

**Minutes of Meetings of Haigh Parish Council
Held Monday 18 October 2021
6:30pm Virtual Meeting**

Present: Councillors Robert Lawson (Chairman), Roberta Darbyshire, Paul Kenyon, Anita Edwards-Hooson, Ian Parker and the Clerk, Mrs K Pilkington
Dist Cllr Laura Flynn
Ms Poppy and Mr David Stebbings, Mr Carl Copestake of Knights plc (Planning Consultants), Mr Scott Donald of Scott Donald Architecture and four members of the public.

364 Apologies for Absence

Cllrs Andrew Wilson and Christopher Hatherall
Dist Cllrs Ronald Conway and Christopher Ready

365 Declaration of Interests

None

Standing Orders were suspended.

366 Presentation by Duke of Edinburgh Award Candidate

The Chairman welcomed Ms Poppy Stebbings, who gave a presentation on her War Memorials project for the Duke of Edinburgh Bronze Award, and her father, Mr David Stebbings.

Poppy Stebbings introduced herself as the 'eyes-on, hands-on' volunteer for Aspull and Haigh Parish. There were eleven war memorials in St David's (Haigh) and St Catherine's (Aspull) churchyards. Three were private memorials. Poppy explained that she had initially become involved when she had responded to an appeal for a volunteer to look after the war memorials – a long-term commitment - and had subsequently decided to submit the work as a project for the D of E Bronze Award.

Poppy's role was to keep the memorials clean and tidy and she had undertaken online training on how to do this. During the second lockdown she had researched her own family tree in detail and had discovered a great deal about her family's connections to WWI. She had been ably assisted by her father and the whole project had developed into a passion for her. Mr Stebbings explained that they were planning to go on a trip to the Western Front and visit old family graves.

Since starting the project Poppy had joined the RAF Cadets and the project was due to be expanded through them.

Poppy Stebbings invited questions. She was congratulated on her fantastic work for the project and she was thanked for her presentation.

Ms P Stebbings and Mr D Stebbings left the meeting.

367 Proposed Development at Leyland Mill Site

Knights plc, planning consultants, had been instructed to prepare and submit a full planning application for a residential scheme at Leyland Mill. They were intending to submit the planning application in October and had asked to be given the opportunity to present the scheme to the Parish Council in advance. Information about the proposed scheme had been previously circulated to members.

The Chairman introduced Carl Copestake of Knights plc and Scott Donald, the architect, who had joined the meeting to make a presentation about the proposed development. Mr Copestake explained that it was currently an emerging application and was subject to change.

Powerpoint was used to show the proposed layout for 17 dwellings at the site. The intention was to rejuvenate the site by using heritage design with a contemporary edge. Some of the old buildings were being retained as part of the design. The site was classified as previously developed land in the Green Belt, so it could be developed. There were services and other facilities nearby.

Negotiations with the Planning Department had been going on for a number of months. The developers were keen to make the project an asset to the area. To enable this local residents and other entities were being consulted before a planning application was submitted. A leaflet drop to properties in the area had already taken place.

The development would involve the use of re-claimed brick to match the mill building. The chimney currently on the site was in poor structural condition. The design for each property incorporated a tall chimney at its centre that reflected the existing structure.

The developers had instructed a transport consultant to work on the project. There was a proposal to introduce pedestrian access from Leyland Mill Lane. It was intended to be a permeable site, not an enclosed one.

Questions were taken from the members and the public present.

A resident of a neighbouring property stated that he liked the design of the development, but had concerns about the increase in traffic that might be introduced. Wingates Road was a single-track road, which was badly lit and already under pressure. There was a mini roundabout at the nearby junction which was subject to heavy footfall. The gym across the road also generated a great deal of traffic. All of these elements put together created an accident risk.

The planning consultant responded that, statistically, traffic generated by 17 dwellings was considered to be quite low. A traffic report was awaited. The consultants were willing to share it with the Parish Council and with residents.

A member observed that the ancient bridge nearby had been built in the 1700s. In his view creating a pedestrian access through it was a sacrilege.

Another member asked about how the sewage from the properties would be managed. The consultant advised that a drainage report was awaited.

The Chairman drew attention to the fact that flood risk was one of the issues at this location. The consultant replied that retaining the existing walls was not intended as mitigation. The floor level would be raised by 1m using hard core. Concern was expressed about the impact of raising the flood plain on the

opposite bank. The meeting was advised that the Environment Agency would have to accept the application for it to be successful.

