

# Shevington Parish Council

Clerk & RFO to the Council – Mr M Potts

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## Minutes

### Meeting of the Extraordinary Full Council

Held on Wednesday 26th November 2025 at 19:00

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

#### Present:

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

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

Members of the Public: 4

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### Part One

#### 25/26-458 Apologies

Apologies for absence were received from Cllr Bill McKnight (on holiday), Cllr Jess Diggle (unwell), and Cllr Mike Crosby (attending a Wigan Council meeting). Cllr Janet Brown. The apologies were accepted.

#### 25/26-459 Declarations of Interest

##### 25/26-459(a) Code of Conduct – Declaration of Interests

Declarations of interest were noted in relation to Forest Fold Allotments and the Forest Fold Tenants Association.

##### 25/26-459(b) Localism Act 2011 – Dispensations

No requests for dispensations were received.

#### 25/26-460 Minutes of the Previous Meeting

The minutes of the Full Council Meeting held on 29 October 2025 were approved as a correct record and signed by the Chair.

#### 25/26-461 Matters Arising from Previous Minutes

Council received updates on matters arising, including ongoing discussions relating to tree inspections and drainage works at Memorial Park. It was noted that a coordinated site meeting would be required in the New Year involving relevant contractors and officers.

## **25/26-462 Finance**

### **25/26-462(a) Payments for Approval**

Council considered the October 2025 payment schedule, including retrospective payments made under the Clerk's delegated authority.

#### **RESOLVED:**

That the October 2025 payment schedule be approved.

### **25/26-462(b) Bank Reconciliation**

Council noted the latest bank reconciliation and bank statements.

The Clerk advised that a VAT reclaim of approximately £3,500 was expected and that outstanding VAT126 matters continued to be followed up with HMRC.

### **25/26-462(c) Applications for Financial Assistance**

Council considered an application from Forest Fold Tenants Assoc for £1,000,

Following discussion, Council deferred the application pending a site visit to see the work that is slated to be undertaken by the association.

### **25/26-462(d) Finance Committee Update**

Council received an update from the Finance Committee meeting held on 12 November 2025.

### **25/26-463 Forest Fold Allotments – Replacement Entrance Barrier**

Council considered quotations for the replacement of the entrance height-restriction barrier at Forest Fold Allotments.

The Clerk advised that the works could be delivered within a budget of up to £2,500, enabling the Council to secure a suitable non-standard size barrier.

#### **RESOLVED:**

That a spending limit of up to £2,500 (including fitting) be approved and that the Clerk be authorised to proceed under delegated authority.

### **25/26-464 Correspondence**

Council received and noted correspondence, including matters relating to Christmas lighting arrangements and community enquiries.

### **25/26-465 Clerk's Report**

**Council received the Clerk's report, which included updates on:**

- Christmas lighting installation and switch-off arrangements
- Access to keys for council assets
- Ongoing liaison with contractors and partner organisations
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## **25/26-466 Planning Matters**

### **25/26-466(a) Planning Updates**

Council noted updates on local planning applications.

### **25/26-466(b) Planning Responses**

Council noted planning responses submitted under delegated authority.

## **25/26-467 Reports from Councillors**

Councillors provided updates on parish matters, including:

- Condition of the car park behind the surgery
- HGV movements at Gathurst/Canal
- Tree replacements at Stockley Park and Woodnut Road

## **25/26-468 Reports from Representatives**

Council received reports and updates from:

- Shevington & District Community Association
- Shevington Youth Club
- Forest Fold Allotments Tenants Association
- Friends of Stockley Park

## **25/26-469 Public Question Time**

Public Question Time was opened.  
No questions were raised.

## **25/26-470 Meeting Close**

There being no further business, the meeting was closed.

**Meeting closed at: 20:30**