



Haigh
PARISH COUNCIL

**The Annual Meeting of the Parish Council
WILL BE HELD IN ST DAVID'S PARISH HALL
TUESDAY 16 MAY 2023 at 6:30pm**

Agenda

- 1 Election of Chairman**
To elect the Chairman of the Parish Council to serve until the Annual Meeting in May 2024. Members are invited to put forward nominations for the office.
- 2 Chairman's Declaration of Acceptance of Office**
To receive and witness the Chairman's Declaration of Acceptance of Office.
- 3 Election of Vice Chairman**
To elect the Vice Chairman of the Parish Council to serve until the Annual Meeting in May 2024. Members are invited to put forward nominations for the office.
- 4 Audit, Governance & Standards Committee**
To appoint the Council's representative on Wigan Council's Audit, Governance & Standards Committee. The member appointed will become a co-opted member of this committee – which means that they have an advisory status – and will serve until the Annual Meeting in 2024. The position is currently held by Cllr Bobbie Darbyshire.
- 5 Register of Interests** (circulated via a separate email)
Members are invited to complete the Register of Interests form and return it to the Clerk at the meeting. Please read the accompanying Guidance.
- 6 New Code of Conduct for Members 2023 – for adoption**
The new Code of Conduct for Members adopted by Wigan Council in March has been shared with the Parish Council. It is based on the Local Government Association's Model Code of Conduct and has been personalised for the Parish Council. It is recommended for adoption.
- 7 Training for New Councillors**
The Lancashire Association of Local Councils provide training for parish councillors in Lancashire, Merseyside and Greater Manchester.

One of the courses they run is aimed at new councillors and existing councillors in search of a refresher. The course is called ‘A Whistlestop Tour for New Councillors & Clerks’ and is run virtually for large numbers of councillors. The next online session is on Monday, 12 June at 7pm. The session lasts 2 hours and the fee is £35 per person, which would be covered by the Council. At the time of preparing this agenda there were 15 spaces available.

The course describes the role of the Parish Council, its powers, responsibilities and purpose. The course will set out in some detail how Councillors should behave, how meetings are conducted, how the Council raises money, the rules surrounding how decisions are taken to spend it, and the need for transparency in conducting its business. New councillors and any sitting members who were not able to join the session provided earlier this year are invited to consider joining on 12 June. Please let the Clerk know if you wish to be booked into the session.

Members are invited to approve the expenditure on bookings.

8 Apologies for Absence

To receive apologies from councillors.

9 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.

10 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.

11 Minutes of the Ordinary Meeting (27 March 2023)

– for approval (enclosed)

To receive and approve the Minutes of the Ordinary meeting held on 27 March 2023 for signature by the Chairman.

12 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 March that are not otherwise included on the agenda.

Actions from the Meeting of 27 March 2023

No.	ISSUE	ACTION	BY WHOM	COMPLETED
578	Matters Arising	Consult residents about	Cllr C Kenyon	

		location identified for Christmas tree		
584	Community Engagement	Call meeting of those interested in setting up a Haigh Parish CG association for the purposes of fundraising	Cllr C Kenyon	
588	Litter Bins	Select locations for 4 bins	Cllr P Kenyon	

Members are invited to update the Council on progress with the above actions and report on any other matters they wish to raise.

Haigh Hall Car Park Queues in School Lane

Cllr Andrew Wilson would like to report that the Haigh car park queues remain a problem for the Parish and a Health & Safety risk that needs to be managed. This has been raised with Wigan Council previously and they responded to say that they were working on a traffic management plan. This does not appear to have been shared so far. Cllr Wilson is of the view that the Parish Council should raise this topic again with Wigan Council and find out if there are any further updates.

Progress with actions assigned to the Clerk is either included in the narrative relating to other agenda items or in the Clerk's Report.

13 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 detached dwellings, etc following demolition of existing mill buildings (Representation submitted - presumed awaiting Planning Committee meeting date – next meeting is on 13 June 2023)
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 (Objection submitted – awaiting decision)

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.

At the time of preparation of this agenda there were no new applications to put before the Council.

14 Parish Newsletter – for discussion and agreement

At the meeting in March it was agreed that Cllrs Bobbie Darbyshire and Andrew Wilson would act as editors and collate articles for the newsletter with a view to its publication and distribution in hard copy in early June. Following that meeting Cllr Emily Hetherington emailed the Clerk and offered to help with this.

