

**Minutes of a Meeting of Haigh Parish Council
Held Monday 5 December 2016
6:30pm St David's Parish Rooms**

Present: Councillors R Darbyshire (Chairman), J Wild, G France, A Thomson, R Howarth, R Lawson 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.

110 Apologies for Absence

Cllr G Fairhurst

111 Declaration of Interests

None

112 Co-option of Cllr Rob Lawson

Cllr Rob Lawson signed the Declaration of Acceptance of Office and read the statement from the Declaration before members. The Clerk signed in witness to the Declaration.

Standing Orders were suspended.

113 Matters Introduced by Members of the Public

Weddings in the Walled Garden at Haigh Hall

A member of the public reported that, according to information on the Haigh Hall Wedding Experience website, it was possible to hire the walled gardens and hold a reception there in a marquee. The LA had previously mentioned that the walled gardens would be conserved. It had been stated that they would be restored and would be available to the public. No mention had been made of their availability for weddings, which would entail their closure on such occasions. Some residents were upset about this turn of events and were concerned that something that volunteers had kept going should now be commercialised. There was also concern about issues with traffic and parking. The Clerk would endeavour to clarify the situation.

Double Yellow Lines

It was reported that users of Haigh Hall were tending to ignore the double yellow lines in School Lane and causing traffic issues in the road. Members wondered whether the lines were enforceable.

Standing Orders were reinstated.

114 Minutes of the Ordinary Meeting of the Council Held on 5 September 2016

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

Proposed: Cllr R Howarth

Seconded: Cllr R Lawson

115 Matters Arising

Haigh Hall Lease

The Clerk was asked to establish the length of the lease assigned to Contessa Hotels.

116 Planning Applications

A/16/82124/MAJOR	Land off Wigan Road, Aspull, Wigan, WN2 1DH	To erect 12 dwellings comprising of six bungalows and 6 two storey dwellings together with creation of new access	Noted
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117 Greater Manchester Spatial Framework

The Council discussed the contents of the consultation on the draft proposals for the Greater Manchester Spatial Framework. A large area of land had been identified as being suitable for a possible future development of 1,050 houses. Because the Council did not possess an Ordnance Survey map of the Parish there was uncertainty about how much of this land was within the Parish boundary. It was also not known whether it was in the conservation area. It was agreed that the Clerk would submit a response once these things had been established.

118 Meeting with Wigan Council Officers

The Clerk's report on the meeting of members with Carl Battersby, Wigan Council's Director of Economy & Environment, on 28 September was received and discussed. To date the Council had not received answers to their questions. It was known, however, that the land train trials planned for October had not taken place. Since the meeting the Clerk had been notified that Carl Battersby was willing to meet with the Parish Council twice a year. Members were of the view that once a year would be sufficient.

119 Training Course for Parish Councillors

Cllrs R Darbyshire, G Fairhurst and R Lawson had attended the training delivered by Wigan Council in October. They reported that they had found it very interesting. Much of it was not really relevant to parish councillors and

was a matter of common sense. The main focus had been on members' interests, the declaration of gifts and hospitality and dealing with the media. The LA were willing to provide advice on dealing with the media in the event of any issues.

120 Libraries Consultation

The current consultation on the future of library services in the Borough was discussed. It was agreed that members would respond as individuals.

121 CPRE Membership

Resolved: Membership of the CPRE would be renewed. The annual donation made would be increased to £40.

Proposed: Cllr A Thomson

Seconded: Cllr R Lawson

122 External Audit Report 2015/16

The external auditor's report for the Financial Year ending 31 March 2016 was received and discussed.

The following issue had been identified on the Annual Return:
'The smaller authority has included grant monies received in box 2, rather than box 3, other receipts.'

Action: The Clerk would establish the value of the Council Tax Support grant received from Wigan Council in 2015/16 and 2016/17 and enter the correct amounts on the Annual Return 2016/17.

Resolved: The External Audit Report was accepted and approved.

Proposed: Cllr R Lawson

Seconded: Cllr B Darbyshire

123 Review of Internal Audit 2015/16

The Internal Audit 2015/16 was reviewed. The conclusion of the review was that the requirements of the internal audit were now greater than in the past and that the new internal auditor appointed would need to be an individual who was independent of the Council and familiar with the local council internal auditing regime.

124 Appointment of Internal Auditor 2016/17

The appointment of an experienced internal auditor of parish council accounts was discussed.

Resolved: Ian Cropper was appointed as the Parish Council's Internal Auditor for 2016/17. His fee of £80 was approved.

125 Asset Register 2016/17

The Asset Register was reviewed. The Register had been amended to include the boundary signs purchased in October 2008. To address an issue

raised by the previous year's External Audit the value of the benches had been amended following agreement with the External Auditor.

Resolved: The Asset Register 2016/17 was approved.

126 Accounts 2016/17

Income

None.

The following items was presented for payment:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
8	St David's Haigh & Aspull PCC	Room rent	£ 20.00	N/A	£ 20.00
9	Employee No.1	Salary (Sept, Oct & November)	£459.84	N/A	£459.84
10	K Pilkington	Mileage, postage	£ 5.20	N/A	£ 5.20
11	HMRC	Tax (6 months)	£306.56	N/A	£306.56
12	BDO	External audit	£ 36.00	N/A	£ 36.00
13	CPRE	Subscription	£ 40.00	N/A	£ 40.00
14	Royal British Legion	Donation for wreath	£100.00	N/A	£100.00
Total:			£967.60	N/A	£967.60

Balance at bank on 30 September 2016 = **£7,119.51**

Balance at bank after the above expenditure = **£6,151.91**

Resolved: The above items were approved for payment.

In response to a question about why the balance at the end of September did not equal the forecast balance on the previous minutes, the Clerk replied that the difference was due to the fact that a cheque had not been presented at the time that the September statement had been issued.

127 Budget & Precept 2017/18

The budget and precept for 2017/18 were discussed. The Clerk reported that it was too early to ask Wigan Council for information about the amount of Council Tax Support Grant they would be awarding the Parish Council.

Resolved: The Council approved a budgeted expenditure of £4,000 (to include a contingency of £500) and set a precept of £2,296 (to include the Council Tax Support Grant) for the financial year ending 31 March 2018.

128 Use of Reserves

Suggestions for the use of reserves were considered:

- a) The flagpole at Haigh School was in need of repair and ways in which this could be done were discussed.

Resolved: Cllr Wild would obtain an estimate from a local undertaker for the cost of the repair to the flagpole.

- b) Interpretation boards relating to the history of Haigh Hall and the Parish were another possibility.

129 Clerk's Report

The Clerk reported that the missing minute books had been found. They had been in the possession of a previous Clerk, who had now passed them on to the current Clerk. There were also other records amongst the items passed on to the Clerk, which she had not yet had time to examine.

The minute books were inspected.

Resolved: The old minute books would be transferred to Wigan Archives.

130 Dates of Meetings 2017 & Venue for Future Meetings

Resolved: The dates of meetings for 2017 were approved.

The Clerk would investigate the possibility of meetings' returning to The Stables block at Haigh Hall.

131 Any Other Business

There was no other business.

132 Date of Next Meeting

Monday 20 February 2017: 6:30pm

A vote of thanks was recorded to Cllr J Wild for the mince pies and the Chair for providing the tea and coffee.

Meeting Closed at 8:30 pm

Chairman