

# Shevington Parish Council

Clerk & RFO to the Council – Mr M Potts

Tel: 07397805227

[clerk@shevingtonpc.gov.uk](mailto:clerk@shevingtonpc.gov.uk)



## Minutes

### Meeting of the Extraordinary Full Council

Held on Wednesday 29th October 2025 at 19:00

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

#### Present:

Cllrs: *C Horridge, W McKnight (Chair), M Crosby*

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

Members of the Public: 5

#### Part One

##### **25/26-439 Apologies for Absence**

Apologies were received from Cllrs J Whiteley, H Thompson, M Grimes, T Bridge, J Brown, J Diggle, and community representatives.

RESOLVED: Apologies accepted.

##### **25/26-440 Declarations of Interest / Dispensations**

No new declarations were made. Members were reminded that if they have an interest and wish to speak, a dispensation must be requested. A trustee interest will apply when the Recreation Ground grant is determined.

##### **25/26-441 Minutes of the Extraordinary Meeting (30 September 2025)**

Council noted the minutes had already been approved at the Extraordinary Meeting for the PWLB loan submission and are available online. Some Community Representatives had not received them by email.

RESOLVED: Clerk to circulate the signed minutes and ensure agenda and Minutes are circulated to the Community Representatives in future.

##### **25/26-442 Matters Arising**

The only matters related to the loan application and delegated-payment approvals from the Extraordinary Meeting; all covered elsewhere on the agenda.

NOTED.

#### **Finance**

##### **25/26-443 Payments for Approval**

Council approved the September 2025 payment schedule, including a £40 delegated donation to the Shevington Garden Show prize fund, now recorded for audit transparency.

RESOLVED: Payments approved.

## **25/26-444 Bank Reconciliation**

Council received and noted the latest bank reconciliation and statements.

RESOLVED: Bank reconciliation noted.

## **25/26-445 Shevington Recreation Ground Trustees – Grant Application (£1,500)**

Council reconsidered the application and discussed:

- Clarification required on the Trustees' £11k reserves and earmarked sums
- Usual annual contribution vs. formalising a car park use/maintenance arrangement
- Insufficient councillors present to determine due to interest declarations needed next time

RESOLVED:

- Decision deferred to the November Finance Committee
- Clerk to seek further detail from Trustees
- Clerk to explore options to formalise arrangements for car park access/maintenance

## **25/26-446 Payroll & Holiday Pay Alignment**

Council approved new arrangements:

- Statutory holiday pay (12.07%) paid monthly
- Timesheet cut-off: 25th
- Transition completed in July 2025  
Applies to hourly staff only.

RESOLVED: Payroll changes approved.

## **25/26-447 NJC/NALC National Pay Award 2024/25**

Council noted the award (approx. 3.2%) published in August 2025 and implemented from 1 April 2025 for all staff on NJC scales.

RESOLVED: Pay award noted.

## **25/26-448 Winter Gritting Contract 2025/26**

Council accepted the contractor's renewal at a 4% uplift, noting previous reliability.

RESOLVED: Contract approved.

## **25/26-449 Forest Fold Bowling Club – Entrance Area Improvements**

Council approved in principle the club's proposals to:

- Remove dying vegetation
- Level and surface the entrance area
- Add a small shelter and seating
- Deliver all work at no cost to the Council

Clerk to confirm permissions, follow up loose flags and liaise on potential recycled shelters.

RESOLVED: Works approved in principle.

## **25/26-450 Correspondence**

### **Beavers Cenotaph Project**

Council supported the proposal subject to safety measures, PPE, and Wigan Council-approved bags/collections.

RESOLVED: Clerk to liaise with Beavers and Wigan Council.

### **Resident – Shevington Moor**

Street cleanliness, planters, and reinstatement concerns noted. Clerk to liaise with Wigan Council and update the resident.

RESOLVED: Actions approved.

## **25/26-451 Clerk's Report**

Updates included:

- PWLB loan: 13 queries reduced to 2; responses submitted; awaiting confirmation
- VAT claims submitted for 2024/25 and latest period
- Ongoing Remembrance preparations and routine operational matters

RESOLVED: Report noted.

## **25/26-452 Planning Matters**

Council noted the consultation relating to the Golbourne/Winwick rail proposal was outside the parish and required no response.

RESOLVED: No comment to be submitted.

## **25/26-453 Reports from Councillors**

Items included:

- Chairman raised issues with the barrier at Forrest Fold Allotments. Noted
- Poppies being attached to Lamp posts ahead of the Remembrance Service.
- Fence at Crow Orchard Road ownership being established for repair. MC
- Blocked gullies being reported across the area. MC

RESOLVED: Reports noted and actions to proceed.

## **25/26-454 Reports from Representatives**

### **Shevington & District Community Association**

Updates on poppies, community issues, Remembrance, and CCTV considerations.  
NOTED.

### **Crooke Village Residents' Association**

Bereavements, AGM, drainage/PWLB questions, successful flood-defence grant match funding (£1,500 total), and Remembrance wreath arrangements.  
NOTED.

### **Vicarage Lane Allotments**

Skip collection overdue; Clerk to chase. Minor thefts noted.  
NOTED.

## Forest Fold Allotments Tenants Association

Updates included:

- Compost bay grant application (materials £1,903–£2,297) – to be submitted formally
  - Request for tree inspection overhanging plots
  - Tenant letters delayed but in progress
  - Constitution review and governance clarification
  - Plot 30 boundary encroachment – Clerk to write to resident
- RESOLVED: Actions noted and approved.

## Fete / Stockley Park / Other Groups

Halloween nature event successful.

Christmas lights measurements submitted; Clerk to arrange purchase.

Potential summer fete date noted (20 June 2026).

NOTED.

## 25/26-455 Public Question Time

Items raised included:

- Replacement of Dr Surman memorial tree (to follow drainage works)
  - Possible replanting near dispensary – Clerk to confirm land ownership
  - Library noticeboard access – Clerk to arrange key and protocol
  - Bollards/defects requiring attention – Clerk to chase Wigan Council
- NOTED.

## 25/26-456 Confidential Items

None.

## 25/26-457 Date of Next Meetings

- Finance Committee – 12 November 2025
- Full Council – 26 November 2025

**Meeting closed at: 20:50**