst more faced flood threats from groundwater, surface water, sewers, and reservoirs. A well-known commercial concern had put together a guide to preparing for a flood and protecting property. Their representative had written to the Council to ask if a link to the guide could be included on the Parish Council's website.

This was considered.

Resolved: The Committee agreed that, because it was a commercial organisation, it would not be appropriate to include the link to the organisation's guide on the website. Instead, the Committee agreed that a link to the Environment Agency's information on flooding and ways of dealing with it should be included on the website.

*Mr Gerard Hurst, a representative of the sports clubs, joined the meeting.
Standing Orders were suspended.*

12. Double Yellow Lines at Vicarage Lane

Mr Hurst explained that, despite the efforts of the volunteer stewards, at Vicarage Lane Fields on match days at the weekend there had been one or two occasions so far this year when the situation with regard to parking outside the grounds had been difficult.

The car parking spaces on site had been increased by 50%, but there were still occasions when cars needed to park in the road. The stewards tried hard to ensure that local residents were not inconvenienced by this and local residents should have noticed improvements. However, people parking often chose to ignore the stewards' instructions.

The team (led by Mr Hurst) responsible for supervising the car parking were of the opinion that double yellow lines were needed along the adopted road. A paper, which included a diagram illustrating the proposals with regard to the introduction of yellow

lines, had been circulated to Committee members prior to the meeting and Mr Hurst explained the rationale behind the proposals. The sports clubs were seeking the Parish Council's support in this initiative.

A discussion followed. Mr Hurst stressed that the safety of all involved was paramount. It was suggested that the Wigan ward councillors should be brought on board and the possibility of a meeting between all parties involved (including Wigan Highways) being set up was explored.

Standing Orders were reinstated.

Resolved: The Committee agreed that a meeting between all parties concerned should be setup to discuss the issues and the way forward.

The Clerk was asked to write to the Wigan ward councillors in the first instance.

13. Safeguarding Policy

Although parish councillors and staff did not have unsupervised contact with children or vulnerable adults, it was necessary for the Parish Council to have a Safeguarding Policy in place. This was because the Parish Council provided facilities for children and some of its volunteers and staff might have either direct or indirect contact with children or vulnerable adults.

A personalised policy, prepared from a template intended for parish councils, had been circulated prior to the meeting and was considered. Members familiar with such policies were asked to note that it was very light compared to those in use in the education and care sectors. Parish councils were not required to have such detailed safeguarding policies, unless they were directly involved in activities where personnel had regular unsupervised contact with children and / or vulnerable adults on anything other than an occasional basis.

It was reported that the only group of volunteers currently working on parish council property who did have direct contact with children were Shevington Village Bowling Club. They and their activities were compliant with this Policy.

Resolved: The Committee recommended the Policy to the Parish Council for adoption.

The Society of Local Council Clerks provided modular online training in safeguarding as it applied to parish councils. The course cost £30.

Resolved: Members 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.

14. Planning Applications

- **A/24/97192/PIP - Permission in principle for the erection of a single residential dwellinghouse to replace an existing equestrian building - Wood Farm, Back Lane, Appley Bridge, Wigan, WN6 9LE**

At its meeting on 22 May 2024 the Council agreed to object to this application and asked that the representation should be presented to this Committee for review and approval. The representation had been circulated to members prior to the meeting and was discussed.

Resolved: The Committee approved the representation for submission to the Planning Department.

There were no new applications to bring to the Committee's attention.

15. Dates of Next Meetings

26 June (Council); Week of 5 August (Annual Inspection of Property)

There being no further business, the meeting closed at 7:40 pm.

Chairman