



Shaw & Crompton Parish Council

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NOTICE OF MEETING

There will be an **Ordinary Meeting of the Parish Council**
to be held remotely via the Zoom platform
on

Tuesday 28 July 2020

commencing at 7:30pm
when the business set out in the following agenda will be transacted

Members of the public are welcome to attend

Date: 21 July 2020

Tony Hilton
Clerk to the Council

Please ensure that your mobile phone is switched to silent
or is switched off completely during the meeting

AGENDA

- 1 To receive **apologies** for absence from the meeting.
- 2 To receive **declarations of interest** in any contract or matter to be discussed
- 3 To approve as a correct record the **Minutes** of the Ordinary Meeting of the Parish Council held on 30 June 2020 (attached). *Pages 3 - 4*
- 4 **Public Participation**
To invite and listen to matters raised by members of the public.
- 5 **Annual Return for the Year ended 31 March 2019** *Separate attachments*
 - a. To approve the Annual Governance Statement for the Annual Return.
 - b. To approve the Statement of Accounts for the Annual Return.
- 6 **Business Plan 2019 – 2023** *Pages 5 - 7*
To consider formally adopting the attached Parish Council business plan.
- 7 **Grants and Donations Policy** *Pages 8 - 12*
To consider a policy change as recommended by the Events, Promotions & Grants Committee (see Section 7 of the attached policy).
- 8 **Councillor training** *Pages 13 - 14*
To consider a programme of Councillor training (see attached example) and agree further action.

- 9 **Payments schedule** *Page 15*
To note the attached payments made for the month of July 2020.
- 10 To consider and adopt **Minutes of Committees** (attached) *Pages 16 - 28*
a) Environment Committee : 7 July 2020
b) Events, Promotions & Grants Committee : (i) 9 June and (ii) 14 July 2020
c) Planning Committee : 30 June 2020
d) Resources Committee : 7 and 16 July 2020
- 11 **Model Member Code of Conduct consultation - LGA consultation**
To consider a response to consultation on the attached proposed new model code of conduct (*see separate attachment* to these papers)
- 12 **Dates of Future Meetings**
Tuesday at 7:30pm 29 September, 27 October, 24 November,
29 December 2020: 26 January, 23 February, 30 March, 25 May 2021.

SHAW & CROMPTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council

held remotely via the Zoom platform on 30 June 2020

The meeting started at 7:30pm.

PRESENT Councillors Ali, Baker, Beeston, Flores, Gloster, Hamblett, Marbrow, Moore, Rowlinson and Sykes.
Vice-Chair of the Council, Councillor Hamblett in the chair.

There was one member of the public present – Mr Richard Outram.

20/01 Apologies for absence
Councillors Berry and Bland.

20/02 Declarations of interest
Councillor Sykes declared a personal, non-prejudicial interest in matters relating to Groundwork.

20/03 Minutes
It was **resolved** to approve the minutes of the Annual Meeting of the Parish Council on the 18 May 2020.

20/04 Public Participation

a) A written request from a resident, Ms C Chadwick, was read out by Councillor Sykes which reported a spate of anti-social behaviour, fly tipping and littering at Brushes Clough reservoir. Ms Chadwick asked that the Council take action regarding this issue. As a decision could not be taken on the matter, Ms Chadwick's request was noted and it was confirmed that the request would be considered in full at the next Environment Committee meeting on the 7 July and that the Clerk would notify Ms Chadwick of this;

b) Mr Richard Outram addressed Council on item 5 on the agenda – The United Nations Treaty on the Prohibition of Nuclear Weapons (TPNW), whereby he spoke in his capacity as an employee of the Campaign for Nuclear Disarmament (CND) and asked the Parish Council to support the TPNW and sign the template resolution document which had been circulated with the meeting papers. Council thanked Mr Outram for his representation and moved to debate the item in question, as follows:-

20/05 Resolution in regards to the United Nations Treaty on the Prohibition of Nuclear Weapons (TPNW)

Having considered Mr Outram's request along with views expressed by Councillors present, it was resolved by a majority vote to sign the treaty, which once ratified, will result in the complete prohibition of developing, testing and using nuclear weapons.

20/06 Payments schedule

Council noted the payments schedule for the month of June which had been circulated with the meeting papers.

20/07 Minutes of Committees

Council noted and adopted the minutes from the following meetings, which had been circulated with the meeting papers:-

- a) Environment Committee : 2 June 2020
- b) Events, Promotions & Grants Committee : 26 May 2020
- c) Planning Committee : 18 May 2020
- d) Resources Committee : 16 June 2020

20/08 Dates of Future Meetings

Tuesday 7:30pm 28 July, 29 September, 27 October, 24 November,
29 December 2020; 26 January, 23 February, 30 March,
25 May 2021.

The meeting closed at 8:10pm

Draft Business Plan : 2019 – 2023 v7**1. Background**

1.1 Further to the initial draft of an outline business plan being first presented to Council on the 11 November 2019, the draft has subsequently been reviewed and updated at the following meetings:-

Environment Committee – 19 November and 10 December 2019;

Council – 9 December 2019 and 6 January 2020;

Resources Committee – 17 December 2019;

Events, Promotions & Grants Committee – 14 January 2020.

