

Shevington Parish Council

Clerk & RFO to the Council – Mr M Potts

Tel: 07397805227

clerk@shevingtonpc@gov.uk



Minutes

Annual Meeting of the Full Council

Held on Wednesday 21st May 2025 at 19:00

Venue: Shevington ARLFC Function Room, Vicarage Lane, Shevington, WN6 8HP

Present:

Chairman: Cllr William McKnight

Cllrs: M Grimes, C Horridge, T Bridge, J Brown, J Diggle, H Thompson, J Whiteley

Officers: Mr Michael Potts (Clerk & RFO)

Apologies: Cllr Mike Crosby

Members of the Public: 3 Present.

Part One

Meeting Opening by the Clerk who invited Nominations for the position of Chair of Shevington Parish Council.

25-365. Election of Chairman

It was proposed and seconded that Cllr William McKnight be re-elected Chairman for the civic year 2025/26.

Resolved: All in favour. Cllr McKnight duly elected.

25-366. Election of Vice Chairman

It was proposed and seconded that Cllr Jess Diggle be elected Vice Chairman.

Resolved: All in favour.

25-367. Apologies for Absence

Apologies received from Cllr Mike Crosby and accepted.

25-368. Declarations of Interest

None declared.

25-369. Minutes of Previous Meeting

Minutes of the meeting held on 30th April 2025 were approved, subject to a revised version.

Resolved: Approved. Chairman signed the revised copy.

25-370. Standing Committees

It was agreed to change the current structure of committees, with Policy & General Purposes folding into the full council meeting, and the Finance Committee continuing, with all councillors remaining members. Committee business will continue to be dealt with as part of Full Council where appropriate.

Resolved: All in favour.

25-371. Appointments to Outside Bodies

Appointments were confirmed as follows:

- Shevington & District Community Association: Cllr John Whiteley
- Shevington Youth Club: Cllr John Whiteley
- Shevington Fete: Cllr Diggle to continue role.

25-372. Review of Standing Orders

Clerk delegated to align Standing Orders with NALC model, including updated guidance on conduct, procurement, and committee structure.

Resolved: Delegated to Clerk – to return to Council for review.

25-373. Review of Financial Regulations

Clerk delegated to review and update Financial Regulations in line with NALC March 2025 model, incorporating risk assessments and Terms of Reference.

Resolved: Delegated to Clerk – to return to Council for approval.

25-374. Finance

- Lease charges and Service Level Agreement for litter bins discussed (approx. £30,000).
- Drainage contractor advised other work booked in so will be later in the summer before work can commence, Clerk and Mike Grimes to continue with financing. Project total approximately £141,000.
Resolved: Noted.
- **Payments** - Payments for the last 12 months were presented to Cllrs along with the latest bank statement.
Resolved: Approved.
- **Budget** – Cllr Grimes gave a run down of the budget position for the post rollover from 24/25 and any adjustments to be made and the budget for the year ahead.
Resolved: Approved.

25-375. Appointment of Internal Auditor

Continuation of existing internal auditor approved for the 2024/25 financial year.

Resolved: Approved.

25-376. Insurance 2025/26

Council approved the renewal of the Parish Council's insurance policy under the existing 5-year agreement.

Resolved: Approved.

25-377. Banking Signatories

Council approved the addition of the Clerk as a bank signatory. No other changes required at this stage.

Resolved: Approved. Clerk to progress with bank.

25-378. Chairman's Report

The Chairman gave a verbal report and highlighted ongoing allotment issues.

Action: Clerk to write formally to Forest Fold Tenants Association.

25-379. Clerk's Report

The Clerk provided a brief update covering ongoing admin tasks and issues raised by residents. Key points included:

- Bank signatory updates are in progress.
- Scribe accounting system now live and easing workload.
- Audit preparations underway with internal auditor support.
- Issue raised regarding unacknowledged Bowling Green membership cheque.
- Request submitted to Northern Rail to remove outdated Gathurst Station signage.
- PWLB loan application for drainage works progressing.
- Parish websites under review due to lack of provider response; aim is to unify platforms.
- Clerk is undergoing training for new allotment management system.
- External request received to host a charity clothing bank—pending council decision.

Resolved: No available land or suitable site for this to be supported.

Action: Clerk to write to Forest Fold Tenants Association regarding raised beds and policy.

25-380. Councillor Reports

General updates provided by members.

Cllr Terry Bridge left the meeting at 20:12.

25-381. Memorial Tree for Dr John Stuart Surman

Council agreed the desire to proceed with a memorial tree to be planted near the dispensary but wanted to explore the replacement of a vandalised tree with Wigan Council, which is yet to be replaced and could be an alternative to dedicate that in his memory.

Action: Clerk to contact Wigan Council's tree officer.

25-382. Newsletter – June Edition

Council reviewed potential content:

- Shevington Fete advert
- Bowling Green info
- New Clerk feature
- Allotment raised beds availability
- "What does your Parish Council do?" article

Action: Clerk to liaise with Life magazine and confirm distribution numbers.

25-383. Date of Next Meeting

The next Full Council meeting is scheduled for **Wednesday 25th June 2025 at 19:00**, Vicarage Lane Meeting Room.

25-384. Reports from Representatives

Updates were received from the following representatives and community groups:

- **SYC** (Shevington Youth Club) – Cllr Whiteley
- **Friends of Stockley Park** – Sarah Stephenson – Reported an issue with the gate on the park and concerns re health and safety. Back Lane gate – concern raised re accessibility for disabled residents, Chair advised to contact Geoff O'Brien – Green Spaces support, or Alison McKenzie – Action: Clerk to write to Wigan Council
Action: Clerk to also contact FSP to confirm contacts and partnership approach.
- **Vicarage Lane Fields** – noted
- **In Bloom Group** – Action: Clerk to arrange meeting.
- **Shevington Fete** – Jess confirmed all going well and no issues to flag.

No other reports from Reps noted.

25-385. Public Participation

No formal questions raised during this item.

Part Two – Confidential

25-386. Admission of New Employee to Pension Scheme

Council approved the formal admission of Mr Michael Potts, Clerk & RFO, to the Greater Manchester Pension Fund (GMPF), in line with the council's employer responsibilities.

Resolved: Approved. Clerk to submit required documents.

Meeting Closed: 20:40