

# HAIGH PARISH

## The Next Ordinary Meeting of the Parish Council

### WILL BE HELD IN

### ST DAVID'S PARISH HALL, HAIGH

**MONDAY 9 SEPTEMBER 2019 at 6:30pm**

### Agenda

**50 Apologies for Absence**

- to receive apologies from councillors.

**51 Co-option of New Councillors – *for approval***

Having held interviews for candidates who had submitted applications to fill the three casual vacancies, the interview panel would like to recommend that Ms Angela Goodman, Mr Paul Kenyon and Mr Colin Higham be co-opted as Parish Councillors with effect from 9 September 2019 until the next parish council elections in May 2023.

**52 Newly Co-opted Councillors' Declarations of Acceptance of Office and Registers of Interests**

*– to receive the declarations of acceptance of office of the newly co-opted parish councillors and their completed registers of interests.*

As two of the new members have sent their apologies and the third may be late in arriving, members are invited to extend the period during which the new members may make their declarations and return their registers of interests to the Parish Council meeting on 21 October 2019.

**53 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.

- 54 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.
- 55 Minutes of the Last Ordinary Meeting (1 July 2019)**  
– *for approval* (enclosed)  
To receive and approve the Minutes of the Last Ordinary meeting of the Council held on 1 July 2019 for signature by the Chairman.
- 56 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 July.
- 57 Planning Applications – *for comment***

A/19/86710/RET	Toddington Farm, Toddington Lane, Haigh	Change of Use of land to commercial wood storage and wood chipping <i>(representation made and acknowledgement received from Planning Dept)</i>
A/19/87494/RET	Grass verge at Unit 5 Valley Gate, Leyland Mill Lane, Wigan	Creation of 4 parking spaces & 1m high fence

A/19/86710/RET – a representation was sent in on 11 July and was acknowledged on 12 July by the Planning Officer, but it has not been inserted on the website.

The Planning Department are no longer circulating the weekly list to councillors. The weekly list is now accessed by councillors on the Planning Enquiries website.

*Members are invited to consider the applications and agree representations, if required.*

**58 Crazy Golf Day – *for information***

The first Crazy Golf Day on Saturday, 10 August was abandoned because of very inclement weather. Despite that, £4 were raised towards the renewal of the canal towpaths. The Friends of Haigh Woodland Park subsequently contacted the Vice Chairman and offered the Parish Council a second opportunity to run the Crazy Golf. This was on a weekday and on short notice, so only a small number of hands were available. However, the weather held up and there was no shortage of clientele. The total raised after both occasions came to £248.

*Members are invited to note this information.*

**59 Haigh Woodland Park Stakeholder Session**

– *for information and discussion* (enclosed)

Cllrs R Darbyshire and I Parker represented the Parish Council at the Stakeholder session in connection with Phase II of the development of Haigh Woodland Park on 13 August. Following that session the presentation from the workshop was circulated. It is enclosed again with this circulation. Cllrs Darbyshire and Parker will report back on the session. A date for a second session is being arranged.

Enclosed also are comments from one of the proposed co-opted members.

*Members are invited to discuss the information.*

**60 Late Summer Social – for discussion and agreement**

To receive an update on progress with arrangements for the social, discuss the schedule for the evening, the raffle and expected outcomes.

Mr Keith Bergman of Inspiring Healthy Lifestyles has agreed to attend for the first hour.

Several raffle prizes have been secured.

Flyers have been distributed to all properties in the Parish and placed at various outlets. A mailshot will be going out via Facebook.

The Friends of Haigh Woodland Park have offered the Council the use of their gazebo, which they are willing to erect in the courtyard.

*Members are invited to discuss and finalise arrangements.*

**61 Community Engagement Strategy- for discussion and agreement**

**62 Social Media & Web Presence – for discussion and agreement**

At the moment the Council has a social media presence on Facebook and a web presence on Wigan Council's website.

Other possibilities need to be explored:

- (a) For the Council to have its own website;
- (b) The development and expansion of its social media presence on Facebook, Twitter, Instagram, etc.

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

**63 Future Events / Activities – for discussion and agreement**

To discuss proposals for future events and activities, with a particular focus on 2020.

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

**64 Small Lotteries Registration**

– for information, discussion and agreement (enclosed)

Small Society lotteries are lotteries promoted for the benefit of a non-commercial society. A society is non-commercial if it is established and conducted :

- For charitable purposes
- For the purpose of enabling participation in, or of supporting, sport, athletics or cultural activity
- For any other non-commercial purpose other than that of private gain.

Small society lotteries must be registered with the LA in the area where the principal office of the society is located.

Wigan Council's fee for Small Society Lotteries Registration is £40 in the initial year and £20 in each subsequent year.

Wigan Council aim to determine applications within 21 days from receipt of a completed application, including payment.

There has in the past been a suggestion that the Parish Council should hold a draw and or have an 'X00' Club' to raise additional funds. Such fundarising tools are deemed to be small lotteries and, in order to hold them, they and the Parish Council need to be registered with Wigan Council.

