

**Minutes of Meetings of Haigh Parish Council
Held Monday 23 January 2023
6:30pm via MS Teams**

Present: Councillors Paul Kenyon (Chairman), Andrew Wilson, Marie-Clare Kenyon, Anita Edwards-Hooson and Ian Parker
The Clerk to the Council: Mrs Krystyna Pilkington
Four members of the public

551 Election of Chairman and Vice Chairman

Chairman

Cllr Paul Kenyon, the Vice Chairman, opened the meeting and invited nominations for the Office of Chairman.

A nomination was received for Cllr Paul Kenyon.

Resolved: That Cllr Paul Kenyon would serve as Chairman until the Annual Meeting of the Parish Council in May 2023.

Vice Chairman

A nomination was received for Cllr Ian Parker.

Resolved: That Cllr Ian Parker would serve as Vice Chairman until the Annual Meeting of the Parish Council in May 2023.

552 Chairman's Declaration of Acceptance of Office

Cllr Paul Kenyon's verbal Declaration of Acceptance of Office was received. The Clerk signed in witness to the declaration and it was agreed that Cllr Kenyon would sign the document at a later date.

553 Apologies for Absence

Cllr Bobbie Darbyshire

554 Declaration of Interests

None

Standing Orders were suspended.

555 Matters Introduced by Members of the Public

None

Standing Orders were re-instated.

556 Minutes of the Ordinary Meeting (5 December 2022)

Resolved: The Minutes of the Ordinary Meeting of the Council held on Monday, 5 December 2022 were agreed to be a true and correct record.

557 Matters Arising

Community Engagement

Cllr Clare Kenyon reported that information about the Parish Council and its projects had been shared with the Friends of St David's School, Haigh, with a view to it being discussed at their meeting. The group were very interested in greater engagement with the community and had registered on the Vocaleyes platform. They were particularly interested in developing Haigh Show / Fete.

In reply to questions from members Cllr Clare Kenyon reported that the projects that had generated the most interest were the joined-up bridleway and the Christmas tree. Engagement with the platform had tailed off over the Christmas break, but it was now picking up again.

To qualify for the funding available in the first year of the Vocaleyes project the Council had to meet a set of criteria by the end of the 2022-23 financial year. Cllr Clare Kenyon had met with Northern Heart & Soul to assess the Council's performance. NHS had been very impressed with the Parish Council's performance and had agreed that the Council had met the necessary criteria.

The funding had been increased from £2,000 to £2,500 and the platform would be funded for a second year. In order to access the funding the Parish Council had to agree that the funds received would be ring-fenced for projects identified on the platform. The signed, approved minutes of the meeting at which this was agreed had to be submitted to NH&S by 31 March 2023.

Resolved: The Council agreed that the funding received through participation in the community engagement project associated with the Vocaleyes platform would be ring-fenced for the projects identified on the platform.

New Councillors' Training

It was reported that four councillors and the Clerk had attended the training for new councillors. The councillors had found the training to be very informative.

Generic Email Addresses for Parish Councillors

Most members had now set up an email address that was dedicated to use for Haigh Parish Council business only. Members were advised that, if they had not yet done this, they should do this as soon as possible.

Standing orders were suspended.

558 Planning Applications

A/21/92629/MAJOR	Leyland Mills Leyland Mill Lane Wigan WN1 2SB	Residential development of 17 two and three storey detached dwellings following demolition of former mill buildings	<i>Objection submitted – awaiting Planning Committee date and decision</i>
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	<i>Objection submitted</i>

A/22/94184/FULL	Rothwell's Stud Sennicar Lane Wigan WN1 2SN	Erection of four detached dwellings, following demolition of indoor riding arena, stables and store	<i>Objection submitted- awaiting Planning Committee date and decision</i>
A/22/94493/FULL and A/22/94594/LB	The Coach House Haighlands Copperas Lane Haigh, Wigan WN2 1PB	To convert and extend former coach house to use for residential purposes, together with alterations to external elevations	<i>Objection submitted- awaiting decision</i>
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	<i>Noted</i>

A/22/94132/FULL (Re-submission of A/21/90931/FULL)

A member of the public reported that he had recently spoken to the planning officer, who had told him that more documents relating to this application were due to be put on the planning website. In the event that the planning officer was not able to determine the application, it would be referred to the Planning Committee.

A/22/94184/FULL

A resident informed the Council that an FOI request submitted to Wigan Council for a copy of the accounts of the company running the livery stables at Rothwell Stud had been refused by the Council. Complaints about the refusal had subsequently been submitted to both the Planning Inspectorate and the ICO.