1.2 The attached report is therefore the latest version, which from both full Council's and Committees' points of view, should be able to guide considerations in relation to agreeing priorities for the new financial year 1 April 2020 - 31 March 2021, where the budget setting process has been delegated in the first instance to the Resources Committee (28 January 2020) and the 2020/21 budget is due to be formally approved by Council at its meeting on the 10 February 2020.

2. Business Plan - Thematic Priorities

2.1 The following themes are derived from the Council's 'Vision' and provide the context within which actions are to be agreed.

Priority – Caring for the Environment and Protecting our Community		
Action	Lead Body	Timescale
1. To support and contribute to initiatives which ensure that Shaw and Crompton moves towards a more ecologically friendly status by - Implementing Sustainability Standards across Shaw and Crompton in relation to - Green Office (reducing carbon footprint); Free water; Single use plastic fast food outlets.	Environment Committee	Throughout the lifetime of the plan
2. To support the development and improvement of green corridors, walkways and footpaths to link different parts of the town to parks and green spaces	Environment Committee	Throughout the lifetime of the plan
3. To work with partners to improve the town centre offer and look	Council	Throughout the lifetime of the plan
4. Continue to represent residents by commenting on planning applications	Planning Committee	Throughout the lifetime of the plan

5. Increase the infrastructure for electric car charging points	Environment Committee	TBA
6. Promote and campaign for - increased use of renewable energy - conservation of biodiversity in particular bee habitats - better environmental/air quality - reduction of greenhouse gases/climate change - more allotments/other places where food can be grown	Environment Committee	TBA
7. To engage local business to support the above initiatives	Council ?	TBA

Priority – Community Engagement and Support		
Action	Lead Body	Timescale
1. Adopt a Community Engagement Policy	Council	By March 2020
2. Increase volunteering opportunities throughout the town	Events, Promotions & Grants Committee	Throughout the lifetime of the plan
3. Develop a programme of initiatives targeting all neighbourhoods and age groups	Events, Promotions & Grants Committee	Throughout the lifetime of the plan
4. Develop a Communication Strategy to keep residents informed about the work of the Council to include social media, website and print media.	Events, Promotions & Grants Committee	By March 2021
5. To enhance the annual Family Fun Weekend/Vehicle Rally and improve the offer and attendance each year	Events, Promotions & Grants Committee	Throughout the lifetime of the plan
6. To establish and maintain other festivals and events throughout the town which reflect the demands of residents	Events, Promotions & Grants Committee	Throughout the lifetime of the plan
7. To adopt a grant award and donation policy	Events, Promotions & Grants Committee	December 2019
8. To support and grow local businesses and encourage the local business network	Events, Promotions & Grants Committee	Throughout the lifetime of the plan

Priority – A Value for Money and Efficient Council		
Action	Lead Body	Timescale
1. To develop an investment strategy which will ensure that Council resources are maximised as much as possible with as little risk as possible.	Resources Committee	By March 2020
2. Seek to increase income	Resources Committee	Throughout the lifetime of the plan
3. To seek better use of Parish Council assets, such as the Parish Council building	Resources Committee	Throughout the lifetime of the plan

Priority – Health & Wellbeing		
Action	Lead Body	Timescale
1. To actively lobby for new and improved local medical facilities	Council	Throughout the lifetime of the plan
2. To promote health awareness campaigns – youth, mental health, age concern, isolation and loneliness.	Council	Throughout the lifetime of the plan
3. To promote ‘Social Prescribing’	Council?	TBA
4. The protection and better use of green spaces for local residents	Environment	Throughout the lifetime of the plan
5. To support the Citizen’s Advice Bureau	Council	Throughout the lifetime of the plan
6. To support the AV Davies Trust	Council	Throughout the lifetime of the plan

3. Financial implications

3.1 Each year, Committees recommend budgets for approval by Council to support actions adopted in the business plan. Therefore, it is beneficial for Committees to consider the medium term financial implications throughout the life of the plan when setting budgets.

4. Recommendations

4.1 It is recommended that Council

- a) formally adopt the plan
- b) publish the plan on the website
- c) review the plan on an annual basis.

Grants and Donations Policy

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Document Control

Title	Grants & Donations Policy
Author	Tony Hilton
Owner	Shaw & Crompton Parish Council
Subject	Grants and donations made to qualifying organisations
Review date	December 2020

Version	Description	Date	Revised By
1.0	Draft policy to Events, Promotions & Grants Sub-Committee meeting	22 nd October 2019	The Clerk
2.0	Revised draft policy to full Council for ratification	9th December 2019	

Section 1

POLICY STATEMENT

This document sets out the Parish Council's policy and procedure for the awarding of grants and donations.

