

**Minutes of Meetings of Haigh Parish Council
Held Monday 4 July 2022
6:30pm St David's Parish Rooms**

Present: Councillors Andrew Wilson (Acting Chairman), Roberta Darbyshire, Anita Edwards-Hooson and Ian Parker and the Clerk, Mrs Krystyna Pilkington
One member of the public

In the absence of the Chairman and Vice Chairman, it was agreed that Cllr Andrew Wilson would chair the meeting.

461 Apologies for Absence

Cllrs Rob Lawson and Paul Kenyon

462 Declaration of Interests

None

463 Minutes of the Annual & Ordinary Meetings (9 May 2022)

Resolved: The Minutes of the Annual and Ordinary Meetings of the Council held on Monday, 9 May 2022 were agreed to be a true and correct record.

464 Matters Arising

Pendlebury Lane Property Owners' Rights With Regard to the Road

It was reported that Cllr Ian Parker had provided both Dist Cllr Laura Flynn and the Clerk with the information required.

Annual Parish Meeting

The Chairman had reported that he had not received any suggestions for additional items to be included on the agenda for the Annual Parish Meeting.

Cllr Ian Parker joined the meeting.

465 Draft Minutes of the Annual Parish Meeting (9 May 2022)

The draft Minutes of the Annual Parish Meeting held on 9 May 2022 were received.

466 Casual Vacancy

The Council had received one expression of interest in the casual vacancy. This was considered. It was agreed that the Council's procedure for appointing co-opted members should be followed and that arrangements should be made for an informal interview with the candidate.

467 Planning Applications

A/21/92629/MAJOR	Leyland Mills Leyland Mill Lane Wigan WN1 2SB	Residential development of 17 two and three storey detached dwellings with roof terraces, landscaping, parking and associated works together with new access from Wingates Road and new pedestrian access from Leyland Mill Lane following demolition of former mill buildings	<i>Representation objecting to the application submitted – Planning Committee date not yet available - decision awaited</i>
A/22/93295/LBLA	Haigh Hall School Lane Haigh Wigan WN2 1PE	Listed building consent for the repair and cleaning of the external fabric of the building including roofs and courtyard elevations, etc	<i>Representation submitted - approved with conditions</i>
A/21/90931/FULL	Land North Of Pendlebury Lane Haigh WN2 1LT	To erect new stable block, associated horse exercise area, storage/sitting cabin and resurfacing of access road	<i>Refused – appeal submitted by applicant to planning inspectorate</i>
A/22/93422/HH	Martholme Toddington Lane Haigh WN2 1LF	Extensions to front and side of existing bungalow	<i>Representation submitted</i>
A/22/93543/LA	Haigh Woodland Park, Adventure Playground School Lane Haigh Wigan WN2 1PE	To create woodland hub, etc	<i>Representation submitted</i>
A/22/93653/LBLA	Old Zoo Site Haigh Woodland Park School Lane Haigh	Listed Building Consent for the restoration and conversion of Bothy Cottages and stores, erection of new lobby, multi-	<i>Noted</i>

		purpose pavilion, cycle store and bin store, temporary parking area, restoration of existing barn including new roof and recladding, alterations to garden walls and landscape improvements, following demolition of derelict structures	
A/22/93652/LA	Old Zoo Site Haigh Woodland Park School Lane Haigh	Restoration and conversion of Bothy Cottages and stores, erection of new lobby, multi-purpose pavilion, cycle store and bin store, temporary parking area, restoration of existing barn including new roof and recladding, alterations to garden walls and landscape improvements, following demolition of derelict structures	<i>Noted</i>
A/22/93476/HH	Samuels Fold Cottage Pendlebury Lane Haigh Wigan WN2 1LT	To extend dwellinghouse, two storey to front, single storey extensions to both sides, dormer and juliet balconies to rear and alterations to roof including raise in ridge height together with associated external alterations	<i>Cllr Rob Lawson was working through the documentation</i>

468 Culraven Garage

A report on a situation that had arisen in relation to the renovation of buildings on the Culraven Garage site and a copy of the Haigh Village Appraisal 2008 were received. The builder who owned the site was converting the buildings into offices, storage, and a works yard for his business. He had received

permission to demolish part of the garage to allow him access to the rear of the premises and the area had been vastly improved as a result.

There was another building on the site that was in a very poor state and the builder wished to demolish this. However, the conservation officer had said it had historical value and would not permit its demolition, as this would not comply with Wigan Council's policy for the area. If he were to receive permission to demolish the building, the builder would park his work vehicles on its footprint.

In the report the Parish Council had been asked if they would consider supporting the builder's plan to demolish the building and make a representation on his behalf to the conservation officer. However, it was reported that this was no longer necessary, as the builder had now decided to improve the building and had begun renovating it.

469 Bubblefest 2022

It was reported that three bubble artists had been booked, the have-a-go area had been agreed and the venue had been confirmed. A dedicated email address has been set up.

A reply had not yet been received from Keith Bergman about increasing numbers in the enclosure at any one time, but, in view of the terms of the Council's insurance cover, the Clerk advised that it might be wiser to restrict the number attending each session to 500, as previously agreed.

It was agreed that the first Working Party meeting would take place at 7:30pm via MS Teams on either Monday, Tuesday or Wednesday of the following week. A programme of dates for future meetings of the Working Party would be agreed during the initial meeting, when details of the event could be discussed further and responsibilities could be delegated.

