



**An Ordinary Meeting of the Parish Council**

**WILL BE HELD IN  
ST DAVID'S PARISH HALL, HAIGH**

**MONDAY 4 JULY 2022 at 6:30pm**

**Agenda**

**461 Apologies for Absence**

- to receive apologies from councillors.

**462 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.

**463 Minutes of the Annual & Ordinary Meetings (9 May 2022)**

– for approval (enclosed)

To receive and approve the Minutes of the Annual and Ordinary meetings held on 9 May 2022 for signature by the Chairman.

**464 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 May.

Actions from the Meeting of 9 May 2022

| No. | ISSUE                       | ACTION   | BY WHOM                                | COMPLETED                |
|-----|-----------------------------|--|--|--------------------------|
| 7   | Annual Parish Meeting - AOB | Ideas for additional item to attract attendees – send to Chairman  | Members                                |                          |
| 445 | Matters Arising             | Provide Dist Cllr L Flynn with information about rights and responsibilities of property owners over the road in Pendlebury Lane. Share info with the Clerk. | Cllr Ian Parker<br><br>Cllr Ian Parker | 15.05.22<br><br>15.05.22 |

Members are invited to update the Council on progress with the above actions, as the matter is not otherwise included on the agenda.

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

**465 Draft Minutes of the Annual Parish Meeting (9 May 2022)**

– for information (enclosed)

To receive the draft Minutes of the Annual Parish Meeting held on 9 May 2022.

**466 Casual Vacancy – for consideration & agreement (enclosed)**

The Council have received one expression of interest in the casual vacancy. The email from the applicant is enclosed.

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

**467 Planning Applications – for consideration & agreement**

|                  |  |   |
|------------------|--|---|
| A/21/92629/MAJOR | Leyland Mills<br>Leyland Mill Lane<br>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 (Presumed awaiting Planning Committee meeting date – next meeting is on 12 July 2022) |
| A/22/93295/LBLA  | Haigh Hall<br>School Lane<br>Haigh Wigan<br>WN2 1PE  | Listed building consent for the repair and cleaning of the external fabric of the building including roofs and courtyard elevations, etc (Representation submitted - <b>approved with conditions</b> )  |
| A/21/90931/FULL  | Land North Of<br>Pendlebury Lane<br>Haigh<br>WN2 1LT | To erect new stable block, associated horse exercise area, storage/sitting cabin and resurfacing of access road<br><b>(Refused – appeal submitted by applicant to planning inspectorate)</b>  |
| A/22/93422/HH    | Martholme<br>Toddington Lane<br>Haigh<br>WN2 1LF     | Extensions to front and side of existing bungalow (Representation submitted)  |

|                 |   |  |
|-----------------|---|--|
| A/22/93543/LA   | Haigh Woodland Park,<br>Adventure Playground<br>School Lane<br>Haigh<br>Wigan WN2 1PE | To create woodland hub, etc<br>(Representation submitted)  |
| A/22/93653/LBLA | Old Zoo Site<br>Haigh Woodland Park<br>School Lane<br>Haigh                           | Listed Building Consent for the restoration and conversion of Bothy Cottages and stores, erection of new lobby, multi-purpose pavilion, cycle store and bin store, temporary parking area, restoration of existing barn including new roof and recladding, alterations to garden walls and landscape improvements, following demolition of derelict structures |
| A/22/93652/LA   | Old Zoo Site<br>Haigh Woodland Park<br>School Lane<br>Haigh                           | Restoration and conversion of Bothy Cottages and stores, erection of new lobby, multi-purpose pavilion, cycle store and bin store, temporary parking area, restoration of existing barn including new roof and recladding, alterations to garden walls and landscape improvements, following demolition of derelict structures                                 |
| A/22/93476/HH   | Samuels Fold Cottage<br>Pendlebury Lane<br>Haigh<br>Wigan<br>WN2 1LT                  | To extend dwellinghouse, two storey to front, single storey extensions to both sides, dormer and juliet balconies to rear and alterations to roof including raise in ridge height together with associated external alterations  |

Members are invited to note the current status of the above applications with regard to which the Council have submitted

representations, consider the new applications submitted since the last meeting and agree the best way forward.

**468 Culraven Garage** – for discussion and agreement (enclosed)

Cllr Anita Edwards-Hooson would like to bring the matter outlined in the enclosed documents to the Council's attention and has invited the Council to discuss it and agree the best way forward.

