

**Minutes of Meetings of Haigh Parish Council
Held Monday 27 March 2023
7pm St David's Parish Rooms**

Present: Councillors Paul Kenyon (Chairman), Andrew Wilson, Marie-Clare Kenyon, Roberta Darbyshire and Emily Hetherington
The Clerk to the Council: Mrs Krystyna Pilkington
One member of the public

571 Apologies for Absence

Cllr Ian Parker

572 Declaration of Interests

None

573 Co-option of New Councillor

Resolved: The Council approved the appointment of Emily Hetherington as a Co-opted Councillor to serve until four days after the Parish Council elections in May 2023.

Cllr Emily Hetherington made her Declaration of Acceptance of Office in the presence of the Parish Council.

574 Elections 2023

The elections were called on Friday, 24 March 2023. The Clerk had circulated election packs to all sitting members, who were informed that completed nomination forms had to be with the Elections Officer at the Town Hall by 4pm on Tuesday, 4 April.

Standing Orders were suspended.

575 Matters Introduced by Members of the Public

None

Standing Orders were re-instated.

576 Minutes of the Ordinary Meeting (23 January 2023)

Resolved: The Minutes of the Ordinary Meeting of the Council held on Monday, 23 January 2023 were agreed to be a true and correct record.

577 Ratification of Decisions Taken at Meetings Held Virtually

The Council ratified the decisions listed below that had been taken during meetings held virtually.

Monday, 5 December 2022

Minute 527: The Minutes of the Ordinary Meeting held on Monday, 24 October 2022 were approved as a correct record.

Minute 529:

- (a) The submission of an objection to planning application A/22/94132/FULL was approved retrospectively.
- (b) The submission of an objection to planning applications A/22/94493/FULL and A/22/94594/LB was approved retrospectively.

Minute 530: The revised Community Engagement Strategy was approved.

Minute 531: The revised Social Media Policy was approved.

Minute 532:

- (a) The creation of the Haigh Parish Community Group Facebook page was approved retrospectively.
- (b) The Council received and accepted Cllr Kenyon's report and agreed the following 'Next Steps':
 1. Representatives of the horse riding community would plot out their ideas for potential routes for a joined up bridleway using an OS map of the area.
 2. The report would be discussed at a scheduled meeting with Wigan Council officers on Tuesday, 13 December under an agenda item about bridleways and a request would be made to set up a Working Group with representatives from Haigh Parish Council, the horse riding community and Wigan Council to take the project forward.

Minute 534: 7, 14 and 21 March would be suggested to AI & AI as possible dates for their presentation.

Minute 535:

- (a) If they were still available, the Clerk should book the walled gardens for Sunday, 25 June and then book all three bubble artists, who had said that they would be charging the same as in 2022.
- (b) The Eventbrite rights would be transferred to the Clerk.
- (c) It was agreed that:
 - Cllr Bobbie Darbyshire would ask representatives of St David's Church if they could accommodate the large stock within the parish buildings.
 - The Clerk would enquire about insurance cover for the stock.
 - Until a storage facility had been identified Cllr Lawson would keep the large stock and Cllr Paul Kenyon would take responsibility for the box of small items.

Minute 537: The payment of training course fees totalling £175 (5 @ £35) would be made once it had been invoiced.

Minute 538: The contents of the new councillors information pack were approved.

Minute 540: The vacancy created by Cllr Robert Lawson's resignation would remain vacant and the Council would continue with a membership of six councillors until the local council elections in May.

Minute 541:

It was resolved that:

- (a) Cllr Paul Kenyon would become a signatory to the Parish Council's bank account.
- (b) 'If the Council added Cllr Paul Kenyon as an Authorised Signatory in the "Add or remove individuals" section of the Natwest Bank's form, the Bank would update the Council's mandate accordingly for the accounts specified in the form's "About your business" section,
- (c) the Bank was authorised to phone the individuals identified as "Call Back Contacts" to confirm or correct any instructions or information provided by the Council to the Bank
- (d) the current mandate would continue as amended.'

It was also resolved that Cllr Robert Lawson would continue to act as a signatory to the bank account until his replacement had been confirmed by the bank, after which he would be removed from the list of signatories.

Minute 543: The appointment of PKF Littlejohn LLP as the external auditor for the financial years 2022-23 to 2026-27 was approved.

Minute 544: The Asset Register was approved.

Minute 545: The reviewed H&S risk assessments were approved.

Minute 546: The payments to be made in December 2022 were approved.

Minute 547: A virement of £975 from the General Reserve to the Community Engagement/Events cost centre to balance the overspend was approved.

Minute 549:

It was resolved that:

- (a) The pay award agreed by the NJC was approved. It would be applied with immediate effect and back-dated to 1 April 2022.
- (b) A virement of £147 from the 'Expenditure Contingency' cost centre to the 'Clerk's Salary' cost centre to cover the overspend created by the approval of the back-dated pay award was approved.

