



## An Ordinary Meeting of the Parish Council WILL BE HELD VIA MS TEAMS ON MONDAY 5 DECEMBER 2022 at 6:30pm

### Agenda

**524 Apologies for Absence**

- to receive apologies from councillors.

**525 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.

**526 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.

**527 Minutes of the Ordinary Meeting (24 October 2022)**

– for approval (enclosed)

To receive and approve the Minutes of the Ordinary meeting held on 24 October 2022 for signature by the Chairman.

**528 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 October that are not otherwise included on the agenda.

#### Actions from the Meeting of 24 October 2022

No.	ISSUE	ACTION	BY WHOM	COMPLETED
501	Matters Introduced by Members of the Public	<u>Friends of St David's Haigh</u> Contact Chair of PTA about community involvement	Cllr C Kenyon	
514	New Code of	Share members' observations	Cllr R Darbyshire	

	Conduct	with LA's Working Group	
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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.

## 529 **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 – November meeting was cancelled - next meeting is on 6 December 2022)
A/22/941232/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)
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)
A/22/94469/PDQ	Tuckers Hill Farm Tuckers Hill Brow Haigh Wigan WN2 1LJ	Change of use of agricultural buildings to 2 dwellinghouses (use class c3) and for building operations necessary for conversion

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.

\*A/22/941232/FULL (Re-submission of A/21/90931/FULL) (enclosed)

A/21/90931/FULL was originally refused by Wigan Council. The applicant submitted an appeal to the Planning Inspectorate, who upheld Wigan Council's decision. Because the deadline fell before the date of this meeting the representation has been submitted.

Members are invited to approve it retrospectively.

A/22/94493/FULL and A/22/94594/LB (enclosed)

Because the deadline fell before the date of this meeting the representation has been submitted.

Members are invited to approve it retrospectively.

**530 Community Engagement Strategy** – for approval (enclosed)

Members are invited to approve the revised Community Engagement Strategy.

**531 Social Media Policy** – for approval (enclosed)

Members are invited to approve the revised Social Media Policy.

**532 Community Engagement** – for approval (enclosed)

Enclosed is a summary of the meeting of the Community Engagement working group on 15 November 2022. The working group discussed the way forward with the Vocal Eyes platform.

A Facebook group called 'Haigh Parish Community Group' has been set up to bring the VE platform to the attention of the local community. The group page is linked to the Parish Council's main Fb page, but is to be used purely for engagement with the local community. During the brief time it has been trialled there has been a good response from the community, particularly with respect to establishing a joined up bridleway in Haigh.

Working group members have been invited to use the VE platform and the community group page, monitor the activity on both and report back to the Full Council at this meeting.

Cllr Clare Kenyon reports that 10 people have expressed an interest in getting involved in a project to establish a joined up bridleway in Haigh. She has arranged to meet with them via Zoom before the Parish Council meeting and the meeting with Wigan Council and will bring their proposals (if any) to those meetings.

Members are invited to approve

- the introduction of the 'Haigh Parish Community Group' Fb page
- agree the best way forward with respect to any proposals coming from the Zoom meeting about the bridleway.

**533 Parish Plan** – for review (enclosed)

Enclosed are copies of the Parish Plan and the survey residents were asked to complete in 2019 so that information intended to inform the Parish Plan could be collected.

Members are invited to review the Parish Plan.

**534 Date of Annual Parish Meeting / Presentation by AI & AI**

– for agreement (enclosed)

The Annual Parish Meeting has, by law, to take place between 1 March and 1 June inclusive. It has usually been held on the same day as the Annual meeting of the Council, but earlier this year it was suggested that it should be held on another date and that there should also be an added element to it. One suggestion for the other element was a presentation by Al & Al of their plans for Haigh Hall.

Al & Al have agreed to the presentation and are awaiting suggestions for a date and a venue.

The agenda for the Annual Parish Meeting has to provide an opportunity for electors of the Parish to raise issues, move proposals, if they wish, and then vote on those proposals. Beyond that the rest of the agenda is up to the Council and does not have to be the same as in past years. It can include a presentation such as that to be made by Al & Al.

