

Shevington Parish Council

Clerk & RFO to the Council – Mr Michael Potts
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ANNUAL MEETING OF THE COUNCIL

Notice of Meeting and Summons to attend

To: Council Members; Cllrs M Grimes, C Horridge, W McKnight, J Brown, J Diggle, H Thompson, M Crosby, J Whiteley, B Crombie-Fisher

Dear Councillor,

You are hereby summoned on 22nd of May 2026 to attend the Annual Full Council Meeting of Shevington Parish Council which is to be held on **Wednesday 27th May 2026 at 19:00**. The meeting will be held in **Vicarage Lane 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. **All Mobile phones should be switched to silent**

AGENDA

PART ONE

The parish clerk will open the meeting, and the first agenda item will be to elect a chairman for the 26/27 municipal year.

1. Chairman

To elect the Chairman of the Council for the Municipal Year 2026/27 and to receive the Chairman's Declaration of Acceptance of Office.

2. Vice Chairman

To elect the Vice-Chairman of the Council for the Municipal Year 2026/27.

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

4. Declarations of Interest

4.1 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.

4.2 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.

5. To Sign as a correct record the minutes of the meeting held on

29th April 2026 for the Full Council Meeting.

(Local Government Act 1972, Section 111)

6. Matters Arising from Previous Minutes

To consider any matters arising not otherwise on this agenda.

7. Finance

a) **Payments for Approval** – To approve the **April 2026** payment schedule and note any retrospective payments made under the Clerk's delegated authority (LGA 1972, s.137)

b) **Bank Reconciliation** – To note the latest reconciliation and Bank Statements.
(Appendix A)

8. Review of Standing Orders and Financial Regulations

To confirm the continued use of the Council's Standing Orders and Financial Regulations, last reviewed/adopted in May 2025.

9. Digital and Data Compliance / AGAR Assertion 10

To note current progress on the Council's digital and data compliance arrangements, including councillor email, website, and data processing arrangements with software providers. ([Appendix B](#))

10. Review of Regular Supplier Arrangements and Prices

To review and confirm the Council's current regular supplier arrangements and prices for 2026/27, as set out in ([Appendix C](#)), including minor notified uplifts where applicable, and to note any arrangements still under review.

11. Meeting Dates for 2026/27

To consider and approve the schedule of meetings for the 2026/27 municipal year. Previously sent out but attached [here](#)

12. Clerks Report

To receive a brief update from the Clerk on current operational matters, including ongoing correspondence regarding boundary/fencing queries near the allotment site, website and email/IT arrangements, and other routine matters.

13. Planning Matters

a) **Application A/26/100259/FULL** - 109 Shevington Moor, Standish, Wigan WN6 0SE
Change of use of residential property to children's day nursery (Use Class E(f)) with associated alterations, demolition works and provision of 9 car parking spaces. ([Planning Application](#))

b) To receive an update on the objection submitted under delegated authority in respect of application **A/26/100555/FULL**. ([Objection](#))

14. Reports from Councillors

For information and general parish updates only.

15. 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 Allotments
- Forest Fold Allotments Tenants Association
- Shevington Fete
- Friends of Stockley Park

16. 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.

17. Date of Next Meeting

The next meeting date of the council will be Wednesday, 24 June 2026 at 19:00

PART TWO – Confidential (Public & Press Excluded under Public Bodies Admission to Meetings Act 1960)

18. Clerk Employment Matters

To consider the confidential appendix relating to correction of salary arrears arising from a payroll oversight, payment in lieu of untaken annual leave, and any associated payroll and pension adjustments relating to the Clerk. (*Appendix D*)

MEETING CLOSE

Clerk to the Council

M. Potts (22/05/2026)

**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.*