Monday, 23 January 2023

Minute 551: Cllr Paul Kenyon was elected as Chairman and Cllr Ian Parker was elected as Vice Chairman to serve until the Annual Meeting of the Council in May 2023.

Minute 556: The Minutes of the Ordinary Meeting held on Monday, 5 December 2022.

Minute 557: The Council agreed that the funding received through participation in the community engagement project associated with the Vocal Eyes platform would be ring-fenced for the projects identified on the platform.

Minute 559: It was agreed that the process for co-option of a councillor would be put in motion. The vacancy would be advertised and applicants would be invited to send in expressions of interest by a date four weeks after the publication of the advertisement.

Minute 560: The revised Parish Plan was approved.

Minute 561:

With regard to the Annual Parish Meeting:

- (a) The following agenda was agreed:
 1. Welcome by the Chairman
 2. Apologies
 3. Matters Introduced by Members of the Public
 4. Minutes of the last Annual Meeting (9 May 2022)
 5. Clerk's Report – to be tabled.
 6. Presentation by AI & AI.
- (b) A working group meeting to which AI & AI would be invited would take place virtually at 7pm either on Tuesday, 31 January or 7 February.
- (c) Simple refreshments would be served at a time to be agreed by the working group.
- (d) Other arrangements would be agreed at the working group meeting.

Minute 563:

With regard to Bubblefest 2023:

- (a) The decision to book three bubble artists and the 'Have a Go' area at a total cost of £1,250 was approved retrospectively.
- (b) It was agreed that a fourth bubble artist would be approached and, if the fee had not increased substantially, hired.
- (c) The instruction to the Clerk to hire the balloon modeller / clown for the fee he had quoted was approved.
- (d) The following fee structure for stalls was approved:
 - Catering = £75 or a percentage of takings (courtyard concessions)
 - Non-Catering (commercial or large national charity) = £25
 - Non-catering (small or local charity or community group) = FREE
- (e) The decision that Working Party meetings would begin in early March was approved.

Minute 565: It was agreed that printed copies of the newsletter would be produced in May or June.

Minute 566:

(a) The payments to be made in January 2023 were approved.

(b) The following virements from the 'Expenditure Contingency' to cover overspends were approved:

- £87 to the 'Conference, membership, fees' cost centre and
- £50 to the 'Community Engagement / Events cost centre.

Minute 567: A budgeted expenditure of £5,438 (including an expenditure contingency of £500) and a precept of £4,200 for the financial year ending 31 March 2023 were approved.

Minute 568: The following statement for inclusion on the 2023/24 Council tax letter: *'For 2023/24 we have approved an increase in the precept from £3,478 to £4,200. This equates to an average increase of approximately £2.90 for the year across all properties.'*

578 Matters Arising

Cllr Clare Kenyon reported that several possible locations for a Christmas tree for Haigh had been investigated and assessed informally. The consensus was that the grassed area in front of St David's School was probably the most suitable of the locations looked at. It had also been suggested that a light parade should take place along Copperas Lane during the festive season. It was agreed that residents would be consulted via the Vocal Eyes platform.

579 DRAFT Minutes of the Annual Parish Meeting (7 March 2023)

The DRAFT Minutes of the Annual Parish Meeting on 7 March 2023 were received.

Members expressed the view that this had been a very successful meeting. The Chairman had written to AI & AI to thank them for their excellent presentation.

580 Traffic Issues and Anti-Social Behaviour

Issues with traffic and anti-social behaviour in Sennicar Lane and Pendlebury Lane had been raised during the Annual Parish Meeting. In view of the strength of feeling amongst residents about this it was agreed during the Annual Parish Meeting that the Council would raise the matter during their meeting with Wigan Council's senior officers.

Under Annual Parish Meeting procedures matters raised by members of the public had to be considered, if necessary, by the Parish Council at a future Council meeting, when a decision about the way forward should be taken.

Resolved: Members approved the decision to discuss the above matter with Wigan Council senior officers retrospectively.

581 Planning Applications

A/21/92629/MAJOR	Leyland Mills Leyland Mill	Residential development of 17	Objection submitted –
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	Lane Wigan WN1 2SB	two and three storey detached dwellings following demolition of former mill buildings	awaiting Planning Committee date and decision
A/22/94132/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 – REFUSED – enforcement notice served on landowner
A/22/94184/FULL	Rothwell's Stud Sennicar Lane Wigan WN1 2SN	Erection of four detached dwellings, following demolition of indoor riding arena, stables and store	Objection submitted- awaiting Planning Committee date and decision
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- REFUSED

***A/22/94132/FULL (Re-submission of A/21/90931/FULL)**

This re-submission of an application originally submitted and validated in 2021 had been refused. In reply to an enquiry made by a resident Wigan Council had confirmed that an enforcement notice had been served on the owner of the property on 14 March 2023 and would come into force on 18 April 2023. The LA was required to give at least 28 days' notice for the enforcement notice to come into effect, meaning the recipients had until 18 April 2023 to appeal the notice. If no appeal were received, the owners had 2 months from 18 April 2023 to comply with the enforcement notice, which set out that the stable, wooden structure, metal structure and hardstanding had to be removed and the land had to be returned to its previous use.

