

**Minutes of Meeting of Haigh Parish Council  
Held Monday 14 March 2022  
6:30pm St David's Parish Rooms**

**Present:** Councillors Robert Lawson (Chairman), Roberta Darbyshire, Paul Kenyon, Andrew Wilson, and the Clerk, Mrs Krystyna Pilkington  
One member of the public.

**418 Apologies for Absence**

Cllrs Anita Edwards-Hooson and Ian Parker

**419 Declaration of Interests**

The Clerk w.r.t. Item No.435

**420 Co-option of New Councillor**

The Clerk reported that, as required by law, the Elections Officer at Wigan Council was notified of former Cllr Chris Hatherall's resignation with effect from the date of the meeting in January. The casual vacancy was advertised immediately, again as required by law. The Parish Council had now been informed by the Elections Officer that, by the deadline of 8 February 2022, there had been no requests from residents for an election. In view of this the Council could now co-opt a new member.

A brief discussion followed.

**Resolved:** The vacancy would be advertised. Candidates would be invited to send in applications to the Clerk by 14 April 2022. Informal interviews would take place via MS Teams during the week beginning 25 April 2022.

The Clerk was asked to find out whether notices could be put on display at Haigh Woodland Park or via their social media.

*Standing Orders were suspended.*

**421 Matters Introduced by Members of the Public**

None

*Standing orders were re-instated.*

**422 Minutes of the Last Ordinary Meeting (17 January 2022)**

**Resolved:** The Minutes of the Meeting of the Council held on Monday, 17 January 2022 were agreed to be a true and correct record.

**423 Ratification of Decisions Taken at Meetings Held Virtually**

Temporary legislation allowing formal meetings of Councils to take place virtually ceased to apply on 7 May 2021. Since then all Councils had been expected to hold formal meetings on a face to face basis. This Council was not

able to do that until now, as either the venues used for its meetings were not available until recently or the Covid infection rates in the area were too high to enable face to face meetings to be held safely.

**Resolved:** The Council ratified the resolutions listed below, which were made during meetings held virtually.

### **Annual Meeting of the Council – 10 May 2021**

#### Minute 295

**Resolved:** That Cllr R Lawson would serve as Chairman until the Annual Meeting of the Parish Council in May 2022.

#### Minute 297

**Resolved:** That Cllr C Hatherall would serve as Vice Chairman until the Annual Meeting of the Parish Council in May 2022.

#### Minute 298

**Resolved:** That Cllr R Darbyshire was appointed to serve on Wigan Council's Audit, Governance & Standards Committee until the Annual Meeting of the Parish Council in May 2022.

#### Minute 299

**Resolved:** The Council agreed that the position would be advertised and that the deadline for applications would be 11 June.

### **Ordinary Meeting of the Council – 10 May 2021**

#### Minute 303

**Resolved:** The Minutes of the Last Ordinary Meeting of the Council held on Monday, 15 March 2021 were agreed to be a true and correct record.

#### Minute 305 – A/21/90931/FULL

**Resolved:** A representation objecting to the application would be made by the Parish Council via the Planning Portal.

#### Minute 312

**Resolved:** The budget out-turn for the year ended on 31 March 2021 was approved.

#### Minute 313

**Resolved:** The Income/Expenditure Account 2020/21 was approved.

#### Minute 314

**Resolved:** The Annual Governance Statement 2020/21 was approved.

#### Minute 315

**Resolved:** The previously circulated Accounting Statements 2020/21 were approved.

#### Minute 316

**Resolved:** As all criteria had been met, the Council certified its accounts for 2019/20 as being exempt from external audit.

#### Minute 317

**Resolved:** The quotation of £361.84 from Zurich Municipal was accepted and approved.

#### Minute 318

**Resolved:** The items presented for payment were approved.

### **Ordinary Meeting of the Council – 5 July 2021**

#### Minute 323

**Resolved:** The Council approved the appointment of Anita Edwards-Hooson as a Co-opted Councillor.

#### Minute 327

**Resolved:** The Minutes of the Annual and Ordinary Meetings of the Council held on Monday, 10 May 2021 were agreed to be a true and correct record.

#### Minute 339

**Resolved:** The AIAR 2020/21 and the Internal Auditor's report were accepted and approved.

Minute 341

**Resolved:** Heelis & Lodge were appointed as the Council's Internal Auditors for 2021/22.

Minute 342

**Resolved:** The items presented for payment were approved.

Ordinary Meeting of the Council – 6 September 2021

Minute 353

**Resolved:** The Minutes of the Meeting of the Council held on Monday, 5 July 2021 were agreed to be a true and correct record.

