

**Minutes of Meetings of Haigh Parish Council
Held Monday 5 September 2022
6:36pm St David's Parish Rooms**

Present: Councillors Robert Lawson (Chairman), Roberta Darbyshire, Andrew Wilson, Paul Kenyon, Marie-Clare Kenyon and Ian Parker
The Clerk to the Council: Mrs Krystyna Pilkington
No members of the public were present

482 Apologies for Absence

Cllr Anita Edwards-Hooson
Dist Cllrs Laura Flynn and Ron Conway

483 Declaration of Interests

None

484 Co-option of a Councillor

Resolved: The Council approved the co-option of Marie-Clare Kenyon as a councillor to serve until four days after the Parish Council elections in May 2023.

485 Declaration of Acceptance of Office

Cllr Marie-Clare Kenyon made her Declaration of Acceptance of Office, which was signed in witness by the Clerk.

486 Minutes of the Ordinary Meeting (4 July 2022)

Resolved: The Minutes of the Ordinary Meeting of the Council held on Monday, 4 July 2022 were agreed to be a true and correct record.

487 Matters Arising

Annual Parish Meeting

Ideas for the Annual Parish Meeting were discussed. One suggestion was that the meeting could be held in the vestibule at Haigh Hall. The agenda could consist of a condensed Council meeting followed by a presentation.

A presentation by AI & AI on their plans for the Hall might interest people, particularly if it was held during the festive season. Cllr Clare Kenyon offered to ask AI & AI if they would be willing to do this. The Clerk would enquire about the availability of Haigh Hall.

It was suggested that presentations about aspects of the history of Haigh, eg Haigh Windmill or Haigh Agricultural Show, might also be of interest to people.

488 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/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	Refused – appeal submitted by applicant to planning inspectorate – no further information available
A/22/93422/HH	Martholme Toddington Lane Haigh WN2 1LF	Extensions to front and side of existing bungalow	<i>Representation submitted – approved with conditions</i>
A/22/93543/LA	Haigh Woodland Park, Adventure Playground School Lane Haigh Wigan WN2 1PE	To create woodland hub, etc	<i>Representation submitted – approved with conditions</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	Refused
A/22/94055/LB	Brock Mill Cottage Wingates	Listed Building consent – first floor to side with hipped	<i>Noted</i>

	Road Wigan WN1 2SJ	roof, single storey to rear with roof lantern, together with internal and external alterations, following demolition of existing garage	
A/22/94054/HH	Brock Mill Cottage Wingates Road Wigan WN1 2SJ	To extend dwellinghouse – first floor to side with hipped roof, single storey to rear with roof lantern, together with internal and external alterations, following demolition of existing garage	<i>Noted</i>
A/22/94247/CON	Haigh Hall Hotel School Lane Haigh Wigan WN2 1PE	Condition discharge application to discharge condition No.18 in respect of application A/22/93295/LBLA	<i>Noted</i>

Applications A/22/94055/LB and A/22/94055/HH

The Parish Council decided not to submit representations with respect to these applications because the proposals involved replacing extensions which were not in keeping with the original building and that the finishes would be in keeping with the original listed building.

489 Community Engagement

Community engagement was a big area for development for the Parish Council. Cllr Clare Kenyon, who was interested in helping with this, led the discussion.

Cllr Clare Kenyon explained that she had joined the Vocal Eyes pilot scheme. In her view, the scheme might have potential for the Parish Council. A group called Northern Heart and Soul, who were developing a Neighbourhood Plan for Beech Hill, were running the pilot.

Vocal Eyes was a digital communication platform that could be used as a tool for participatory budgeting within a community. How the platform worked was described. It had been designed by a small parish council based in a remote part of Wales. It was used to seek suggestions for projects from local residents who had registered on the platform. The ideas were then voted on by the residents.

The platform provided local residents with an opportunity to give their views on how money was spent on local projects. People living just over the boundary could also be included. Young people could be directly included by involving pupils of St David's School. Cllr Clare Kenyon gave examples of projects that lent themselves to this type of approach.

Cllr Clare Kenyon showed members a poster that could be used to provide residents with an outline description of the project. A £2,000 grant had been

assigned to each group involved in the pilot to use on projects selected through participatory budgeting. Cllr Clare Kenyon agreed to arrange a virtual meeting on a Tuesday evening at 7pm during which Vocal Eyes could be demonstrated.

Members' use of Facebook as a medium for engagement was discussed. If possible, all members would be made 'admins'. The Clerk advised that members had to have a personal Facebook page in order to become 'admins'.

The Community Engagement Strategy had been circulated to members for review. This was discussed briefly. Cllr Clare Kenyon agreed to review both the Strategy and the Social Media Policy. Community Engagement would be included on the agenda of the next meeting and would be a regular agenda item.

490 Parish Newsletter

The draft proofs of the 2022 newsletter were received and discussed. Some of the content needed to be updated. It was agreed that the updated content and any other corrections would be sent to the Clerk by 19 September, after which it would go to print. Members confirmed that they would undertake door to door deliveries of the printed copies themselves.