582 Bubblefest 2023

The first Bubblefest Working Party meeting took place on Tuesday, 21 March 2023. Progress with arrangements was discussed and the notes of the meeting had been circulated to members. The next meeting had been scheduled for Tuesday, 18 April at 7pm. It would take place via MS Teams.

Cllr Bobbie Darbyshire reported that she had established that the items currently being stored by Mr R Lawson could be put into storage at St David's. The Clerk advised that the position with respect to insurance cover would need to be established.

583 Scarecrow Festival

The Parish Council had been approached by the Chair of the Friends of St David's Primary School about the possibility of holding a Scarecrow Festival as a joint project. Cllrs Clare Kenyon and Paul Kenyon had attended the

inaugural meeting of the Festival Committee on behalf of the Parish Council on 15 March to gather further information. Documents circulated to those invited to that meeting had been shared with members. Cllr Kenyon provided feedback from the meeting.

The following had been proposed during the meeting:

- The Scarecrow Festival would take place on the same day as St David's Summer Fair – 15 July 2023.
- The route would cover a small area at first to enable judging to take place on foot.
- Funds would be raised by collecting entry fees for scarecrows (£5 for domestic and £10 for commercial exhibits), selling advertising space in programmes and selling programmes.
- Funds raised would be shared on a 50:50 basis with the Parish Council.

The proposals were discussed. It was suggested that, if digital judging were to be introduced, the festival would be able to cover a wider area. Under such a system entries could be made by submitting photographs of scarecrows. The suggestion would be put forward at the next meeting of the Scarecrow Festival Committee.

584 Community Engagement

It had been suggested at a previous meeting of the Council that a formalised Haigh Parish Community Group, which would have its own bank account, should be set up. The aim of the group would be to raise funding from different sources and to take projects further.

Having received advice about the nature and responsibilities of such a group, the Council considered the feasibility of setting one up. It was agreed that Cllr Clare Kenyon would call a meeting and invite the members of the Haigh Parish Community Group Facebook page to join the meeting, if this was something they might be interested in. The purpose of the meeting would be to discuss the way forward. If such a group were to be set up, it would be independent from the Parish Council and how it was run would be up to its members.

585 Parish Newsletter

At a recent Council meeting it had been agreed that the next newsletter would be published in May or June and that it would be delivered in hard copy to every home in the Parish.

It was reported that two residents had offered to deliver to the areas of the Parish to which they had delivered the last newsletter. Other volunteers were needed.

The way forward was discussed.

Resolved:

- (a) The newsletter would be published once a year – at the beginning of June in 2023.
- (b) Cllrs Bobbie Darbyshire and Andrew Wilson would act as editors and collate the articles.

- (c) Cllrs Clare Kenyon and Emily Hetherington would look into producing a digital edition more frequently.
- (d) Distribution areas would be agreed during the meeting in May.

586 Meeting with Wigan Council Officers - Feedback

The Parish Council's meeting with senior Wigan Council officers took place on Monday, 20 March 2023. The Clerk reported that the minutes of the meeting, which had been taken by an officer from Democratic Services, had not yet been received, but they would be circulated as soon as they became available.

Members were invited to provide feedback on the only topic not on the agenda – the use of artificial snow by the film crew currently working in Haigh Woodland Park.

Leaf litter in woodland was very important for the wildlife. Concern had been raised by the Parish Council that the film crew had cleared leaf litter from large sections of woodland floor using leaf blowers. A coating of artificial snow had subsequently been introduced and then cleared up and taken away.

The Council had asked whether best practices had been used to ensure a low impact on wildlife. The Director who had overall responsibility for the Woodland Park had replied that the snow used was meant to be environmentally friendly, so they thought it was acceptable to use it. The Parish Council were assured that, if this situation arose again, Wigan Council would seek advice from an ecologist.

There had also been concern expressed by members of the public that the film crew had prevented them from using the PROW while filming. The general view was that, by allowing this, Wigan Council did not abide by the rules associated with PROWs. It needed to be established that the use of PROWs when filming should not be allowed unless the rules were followed.

587 Bridleways

This matter was discussed during the meeting with Wigan Council officers in January and information relating to the proposals for a joined-up bridleway was subsequently provided to Wigan Council, who acknowledged receipt. Since then Wigan Council officers had been looking into the possibilities and were due to meet with the officers who dealt with the definitive map the following week to establish what needed to be done. The Parish Councillors present at the meeting on 20 March had been told that the officers would be asked to communicate directly with the Parish Council about the way forward.