The Parish Council's aim is to ensure that all our award-making activity is:

- open
- transparent
- fair
- competitive
- supports local organisations

Our yearly budgeting process is completed in December and offers for the following financial year cannot be made until Council approves the budget estimates. Our awards are open to established voluntary or community groups, as well as new or informal local groups who are or intend by the date of application to become formally constituted.

Section 2

PARISH COUNCIL POWERS and SECTION 137

A parish council has a number of powers granted under various Acts of Parliament which enable it to spend money.

In addition, if a council lacks a particular power, it may consider the use of the statutory power of Section 137 of the Local Government Act 1972, which permits it to spend *up to a certain limit* on anything which in the opinion of the council is in the interests of the parish, or any part of it, or is in the interest or all or some of its inhabitants.

The Parish Council has no obligation to spend all or any of the money available under S.137. This money is not 'gifted' to the parish council; it forms part of the precept which the parish council makes on the principal authority. The cost of any grants or donations is therefore reflected in residents' council tax bills.

Section 3

WHO IS ELIGIBLE TO APPLY?

To be eligible for the award of a grant under Section 137 an organisation must:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes
- have a constitution, or set of rules, which define its aims, objectives and operational procedures
- be able to provide a copy of its latest annual accounts and/or most recent bank statement. Accounts are to be checked and signed by a person independent of the group
- have a bank account operated by a minimum of at least two joint signatories

Section 4

WHAT IS ELIGIBLE FOR FUNDING?

- the project should be something that makes the local community a better place in which to live, work or visit
- it should benefit people who live in the parish
- there must be clear evidence that local people support the project and are involved in carrying it out
- applications do not have to be from groups that already exist.
- each group may only make one application per financial year
- applications will be considered for day-to-day running costs and individual projects

Section 5

WHAT IS NOT ELIGIBLE FOR FUNDING?

- support for individuals or private business projects
- projects that are the prime statutory responsibility of other government bodies
- projects that improve or benefit privately owned land or property
- projects that have already been completed or will have been by the time the grant is made
- political activities

Section 6

CONDITIONS OF SUPPORT

The Council may make the award of any grant or donation subject to all or some of the following conditions. Required conditions will be at the discretion of the Council and take into account your organisation's individual circumstances.

- In order to fully understand your project or activity, Parish Councillors may wish to visit your project or activity, prior to the project or activity commencing. They may also wish to conduct a site visit once your funded project is underway.
- As a minimum, you will write to confirm receipt of the grant/donation for audit purposes.
- Funding must only be used for the purpose agreed with the Parish Council and if the monies are not spent on the items agreed, they must be returned.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- If your project costs are more than you anticipated on your application, any shortfall must be met by you – the Parish Council will not be in a position to make up any shortfall.
- The need to provide evidence of expenditure (receipted invoices) to the Clerk to the Council on completion of your project will be discretionary – based on the amount given and the purposes given. (If required, this evidence of expenditure

should be equal to, or more than, the total of the amount of the grant detailed on your application.)

- Any unused funds at the end of the financial year in which the grant is paid out must be returned to the Parish Council.
- You must acknowledge the Parish Council's support in all publications, publicity and annual reports.
- You should show the funding awarded separately in your published financial accounts and the Parish Council should have access to your financial records, on request, where appropriate.
- A representative of your organisation should give a report to the Parish Council on how you spent the money and if appropriate how your project went.

Section 7

WHEN TO APPLY

The Parish Council operates a **small grants scheme**, where an award can be up to a maximum of ~~£250~~ £500. However, in exceptional circumstances and at the Council's discretion of the Events, Promotions & Grants Committee, this amount may be exceeded.

All applications are considered at the Events, Promotions and Grants Committee meetings which take place approximately 8 times throughout the financial year (April – March). Meeting dates are published and applications for a grant must be received by the Clerk at least one week before the meeting.

In relation to **donations**, organisations should write/apply to the Parish Council by the end of November in time to be considered for inclusion in budget estimates for the following year at the Council's discretion. Therefore, any award granted by the Events, Promotions and Grants Committee would become available for payment after April the following year.

This is a competitive process against other bids. The quality of each bid is important and must comply with the eligibility criteria detailed in Sections 3 and 4 of this policy.

All groups will be treated equally. If an organisation has had a grant previously, they are not guaranteed to receive financial support again but are not excluded from applying again. A fresh application will be required each time.

Whilst ad-hoc requests can be made at any time, there is no guarantee that any funds will remain available.

Section 8

HOW TO APPLY

For an application form, please contact the Clerk via

- the postal address of **Shaw & Crompton Parish Council, 1 Kershaw Street East, Shaw, Oldham OL2 8AB**
- email clerk.shawcrompc@btconnect.com

- telephone **01706 847590**

Section 9

HOW WILL DECISIONS BE MADE?

