

# HAIGH PARISH

## The Next Ordinary Meeting of the Parish Council

### WILL BE HELD IN

### ST DAVID'S PARISH HALL, HAIGH

**MONDAY 21 OCTOBER 2019 at 6:30pm**

### Agenda

- 78 Apologies for Absence**  
- to receive apologies from councillors.
- 79 Newly Co-opted Councillors' Declarations of Acceptance of Office and Registers of Interests**  
– *to receive the declaration of acceptance of office of a newly co-opted parish councillor and his completed register of interests.*  
Cllr A Goodman made her declaration of acceptance of office at the Council meeting on 9 September and Cllr P Kenyon made his before the Clerk on Monday, 30 September.  
Cllr C Higham will be making his declaration at this meeting.
- 80 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.
- 81 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.
- 82 Minutes of the Last Ordinary Meeting (9 September 2019)**  
– *for approval* (enclosed)  
To receive and approve the Minutes of the Last Ordinary meeting of the Council held on 9 September for signature by the Chairman.
- 83 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 – expected decision level unknown)</i>
A/19/87494/RET	Grass verge at Unit 5, Valley Gate, Leyland Mill Lane, Wigan	Creation of 4 parking spaces and 1m high fence. <i>(approved with conditions)</i>
A/19/87674/FULL	Grazing land northeast of the Alms Houses, Hall Lane, Wigan	To construct new menage with stables <i>(representation made)</i>
A/19/86882/FULL	Woodland south west of Hanfield, Hall Lane, Wigan	Construction of equestrian menage with the erection of 5 stables, hay barn, tack room, toilet & septic tank <i>(representation made)</i>

At the time that this agenda was prepared there had been no new planning applications submitted for properties in the Parish since the last meeting.

To date there have been no replies to any of the correspondence sent to the LA in relation both to specific planning applications and concerns about the reliability and completeness of information on the Planning website.

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

**84 Remembrance Sunday & Lamp Post Poppies – for agreement**

(a) Remembrance Sunday this year is on 10 November. Parish councillors usually join the Remembrance Parade and Service at Aspull War Memorial and a wreath is laid on behalf of the Council by the Chairman. The wreath has been ordered. The Parish Council usually make a donation of £100 to the Royal British Legion for the wreath.

*Members are invited to agree and approve the donation.*

(b) Last year the Parish Council purchased 50 poppies which were displayed on lamp posts in the Parish throughout November. The poppies were put up and taken down by a contractor who made a charge. He is willing to do this again for the same fee. Members are invited to consider whether this activity should go ahead once again, and, if

so, whether the contractor should be employed to do this or whether this is an activity that could be carried out by volunteers.

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

**85 Haigh Woodland Park Stakeholder Session II**

*– for information & discussion*

Cllrs R Darbyshire and I Parker will be attending the second stakeholder session on Thursday, 17 October and will provide feedback.

**86 Wigan Council's Lease of Haigh Hall to Contessa Hotels**

*– for discussion*

Most members will have heard that, following a series of breaches of contract and other unacceptable activities on the part of Contessa Hotels which resulted in very active lobbying by the large membership of the Friends of Haigh Hall Heritage & Open Access for All, Wigan Council have terminated the lease of Haigh Hall to Contessa Hotels.

*Members are invited to discuss the matter.*

**87 Feedback from the Late Summer Social**

*– for discussion* (enclosed)

Thank you, first of all, to everyone who donated prizes for the raffle, which raised £78.

Residents attending the Social were invited to complete a questionnaire, which is enclosed - together with their responses. Residents were also asked to provide their contact details if they wished to receive circulations from the Parish Council and if they were willing to volunteer to help with events. This list is not enclosed.

*Members who attended the Social are invited to provide feedback on the evening and discuss the responses to the questionnaire.*

**88 Community Engagement Strategy**

*- for discussion & agreement* (enclosed)

At the meeting in September it was agreed that the Parish Council should develop a Community Engagement Strategy. Enclosed are examples of Community Engagement Strategies adopted by three parish councils.

*Members are invited to consider and agree the contents of a similar document for adoption by the Parish Council.*

**89 Parish Council Logo – for approval**

The company that designed the flyer for the social, have quoted for the design and supply of a logo in all file formats required for printing both in colour and mono.

*Members are invited to consider the above quotation and approve the instruction to Cultivate Creative to design the logo.*

**90 Red Rock Lane Pavement Clearing – for approval**

Cllrs A Goodman and C Higham are aware of some complaints about the condition of the pavements on Red Rock Lane and have suggested that, rather than just complain about it, they should try to get some residents to lend a hand, in the spirit of 'The Deal', and form a working party – perhaps one Sunday morning – to tackle the problems. Some sections of pavement are so severely obstructed that only about 18 inches of pavement are available for use by pedestrians. Shovels, brushes and hi-viz jackets are all that are required, a few willing helpers and, for those who are physically unable, a kettle and some bacon.

Cllr Higham has approached Dist Cllr C Ready to establish whether the LA could supply the equipment and he has agreed.

If it is promoted as a Parish Council initiative, it will have to be risk assessed to comply with insurance requirements.

