

Shevington Parish Council

Clerk & RFO to the Council – Mr M Potts

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Minutes

Meeting of the Full Council

Held on Wednesday 29th April 2026 at 19:00

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

Present:

Cllrs: C Horridge, H Thompson, W McKnight, J Whiteley, M Crosby, J Diggle.

Officers: Mr Michael Potts (Clerk & RFO)

Members of the Public: 5

Part One

26/27-517 Apologies

Apologies for absence were received from Cllrs J Brown and M Grimes.

The apologies were accepted.

26/27-518 Declarations of Interest

26/27-518(a) Code of Conduct - Declaration of Interests

Cllrs H Thompson and J Whiteley declared an interest in the retrospective planning application at Paradise Farm as they live opposite the site.

Cllr J Diggle declared an interest as a member of Shevington Fete committee and would abstain from any vote.

26/27-518(b) Localism Act 2011 - Dispensations

No requests for dispensations were received.

26/27-519 To Sign as a Correct Record the Minutes of the Meeting Held on 25 March 2026

The minutes of the Full Council Meeting held on 25 March 2026 were approved as a correct record and signed by the Chair.

26/27-520 Matters Arising from Previous Minutes

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

26/27-521 Finance

26/27-521(a) Payments for Approval

Council considered the March 2026 payment schedule and any retrospective payments made under the Clerk's delegated authority. It was noted that there was nothing out of the ordinary and no unexpected items for approval.

Resolved: That the March 2026 payment schedule be approved.

26/27-521(b) Bank Reconciliation

Council noted the latest bank reconciliation and supporting bank statements. The Chair signed the relevant reconciliation at the meeting.

Resolved: That the bank reconciliation be noted.

26/27-521(c) Applications for Financial Assistance

Council considered an application from Shevington Fete for £1,500 towards the 2026 event, including room hire, advertising and related costs. Members noted that the request was in line with previous support and that the event continued to provide benefit to the parish.

Resolved: That a grant of £1,500 be approved to Shevington Fete.

A late request was also received in respect of St Peter's RC High School Orrell Year 7 rugby league team following qualification for the final at Wembley. Members were supportive of a small contribution, subject to proper payee details being provided and payment being made to the appropriate school fund/body rather than an individual.

Resolved: That a contribution of £50 be approved in principle, with delegated authority given to the Clerk to obtain the necessary details and process payment subject to the Council's normal audit requirements.

26/27-521(d) Year End / Closing Position

Council received the provisional outturn for 2025/26. The Clerk reported that income had been stronger than expected and expenditure lower in several areas, primarily because major project activity, including the Memorial Park drainage works, had not yet commenced. Members noted that this explained the increase in balances carried forward.

The Clerk also updated members on ongoing difficulties in reconciling a historic VAT claim inherited from the previous period. It was noted that the Council would continue to pursue clarification with HMRC and, if necessary, bring the matter back to Council.

Resolved: That the provisional year-end outturn and update on historic VAT matters be noted.

26/27-521(e) Regular Payments / Ongoing Commitments

Council noted the schedule of regular payments, subscriptions and continuing commitments for 2026/27, including active direct debits and routine contract arrangements.

Resolved: That continuation of approved regular payments and ongoing commitments for 2026/27 be confirmed where required.

26/27-522 Budget and Financial Structure 2026/27

Council considered the final budget structure, revised cost centres and cost codes for the 2026/27 financial year. The Clerk explained that the revised structure would provide clearer reporting by grouping income and expenditure under more meaningful headings, including allotments, bowling green, projects and administration.

Members welcomed the improved layout and clarity of reporting.

Resolved: That the final budget structure, revised cost centres and cost codes for 2026/27 be approved.

26/27-523 Allotments

Council received an update on allotment renewals, tenancy arrangements, plot amendments and payment progress. The Clerk reported that 53 allotment records had been issued and that 22 payments remained outstanding at that stage, although some cheques and bank transfers were still to be reconciled.

It was further reported that the renewal process had been simplified so that, once tenants had accepted the current terms and conditions, future renewals would be managed by annual invoice rather than by issuing a fresh tenancy agreement each year unless the terms changed.

Members also received an update on the bowling green reopening and early membership administration. Some confusion had arisen around reopening arrangements, and it was agreed that this should be reviewed before the next season. In addition, members discussed several maintenance issues requiring attention, including perimeter troughs, toilets, electrical safety checks, lighting, fencing, décor and the retaining wall at the car park entrance.

***Resolved: That the allotment update be noted;
That the revised annual invoice-based renewal process continue; and
That the Clerk review the bowling green maintenance issues raised and arrange any urgent action required, with electrical safety checks to be treated as a priority.***

26/27-524 Correspondence

Council received and noted correspondence for information and consideration.

Council noted the correspondence.

26/27-525 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, VAT reconciliation issues, allotment administration, bowling green matters and preparations for the new financial year.

Council noted the report.

26/27-526 Planning Matters

26/27-526(a) Planning Updates

Council considered the retrospective planning application at The Gables, Paradise Farm, Shevington Lane, for the creation of hardstanding and the change of use of land to ancillary parking and storage.

Members heard concerns regarding the industrial/storage nature of the site, traffic, residential amenity, and possible environmental implications including contamination, runoff and storage of oils and related materials. Concern was also expressed regarding the retrospective nature of the application and the rural setting of the site.

Following discussion, members agreed that the Parish Council should object and that the objection should include reference to environmental concerns and the need for appropriate assessment. *(Cllrs Thompson and Whitely abstained from the vote)*

Resolved: That Shevington Parish Council object to application A/26/100555/FULL and that delegated authority be given to the Clerk to prepare and submit the objection on behalf of

the Council, including reference to environmental concerns and the need for appropriate assessment.

26/27-526(b) Planning Responses Submitted Under Delegation

No separate planning responses submitted under delegation were reported

26/27-527 Reports from Councillors

The Chair reported on a recent site meeting at Memorial Gardens with the contractor and project representatives regarding the drainage works. Members were advised that the anticipated May start had slipped to June due to the contractor completing another commitment first, with a provisional site start of around 10 June 2026 and an estimated programme of approximately three weeks.

An update was also given regarding the memorial poppies and wreaths, with members noting the practical position around their removal and upkeep.

Council noted the update.

26/27-528 Reports from Representatives

Updates were received from representatives and community groups present, including comments relating to allotments and the Shevington Fete.

Council noted the reports.

26/27-529 Public Question Time

Public representations were received during the meeting in relation to agenda items, including grant requests and the retrospective planning application at Paradise Farm. The concerns raised were noted as part of the Council's consideration of those items.

Council noted the representations.

26/27-530 Date of next meeting

The date of the next meeting was confirmed as the 27th of May 2026

26/27-531 Meeting Close

There being no further business, the meeting was closed.

Meeting closed at: 20:35