

Shevington Parish Council

Clerk & RFO to the Council – Mr M Potts

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Minutes

Annual Meeting of the Full Council

Held on Wednesday 21st May 2025 at 19:00

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

Present:

Chairman: *Cllr William McKnight*

Cllrs: *M Grimes, C Horridge, T Bridge, J Brown, J Diggle, H Thompson, J Whiteley*

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

Apologies: *Cllr Mike Crosby*

Members of the Public: 3 Present.

Part One

Meeting Opening by the Clerk who invited Nominations for the position of Chair of Shevington Parish Council.

25-365. Election of Chairman

It was proposed and seconded that Cllr William McKnight be re-elected Chairman for the civic year 2025/26.

Resolved: All in favour. Cllr McKnight duly elected.

25-366. Election of Vice Chairman

It was proposed and seconded that Cllr Jess Diggle be elected Vice Chairman.

Resolved: All in favour.

25-367. Apologies for Absence

Apologies received from Cllr Mike Crosby and accepted.

25-368. Declarations of Interest

None declared.

25-369. Minutes of Previous Meeting

Minutes of the meeting held on 30th April 2025 were approved, subject to a revised version.

Resolved: Approved. Chairman signed the revised copy.

25-370. Standing Committees

It was agreed to change the current structure of committees, with Policy & General Purposes folding into the full council meeting, and the Finance Committee continuing, with all councillors

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remaining members. Committee business will continue to be dealt with as part of Full Council where appropriate.

Resolved: All in favour.

25-371. Appointments to Outside Bodies

Appointments were confirmed as follows:

- Shevington & District Community Association: Cllr John Whiteley
- Shevington Youth Club: Cllr John Whiteley
- Shevington Fete: Cllr Diggle to continue role.

25-372. Review of Standing Orders

Clerk delegated to align Standing Orders with NALC model, including updated guidance on conduct, procurement, and committee structure.

Resolved: Delegated to Clerk – to return to Council for review.

25-373. Review of Financial Regulations

Clerk delegated to review and update Financial Regulations in line with NALC March 2025 model, incorporating risk assessments and Terms of Reference.

Resolved: Delegated to Clerk – to return to Council for approval.

25-374. Finance

- Lease charges and Service Level Agreement for litter bins discussed (approx. £30,000).
- Drainage contractor advised other work booked in so will be later in the summer before work can commence, Clerk and Mike Grimes to continue with financing. Project total approximately £141,000.

Resolved: Noted.

- **Payments** - Payments for the last 12 months were presented to Cllrs along with the latest bank statement.

Resolved: Approved.

- **Budget** – Cllr Grimes gave a run-down of the budget position for the post rollover from 24/25 and any adjustments to be made and the budget for the year ahead.

Resolved: Approved.

25-375. Appointment of Internal Auditor

Continuation of existing internal auditor approved for the 2024/25 financial year.

Resolved: Approved.

25-376. Insurance 2025/26

Council approved the renewal of the Parish Council's insurance policy under the existing 5-year agreement.

Resolved: Approved.

25-377. Banking Signatories

Council approved the addition of the Clerk as a bank signatory. No other changes required at this stage.

Resolved: Approved. Clerk to progress with bank.

25-378. Chairman's Report

The Chairman gave a verbal report and highlighted ongoing allotment issues.

Action: Clerk to write formally to Forest Fold Tenants Association.

25-379. Clerk's Report

The Clerk provided a brief update covering ongoing admin tasks and issues raised by residents.

Key points included:

- Bank signatory updates are in progress.
- Scribe accounting system now live and easing workload.
- Audit preparations underway with internal auditor support.
- Issue raised regarding unacknowledged Bowling Green membership cheque.
- Request submitted to Northern Rail to remove outdated Gathurst Station signage.
- PWLB loan application for drainage works progressing.
- Parish websites under review due to lack of provider response; aim is to unify platforms.
- Clerk is undergoing training for new allotment management system.
- External request received to host a charity clothing bank—pending council decision.

Resolved: No available land or suitable site for this to be supported.

Action: Clerk to write to Forest Fold Tenants Association regarding raised beds and policy.

25-380. Councillor Reports

General updates provided by members.

Cllr Terry Bridge left the meeting at 20:12.

25-381. Memorial Tree for Dr John Stuart Surman

Council agreed the desire to proceed with a memorial tree to be planted near the dispensary but wanted to explore the replacement of a vandalised tree with Wigan Council, which is yet to be replaced and could be an alternative to dedicate that in his memory.

Action: Clerk to contact Wigan Council's tree officer.

25-382. Newsletter – June Edition

Council reviewed potential content:

- Shevington Fete advert
- Bowling Green info
- New Clerk feature
- Allotment raised beds availability
- "What does your Parish Council do?" article

Action: Clerk to liaise with Life magazine and confirm distribution numbers.

25-383. Date of Next Meeting

The next Full Council meeting is scheduled for **Wednesday 25th June 2025 at 19:00**, Vicarage Lane Meeting Room.

25-384. Reports from Representatives

Updates were received from the following representatives and community groups:

- **SYC** (Shevington Youth Club) – Cllr Whiteley
- **Friends of Stockley Park** – Sarah Stephenson – Reported an issue with the gate on the park and concerns re health and safety. Back Lane gate – concern raised re accessibility for disabled residents, Chair advised to contact Geoff O'Brien – Green Spaces support, or

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Alison McKenzie – Action: Clerk to write to Wigan Council

Action: Clerk to also contact FSP to confirm contacts and partnership approach.

- **Vicarage Lane Fields** – noted
- **In Bloom Group** – Action: Clerk to arrange meeting.
- **Shevington Fete** – Jess confirmed all going well and no issues to flag.

No other reports from Reps noted.

25-385. Public Participation

No formal questions raised during this item.

Part Two – Confidential

25-386. Admission of New Employee to Pension Scheme

Council approved the formal admission of Mr Michael Potts, Clerk & RFO, to the Greater Manchester Pension Fund (GMPF), in line with the council's employer responsibilities.

Resolved: Approved. Clerk to submit required documents.

Meeting Closed: 20:40

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