All decisions will be made by the Parish Council's Events, Promotions and Grants Committee whose decision is final and there is no right of appeal. Unfortunately, we may not be able to fund all projects as there may be more applications than there is money available, however all applications will be considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

This policy was agreed and adopted by Shaw & Crompton Parish Council at its meeting on

Date 19 December 2019

Signed

Councillor Joseph Beeston

Chairman, Shaw & Crompton Parish Council

Extract from email exchange with David McGrath, Managing Director of training company Link Support Service (UK) Ltd:-

Good afternoon Tony

Thank you very much for your email and for letting me know of Cllr Gloster's very kind comments

My company (Link Support Services) has provided training courses for councillors for 26 years now including Parish, Borough, City, County etc. members. I am a former councillor (Birmingham) but in earlier days used to live in Royton!

Currently all of our courses are delivered online via the clients preferred platform (I note that you use Zoom which accounts for 50% of our courses)

The course that Cllr Gloster attended was called **'Chairing Skills for councillors'**. It is 1.5 hours and looks at how to chair meetings in a virtual, hybrid or traditional setting. The session is aimed at Committee Chairs, Vice Chairs and also aspiring Chairs. It is equally relevant to new or experienced Chairs

The training programme includes:

- (i) A short briefing on the practical application of the new Regulations for Chairs managing meetings in a virtual or hybrid environment;
- (ii) Manage the 4 Demons of online meetings;
- (ii) Prepare to Chair. Key 'Preparation strategies';
- (iii) Use of voice, body language and impact in a virtual meetings;
- (iv) Flying start: navigating the early part of the meeting effectively;
- (v) Managing business and debate includes motions, amendments, votes and recommendations.

This is a bespoke course and will refer to your constitution and any virtual meetings protocol that you have published

We provide special discounts for our work with Parish Councils and charge **£875 + VAT** for this session (to include design, delivery and admin). This session is normally charged at between £1275 + VAT to £1575 + VAT depending on the level of preparation work required

We are taking bookings daily but am currently available on the 5th or 6th of August 2020 at a time to suit your members. Should this date/ time not be acceptable, please send other dates and I will be pleased to review my diary

Once again many thanks for your email and I look forward to the opportunity to work with you

Kind Regards

David McGrath BA (Hons) Chartered Fellow IPD

Managing Director
Link Support Services (UK) Ltd

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'26th year training and coaching elected members and officers. ADSO conference sponsor 2014-2019. NACO approved training partner. Link supports over 150 Councils, Police and Crime Panels, Fire and Rescue Authorities and Combined Authorities with their member and officer training requirements'

Link Support Services (UK) Ltd also offer a large range of short courses built specifically for councillors and delivered by expert trainers at your Council offices. These include:-

- Training for **PLANNING COMMITTEE** members
- **CASEWORK and ADVOCACY** skills
- **PRACTICAL EQUALITIES**
- **COMMITTEE SKILLS** to make a difference
- **SCRUTINY** skills
- Coaching for new **MAYORS and CHAIRS** of Council
- **SOCIAL MEDIA** (safe and confident use)
- **PUBLIC SPEAKING** skills
- **LOCAL GOVERNMENT FINANCE** made easier
- **MANAGING CHALLENGING PEOPLE and DIFFICULT SITUATIONS**
- **BUDGET SCRUTINY**
- **CODE OF CONDUCT** training for councillors
- **ENFORCEMENT** issues in the ward - powers and options

- **COACHING FOR LEADERS and CABINET MEMBERS**
- **EFFECTIVE OPPOSITION**
- **SPEED READING**
- Select '**COURSES FOR COUNCILLORS**' for more details

Payments schedule – July 2020

Item 9

Monthly Financial Statement					
Accounts for payment - July 2020	Amount	Annual	Actual	Remaining	Payment
	to pay	Budget	to date	Budget	Method
Committee/Cost Centre					
Resources Committee	£	£	£	£	
Salaries					
A. Hilton (July 2020 salary)	1,540.13		5,455.53		BACS
HMRC - (July Tax/NI contributions)	428.32		1,284.96		BACS
NEST - (July pension contributions)	95.27		285.81		DD
sub-total	2,063.72	27,300.00	7,026.30	20,273.70	
Premises - Utilities					
Southern Electric	118.60				DD
sub-total	118.60	550.00	0.00	550.00	
Premises - General					
O2/Telefonica (iPhone 7)	19.02				CARD
Vodafone (Samsung A20e)	21.99				CARD
sub-total	278.21	100.00	0.00	100.00	
Cost Centre total	2,460.53	27,950.00	7,026.30	20,923.70	
Committee/Cost Centre					
Central Administration					
Licences					
Microsoft (Office 365 Business monthly licence fee)	11.28		28.20		CARD
Zoom Pro Package (monthly licence fee)	14.39		35.97		CARD
sub-total	25.67	360.00	64.17	295.83	
British Telecom (broadband/telephone) June/July	108.46	820.00	135.25	684.75	DD
Canon (MFD lease charges)	234.71	920.00	63.20	856.80	BACS
Quadiant (franking machine lease charge)	144.85	640.00	0.00	640.00	DD
sub-total	343.17	2,740.00	262.62	2,477.38	
Cost Centre total	368.84	2,740.00	326.79	2,477.38	
TOTAL for July 2020	2,829.37	30,690.00	7,353.09	23,401.08	
Notes					
DD = Direct Debit payment	Amounts to pay include VAT				
BACS = Bankers' Automated Clearing Services = online	Annual budget amounts are net of VAT				
CARD = Debit card payment	Actual to date figures are net of VAT - the Parish Council				
EMR = Earmarked Reserves	recovers all VAT incurred				
GR = General Reserves					

SHAW & CROMPTON PARISH COUNCIL

Environment Committee

Minutes of a remote meeting held on Tuesday 7 July 2020
via the Zoom platform.

