



Haigh
PARISH COUNCIL

**An Ordinary Meeting of the Parish Council
WILL BE HELD IN ST DAVID'S PARISH HALL ON
MONDAY 27 MARCH 2023 at 7pm**

Agenda

571 Apologies for Absence

To receive apologies from councillors.

572 Declaration of Interests

To receive any declarations of interest (prejudicial or otherwise) with regard to items on the Agenda.

Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council. Members are reminded that if they have any personal interests of a prejudicial nature or a disclosable pecuniary interest they must not participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.

573 Co-option of New Councillor

To approve the co-option of a Parish Councillor and receive the new member's Declaration of Acceptance of Office.

574 Elections 2023

The elections are due to be called on Friday, 24 March 2023. The Clerk has election packs in hard copy and will circulate them. Completed nomination forms have to be with the Elections Officer at the Town Hall by 4pm on Tuesday, 4 April.

575 Matters Introduced by Members of the Public – for information

An opportunity for any members of the public present to raise issues for the attention of members.

576 Minutes of the Ordinary Meeting (23 January 2023)

– for approval (enclosed)

To receive and approve the Minutes of the Ordinary meeting held on 23 January 2023 for signature by the Chairman.

577 Ratification of Decisions Taken at Meetings Held Virtually

Members are invited to ratify the following decisions taken during meetings held virtually:

Monday, 5 December 2022

Minute 527:

Approval of the Minutes of the Ordinary Meeting held on Monday, 24 October 2022.

Minute 529:

- (a) Retrospective approval of the submission of an objection to planning application A/22/94132/FULL.
- (b) Retrospective approval of the submission of an objection to planning applications A/22/94493/FULL and A/22/94594/LB.

Minute 530:

Approval of the revised Community Engagement Strategy.

Minute 531:

Approval of the revised Social Media Policy.

Minute 532:

- (a) Retrospective approval of the creation of the Haigh Parish Community Group Facebook page.
- (b) The resolution that the Council received and accepted Cllr Kenyon's report and agreed the following 'Next Steps':
 1. Representatives of the horse riding community would plot out their ideas for potential routes for a joined up bridleway using an OS map of the area.
 2. The report would be discussed at a scheduled meeting with Wigan Council officers on Tuesday, 13 December under an agenda item about bridleways and a request would be made to set up a Working Group with representatives from Haigh Parish Council, the horse riding community and Wigan Council to take the project forward.

Minute 534:

The decision to suggest 7, 14 and 21 March to AI & AI as possible dates for their presentation.

Minute 535:

- (a) The resolution that, if they were still available, the Clerk should book the walled gardens for Sunday, 25 June and then book all three bubble artists, who had said that they would be charging the same as in 2022.
- (b) The resolution that the Eventbrite rights would be transferred to the Clerk.
- (c) The resolution that

- Cllr Bobbie Darbyshire would ask representatives of St David's Church if they could accommodate the large stock within the parish buildings.
- The Clerk would enquire about insurance cover for the stock.
- Until a storage facility had been identified Cllr Lawson would keep the large stock and Cllr Paul Kenyon would take responsibility for the box of small items.

Minute 537:

Approval of the payment of training course fees totalling £175 (5 @ £35) by the Council once it had been invoiced.

Minute 538:

Approval of the contents of the new councillors information pack.

Minute 540:

The resolution that the vacancy created by Cllr Robert Lawson's resignation would remain vacant and the Council would continue with a membership of six councillors until the local council elections in May.

Minute 541:

The resolution that:

- (a) Cllr Paul Kenyon would become a signatory to the Parish Council's bank account.
- (b) 'If the Council added Cllr Paul Kenyon as an Authorised Signatory in the "Add or remove individuals" section of the Natwest Bank's form, the Bank would update the Council's mandate accordingly for the accounts specified in the form's "About your business" section,
- (c) the Bank was authorised to phone the individuals identified as "Call Back Contacts" to confirm or correct any instructions or information provided by the Council to the Bank
- (d) and the current mandate would continue as amended.'

and the resolution that:

Cllr Robert Lawson would continue to act as a signatory to the bank account until his replacement had been confirmed by the bank, after which he would be removed from the list of signatories.

Minute 543:

Approval of the appointment of PKF Littlejohn LLP as its external auditor for the financial years 2022-23 to 2026-27.

Minute 544:

Approval of the Asset Register.

Minute 545:

Approval of the reviewed H&S risk assessment.

Minute 546:

Approval of the payments to be made in December 2022.

