

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 23rd July 2025 to attend the Full Council Meeting of Shevington Parish Council which is to be held on **Wednesday 30th July 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: *Cllr W McKnight*

PART ONE

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

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 25th June 2025

(Local Government Act 1972, Section 111)

4. Clerks Report

To receive an update on actions, correspondence, and operational matters since the last meeting

5. Governance Structure & Engagement of Former Co-opted Committee Members

To receive a report from the Clerk on the implications of the May 2025 decision to reduce committee meetings, including the discontinuation of the Policy & General Purposes Committee.

The Council will be asked to confirm:

- That the Council operates solely through Full Council
- That no co-opted committee members currently exist
- That appropriate public engagement methods be established in place of previous arrangements

6. Website Design Review & Approval

To review and approve proposed new design mock-ups for the parish council website, circulated ahead of the meeting.

7. Finance

7.1 Authorisation of Payments for June 2025 (Appendix A)

7.2 Bank Reconciliation Approval (Appendix A)

7.3 Finance report (Appendix A)

8. Planning Matters

8.1 Updates on local planning applications (for information)

8.2 Planning responses submitted under delegation (if any)

9. Reports from Councillors

For information and general parish updates only.

10. Public Works Loan Application – Memorial Park Drainage Works

To receive an update from the Clerk on the status of the loan application to the Public Works Loan Board (PWLB), including recent follow-up with LALC and shared documentation.

Members will be invited to discuss any further progress or information relevant to the funding, timing, or scope of the drainage project.

11. 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 Stockley Park

12. Date of next Meeting of the Council

To confirm the date of the next Full Council meeting: Wednesday 25th September 2025 at 19:00

13. 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 (Public & Press Excluded under Public Bodies Admission to Meetings Act 1960)

14. Council Record Storage – Joint Matter with Haigh Parish Council

To discuss ongoing file access and data management issues related to historic records held at a private residence. Dianne Scambler (Clerk, Haigh Parish Council) will be in attendance.

MEETING CLOSE

Clerk to the Council

M. Potts (27/07/2025)

**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.*
