

**Minutes of a Meeting of Haigh Parish Council
Held Monday 20 February 2017
6:30pm St David's Parish Rooms**

Present: Councillors R Darbyshire (Chairman), J Wild, G France, A Thomson, R Lawson, G Fairhurst and the Clerk, Mrs K Pilkington.
One member of the public.

Cllr R Darbyshire opened the meeting by extending a warm welcome to everyone present.

133 Apologies for Absence

Cllr R Howarth

134 Declaration of Interests

None

Standing Orders were suspended.

135 Matters Introduced by Members of the Public

Tree Issues Near Foundry Cottages

A resident outlined her dealings with Wigan Council officers over issues she had been having with trees at the back of her property. The trees were subject to conservation area regulation and were on property that was the responsibility of Wigan Council. The Trees & Woodlands officer and the Greenspaces officer responsible for overseeing tree maintenance had both inspected the trees in question and had approved the work that was required several months ago. However, no work had taken place and the situation had deteriorated.

The Council discussed the issues. The Clerk agreed to chase things up.

Parking Issues Along the Entrance Route from Leyland Mill Lane to the Gymnasium Near Foundry Cottages

A resident of Foundry Cottages reported that issues were being created by the owners of cars who parked them in the vicinity of the entrance to the track to Foundry Cottages. The owners of these cars were usually visiting the gymnasium and, although there were parking spaces reserved for them on the site, they had been given permission by the agent acting on behalf of the site owner to park in the area near the entrance to the site. The parked cars often obstructed the entrance to the track to Foundry Cottages and there had been occasions when bin collections had been missed as a result of this. The Clerk would write to the owners' agent about the situation once the resident had provided his contact details.

Standing Orders were reinstated.

136 Minutes of the Ordinary Meeting of the Council Held on 5 December 2016

Resolved: The Minutes of the Ordinary Meeting of the Council held on Monday 5 December 2016 were agreed to be a true and correct record.

Proposed: Cllr R Lawson

Seconded: Cllr R Darbyshire

137 Matters Arising

Remembrance Wreath

Dist Cllr John Hilton had recently been in contact with the Clerk to discuss payment for the Remembrance wreath that had been ordered by Aspull British Legion for the Parish Council as a matter of course, as in past years. The Clerk explained that, not having been aware that this happened, she had ordered the Council's wreath from her usual supplier in Orrell. As Aspull British Legion had received an invoice for £25 for the wreath and the wreath had been used, it was agreed that this amount would be paid to the Orrell-based supplier and the £100 donation previously approved would be sent to Aspull British Legion, as usual.

Double Yellow Lines in School Lane

A member who lives in School Lane reported that he had received a letter from Wigan Council telling him that the double yellow lines in School Lane would only be enforced on days when events were taking place. Other members observed that most issues occurred on days when events were not taking place. By 'enforcement' the LA meant that Traffic Wardens would be operating in the area on event days.

138 Planning Applications

A/16/83390/FULL	Outbuildings to rear of Culraven House, Haigh Road, Haigh	Conversion of existing workshop buildings, including part demolition works of the existing building to create 3 residential dwellings, including the creation of new window openings to elevations and roof with access from Haigh Road	Noted
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139 Greater Manchester Spatial Framework

A response to the consultation on the Draft Greater Manchester Spatial Framework had been submitted and the response had been circulated to members. This was discussed briefly. Most of a large area selected within the framework for potential future housing development had been identified as lying within the Parish boundaries. Development would result in tripling the size of the Parish in terms of housing. Concern was expressed by members

about the size of the area and the lack of infrastructure to support a development of this size – the principle access to it would be from an already very busy main road. Members expressed a wish to convey their concerns to Wigan Council about this. It was agreed that a meeting should be arranged with Karl Battersby, the Director of the Environment, for this purpose.

140 Map of Parish Boundary

The Clerk reported that attempts to obtain a map with the Parish boundary on it as cheaply as possible were still in progress. Copies of an Ordnance Survey map on which the boundary had been drawn by hand were circulated. Members also viewed a copy of another map which had been brought to the meeting by one of the members. This would be copied and circulated to members with papers for the next meeting. Attempts to find a more detailed map would continue.

141 Haigh Country Park Boundary

Following an enquiry from a resident, the Clerk had tried to find out whether the boundary of Haigh Country Park had changed and if so, why it had been changed, and what this meant for residents. The enquiry had been triggered because the resident used to receive information from Wigan Council about events, litter picks, etc, but this no longer happened. The Clerk reported that so far she had established that some of the area in the immediate vicinity of Haigh Hall was included in the lease with Contessa Hotels. This had had an impact on the boundary of the Country Park. The Clerk was asked to try to establish to whom leaflets about events, etc were distributed.

142 Transparency Code

The previously circulated Transparency Code which applied to parish councils with a turnover not exceeding £25,000 was discussed. It became mandatory for parish councils within this category in 2015. The Council complied with respect to many of the requirements. However, there were some things that still needed to be brought up to date. The Code required a number of things to be published on a website – either a parish council's own website or on that of its principal authority. The Clerk reported that the Council's agendas and minutes were already published on Wigan Council's website. Other (mainly financial) information would now have to be added.