Minute 356 – Bubblefest 2021

**Resolved:** The Council approved the following:

- (a) the risk assessment;
- (b) the agreement with the LA that insurance cover for the event would be provided by Wigan Council, subject to the names of all volunteers being lodged with the management of Haigh Woodland Park;
- (c) Cllrs R Lawson and C Hatherall would be given temporary access to the Council's emails to enable them to deal with administrative matters relating to the event while the Clerk was on annual leave;
- (d) the Clerk would withdraw a float of £100 in a variety of coins from the bank;
- (e) the Clerk would reimburse members for expenditure on the provision of receipts;
- (f) all monies collected on the day would be counted and passed on to the Clerk by the project managers to check and bank;
- (g) the application form for potential stall holders;
- (h) potential stall holders would submit fees by BACS to the Parish Council's bank account;
- (i) the site plan agreed with the management of Haigh Woodland Park;
- (j) all other definitive decisions and actions taken by the Working Party in relation to the operations associated with the event.

Minute 357 – Signage for Hall Lane

**Resolved:** A request would be sent to Wigan Council asking for the introduction of signs at appropriate locations.

Minute 358 – Remembrance Sunday

**Resolved:**

- (a) The arrangements for ordering, collecting and laying the wreath at the war memorial at Aspull on behalf of the residents of Haigh Parish on Remembrance Sunday, which this year would be on Sunday, 14 November, were approved: Mr John Hilton was to be asked to order a wreath for the Council, who would make a donation of £100 to the Royal British Legion. A decision about who would lay the wreath would be made at the meeting of the Council in October.
- (b) The Council agreed that Mr C Horridge would be commissioned to attach display poppies to lamp posts around the Parish. They would remain on display throughout November, after which they would be removed by the same contractor. The fee of £50 quoted for the work was approved.

Minute 359

**Resolved:** The Internal Audit Report 2020/21 was accepted and approved.

Minute 361

**Resolved:** The items presented for payment were approved.

**Ordinary Meeting of the Council – 18 October 2021**

Minute 369

**Resolved:** The Minutes of the Meeting of the Council held on Monday, 6 September 2021 were agreed to be a true and correct record.

Minute 373

**Resolved:** The Parish Council agreed to hold a Bubblefest at Haigh Woodland Park on Saturday, 10 September 2022.

Minute 375

**Resolved:** The Council agreed that Poppy Stebbings should be invited to lay the wreath at the War Memorial on Remembrance Sunday. If Poppy was not available to do this, the wreath would be laid by Cllr R Lawson. Cllr Darbyshire would act as reserve.

Minute 377

**Resolved:** Alterations to SO1 and SO2 were agreed and the Standing Orders were approved.

Minute 378

**Resolved:** No changes were made and the Financial Regulations were approved.

Minute 379

**Resolved:** The Financial Risk Assessment was approved.

Minute 380

**Resolved:** The Asset Register for 2021/22 was approved.

Minute 381

**Resolved:** The H&S risk assessments were approved.

Minute 382

**Resolved:** The items presented for payment were approved.

### **Ordinary Meeting of the Council – 6 December 2021**

Minute 388

**Resolved:** The Minutes of the Meeting of the Council held on Monday, 18 September 2021 were agreed to be a true and correct record.

Minute 390 - A/21/92629/MAJOR

**Resolved:** It was agreed that the Chairman would prepare a draft representation objecting to the development and would circulate it to the members for comment. The Clerk would amend the representation in line with agreed comments and submit the representation by the deadline at the end of the week.

Minute 391

**Resolved:** It was agreed that the cheaper stock from the Bubblefest would be donated to the Friends of the Cherry Orchard Community Garden for them to use for fundraising purposes. The more expensive stock would be kept for resale during Bubblefest 2022 unless the 'Use by Date' was an issue.

Minute 393

**Resolved:** The Council agreed to meet with Wigan Council officers on Tuesday, 22 February at 4pm.

Minute 394

**Resolved:** The Council adopted the Online Banking Procedure, subject to the above change being made.

Minute 395

**Resolved:** The changes to the Financial Regulations were approved.

Minute 396

**Resolved:** The changes to the Financial Risk Assessment 2021/22 were approved.

Minute 397

**Resolved:** The items presented for payment were approved.

Minute 402

**Resolved:** The dates of meetings for 2022 were approved.

### **Ordinary Meeting of the Council – 17 January 2021**

Minute 407

**Resolved:** The Minutes of the Meeting of the Council held on Monday, 6 December 2021 were agreed to be a true and correct record.

