

**Minutes of a Meeting of Haigh Parish Council
Held Monday 9 September 2019
6:30pm St David's Parish Rooms**

Present: Councillors R Lawson (Chairman), R Darbyshire, C Hatherall, I Parker, A Goodman and the Clerk, Mrs K Pilkington.
Two members of the public.

The Chairman opened the meeting and welcomed all those present.

50 Apologies for Absence

Cllrs P Kenyon and C Higham

51 Co-option of New Councillors

Three applicants for the three casual vacancies were interviewed by the Panel over the Summer. The Panel recommended that Ms Angela Goodman, Mr Paul Kenyon and Mr Colin Higham should be co-opted as Parish Councillors with effect from 9 September 2019 until the next parish council elections in May 2023.

Resolved: The Co-option of Angela Goodman, Paul Kenyon and Colin Higham as councillors to serve until the elections in May 2023 was approved

52 Newly Co-opted Councillors' Declarations of Acceptance of Office and Registers of Interests

Resolved: The newly co-opted members were given until the end of the Council meeting on 21 October 2019 to make their declarations of acceptance of office and return their registers of interests.

53 Declaration of Interests

Cllr R Lawson declared an interest w.r.t. to planning applications for properties in Hall Lane under Item 57 - *(personal)*.

Standing Orders were suspended.

54 Matters Introduced by Members of the Public

Haigh Hall Issues

Representatives of the pressure group, Friends of Haigh Hall Heritage & Open Access for All, raised several concerns with respect to the issues relating to the management of the Haigh Hall Hotel:

- The municipal Golf Course was being poorly maintained at the moment, yet the Hotel were advertising the availability of golf as a way of attracting guests – possibility with a view to taking it over in the future.

Cllr C Hatherall joined the meeting.

- It was known that members of the golf course were unhappy with the condition of the golf course and were leaving, potentially making it

financially unviable, so that the LA would have to dispose of it or close it. Someone who had attended the Stakeholder meeting had asked about the future of the golf course and had been told that for the time being it was continuing to be supported by the LA.

- Hotel maintenance staff were depositing green waste on the boundary of the Hotel's grounds. Japanese Knotweed had been spotted growing there and around the pergola. (It was reported that the LA had a substantial budget for destroying Japanese Knotweed.)
- Following a recent inspection, the Hotel's Food Hygiene Rating had been reduced from 2 to 1.
- The gates at the rear of the Hall were invariably closed for vehicular access, although pedestrian access remained.
- Delivery vehicles entered via Mowpin Lodge. Vehicles travelling along this route often did so at 30 mph, despite there being a lower speed limit. This had resulted in many near misses in relation to children and animals. This posed a danger to the train, which crossed this road at regular intervals. The risk assessment that had been carried out for the train's journey had been based on the gates at Mowpin Lodge being closed.
- There was no signage along the road from Mowpin Lodge.
- The Hotel's owner had put white lines along the road without seeking or having received planning permission.

The pressure group had submitted an application for the main driveway to be made a public right of way all the way up to the Plantation Gates. This had to be on the definitive map by 2026.

The issues were discussed at length. The Council agreed to:

- (a) Raise an enquiry with Wigan Council about the future of the golf course, other plans for the Woodland Park and the issues with the spreading of Japanese Knotweed and its impact on the building.
- (b) Write to Lord Crawford, who had already provided moral support over the concerns in relation to the property.

Standing Orders were re-instated.

55 Minutes of the Last Ordinary Meeting (1 July 2019)

Resolved: The Minutes of the Last Ordinary Meeting of the Council held on Monday, 1 July 2019 were agreed to be a true and correct record.

56 Matters Arising

There were no matters arising.

57 Planning Applications

A/19/86710/RET	Toddington Farm, Toddington Lane, Haigh	Change of Use of land to commercial wood storage and wood chipping	Representation made and acknowledgement received from Planning Department. Representation had not been posted on the LA's website.
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A/19/87494/RET	Grass verge at Unit 5 Valley Gate, Leyland Mill Lane, Wigan	Creation of 4 parking spaces & 1m high fence	Noted
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The Clerk reported that the Planning Department were no longer circulating the weekly list to councillors. The weekly list could now be accessed by councillors on the Planning Enquiries website.

A member reported that he had identified several planning applications that had been validated over the Summer months that had not been included on the relevant weekly lists, although they were on the LA's Planning Enquiries website. If this were a regular occurrence, members would not become aware of them unless they were brought to members' attention by some other means. Some of the applications relating to properties in Hall Lane had been submitted by large businesses and there were concerns about their permanency. In addition, the notices for some of them had not been put on display in the neighbourhood. Consequently, the deadline for submission of representations had had to be extended.