*Members are invited to consider the suggestion and approve the initiative.*

## **91 Dealing with Invasive Non Native Species**

*– for discussion & agreement (enclosed)*

Cllr P Kenyon has proposed that the Parish Council discuss a possible way forward for dealing with Invasive None Native Species (INNS) that are starting to run rampant in numerous areas around the parish. Wigan Council's Confident Council Scrutiny Committee considered proposal for a strategy going forward regarding this. The minutes of the meeting of 19 November 2018 at which this was discussed and the supporting report can be found on the LA's website under the Committees link. DEFRA's strategy (produced in 2008) is enclosed.

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

## **92 Feedback from Councillors' Training Session at Wigan Town Hall - for information**

The training session was provided by members of Wigan Council staff and was attended by new members of both Haigh and Shevington parish councils and the Clerk.

*Members who attended are invited to provide feedback on the session.*

## **93 Inviting Ward Councillors to Parish Council Meetings**

*– for consideration & agreement*

One suggestion that came out of the recent training session for new councillors was that Ward councillors should perhaps be invited to attend Parish Council meetings on a regular basis. Ward councillors have access to grant funding and contacts at the Town Hall. This would enable Ward and Parish councillors to develop working relationships for the benefit the local community.

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

## **94 Meeting with Wigan Council – for consideration & agreement**

Every couple of years the members attend a meeting with the Chief Executive and other Senior Officers of Wigan Council to discuss issues of concern and ways of working together. A meeting is due

this year and the Parish Council have been invited to consider the possibility of one taking place.

*Members are invited to agree a few dates and times for a possible meeting.*

**95 Handling Residents' Complaints / Concerns**

- *for consideration & agreement*

At the training provided by Wigan Council it was mentioned that there is an on-line system which allows Ward councillors to send issues to the officers and those officers are obliged to respond. This system has been extended to include parish councillors. Members need access to this system. We need to be seen to follow up on these complaints and report back to the residents. At present the danger is that our meetings can be hijacked by frustrated residents and we are not seen to be doing anything about the complaints - the only action we are taking is 'the clerk will write to the council'.

Cllr C Higham has suggested that perhaps we should have an agenda item which is simply a table of the current issues raised by residents and the current status of an issue. Perhaps a specific councillor could be given responsibility for following up on a particular topic.

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

**96 Committees / Working Groups**

– *for consideration & agreement* (enclosed)

It has been suggested by a member that members of the Parish Council should work on specific issues between Council meetings, perhaps by delegating them to committees.

Within the parish council framework Committees are formal structures that have terms of reference. Their meetings have to be formally advertised and minuted in the same way as full Council meetings and have to be open to the public. They may have delegated authority to make decisions in relation to those issues or they may be advisory, making recommendations to the Council for their consideration and approval.

The creation of informal working groups to deal with specific issues is the option that many small parish councils select. Working groups have informal meetings, which may take place anywhere. Their meetings do not have to be advertised, minuted or open to the public. However, working groups cannot have delegated authority to make decisions (particularly decisions involving finance) – they may only make recommendations to the Council.

Enclosed is a Legal Topic Note 5 produced by NALC.

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

**97 Asset Register 2019/2020 – for review & approval** (enclosed)

The updated Asset Register for 2019/20 is enclosed. There have been no changes.

*Members are invited to review and approve the Asset Register.*

**98 NAO Consultation on Audit Code of Practice**

- *for agreement* (enclosed)

The National Audit Office is consulting over the the draft Code of Practice proposed for 2020 and NALC are planning to respond on behalf parish councils. This the second consultation in the process. Enclosed are 4 documents:

- (a) A covering paper
- (b) A report by the NAO on the initial consultation
- (c) The second consultation document
- (d) The draft Code of Practice for 2020.

*Members are invited to consider the documents and either (i) agree responses to NALC's questions or (ii) note the consultation.*

**99 Accounts 2019/20 – for approval**

Income

Crazy Golf Day = £17

Late Summer Social raffle = £78

**TOTAL = £95**

Expenditure:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
18	Employee No.1	Salary (Sept & Oct) (net)	£325.96	N/A	£325.96
19	Employee No.1	Mileage	£ 5.20	N/A	£ 5.20
20	HMRC	Tax (Sept & Oct)	£ 78.60	N/A	£ 78.60
21	St David's Haigh & Aspull PCC	Room rent (October)	£ 20.00	N/A	£ 20.00
22	Employee No.1	Facebook mailshot	£ 7.99	N/A	£ 7.99
23	Heelis & Lodge	Internal Audit	tbc	tbc	tbc
<b>Total:</b>			<b>£437.75</b>	<b>N/A</b>	<b>£437.75</b>

Balance at bank on 30 September 2019 = **£6,119.73**

The following prior payment had not been presented by 30 September 2019:

Employee No.1 = £8.00 (Facebook mailshot)

**TOTAL = £8**

Estimated Balance at bank after the addition of the above income and subtraction of the above prior payment and the above expenditure =

**£5,768.98**

*Members are invited to approve the above expenditure.*

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

**101 Dates of Meetings 2020 – for approval (enclosed)**

The proposed dates for meetings in 2020 are enclosed.

*Members are invited to approve the dates.*

**102 Date of Next Meeting: Monday, 2 December 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  
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