

Shevington Parish Council

Clerk & RFO to the Council – Mr M Potts

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Minutes

Meeting of the Full Council

Held on Wednesday 27th May 2026 at 19:00

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

Present:

Cllrs: *Cllrs W McKnight, M Grimes, C Horridge, H Thompson, J Whiteley, J Diggle and B Crombie-Fisher.*

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

Members of the Public: 8

Part One

26/27-532 Chairman

The Clerk opened the meeting and invited nominations for Chairman for the Municipal Year 2026/27.

Resolved: That Cllr Bill McKnight be elected Chairman of Shevington Parish Council for the Municipal Year 2026/27.

Cllr McKnight signed the Declaration of Acceptance of Office and took the Chair.

26/27-533 Vice Chairman

Nominations were invited for Vice Chairman for the Municipal Year 2026/27.

Resolved: That Cllr Jess Diggle be elected Vice Chairman of Shevington Parish Council for the Municipal Year 2026/27.

26/27-534 Apologies

Apologies for absence were received from **Cllr Janet Brown** and **Cllr Mike Crosby**.

Resolved: That the apologies be accepted.

26/27-535 Declarations of Interest

26/27-535(a) Code of Conduct – Declaration of Interests

No declarations of interest were made.

26/27-535(b) Localism Act 2011 – Dispensations

No requests for dispensations were received.

26/27-536 To Sign as a Correct Record the Minutes of the Meeting Held on 29 April 2026

The minutes of the Full Council Meeting held on 29 April 2026 were approved as a correct record and signed by the Chairman.

Resolved: That the minutes be approved and signed.

26/27-537 Matters Arising from Previous Minutes

No matters arising were raised that were not otherwise covered on the agenda.

26/27-538 Finance

26/27-538(a) Payments for Approval

Council considered the April 2026 payment schedule together with payments made under delegated authority.

Resolved: That the payment schedule be approved.

26/27-538(b) Bank Reconciliation

Council received and noted the latest bank reconciliation and supporting bank statements.

The Chairman signed the reconciliation.

Resolved: That the bank reconciliation be noted.

26/27-539 Review of Standing Orders and Financial Regulations

Council reviewed the current Standing Orders and Financial Regulations.

Members agreed that both documents remained fit for purpose pending any future amendments.

Resolved: That the Standing Orders and Financial Regulations continue in force for 2026/27.

26/27-540 Digital and Data Compliance / AGAR Assertion 10

Council received an update regarding digital compliance arrangements, website development, councillor email provision, document management and data processing arrangements.

The Clerk reported on ongoing work relating to website migration, domain management, future Microsoft 365 arrangements and councillor email provision.

Resolved: That the update be noted.

26/27-541 Review of Regular Supplier Arrangements and Prices

Council reviewed the schedule of regular suppliers, subscriptions and ongoing service arrangements.

Members noted minor increases where applicable and confirmed continuation of the arrangements.

Resolved: That the supplier arrangements and pricing schedule for 2026/27 be approved.

26/27-542 Meeting Dates for 2026/27

Council considered the proposed meeting schedule for the municipal year.

Resolved: That the meeting schedule for 2026/27 be approved.

26/27-543 Clerk's Report

The Clerk provided an update on current operational matters including:

- Forest Fold Allotments security barrier and ongoing discussions with the supplier regarding installation timescales.
- Future site meeting arrangements once barrier installation is confirmed.
- Progress with implementation of the allotment waiting list system.
- Maintenance matters across Council assets, including gates, fencing and bowling green facilities.
- Arrangements for the Shevington Fete and Parish Council attendance.

Council noted the report.

26/27-544 Planning Matters

26/27-544(a) Application A/26/100259/FULL

109 Shevington Moor, Standish, Wigan WN6 0SE

Council considered the application for the change of use of a residential property to a children's day nursery together with associated alterations and parking provision.

Members discussed parking arrangements associated with the proposal. It was noted that vehicle movements would be concentrated around drop-off and collection times and that parking provision formed part of the submitted application. Members did not identify any additional planning matters that they wished to raise beyond those already being considered as part of the application process.

Resolved: That Shevington Parish Council raise no objection to application A/26/100259/FULL.

26/27-544(b) Application A/26/100555/FULL

Council noted that an objection had been submitted under delegated authority in accordance with the previous Council resolution.

Council noted the update.

26/27-545 Reports from Councillors

Members provided updates on parish matters and community events.

Council noted the reports.

26/27-546 Reports from Representatives

Updates were received from:

- Forest Fold Allotments Tenants Association
- Friends of Stockley Park
- Shevington Fete Committee
- Patient Participation Group

Matters discussed included allotment management, maintenance issues, future community projects, funding opportunities, play equipment provision, community facilities and preparations for the forthcoming fete.

Council noted the reports.

26/27-547 Public Question Time

Representatives from Friends of Stockley Park provided an update on current projects, funding applications and aspirations for future improvements within the park.

Discussion also took place regarding potential funding opportunities and support available through external organisations.

Council noted the representations.

26/27-548 Dr Surman Memorial Tree Plaque

The Chairman reported on the proposed memorial plaque wording for the Dr Surman commemorative tree.

Members reviewed the draft proof and suggested minor wording and punctuation amendments prior to manufacture.

Resolved: That the plaque wording be approved subject to the agreed amendments and that the associated expenditure be approved.

26/27-549 Date of Next Meeting

The next meeting of the Council was confirmed as **Wednesday 24 June 2026 at 19:00**.

PART TWO – CONFIDENTIAL

(Public and Press Excluded under the Public Bodies (Admission to Meetings) Act 1960)

26/27-550 Clerk Employment Matters

Council considered the confidential report relating to the correction of salary arrears arising from the implementation of the nationally agreed NJC pay award and payment in lieu of accrued annual leave.

Members discussed the position regarding annual leave management, carry-over arrangements and the appropriate salary scale for the role.

Resolved: That the correction of salary arrears arising from the payroll oversight be approved.

Resolved: That payment in lieu of two weeks' accrued annual leave be approved.

Resolved: That the Chairman seek guidance from the Lancashire Association of Local Councils (LALC) regarding the appropriate salary scale and grading for the Clerk & RFO role and report back to Council.

Resolved: That a future annual leave and carry-over policy be prepared for Council consideration.

26/27-551 Meeting Close

There being no further business, the Chairman closed the meeting.

Meeting closed at approximately 20:25.