**469 Bubblefest 2022** – for information, discussion and agreement (report to follow)

**470 Pop-Up Banners** – for agreement (information to follow)

**471 Meeting with Wigan Council Officers** – feedback (to follow)

The Parish Council met with Wigan Council Officers via MS Teams on Monday, 27 June at 4pm. The Minutes of the meeting are being prepared by an officer from Wigan Council's Democratic Services and will follow.

Members are invited to provide verbal feedback on the meeting.

**472 Parish Newsletter** – for agreement (report & proofs to follow)

**473 Internal Audit Report 2021/22**

– to receive, accept & approve (enclosed)

The Annual Internal Audit took place on 7 June. The AIAR 2021/22, which forms part of the AGAR, and the detailed Internal Auditor's report are enclosed. There are no recommendations to action.

The Certificate of Exemption from External Audit has been forwarded to the external auditor and all requisite information has been displayed on the Parish Council's notice board and on the website. The period for the Exercise of Public Rights began on 13 June and will run until 22 July.

**474 Review of Internal Audit 2021/22** – for consideration & agreement

Members are invited to review the internal audit process for the 2021/22 accounts. Things that need to be taken into consideration include the following:

- a) Was the internal auditor a person competent to carry out the work?
- b) Was he independent in relation to elected members and the Clerk?
- c) Did he provide the Council with a short report on the work he had carried out?
- d) Were any issues identified?
- e) Did the auditor examine procedures?
- f) Did he examine how decisions were recorded?
- g) Did he check that the transparency requirements had been met?

**475 Appointment of Internal Auditor 2022/23** – for approval

Members are invited to consider appointing Heelis & Lodge as the Council's internal auditors for 2022/23. The current fee for a Parish Council of this size is £90.

**476 Insurance 2022-23** – for retrospective approval

The Parish Council's insurance was due for renewal 1 June. Three quotes were sought - from our existing insurer and two others. All three providers were asked for quotes for packages which included this events insurance.

By the last meeting one quote was still awaited, so it was agreed that a decision would be taken via email communication between meetings and approved retrospectively at this meeting.

The Council's current provider confirmed that their insurance policy includes events cover as long as the number of people attending does not exceed 500 at any one time. The quote of £363.90 from our current provider was also the lowest of the three quotes. In view of this it was agreed to remain with the Council's current provider.

Members are invited to approve the decision to continue with Zurich Municipal retrospectively. The premium has already been paid to secure the cover with effect 1 June 2022.

**477 Accounts 2022/23 – for approval**

Income: **£nil**

Expenditure:

| No            | PAYEE            | NARRATIVE          | NET            | VAT        | PAYMENT        |
|---------------|------------------|--------------------|----------------|------------|----------------|
| 5             | Wigan NE PCC     | Room rent (May)    | £ 20.00        | N/A        | £ 20.00        |
| 6             | Zurich Municipal | Insurance          | £363.90        | N/A        | £363.90        |
| 7             | Employee No.1    | Salary (June)      | £169.44        | N/A        | £169.44        |
| 8             | HMRC             | Tax (June)         | £ 42.20        | N/A        | £ 42.20        |
| 9             | Employee No.1    | Mileage            | £ 5.20         | N/A        | £ 5.20         |
| 10            | Wigan NE PCC     | Room rent (July)   | £ 20.00        | N/A        | £ 20.00        |
| 11            | Heelis & Lodge   | Internal audit fee | £ 90.00        | N/A        | £ 90.00        |
| <b>Total:</b> |                  |                    | <b>£710.74</b> | <b>N/A</b> | <b>£710.74</b> |

Balance at bank on 6 June 2022 (after payment of £363.90 for insurance premium) = **£12,256.59**

Transaction No.5 took place on 20 May 2022.

The £100 cheque made out to the Royal British Legion was presented in May.

Estimated balance at the bank after the balance of the above expenditure = **£11,929.75**

**478 Quarterly Budget Monitoring 2022/23 – for discussion (enclosed)**

The quarterly budget monitoring report is enclosed. All cost centres are currently online.

**479 Clerk's Report – for information (to follow)**

**480 Dates and Location of Meetings**

– for agreement (information to follow)

**481 Date of Next Meeting: 5 September 2022**

**Please let the Clerk know if you intend to join the meeting by emailing [clerk.haighpc@gmail.com](mailto:clerk.haighpc@gmail.com) by Saturday, 2 July.**

**In the interests of public health please consider following Government guidelines for indoor gatherings by wearing a mask, if you can, and maintaining social distancing. If you test positive for Covid, we would appreciate it if you do not attend.**

**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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