

Shevington Parish Council

Clerk & RFO to the Council – Mr Michael Potts
Tel: 07397805227
clerk@shevingtonpc.gov.uk



FULL COUNCIL MEETING

Notice of Meeting and Summons to attend

To: Council Members; Cllrs M Grimes, C Horridge, W McKnight, T Bridge, J Brown, J Diggle, H Thompson, M Crosby, J Whiteley

Dear Councillor,

You are hereby summoned on 14th June 2025 to attend the Full Council Meeting of Shevington Parish Council which is to be held on **Wednesday 25th June 2025 at 19:00.**

The meeting will be held in **Shevington ARLFC 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: (Vice) *Cllr Jess Diggle*

PART ONE

1. Apologies – To receive apologies for absence and consider and reasons for acceptance
(Local Government Act 1972, Section 85) – *Cllr Willam McKnight (Chair)*

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**
Wednesday 21st May 2025
(Local Government Act 1972, Section 111)
4. **Clerks Report**
Updates of actions since the previous meeting
5. **Approval of the Financial Risk Assessment 2025–26**
To consider and approve the updated Financial Risk Assessment for 2024–25, as reviewed by the Clerk/RFO and grouped by operational category. A copy is attached as **Appendix D**
6. **Governance reviews**
 - a) Adoption of Revised Standing Orders (2025 Edition)
 - b) Adoption of Revised Financial Regulations (2025 Edition)
(See briefing paper and tracked versions circulated)
7. **Annual Governance & Accountability Return (AGAR)**
 - a) Review and approval of Section 1 – *Annual Governance Statement*
 - b) Review and approval of Section 2 – *Accounting Statements*
 - c) Approval for submission to external auditor
8. **Finance – (Documents enclosed)**
 - 8.1 Authorisation of **Payments** Made in May – **Appendix C** (for approval)
 - 8.2 **Bank Reconciliation** Approval (report to follow)
 - 8.3 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. – None Received*
9. **Planters & Floral Display Contract**
 - a) Update on contractor availability
 - b) Consideration of any received quotes for remainder of 2025 season**Appendix E supports**
10. **Reports from Councillors – for information only**
11. **Planning Matters**
 - a) Update on minor local planning applications (for information only)
 - b) **Wigan Borough Local Plan 2040** – to note the consultation closed prior to this meeting. See **Appendix A** for summary. Sent to Councillors previously www.wigan.gov.uk/futurewigan2040

12. 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 Fields Developments
- Vicarage Lane Allotments
- Forest Fold Allotments Tenants Association
- Shevington Fete
- Friends of Shevington Memorial Park

13. Meeting Schedule Confirmation

To note and confirm the revised schedule of Full Council and Finance Committee meetings for the remainder of 2025–26, including the change of the June meeting date from 18th to 25th June 2025. See **Appendix B**.

14. Date of next Meeting of the Council

Proposed to be Wednesday 30th July 2025 at 19:00 in the Vicarage Lane Meeting room.

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

15. Shevington & Haigh Parish Council File Storage

To consider the ongoing matter of file storage and access relating to Council records formerly held at a private residence.

MEETING CLOSE

Clerk to the Council

M. Potts (13/06/2025)

**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.*