143 Members' Details on Wigan Council Website

The Clerk reported that Wigan Council had published members' names, addresses and registers of interests on their website. This was discussed. The Clerk was asked to establish whether there was a legal requirement for members' addresses to be published online.

The website page also contained a statement about what the Parish Council did. This was a duplicate of that on the Shevington Parish Council page and needed to be changed.

144 Precept Information for Council Tax Letter

The Clerk reported that the precept request had been submitted and that, because the council tax base had increased slightly, there would be a small decrease in precept on individual households. The text of the Council's statement on the Council Tax leaflet was discussed.

Resolved: The Council agreed that the same statement should appear on the Council Tax leaflet as the previous year, i.e. – *'Haigh Parish Council is pleased to be able to maintain it's precept without increase for a fifth year.'*

145 Financial Risk Assessment

The Council undertook a risk assessment of the financial controls. It was proposed that there was an additional risk with regard to 'other expenditure' in that the challenge to any decisions made could be inadequate. There was a medium risk of this for small councils. The risk could be managed through challenge of resolutions and this being minuted.

Resolved: Subject to the above addition under 'Expenditure', the financial risk assessment document was approved.

146 H&S Risk Assessments

The risk assessments for the Council's street furniture were reviewed. Members were of the view that there was a medium risk of damage due to vandalism, weather, wear & tear and collision by vehicles, etc. A risk assessment for meetings and the use of the meeting room was needed.

Resolved: Subject to the above amendment, the risk assessments were approved.

147 Future Audit Arrangements

The Council noted the information received about future audit arrangements. The Clerk reported that, because the Council's annual turnover was below £25,000, it only had to comply with the publication requirements of the Transparency Code for Smaller Local Authorities. There was no need for an external audit to take place annually.

148 Accounts 2016/17

Income

None.

Expenditure

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
15	St David's Haigh & Aspull PCC	Room rent (December & February)	£ 40.00	N/A	£ 40.00
16	Employee No.1	Salary (December & January)	£306.56	N/A	£306.56
17	K Pilkington	Mileage, postage	£ 11.60	N/A	£ 11.60
18	Royal British Legion	Donation for wreath (2)	£ 25.00	N/A	£ 25.00
Total:			£383.16	N/A	£383.16

Resolved: The above items were approved for payment.

Balance at bank on 31 January 2017 = **£6,568.25**

The following prior payments had not been presented as at 31 January 2017:

St David' Haigh & Aspull PCC	=	£20.00
HMRC	=	£306.56
Royal British Legion	=	£100.00
CPRE	=	£40.00

Balance at bank after the above expenditure
(including all of the above prior unrepresented payments) = **£5,718.53**

Payment of the LALC / NALC subscription was deferred until April. The Council agreed that the number of copies of Local Council Review should be reduced to one, which councillors would share.

149 Use of Reserves: Haigh School Flagpole Repair

As the flagpole at the school was working at the moment, the Council decided not to pursue the matter for the time being.

150 WW1 Beacon

Information received from the Pageantmaster about plans for the lighting of beacons across the nation to celebrate the end of the First World War was noted.

151 Plunkett Foundation

Information about the work of the Plunkett Foundation in providing support to parish councils wishing to set up community co-operatives to run local services, etc was noted.

129 Clerk's Report

Use of The Stables for Meetings

The Clerk had discussed the possibility of the use of the classroom at The Stables for Council meetings with Keith Bergmann. There would be no charge for the room, but there would be a charge for tea and coffee, because they had to be bought in. The complex was not open to the public in the evening, so they could not be allowed in. There would also be a charge for car parking. At Mr Bergmann's suggestion, the Clerk would try to visit The Stables to look at the classroom later that week.

The Clerk was asked to book the Parish Hall tentatively for the rest of the year.

Referenda on Council Tax Increases

The public have the right to seek referenda on council tax increases greater than 2% imposed without prior consultation by major authorities. The Clerk reported that central government had decided not to extend these principles

to parish and town councils for the time being. This was being kept under review and could be applied in future years.

Walled Gardens at Haigh Hall

The walled gardens were managed by WLCT for Wigan Council. It had always been the case that they could be hired for events. When in use for events they were closed to the public. The online wedding site was an old one which needed updating, as it still advertised wedding packages for Haigh Hall, which were no longer valid. The Clerk would try to inform the member of the public who had raised this query.

Chairmanship Workshop

Information about the LCTP workshop on 'Chairmanship' – to be held on 16 March – had been received from LALC.

153 Any Other Business

There were no items of any other business.

154 Date of Next Meeting

It was agreed that the start times of meetings for the Summer period, beginning with April, should be changed to 7pm.

The next meeting would be Monday 3 April 2017 at 7pm.

The meeting Closed at 8:48 pm

Chairman