

# Shevington Parish Council

Clerk & RFO to the Council – Mr M Potts

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## Minutes

### Meeting of the Full Council

Held on Wednesday 24th September 2025 at 19:00

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

#### Present:

Cllrs: *M Grimes, C Horridge, J Diggle, H Thompson, J Brown, W McKnight (Chair)*

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

Apologies: *M Crosby (WC Meeting)*

Members of the Public: 8 Present.

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### Part One

#### **25/26-422 Apologies**

Apologies for absence M Crosby, J Whiteley - received and accepted.

#### **25/26-423 Declarations of Interest**

No declarations made.

#### **25/26-424 Minutes of Previous Meeting (23 July 2025)**

Minutes approved as a correct record.

#### **25/26-425 Clerk's Report**

Council noted the Clerk's update covering:

- File transfers and archiving in progress.
- Direct debit arrangements updated; list to be circulated.
- Weed spraying in the park queried by resident; contractor confirmed specification.
- External audit queries addressed; outcome awaited.
- Flags issue referred to Wigan Council.
- Allotment skip hire booked for October.
- Provisional Christmas tree order placed (subject to approval under agenda item 9).
- Planters require repainting; confirmation needed on who undertook this previously.
- Issues with Moss Bank Nurseries contract noted; Council agreed next tender specification to include recycling of viable plants, watering duties, and clearer VFM provisions.

## 25/26-426 Public Works Loan Board – Memorial Park Drainage

Council considered the revised resolution required for the PWLB loan application.

- It was agreed to amend the wording to cover “*drainage and improvement work*” (not drainage alone).
- Resolved: - All in favour**

*At the Shevington Parish Council meeting on 24 September 2025 it was resolved to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for borrowing approval for a loan of £160,000 over the borrowing term of 40 years for the purpose of drainage and improvement works at Shevington Memorial Park. Annual loan repayments of approximately £11,041 will be offset by the Council Tax Support Grant agreed with Wigan Council. It is not intended to increase the Council Tax precept for the purpose of the loan repayments.*

- An Extraordinary Council meeting will be called to approve the minutes for submission with the loan application.
- Clerk to provisionally arrange a site meeting with contractors and consultants, to take place promptly once approval is confirmed.