A/22/94493/FULL and A/22/94594/LB

Another resident observed that there was a possibility that a District Councillor might request that this application should be referred to the Planning Committee

Standing Orders were re-instated.

559 Casual Vacancy

At the meeting in December the Council agreed to run with a vacancy until the May elections. However, as the Council had received an expression of interest in the vacancy from a resident, it had been suggested by one or two members that perhaps the co-option process should be put in motion. The co-option procedure had been previously circulated for information.

The way forward was discussed.

Resolved: It was agreed that the Co-option process would be put in motion. The vacancy would be advertised and applicants would be invited to send in

expressions of interest by a date four weeks after the publication of the advertisement.

560 Revised Parish Plan

The revised Parish Plan was discussed briefly. It was reported that a typing error had been identified.

Resolved: Subject to amendment of the error, the revised Parish Plan was approved.

561 Annual Parish Meeting

Arrangements for the Annual Parish Meeting were discussed. The date for the Annual Parish Meeting with the presentation by AI & AI on their plans for Haigh Hall had been arranged for Tuesday, 7 March. The venue would be arranged by AI & AI and would either be the vestibule at Haigh Hall or a location at the Stables Courtyard. Members expressed a preference for the vestibule at the Hall. Numbers would need to be restricted, whichever was used. Access to toilets would be needed. Cllr Clare Kenyon would discuss all of this with AI & AI.

Information outlining the statutory requirements relating to the Annual Parish Meeting, its nature and the standard agenda for the formal part of the meeting had been previously circulated. The order of items on the agenda and other arrangements were discussed.

Resolved:

(a) The following agenda was agreed:

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. Clerk's Report – to be tabled.
6. Presentation by AI & AI.

(b) A working group meeting to which AI & AI would be invited would take place virtually at 7pm either on Tuesday, 31 January or 7 February.

(c) Simple refreshments would be served at a time to be agreed by the working group.

(d) Other arrangements would be agreed at the working group meeting.

562 Councillors' Contact Details

The Clerk reported that, in answer to her enquiry, both Wigan Council and the Lancashire Association of Local Councils had confirmed that there was 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 had been removed from the Parish Council pages on Wigan Council's website.

The Clerk to the Parish Council was the official point of contact for the Council, so the Clerk's generic email address and dedicated telephone number had been published.

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

One or more of the following contact details were acceptable:

- Email address
- Telephone number
- Home address

Members were invited to indicate which they would prefer and confirm their choice in writing by emailing the Clerk, if they had not already done so.

563 Haigh Bubblefest 2023

Date of Bubblefest 2023

At the Council meeting in December it was agreed that Haigh Bubblefest 2023 would be held in the walled gardens on Sunday, 25 June. The Clerk reported that this date had been booked with Haigh Woodland Park. The Operations Manager had confirmed the booking and he would be in touch in the next few weeks to advise about any further information that would be needed.

Bubble Artists

Three bubble artists had been booked and so had the 'Have a Go' area. The bubble artists had confirmed the bookings in writing.

Resolved: The agreement to book three bubble artists and the 'Have a Go' area at a total cost of £1,250 was approved retrospectively.

In 2021 the Council had hired a fourth bubble act. The artist was not available for September 2022, but had asked to be considered for 2023.

Resolved: It was agreed that the fourth bubble artist would be approached and, if the fee had not increased substantially, hired.

Other Entertainers

The balloon modeller / clown had written to say that he was available on Sunday, 25 June and had provided details of his charges.

Resolved: The Clerk was instructed to hire the balloon modeller / clown for the fee he had quoted.

The Clerk was asked to contact Wigan Pier Promotions to establish details of other children's entertainers on their books and the fees they charged.

Catering & Other Stall Fees

The Clerk had an action to book a selection of catering stalls. This needed to be put in motion soon. Members discussed stall booking fees.

Resolved: The following fee structure for stalls was agreed:

- (a) Catering = £75 or a percentage of takings (courtyard concessions)
- (b) Non-Catering (commercial or large national charity) = £25
- (c) Non-catering (small or local charity or community group) = FREE

Working Group Meetings

Working group meetings would need to take place to agree more detailed arrangements for the Bubblefest. The Clerk advised that people other than Council members could be invited to join the working party.

Resolved: Working party meetings would begin in early March.

Volunteers

Recruitment of volunteers was discussed and it was agreed that an appeal would be made via the digital platform.

Transfer of Eventbrite Ownership Rights

It was reported that the transfer of ownership rights from the previous Chairman to the Clerk had not yet been completed. The matter was discussed. It was agreed that the transfer should be completed by the end of February.

