



Haigh
PARISH COUNCIL

**An Ordinary Meeting of the Parish Council
WILL BE HELD VIA MS TEAMS ON
MONDAY 23 JANUARY 2023 at 6:30pm**

Agenda

- 551 Election of Chairman and Vice Chairman** (enclosed)
To elect a new Chairman and, if necessary, a new Vice Chairman of the Parish Council – to serve until the Annual Meeting on Monday, 22 May 2023.
The NALC document on Roles and Responsibilities (originally circulated for the Council meeting in December is enclosed. The section on the role of the Chairman is highlighted.
- 552 Chairman’s Declaration of Acceptance of Office**
To receive the Chairman’s Declaration of Acceptance of Office.
- 553 Apologies for Absence**
To receive apologies from councillors.
- 554 Declaration of Interests**
To receive any declarations of interest (prejudicial or otherwise) with regard to items on the Agenda.
Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council. Members are reminded that if they have any personal interests of a prejudicial nature or a disclosable pecuniary interest they must not participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.
- 526 Matters Introduced by Members of the Public** – for information
An opportunity for any members of the public present to raise issues for the attention of members.
- 527 Minutes of the Ordinary Meeting (5 December 2022)**
– for approval (enclosed)

To receive and approve the Minutes of the Ordinary meeting held on 5 December 2022 for signature by the Chairman.

528 Matters Arising – for information only

An opportunity for members of the Council to report or update on any matters that have arisen since the meeting in December that are not otherwise included on the agenda.

Actions from the Meeting of 5 December 2022

No.	ISSUE	ACTION	BY WHOM	COMPLETED
537	New Councillors' Training	Join virtually on 17 January 2023	Cllr C Kenyon Cllr P Kenyon Cllr A Wilson Cllr A Edwards-Hooson The Clerk	
539	Generic Email Addresses for Parish Councillors	Set up own free email address dedicated to PC use	Members	

Members are invited to update the Council on progress with the above actions.

Progress with actions assigned to the Clerk is either included in the narrative relating to other agenda items or in the Clerk's Report.

529 Planning Applications – for consideration & agreement

A/21/92629/MAJOR	Leyland Mills Leyland Mill Lane Wigan WN1 2SB	Residential development of 10 four storey four bedroom detached dwellings and 7 three storey five bedroom detached dwellings, etc following demolition of existing mill buildings (Representation submitted - presumed awaiting Planning Committee meeting date – November meeting was cancelled - next meeting is on 17 January 2023)
A/22/94132/FULL (Re-submission of A/21/90931/FULL)	Land North Of Pendlebury Lane Haigh WN2 1LT	Erection of a new stable block, associated horse exercise area, storage/sitting cabin and resurfacing of access road (Objection submitted)
A/22/94184/FULL	Rothwells Stud Sennicar Lane Wigan WN1 2SN	Erection of four detached dwellings, following demolition of indoor riding arena, stables and store (Objection submitted)
A/22/94493/FULL and A/22/94594/LB	The Coach House Haighlands	To convert and extend former coach house to use for

	Copperas Lane Haigh Wigan WN2 1PB	residential purposes, together with alterations to external elevations (Objection submitted)
A/22/94669/PDQ	Tuckers Hill Farm Tuckers Hill Brow Haigh Wigan WN2 1LJ	Change of use of agricultural buildings to 2 dwellinghouses (use class c3) and for building operations necessary for conversion (No comments received from members by 16 December 2022, so representation not submitted)

Members are invited to note the current status of the above applications with regard to which the Council have submitted/considered submitting representations, consider any new applications submitted since the last meeting and agree the best way forward.

At the time of preparation of this agenda there were no new applications to put before the Council.

530 Casual Vacancy – for discussion and agreement (enclosed)

Cllr Rob Lawson's resignation as a parish councillor was reported to the Elections Officer at Wigan Council. In 2023 the terms of office of all parish councillors end four days after the elections on 4 May. This includes the term of office of anyone elected or co-opted to replace a parish councillor finishing during the last six months preceding the date of the election. In view of this the Elections Officer has written that, under the six months rule, the Parish Council is not allowed to hold an election between now and 4 May, but may either co-opt a new member (whose term of office will end four days after the date of the elections) or chose to run with a vacancy until the May elections.

At the meeting in December the Council agreed to run with a vacancy until the May elections. However, as we have received an expression of interest from a member of the public, it has been suggested by one or two members that perhaps we should put the co-option process in motion. The procedure is enclosed.

Members are asked to note the following:

- Under the Council's statutory equality duties the vacancy for a co-opted member has to be advertised.
- The earliest date on which a new member could be formally co-opted would be at the March Council meeting.
- The co-opted member would almost immediately have to stand for election, as their term of office would end four days after the election on 4 May.

Members are invited to discuss the matter and agree the best way forward.

531 Revised Parish Plan – for approval (enclosed)

Members reviewed the Parish Plan during the meeting in December. A number of changes were agreed and the document has been updated. The revised document is presented for approval.

532 Annual Parish Meeting – for discussion and agreement

The date for the Annual Parish Meeting with the presentation by Al & Al on the their plans for Haigh Hall has been arranged for Tuesday, 7 March. The venue has still to be confirmed.

The Annual Parish Meeting is called and chaired by the Chairman of the Parish Council. It is NOT a meeting of the Parish Council, but a meeting of the electors of the Parish.

Below is the standard agenda used by this Parish Council in the past:

- 1. Welcome by the Chairman**
- 2. Apologies**
- 3. Matters Introduced by Members of the Public**
- 4. Minutes of the last Annual Meeting (9 May 2022)**
- 5. Matters Arising from those Minutes**
- 6. Clerk's Report**
- 7. Any other Business**

Item 3 is a legal requirement. This provides an opportunity for members of the Parish electorate to raise issues and vote on motions.

