

# Shevington Parish Council

Clerk & RFO to the Council – Mr Michael Potts  
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## **ANNUAL MEETING OF THE COUNCIL**

### **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, B Crombie-Fisher

Dear Councillor,

You are hereby summoned on 22<sup>nd</sup> of May 2026 to attend the Annual Full Council Meeting of Shevington Parish Council which is to be held on **Wednesday 27th May 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. **All Mobile phones should be switched to silent**

## **AGENDA**

### **PART ONE**

*The parish clerk will open the meeting, and the first agenda item will be to elect a chairman for the 26/27 municipal year.*

#### **1. Chairman**

To elect the Chairman of the Council for the Municipal Year 2026/27 and to receive the Chairman's Declaration of Acceptance of Office.

#### **2. Vice Chairman**

To elect the Vice-Chairman of the Council for the Municipal Year 2026/27.

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

#### **4. Declarations of Interest**

##### **4.1 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.

##### **4.2 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.

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

29<sup>th</sup> April 2026 for the Full Council Meeting.

(Local Government Act 1972, Section 111)

#### **6. Matters Arising from Previous Minutes**

To consider any matters arising not otherwise on this agenda.

#### **7. Finance**

a) **Payments for Approval** – To approve the **April 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.  
(*Appendix A*)

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:*

#### **8. Review of Standing Orders and Financial Regulations**

To confirm the continued use of the Council's Standing Orders and Financial Regulations, last reviewed/adopted in May 2025.

#### **9. Digital and Data Compliance / AGAR Assertion 10**

To note current progress on the Council's digital and data compliance arrangements, including councillor email, website, and data processing arrangements with software providers. ([Appendix B](#))

#### **10. Review of Regular Supplier Arrangements and Prices**

To review and confirm the Council's current regular supplier arrangements and prices for 2026/27, as set out in ([Appendix C](#)), including minor notified uplifts where applicable, and to note any arrangements still under review.

#### **11. Clerks Report**

To receive a brief update from the Clerk on current operational matters, including ongoing correspondence regarding boundary/fencing queries near the allotment site, website and email/IT arrangements, and other routine matters.

## 12. Planning Matters

- a) **Application A/26/100259/FULL** - 109 Shevington Moor, Standish, Wigan WN6 0SE  
Change of use of residential property to children's day nursery (Use Class E(f)) with associated alterations, demolition works and provision of 9 car parking spaces. ([Planning Application](#))
- b) To receive an update on the objection submitted under delegated authority in respect of **application A/26/100555/FULL**. ([Objection](#))

## 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.

## 16. Date of Next Meeting

The next meeting date of the council will be Wednesday, 24 June 2026 at 19:00

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

## 17. Clerk Employment Matters

To consider the confidential appendix relating to correction of salary arrears arising from a payroll oversight, payment in lieu of untaken annual leave, and any associated payroll and pension adjustments relating to the Clerk. (*Appendix D*)

## **MEETING CLOSE**

Clerk to the Council

*M. Potts (22/05/2026)*

*\*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.*