Minute 547:

Approval of a virement of £975 from the General Reserve to the Community Engagement/Events cost centre to balance the overspend.

Minute 549:

- (a) Approval of the pay award agreed by the NJC and its immediate application with back-dating to 1 April 2022.
- (b) Approval of a virement of £147 from the 'Expenditure Contingency' cost centre to the 'Clerk's Salary' cost centre to cover the overspend created by the approval of the back-dated pay award.

Monday, 23 January 2023

Minute 551:

The elections of Cllr Paul Kenyon as Chairman and Cllr Ian Parker as Vice Chairman to serve until the Annual Meeting on the Council in May 2023.

Minute 556:

Approval of the Minutes of the Ordinary Meeting held on Monday, 5 December 2022.

Minute 557:

The resolution that the funding received through participation in the community engagement project associated with the Vocaleyes platform would be ring-fenced for the projects identified on the platform.

Minute 559:

The resolution that the process for co-option of a councillor would be put in motion. The vacancy would be advertised and applicants would be invited to send in expressions of interest by a date four weeks after the publication of the advertisement.

Minute 560:

Approval of the revised Parish Plan.

Minute 561:

Resolutions relating to the Annual Parish Meeting, i.e.

- (a) The following agenda was agreed:
 - 1. Welcome by the Chairman
 - 2. Apologies
 - 3. Matters Introduced by Members of the Public
 - 4. Minutes of the last Annual Meeting (9 May 2022)
 - 5. Clerk's Report – to be tabled.
 - 6. Presentation by Al & Al.
- (b) A working group meeting to which Al & Al would be invited would take place virtually at 7pm either on Tuesday, 31 January or 7 February.
- (c) Simple refreshments would be served at a time to be agreed by the working group.
- (d) Other arrangements would be agreed at the working group

meeting.

Minute 563:

The following resolutions relating to Bubblefest 2023:

- (a) Retrospective approval of the agreement to book three bubble artists and the 'Have a Go' area at a total cost of £1,250.
- (b) The agreement that the fourth bubble artist would be approached and, if the fee had not increased substantially, hired.
- (c) The instruction to the Clerk to hire the balloon modeller / clown for the fee he had quoted.
- (d) The following fee structure for stalls:
 - Catering = £75 or a percentage of takings (courtyard concessions)
 - Non-Catering (commercial or large national charity) = £25
 - Non-catering (small or local charity or community group) = FREE
- (e) The decision that Working Party meetings would begin in early March.

Minute 565:

The agreement that printed copies would be produced in May or June.

Minute 566:

- (a) Approval of the payments to be made in January 2023.
- (b) Approval of the following virements from the 'Expenditure Contingency' to cover overspends:
 - £87 to the 'Conference, membership, fees' cost centre and
 - £50 to the 'Community Engagement / Events cost centre.

Minute 567:

Approval of a budgeted expenditure of £5,438 (including an expenditure contingency of £500) and a precept of £4,200 for the financial year ending 31 March 2023.

Minute 568:

Approval of the following statement for inclusion on the 2023/24 Council tax letter:

'For 2023/24 we have approved an increase in the precept from £3,478 to £4,200. This equates to an average increase of approximately £2.90 for the year across all properties.'

578 Matters Arising – for information only

An opportunity for members of the Council to report or update on any matters that have arisen since the meeting in January that are not otherwise included on the agenda.

Actions from the Meeting of 23 January 2023

No.	ISSUE	ACTION	BY WHOM	COMPLETED
501	Matters Introduced by Members of the Public	<u>Xmas Tree for Haigh</u> Investigate locations Consult residents Investigate legal and other requirements	Members Members The Clerk	

Members are invited to update the Council on progress with the above actions.

Progress with actions assigned to the Clerk is either included in the narrative relating to other agenda items or in the Clerk's Report.

579 Draft Minutes of the Annual Parish Meeting (7 March 2023)

- to receive (to follow)

580 Traffic Issues and Anti-Social Behaviour

– for retrospective approval

Issues with traffic and anti-social behaviour in Sennicar Lane and Pendlebury Lane were raised during the Annual Parish Meeting. In view of the strength of feeling amongst residents about this it was agreed during the Annual Parish Meeting that the Council would take the matter to their meeting with Wigan Council.

Under Annual Parish Meeting procedures matters raised by the public have to be considered, if necessary, by the Parish Council at a future Council meeting. A decision about the way forward should then be taken at that meeting.

Members are invited to approve the decision to discuss this matter with Wigan Council officers retrospectively.