Present: Councillors Beeston, Flores, Gloster and Moore.

Councillor Moore in the Chair.

Also in attendance – the Clerk and 4 members of the public –
Ms Charlotte Chadwick, Ms Marian Herod, Mr Peter Kenworthy and
Mr Peter Jones.

The meeting started at 7:05pm

Councillor Moore welcomed everybody to the meeting and read a statement which explained the new statutory and regulatory basis for remote meetings and outlined the protocols in the event that an online connection is lost and attendees become disconnected from the meeting.

All Councillors present introduced themselves to the members of public.

1 Apologies for absence: Councillors Berry and Sykes; Mr Martin Riley.

2 Declarations of Interest: None received

3 Minutes of the previous meeting

The amended minutes of the meeting held on the 2 June 2020 were confirmed as a correct record.

4 Public Participation

Three members of the public present had made it known that they wished to address the Committee on item 5 on the agenda 'Brushes Clough reservoir'.

5 Brushes Clough reservoir

Charlotte Chadwick, Marian Herod and Peter Kenworthy all spoke about their concerns regarding recent anti-social behaviour at Brushes Clough reservoir which had resulted in a mass of litter and debris at the site. Peter Kenworthy and others had been personally involved in voluntarily bagging up all the refuse for collection by OMBC.

Marian Herod explained that since the incident, there had been positive discussions with OMBC and the Police in relation to future actions which may alleviate the problem but that there would be more information on this in due course.

Other site related issues were also raised in relation to tipping at Crompton Moor and missing waymarkers on nearby footpaths (which was further discussed at item 9 'Footpaths and footpath maintenance and Crompton Circuit').

Having considered representations from the public and other matters raised, it was **resolved** that:-

- a) Brushes Clough and
- b) Land management of Crompton Moor appear as standing agenda items until further notice;
- c) Marian Herod provides regular reports to this Committee in relation to Crompton Moor;
- d) The Parish Council work in partnership with the Friends of Crompton Moor (FoCM) and Groundwork to install posts/waymarkers along the Crompton Circuit whereby Groundwork supply the waymarker discs and the FoCM carry out the installation work and progress is reported back to the Committee;
- e) the position in relation to the standardisation of waymarkers be reviewed at the next meeting;
- f) to consider at the next meeting website content relating to (i) displaying the images of the recent litter at Brushes Clough and (ii) further narrative which delivers a broader message in relation to the detrimental impact which littering causes environmentally, socially and financially and how this complements similar messages or initiatives being delivered by OMBC.

6 Sustainability Standards implementation

Councillor Gloster reported that due to the recent and ongoing lockdown situation, she had been unable to progress individual matters relating to this item on which she has taken the lead but believed that once the Clerk (currently working from home) is back in the workplace on a full time basis, then matters can start to be taken forward more effectively in particular in relation to the completing of a questionnaire as part of the 'Green Office' initiative.

It was agreed that the Parish Council will produce a resource pack of sustainable business consumables including procurement outlets for such items and associated (indicative) costs - this to be initially structured and designed for local fast food outlets whereby the resource pack can be downloaded from the Parish Council website by such businesses to support their emerging business plans. It was **agreed** that Councillor Flores compiles a draft resource pack for fast food outlets and brings to the next meeting for further consideration.

7 Floral display service

Committee considered a proposal previously suggested by Councillor Sykes for the Parish Council to expand its current floral display (barrier planters). Included in the meeting papers were the costs of this service in 2019 and the Clerk explained that if the Parish Council approved a similar volume of new planting that this would be covered in the current budgetary provision for this financial year. It was **agreed** that Councillors Gloster and Sykes identify potential sites for new floral displays and report back to this Committee.

8 Financial report for the period 1 April – 30 June 2020

The Clerk explained the report which had been circulated with the meeting papers in that (i) no expenditure had yet been incurred (ii) additional commitments had been highlighted (as approved at the previous meeting) and that there were potentially other commitments as referenced in the Groundwork report at item 10.

The Clerk also brought to Committee's attention the fact that he had received an invoice in respect of the VE Day commemorative bench which required full payment in advance. Having considered the position, Committee **agreed** the following:-

(i) to seek advice from Councillor Bland in her capacity as Vice Chair of the Resources Committee with oversight for financial regulations and protocols;

(ii) that if the supplier was amenable to accepting a deposit instead of a full advanced payment, then this would be acceptable on the basis that it did not exceed £500 and by so doing would comply with the appropriate delegation within the Financial Regulations and

(iii) that the Clerk keep Committee apprised of the situation.