Cllrs Emily Hetherington and Clare Kenyon agreed to look into digital publication of the newsletter.

Members are invited to:

- (a) report on progress with the collating of articles for the newsletter
- (b) agree who will prepare the layout
- (c) allocate distribution areas – the list of areas is enclosed – the shaded sections are already taken by two volunteer residents.

15 Path Improvements in the Lower Plantations

– for consideration and agreement

Cllr Paul Kenyon will be meeting with Wigan Council on 23 May to discuss improvements to the path running by the river in the lower plantations. Subject to progress made during the meeting, Cllr Kenyon may wish to propose that the Parish Council submits a bid to the Greater Manchester Development Fund for a grant towards the project costs.

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

16 Haigh Parish Award – for agreement & adoption (enclosed)

Cllr Andrew Keogh has put forward a proposal that the Parish Council should present an award to those who make a valuable contribution to Parish life. A document containing details of the proposal, the formal Policy and a nomination form is enclosed.

Members are invited to agree the best way forward and, if appropriate, adopt the formal Policy and nomination form.

17 Budget Out-Turn to 31 March 2023 – for approval (enclosed)

The budget out-turn for 2022/23 is enclosed.

Most cost centres show small underspends.

A successful insurance claim for the damaged bench resulted in a significant saving in the ‘Street Furniture’ cost centre.

Last minute cancellation of the Bubblefest in September 2022 resulted in a loss of income from events and funds from reserves. This was because stall and ticket fees had to be refunded and, consequently, reserves had to be used to partially pay performers and cover the purchase of the stock of bubble wands that could not be sold.

A grant of £2,500 was received from Northern Heart & Soul at the end of the financial year. This has been placed in a reserve for use to support projects nominated via the ‘Vocal Eyes’ platform.

Balances in the remaining in the active cost centres totalled £825 (including expenditure contingency).

All VAT spent over the past three years has been re-claimed.
Members are invited to review and approve the budget out-turn for 2022/23.

18 Income / Expenditure Account, y/e 31 March 2023

- for approval (enclosed)

19 Annual Governance Statement 2022/23 - for approval (enclosed)

20 Accounting Statements 2022/23 - for approval (enclosed)

21 Exemption from External Audit 2022/23 - for approval (enclosed)

22 Period for the Exercise of Public Rights 2022-23

– for agreement (enclosed)

Members are invited to agree the period for the exercise of public rights 2022-23, which is explained in the enclosed document.

23 Insurance – for approval (enclosed)

The Parish Council's insurance with Zurich Municipal is due for renewal on 1 June 2023. The Policy Schedule is enclosed. The premium quoted this year is: £394.32. This is £30.42 more than in 2022-23 – a larger increase than usual, probably because we made a claim last year for the damaged bench that we replaced.

Members are invited to approve this.

24 Accounts 2023/24 – for approval

Income:

Vocal Eyes grant = £2,500 (received on 29 March)

Precept = £4,200

Council Tax Support grant = £1,032

TOTAL = £7,732

Expenditure:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
1	Employee No.1	Salary (Apr & May)	£366.34	N/A	£366.34
2	HMRC	Tax (Apr & May)	£ 91.60	N/A	£ 91.60
3	Employee No.1	Mileage	£ 10.40	N/A	£ 10.40
4	Wigan NE PCC	Room rent (May)	£ 20.00	N/A	£ 20.00
5	LALC/NALC	Annual subscription	£168.41	N/A	£168.41
6	Zurich Municipal	Insurance	£394.32	N/A	£394.32
	Total:		£1051.07	N/A	£1051.07

Balance at bank on 31 March 2023 = **£10,685.69**

Estimated balance at bank after above income received after 31 March 2023 & above expenditure = **£14,866.62**

Members are invited to approve the above payments.

25 Clerk's Report – for information (to follow verbally on the day)

26 Bubblefest 2023 – for information and approval (enclosed)

The last Bubblefest Working Group meeting took place on Tuesday, 18 April 2023. Progress with arrangements was discussed and the notes of the meeting are enclosed.

Members are invited to update the Council on any actions undertaken and approve any decisions that need full Council approval.

27 Date of Next Meeting: 3 July 2023

Please let the Clerk know if you intend to join the meeting by emailing clerk.haighpc@gmail.com by Sunday, 14 May 2023.

Copies of Parish Council Minutes are lodged at Aspull Library and may be accessed online on Wigan Council's website.

K Pilkington

Krystyna Pilkington
Clerk to Haigh Parish Council
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