

Shevington Parish Council

Clerk & RFO to the Council – Mr M Potts

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Minutes

Meeting of the Full Council

Held on Wednesday 30th July 2025 at 19:00

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

Present:

Cllrs: *M Grimes, C Horridge, J Diggle (Acting Chair), H Thompson, J Whiteley, M Crosby.*

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

Apologies: Cllrs W McKnight, J Brown.

Members of the Public: 3 Present.

Part One

25/26-407 Apologies

Apologies received from Cllrs T Bridge and J Brown. Resolved to accept.

25/26-408 Declarations of Interest

None declared.

25/26-409 Minutes of Previous Meeting

Resolved that the minutes of the Full Council meeting held on 25th June 2025 be approved as a correct record.

25/26-410 Public Participation

Questions raised regarding the annual Parish Walk. Council discussed arrangements and agreed the walk will take place on **Monday 25th August 2025 (Bank Holiday)**, led by Gerald Hurst. Risk assessment, register and insurance to be arranged. Clerk to liaise and publicise.

25/26-411 Clerk's Report

The Clerk reported on:

- Annual Parish Walk – arrangements confirmed (see 25/26-410).
- Memorial Park PWLB loan application – submitted, awaiting decision within 3 weeks.
- Payroll and HMRC records – brought fully up to date.
- AGAR submitted and published, awaiting external audit feedback.
- Contact made with Wigan Council to confirm planning consultations sent to correct email. None outstanding at present.
- Website review mock-ups circulated.
- Allotment measurements completed; income adjustments to follow.
- Forest Fold "Best Kept Plot" award confirmed – Clerk to attend Garden Show on 2nd August to present prize and cheque.
- Outstanding income (allotments, Bowling Green, room hire) being chased.

25/26-412 Governance Structure & Engagement of Former Co-opted Members

Council considered the implications of committee changes. Resolved:

- Council to operate solely through Full Council (with Finance Committee at key points in the year).
- No co-opted committee members exist.
- Community representatives may be invited as “Community Representatives/Advisors” and will continue to receive agendas and papers (excluding confidential business).

25/26-413 Website Design Review & Approval

Council reviewed mock-ups. Resolved to approve the **green design** and proceed with migration, subject to assurance that Youth Club booking forms and information are maintained during the transition.

25/26-414 Finance

- Payments for June 2025 authorised.

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
25	Accounts Software	02/06/2025		Natwest Current		Starboard Systems (Scribe	Starboard Systems LTD	S	51.00	10.20	61.20
26	Insurance, Audit, Pub,	02/06/2025		Natwest Current	1317554108563	Zurich Insurance	Zurich Insurance	E	1,607.76		1,607.76
27	Memorial Park Contract	02/06/2025		Natwest Current		Envirocare	Envirocare	S	466.03	93.21	559.24
28	Memorial Park Contract	02/06/2025		Natwest Current		Envirocare	Envirocare	S	233.26	46.65	279.91
39	Accounts Software	02/06/2025		Natwest Current	PXR52M5X3P2	Starboard Systems (Scribe	Starboard Systems LTD	S	19.00	3.80	22.80
30	Bowling Green Contract	04/06/2025		Natwest Current	3421043816655	BIFFA FF	BIFFA FF	S	165.49	33.10	198.59
29	Bowling Green Contract	04/06/2025		Natwest Current		B Gas Forest Fold	B Gas Forest Fold	L	44.87	2.24	47.11
31	Bowling Green Contract	05/06/2025		Natwest Current	3421043816655	Johnston P Care	Johnston P Care	X	440.00		440.00
24	Accounts Software	06/06/2025	363 April 25	Natwest Current	1021115639214	Starboard Systems (Scribe	Starboard Systems LTD	S	607.00	121.40	728.40
32	Caretaking Salary	06/06/2025		Natwest Current	2019283183278			X	193.44		193.44
33	Caretaking Salary	10/06/2025		Natwest Current	CH - EXPENSE	Screwfix - LIGHT FITTING	Screwfix	S	53.32	10.66	63.98
34	Website	16/06/2025		Natwest Current	0517155584597	Attain - Web Design	Shevington Parish	S	675.00	135.00	810.00
35	Shevington In Bloom	17/06/2025		Natwest Current	5882	Shev in Bloom	Kiwi Nurseries	X	324.50		324.50
48	Stationary, Office & IT	27/06/2025		Natwest Current		ID Mobile Ltd	ID Mobile Ltd	S	13.33	2.67	16.00
36	Caretaking Salary	30/06/2025		Natwest Current				X	263.74		263.74
37	Caretaker Expenses	30/06/2025		Natwest Current				X	23.99		23.99
Total									5,181.73	458.93	5,640.66

- Bank Reconciliation approved

B	Plus unpresented receipts Adjusted Bank Balance	
		184,549.96
A = B Checks out OK		

21 July 2025 (2025-2026)

Shevington Parish Council

- Finance Report noted. Clerk to reclaim £3,100 VAT outstanding and to re-group budget headings for clarity.

25/26-415 Planning Matters

No applications requiring comment.

W. M. C. G. T.

25/26-416 Reports from Councillors

- Allotments: plots measured; adjustments to be made to charges. Several problem plots identified: Clerk to issue letters.

25/26-417 Public Works Loan – Memorial Park Drainage

Update noted. Application submitted; decision expected in August. Site meeting to follow with contractors and Wigan Council regarding tree replacement and drainage layout.

25/26-418 Reports from Representatives

- **Shevington & District Community Association:** No July meeting; next in August.
- **Crooke Village Residents' Association:** Preparing for August Festival (29–31 Aug). Clerk invited to attend future meeting.
- **Shevington Youth Club:** Attendance steady; Secretary to step down March 2026. Possible transfer of management to LABC.
- **Shevington Recreation Ground Trustees:** No meeting.
- **In Bloom:** Ongoing planting and maintenance.
- **Patient Participation Group:** Clerk to circulate update re: carers' strategy and safeguarding awards. Concerns raised about clinic car park.
- **Vicarage Lane Fields / Allotments:** No specific update.
- **Forest Fold Allotments:** Plot measurements completed. Some plots to be split per policy. Discussion re: use of vacant plot for community planting (further consideration required). Fence repairs needed; Clerk to liaise with residents.
- **Shevington Fete:** No update.
- **Friends of Stockley Park:** No update.

25/26-419 Date of Next Meeting

Confirmed as **Wednesday 24th September 2025 at 7:00pm.**

25/26-420 Public Question Time

Public invited to raise questions; none further.

Part Two – Confidential

25/26-421 Confidential Item – Council Record Storage

Council discussed joint matters with Haigh PC regarding historic file access and storage. Proposal resolved to be submitted to correspondent as a viable solution, once accepted clerk to arrange relocation of documentation and then liaise with Haigh.

Meeting Closed: 21:30