

Shevington Parish Council

Clerk & RFO to the Council – Mr M Potts

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Minutes

Meeting of the Full Council

Held on Wednesday 24th June 2026 at 19:00

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

Present:

Cllrs: *Cllrs W McKnight, M Grimes, C Horridge, J Whiteley, J Diggle and B Crombie-Fisher.*

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

Members of the Public: 7

Part One

26/27-552 Apologies

Apologies for absence were received from **Cllr Janet Brown**, **Cllr H Thompson** and **Cllr Mike Crosby**.

Resolved: That the apologies be accepted.

26/27-553 Declarations of Interest

26/27-553(a) Code of Conduct – Declaration of Interests

No declarations of interest were made.

26/27-553(b) Localism Act 2011 – Dispensations

No requests for dispensations were received.

26/27-554 To Sign as a Correct Record the Minutes of the Meeting Held on 27 May 2026

The minutes of the Full Council Meeting held on 27 May 2026 were approved as a correct record and signed by the Chairman.

Resolved: That the minutes be approved and signed.

26/27-555 Matters Arising from Previous Minutes

No matters arising were raised that were not otherwise covered on the agenda.

26/27-556 Finance

26/27-556(a) Payments for Approval

Council considered the May 2026 payment schedule together with payments made under the Clerk's delegated authority.

In response to questions, the Clerk confirmed that:

- the payment of approximately £4,600 to Wigan Council related to Christmas lighting;
- the Envirocare payments included an outstanding invoice from the previous financial year and invoices for the current year;
- charges from the Council's existing website and email provider included website, domain, email and storage services; and
- expenditure of approximately £172 relating to the memorial plaque had previously been authorised under delegated authority.

Resolved: That the May 2026 payment schedule and the payments made under delegated authority be approved.

26/27-556(b) Bank Reconciliation

Council received the bank reconciliation and supporting bank statements to 31 May 2026.

The total balance held across the Council's accounts was approximately £220,000.

Members requested that future reports include comparison against the Council's financial position at the equivalent point in the previous year.

The Chairman signed the reconciliation.

Resolved: That the bank reconciliation be approved.

26/27-557 Annual Governance and Accountability Return 2025/26

26/27-557(a) Annual Governance Statement

Council considered each assertion contained within Section 1 of the Annual Governance and Accountability Return for the year ended 31 March 2026.

The Clerk explained that work remained ongoing in relation to the review of Council policies, internal controls, information technology arrangements and councillor email accounts.

It was noted that the internal auditor was completing work relating to both the 2024/25 and 2025/26 financial years and had been provided with access to the Council's accounting records.

Resolved: That Section 1, the Annual Governance Statement for 2025/26, be approved.

The Chairman and Clerk were authorised to sign the Annual Governance Statement on behalf of the Council.

26/27-557(b) Accounting Statements

Council considered Section 2 of the Annual Governance and Accountability Return for the year ended 31 March 2026.

The Clerk confirmed that the figures reconciled to the year-end accounting records. Explanations would be provided to the external auditor for material variances between the current and previous financial years.

Resolved: That Section 2, the Accounting Statements for the year ended 31 March 2026, be approved.

The Chairman was authorised to sign the Accounting Statements on behalf of the Council.

26/27-557(c) External Audit Submission

Resolved: That the Chairman and Clerk/RFO be authorised to submit the completed Annual Governance and Accountability Return and supporting documentation to the external auditor.

26/27-558 Community Investment Proposal – Shevington High School

Representatives of Shevington High School presented proposals for the development of improved sporting and community facilities at the school.

The project would include a new artificial 3G pitch and improvements to the school's football, rugby and associated facilities.

The Football Foundation was considering an investment of approximately £1.5 million, subject to match funding and the completion of the necessary surveys, planning and due diligence work.

Approximately £200,000 had been identified through Wigan Council, together with approximately £25,000 from the Rugby Football League. The remaining funding gap was still to be confirmed.

The school explained that the project would be required to deliver wider community benefits and would not operate solely as a school facility. This would include provision for girls, older residents, disabled people, local clubs and other community groups.