Cllr Clare Kenyon explained that the group called 'Friends of Haigh Hall & Open Access for All' had campaigned for a PROW through Haigh Woodland Park. They were initially advised by Wigan Council's PROW officer to apply for the route to be designated as a bridleway and the Haigh horse riding community had been supportive of the proposal. At the time the LA had asked that the application should be changed to one for a footpath and had promised that the request for a bridleway would be re-visited in the future.

Haigh Hall Heritage Matters Group (formerly Friends of Haigh Hall Heritage and Open Access for All) were supporting the Haigh Parish Council project: A Joined Up Bridleway for Haigh, and recently agreement had been reached in principle that a meeting between the Bridleway Working Group, Haigh Parish Council representatives, AI & AI and appropriate Wigan Council officers would

be set up to discuss the way forward. Possible routes for a joined-up bridleway had been suggested to Wigan Council.

588 Litter Bins

During the Parish Council's meeting with Wigan Council officers in January a request was put forward for more litter bins to be introduced along the approach roads to Haigh Woodland Park. At the meeting on 20 March it was confirmed that 4 new litter bins had been allocated to these roads. The Parish Council had been asked to select the locations where they would be sited. This was discussed briefly.

Resolved: It was agreed that Cllr Paul Kenyon would select the locations for the four new litter bins, using information obtained from the digital platform.

589 Notice Board

Some time ago the Clerk was asked to look into the possibility of fitting a small notice board in the Leyland Mill area of the Parish. The Clerk reported that she met on site with representatives of a company that had fitted many of the LA's community notice boards. The representative assessed locations in the area and made a recommendation for a location based on feasibility with respect to fitting and also on whether the Council were likely to receive approval. A photograph of the location had been circulated.

The company had provided a quote for supplying and fitting a grey aluminium 76mm post complete with an Avenue noticeboard of a RAL colour of the Parish Council's choice. The noticeboard would accommodate four A4 posters.

Permission from the owner of the location would be needed to fit the notice board, but, as it would be for non-commercial use, planning permission was not likely to be required. The matter was discussed.

Resolved: It was agreed that research should continue into

- the identity of the owner and, once known, the owner should be approached for permission to fit the notice board.
- whether planning permission was needed.

Once all necessary permissions had been obtained and the colour of the frame of the notice board had been agreed, the notice board – costing £525 (including fitting) - would be ordered from 1st Northern Signs.

590 Picnic Area and Pathway Improvements

Suggestions for a picnic area at a specific location near the River Douglas and pathway improvements to make this section of the river more easily accessible to residents were discussed with Wigan Council officers during the recent meeting on 20 March. The Chairman had also had separate conversations by email with one of the senior officers who was present at the meeting. The LA had agreed to look into the feasibility of the project and the costs involved.

The Chairman reported that the area contained a great deal of Himalayan Balsam. He had offered to organise groups of volunteers to take part in Balsam bashing sessions. Insurance cover for this activity would need to be investigated.

It was reported that a local school had also expressed an interest in involving its children in Balsam bashing.

591 Accounts 2022/23

Income:

VAT refunded in February = **£269.57**

Expenditure:

Resolved: The above items were approved for payment.

Balance at bank on 2 March 2023 = **£8,668.83**

Estimated balance at bank after the above expenditure = **£8,185.69**

592 Quarterly Budget Monitoring

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
56	Employee No.1	Salary (Feb & March)	£366.34	N/A	£366.34
57	HMRC	Tax (Feb & March)	£ 91.60	N/A	£ 91.60
58	Employee No.1	Mileage	£ 5.20	N/A	£ 5.20
59	Wigan NE PCC	Room rent	£ 20.00	N/A	£ 20.00
	Total:		£483.14	N/A	£483.14

The quarterly budget monitoring document was received and discussed. The Clerk reported that all cost centres were currently on line and were expected to be so at the year end. A VAT refund of £269.57 received on 10 February 2023 had resulted in an increase in the General Reserve since December.

593 Bank Signatories

The Council were advised that, if the elections were contested, new signatories might need to be appointed for the bank account. The time it might take the bank to action this matter could impact on the smooth running of the Parish Council's affairs.

Resolved: Following the election existing bank signatories would remain in place until new signatories had been appointed and any changes had been actioned by the bank.

594 Clerk's Report

The Clerk reported that she had provided updates on all items included on the agenda and there was nothing further to report at present.

595 Date of Next Meeting

Arrangements for the Annual Meeting of the Council were discussed because several members had other commitments that clashed with the published date.

Resolved: The Annual Meeting of the Council would take place on Tuesday, 9 May 2023 at 6:30pm at St David's Parish Rooms.

The meeting closed at 8:50 pm
Chairman