



Haigh
PARISH COUNCIL

An Ordinary Meeting of the Parish Council

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

MONDAY 14 MARCH 2022 at 6:30pm

Agenda

418 Apologies for Absence

- to receive apologies from councillors.

419 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.

420 Co-option of New Councillor – *for agreement* (enclosed)

As required by law, the Elections Officer at Wigan Council was notified of former Cllr Chris Hatherall's resignation with effect from the date of the meeting in January. The casual vacancy was advertised immediately, again as required by law. We have now been informed by the Elections Officer that there have been no requests from residents for an election by the deadline of 8 February 2022. In view of this the Council may now co-opt a new member. Enclosed is the Casual Vacancies Procedure and the standard advertisement that we have used in the past.

Members are invited to agree the best way forward.

421 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.

422 Minutes of the Last Ordinary Meeting (17 January 2022)

– *for approval* (enclosed)

To receive and approve the Minutes of the meeting held on 17 January 2022 for signature by the Chairman.

423 Ratification of Decisions Taken at Meetings Held Virtually

Temporary legislation allowing formal meetings of Councils to take place virtually ceased to apply on 7 May 2021. Since then all Councils have been expected to hold formal meetings on a face to face. This Council was not able to do that until now, as either the venues used for its meetings were not available until recently or the Covid infection rates in the area were too high to enable face to face meetings to be held safely.

In view of this some of the resolutions made during meetings will need to be ratified.

Annual Meeting of the Council – 10 May 2021

Minute 295

Resolved: That Cllr R Lawson would serve as Chairman until the Annual Meeting of the Parish Council in May 2022.

Minute 297

Resolved: That Cllr C Hatherall would serve as Vice Chairman until the Annual Meeting of the Parish Council in May 2022.

Minute 298

Resolved: That Cllr R Darbyshire was appointed to serve on Wigan Council's Audit, Governance & Standards Committee until the Annual Meeting of the Parish Council in May 2022.

Minute 299

Resolved: The Council agreed that the position would be advertised and that the deadline for applications would be 11 June.

Ordinary Meeting of the Council – 10 May 2021

Minute 303

Resolved: The Minutes of the Last Ordinary Meeting of the Council held on Monday, 15 March 2021 were agreed to be a true and correct record.

Minute 305 – A/21/90931/FULL

Resolved: A representation objecting to the application would be made by the Parish Council via the Planning Portal.

Minute 312

Resolved: The budget out-turn for the year ended on 31 March 2021 was approved.

Minute 313

Resolved: The Income/Expenditure Account 2020/21 was approved.

Minute 314

Resolved: The Annual Governance Statement 2020/21 was approved.

Minute 315

Resolved: The previously circulated Accounting Statements 2020/21 were approved.

Minute 316

Resolved: As all criteria had been met, the Council certified its accounts for 2019/20 as being exempt from external audit.

Minute 317

Resolved: The quotation of £361.84 from Zurich Municipal was accepted and approved.

Minute 318

Resolved: The items presented for payment were approved.

Ordinary Meeting of the Council – 5 July 2021

Minute 323

Resolved: The Council approved the appointment of Anita Edwards-Hooson as a Co-opted Councillor.

Minute 327

Resolved: The Minutes of the Annual and Ordinary Meetings of the Council held on Monday, 10 May 2021 were agreed to be a true and correct record.

Minute 339

Resolved: The AIAR 2020/21 and the Internal Auditor's report were accepted and approved.

Minute 341

Resolved: Heelis & Lodge were appointed as the Council's Internal Auditors for 2021/22.

Minute 342

Resolved: The items presented for payment were approved.

Ordinary Meeting of the Council – 6 September 2021

Minute 353

Resolved: The Minutes of the Meeting of the Council held on Monday, 5 July 2021 were agreed to be a true and correct record.

Minute 356 – Bubblefest 2021

Resolved: The Council approved the following:

- (a) the risk assessment;
- (b) the agreement with the LA that insurance cover for the event would be provided by Wigan Council, subject to the names of all volunteers being lodged with the management of Haigh Woodland Park;
- (c) Cllrs R Lawson and C Hatherall would be given temporary access to the Council's emails to enable them to deal with administrative matters relating to the event while the Clerk was on annual leave;

- (d) the Clerk would withdraw a float of £100 in a variety of coins from the bank;
- (e) the Clerk would reimburse members for expenditure on the provision of receipts;
- (f) all monies collected on the day would be counted and passed on to the Clerk by the project managers to check and bank;
- (g) the application form for potential stall holders;
- (h) potential stall holders would submit fees by BACS to the Parish Council's bank account;
- (i) the site plan agreed with the management of Haigh Woodland Park;
- (j) all other definitive decisions and actions taken by the Working Party in relation to the operations associated with the event.