581 Planning Applications – for consideration & agreement

A/21/92629/MAJOR	Leyland Mills Leyland Mill Lane Wigan WN1 2SB	Residential development of 10 four storey four bedroom detached dwellings and 7 three storey five bedroom detached dwellings, etc following demolition of existing mill buildings (Representation submitted - presumed awaiting Planning Committee meeting date – next meeting is on 11 April 2023)
*A/22/94132/FULL (Re-submission of A/21/90931/FULL)	Land North Of Pendlebury Lane Haigh WN2 1LT	Erection of a new stable block, associated horse exercise area, storage/sitting cabin and resurfacing of access road (Objection submitted – REFUSED – for detailed update please see below)
A/22/94184/FULL	Rothwells Stud Sennicar Lane Wigan WN1 2SN	Erection of four detached dwellings, following demolition of indoor riding arena, stables and store (Objection submitted)

A/22/94493/FULL and A/22/94594/LB	The Coach House Haighlands Copperas Lane Haigh Wigan WN2 1PB	To convert and extend former coach house to use for residential purposes, together with alterations to external elevations (Objection submitted - REFUSED)
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Members are invited to note the current status of the above applications with regard to which the Council have submitted representations, consider any new applications submitted since the last meeting and agree the best way forward.

At the time of preparation of this agenda there were no new applications to put before the Council.

***A/22/94132/FULL (Re-submission of A/21/90931/FULL)**

This re-submission of an application originally submitted and validated in 2021 has been refused. In reply to an enquiry made by a resident Wigan Council have confirmed that an enforcement notice was served on the owner of the property on 14 March 2023 and comes into force on 18 April 2023. The LA is required to give at least 28 days for the notice to come into effect, meaning the recipients have until 18 April 2023 to appeal the notice.

If no appeal is received, they have 2 months from 18 April 2023 to comply with the notice, which sets out that the stable, wooden structure, metal structure and hardstanding must be removed and the land must be returned to its previous use.

Wigan Council's Legal Department have requested that a charge be placed on the local land charges register.

582 Bubblefest 2023 – for information and approval (to follow)

The first Bubblefest Working Party meeting took place on Tuesday, 21 March 2023. Progress with arrangements was discussed and the notes of the meeting will follow.

Members are invited to update the Council on any actions undertaken and approve any decisions that need full Council approval.

583 Scarecrow Festival – for information and agreement (enclosed)

The Parish Council have been approached by the Chair of the Friends of St David's Primary School about the possibility of holding a Scarecrow Festival as a joint venture. Cllr Clare Kenyon represented the Parish Council at a meeting of the Festival Committee on 15 March to gather further information. Documents circulated to those invited are enclosed and Cllr Kenyon is invited to provide feedback from the meeting.

Members are invited to consider the suggestions and agree the best way forward.

584 Community Engagement – for discussion and agreement

It was suggested at a previous meeting that a formalised Haigh Parish Community Group, which would have its own bank account, should be set up. The aim of the group would be to raise funding from different sources and to take projects further.

The Council have been asked to consider the feasibility of setting up such a group.

There are several points to note about such a group:

- The group would have to have its own constitution and terms of reference as well as its own bank account with a minimum of two signatories in order to apply for grant funding.
- It would be independent from the Parish Council and would be able to make its own decisions as to how to spend funds, to whom it could award grants and donations and how it proceeded in general.
- If the group raised more than £5,000 per year it would have to register as a Charity and would have to submit returns to the Charities Commission once it was raising £10,000 per year.
- Such a group would be responsible for taking out its own insurance cover, for its own actions and for keeping its own records.

There are several points to note about what parish councils can do in this area:

- Parish councils are permitted to apply for grants for projects to funding bodies, such as the National Lottery. In order to be considered for funding the projects have to meet the criteria for a particular funding stream. If parish councils are excluded, it is usually because it is a policy of the funding body.
- Parish councils based in Wigan Borough are not eligible to apply for grants from any of Wigan Council's community funds. This is a policy of Wigan Council.
- Parish councils are permitted to set up formal committees consisting of co-opted individuals for the purpose of running projects. Such committees are given terms of reference by the parish councils and may be allowed to make non-financial decisions. Any decisions involving finance (particularly expenditure) or activities in the name of the parish council must be recommended to and approved by the parish council. Ideally, such committees should also include a minimum of three parish councillors. These same rules apply to meetings of such committees as to meetings of the Council.
- Parish councils are also permitted to set up informal working groups of individuals. Working group meetings are not subject to the same restrictions as those of committees, but their decisions have to be recommendations that are approved by the parish council.

