

**Minutes of the Meeting of Haigh Parish Council
Held Monday 3 July 2023
7pm St David's Parish Rooms**

Present: Councillors Andrew Wilson (Chairman), Andrew Keogh and Roberta Darbyshire
The Clerk to the Council: Mrs Krystyna Pilkington
One member of the public

In the absence of the Chairman, Cllr Paul Kenyon, it was agreed that Cllr Andrew Wilson would take the Chair.

28 Apologies for Absence

Cllrs Paul Kenyon, Ian Parker and Clare Kenyon

The Clerk was asked to pass the Council's condolences on to Cllr Ian Parker and to send their best wishes for a speedy recovery to Cllr Paul Kenyon.

29 Declaration of Interests

None

30 Matters Introduced by Members of the Public

None

31 Minutes of the Annual Meeting of the Council (16 May 2023)

Resolved: The Minutes of the Annual Meeting of the Council held on Tuesday, 16 May 2023 were agreed to be a true and correct record.

32 Matters Arising

None

33 Planning Applications

A/21/92629/MAJOR	Leyland Mills Leyland Mill Lane Wigan WN1 2SB	Residential development of 17 two & three storey detached dwellings following demolition of former mill buildings	<i>Objection sent – decision deferred subject to submission of revisions by September 2023 deadline</i>
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	<i>Objection sent - awaiting decision - appeal lodged with Planning Inspectorate</i>
A/23/95538/HH	14 Woodlands	Single storey extension	<i>Noted</i>

	Park Close, Wigan, Wigan, WN1 2SD	to rear with roof terrace	
A/23/95642/VAR	Adventure Playground, Haigh Woodland Park, School Lane, Haigh, Wigan	To vary condition 2 of a/22/94261/1a to allow development	<i>Noted</i>

34 Meetings with Wigan Council's Senior Officers

(a) Feedback from Meeting Held on Tuesday, 27 June 2023

All members had joined the recent meeting with Wigan Council's senior officers held via MS Teams. A number of topics had been covered, but members expressed disappointment that they had not received any real answers to their questions.

The Clerk reported that she had not yet received the minutes of the meeting.

(b) Dates of Future Meetings

Wigan Council had proposed dates for three future meetings during the remainder of the municipal year:

- Thursday, 21 September 2023
- Tuesday, 12 December 2023
- Monday, 18 March 2024

All would begin at 4pm and would be held via MS Teams.

Resolved: The above dates were approved.

35 Listing of Viaduct Over the River at Leyland Mill Lane

Cllr Andrew Keogh had looked into the process involved in applying for a building / structure to be listed. He had established that the position was that anyone could submit an application.

General guidance could be found on the following website:

<https://historicengland.org.uk/listing/apply-for-listing/>

These emerged as the key points to focus on:

"We only take forward applications where the building or site is something capable of being listed, scheduled or registered and it falls under one of the following:

- *Is under serious threat of demolition or major alteration*
- *Is within the remit of one of our strategic listing priorities*
- *Has very strong potential for inclusion on the NHLE. See our Listing Guidance"*

It was not, therefore, just a matter of making a request - a compelling case had to be advanced. Page six, para 2.1 of this document set out more detail:

<https://historicengland.org.uk/images-books/publications/dlsg-transport-buildings/heag120-infrastructure-transport-lsg/>

The matter had been raised with the Wigan Council officers, who would not commit the LA to supporting an application to list the viaduct in Leyland Mill Lane, but confirmed that the LA would also not oppose such an application.

If the Parish Council wished to take this forward, Cllr Keogh suggested that the best way forward might well be to propose it via Vocal Eyes and see whether a working group of interested people, with a relevant skill set, could be established.

After a brief discussion it was agreed that, as this was a project which had been put forward by members who were not present, the matter should be deferred.

36 Haigh Parish Award

At the meeting in May it was agreed that the Parish Council would present an award to people who make a valuable contribution to Parish life. A formal Policy and associated documents were adopted.

Cllr Andrew Keogh was delegated to explore gift ideas in relation to the award and updated the Council on progress. An expenditure limit of £50 had been allocated to each award, which could take the form of a certificate. There were many sources of certificates costing between £35 and £50.