The following were the applications referred to above:

A/19/87674/FULL	Grazing land northeast of The Alms Houses, Hall Lane, Wigan	To construct new menage with stables	Representation to be submitted
A/19/86882/FULL	Woodland south west of Hanfield, Hall Lane, Wigan	Construction of equestrian menage with the erection of 5 stables, hay barn, tack room, toilet and septic tank	Representation to be submitted
A/19/87604/HH	Haigh Cottage Hall Lane, Wigan	Erection of double garage after demolition of existing garage	Noted
A/19/87521/LB	3 The Alms Houses, Hall Lane, Wigan	Listed building consent for rear extension to dwelling house in single storey with extraction flue	Noted
A/19/87392/HH	3 The Alms Houses, Hall Lane, Wigan	To extend dwelling house in single storey with extraction flue	Noted

Resolved: Representations would be submitted in relation to A/19/87674/FULL and A/19/86882/FULL to the Planning Department and a letter raising the Council's concerns about the lack of information carried within the weekly lists and delays in displaying statutory neighbourhood notices would be sent to the Director of Environment.

58 Crazy Golf Day

The first Crazy Golf Day on Saturday, 10 August was abandoned because of very inclement weather. Despite that, £4 had been raised towards the renewal of the canal towpaths. The Friends of Haigh Woodland Park subsequently contacted the Vice Chairman and offered the Parish Council a second opportunity to run the Crazy Golf. As this was on a weekday and on short notice, only a small number of hands were available. However, the weather held up and there was no shortage of clientele. The total raised after both occasions came to £248. A letter of thanks would be sent to the 'Friends'.

59 Haigh Woodland Park Stakeholder Session

Cllrs R Darbyshire and I Parker represented the Parish Council at the Stakeholder session in connection with Phase II of the development of Haigh Woodland Park on 13 August. Following that session the presentation from the workshop was circulated to members.

Cllrs Darbyshire and Parker reported back on the session. They had both received a lot of documentation. The session took the form of group discussions. LA officers had sought their input on accessibility and had asked them to highlight problems and make suggestions for improvements and new initiatives.

The LA had to carry out a public consultation for the purposes of the HLF bid and the stakeholder sessions were a part of this consultation.

Cllr A Goodman joined the meeting.

Consultants had been appointed to prepare a plan for the bid project manager. The area covered by the HLF bid would include the zoo area, the model village and the plantation gates.

The proposals would, hopefully, be presented to Wigan Council for their approval in October. The bid would then be prepared for submission to the HLF Panel for the first stage in November or March.

A date for a second stakeholder session was being arranged.

Comments from one of the co-opted members had also been previously circulated and were noted.

60 Late Summer Social

Members reported on progress with arrangements for the social to date and discussed the schedule for the evening and the expected outcomes.

The following were reported and noted / agreed:

- Several prizes had been donated towards the raffle.
- The Clerk would purchase books of raffle tickets.
- Mr Keith Bergman of Inspiring Healthy Lifestyles had agreed to attend for the first hour.
- Flyers have been distributed to all properties in the Parish and placed at various outlets.
- Posters were on display at various locations in the Parish.
- A mailshot would be going out via Facebook.

- An offer from the Friends of Haigh Woodland Park of the use of their gazebo in the kitchen courtyard was accepted. Cllr C Hatherall would provide tables for use under the gazebo.
- The Clerk would prepare copies of maps of the Parish for distribution to attendees.
- The Chairman would prepare a consultation sheet on which attendees would be able to (a) indicate which of the Parish Council's initiatives they would support, (b) make suggestions for future projects, (c) indicate their willingness to act as volunteers and (d) provide their contact details with signed permission to contact them at a future date.

61 Community Engagement Strategy

A member reported that the websites of some parish councils carried statements which focussed on their community strategies. The matter was discussed.

Resolved: The Council would agree a community engagement strategy and publish a statement detailing that strategy.

Cllr C Hatherall would circulate examples of such statements to councillors and the matter would be an agenda item at the meeting in October.

62 Social Media & Web Presence

The Council currently had a Facebook presence and a web presence on Wigan Council's page. Members discussed other possibilities.

Resolved: The Chairman would set up a WhatsApp group for Council members only. Until a Community Strategy had been agreed, the Council's public social media presence would be limited to the Community Facebook page.

63 Future Events / Activities

The Council discussed suggestions for future events and activities, with a particular focus on 2020.

The suggestions made included the following:

- A Family Fete – this could be held within the walled gardens at Haigh Hall and involve other groups.
- Dragon Boat Races – a member explained what this would involve and informed the Council that there would have to be liaison with Inspiring Healthy Lifestyles and the Canal & River Trust, as the races would need to be held along a suitable stretch of the canal in Haigh.
- Conservation events, such as balsam bashing and towpath repairs.
- A Ball – possible venues included The Village at Aspull, Wigan Rugby Club and a marquee in Haigh Hall Courtyard.

It was also suggested that separate committees would need to be set up to run individual events.

Ms Angela Goodman made her Declaration of Acceptance of Office as a Co-opted Parish Councillor at this point in the meeting.