Members discussed:

- the proposed facilities and community access arrangements;
- free and affordable community use;
- ongoing management and maintenance;
- parking and access;
- planning and environmental requirements;
- the school's contribution;
- crowdfunding and other funding sources; and
- the remaining match-funding requirement.

The Clerk advised that a formal grant application and supporting financial information would be required before the Council could consider making a contribution.

Resolved:

1. That Shevington High School be invited to submit the Council's formal grant application form and supporting documentation.
2. That the proposal be considered further following receipt of the completed application.
3. That no financial commitment be made at this stage.

The representatives were thanked for attending the meeting.

26/27-559 Exercise of Public Rights 2025/26

Council considered the arrangements for the exercise of public rights in relation to the accounts for the year ended 31 March 2026.

Resolved:

1. That the inspection period from Friday 26 June 2026 to Thursday 6 August 2026 be approved.
2. That the Clerk be authorised to publish the required notices and supporting documentation on the Council's website and noticeboards.

Resolved: That the meeting schedule for 2026/27 be approved.

26/27-560 Asset Register 2025/26

Council reviewed the asset register as of 31 March 2026.

The Clerk explained that the register included acquisition dates, purchase or recorded values, estimated useful lives and asset locations where this information was available.

Certain community and heritage assets without an identifiable purchase value were recorded at a nominal value. The Council did not apply annual depreciation to the figures shown in the asset register.

Members noted that insured replacement values were recorded separately through the Council's insurance arrangements.

Resolved: That the asset register as of 31 March 2026 be approved.

26/27-561 Budget and Financial Reporting Structure 2026/27

Council considered the allocation of the approved 2026/27 budget across the revised Scribe accounting structure.

The structure provided separate reporting for the Council's principal services and facilities, including:

- administration;
- Memorial Park;
- Forest Fold Allotments;
- the bowling green;
- leased land;
- environmental services and planting;

- community activities; and
- events.

The Clerk explained that the revised structure would improve financial reporting and allow income and expenditure to be monitored against individual services and facilities.

Members discussed the cost of providing Forest Fold Allotments, including the land lease, grounds maintenance, security barrier, waste removal and occasional clearance work.

Members also discussed the level of subsidy provided by the Council, the affordability of future rent increases and the importance of ensuring that Council expenditure benefited all parts of the parish.

It was noted that further adjustments could be made as expenditure patterns under the new structure became established.

Resolved:

1. That the revised budget allocations and financial reporting structure for 2026/27 be approved.
2. That income and expenditure be monitored against each cost centre during the year.
3. That the level of allotment subsidy and future rent increases be considered as part of the next budget-setting process.
4. That a further Finance Committee meeting be arranged to consider reserves and budget monitoring arrangements.

26/27-562 Information Technology and Councillor Email Migration

Council considered proposals to migrate the Council's email and information technology arrangements to a managed Microsoft 365 service.

The Clerk explained that the current webmail system was difficult to use and did not provide appropriate records management, administrative control or integration with Microsoft Outlook and calendars.

The proposed arrangements would provide councillors with Parish Council-owned email accounts and would:

- separate Council business from personal email accounts;
- improve data protection and information security;
- allow Council information to be retained when a councillor or employee left;
- assist with information requests;
- improve storage and access controls; and
- provide ongoing account and technical support.

The proposal included an initial implementation and migration charge of approximately £760, followed by the ongoing support and licence charges set out in the quotation.

Members agreed that the continued use of personal email accounts for Council business was no longer appropriate.

Resolved:

1. That the migration to Parish Council-owned Microsoft 365 email accounts be approved.

2. That the initial implementation and migration charge be approved.
3. That the ongoing support and licence charges set out in the quotation be approved.
4. That the Clerk be authorised to arrange the implementation and migration.
5. That councillors use their Parish Council email accounts for Council business following implementation.

26/27-563 Clerk's Report

The Clerk's report had been circulated prior to the meeting.

The Clerk provided updates on the following matters.

Memorial Park

A meeting had taken place with the drainage contractor. Progress had been affected by adverse weather, but work had recommenced.

The Clerk was arranging a site meeting with Wigan Council's Tree Officer to consider the trees affected by the works.

Concerns had also been received regarding the condition of the footpath. Members noted that path improvements formed part of the second phase of the Memorial Park works.