Another option was to present a plaque that could be inscribed. Cllr Keogh showed members an example made of glass, which cost £48 (including inscription). There were also plastic versions that were significantly cheaper at £8. Members present liked the idea of an inscribed plaque.

The subject would be an agenda item for the meeting on 4 September, when a communications plan would be discussed and agreed with a view to advertising the award and seeking nominations in the Autumn. The intention was to have two or three winners per year.

37 Christmas Lights

Following a request made by a resident and a consultation via social media, the Council had agreed to look into the possibilities with regard to Christmas lighting in the Parish. The Wigan Council Street Lighting engineer responsible for dealing with festive lighting attended Shevington Parish Council's meeting on Wednesday, 28 June to discuss the lighting for the centre of Shevington. As part of the research Cllr Andrew Keogh joined the meeting to find out more about what was possible in Haigh and spoke to the Street Lighting engineer about Haigh. Cllr Keogh's report was received.

Tree in Front of the Balcarres Arms

Cllr Keogh reported that he had established that the publican at the Balcarres Arms would be pleased if the Parish Council were to dress the tree in front of the pub with lights for Christmas and had obtained the permission of the Brewery to do this. The pub and brewery were happy to cover the costs of the electricity.

The LA's Street Lighting department would be happy to provide costs – which would be in the hundreds - for the string lights that would be needed and also for their fitting and removal. This was subject to the electrical fittings on the tree being acceptable, but, as the sockets on the tree and the cable connecting them to the pub had been fitted professionally by the brewery, it was anticipated that this should not be a problem. Street Lighting would also store the lights for the Parish Council.

Lamp Post Motifs

Cllr Keogh had also discussed the possibility of introducing lamp post motifs to Haigh Road in Haigh with the Street Lighting engineer. He had been advised that the costs of this project would be significantly higher, i.e. in the thousands. The first year would be more expensive, because it would be necessary to fit the infrastructure necessary in the lamp standards. Street Lighting would be able to provide costings, but this was a project for future years.

38 Community Safety Charter

Members had been invited to review the information on the Neighbourhood Watch website in advance of the meeting. A discussion took place about whether the Parish Council should be a signatory and advance the aims of the Community Safety Charter. The Police were no longer involved with the scheme, but groups enrolled in the scheme received communications from official organisations which fed social media streams.

Resolved: The Parish Council agreed to sign up to the Community Safety Charter. In doing so the Council would be agreeing to uphold its principles and promote it within the local community, its businesses, and its networks.

The Clerk would sign up on behalf of the Council.

39 Internet Connectivity in Haigh Parish

A previously circulated document, entitled 'Digital Haigh' - about the speed of internet connectivity in Haigh Parish and advice about potential solutions for slow connectivity was received. The short guide was intended to assist Haigh residents and businesses with finding appropriate internet connectivity solutions.

Members discussed the scenario with regard to speed of connectivity in Haigh and the contents of the document, which were intended for information purposes only.

Resolved: The document would be published on both the Council's Facebook page and the Parish Community Group page.

40 Casual Vacancy

The Casual Vacancy was announced by the Returning Officer at Wigan Council following the resignation of newly elected Cllr Emily Hetherington in May because of unexpected additional family commitments. The Elections Officer had written that she has not received any requests for an election, so the Parish Council could now set the process for co-opting a new councillor in motion.

The procedure had been circulated to members and the way forward was discussed. Members noted the following:

- Under the Council's statutory equality duties the vacancy for a co-opted member had to be advertised.
- The earliest date on which a new member could be formally co-opted would be at the meeting of the Council in September.

Resolved: The Casual Vacancy would be advertised as soon as possible. Applicants would be invited to submit pen-portraits to the Clerk by Monday, 7 August.

41 Internal Audit 2022-23

The Parish Council's internal audit had been completed and the reports associated with it were received and reviewed. The internal auditor had recommended that 's137' should be included in the name of the cost centre for grants and donations. The Clerk explained that this only applied to the 'Income-Expenditure' document, as it was already included in other documents which contained the cost centre. The Clerk reported that the recommendation had already been actioned.

