

Shevington Parish Council

Clerk & RFO to the Council – Mr M Potts

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Minutes

Annual Meeting of the Full Council

Held on Wednesday 25th June 2025 at 19:00

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

Present:

Cllrs: *M Grimes, C Horridge, J Diggle, H Thompson, J Whiteley, M Crosby.*

Officers: *Mr Michael Potts (Clerk & RFO)*

Apologies: Cllrs W McKnight, J Brown.

Members of the Public: 3 Present.

Part One

25/25-387

Apologies

Apologies were received and accepted from Cllr W McKnight and Cllr J Brown.

25/25-388

Declarations of Interest

No declarations were made.

25/25-389

Minutes of the Previous Meeting

Approved with a correction to item 25/25-371 – to add Cllr W McKnight, to outside appointments along with J Whiteley to Shevington & District Community Association representatives to outside bodies.

25/25-390

Clerk's Report

Update included:

- AGAR figures prepared and reconciled using Scribe
- Allotments added to Scribe and raised beds set up
- Some rent still outstanding – Clerk to chase up measurements exercise and some of the outstanding payments.
- Website and local group liaison progressing
- Overgrowth issues opposite Memorial Park reported to ENWL (weeds impacting a resident's garden)
- Antisocial behaviour in woodland areas noted for PCSO contact.
- Invitation to Clerk to attend Crooke Residents' Association in August/September

25/25-391

Approval of Financial Risk Assessment 2025–26

Approved with amendments, including an added note on risk of income reduction. Discussion around continuity planning and password access was also noted.

25/25-392

Governance Reviews – Standing Orders (2025 Edition)

Adopted unanimously after review of tracked changes based on the NALC model.

25/25-393

Governance Reviews – Financial Regulations (2025 Edition)

Adopted following clarification that they are based on the NALC model with minor adjustments.

25/25-394

AGAR Section 1 – Annual Governance Statement

Reviewed and approved. Confirmed that financial controls were adequate and statements were ready for signature.

25/25-395

AGAR Section 2 – Accounting Statements

Reviewed and approved. Based on verified Scribe figures. Ready for submission to PKF Littlejohn.

25/25-396

Finance – Payments for May 2025

Authorised as per Appendix C. Discussion noted the ongoing wait for PWLB loan approval and drainage contractor coordination.

Balance brought forward on 1st April 2025	£85,871.08	Notes
Income 1st April 2025 to 31st May 2025	£110,752.26	
Bank Interest	£363.56	
Allotment Rents (to 31 st May 2025)	£1,684.70	
Allotment Skip Hire Repayment	£60.00	
Wigan Council Precept	£93,906.00	
Wigan Council CT Support Grant Vicarage Lane	£9,402.00	
Wigan Council CT Support Grant Memorial Park	£5,336.00	
Expenditure 1st April 2025 to 31st May 2025	£6,826.71	
Bank Balances as of 31st May 2025		
Business Current Account	£500.00	
Business Reserve Account	£189,296.63	
Balance c/f to 1st June 2025	£189,796.63	

Expenditure (1st May to 31st May 2025)

PAYEE	NARRATIVE	NET	VAT	PAYMENT
J Pitchcare	Bowling Green Contract	£440.00	N/A	£440.00
Envirocare	Memorial Park GM (April)	£466.03	£93.21	£559.24
Envirocare	Forest Fold GM (April)	£233.26	£46.65	£279.91
Employee No. 2	March Salary	£209.22	N/A	£209.22
Employee No. 2	March Expenses	£9.99	N/A	£9.99
Employee No. 2	April Salary	£258.67	N/A	£258.67
Employee No. 2	April Expenses	£28.90	N/A	£28.90
Employee No. 3	May Salary	£187.20	N/A	£187.20
Employee No. 3	May Expenses	£62.40	N/A	£62.40
Water Plus	Forest Fold Water Charges	£350.72	N/A	£350.72
British Gas	Forest Fold Electricity	£40.45	£8.09	£48.54

25/25-397

Bank Reconciliation

Deferred due to Scribe not yet being fully up to date for the financial year to May/June 2025 due to focus on meeting the YE audit deadlines for adding the previous year into Scribe.

25/25-398

Grants / Financial Assistance

No applications received.

25/25-399

Planters & Floral Display Contract

Update provided: usual contractor unavailable, temporary arrangements approved. Council authorised Clerk to spend up to £6,000 from existing budget to arrange alternative planting and watering for 2025. Request made to bring back a full inventory and future plan.

*Supplementary question from co-opted committee member re planters in Shevington Moor and the watering contract, Clerk to review the planters and who they belong to. **To be mapped out with What Three Words geo-locations.** Locations of litter bins also mentioned to be tracked.*

25/25-400

Reports from Councillors

Verbal updates noted on:

- Utility grid on Memorial Park, to be raised to utility provider – Cllr H Thompson to pass to wigan.
- Website colour preferences (turquoise/green) – Notified Web Designers to go with Green theme.
- Shrub encroachment on dual carriageway – Crow Orchard Road. Clerk to report.
- Junction visibility at Church Lane – Hedge overgrown – Cllr M Crosby to report to WBC.
- Bus stop notices and play area concerns raised online
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25/25-401

Planning Matters

Noted that the Wigan Local Plan 2040 consultation had closed. Summary already circulated.

25/25-402

Reports from Representatives

Updates received from various community groups; no formal decisions required.

- Shevington & District Community Association
- Crooke Village Residents' Association
- Shevington Youth Club – **No Update**
- Shevington Recreation Ground Trustees - **No Update**
- 'in Bloom' Groups - **None.**
- Patient Participation Group – **No update**
- Vicarage Lane Fields Developments - **Removed**
- Vicarage Lane Allotments – **None**
- Forest Fold Allotments Tenants Association – **Clerk wrote to the FFTA following the last meeting, the parish council are awaiting an update from their next meeting tomorrow.**
- Shevington Fete – **Review of the last event, Cllrs thanked the organisers for another great event.**
- Friends of Stockley Park – **Review of the planters and locations, tbc.**

Clerk to write to committee members following changes to clarify the structure of the council following changes agreed to committee set up and the meeting schedule of the council, in terms of

25/25-403

Meeting Schedule Confirmation

Approved revised dates for Full Council and Finance Committee meetings for the remainder of 2025–26.

Changes/Corrections made and then confirmed by full council. Discussion had about the annual parish meeting – Mike to let Steve know of the update.

25/25-404

Date of Next Meeting

Confirmed as Wednesday 30 July 2025 at 19:00.

25/25-405

Public Question Time

None.

Part 1 Meeting Closed: 21:00

Part Two – Confidential

25/25-406 (Part Two)

Shevington & Haigh Parish Council File Storage

Discussion held confidentially regarding historic file storage. Ongoing matter. Draft letter approved by council to be sent by the Clerk in conjunction with Haigh PC.

Meeting Closed: 21:30