



**An Ordinary Meeting of the Parish Council  
WILL BE HELD IN ST DAVID'S PARISH HALL  
MONDAY 4 SEPTEMBER 2023 at 6:30pm**

**Agenda**

**47 Apologies for Absence**

To receive apologies from councillors.

**48 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.

**49 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.

**50 Minutes of the Ordinary Meeting of the Council (3 July 2023)**

– *for approval* (enclosed)

To receive and approve the Minutes of the Annual Meeting of the Council held on 3 July 2023 for signature by the Chairman.

**51 Matters Arising – *for information only***

An opportunity for members of the Council to report on any matters that have arisen since the meeting in May that are not otherwise included on the agenda.

**52 Planning Applications – *for consideration & agreement***

A/21/92629/MAJOR	Leyland Mills Leyland Mill Lane Wigan WN1 2SB	Residential development of 10 four storey four bedroom detached dwellings and 7 three storey five bedroom
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		detached dwellings, etc following demolition of existing mill buildings <i>(Representation submitted - applicant in the process of considering consultee responses and consequently the way forward)</i>
A/22/94184/FULL	Rothwells Stud Sennicar Lane Wigan WN1 2SN	Erection of four detached dwellings, following demolition of indoor riding arena, stables and store <i>(Objection submitted – awaiting decision – appeal lodged)</i>
A/23/96005/PDQ	Tuckers Hill Farm Tuckers Hill Brow Haigh Wigan WN2 1LJ	Change of use of agricultural buildings to 2 dwellinghouses (use class c3) and for building operations necessary for conversion
A/23/96003/NMAS	Martholme Toddington Lane Haigh Wigan WN2 1LF	Working Amendment application for previously approved application A/22/93422/HH - Add a dormer window with obscured glass to the ensuite in the main attic bedroom at the back of the house

Members are invited to note the current status of the above applications with regard to which the Council have submitted representations, consider any new applications submitted since the last meeting and agree the best way forward.

**53 Casual Vacancy – for discussion and agreement**

The vacancy was advertised early in July with a deadline of 7 August for applications. To date no applications have been received.

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

**54 Meetings with Wigan Council’s Senior Officers**

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

*– for information (enclosed)*

Members are invited to provide additional feedback from the meeting held recently via MS Teams. The minutes of the meeting are enclosed.

**(b) Items for Discussion at Next Meeting - for agreement**

The next meeting with Wigan Council’s senior officers is on Thursday, 21 September 2023. It will be held via MS Teams and will begin at 4pm and will be held via MS Teams.

*Members are invited to propose and agree matters for discussion during the meeting. These will inform the agenda.*

**55 Listing of Viaduct Over the River at Leyland Mill Lane**

*– for consideration and agreement*

Cllr Andrew Keogh has looked into the listing process and reported back to the Parish Council in July. He has found that the position is that anyone can apply to have a building / structure listed. For further information, please see Minute 35 of the meeting in July.

At that meeting it was suggested that, if the Parish Council wishes to take this forward, the best way forward might be to propose it via Vocal Eyes and see whether a working group of interested people, with a relevant skill set, could be established. The matter was raised with the Wigan Council officers during the Council's meeting with them in June. They 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. As this was a project that had been put forward by members who were not present, the matter was deferred to this meeting.

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

**56 Haigh Parish Award – for discussion & agreement**

At the Annual 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. An expenditure limit of £50 was allocated to each award. The options of a certificate or an inscribed plaque were considered. Members present liked the idea of an inscribed plaque and agreed that a communications plan would be discussed and agreed at this meeting. This should be with a view to advertising the award and seeking nominations in the Autumn. The intention is to have two or three winners per year.

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

**57 Christmas Lights – for discussion and agreement**

Tree in Front of the Balcarres Arms

It has been 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 has obtained the permission of the Brewery to do this. The pub and brewery are happy to cover the costs of the electricity.

Wigan Council's Street Lighting officer is due to visit the area in order to assess the costs for the string lights that will be needed and also for their fitting and removal. This is 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 have been fitted professionally by the brewery, it is anticipated that this should not be a problem. Street Lighting will also store the lights for the Parish Council.

The costs will, hopefully, be available for the meeting.

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

#### Lamp Post Motifs

The Street Lighting officer will also assess the lamp standards in Haigh Road with regard to their suitability for mounting lamp post motifs in future years. The costs of this project will be significantly higher. The first year will be more expensive, because the necessary infrastructure will need to be fitted. Street Lighting will be able to provide costings for fitting the infrastructure, but the cost of the motifs will only become available once they have been selected.

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

#### **58 Parish Council Website - for discussion and agreement (enclosed)**

A discussion document prepared by Cllr Andrew Keogh is enclosed. It contains an analysis of costs – both initial and on-going.

In addition to the above, members need to be aware that legislation exists with which the content and design of a parish council website has to be compliant. With regard to the design: it has to be compliant with WCAG (Website Content Accessibility Guidelines) 2.1AA.

With regard to content: the website can carry whatever the Parish Council wish it to contain, but, in order to comply with the requirements of the Transparency Code, it MUST carry all of the information currently carried on the HPC pages of Wigan Council's website.

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

#### **59 Remembrance Sunday – for agreement**

Remembrance Sunday this year is on 12 November. At present we have to assume that all will be as normal as far as the Parish Council is concerned.