Minute 357 – Signage for Hall Lane

Resolved: A request would be sent to Wigan Council asking for the introduction of signs at appropriate locations.

Minute 358 – Remembrance Sunday

Resolved:

- (a) The arrangements for ordering, collecting and laying the wreath at the war memorial at Aspull on behalf of the residents of Haigh Parish on Remembrance Sunday, which this year would be on Sunday, 14 November, were approved: Mr John Hilton was to be asked to order a wreath for the Council, who would make a donation of £100 to the Royal British Legion. A decision about who would lay the wreath would be made at the meeting of the Council in October.
- (b) The Council agreed that Mr C Horridge would be commissioned to attach display poppies to lamp posts around the Parish. They would remain on display throughout November, after which they would be removed by the same contractor. The fee of £50 quoted for the work was approved.

Minute 359

Resolved: The Internal Audit Report 2020/21 was accepted and approved.

Minute 361

Resolved: The items presented for payment were approved.

Ordinary Meeting of the Council – 18 October 2021

Minute 369

Resolved: The Minutes of the Meeting of the Council held on Monday, 6 September 2021 were agreed to be a true and correct record.

Minute 373

Resolved: The Parish Council agreed to hold a Bubblefest at Haigh Woodland Park on Saturday, 10 September 2022.

Minute 375

Resolved: The Council agreed that Poppy Stebbings should be invited to lay the wreath at the War Memorial on Remembrance Sunday. If Poppy was not available to do this, the wreath would be laid by Cllr R Lawson. Cllr Darbyshire would act as reserve.

Minute 377

Resolved: Alterations to SO1 and SO2 were agreed and the Standing Orders were approved.

Minute 378

Resolved: No changes were made and the Financial Regulations were approved.

Minute 379

Resolved: The Financial Risk Assessment was approved.

Minute 380

Resolved: The Asset Register for 2021/22 was approved.

Minute 381

Resolved: The H&S risk assessments were approved.

Minute 382

Resolved: The items presented for payment were approved.

Ordinary Meeting of the Council – 6 December 2021

Minute 388

Resolved: The Minutes of the Meeting of the Council held on Monday, 18 September 2021 were agreed to be a true and correct record.

Minute 390 - A/21/92629/MAJOR

Resolved: It was agreed that the Chairman would prepare a draft representation objecting to the development and would circulate it to the members for comment. The Clerk would amend the representation in line with agreed comments and submit the representation by the deadline at the end of the week.

Minute 391

Resolved: It was agreed that the cheaper stock from the Bubblefest would be donated to the Friends of the Cherry Orchard Community Garden for them to use for fundraising purposes. The more expensive stock would be kept for resale during Bubblefest 2022 unless the 'Use by Date' was an issue.

Minute 393

Resolved: The Council agreed to meet with Wigan Council officers on Tuesday, 22 February at 4pm.

Minute 394

Resolved: The Council adopted the Online Banking Procedure, subject to the above change being made.

Minute 395

Resolved: The changes to the Financial Regulations were approved.

Minute 396

Resolved: The changes to the Financial Risk Assessment 2021/22 were approved.

Minute 397

Resolved: The items presented for payment were approved.

Minute 402

Resolved: The dates of meetings for 2022 were approved.

Ordinary Meeting of the Council – 17 January 2021

Minute 407

Resolved: The Minutes of the Meeting of the Council held on Monday, 6 December 2021 were agreed to be a true and correct record.

Minute 412 - LG Boundary Commission Review of Wigan Council Ward Boundaries - Consultation

Resolved: The Parish Council would submit a response to the consultation. In the response the Council would express an objection to a boundary change that would result in the Parish being divided into two wards. The Council were of the view that this would result in creating divisions between residents and conflicts of interests between parish councillors.

Minute 413

Resolved: The items presented for payment were approved.

Minute 414

Resolved: The Council approved a budgeted expenditure of £5,014 (including an expenditure contingency of £500) and set a precept of £3,478 for the financial year ending 31 March 2023. The total reserves were estimated to stand at £7,897 on 1 April 2022.

Minute 415

Resolved: The Council agreed to look into the costs and feasibility of moving forward the following projects:

- The design and purchase of two Haigh Parish Council pop-up banners for use at events.
- The introduction of an enclosed notice board at the junction of Leyland Mill Lane and Hall Lane.
- The refurbishment of the wooden bench at Red Rock car park.

424 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.

Actions from the Meeting of 17 January 2022

No.	ISSUE	ACTION	BY WHOM	COMPLETED
351	Tent Pegging in Pendlebury Lane	Provide Cllr L Flynn with an example of ownership rights	Mr C Hatherall	

408	Matters Arising	Agree arrangements for handover of information with Mr C Hatherall	Cllr R Lawson	
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Members are invited to update the Council on progress with the above actions, if 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.