## 25/26-427 Finance

- Payments for July and August authorised. Appendix A

### Shevington Parish Council PAYMENTS LIST

18 September 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
38	Accounts Software	01/07/2025		Natwest Current Acc		Starboard Systems (Scribe Acc	Starboard Systems LTD ( T	S	51.00	10.20	61.20
40	Accounts Software	01/07/2025		Natwest Current Acc	PXR52M5X3P2	Starboard Systems (Scribe Acc	Starboard Systems LTD ( T	S	19.00	3.80	22.80
43	Insurance, Audit, Pub, Subs, R	04/07/2025		Natwest Current Acc	FF lease fees	Wigan Council	Wigan Council	X	100.00		100.00
42	Forest Fold Site Contracts	04/07/2025		Natwest Current Acc	431452004465390	BIFFA FF	BIFFA FF	S	203.45	40.69	244.14
41	Bowling Green Contract	04/07/2025		Natwest Current Acc	601509471293650	Johnston P Care	Johnston P Care	X	440.00		440.00
44	Bowling Green Contract	07/07/2025		Natwest Current Acc		B Gas Forest Fold	B Gas Forest Fold	L	46.23	2.31	48.54
45	Bowling Green Contract	09/07/2025		Natwest Current Acc	RC7B13HE4	Amazon	Amazon Business	S	16.65	3.34	19.99
49	Rec. Ground Maintenance	18/07/2025		Natwest Current Acc		Wigan Council	Wigan Council	S	1,909.44	381.88	2,291.32
51	Clerk's Salary	21/07/2025		Natwest Current Acc		Clerk MP Sal	Michael Potts	X	1,209.78		1,209.78
52	Clerk's Salary	21/07/2025		Natwest Current Acc		Clerk MP Sal	Michael Potts	X	1,209.78		1,209.78
50	Caretaking Salary	21/07/2025		Natwest Current Acc		Caretaker JH Sal	Caretaker JH Sal	X	149.80		149.80
53	HMRC - PAYE/NI	25/07/2025		Natwest Current Acc		PAYE NI Tax	HMRC	X	328.18		328.18
54	Plants & Planters	28/07/2025		Natwest Current Acc		Mossbank Nursery	Mossbank Nursery	S	2,507.40	501.48	3,008.88
55	Stationary, Office & IT	29/07/2025		Natwest Current Acc		ID Mobile Ltd	ID Mobile Ltd	S	13.33	2.67	16.00
58	Clerk's Salary	01/08/2025		Natwest Current Acc		Clerk MP Sal	Shevington Parish Council	X	1,267.17		1,267.17
59	Caretaking Salary	01/08/2025		Natwest Current Acc		Caretaker AF Sal	Caretaker AF Sal	X	833.14		833.14
57	Caretaking Salary	01/08/2025		Natwest Current Acc		Caretaker JH Sal	Caretaker JH Sal	X	359.22		359.22
56	Accounts Software	01/08/2025		Natwest Current Acc		Starboard Systems (Scribe Acc	Starboard Systems LTD ( T	S	51.00	10.20	61.20
56	Allotments Software	01/08/2025		Natwest Current Acc		Starboard Systems (Scribe Acc	Starboard Systems LTD ( T	S	19.00	3.80	22.80
60	Stationary, Office & IT	07/08/2025		Natwest Current Acc		Office 365	Microsoft Ireland Operatio	X	104.99		104.99
61	Allotments	08/08/2025		Natwest Current Acc		Amazon	Amazon Business	S	16.27	3.26	19.53
62	HMRC - PAYE/NI	13/08/2025		Natwest Current Acc		PAYE NI Tax	HMRC	X	542.12		542.12
64	Van Hire	19/08/2025		Natwest Current Acc		Van Rental	Hertz 24/7 UK	X	5.00		5.00
65	Forest Fold Site Contracts	19/08/2025		Natwest Current Acc		B Gas Forest Fold	B Gas Forest Fold	L	44.62	2.23	46.85
63	Insurance, Audit, Pub, Subs, R	20/08/2025		Natwest Current Acc		Van Rental	Hertz 24/7 UK	S	12.50	2.50	15.00
63	Mileage, Post, Tel	20/08/2025		Natwest Current Acc		Van Rental	Hertz 24/7 UK	S	11.67	2.33	14.00
64	Van Hire	20/08/2025		Natwest Current Acc		Van Rental	Hertz 24/7 UK	S	33.33	6.67	40.00
66	Bowling Green Contract	22/08/2025		Natwest Current Acc		Johnston P Care	Johnstone Pitch	X	440.00		440.00
67	Street Bin Litter Contract	22/08/2025		Natwest Current Acc		Wigan Greenspaces - BINS	Wigan Council	S	477.36	95.47	572.83
69	Stationary, Office & IT	28/08/2025		Natwest Current Acc		ID Mobile Ltd	ID Mobile Ltd	S	13.33	2.67	16.00
68	Loan Repayments	28/08/2025		Natwest Current Acc	PW501891	Public Works LB	Public Works LB	X	4,067.84		4,067.84
71	Clerk's Salary	29/08/2025		Natwest Current Acc		Clerk MP Sal	Shevington Parish Council	X	1,181.18		1,181.18
70	Caretaking Salary	29/08/2025		Natwest Current Acc		Caretaker JH Sal	Caretaker JH Sal	X	254.19		254.19
72	Caretaking Salary	29/08/2025		Natwest Current Acc		Caretaker AF Sal	Caretaker AF Sal	X	405.40		405.40

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### Shevington Parish Council PAYMENTS LIST

