

**Minutes of a Meeting of Haigh Parish Council
Held Monday 16 April 2018
7pm St David's Parish Rooms**

Present: Councillor R Darbyshire (*Chairman*), Councillors R Lawson, G France, J Wild, A Thomson, R Howarth and the Clerk, Mrs K Pilkington.
Two members of the public.

259 Welcome by the Chairman

The Chairman welcomed everyone and explained the procedure relating to public participation at the meeting.

260 Apologies for Absence

Cllr G Fairhurst.

261 Declaration of Interests

None.

Standing Orders were suspended.

262 Matters Introduced by Members of the Public

Fly Tipping in Hall Lane

A resident raised the issue of fly tipping at the old abandoned railway line in the vicinity of Hall Lane. Vehicles had been in the habit of drawing up and throwing things over the green iron bridge - which was half way between the mini-roundabout and the lodge - for some time, but in recent months the problem had become worse. The resident was advised that, if he reported it via Wigan Council's 'Report It' app, Council operatives should remove it within ten days. The Clerk would write about the issue to the Environment Department at the LA.

Bridge 63

A resident who lives near the property drew the Council's attention to the fact that Japanese Knotweed (which had previously been treated) had not only re-appeared in the grounds of Bridge 63, but had also spread across the road and was invading her garden. Concerns about this issue and the general condition of the property were discussed at length. The Clerk would write to the Environment Department at the LA, the Environment Agency and the owner.

Standing Orders were re-instated.

263 Minutes of the Meeting of the Council Held on 15 January 2018

Resolved: The Minutes of the Ordinary Meeting of the Council held on Monday, 15 January 2018 were agreed to be a true and correct record.

264 Matters Arising

There were no matters arising.

265 Planning Applications

A/18/85196/HH	11-12 Canal Row, Haigh, Wigan WN2 1NA	Alteration to roof of existing garden room to rear of property and the creation of first floor opening to gable elevation	Noted
A/18/85285/HH	7 Woodlands Park Close, Wigan, WN1 2SD	To extend dwellinghouse – two storey to side, first floor at rear with new balcony	Noted
A/18/85286/HH	9 Woodlands Park Close, Wigan, WN1 2SD	To extend dwellinghouse – first floor to rear, including Juliet balcony	Noted

Application for Treeworks at 6 Copperas Lane

The Council discussed an application for treeworks in the wooded area at 6 Copperas Lane. The proposal covered 17 trees which were subject to a Tree Preservation Order. Three of the trees were to be pruned and the 14 remaining trees (mostly sycamores) were to be felled. The latter were to be replaced – mostly by hawthorns of various varieties.

The Council took the view that the number of trees scheduled for felling was excessive – the TPO was in place to prevent this type of thing happening – and asked how the proposals complied with conserving the amenities of the area. The Clerk was instructed to convey the members' views to the Trees & Woodlands Officer.

266 General Data Protection Regulations & Compliance

Several documents providing information about the Council's responsibilities under the new GDPR, which was due to come into force on 25 May 2018, had been previously circulated and were discussed.

One of the documents – from the ICO – outlined 12 steps to take at this time in order for the Council to be compliant by 25 May. The SLCC had advised on which should take priority, as some elements were still under discussion between NALC, the SLCC and the ICO. NALC had provided a toolkit that included model documents that could be personalised.

Registration as a Data Controller

Under the DPA the Parish Council was exempt from registration, but it could choose to register. However, this would have financial implications and the registration fee would be higher than it currently was.

Designated Data Protection Officer

Under the GDPR the Council, as a public body, would need to appoint a designated Data Protection Officer. Discussions between the ICO, NALC and the SLCC were still in progress about who could be the DPO in relation to a local council. The three

Bodies had stated that it was hoped the discussions would have reached a conclusion before 25 May.

Data Audit

This was the first step towards compliance for any organisation. In essence it was the compilation of a list of the personal data the Council held, where it came from and who it was shared with. The audit had been carried out and a report on the nature of the information held had been previously circulated to members.

Privacy Notices

The Council did not currently have any privacy notices. Copies of previously circulated model privacy notices obtained from NALC's toolkit were considered.

Resolved: The privacy notices would be personalised and adopted for use by the Council. One document was for the general public and would be displayed on the website. The other, which was intended for councillors, council staff and other personnel, would be circulated to members at the appropriate time.