425 Planning Applications – for consideration & agreement

A/21/92629/MAJOR	Leyland Mills Leyland Mill Lane Wigan WN1 2SB	Residential development of 17 two and three storey detached dwellings with roof terraces, landscaping, parking and associated works together with new access from Wingates Road and new pedestrian access from Leyland Mill Lane following demolition of former mill buildings <i>Representation objecting to the application submitted – determination status unknown.</i>
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At the time the agenda was prepared there were no new planning applications listed for the Parish.

426 Bubblefest 2022 – for discussion and agreement

The date for the Bubblefest has been booked with Wigan Council.

The Council are invited to consider and agree

- booking the bubblers and perhaps other entertainers in the very near future.
- booking the Crazy Golf

427 Parish Newsletter – for agreement

As the Parish Council's next newsletter is now well overdue, members are invited to discuss the following:

- The identity of the person(s) who will edit the content and design the layout.
- Whether electronic publication only is the best approach, as some residents do not have online access.

The Council has a duty to engage with and disseminate information to all of its residents, but received only a handful of requests from residents for the newsletter to be emailed to them. We did receive several requests from residents for hard copies to be sent to them. The Council does have sufficient funds now to print copies of the newsletter provided there are only one or two editions a year.

Distribution would then have to be via volunteers. The Council has a list of people who were willing to help with activities. Some distributed newsletters last time and may be willing to do so again.

Members are invited to agree the best way forward.

428 Meeting with Wigan Council Officers - Feedback

– *for information* (enclosed)

The meeting took place on Tuesday, 22 February. The Minutes of the meeting are enclosed.

Members who attended are invited to provide feedback.

429 Accounts 2021/22 – for approval

Income:

Bubblefest 2021 contribution from Wigan Council = **£350**

Expenditure:

Balance at bank on 28 February 2022 = **£9,320.26**

The following prior payment had not been presented as at 28 February 2022:

Royal British Legion = £100.00

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
40	Employee No.1	Salary (Feb & Mar)-net	£332.80	N/A	£332.80
40	Employee No.1	Backpay to 01/04/21- net – tbc	£ 35.08	N/A	£ 35.08
41	HMRC	Tax (Feb & Mar)	£ 83.20	N/A	£ 83.20
41	HMRC	Tax on backpay – tbc	£ 8.60	N/A	£ 8.60
42	Employee No.1	Mileage	£ 6.50	N/A	£ 6.50
43	St David's PCC	Room rent	£ 20.00	N/A	£ 20.00
Total:			£486.18	N/A	£486.18

TOTAL = £100.00

Estimated Balance at bank after the above expenditure and unrepresented payment = **£8,734.08**

Some of the figures in this item are dependant on the outcome of Item No.435.

430 Quarterly Budget Monitoring – for discussion (enclosed)

Actual and to be confirmed expenditure to the end of March has been included in the spreadsheet. Members are invited to note that all cost centres will still be online by the end of the financial year.

An application for a VAT refund has recently been submitted to the HMRC.

431 Bench in Red Rock Lane – for discussion & agreement

The Clerk recently met with a contractor to view the bench at Red Rock Lane car park. At the last inspection it was found to be in need of refurbishment. On this occasion it was discovered that a vehicle had driven into it and damaged it considerable. The contractor was of the view that it was beyond salvage. Below is a photograph of the bench as it was on that day.



Clearly the bench will need to be removed. This may have cost implications, depending on who is contracted to remove it.

As the bench is insured, it may be that an insurance claim will be successful.

Members are invited to consider whether the bench should be replaced. If so, a decision will need to be made as to the type of bench it should be replaced with (natural or re-cycled materials, with or without a back, modern or heritage design) and whether a flagged / concrete base should be included in the restoration. A small plaque saying 'Provided by Haigh Parish Council' could also be attached.

432 Text for Council Tax Letter – *for retrospective approval*

At the last meeting it was agreed that the Chairman would prepare a statement for inclusion on the letter that is circulated by Wigan Council to council tax payers. The following was sent to the LA:

'For 2022/23 we have approved an increase in the precept from £2,880 to £3,478. This equates to an average increase of approximately £2 for the year across all properties.'

Members are invited to approve the statement retrospectively.

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

434 Date of Next Meetings: 9 May 2022

Annual Parish Meeting at 6:30pm

Annual Meeting of the Council at 7pm

Ordinary Meeting of the Council at 7:10pm

POTENTIAL CONFIDENTIAL ITEM

435 National Salary Award – *for approval* (enclosed)

Please let the Clerk know if you intend to join the meeting by emailing clerk.haighpc@gmail.com by Sunday, 13 March

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
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