9 Footpaths and footpath maintenance and the Crompton Circuit report – Martin Riley

Committee noted the report from Martin Riley which had been circulated with the meeting papers.

Following representations from Peter Kenworthy and Charlotte Chadwick regarding obstructions on a number of footpaths, fingerposts pointing in the wrong direction and missing waymarkers, Committee **agreed** to

(i) formally write on behalf of the Environment Committee to Jean Greer to enquire as to why the obstruction on Footpath 153 (Strinesdale) has not been cleared despite the matter having been reported directly to OMBC some 18 months ago by Peter Kenworthy and

(ii) compile a list of as many local footpath related issues that are known following which Councillor Gloster will present to the relevant Service Director at OMBC for response.

10 Groundwork report – Adam Holt

Having considered the report which had been circulated with the meeting papers, Committee **agreed**

(i) *in principle* to commit expenditure of £7,148 (all of the proposed works in the report) subject to Resources Committee agreeing to earmark or vire £3,000 from other Committee underspends to the Environment budget

(ii) to ask Adam Holt to identify a suitable location and tree species to plant in lieu of the fallen tree at the Millennium Gardens and report back

(ii) to include 'Moss Hey Street' on the next agenda where Councillor Gloster will provide an update on the issues raised in relation to the flooding problems.

11 National Tree Charter programme - Clerk's report

Committee considered the Clerk's report which had been circulated with the meeting papers and **agreed** that the Clerk convenes a meeting of the Working Group comprising in the first instance Councillors Beeston, Flores, Moore, Sykes and the Clerk with the view that other interested parties are also approached to be part of the Group.

12 Dates of future Meetings

Tuesday 7:00pm: 1 September, 6 October, 3 November, 1 December 2020; 12 January, 2 February, 2 March, 4 May 2021.

The Chair thanked everybody for their attendance and contributions and closed the meeting at 9:30pm.

SHAW & CROMPTON PARISH COUNCIL

Events, Promotions & Grants Committee

Minutes of the remote meeting held on the 9 June 2020
via the Zoom platform

Present: Councillors Beeston, Berry, Hamblett and Rowlinson.
Councillor Beeston in the Chair.

The meeting started at 7:15pm

1. **Apologies for absence:** Councillors Baker and Bland.
2. **Declarations of Interest:** Councillor Hamblett declared a personal, non-prejudicial interest in matters relating to the Friends of Dunwood Park and the Shaw and Crompton Events Group.
3. **Minutes :** The minutes of the meeting held on the 26 May 2020 were approved as a correct record.
4. **Public Participation:** As there were no members of the public present, the meeting continued to the next item without the need for an adjournment.
5. **Grant applications:** Although there were no grant applications for consideration at the meeting, Councillor Hamblett proposed that the Parish Council's grant scheme might in the future
 - (i) operate without a grant limit and
 - (ii) allow/encourage local businesses to apply (i.e. for shop frontages/other material improvements).

It was agreed to defer further consideration of these proposals to the next meeting.

6. Events in 2020/21 and 2021/22

6.1 Parish Council

a) Lancashire Day – 27 November 2020

Lead Member - Councillor Beeston

It was agreed to defer this item to the next meeting whilst we await further updates regarding COVID 19 and the staging of public events;

b) Christmas Charity Market 2020 – date to be confirmed

Lead member – Councillor Hamblett

It was agreed to defer this item to the next meeting whilst we await further updates regarding COVID 19 and the staging of public events;

c) **Other community events**

(i) **Shaw and Crompton Carnival 2021 – date to be confirmed**

Lead Member - Councillor Beeston

It was agreed to defer this item to the next meeting whilst we await further updates regarding COVID 19 and the staging of public events;

(ii) **Community Bike Ride 2021 – date to be confirmed**

Lead member – Councillor Hamblett

It was agreed to defer this item to the next meeting whilst we await further updates regarding COVID 19 and the staging of public events;

(iii) **Shaw and Crompton Events Group – Christmas lights switch on (Market Street) 2020 and Friends of Dunwood Park Christmas events 2020**

It was agreed to

- defer these items to the next meeting whilst we await further updates regarding COVID 19 and the staging of public events and
- invite Sue Banks (Shaw and Crompton Events Group) and Pauline Holt (Friends of Dunwood Park) to the next meeting on the 14 July 2020.

6.2 Chairman

There are no events planned due to the coronavirus but it was agreed in the meantime that Councillor Beeston contact John Tweedie at Playhouse 2 with the view to securing a date for 'The Night of the Proms' Chairman's charity event before May 2021. The Chairman reported that he is hoping to raise funds this year for the following charities:-

Sight Support, Diabetes UK and Dr Kershaw's Hospice.

7. **Dates of Future Meetings**

Tuesday at 7:00pm on 14 July, 8 September, 10 November 2020;
19 January, 9 March 2021.