In 2023 the elections will take place on 4 May. This means that the latest date on which the pre-election period (purdah) will begin is 27 March. It will end once the election is over. There are legal restrictions on what councils and councillors may and may not do during purdah. Guidance on do's and don'ts provided by the Local Government Association is enclosed. This Guidance will need to be used to inform the Council about selecting a date or dates for both the Annual Parish Meeting and the presentation by Al & Al as well as the venue.

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

**535 Bubblefest 2023 – for approval**

**(a) Date of Bubblefest 2023**

If the Bubblefest is to be held in May or June, Keith Berman has suggested the following as possible dates for the Bubblefest:

- Saturday, 3 June,
- Sunday, 4 June,
- Saturday, 24 June or
- Sunday, 25 June

An enquiry has been sent to the three bubble artists about their availability. Their replies are awaited.

Members are invited to agree a date for the Bubblefest. This date will be largely dependant on the availability of the bubble artists. This will be reported on once it is known.

**(b) Transfer of Eventbrite Rights**

As Cllr Rob Lawson is resigning as a parish councillor, the Eventbrite rights will need to be transferred to another.

Members are invited to identify a transferee and approve the transfer.

**(c) Transfer of Stock**

Cllr Lawson would like to pass on miscellaneous items (ie wristbands, hi-viz vests, fencing & posts, Bubblefest signage, lanyard, spare newsletters) to others. He is happy to store the bubble merchandise and carpets until they are needed.

Members are invited to agree the best way forward.

**536 Meeting with Wigan Council Officers**

– for consideration and agreement (enclosed)

The enclosed document has been sent to Wigan Council to form the basis of the agenda for the meeting with Wigan Council officers. The item relating to the hearings currently being held with developers over the proposals in the Places for Everyone documents has not been included, as there do not at present appear to be any areas under threat of major development in the Parish.

The meeting is on Tuesday, 13 December at 4pm. It will be held via MS Teams.

Members are invited to indicate whether they will be joining the meeting and select an item on which they are willing to lead.

**537 New Councillors' Training** – for approval

Four members confirmed that they were available, so they and the Clerk have been booked onto the training session entitled 'A Whistlestop Tour for New Councillors & Clerk's' on 17 January 2023. Members are invited to approve the payment of course fees totalling £175 (5 @ £35) by the Council once it has been invoiced.

**538 New Councillor's Information Pack** – for approval (enclosed)

In May 2023 the terms of office of all parish councillors will end and, if they wish to continue, they must put themselves forward for election. Councillors may not put themselves forward for election until the elections are called. This should happen on a date in March. There will then be a window during which forms may be completed and submitted. The deadlines for submission and withdrawal of nominations are usually the same and once these have passed the process has to move forward.

Anyone who fulfils the eligibility criteria may stand for election as a parish councillor.

If there are seven candidates or fewer, all nominees will be viewed as having been elected unopposed and the Council may fill any vacancies by co-option. If there are eight or more nominees there will have to be an election and the seven with the highest number of votes will be elected.

Successful candidates are usually provided with an information pack.

The following documents are proposed for inclusion in the pack:

1. Standing Orders (circulated recently for review and update)
2. Financial Regulations (circulated recently for review and update)

3. Code of Conduct (currently under review by Wigan Council's Audit, Governance & Standards Committee)
4. Guidance on how to complete the Register of Interests form
5. Register of Interests form – for completion
6. Declaration of Acceptance of Office form – for completion
7. Email permissions forms – for completion
8. Roles & Responsibilities
9. Privacy Statement
10. Map of Haigh Parish

Members have seen most of the documents in the list at some time in the past three to four years. The 'Roles & Responsibilities' document is enclosed, as it contains information that new members in particular may find useful.

Members are invited to suggest other information for inclusion in the pack and approve its contents.

**539 Generic Emails for Parish Councillors** – for agreement

During the Council meeting in October there was a brief discussion about councillors having generic emails for use purely for Parish Council business. The Clerk has a generic 'gmail' address which does not use her personal name and is free.

Councillors cannot be anonymous and their email addresses need to include their names and also the name of the Parish Council.

Three councillors have now set up email addresses for themselves on the above basis and are using them for Council business. As there are no financial implications for the Parish Council, this would seem to be the best way forward.

