



POLICY & GENERAL PURPOSES COMMITTEE MEETING

WEDNESDAY 4 SEPTEMBER 2024 ~ 7:00 P.M.
THE COMMUNITY CENTRE AT VICARAGE LANE FIELDS

If you are attending, you are welcome to observe Covid-19 guidelines, if you wish.

AGENDA

1. **Apologies** – to receive apologies from Committee members.
2. **Declaration of Interests** - to receive any declarations of interest (personal and/or prejudicial) 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.
3. **Village Issues** – *for information*
To receive reports relating to the legitimate business of the Council from Committee members and Council officers (Committee members are asked to advise the Clerk in advance of any reports – including the subject matter they wish to make.)
4. **Vehicular Parking at the Junction of Forest Fold with Miles Lane**
– *for consideration* (enclosed)
There is increased occurrence of people parking vehicles at the junction of Forest Fold with Miles Lane. Residents have concerns about this and have asked if there is anything that can be done to prevent it. They have provided the photos below as an example. In the view of the residents, vehicles like ambulances, fire engines, bin wagons and those driven by delivery drivers would struggle to get past this car, not to mention the fact that residents would not be confident of getting their motorhomes through that gap.



The parking also creates a hazard for other cars being driven up and down the lane, as it obstructs drivers' visibility when turning out into or turning in from Miles Lane.

The cars that have been parking like this one are unknown to the residents of Forest Fold - they may belong to people visiting friends who live along Miles Lane. A few weekends ago another car was parked here in this way from Friday until Monday and then has not been seen again.

The Highway Code advises drivers not to stop or park opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space. This allows motorists emerging from, or turning into, the junction a clear view of the road they are joining, enabling them to see hazards such as pedestrians or cyclists. If there is concern about vehicles parking near junctions in an area, Wigan Council provides warning leaflets that can be printed off and used to target the affected area.

As the vehicles parking at this location are random ones it may be more appropriate for some kind of sign and/or double yellow lines to be introduced. As the road is owned by Wigan Council, it would be their responsibility to introduce them.

Members are invited to consider and agree the way forward.

5. Minutes of the Last Policy & General Purposes Committee Meeting (5 June 2024)

- to consider, agree and approve the signature of the previously circulated Minutes by the Chairman as a correct record of the meeting (enclosed).

6. Parish Council Websites - for agreement (enclosed)

(a) 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).

(b) Enclosed is a paper prepared by Cllr Helen Thompson, who will be joining via MS Teams.

Members are invited to discuss the content of the paper and agree the best way forward. (Co-opted Committee members may vote on this.)

7. Annual Inspection of Property – for information, discussion and recommendation (enclosed)

The report on the findings of the inspection are shown in black. Actions already taken are shown in blue. Members are invited to consider the report and make recommendations to the Parish Council and the Finance Committee on priorities and the way forward.

(Co-opted Committee members may vote on this.)

8. FFTA Matters – for discussion and agreement (enclosed)

Members are invited to receive the enclosed documents and agree the way forward with regard to the matters raised. Some matters may be decided at this meeting – others may need to be delegated for further work.

(Co-opted Committee members may vote on this.)

9. Review of Allotments Policy & Tenancy Agreement

- for discussion and agreement (enclosed)

The Allotment Policy currently in use and the 2024 Tenancy Agreement are enclosed. The FFTA Committee have asked for several amendments to be made. These are referred to in the paper accompanying Items 8 and 9. There are several other amendments to be made, as there is at times disparity between the contents of the two documents. It is suggested that the review of the two documents could be delegated to the Parish Council members of the Allotments Working Party and the drafts could be brought back either to Full Council or to the Policy & General Purposes Committee before being shared with the FFTA Committee for comment.

10. Tree Surveys – for discussion and agreement (enclosed)

The tree surveys commissioned earlier this year have been carried out and the report with recommendations and mapping are enclosed.

Members are invited to consider the recommendations and agree the best way forward.

(Co-opted Committee members may vote on this.)

11. Christmas Shop Front Award – for agreement

Members are invited to discuss holding this annual event and agree:

- Whether it will go ahead in 2024
- The identity of the judge

(Co-opted Committee members may vote on this.)

12. October Newsletter – for agreement

The newsletter is due to be published on 23 October 2024. Some suggestions for the contents are listed below:

- (a) A Few More Things That Your Parish Council Does for You
- (b) Plans for Remembrance Sunday
- (c) 2024 Christmas Shop-Front Competition
- (d) M&Y Projects at Stockley Park and Crooke Village Green
- (e) A Further Update on the Miles Lane Extra Care Project

Members are invited to suggest other possible items for inclusion and agree the contents.

(Co-opted Committee members may vote on this.)

13. Planning Applications – to consider for comment

At the time that this agenda was prepared there were no new applications to bring to the Committee's attention.

14. Dates of Next Meetings: 25 September (Council); 30 October (Council)

OPEN TO THE PUBLIC AND PRESS

K Pilkington

Clerk to the Parish Council