SHAW & CROMPTON PARISH COUNCIL

Events, Promotions & Grants Committee

Minutes of the remote meeting held on the 14 July 2020
via the Zoom platform

Present: Councillors Beeston, Berry and Hamblett.
Councillor Beeston in the Chair.
Also in attendance : 1 member of the public - Pauline Holt (Friends of Dunwood Park)

The meeting started at 7:15pm

1. **Apologies for absence:** Councillors Ali and Baker; Sue Banks (Shaw and Crompton Events Group)
2. **Declarations of Interest:** Councillor Hamblett declared a personal, non-prejudicial interest in matters relating to the Friends of Dunwood Park.
3. **Minutes :** The minutes of the meeting held on the 9 June 2020 were approved as a correct record.
4. **Public Participation:** Although there was a member of the public present, they did not wish to speak on any items on the agenda other than item 6iii. Therefore, the meeting proceeded to the next item without the need for an adjournment.
5. **Grants and Donations**
 - (a) Committee noted that there were no grant applications for consideration;
 - (b) Committee agreed to recommend a Grants policy change to the Council meeting of the 28 July whereby the maximum grant award this financial year be increased from £250 to £500 at the discretion of the Committee (section 7 of the policy).
6. **Events in 2020/21 and 2021/22**
 - 6.1 Parish Council
 - a) **Lancashire Day – 27 November 2020**
Lead Member - Councillor Beeston
It was agreed to defer further consideration of this item to the next meeting whilst we await further updates regarding COVID 19 and the staging of public events;
 - b) **Christmas Charity Market 2020 – date to be confirmed**
Lead member – Councillor Hamblett
It was agreed to defer further consideration of this item to the next meeting whilst we await further updates regarding COVID 19 and the staging of public events;

c) **Other community events**

(i) **Shaw and Crompton Carnival 2021 – date to be confirmed**

Lead Member - Councillor Beeston

It was agreed to defer further consideration of this item to the next meeting whilst we await further updates regarding COVID 19 and the staging of public events;

(ii) **Community Bike Ride 2021 – date to be confirmed**

Lead member – Councillor Hamblett

It was agreed to defer further consideration of this item to the next meeting whilst we await further updates regarding COVID 19 and the staging of public events;

(iii) **Friends of Dunwood Park Christmas events 2020**

Pauline Holt (member of the Friends of Dunwood Park) addressed Committee on the subject of a Christmas 2020 event organised by the Friends Group, provisionally in the diary for the 6 December involving OPAG, a band, lantern making, a lantern procession from the park to Wren's Nest Christmas tree for the lights switch on. However, all this is subject to a review in October by OMBC in relation to permitting spectator events/public gatherings on Oldham Borough Council land.

Pauline Holt thanked Committee for its offer of continued support for any events the Friends Group proposes in the future.

6.2 Chairman – Councillor Berry

(a) Councillor Berry notified Committee that there are currently no Chairman's charity fundraising events planned due to the coronavirus; and

(b) Councillor Beeston reported that with regards to 'The Night of the Proms' Chairman's charity event at Playhouse 2, the theatre does not appear to have any availability to accommodate the event until March 2021.

Both Councillors Beeston and Hamblett offered their support and assistance to Councillor Berry in the planning and delivery of the Chairman's charity fundraising events throughout the term of Councillor Berry in office as Parish Council Chairman.

7. **Business Plan 2019 - 23**

Having reviewed the business plan, Committee agreed to endorse the plan in particular its content and actions attributable to this Committee and recommend that full Council adopt the plan at its upcoming meeting on the 28 July.

8. **Town Crier**

Committee agreed to defer this item to the next meeting on the 8 September 2020.

9. **Dates of Future Meetings**

Tuesday at 7:00pm on 8 September, 10 November 2020;
19 January, 9 March 2021.

The Chair thanked everyone for their attendance
and closed the meeting at 8:20pm

SHAW & CROMPTON PARISH COUNCIL

Minutes of the Planning Committee
held remotely via the Zoom platform on 30 June 2020

The meeting started at 7:05pm

PRESENT: Councillors Ali, Baker, Beeston, Flores, Marbrow, Moore and Rowlinson and the Clerk. Councillor Hamblett attended as a non-Committee member.

Councillor Flores in the Chair.

20/21 Apologies for absence Councillors Berry and Bland.

20/22 Declarations of interest None received

20/23 Minutes of the previous meeting

It was **RESOLVED** to approve the minutes of the Planning Committee meeting held on the 18 May 2020, copies of which had been circulated to all Committee members.

20/24 Public Participation

As there was no representation from members of the public present, the meeting continued to the next item without need for an adjournment.

20/25 Planning applications

Consideration was given to the following applications for planning permission, which had been received from Oldham MBC. It was **RESOLVED** that the Council's recommendation be:-

<u>Ref No</u>	<u>Application, Location and Proposal</u>
HH/344878/20	Mr Kareem; 21 Otmoor Way, Royton, OL2 6SD; Two storey rear extension and single storey front extension.