Policies

The SLCC had recommended that policies relating to data processing and protection should be updated to reflect the new requirements. As the Council did not have any policies of this nature in place, new policies would need to be prepared. These would be ready for the meeting in May.

Internal Audit

The Clerk reported that the Internal Auditor would be reviewing the Council's progress with respect to compliance with the GDPR as part of the internal audit.

267 Meeting with Assistant Director (Finance)

The Chairman, Vice Chairman and the Clerk had met with the LA's Assistant Director (Finance) to discuss the possibilities with regard to support that could be provided in relation to the parish council's financial situation. Financial details had been sent to him beforehand and the fact that the council's reserves were slowly being depleted was highlighted. The Vice Chairman provided a verbal report.

The Assistant Director had confirmed that the Council Tax Support Grant would continue for the foreseeable future, but there was no possibility of increasing that amount at present. He had recommended a gradual increase in precept. The Assistant Director had also suggested the possibility of applying for grants for specific projects and had provided a list of sources. The LA would work with the Council to secure the grants.

The issues raised were discussed. The Clerk would write to the new Deputy Director (Environment) about the windmill and the Vice Chairman would write to the Assistant Director (Finance) about grants.

268 Accounts & Audit 2017/18

(a) Budget Tracker / Out-Turn to 31 March 2018

The budget tracker / out-turn to 31 March 2018 was received and discussed.

Resolved: The budget out-turn for the year ending 31 March 2018 was approved.

(b) Income / Expenditure Account, y/e 31 March 2018

The Income / Expenditure Account for the year ending on 31 March 2018 was received and discussed.

Resolved: The Income / Expenditure Account for the year ending on 31 March 2018 was approved.

269 Accounts 2018/19

Income

Precept = £1,817
Council Tax Support Grant = £1,032
TOTAL Income = £2,849

Expenditure

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
1	St David's Haigh & Aspull PCC	Room rent	£ 20.00	N/A	£ 20.00
2	Employee No.1	Salary (Dec & Jan) (net)	£306.56	N/A	£306.56
3	K Pilkington	Mileage, postage	£ 16.77	N/A	£ 16.77
4	CPRE	Annual subscription	£ 40.00	N/A	£ 40.00
5	LALC/NALC	Annual Subscription	£126.02	N/A	£126.02
Total:			£509.35	N/A	£509.35

Resolved: The above items were approved for payment.

Balance at bank on 3 April 2018 = **£8,212.01**

Unpresented prior payments as at 3 April 2018:
St David's Haigh & Aspull PCC = £20

Estimated Balance at bank after the above expenditure and unpresented payment = **£7,682.66**

The Clerk reported that the unpresented cheque for £25 made payable to The Royal British Legion was now out of date and had been cancelled. A contra to that effect had been posted in the ledgers for 2017/18.

270 Clerk's Report

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

271 CPRE Membership

Renewal of the Council's annual membership of the CPRE was discussed.

Resolved: The Parish Council would renew its membership of the CPRE and would donate a subscription of £40.

272 NALC/LALC/LCTP Information

Information received from the LCTP about a 'Planning' workshop being delivered in May was noted.

273 Any Other Business

(a) Training to be Provided by Wigan Council

Several members expressed an interest in attending a refresher course for parish councillors to be delivered by LA's Democratic Services managers and the Deputy Monitoring Officer in the early evening on Wednesday, 13 June.

(b) Councillor's Resignation

Cllr J Wild tendered her resignation as a Parish Councillor with immediate effect.

The Council accepted her resignation and put on record their gratitude for Cllr Wild's 20 years of dedicated service. Members wished Cllr Wild all the very best for the future.

(c) White Lines on Approach to Haigh Hall Hotel

It was reported that there had been a public outcry about the white lines that had been painted along the road leading up to the Haigh Hall Hotel. More than 2,000 people had registered their dissatisfaction. The issue was discussed. The Clerk would write to the LA about the matter.

274 Dates of Next Meetings

Monday 21 May 2018:
Annual Parish Meeting at 6:30pm
Annual Meeting of the Council at 7pm
Ordinary Meeting of the Council at 7:10pm

The meeting closed at 9:15 pm

Chairman