Resolved: The Internal Auditor's report for 2022-23 and the Annual Internal Audit Report 2022-23, which formed part of the Annual Governance and Accountability Return 2022-23, were accepted and approved.

42 Accounts 2023/24

Income:

Bubblefest stall fees = £825.00

HPC Bubbling stall = £351.26

Eventbrite ticket sales for Bubblefest = £11,610 (*received on 3 July*)

Bubblefest ticket sales on the day = £485.00

Cash introduced for float (Bubblefest) = £300.00

TOTAL = £13,571.26

Expenditure from 20 May to 31 July:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
7	Cllr No.1	C reader test refund	£ 1.00	N/A	£ 1.00
8	Employee No.1	Float refund	£ 300.00	N/A	£ 300.00
9	Stallholder	Partial fee refund	£ 50.00	N/A	£ 50.00
10-12	Performers x 3	Fees	£1150.00	N/A	£1150.00
13	Digi Impressions	Bubblefest posters	£ 30.00	£6.00	£ 36.00
14	Digi Impressions	Newsletter	£ 203.00	N/A	£ 203.00
15	J&J Forster	Meal vouchers	£ 145.50	N/A	£ 145.50
16	Employee No.1	Salary (June)	£ 183.17	N/A	£ 183.17
17	HMRC	Tax (June)	£ 45.80	N/A	£ 45.80
18	Employee No.1	Mileage	£ 15.60	N/A	£ 15.60
19	Wigan NE PCC	Room rent (July)	£ 20.00	N/A	£ 20.00
20	Heelis & Lodge	Internal Audit fee	£ 130.00	N/A	£ 130.00
21-22	Performers x 2	Fees	£ 800.00	N/A	£ 800.00
TOTAL:			£3074.07	£6.00	£3080.07

Resolved: The above items were approved for payment.

Balance at bank on 3 May 2023 = **£15,917.69**

Estimated balance at bank following receipt of the above income, expenditure on 19 May and the above expenditure = **£25,357.81**

43 Quarterly Budget Monitoring

The Clerk reported that all cost centres relating to the standard budget were online. Income from the Bubblefest was still outstanding and invoices that needed to be settled had still to be received. A more comprehensive overview would be presented to the meeting in September.

44 Clerk's Report

There was nothing further to report.

45 Bubblefest 2023

The Bubblefest went ahead as planned on 25 June. Two working group planning meetings took place via MS Teams following the Annual Meeting of the Council on 16 May and a site meeting took place on Wednesday, 21 June. Notes of all working group meetings and other documents relating to the Bubblefest were available in the shared folder on OneDrive. Some would continue to be updated for a while.

Members present provided feedback on their experiences during the event and suggested how some things could be improved. The Clerk provided a financial report with regard to Bubblefest income and expenditure. She advised that there were a couple of items of income still outstanding and several invoices still to be received and settled.

Resolved: The following had been agreed during the final working group meetings and the site meeting and were approved retrospectively:

- (a) The Parish Council would run the Crazy Golf on 13 August 2023 rather than on 25 June. Cllr Andrew Keogh and his son would run it on behalf of Council. Cllr Bobbie Darbyshire would provide cover, should they wish to have a break.
- (b) Cllr Bobbie Darbyshire would purchase bottled water on behalf of the Council. The water would be made available to the volunteers on 25 July.
- (c) Food vouchers to the value of £10 would be made available to volunteers. They would be redeemed by J&J Forster at their catering stall.

Members present were pleased with the successful outcome of the event, despite the break in the weather during the last hour. The Clerk reported that all of the food vendors, most of the other stallholders and performers had been very pleased with the way the event had gone for them and had asked her to let them know about any future events the Parish Council would be holding.

Resolved: The Council agreed that the event should be held once again in 2024 and asked the Clerk to:

- (a) Establish possible dates for the Bubblefest in June 2024 and
- (b) Arrange a virtual meeting of the Bubblefest working group to discuss the way forward and how improvements could be made with regard to its organisation.

46 Date of Next Meeting

4 September 2023

The meeting closed at 8:15 pm
Chairman