Planters

The Clerk reported that difficulties had continued in obtaining a suitable contractor for the Council's planters.

Moss Bank had offered a reduced service, and responses were awaited from other potential contractors.

Members thanked residents who had assisted with the planting and maintenance of planters in Shevington Moor.

The condition of the grass and surrounding area at the Whiteacre Park planters had been reported to Wigan Council.

Resolved: That the Clerk's report be noted.

26/27-564 Planning Matters

Council received an update on current planning matters.

No further decisions were required.

26/27-565 Reports from Councillors

Members provided updates on matters within their respective areas.

Discussion included:

- Cllr raised reports of issues of noticeboard at apply Bridge Shops – Clerk advised that we don't have a key for this small noticeboard so further works will be required with original contractor or locksmith.

Council noted the reports.

26/27-566 Reports from Representatives

Updates were received from local organisations and Council representatives.

Shevington and District Community Association

It was reported that the next meeting would take place the following week. Discussion about the local defibs and Shevington High School discussions for greater coverage of the area ongoing.

Crooke Village Residents' Association

An update was provided regarding title deeds and land ownership matters related to the ongoing anti-social behaviour at Otters Croft. Grass cutting raised by villagers which wasn't being done often enough, to be reported by Wigan Council

Armed Forces Day events 27th June in Wigan, with Crooke Village Nigel Brockwell "Painathon" in Wigan, pulling a narrowboat from Wigan to Crooke Village raising funds for Daffodil Dreams charity

Shevington Recreation Ground Trustees

Council received and noted an update.

Shevington in Bloom

No meeting had taken place. The earlier update regarding the Council's planters was noted.

Forest Fold Allotments

The Clerk reported that an allotment plot remained under review. The tenant had been given an opportunity to demonstrate progress, and the position would be reviewed following a further inspection. Issue also raised with the main gate at the site which is under review.

Shevington Fete

Members reported that the fete had been successful and had received positive feedback.

The support provided by volunteers, the school and local community organisations was acknowledged. The financial position was expected to be close to break even.

Members and volunteers were thanked for their work.

Friends of Stockley Park

Sarah gave an update on activities and recent FOSP meeting. Funding and Basketball Net being installed tomorrow. Discussion was had re potential grant bid in future for zip line at the park. Questions were raised about the Shevington High School Grant Funding Bid.

{Suspension of Standing Order 3(x)}

The meeting having reached the two-hour limit, the Chairman proposed that Standing Order 3(x) be suspended to enable the remaining business on the agenda to be concluded.

Resolved: That Standing Order 3(x) be suspended and that the meeting continue. The resolution was agreed unanimously}

26/27-567 Public Question Time

Resident from Shevington Moor raised concerns about upkeep in the area by Wigan Council, resident had contacted the council and raised issues, Clerk thanked resident for raising and mentioned that the Parish Council have raised cases for certain issues.

Residents also suggested that the parish council should have had a higher profile at the Shevington Fete, discussion had with councillors about the set up on the day and plans for next year to make us more visible at the event to engage with residents.

PART TWO – CONFIDENTIAL

(Public and Press Excluded under the Public Bodies (Admission to Meetings) Act 1960)

26/27-568 Clerk and Responsible Financial Officer Salary Grading

Council considered the appropriate salary grading for the Clerk and Responsible Financial Officer post.

Resolved:

1. That, with effect from **1 April 2026**, the Clerk and Responsible Financial Officer post be placed on the **LC2 Substantive salary range, SCP 24 to SCP 28**.
2. That the Clerk's salary commence at **SCP 24, £35,412 full-time equivalent**, calculated pro rata to the Clerk's contracted working hours.
3. That, upon successful completion of the **Certificate in Local Council Administration qualification**, the post move to the **LC2 Above Substantive salary range, SCP 29 to SCP 32**, commencing at SCP 29.
4. That the Clerk be authorised to arrange implementation of the revised salary through payroll, including calculation of the pro-rata salary arrears and the appropriate tax, National Insurance and pension adjustments.

The resulting payroll calculation would be provided to the Chairman for verification before payment.

Mr Potts left the meeting while this item was considered and took no part in the discussion or decision.

26/27-569 Meeting Close

There being no further business, the Chairman closed the meeting at **21:38**.