The Chairman thanked Mr Copestake and Mr Donald for their presentation.

Mr Copestake and Mr Donald left the meeting.

368 Matters Introduced by Members of the Public

Tent Pegging at Pendlebury Lane

A member of the public reported that a Planning Officer had attended the site the previous week and had agreed certain actions with the owner of the property where the tent pegging had been taking place.

The owner had been told that the three caravans parked on the site had to be removed within 7 days. This had happened. The shed had been taken down and had been burnt. No further demobilisation had taken place to date, but everything that had been agreed (including the removal of the timber and metal sheds) had to be completed by 26/28 October. Formal enforcement would take place if it had not happened.

It was reported that there were rumours that the owners had purchased additional land with access in Sennicar Lane. This land would provide better access to the land in Pendlebury Lane. It was observed that approval of a Change of Use application (which was needed) would be more achievable if access to the land was easier.

Dist Cllr Laura Flynn joined the meeting.

At a meeting with the owner of the property in late August or early September the Events officers had produced a list of things that the landowner would need to provide in order to run events at the site. He had so far not responded. Dist Cllr Flynn asked for feedback if the list were not complied with.

Use of Pendlebury Lane as access for events held at the property involved the preparation of a traffic management system. Moreover, the joint owners of the lane would need to have an input in relation to how it was implemented.

Issue with Entrance to Stables in Hall Lane

A member reported that he had been approached by some residents of Hall Lane about an issue which was giving them concern. Stables had been built at a couple of properties in Hall Lane in the past few years. Concrete blocks had appeared at the entrance to one of them. The blocks had not been part of the original planning application. One of the residents had written to the Planning Department at Wigan Council about this, but had not received a reply. They were seeking advice on how to proceed.

The member was advised to email the district councillors about this and to include the planning application reference number in the email.

Standing orders were re-instated.

369 Minutes of the Meeting (6 September 2021)

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

370 Matters Arising

Documenting PROWs

Cllr I Parker reported that he had not yet made contact with the Haigh Hall Open Access for All group to discuss their project in relation to the PROW through Haigh Woodland Park. He would try to do this later in the week.

371 Planning Applications

A/21/90931/FULL	Land North of Pendlebury Lane, Haigh	To erect a new stable block, associated horse exercise area, storage/sitting cabin and resurfacing of access road	<i>Objection submitted - referred to the Planning Committee – possible to be considered in November.</i>
-----------------	--------------------------------------	---	--

There had been no new planning applications to bring before the Council since the meeting in September.

372 Bubblefest 2021 Feedback

The working party had held a feedback session in September to discuss lessons learnt in the run-up to and on the day of the Bubblefest.

The Income/Expenditure statement for the event was discussed. Most out-goings had now been settled. The payment to one bubbler was still outstanding, as he had not yet sent the Council an invoice. A member reported that he had not yet submitted his receipts for a couple of bubble kit purchases. It was agreed that these would be refunded once submitted.

Mr Keith Bergman had confirmed that Haigh Woodland Park would be making a donation of £350 towards the bubblers' fees and had requested an invoice for that amount. The invoice had been sent.

The Council's bubble stall had been very successful. £673.80 had been taken. Not all bubble kits had been sold – a decision about the future of the remaining stock would be made at the next meeting.

The Clerk reported that, once all income (£5,992.60) had been received and all invoices and receipts had been settled (£2,163.54), the Council could expect to have a surplus of £3,829.06 from the Bubblefest and would need to decide how it would be used.

The Chairman had written to Mr Bergman to thank him and his staff for all of their help and support. Mr Bergman had provided the Council with some constructive feedback in return. Amongst other things he had said that he would not be able to raise the limit on ticket holders above 3,000.

Feedback from those taking part had been very positive. The event had been a sell-out and had provided good value for money. The Council took on board the suggestions that more stall holders and more hands-on activities were needed at future events. Dist Cllr Laura Flynn had attended with her family and thanked all those involved in organising the Bubblefest.

Tickets had been sold via Eventbrite, who had charged a sizeable fee per ticket for the service. In view of this, alternative ways of selling tickets were discussed. In general, there was agreement that there were advantages to outsourcing this function.

373 Events 2022

It was reported that Keith Bergman had agreed in principle that the Parish Council could hold a Bubblefest on Saturday, 10 September 2022 and had suggested that an updated application form should be submitted.

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

The Council discussed ideas for other possible events. This would be re-visited at the meeting on 6 December. Members were invited to put forward suggestions for other events prior to the meeting.