Members are invited to discuss this and reach an agreement.

**540 Casual Vacancy** – for agreement

Cllr Rob Lawson has announced his resignation as a parish councillor with effect from this meeting. This will have to be reported to the Elections Officer at Wigan Council and will immediately trigger the election process. In 2023 the terms of office of all parish councillors end four days after the elections on 4 May. This includes the term of office of anyone elected or co-opted to replace a parish councillor finishing during the last six months preceding the date of the election. In view of this the law allows a parish council to run with a vacancy for the balance of the period prior to the elections, provided the councillors have agreed this by vote.

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

**541 New Signatory for Bank Account** – for approval

Cllr Rob Lawson is an approved signatory for the Council's bank account. In view of his resignation, members are invited to appoint another councillor to replace him. However, as it may be a little while

before the bank will action this, Cllr Lawson will need to continue to act as a signatory on the bank account until he has been replaced.

Members are invited to:

- (a) Approve a new signatory for the bank account and
- (b) Agree that Cllr Lawson may continue to act as a signatory on the bank account until his replacement has been confirmed by the bank.

**542 WhatsApp Group Admin** – for approval

Cllr Rob Lawson currently acts as the principal admin for the Parish Council's private WhatsApp group. All group participants have been set up as admins. In view of his retirement the role of principal admin will need to be taken up by another member.

Members are invited to approve a replacement.

**543 Appointment of External Auditor 2022-23 to 2026-27**

– for approval

We have been informed by SAAA that the external auditors for parish councils in Lancashire, Greater Manchester and Merseyside will be PKF Littlejohn LLP. As the Parish Council has an income / expenditure below £25,000, it is exempt from external audit. However, we have to appoint an external auditor just in case a resident has an issue that needs to be referred to the auditor.

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

**544 Asset Register** – for review and approval (enclosed)

Members are invited to review and approve the Asset Register, which has been updated to include the disposal of the damaged bench at Red Rock car park and its replacement.

**545 Review of H&S Risk Assessments**

– for review and approval (enclosed)

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

Income: **£nil**

Expenditure:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
46	Employee No.1	Salary (Nov + backpay) – tbc	£280.30	N/A	£280.30
47	HMRC	Tax (Nov + backpay) – tbc	£ 70.00	N/A	£ 70.00
48	Employee No.1	Mileage	£ 5.20	N/A	£ 5.20
49	Glasdon	Bench	£531.81	£106.36	£638.17
50	J Parker	Bench fitting	£360.00	N/A	£360.00
<b>Total:</b>			<b>£1247.31</b>	<b>£106.36</b>	<b>£1353.67</b>

Balance at bank on 31 October 2022 = **£10,441.07**

Estimated balance at bank after above expenditure = **£9,087.40**

**547 Quarterly Budget Monitoring** – for discussion (enclosed)

The enclosed quarterly budget monitoring report contains rounded figures to the end of December.

Most cost centres are on line. However, there are three that need to be brought to the Council's attention. One will be dealt with under Item 548, the other two will be dealt with here.

(a) Community Engagement/Events

The cancellation of the Bubblefest meant that expenditure on the event could not be covered from income. The only income at the time was that from stallholders and this had to be returned. Hence the cost centre is showing an overspend of £975. This excess expenditure had to be covered from the General Reserve.

Members are invited to approve a virement of £975 from the General Reserve to the Community Engagement/Events cost centre to balance the overspend.

(b) Street Furniture

The proceeds from a successful insurance claim were used to purchase and install a new bench at the entrance to Red Rock Car Park. The income from the claim has been added to the Street Furniture cost centre. The excess for the claim was £100. This means that a balance of £400 remains in this cost centre.

(c) Reserves & Contingency

The amounts shown in the General Reserve and Contingency are estimated amounts prior to any virements being made.

**548 Clerk's Report** – for information (enclosed)

**POTENTIAL CONFIDENTIAL ITEM**

**549 NJC National Pay Award** – for approval (enclosed)

**550 Date of Next Meeting**

23 January 2022 via MS Teams

**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, 3 December.**

**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  
13 Christleton, Shevington, Wigan, WN6 8DQ, 01257 473022