

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, J Brown, J Diggle, H Thompson, M Crosby, J Whiteley

Dear Councillor,

You are hereby summoned on 20th of February 2026 to attend the Full Council Meeting of Shevington Parish Council which is to be held on **Wednesday 25th February 2026 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

28th January 2026 for the 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 **January 2026** payment schedule and note any retrospective payments made under the Clerk's delegated authority (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:*

6. CILCA Qualification – Clerk

To consider approval for the Clerk to enrol on the forthcoming CILCA cohort delivered by the Lancashire Assoc. of Local Councils, at a training cost of £450, together with the separate qualification submission fee of £495 (subject to any bursary support that may become available). Appendix A

7. Stockley Park – Barrel Planters (Maintenance Contract Variation)

To consider whether the eight barrel planters at Stockley Park should be incorporated into the Moss Bank maintenance contract, and to approve any associated variation in cost. Appendix B

8. Memorial Bench Request – Forest Fold Allotments/Bowling Green

To consider a request for the installation of a memorial bench in memory of James Kevin Ryan at Forest Fold and to determine approval in principle, subject to policy and specification requirements. Appendix C

9. Forest Fold – Height Restrictor Installation (Revised Quotation)

To consider the revised quotation from Autopa Ltd for the supply and installation of a fixed height restrictor at Forest Fold, total cost £3,104.67 including VAT, exceeding the Clerk's delegated spending limit due to additional safety considerations identified following the site meeting. Appendix D

10. Correspondence

To receive and note correspondence for information and consideration:

11. Clerks Report

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

12. Planning Matters

9.1 Updates on local planning applications (for information)

9.2 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 (20/02/2026)

**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.*