Members are invited to discuss the matter and agree the best way forward.

585 Parish Newsletter – for discussion and agreement

At a recent Council meeting it was agreed that the next newsletter will be published in May or June and that it will be delivered in hard copy to every home in the Parish.

Two residents have offered to deliver to the areas of the Parish to which they delivered the last newsletter. Other volunteers are needed.

Members are invited to discuss and agree:

(a) the contents of the newsletter.

(b) how the newsletter could be delivered to every home.

586 Meeting with Wigan Council Officers – Feedback

– for information (to follow)

The minutes of the meeting with Wigan Council officers that took place on Monday, 20 March 2023 will be circulated as soon as they become available.

Members are invited to provide feedback on topics not on the agenda.

The dates of the next set of meetings with Wigan Council officers have not yet been scheduled.

587 Bridleways – for information

This matter was discussed during the meeting with Wigan Council officers in January and information relating to the proposals for a joined-up bridleway was subsequently provided to Wigan Council, who acknowledged receipt. Since then Wigan Council officers had been looking into the possibilities and are due to meet with the officers who deal with the definitive map next week. We have been told that they will be asked to communicate directly with the Parish Council about the way forward. It is unlikely that any communications will be received in time for this meeting.

588 Litter Bins – for agreement

During the Parish Council's meeting with Wigan Council officers in January a request was put forward for more litter bins to be introduced along the approach roads to Haigh Woodland Park. At the meeting on 20 March it was confirmed that 4 new litter bins have been allocated to these roads. The Parish Council have been asked to select the locations where they will be sited.

Members are invited to agree the locations for the new bins.

589 Notice Board – for discussion and agreement

Some time ago the Clerk was asked to look into the possibility of fitting a small notice board in the Leyland Mill area of the Parish. The Clerk met on site with a representative of a company that has fitted many of the LA's community notice boards. The representative assessed locations in the area and made a recommendation for a location based

on feasibility with respect to fitting and also on whether the Council were likely to receive approval. The location is shown in the photograph.



The company have provided a quote for supplying and fitting a grey aluminium 76mm post complete with an Avenue noticeboard that will accommodate 4 x A4 posters of a RAL colour of the Parish Council's choice: **£525.00**.

We will need permission from the owner of that location to fit the notice board, but, as it will be for non-commercial use, planning permission will not be required.

Members are invited to consider the information received so far and agree whether the research should continue.

590 Picnic Area & Pathway Improvements - for information

Suggestions for a picnic area and pathway improvements to make a section of the River Douglas accessible to residents were discussed with Wigan Council officers during the recent meeting on 20 March.

The Chairman has also had separate conversations with one of the officers present at the meeting and is invited to update the Council on the details of the proposals put forward and the outcome of the discussion.

591 Accounts 2022/23 – for approval

Income:

VAT refunded in February = **£269.57**

Expenditure:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
56	Employee No.1	Salary (Feb & Mar)	£366.34	N/A	£366.34
57	HMRC	Tax (Feb & Mar)	£ 91.60	N/A	£ 91.60
58	Employee No.1	Mileage	£ 5.20	N/A	£ 5.20
59	Wigan NE PCC	Room rent (Mar)	£ 20.00	N/A	£ 20.00
Total:			£483.14	N/A	£483.14

Balance at bank on 2 March 2023 = **£8,668.83**

Estimated balance at bank after above expenditure = **£8,185.69**

Members are invited to approve the above payments.

592 Quarterly Budget Monitoring – for information (enclosed)

The quarterly budget monitoring document is enclosed. All cost centres are currently on line and are expected to be so at the year end.

A VAT refund of £269.57 was received on 10 February. As a result the amount in the General Reserve has increased since December 2022.

593 Bank Signatories – for discussion and agreement

If the elections are contested new signatories might need to be appointed for the bank account. The time it might take the bank to action this matter could impact on the smooth running of the Parish Council's affairs.

Members are invited to agree that, following the election, existing bank signatories will remain in place until new signatories have been appointed and any changes had been actioned by the bank.

594 Clerk's Report – for information (to follow verbally on the day)

595 Date of Next Meeting

Annual Meeting of the Council: 15 May 2023 at 6:30pm

Please let the Clerk know if you intend to join the meeting by emailing clerk.haighpc@gmail.com by Saturday, 25 March.

Copies of Parish Council Minutes are lodged at Aspull Library and may be accessed online on Wigan Council's website.

K Pilkington

Krystyna Pilkington
Clerk to Haigh Parish Council
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