374 Autumn Newsletter

This item was deferred.

375 Remembrance Sunday

The Clerk reported that the contractor had been instructed to put the lamp post poppies on display for the month of November and would be carrying out the work towards the end of October.

The wreath had been ordered and members discussed the identity of the councillor who would lay the wreath at the war memorial on Remembrance Sunday. During the discussion it was suggested that Poppy Stebbings, who had given the presentation earlier in the meeting on her Duke of Edinburgh project, should be invited to lay the wreath.

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.

376 Meeting with Wigan Council Officers

The Parish Council were due to meet with Wigan Council's senior officers on Tuesday, 23 November at 4pm. The meeting had been scheduled to take place via MS Teams.

Members discussed subjects for the agenda.

Resolved: The following were agreed as subjects for discussion during the meeting with Wigan Council officers:

1. Haigh Hall and progress with the lottery bid for the further development of Haigh Woodland Park, with a focus on the proposed car park near the Woodland Park lodge.
2. Tent Pegging Events.
3. The entrance to the stables at the bottom of Hall Lane.

Dist Cllr Laura Flynn left the meeting.

377 Review of Standing Orders

The Standing Orders were reviewed.

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

378 Financial Regulations

The Financial Regulations were only due for review in 2023. It was reported that there had not been any statutory changes recently to make an earlier review necessary. However, as there had been several changes in membership of the Parish Council in the past year, members were encouraged to review the document to familiarise themselves with the regulations governing the financial procedures of the Council.

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

379 Financial Risk Assessment

The Council reviewed the risk assessment. The Clerk reported that once internet access to the bank account was fully in place a protocol for online banking would have to be agreed and the risk assessment would have to be amended.

Resolved: The Financial Risk Assessment was approved.

380 Asset Register 2021/22

The Asset Register was reviewed. There were no changes.

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

381 Review of H&S Risk Assessments

The H&S risk assessments had been reviewed. A few minor changes had been made and were accepted.

Resolved: The H&S risk assessments were approved.

382 Accounts 2021/22

Income from 2 to 30 September:

Bubblefest = £5,442.60

Eventbrite ticket sales = £3,780.00

Raffle tickets = £67.00

Bubbling stall = £673.80

Miscellaneous stall fees = £251.30

Catering stall contributions = £670.50

Crazy Golf = £200.00

TOTAL. = £5,642.60

Expenditure

Resolved: The above items were approved for payment.

Balance at bank on 1 October 2021 = **£11,996.25**

Items 15-18 (shaded) were paid out in cash from Bubblefest takings in September before the balance was banked.

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
15	Stallholder	Stall fee refund (cash)	£ 25.00	N/A	£ 25.00
16	Tesco (1)	Bubbling kits (cash)	£ 3.50	£ 0.65	£ 4.15
17	Tesco (2)	Bubbling kits (cash)	£ 26.00	£ 5.20	£ 31.20
18	Home Bargains	Bubbling kits (cash)	£ 69.00	£13.80	£ 82.80
19	Asda	Bubbling kits	£ 29.17	£ 5.83	£ 35.00
20	Tesco (3) & RMS	Bubbling kits	£ 82.47	£16.49	£ 98.96
21	Employee No.1	Stallholder refunds (x 3)	£171.00	N/A	£171.00
22	WH Smith	Raffle tickets	£ 11.23	£ 2.24	£ 13.47
23	Sainsbury's & Kashworth	Bubbling kits	£ 33.28	£ 6.66	£ 39.94
24	eBublio	Bubbler fee	£350.00	N/A	£350.00
25	Memorabubble	Bubbler fee	£300.00	N/A	£300.00
26	Daffy Dill	Bubbler fee	£500.00	N/A	£500.00
27	Ian Russell	Bubbler fee	£350.00	N/A	£350.00
28	Employee No.1	Salary (Sept & Oct)-net	£332.80	N/A	£332.80
29	HMRC	Tax (Sept & Oct)	£ 83.20	N/A	£ 83.20
30	Employee No.1	Mileage	£ 5.20	N/A	£ 5.20
31	Amazon	Bubbling kits	£ 51.68	10.34	£ 62.02
Total:			£2423.53	61.21	£2484.74

Estimated balance at the bank after the above expenditure = **£9,716.68**

The Council discussed ways in which the additional income might be used. It was agreed that the reserves would be reviewed during the meeting in December.

383 Clerk's Report

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

384 Date of Next Meeting

6 December 2021

The meeting closed at 8:45 pm