Transfer of Stock

Cllr Bobbie Darbyshire had sent a report. She had asked representatives of St David's Church if they could accommodate the large stock held by Rob Lawson within the parish buildings and had met with a positive response. The Clerk would liaise with Mr Rob Lawson and the church wardens over the transfer of the stock and enquire about insurance cover for the stock.

Until a storage facility had been identified Mr Lawson would keep the large stock and Cllr Paul Kenyon would take responsibility for the box of small items.

564 Meeting with Wigan Council Officers

The minutes of the meeting with Wigan Council officers on 13 December 2022 had been recorded by a Wigan Council officer and had been previously circulated. Members were invited to provide feedback.

Inaccuracies in Minutes

It was generally agreed by those members who had attended that it had been a very good meeting, but some of the minutes were in need of correction. Cllr Clare Kenyon had identified the inaccuracies and would share the corrections with the Clerk, so that arrangements could be made for the minutes to be corrected.

Joined-Up Bridleway for Haigh

The Council officers had agreed to the formation of a joint working group with members of the Parish Council and representatives of the horse-riding fraternity in Haigh to look into the development of the joined-up bridleway. The report prepared by the bridleway working group had been forwarded to the LA and had been acknowledged.

Footpath Issue

A damaged footpath which had been rendered unusable for most of the year had been brought to the officers' attention. The Highways Asset Manager had asked the Parish Council to provide a map showing the location of the pathway of concern. This had been submitted together with the Parish Council's proposals.

The next meeting with Wigan Council officers was scheduled for Monday, 20 March at 4pm. It would be held via MS Teams. A decision about whether this should take place had still to be made.

565 Newsletter

The format, time of publication and method of distribution (including the indicative costs of posting) of the next Parish newsletter were discussed.

Cllr Edwards-Hooson left the meeting.

Standing Orders were suspended.

When consulted about whether they preferred to receive their newsletter in hard copy through their letterbox or electronically, the members of the public present expressed the views that the house-to-house delivery of hard copies was much more community-friendly.

Standing Orders were re-instated.

Resolved: The Council agreed that printed copies would be produced in May or June.

The method of distribution to every home in the Parish would be considered and agreed on a future occasion. Both the content of the next newsletter and the way it would be distributed would be included on the agenda for the Council meeting in March.

The Community Engagement Strategy (reviewed in 2022) contained a statement that: "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." It was observed that the Annual Report and the newsletter were two different publications. A review of this statement would also be included as an agenda item for the meeting in March.

A short discussion about raising additional funds followed. The discussion included the possibility of securing Brighter Borough grants. The Clerk advised that the Parish Council was not eligible to apply for Brighter Borough funding. A member suggested that perhaps a Haigh Parish Community Group could be set up. If the group had its own constitution and bank account, it would be eligible to apply for grants for projects. The proposal would also be an agenda item at the March Council meeting.

566 Accounts 2022/23

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

Resolved: The above items were approved for payment.

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

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

The Clerk reported that settlement of payments numbered 54 and 55 would result in small overspends in the cost centres from which the payments would be made.

Resolved: To balance the overspends the following virements from the 'Expenditure Contingency' cost centre were approved:

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

567 Budget & Precept 2023/24

The proposed budget and precept for 2023/24 were discussed. Due consideration was given to the reserves. In reply to questions raised by members the Clerk advised that, if necessary, reserves could be allocated to future projects at a future date. It was reported that Wigan Council would once again be providing a Council Tax Support grant of £1,032.

Resolved: The Council approved a budgeted expenditure of £5,438 (including an expenditure contingency of £500) and set a precept of £4,200 for the financial year ending 31 March 2023. The total reserves were estimated to stand at £7,227 on 1 April 2023.

The precept was increased by a percentage higher than the rate of inflation because (without the Council Tax Support Grant) there was still a shortfall of expected income compared with expenditure.

568 Text for Council Tax Letter

The Council discussed suggestions for the contents of the statement that was to be included on the letter that would be sent by Wigan Council to council tax payers. The 2022/23 statement had been circulated previously for information.

Resolved: The Council agreed that for 2023/24 the statement included on the Council tax letter should be as follows:

'For 2023/24 we have approved an increase in the precept from £3,478 to £4,200. This equates to an average increase of approximately £2.90 for the year across all properties.'

569 Clerk's Report

The Clerk reported that she had provided updates on all items included on the agenda and there was nothing further to report at present.

570 Date of Next Meeting

27 March 2023 at St David's Parish Rooms

The meeting closed at 8:54 pm

Chairman