

# Shevington Parish Council

Clerk & RFO to the Council – Mr Michael Potts  
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## **FULL COUNCIL MEETING**

### **Notice of Meeting and Summons to attend**

**To: Council Members;** Cllrs M Grimes, C Horridge, W McKnight, T Bridge, J Brown, J Diggle, H Thompson, M Crosby, J Whiteley

Dear Councillor,

You are hereby summoned on 24th October 2025 to attend the Full Council Meeting of Shevington Parish Council which is to be held on **Wednesday 29th September 2025 at 19:00.**

The meeting will be held in **Vicarage Lane Function Room, Vicarage Ln, Shevington, Wigan, WN6 8HP**

Members of the press & public are welcome; the meeting may be recorded in accordance with the openness of Local Government Bodies Regulations Act 2014.

#### **Note to Councillors:**

If you are unable to attend the meeting, please notify the clerk of your apologies

#### **Note to Public:**

Residents of the Parish wishing to address the council are advised to notify the clerk before 5pm on the day of the meeting. Permission to speak at the meeting will be at the discretion of the Chairman. If representation made is considered outside the remit of Shevington Parish Council, residents will be referred to the principal authority or other appropriate body.

## **AGENDA**

Chair: *Cllr W McKnight*

### **PART ONE**

**1. Apologies** – To receive apologies for absence and consider and reasons for acceptance  
(*Local Government Act 1972, Section 85*)

#### **2. Declarations of Interest**

##### **2.1 Code of Conduct – Declaration of Interests**

Members are reminded of their responsibility to declare any personal or prejudicial interest that they may have in any item of business on the agenda no later than when the item is reached.

##### **2.2 Localism Act 2011 – Dispensations**

Members are reminded of their responsibility to make a request for a dispensation to speak on any matter for which they have declared an interest.

**3. To Sign as a correct record the minutes of the meeting held on**

30<sup>th</sup> September 2025 for the Extraordinary Full Council Meeting.

(Local Government Act 1972, Section 111)

**4. Matters Arising from Previous Minutes**

To consider any matters arising not otherwise on this agenda.

**5. Finance**

a) **Payments for Approval** – To approve the **September 2025** payment schedule and note any retrospective payments made under the Clerk's delegated authority, including a £40 donation to the Shevington Garden Show prize fund recorded for audit transparency. (LGA 1972, s.137)

b) **Bank Reconciliation** – To note the latest reconciliation and Bank Statements.

c) Applications for Financial assistance (**Grants**) – *In accordance with Section 137 of the Local Government Act 1972 which enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power for the direct benefit of its area, or part of its area, or all or some of its inhabitants.* – **Shevington Recreation Ground Trustees** – Application for £1,500 – Brought back from last meeting on 24<sup>th</sup> September.

**6. Payroll and Holiday Pay Arrangements**

To note and approve the Clerk's payroll alignment changes:

- hourly staff to receive statutory holiday pay at 12.07% monthly,
- pay dates aligned to the month worked with a monthly cut-off on the 25th,
- one-off transition adjustments applied in July 2025.

(See Confidential Appendix A – Payroll and Holiday Pay Report.)

**7. NJC/NALC National Pay Award 2024/25**

To note the implementation of the nationally agreed NJC pay award, effective from 1 April 2025 and published in August 2025, in line with staff contracts and NALC guidance.

**8. Winter Gritting Contract 2025/26**

To consider correspondence from maintenance contractor regarding continuation of the Council's gritting service for the 2025/26 season, noting a proposed 4% increase on last year's rates.

**9. Forest Fold Bowling Club – Proposed Entrance Area Improvements**

To consider correspondence from Forest Fold Bowling Club, requesting permission to improve the small overgrown area immediately to the left of the bowling-green entrance.

The proposal (see Appendix B) includes:

- removal of dying trees and overgrown vegetation,
- installation of suitable ground covering/flagstones and a retaining fence,
- erection of a small permanent shelter, and
- provision of seating for members, visiting players, and school groups.

The work would be funded and delivered by the club at no cost to the Parish Council.

Members to consider the request, review photographs, and determine whether to approve the works in principle or seek further detail.

## 10. Correspondence

To receive and note correspondence for information and consideration, including:

- **1st Shevington Beavers – Cenotaph Community Project:**

Email received from Beaver Leader, requesting to work in partnership with the Parish Council on a community project at the cenotaph ahead of Remembrance Day 2025, including a joint litter pick, short educational visit, and simple children's craft activity. Members to consider application.

*(See Appendix D – Beavers Correspondence.)*

## 11. Clerks Report

To receive an update on actions, correspondence, and operational matters since the last meeting

## 12. Planning Matters

7.1 Updates on local planning applications (for information)

7.2 Planning responses submitted under delegation (if any)

## 13. Reports from Councillors

For information and general parish updates only.

## 14. Reports from Representatives – *for information only*

- Shevington & District Community Association
- Crooke Village Residents' Association
- Shevington Youth Club
- Shevington Recreation Ground Trustees
- 'in Bloom' Groups
- Patient Participation Group
- Vicarage Lane Allotments
- Forest Fold Allotments Tenants Association
- Shevington Fete
- Friends of Stockley Park

## 15. Public question time

Due to the large agenda the public will be limited to no more than 2 questions in which responses may be offered via email/written correspondence if the agenda item exceeds 10 minutes.

## **PART TWO – Confidential (Public & Press Excluded under Public Bodies Admission to Meetings Act 1960)**

None

## **MEETING CLOSE**

Clerk to the Council

*M. Potts (24/10/2025)*

*\*Cllrs are kindly requested to raise questions with content of the agenda prior to the meeting and to notify of unavoidable absence to the clerk no later than 17:00 on the day of the meeting where possible.*

*\*\*Questions from the public may be emailed to the Council clerk no later than 17:00 on the day of the meeting to be read or taken as read for a response to be prepared for reply in the meeting under correspondence. At the discretion of the Chairman replies may be returned via email only depending upon the nature and content.*