18 September 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
73	Caretaker Expenses	29/08/2025		Natwest Current Acc		Caretaker AF Exp	Caretaker AF Exp	X	16.50		16.50
Total									18,359.87	1,075.50	19,435.37

- Bank Reconciliations approved. Appendix B

A	<b>Bank Reconciliation at 31/07/2025</b>		
	Cash in Hand 01/04/2025		85,871.08
	<b>ADD</b> Receipts 01/04/2025 - 31/07/2025		111,341.78
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/07/2025		197,212.86
	<b>Cash in Hand 31/07/2025</b> (per Cash Book)		21,617.78
B	Cash in hand per Bank Statements		
	Natwest Current Account 0005 31/07/2025	500.00	
	Natwest Reserve Account 8346 31/07/2025	175,095.08	
	Stripe 31/07/2025	0.00	
			175,595.08
	Less unrepresented payments		
			175,595.08
	Plus unrepresented receipts		
B	<b>Adjusted Bank Balance</b>		175,595.08
	<b>A = B Checks out OK</b>		

A	<b>Bank Reconciliation at 31/08/2025</b>		
	Cash in Hand 01/04/2025		85,871.08
	<b>ADD</b> Receipts 01/04/2025 - 31/08/2025		111,485.12
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/08/2025		197,356.20
	<b>Cash in Hand 31/08/2025</b> (per Cash Book)		31,902.74
			165,453.46

- NJC national pay award noted and backpay arranged from April 2025 approved for all staff.
- Grant application from Shevington Recreation Ground Trustees discussed; *further financial clarification requested before decision.*

## 25/26-428 Planning Matters

- No new applications requiring comment.

## 25/26-429 Reports from Councillors

- Unsafe bench in Memorial Park which was raised as an issue earlier today; replacement to be considered, Clerk to check ownership.
- Rusted railings at Memorial Park boundary to be removed/repaired.
- Replacement tree for the Platinum Jubilee agreed (3 x Rowans).
- Newsletter publication to resume.

## 25/26-430 Christmas Tree Order 2025

- Order for trees reviewed and spend agreed – 4 x display trees confirmed, on the same basis as 2024 - £2,982.00 Including delivery, install/removal and VAT.

- Historic complaints regarding Heras fencing noted; Clerk to investigate options for improved fencing at Memorial Park.
- Lights to be installed by Wigan Council; Clerk to check stock/specification of powered lights.

### **25/26-431 Reports from Representatives**

- **Community Association:** next meeting noted.
- **Crooke Residents:** details of next meeting discussed and offer to attend extended to the Clerk, discussion around the organisation of remembrance Sunday event, support offered – Clerk to schedule a call. Issues raised of lack of planters in Crooke Village, and defib maintenance.
- **Recreation Ground Trustees:** vacancy remains. Cllr to consider nominee.
- **Patient Participation Group:** satisfaction report and recent activities noted.
- **FFTA - Allotments:** It was requested that the safety/entry barrier be replaced – Clerk to investigate. Gates not being looked at night by caretaker, updated on how that's going and discussed option of cameras as unauthorised entry still being noted by dog walkers – further information required as council had concerns about proposal.
- **Stockley Park** – Review of gate issues and discussion about potential for a light on the park, debate about if this would assist or not with anti-social behaviour.

### **25/26-432 Date of Next Meeting**

Confirmed as Wednesday 29 October 2025 at 7pm.

### **25/26-433 Public Question Time**

- Lighting and accessibility issues at parks raised; Clerk to investigate the purchase of battery Christmas lights for Stockley Park – following prior approval but impacted by the passing of the Clerk last year.
- Request for more planters discussed; Clerk to cost options and incorporate into future tender specification.
- Concerns about new shop signage; Clerk to check planning status.
- Issue raised about the signage/notice boards at Gathurst station again; Clerk advised had received confirmation from station manager it was our responsibility and so will contact Northern/Network Rail around funding/options available.

**Meeting Closed: 21:30**