Minute 412 - LG Boundary Commission Review of Wigan Council Ward Boundaries - Consultation

**Resolved:** The Parish Council would submit a response to the consultation. In the response the Council would express an objection to a boundary change that would result in the Parish being divided into two wards. The Council were of the view that this would result in creating divisions between residents and conflicts of interests between parish councillors.

Minute 413

**Resolved:** The items presented for payment were approved.

Minute 414

**Resolved:** The Council approved a budgeted expenditure of £5,014 (including an expenditure contingency of £500) and set a precept of £3,478 for the financial year ending 31 March 2023. The total reserves were estimated to stand at £7,897 on 1 April 2022.

Minute 415

**Resolved:** The Council agreed to look into the costs and feasibility of moving forward the following projects:

- The design and purchase of two Haigh Parish Council pop-up banners for use at events.
- The introduction of an enclosed notice board at the junction of Leyland Mill Lane and Hall Lane.
- The refurbishment of the wooden bench at Red Rock car park.

#### **424 Matters Arising**

##### **Tent Pegging in Pendlebury Lane**

The Chairman reported that he had been unable to make successful contact with former councillor Chris Hatherall. In view of this the Clerk was asked to write to Dist Cllr Laura Flynn to try to establish whether she had received any information about ownership rights relating to Pendlebury Lane.

##### **Handover Arrangements**

Following a short discussion, it was agreed that action to contact Mr Hatherall to agree arrangements for the handover of information should be written off.

##### **Notice Board & Pop-up Banners**

The Clerk reported that she had not yet looked into these projects.

#### **425 Planning Applications**

##### A/21/92629/MAJOR

The application was discussed briefly. No further information about progress with the application was available at this time. Should the application be referred to the Planning Committee, some members were interested in attending the meeting at which the application would be considered.

##### A/21/90931/FULL

The Clerk reported that a resident had written to let the Parish Council know that the applicant had lodged an appeal with The Planning Inspectorate. The appeal was not currently visible on the Planning Inspectorate Portal so at present no further details were available. The Council noted the information.

##### A/22/93295/LBLA

In its capacity as a statutory consultee, the Council had recently received a letter from the Planning Department about this application for listed building consent for the *'repair and cleaning of the external fabric of the building including roofs and courtyard elevations, opening up and investigation work and subsequent repair works. Removal of timber decking, installation of new downpipes. Removal of 3 ground floor windows and installation of replacement glazed double doors and retrospective consent for the retention of roof structure and extract fan'* at Haigh Hall.

The Council were invited to forward any observations they had on the proposal by 31 March 2022. The application was discussed. Members agreed that the work proposed was necessary and there was nothing controversial about the application. They were invited to send any comments to the Clerk by 20 March. The Clerk would subsequently respond on behalf of the Council.

#### **426 Bubblefest 2022**

It was reported that the date for the Bubblefest – Saturday, 10 September - had been booked with Wigan Council. The Council discussed preliminary matters relating to the event.

**Resolved:** The Council agreed that

- an appeal would be made for volunteers;
- there would be no raffle this year;
- the Clerk would contact the four bubble artists that had performed in 2021 and confirm their availability and their fees;
- Cllr Bobbie Darbyshire would enquire about the Crazy Golf;
- that the date would be advertised on Facebook using publicity shots from 2021;
- last year's stallholders would be contacted and informed of the event date;
- separate planning meetings for the Bubblefest would be held via MS Teams – the first would be on 25 April.

#### **427 Parish Newsletter**

Members discussed the way forward with regard to the newsletter.

**Resolved:**

- Members would forward articles they had previously sent to Mr Hatherall and any other articles they wished to be included to the Clerk by 31 March 2022.
- The Clerk would undertake the work of collating and editing the content and designing the layout.
- Proofs would be sent to members prior to the meeting in May for discussion and approval at the meeting.
- The Clerk would investigate the cost of printing the newsletter.
- The Council would further review the possibility of circulation in hard copy once the cost of printing had been established.

#### **428 Meeting with Wigan Council Officers - Feedback**

The Minutes of the Council's meeting with Wigan Council's senior officers, which took place on Tuesday, 22 February, had been previously circulated. The members who attended the meeting provided feedback.

### **Hall Lane**

Approximately 18 months ago the Clerk had written to Wigan Council to ask that a litter bin that had been removed from a specific location be replaced. No reply had been received to the email and no action had been taken. However, during the meeting it was agreed that the Service Manager for Network Management would look into the possibility of locating a litter bin near the main access gate for the Woodland Trust.