There are two commitments to consider:

(a) The arrangements for ordering, collecting and laying the wreath at the war memorial at Aspull on behalf of the residents of Haigh Parish on Remembrance Sunday. Mr John Hilton usually orders it for the Council and the Council make a donation of £100 to the Royal British Legion.

The wreath is usually laid by the Chairman (or his deputy) as part of the Remembrance Sunday parade, but in the past two years a young resident has been invited to do this.

*Members are invited to discuss and agree the arrangements.*

(b) The Council own display poppies which are attached to lamp posts or telegraph poles around the Parish by a contractor. The poppies remain on display throughout November, after which the poppies are

removed by the same contractor. The contractor in question is no longer available to do this. There are several possibilities:

- Employ another contractor.
- Deploy volunteers, who would be covered by the Parish Council's insurance.
- Not display the poppies.

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

**60 Review of Internal Audit 2022-23 - for consideration & agreement**

Members are invited to review the internal audit process for the 2022/23 accounts. Things that need to be taken into consideration include the following:

- Was the internal auditor a person competent to carry out the work?
- Was she independent in relation to elected members and the Clerk?
- Did she provide the Council with a short report on the work she had carried out?
- Were any issues identified?
- Did the auditor examine procedures?
- Did she examine how decisions were recorded?
- Did she check that the transparency requirements had been met?

**61 Appointment of Internal Auditor 2023-24 - for approval**

Members are invited to consider appointing Heelis & Lodge as the Council's internal auditors for 2023/24. The current fee for a Parish Council of this size is £130.

**62 Accounts 2023-24 – for approval**

Income :

Crazy Golf day = £200.00 (*received & banked in August*)

**TOTAL = £200.00**

Expenditure:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
23	Employee No.1	Newsletter postage	£ 20.25	N/A	£ 20.25
24	Employee No.1	Stationery	£ 2.00	£0.40	£ 2.40
25	LALC	New Cllrs training	£ 35.00	N/A	£ 35.00
26	Employee No.1	Salary (July & Aug)	£366.34	N/A	£366.34
27	HMRC	Tax (July & August)	£ 91.60	N/A	£ 91.60
28	Employee No.1	Mileage	£ 5.20	N/A	£ 5.20
29	Wigan NE PCC	Room rent (Sept)	£ 20.00	N/A	£ 20.00
<b>Total:</b>			<b>£540.39</b>	<b>£0.40</b>	<b>£540.79</b>

Item 15 for £145.50 (*approved in July*) has still not been invoiced and so, to date, the payment has not been made.

Items 23 & 24 above were paid in July.

Balance at bank on 30 August 2023 = **£25,774.60**

Estimated balance at bank following payment of Items 25 to 29

= **£25,256.46**

*Members are invited to approve the above payments.*

**63 Quarterly Budget Monitoring – for review (enclosed)**

Spreadsheets containing budget monitoring information (a) to the end of June and (b) to the end of September are enclosed. Spreadsheet (a) illustrates the situation before the ticket income from the Bubblefest had been received. (b) demonstrates the position afterwards and includes other income and expenditure up to the end of September. Members are invited to note the following:

- At the end of June all cost centres were running on line. By the end of September the 'Conference, membership, fees' cost centre will be overspent by £35. This is because the course for new councillors attended by a new member has been invoiced.

*Members are invited to approve a virement from the 'Contingency' cost centre to cover this.*

- The £145.50 owed to one of the food vendors has not yet been invoiced and so has not been paid.
- Actual expenditure appears to be running above projected budgeted expenditure. This is because actual expenditure includes expenditure on the Bubblefest and projected budgeted expenditure is based on running costs set for the budget at the beginning of the year. In reality running costs are running below projected budgeted expenditure.
- The proceeds of events have boosted the Parish Council's net income by £11,382.

*Members are invited to approve the transfer £11,182 of the above amount to the General Reserves and the balance of £200 to the Canal Towpath reserve, as this is the historical destination of funds raised by the Crazy Golf Day.*

Reserves are shown as they have been estimated to be at the end of September:

- (a) As upgrades to the canal towpath have been funded from other sources, it has been suggested that this reserve could be re-assigned. One possibility might be the funding of future Christmas Lights.

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

- (b) The General Reserve is now at a significant level for a parish council with a precept and basic budget of the size that we have.

*Members are invited to consider how some of this reserve should be re-assigned.*

**64 Clerk's Report – for information** (enclosed)

**65 Bubblefest 2024 – for approval and agreement** (enclosed)

A Bubblefest Working Group meeting was held on Wednesday, 9 August 2023. The notes of the meeting have been enclosed.

Also enclosed is a document updating the Council with progress in relation to Working Group agreements with respect to the way forward arrived at during that meeting. Further matters for members' consideration are also raised in the document.

*Members are invited to consider and approve the Working Group recommendations listed in the document and agree the way forward in relation to the other matters raised.*

**66 Date of Next Meeting:** 23 October 2023

**Please let the Clerk know if you intend to join the meeting by emailing [clerk.haighpc@gmail.com](mailto:clerk.haighpc@gmail.com) by Saturday, 2 September 2023. Copies of Parish Council Minutes are lodged at Aspull Library and may be accessed online on Wigan Council's website.**

*K Pilkington*

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