

HAIGH PARISH

The Next Ordinary Meeting of the Parish Council

WILL BE HELD IN

ST DAVID'S PARISH HALL, HAIGH

MONDAY 3 DECEMBER 2018 at 6:30pm

Agenda

314 Apologies for Absence

- to receive apologies from councillors.

315 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.

316 Plans for Haigh Woodland Park - *for information*

Members are invited to welcome Mr Keith Bergman of Inspiring Healthy Lifestyles, who will update the Parish Council on developments at Haigh Woodland Park.

317 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.

318 Minutes of the Meeting (10 September 2018)

– *for approval* (enclosed)

To receive and approve the Minutes of the meeting held on 10 September for signature by the Chairman.

319 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 September.

320 Planning Applications (enclosed)

A/18/85373/FULL*	Leyland Mill Farm, Hall Lane, Wigan	Pending consideration
A/18/85826/RET	Fir Tree Farm, Pennington Lane, Haigh	To use stables for commercial livery purposes and to construct 2 no. equestrian menages
A/18/86049/FULL**	Grazing land to the north east of the Alms Houses, Hall Lane, Wigan	To construct new menage with new stables
A/18/86110/HH	The Old Battery House, New Rd, Haigh	Conversion of part of existing detached garage to ancillary living accomodation

*A representation was sent by the Chairman prior to the meeting in September.

** As the closing date for representations fell prior to the date of this meeting and there has been significant objection from residents, the Chairman sent a representation on the Council's behalf. The representation is enclosed.

321 **Haigh Windmill** – *for discussion and agreement*

Cllr Dr R Howarth has offered to visit the windmill to carry out a visual inspection prior to the meeting. He will report back verbally. *Members are invited to discuss the report and agree the best way forward.*

322 **Review of Internal Audit 2017/18** – *for consideration*

Members are invited to review the internal audit process for last year's 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 new transparency requirements had been met?

323 Appointment of Internal Auditor 2018/19 - for approval

Earlier this year the internal auditor the Parish Council have appointed over the past couple of years declared that he would be ceasing to provide the service. In the light of this the Clerk has sought to identify another suitably qualified and experienced internal auditor whose fees would be within the Council's budget.

After a lengthy search the Clerk would like to suggest Heelis & Lodge of Wickham Market in Suffolk.

Heelis & Lodge are experienced parish council clerks who carry out internal audits for parish and town councils throughout Suffolk and also provide the service for local councils in other counties, such as Bedfordshire, Hertfordshire and Cambridgeshire and have just extended the service to include charities, village halls and voluntary organisations. They have the capacity to accommodate Haigh Parish Council's accounts.

Their rates are very competitive and fees are dependant on the income/expenditure band that a local council falls into – they can be found on their website.

Members are invited to consider the suggestion and approve the appointment.

324 Accounts 2018/19 – for approval

Income

WWI grant = £200

WWI grant paid in error = £200 **TOTAL = £400**

Expenditure:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
18	St David's Haigh & Aspull PCC	Room rent	£ 20.00	N/A	£ 20.00
19	Employee No.1	Salary (Sept, Oct, Nov)	£469.04	N/A	£469.04
20	K Pilkington	Mileage, postage	£ 12.66	N/A	£ 12.66
21	Wigan Council	Refund (WWI grant overpayment)*	£200.00	N/A	£200.00
Total:			£701.70	N/A	£701.70

*Wigan Council transferred an additional WWI grant of £200 in error. This has to be refunded.

Balance at bank on 2 October 2018 = **£6,511.85**

The following prior payments had not been presented by 2 Oct 2018:

St David's Haigh & Aspull PCC = £20.00
HMRC = £315.00
Royal British Legion = £100.00
Wigan Council = £150.00
Contractor = £50.00
I Cropper = £85.00
Total = £720.00

Estimated Balance at bank after the above prior payments and the above expenditure = **£5,502.81**

Members are invited to approve the above expenditure.

325 Budget Monitoring 2018/19 – for review and approval (enclosed)

The figures have been updated to include budgetary expenditure up to the end of November. Most cost centres are on line. However, the Insurance, etc cost centre is beginning to show an overspend. This is mainly due to increases in both insurance and internal audit costs. To cover the cost of room rent to the end of March – the only future expenditure anticipated under this heading this financial year – it will be necessary to vire £61 from ‘Contingency’.

Members are invited to approve the above virement.

326 Future Funding – for discussion and agreement

Concern has been raised in recent meetings about the future funding of the Parish Council. At present the income is such that it is difficult to support expenditure without using reserves, which are not substantial.

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

327 Budget 2019 Preparation – for discussion and agreement (enclosed)

A proposed budget, based on 2018/19 expenditure, is enclosed. Several administrative increases have been estimated, as actual figures are not yet available.

No allowances have been made for additional projects.

Wigan Council have confirmed that the Parish Council will again receive a Council Tax Support grant in 2019 and have also issued provisional figures for the tax base for the 2019 precept.

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

328 Clerk’s Report – for information

A report will be presented at the meeting next week.

329 Any Other Business

330 Dates of Meetings 2019 – for approval (enclosed)

Enclosed is a proposed list of dates for meetings in 2019.

The Council agreed several years ago to meet six times a year. Seven dates have been included to help provide a more regular pattern and some flexibility in terms of choice for members when finalising the dates.

The Annual Meeting of the Council must (by law) take place – at the latest – 21 days after the Parish Council elections, which will be on Thursday, 2 May.

The Annual Parish Meeting (which is not a Parish Council meeting, but a meeting of the electors of the Parish, which is chaired by the Chairman of the Parish Council) must (by law) take place in either March, April or May.

Members are invited to discuss, agree and approve the dates.

Please let the Clerk know if you intend to attend the meeting, thank you

Copies of Parish Council Minutes are lodged at Aspull Library

K Pilkington

**Krystyna Pilkington
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