64 Small Lotteries Registration

The Clerk had carried out research into small lotteries registration and the subject was discussed.

Resolved: The Council agreed to submit an application for small lotteries registration and approved the payment of the fee of £40.

65 Parish Council Logo & Banner

(a) Parish Council Logo

The Council discussed the suggestion that it should have a logo. The artwork associated with Haigh Windmill was considered.

Resolved: The Clerk would seek a quote - from the designer of the flyer for the social - for the design of a simple logo that could be used in different formats. The design was to incorporate a simple windmill.

(b) Parish Council Banner

A decision on the banner was deferred and would be considered again once a logo had been designed.

66 Councillors' Training

(a) Wigan Council

Cllrs C Hatherall, I Parker and A Goodman would be attending the course provided by the Democratic Services department at Wigan Town Hall on Monday, 30 September. The Clerk would contact Cllrs P Kenyon and C Higham to find out whether they too wished to attend.

(b) LALC (1)

The Clerk reported that Parish & Town Training, Lancashire had been invited by Shevington Parish Council to provide training for new councillors locally. No date had been agreed as yet. The training would be delivered during the evening at Shevington Library. It would be open to councillors from other councils, but there would be a cost to it, which would need to be covered by the Parish Council.

(c) LALC (2)

The Clerk reported that the workshops on Chairmanship and Finance being provided by Parish & Town Training, Lancashire at the LALC offices in Penwortham were full.

67 Update of Standing Orders & Financial Regulations

Standing Orders

Resolved: Following the recommendation made by the internal auditor, the Council approved the insertion of the statement: 'Contracts over £25,000 will be subject to the Public Contracts Regulations 2015.' at the end of section 38.2, which related to Financial Matters.

Financial Regulations

Resolved: Following the recommendation made by the internal auditor, the Council approved the insertion of the statement: 'Contracts over £25,000 will

be subject to the Public Contracts Regulations 2015.' at the end of section 11.1 (b) of the Financial Regulations.

68 Review of Financial Risk Assessment

Members reviewed the financial risk assessment for 2019/20 and, following the recommendation of the internal auditor, assessed the risk in relation to GDPR.

Resolved: The Financial Risk Assessment for 2019/20 was approved.

69 Review of Internal Audit

Members reviewed the internal audit process for the 2018/19 accounts.

It was agreed that the internal auditor appointed:

- a) was appropriately qualified and competent to carry out the audit.
- b) was independent of the members of the Council and the Clerk.
- c) provided the Council with a short report on the work he had carried out.
- d) identified several minor issues and made recommendations to the Council which were incorporated into the Internal Audit Action Plan.
- e) examined procedures.
- f) examined how decisions were recorded.
- g) checked that the new transparency requirements had been met.

70 Accounts 2019/20

Income

Crazy Golf Day = **£248**

Expenditure

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
11	Employee No.1	Salary (July & August) (net)	£323.76	N/A	£323.76
12	Employee No.1	Mileage	£ 5.20	N/A	£ 5.20
13	HMRC	Tax (July & August)	£ 80.80	N/A	£ 80.80
14	St David's H&A PCC	Room rent (September)	£ 20.00	N/A	£ 20.00
15	Employee No.1	Facebook mailshot	£ 8.00	N/A	£ 8.00
16	Cultivate Creative Ltd	Flyers for social	£ 50.00	£10.00	£ 60.00
17	Wigan Council	Small lotteries reg fee	£ 40.00	N/A	£ 40.00
Total:			£527.76	£10.00	£537.76

Resolved: The above items were approved for payment.

Balance at bank on 31 July 2019 = **£6,361.49**

All prior payments had been presented by 31 July 2019:

Estimated balance at bank after the addition of the above income and expenditure = **£6,071.73**

71 Quarterly Budget Monitoring

The previously circulated document was reviewed.

Most cost centres are on line.

The Clerk reported that a new cost centre for 'Community Engagement' had been introduced. At present it was exhibiting an overspend, because no funds had been allocated to it. An agreed amount would need to be vired to this cost centre from the 'Expenditure Contingency' cost centre.

72 Clerk's Report

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

The Council noted the consultation by Manchester Airport in relation to the broad 'principles' to be adopted when designing new flight paths to and from the airport and decided not to comment at this stage.

73 NALC Policy Consultation E-Briefing 09/19 – Independent Review Into Local Government Audit

Resolved: The Clerk would respond to the consultation on the Council's behalf.

74 NALC Election Survey

Resolved: The Clerk would respond to the survey on the Council's behalf.

75 LALC Annual General Meeting

Information about the LALC's Annual General Meeting in November was noted.

76 Any Other Business

Electronic Circulation of Documents

The possibilities of combining all documents into one for circulation and using Google Drive to make sharing of large documents easier were discussed.

77 Date of Next Meeting

Monday, 21 October 2019 at 6:30pm.

The meeting closed at 9:40 pm

Chairman