If a motion is passed, the Parish Council are obliged by law to consider acting on it. However, the Council may only act on a motion, if they have the legal power to do this.

Items 1, 2, 4 and 5 are standard meeting items.

Item 6 is a report delivered by the Clerk and provides an overview of the work of the Parish Council over the past year. To save time this can be tabled and circulated to those present. It can then be published online.

As we have Item 3, there is no need for AOB at Item 7. The presentation by Al & Al could take place at this point.

Items 3, 4, 5 and 6 could also be re-arranged so that Item 3 occurs later in the meeting, as appropriate.

The APM has, by law, to be advertised seven days before the date of the meeting. However, because of the presentation by Al & Al, it will need to be advertised earlier than that.

We will also need to consider whether we will be serving simple refreshments during or after the meeting.

Members are invited to discuss and agree the following:

- (a) The agenda and format for the meeting,
- (b) Meeting start time,

- (c) Whether simple refreshments are to be served and, if so, when,
- (d) The advertising schedule.

533 Councillors' Contact Details – for information and agreement

Both Wigan Council and the Lancashire Association of Local Councils have now confirmed that there is no longer a legal requirement that a parish councillor's home address should be displayed on either the principal authority's website or on the parish council's website.

Consequently, parish councillors' addresses have been removed.

The Clerk to the Parish Council is the official point of contact for the Council, so the Clerk's email address and telephone number have been published.

Occasionally it may be more appropriate (or residents may prefer) to contact a parish councillor directly. In view of this it is important that each member's contact details should be published online.

One or more of following contact details are acceptable:

- Email address
- Telephone number
- Home address

Members are invited to indicate which they would prefer and confirm their choice in writing by emailing the Clerk.

534 Haigh Bubblefest 2023 – for agreement (enclosed)

535 Meeting with Wigan Council Officers

– for information and agreement (enclosed)

The minutes of the meeting with Wigan Council officers are enclosed.

Members are invited to provide feedback.

The next meeting with Wigan Council officers is scheduled for Monday, 20 March at 4pm. It will be held via MS Teams.

Members are invited to decide whether they would like the meeting to go ahead and, if so, to propose and agree topics for discussion.

536 Newsletter – for agreement

In the Community Engagement Strategy (reviewed in 2022) it states:

“The Council is committed to producing an Annual Report in the form of a newsletter which includes a range of information about the Parish Council and will be distributed to every home in the Parish.”

Members are invited to discuss and agree the following:

- (a) When the 2023 edition of the newsletter is to be published.
- (b) Possible content.
- (c) How it is to be distributed to **every home in the Parish**.

There has recently again been a suggestion that the newsletter should be published electronically only. In order to arrive at an agreement on this, members should consider the following:

Do **all** residents of the Parish have access to the internet?

How can we ensure that the attention of **all** residents is drawn to the newsletter and its online location?

The last newsletter was delivered to every home by a small number of councillors and one volunteer. How could the Council enlist the help of more volunteers, if needed?

Members are invited to agree the best way forward.

537 Accounts 2022/23 – for approval

Income: **£nil**

Expenditure:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
51	Employee No.1	Salary (Dec & Jan)	£366.34	N/A	£366.34
52	HMRC	Tax (Dec & Jan)	£ 91.60	N/A	£ 91.60
53	Employee No.1	Mileage	£ 5.20	N/A	£ 5.20
54	Chris Horridge	Display poppies	£ 50.00	N/A	£ 50.00
55	LALC	Training fees	£175.00	N/A	£175.00
	Total:		£688.14	N/A	£688.14

Balance at bank on 31 December 2022 = **£9,087.40**

Estimated balance at bank after above expenditure = **£8,399.26**

Settlement of payments 54 and 55 will result in small overspends in the cost centres from which the payments will be made. (These are illustrated in document 567b.) To balance these overspends members are invited to approve the following virements from the ‘Expenditure Contingency’ cost centre:

- (a) £87 to the ‘Conference, membership, fees’ cost centre and
- (b) £50 to the ‘Community Engagement / Events cost centre.

Members are invited to approve the above virements.

538 Budget & Precept 2023/24 – for discussion & approval (enclosed)

The budget and precept for 2023-24 have to be set at this time of year, as Wigan Council, who are the billing authority and collect the precept on behalf of the Parish Council, need to be informed about the precept to be charged by the end of January.

Three documents are enclosed:

- Proposed Budget & Precept 2023-24 – calculation and overview report
- Proposed Budget 2023-24 – spreadsheet illustrating cost centre allocations, projected out-turn for 2022-23 and actual out-turn for 2021-22.
- Precept by Bands 2023-24 – spreadsheet illustrating impact of precept increases on charges to individual households.

The above documents should be read in conjunction with each other.

Members are invited to discuss and approve the budget and precept for 2023-24.

539 Text for Council Tax Letter – for discussion and agreement

Last year the following statement was included on the letter that is circulated by Wigan Council to council tax payers:

‘For 2022/23 we have approved an increase in the precept from £2,880 to £3,478. This equates to an average increase of approximately £2 for the year across all properties.’

Members are invited to agree a statement for this year’s letter. The statement is restricted in size by Wigan Council and needs to be with the Council tax section by early February.

540 Clerk’s Report – for information (to follow verbally on the day)

541 Date of Next Meeting

27 March 2023 at St David’s Parish Rooms

Please let the Clerk know if you intend to join the meeting by emailing clerk.haighpc@gmail.com by Saturday, 21 January.

Copies of Parish Council Minutes are lodged at Aspull Library and may be accessed online on Wigan Council’s website.

K Pilkington

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Clerk to Haigh Parish Council
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