470 Pop-Up Banner

The Clerk reported that she had obtained details of dimensions and costs of pop-up banners from Digital Impressions (based in Park Road, Wigan), who both designed and printed pop-up banners and sold them complete with stands. The banners were 80cm wide and 2m tall and cost £70 each (including the stand) if the Council provided the design and up to £30 extra if Digital Impressions prepared the design. The lead time was one or two days in the case of the former or a week in the event of the latter.

The way forward was discussed.

Resolved: The Council agreed to order two pop-up banners.

Designs for the banners would need to be discussed further and agreed.

471 Meeting with Wigan Council Officers

The Minutes of the meeting with Wigan Council officers on 27 June 2022 had been previously circulated and were received. The meeting had focussed on progress with the renovation of Haigh Hall and the role of the Parish Council within the community.

There followed a long discussion about the role of the Parish Council and how it might engage with the community to achieve its objectives. The Clerk gave examples of projects managed by other parish councils and the resident who was present offered suggestions with regard to the ways in which the Parish Council might communicate with the local population in order to develop the services it provided.

472 Parish Newsletter

The Clerk reported that the proofs of the newsletter were not quite ready, but would be ready soon. Printing costs had been obtained for 350 copies from two printers. These were discussed.

Resolved: It was agreed that the newsletter would be printed by Digital Impressions (based in Park Road, Beech Hill) at a cost of £65.75.

Members would share the distribution, so there would be no cost implications in relation to this.

473 Internal Audit Report 2021/22

The Annual Internal Audit had taken place on 7 June. The AIAR 2021/22, which formed part of the AGAR, and the detailed Internal Auditor's report had been previously circulated and were received.

There had been no recommendations to action in the detailed report and no issues had been raised in the AIAR 2021/22.

The Clerk reported that the Certificate of Exemption from External Audit had been forwarded to the external auditor and all requisite information had been displayed on the Parish Council's notice board and on the webpage on Wigan Council's website. The period for the Exercise of Public Rights had begun on 13 June and would run until 22 July.

Resolved: The AIAR 2021/22 and the Internal Auditor's report were accepted and approved.

474 Review of Internal Audit 2021/22

The Council reviewed the internal audit process and agreed that the following criteria had been met:

- a) The internal auditor was a person competent to carry out the work.
- b) He was independent in relation to elected members and the Clerk.
- c) He provided the Council with a short report on the work he had carried out.
- d) No issues had been identified, but two recommendations had been made, which had been considered by the Council.
- e) The auditor had examined procedures.
- f) The auditor had examined how decisions were recorded.
- g) He had checked that the transparency requirements had been met.

475 Appointment of Internal Auditor 2022/23

Resolved: Heelis & Lodge were appointed as the Council's Internal Auditors for 2022/23.

476 Insurance 2022/23

The Parish Council's insurance had been due for renewal on 1 June. Three quotes had been sought - from both the Council's existing insurer and from two others. All three providers had been asked for quotes for packages which included events insurance.

By the meeting in May one quote was still awaited, so it was agreed that a decision would be taken via email communication between meetings and approved retrospectively at this meeting.

The Council's current provider had confirmed that their insurance package included events cover as standard, provided the number of people attending at any one time did not exceed 500. The quote of £363.90 from the Council's current provider had also been the lowest of the three quotes. In view of this the members had agreed to continue with the Council's current provider and the premium had been paid to secure the cover with effect from 1 June 2022.

Resolved: Members approved the decision to continue with Zurich Municipal at a premium of £363.90 retrospectively.

477 Accounts 2022/23

Income:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
5	Wigan NE PCC	Room rent (May)	£ 20.00	N/A	£ 20.00
6	Zurich Municipal	Insurance	£363.90	N/A	£363.90
7	Employee No.1	June salary (net)	£169.44	N/A	£169.44
8	HMRC	Tax (June)	£ 42.20	N/A	£ 42.20
9	Employee No.1	Mileage	£ 5.20	N/A	£ 5.20
10	Wigan NE PCC	Room rent (July)	£ 20.00	N/A	£ 20.00
11	Heelis & Lodge	Internal audit fee	£ 90.00	N/A	£ 90.00
Total:			£710.74	N/A	£710.74

VAT re-claimed (01.07.18 to 30.09.21) = £114.26

TOTAL = £114.26

Expenditure:

Resolved: The above items were approved for payment.

Balance at bank on 6 June 2022 (after payment of Item 6) = **£12,256.59**

Transaction No.5 took place on 20 May 2022.

The £100 cheque made out to the Royal British Legion was presented in May.

Estimated balance at the bank after the payment of the balance of the above expenditure = **£11,929.75**

478 Quarterly Budget Monitoring 2022/23

The quarterly budget monitoring report was received. The Clerk reported that all cost centres were currently online.

479 Clerk's Report

The Clerk's report was received. *See Appendix A.*

480 Dates and Location of Meetings

The dates of meetings remaining in 2022 had been agreed at the end of 2021. They were to be on Mondays, 5 September, 17 October and 5 December.

At the meeting in May it had been suggested that, if the first and last Mondays of the month were avoided, meetings could continue on Mondays, as there were difficulties associated with finding another evening of the week on which St David's Parish Rooms were available. This would mean changing the dates of two of the Mondays, i.e. from 5 to 12 September and from 5 to 12 December.

In May Cllr Bobbie Darbyshire had been delegated to look into the possibilities in relation to booking dates on other evenings at St David's and had reported on the difficulties involved by email. Cllr Ian Parker was delegated to look into the availability of Wigan Rugby Club. He reported that he had established that the Rugby Club was available.

After a brief discussion it was agreed that, as the councillors who had requested the changes were not present, this would be discussed during the Bubblefest Working Party meeting the following week.

481 Date of Next Meeting

To be agreed.

The meeting closed at 7:55 pm

Chairman