Enclosed are two documents for members' information about small lotteries.

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

**65 Parish Council Logo & Banner – for agreement**

(a) It was suggested at a previous meeting that the Parish Council needs a logo. One suggestion has been that the artwork associated with Haigh Windmill could provide inspiration. The Clerk will bring the artwork to the meeting for members to consider.

(b) It has also been suggested that the Council needs a pull-up banner. A company were approached and have provided a quote.

*Members are invited to agree the best way forward in both (a) and (b)*

**66 Councillors' Training – for information & agreement**

(a) Wigan Council

Wigan Council's Democratic Services Department will be running a course for new parish councillors on Monday, 30 September. It will be at Wigan Town Hall and begin at 6pm. New members are strongly encouraged to attend. The course will cover subjects such as conflicts of interests, community engagement, use of social media, etc.

*Members are invited to let the Clerk know whether they are able to attend.*

(b) LALC (1)

LALC have been invited by Shevington Parish Council to provide training for new councillors locally. No date has been agreed yet. However, the training will be delivered during the evening at Shevington Library. It will be open to councillors from othe councils, but there will be a cost to it, which will need to be covered by the Parish Council.

(c) LALC (2)

Enclosed is information about courses in Chairmanship and Finance – to be delivered at LALC's base in Penwortham. As in (b), there is a charge. Course fees for members attending must be approved by the Council at this meeting.

**67 Update of Standing Orders & Financial Regulations**

- *for approval* (enclosed)

One of the actions from the Internal Auditor's report was that the Standing Orders and Financial Regulations should be updated to incorporate the Public Contracts Regulations 2015. The relevant

pages of both documents have been enclosed to evidence the updates.

*Members are invited to approve the changes.*

## **68 Review of Financial Risk Assessment**

*– for approval (enclosed)*

Members are invited to review and approve the Financial Risk Assessment for 2019/20.

Another of the actions from the Internal Audit report required GDPR to be included in the assessment. This has been include at the end of the document.

*Members are invited review the assessment and approve it.*

## **69 Review of Internal Audit – for consideration and agreement**

Members are invited to review the internal audit process for the 2018/19 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?

## **70 Accounts 2019/20 – for approval**

### Income

Crazy Golf Day = **£248**

### Expenditure:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
11	Employee No.1	Salary (July & August) (net)	£323.76	N/A	£323.76
12	Employee No.1	Mileage	£ 5.20	N/A	£ 5.20
13	HMRC	Tax (July & August)	£ 80.80	N/A	£ 80.80
14	St David's Haigh & Aspull PCC	Room rent (September)	£ 20.00	N/A	£ 20.00
15	Employee No.1	Facebook mailshot	£ 8.00	N/A	£ 8.00
16	Cultivate Creative Ltd	Flyers for social	£ 50.00	£10.00	£ 60.00
<b>Total:</b>			<b>£487.76</b>	<b>£10.00</b>	<b>£497.76</b>

Balance at bank on 31 July 2019 = **£6,361.49**

All prior payments been presented by 31 July 2019.

Estimated Balance at bank after the addition of the above income and the above expenditure = **£6,111.73**

*Members are invited to approve the above expenditure.*

**71 Quarterly Budget Monitoring – for review and approval (enclosed)**

Most cost centres are on line.

A new cost centre ‘Community Engagement’ has been introduced. At the moment it is showing as overspent, because it has no funds allocated to it.

*Members are invited to vire funds from the ‘Contingency’ cost centre to this cost centre to cover the amount already spent and future expenditure under this banner.*

**72 Clerk’s Report – for information (to follow)**

**73 NALC Policy Consultation E-Briefing 09/19 – Independent Review Into Local Government Audit**

*– for agreement (enclosed)*

*Members are invited to agree responses to this consultation.*

**74 NALC Election Survey – for agreement (enclosed)**

As a follow up to the May 2019 elections the policy and communications team at the National Association of Local Councils are undertaking some research on the experience of councillors and councils. This research comes in the form of two surveys: one for clerks to fill in as a representative of the council and one for councillors - to be filled in by all councillors on the council.

The data gathered will be placed in a wider context of how many contested and uncontested elections took place and give a national picture of town and parish elections in England. NALC would love to see all councils and councillors complete these surveys.

Enclosed is an introduction to the surveys to outline the purpose of this research.

Here is the link to the survey for councillors to fill in: <https://www.surveymonkey.co.uk/r/GHKRX5J>

**75 LALC Annual General Meeting – for agreement (enclosed)**

The AGM of the Lancashire Association of Local Councils is to be held on 23 November. We have received notice of the meeting and a proforma to complete, should the Council wish to propose a resolution. The Parish Council is entitled to 1 voting member, but any number of members may attend. If the Council were minded to propose a resolution, at least two members would need to attend: one to propose and one to second the resolution.

*Members are invited to agree the best way forward.*

**76 Any Other Business**

**77 Date of Next Meeting: Monday, 21 October 2019**

**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**

**Clerk to Haigh Parish Council**

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