

# Shevington Parish Council

Clerk & RFO to the Council – Mr M Potts

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## Minutes

### Meeting of the Full Council

Held on Wednesday 25th March 2026 at 19:00

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

#### Present:

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

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

Members of the Public: 4

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#### Part One

##### **26/27-500 Apologies**

Apologies for absence were received from Cllrs J Brown, J Diggle and M Crosby.

*The apologies were accepted.*

##### **26/27-501 Declarations of Interest**

##### **26/27-501(a) Code of Conduct - Declaration of Interests**

*None.*

##### **26/27-501(b) Localism Act 2011 - Dispensations**

No requests for dispensations were received.

##### **26/27-502 To Sign as a Correct Record the Minutes of the Meeting Held on 25 February 2026**

The minutes of the Full Council Meeting held on 25 February 2026 were approved as a correct record with an amendment raised from Cllr M Grimes around PPG and signed by the Chair.

##### **26/27-503 Matters Arising from Previous Minutes**

Council considered matters arising from the previous meeting not otherwise on the agenda.

Discussion had about a recent site meeting with contractors for the drainage works.

Updates were noted.

##### **26/27-504 Finance**

##### **26/27-504(a) Payments for Approval**

Council considered the February 2026 payment schedule, together with any retrospective payments made under the Clerk's delegated authority. Members discussed the current bank position and anticipated year-end outturn.

##### **RESOLVED:**

*That the February 2026 payment schedule be approved.*

### **26/27-504(b) Bank Reconciliation**

Council noted the latest bank reconciliation and supporting bank statements. Members also discussed the current reserve position and agreed that the year-end outturn would be reported back once finalised.

It was further agreed that Wigan Council be contacted regarding the return of its unspent 2025/26 contribution towards the Memorial Park loan costs, as the loan had not yet been drawn down.

#### **RESOLVED:**

*That the bank reconciliation be noted and that Wigan Council be contacted regarding return of the unspent 2025/26 contribution towards the Memorial Park loan costs.*

### **26/27-504(c) Applications for Financial Assistance**

Council considered an application from Shevington Sharks ARLFC & Shevington AFC for £580 towards a tractor and machinery safety upgrade to support maintenance of the Vicarage Lane sports pitches. Supporting documents had been circulated with the agenda.

Members discussed the application and the benefit to local sports provision.

#### **RESOLVED:**

*That a grant of £580 be approved to Shevington Sharks ARLFC & Shevington AFC towards a tractor and machinery safety upgrade to support maintenance of the Vicarage Lane sports pitches.*

### **26/27-505 Vicarage Lane Sports Fields - Additional Works**

Council considered a proposal for levelling and drainage works to land adjacent to the existing sports pitches on the other side of the ditch.

Members noted the outline proposal to improve the area for occasional overflow parking and site access. It was agreed that fuller details should be brought back before any formal support or commitment was considered.

#### **RESOLVED:**

*That the proposal be noted in principle but deferred pending submission of further details for Council's consideration.*

### **26/27-506 Grounds Maintenance and Planter Contracts (2026-2029)**

#### **26/27-506(a) Continuation of the Planter Maintenance Contract, Including Expansion to Additional Planters at Stockley Park**

Council considered continuation of the planter maintenance contract, including expansion to additional planters at Stockley Park.

Members discussed the current arrangements, availability of alternative providers and options for more sustainable planting.

#### **26/27-506(b) Proposal to Move to Multi-Year Contracts (Up to Three Years)**

Council considered the proposal to move to multi-year contracts for planters, grounds maintenance and associated services.

Members discussed the administrative and operational benefits of longer-term arrangements, subject to satisfactory pricing and review provisions.

#### **RESOLVED:**

*That the Clerk be authorised to seek and, where appropriate, agree multi-year arrangements of up to three years for planters, grounds maintenance and associated services, subject to satisfactory pricing and annual review provisions.*

### **26/27-506(c) Ratification of Actions Taken by the Clerk Under Delegated Authority to Secure Service Provision for the 2026 Season**

Council considered ratification of actions taken by the Clerk under delegated authority to secure service provision for the 2026 season.

#### **RESOLVED:**

*That the actions taken by the Clerk under delegated authority to secure service provision for the 2026 season be ratified.*

### **26/27-507 Allotments**

Council received an update on allotment management. The Clerk reported on arrangements for renewals through Scribe, with existing tenants to renew annually by invoice rather than signing a fresh paper tenancy each year, subject to the same ongoing tenancy terms.

Members discussed recent review work on plot measurements and balancing adjustments, together with the future approach to allotment rents and site improvements.

#### **RESOLVED:**

*That allotment renewals for 2026/27 proceed through the new management system;*

*That allotment charges for 2026/27 be increased by 3%; and*

*That a review of allotment income, expenditure and future site improvements be undertaken during 2026/27.*

### **26/27-508 Recreation Grounds / Open Spaces**

Council received updates on parks, play areas and maintenance matters.

No separate substantive update was reported beyond matters considered elsewhere on the agenda.

*Council noted the update.*

### **26/27-509 Newsletter**

Council considered arrangements for the next Parish Council newsletter.

Members discussed using the newsletter to support wider community engagement and to seek residents' views on future parish priorities.

#### **RESOLVED:**

*That arrangements for the next newsletter be progressed.*

### **26/27-510 Correspondence**

Council received and noted correspondence for information and consideration.

*Council noted the correspondence.*

### **26/27-511 Clerk's Report**

Council received an update from the Clerk on actions, correspondence and operational matters since the last meeting.

This included year-end financial work, contract arrangements, allotment administration and preparations for the new financial year.

*Council noted the report.*

### **26/27-512 Planning Matters**

#### **26/27-512(a) Planning Updates**

Council noted updates relating to local planning matters.

**26/27-512(b) Planning Responses Submitted Under Delegation**

Council noted that planning responses may be submitted under delegated authority where appropriate.

**26/27-513 Reports from Councillors**

Councillors raised matters for information and general parish updates only.

*Council noted the updates.*

**26/27-514 Reports from Representatives**

Updates were received from representatives and community groups.

*Council noted the reports.*

**26/27-515 Public Question Time (Item Brought Forward to the Top of the Meeting)**

Members of the public raised questions regarding the future of Shevington Clinic and related health service provision. The discussion included reference to funding arrangements and the position of local health bodies.

*Council noted the questions and discussion.*

**26/27-516 Meeting Close**

There being no further business, the meeting was closed.

**Meeting closed at: 20:31**