491 Bubblefest 2022

Resolved: The following decisions taken by the Bubblefest Working Party since the Council meeting in July were ratified:

1. 3,000 tickets were to be put on sale via Eventbrite – administration costs would be £0.83 per ticket. The cost of tickets would be £4 per person, with children aged 2 and under allowed free entry.
2. Stall fees would be: Non-food = £25, Professional Food / Drink = £75, Charity / local community group = FREE.
3. High quality bubble wands would be sold from the Parish Council's stall.
4. Three bubble artists were to be booked – fees in brackets: Bubble artist one (£300), Bubble artist two (£400), Bubble artist three (£350)
5. There would be a 'Have-a-Go' are with materials provided by Bubble artist one at a cost of £200.
6. Advertising posters (20 x A4 and 10 x A3) would be printed and laminated by Digital Impressions at a cost of £30.
7. 3 x Pop-up Banners would be ordered at a cost of £150.
8. A balloon modeller was to be booked – his fee was £300.
9. A card reader was to be ordered from Tyl (£75) in the first instance or Sumup (£79) in the second instance.
10. Children's entertainers would be asked to provide evidence of DBS clearance, if they held a clearance. They or the children had to be supervised if the entertainers did not have DBS clearance. This was to be included in the risk assessment.
11. The Clerk would withdraw a float to the value of £300 in coins (£2, £1 and 50p) from the bank.

Members considered the suggestions that the Council should pay for the portaloos and make arrangements to use the farmer's field as an overspill car park.

Resolved: The Council agreed to pay for 4 portaloos (one of which was a disabled unit) at a total cost of £260 and to make arrangements to use the farmer's field for overspill car parking.

Cllr Rob Lawson would discuss the additional car parking arrangements with the Haigh Woodland Park management the following day. He explained that there would be a safety briefing for everyone involved in the Bubblefest at 10:30 am on the day of the event.

492 Meeting with Wigan Council Officers

The next meeting with Wigan Council Officers via MS Teams was scheduled to take place on Monday, 26 September at 4pm. Members had been invited to propose and agree items for the agenda. This was discussed.

Resolved: Members asked the Clerk to let Democratic Services know that they wished to cancel the meeting on 26 September, but would meet again with Wigan Council Officers on 13 December 2022, as arranged.

However, members were interested in being informed:

- (a) when a concrete decision had been made with regard to the levelling up bid,
- (b) about progress with the HLF bid for Haigh Hall and
- (c) when the planning application for the Leyland Mill development had been determined.

The Clerk was asked to make Democratic Services aware of the above.

493 Remembrance Sunday

Remembrance Sunday parades and services were due to take place on 13 November. The Parish Council's arrangements were discussed.

Resolved:

- (a) The Clerk would order a wreath from the Royal British Legion (Aspull Branch) and invite Poppy-Grace Stebbings to lay it on behalf of the residents of Haigh at Aspull War Memorial. A donation of £100 would be made to the RBL.
- (b) Display poppies would be attached to lamp posts around the Parish and remain on display throughout November, after which the poppies would be removed. The contract for the work was awarded to Chris Horridge at a cost of £50.

494 External Audit Arrangements 2022/23 to 2026/27

A document explaining the role of the Smaller Authorities' Audit Appointments (SAAA) in the appointment of external auditors - a statutory requirement for local council accounts - was received. The Clerk explained that local councils had the right to opt out of the SAAA regime, but, if they did that, they had to undertake a lengthy process to appoint their own external auditor. This process was outlined in the document.

The way forward was discussed briefly.

Resolved: The Council agreed to opt into the Smaller Authorities' Audit Appointments (SAAA) process with respect to the appointment of an external auditor.

No further action was necessary on the part of the Council.

495 Accounts 2022/23

Income:

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

Bubblefest stall fees (8 x £25) = £200.00

TOTAL = £314.26

Expenditure:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
12	Wigan NE PCC	Room rent (Sept)	£ 20.00	N/A	£ 20.00
13	Employee No.1	Salary (July & Aug)	£338.48	N/A	£338.48
14	HMRC	Tax (July & Aug))	£ 84.80	N/A	£ 84.80
15	Employee No.1	Mileage	£ 10.40	N/A	£ 10.40
16	Councillor No.6	Bubble wands (Wilko)	£ 15.00	£ 3.00	£ 18.00
17	Employee No.1	Card machine (Sumup)	£ 79.00	£15.80	£ 94.80
18	Digital Impressions	Pop-up Banners x 3	£150.00	£30.00	£180.00
19	Councillor No.4	Posters (Dig Imp)	£ 30.00	£ 6.00	£ 36.00
Total:			£727.68	£54.80	£782.48

Resolved: The above items were approved for payment.

Balance at bank on 29 August 2022 (after VAT refund of £114.26, July expenditure & receipt of Bubblefest stall fees) = **£12,219.01**

Estimated balance at the bank after the above expenditure = **£11,436.53**

496 Quarterly Budget Monitoring 2022/23

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

497 Clerk's Report

The Clerk reported that the Council's insurers had agreed to cover the costs of the replacement bench for Red Rock car park – less the £100 excess – and had also stated that they wished to cover the cost of the fitting. The fitter had been asked to provide a quotation and this was currently being chased.

498 Date of Next Meeting

Resolved: It was agreed that the next meeting of the Parish Council would take place on Monday, 24 October 2022.

Members considered whether the Council meetings in December and January should take place face-to-face or via MS Teams.

Resolved: It was agreed that the meetings in December and January would take place via MS Teams. This would be kept under review.

The meeting closed at 9:02 pm

Chairman