Recommendation – Approval

HH/344911/20	Mr Hakim; 1 Egerton Place, Shaw, OL2 7BG; Proposed first floor side extension
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Recommendation – Approval

HH/344964/20	Mr Cutler; 1 Greenhill Avenue, Shaw OL2 7NZ; Single storey rear extension
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Recommendation – Approval

TL/344839/20 Mobile Broadband Network Limited (MBNL),
EE Ltd and Hutchison 3G UK Ltd;
Land at Duke Street, Refuge Street, Shaw, Oldham
OL2 2RH;
Installation of 2 no dishes and 12 no antenna apertures
(mean height 29.7m), relocation of 4 no dishes,
together with meter cabinet at ground level and
ancillary development, following part removal of
existing equipment.

Recommendation – Refusal on the grounds of
insufficient detail/reports/statements in relation to the
environmental impact and the aesthetics of the
proposal.

**The meeting was adjourned at 7:30pm to allow the
meeting of full Council to take place.**

**The Planning Committee meeting resumed at
8:10pm**

20/26 Training requirements

Following consideration of a range of planning-related matters (standards, examples and protocols), it was **agreed** that the Clerk requests a good quality and complex planning application from OMBC for Committee to review in order to better understand the content and considerations made by Planning Officers when determining an application.

20/27 Clerk's report

The summary of OMBC decisions was noted by Committee.

20/28 Dates of Future Meetings

Tuesday 7:00pm - 28 July, 25 August, 29 September, 27 October,
24 November, 29 December 2020; 26 January,
23 February, 30 March, 27 April, 25 May 2021.

The meeting closed at 8:30pm

**SHAW & CROMPTON PARISH COUNCIL
Resources Committee**

Minutes of the meeting held
remotely via the Zoom platform on the
7 and 16 July 2020

The meeting on the 7 July commenced at 6:30pm and was adjourned at 7:00pm and was subsequently reconvened at 7:00pm on the 16 July 2020.

Present: 7 July - Councillors Bland, Gloster and Moore and the Clerk.
Councillor Bland in the Chair;
16 July – Councillors Bland, Gloster, Hamblett and Moore and
the Clerk.

- 1 **Apologies for absence:** Councillors Ali and Sykes (both meetings).
- 2 **Declarations of Interest:** None received.
- 3 **Minutes:** Draft minutes of the Resources Committee meeting held on the 16 June 2020 were approved as a correct record.
- 4 **Public Participation**
As there were no members of the public present (7 July), the meeting continued to the next item on the agenda without the need for an adjournment.
- 5 **Parish Council premises – Risk Assessment**
It was agreed at the 7 July meeting that Councillor Bland and the Clerk undertake a risk assessment on the 10 July and report back to Committee with findings and recommendations.

At the 16 July meeting, Committee agreed to adopt the following recommendations, that:-

- a) The Clerk would return to the premises once sanitisers, coronavirus sprays, cloths/blue towel rolls had been purchased – Councillor Bland to procure from a local supplier;
- b) Disposable masks will also be purchased;
- c) Mock ‘hybrid’ meetings to be tested using the available technology to facilitate both in-person and remote attendance;
- d) To comply with social distancing requirements, no more than 11 individuals are allowed to be in attendance in person in the meeting room and the layout of the room (orientation and positioning of tables and chairs) is appropriate;
- e) A ‘one way’ system of entry and exit comes into operation whereby councillors attending a meeting in person, are assigned a specific chair to be used at all times.

This is particularly important for **full Council** meetings where the current maximum numbers that could attend in person is 13 (12 councillors + the Clerk).

Where councillors are seated alongside the wall to the Clerk's office, they will enter and exit the premises via the front entrance/foyer and enter the meeting room through the main double doors. Those councillors who are seated along the kitchen side wall, will enter the building via the main entrance/foyer but proceed into the meeting room via the corridor and door located nearest the toilets. The Chair of the meeting to enter the meeting room via the Clerk's office. Everybody to leave the building the same way that they entered.

f) Any premises-related work that needs to be carried out (decorating, CCTV/intruder alarm servicing etc.) only takes place once the measures referred to at point (a) are in place.

6 Internal Audit arrangements

Councillor Bland updated Committee with regards to the 2019/20 year-end accounts and in particular the internal audit service and it was agreed that:-

a) Councillor Bland and the Clerk finalise the accounts in an 'Income and Expenditure' format;

b) the 2019/20 Annual Governance and Accountability Return (AGAR) be signed off at the 28 July Council meeting and sent to the External Auditor (PKF Littlejohn) with an accompanying letter that (i) explains why there isn't an Internal Audit report in respect of the 2019/20 accounts and (ii) what mitigation is proposed by the Parish Council in relation to internal audit and how we will proceed to undertake an internal audit in due course.

7 Dates of Future Meetings

Tuesday 7:00pm - 15 September, 17 November 2020; 26 January*, 16 March 2021.

*As the meeting scheduled for the 26 January 2021 clashed with another meeting, it was agreed to rearrange this to take place on Wednesday the 13 January 2021 at 7:00pm

The Chair thanked everyone for their attendance
and closed the meeting at 8:20pm