The situation with traffic volume, parking issues and anti-social behaviour in Hall Lane continued to be monitored. The Parish Council had been advised that the residents of Hall Lane would be contacted after April to discuss options with regard to extending double yellow lines, creating informal parking bays and installing rail protectors for grass verges.

### **Public Rights of Way**

The Parish Council was advised that the Public Rights of Way Team were currently reviewing footpaths and bridleways. This had arisen during the meeting because a member had signposted issues arising when both dog walkers and horse riders used the same routes. This was discussed. The Parish Council anticipated that the review process would be quite slow.

### **Concrete Blocks**

The response given by Wigan Council about how to proceed with regard to the introduction of concrete blocks at the entrance to the stables in the middle of Hall Lane for which planning permission had not been sought or approved was not, in the opinion of the Parish Council, very satisfactory. It had recently been observed that the owners of the property had painted the blocks a different colour to mitigate their visual impact.

### **Effectiveness of Haigh Parish Council**

A discussion with the officers about how the Parish Council could be more effective had been deferred. In relation to this item the Chairman, who had not been present at the meeting with Wigan Council, asked the Clerk to circulate the Parish Plan to members to enable informed discussion the next time representatives of the two Council's met.

## **429 Accounts 2021/22**

Income:

Bubblefest contribution from Wigan Council = **£350**

Expenditure:

<b>No</b>	<b>PAYEE</b>	<b>NARRATIVE</b>	<b>NET</b>	<b>VAT</b>	<b>PAYMENT</b>
40	Employee No.1	Feb, Mar salaries & backpay to 1 April 2021 (net)	£367.88	N/A	£367.88
41	HMRC	Tax (Feb, Mar & backpay)	£ 91.80	N/A	£ 91.80
42	Employee No.1	Mileage	£ 6.50	N/A	£ 6.50

43	Wigan NE PCC	St David's Room rent (March)	£ 20.00	N/A	£ 20.00
<b>Total:</b>			<b>£486.18</b>	<b>N/A</b>	<b>£486.18</b>

**Resolved:** The above items were approved for payment.

Balance at bank on 28 February 2022 = **£9,320.26**

Unpresented as at 28 February 2022:

Royal British Legion = £100.00

**TOTAL = £100.00**

Estimated balance at the bank after the above expenditure and unpresented item = **£8,734.08**

#### **430 Quarterly Budget Monitoring**

Actual expenditure to be confirmed to the end of March had been included in the spreadsheet. Members noted that all cost centres would still be online by the end of the financial year.

It was reported that an application for a VAT refund had recently been submitted to the HMRC.

#### **431 Bench in Red Rock Lane**

The Clerk reported that she had recently met with a contractor to view the bench at Red Rock Lane car park. At the last inspection it was found to be in need of refurbishment. On this occasion it was discovered that a vehicle had driven into it and had caused considerable damage. The contractor was of the view that it was beyond salvage. The way forward was discussed.

**Resolved:** Members agreed that the bench should be replaced and that an insurance claim for its removal and replacement should be submitted. The new bench should be made from re-cycled materials and have a back like the one that had been damaged.

#### **432 Text for Council Tax Letter**

At the last meeting it had been agreed that the Chairman would prepare a statement for inclusion on the letter that was circulated by Wigan Council to council tax payers.

The following had been sent to the LA:

*'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.'*

**Resolved:** The above statement was approved retrospectively.

#### **433 Clerk's Report**

The Clerk's report was received and its contents were discussed.  
See Appendix A.

The Council considered a suggestion from a resident that the Parish Council should set up a community herb garden, which could be used to educate children (and the public in general) in good husbandry. The Council asked the Clerk to let the resident know that they thought the idea was a good one, but the Council did not own any land which could be used for such a purpose. However, there were several community gardens in the area which were run by volunteers that already provided such amenities.

#### **434 Date of Next Meetings**

9 May 2022:

Annual Parish Meeting at 6:30pm

Annual Meeting of the Council at 7pm

Ordinary Meeting of the Council at 7:10pm

As one of the meetings on 9 May was the Annual Meeting of the Council, the Chairman asked members to consider whether they would like to take on the roles of Chairman or Vice Chairman.

#### **CONFIDENTIAL ITEM**

**Resolved:** That, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be excluded and they were instructed to withdraw.

*The member of the public left the meeting.*

*The Clerk withdrew from the meeting.*

#### **435 National Salary Award**

Information about the recent national salary award and its financial implications for the Council was received and discussed.

**Resolved:** The Clerk's salary was increased in line with the national agreement with effect from 1 April 2021. Backpay would be settled in March 2022.

*The Clerk re-joined the meeting and was informed of the Council's decision.*

The meeting closed at 8:07 pm

**Chairman**

