



Haigh
PARISH COUNCIL

**An Ordinary Meeting of the Parish Council
WILL BE HELD AT ST DAVID'S PARISH ROOMS
MONDAY 1 JULY 2024 at 6:30pm**

Agenda

181 Election of Vice Chairman

To elect the Vice Chairman of the Parish Council to serve until the Annual Meeting in May 2025. Members are invited to put forward nominations for the office.

182 Apologies for Absence

To receive apologies from councillors.

183 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.

184 Christmas Decorations – *for information and approval*

Mr Chris Pennington of Wigan Council's Street Lighting team has informed the Council that the cost of fitting the infrastructure for lamp standard decorations in Haigh Road will be £350 per standard. This is a one-off expenditure. The total cost will depend on how many lamp standards are involved. Not all lamp standards along the stretch of Haigh Road involved are suitable, as some are too close to residential properties. Mr Pennington has agreed to provide information about potential motifs and hopes to be able to attend the meeting. A decision about motif designs can be made as late as the meeting in September, but the order for infrastructure needs to be placed soon. It is estimated that there could be up to 7 or 9 standards involved, so the cost for

fitting the infrastructure would be £2,450 for 7 up to £3,150 for 9. Funding for the Christmas decorations has been set aside in the Participatory Budgeting Projects reserve, which currently stands at £5,804.

Members are invited to agree the best way forward and approve relevant expenditure.

185 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.

186 Minutes of the Annual Meeting of the Council (7 May 2024)

– for approval (enclosed)

To receive and approve the Minutes of the Ordinary meeting held on 7 May 2024 for signature by the Chairman.

187 DRAFT Minutes of the Annual Parish Meeting (21 May 2024)

To receive the draft minutes of the Annual Parish Meeting. (to follow)

188 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 May that are not otherwise included on the agenda.

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

189 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 <i>(Application withdrawn)</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 [Non determination appeal dismissed])</i>
A/24/97227/CU	Waterworks Farm Arley Lane Haigh Wigan WN1 2UJ	Change of use of existing land to private hire dog exercise area together with the erection of 1.8m high tensile steel deer fencing
A/24/97011/FULL	Haigh Woodland Park Stables Complex School Lane Haigh Wigan	Installation of an external cooling unit housed within a purpose built timber store with louvered doors

	WN2 1PE	
A/24/97005/LB	Haigh Woodland Park Stables Complex School Lane Haigh Wigan WN2 1PE	Listed Building Consent for the installation of an external cooling unit housed within a purpose built timber store with louvered doors
A/24/96753/RET	Willoughby Farm Meadow Pit Lane Haigh Wigan WN2 1LQ	Change of use of agricultural barn to a commercial venue (Use Class Sui Generis) with associated external alterations including installation of windows and doors and creation of additional parking spaces. Retrospective application
A/24/97313/VAR	Mowpin Lodge New Road Haigh Wigan WN2 1PF	To vary condition 2 of planning permission A/23/94895/LA - to alter the extent of the landscaping adjacent to Mowpin Lodge gate, including the removal of two trees
A/24/97313/VAR	Mowpin Lodge New Road Haigh Wigan WN2 1PF	To vary condition 2 of planning permission A/23/94895/LA - to alter the extent of the landscaping adjacent to Mowpin Lodge gate, including the removal of two trees

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

The Stables, Pendlebury Lane

This matter is being dealt with by Planning Enforcement, who have now referred it to Wigan Council's Legal team. The latter have started legal proceedings and a date for a Magistrates Court hearing has been set for mid-July 2024. The Chairman will lead on this.

190 Bridge 63 – for information and agreement

An article recently appeared in Wigan Today announcing that fresh plans have been unveiled to bring the neglected former pub back to life. Bridge 63 at Red Rock has stood empty and increasingly shabby since it closed its doors in 2011. Three years ago the owner announced ambitious plans to revive its fortunes, but they failed to materialise.

There has been an increasing amount of pressure from local residents on

the owner to get something done about it. And now he has revealed new intentions for a revamp and a relaunch of the pub, calling it a “go to” inn with its original name, The Crawford Arms. This time he is seeking business partners.

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

191 Canal Towpath – *for information and agreement* (to follow)

Cllr Paul Kenyon will provide an update on progress with this project. Earlier this year the Parish Council agreed to set aside £4,000 in grant funding from its budget towards the costs of repairs to the canal towpath in the Parish. A grant application form for completion and a request for supporting documentation have been sent to the Canal & River Trust. The completed form has been submitted. Supporting information is still awaited. Wigan Council’s Environment Department have agreed to match fund this with a grant of £4,000 and Cllr Chris Ready has agreed to support the project with a £1,000 grant from his Brighter Borough pot.

Members are invited to approve the grant.

192 Meeting with Wigan Council Officers – *for information* (enclosed)

The meeting with Wigan Council officers took place on Monday, 17 June at 4pm via MS Teams. Members present are invited to provide feedback. The next meeting will be on 2 September 2024.

The amended minutes of the meeting in March and the minutes of the meeting in June are enclosed.

193 Haigh Parish Awards – *for discussion and approval*

It was agreed at the last meeting that the nominations for the awards would be discussed electronically and decisions would be ratified at this meeting. The outcome of the discussion resulted in the following proposals being made to the Council:

- (a) All nominees should be presented with an award;
- (b) All members of the group nominated should receive a small token, e.g. a medal, rather than the plaque originally agreed as the award to be presented to individuals;
- (c) The Mayor of Wigan should be invited to present the awards at a presentation evening;
- (d) The presentation evening should take place at The Stables and light refreshments should be served;
- (e) The presentation evening should take place in the Autumn, e.g. on a date in October.

Members are invited to discuss and approve the above proposals.

194 Bubblefest 24 – for approval (to follow)

195 Internal Audit Report 2023-24 – *to accept and approve* (enclosed)

The Parish Council’s internal audit has been completed. Enclosed are the Internal Auditor’s report for 2023-24 and the Annual Internal Audit

Report, which forms part of the Annual Governance and Accountability Return 2023-24.

Members are invited to review, accept and approve both documents.

196 Review of Effectiveness of Internal Audit 2023-24 - for approval

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:

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

197 Appointment of Internal Auditor 2024-25 - for approval (enclosed)

Members are invited to consider appointing Heelis & Lodge as the Council's internal auditors for 2024-25. The current fee for a Parish Council with an income of this size is £170. A document outlining the scope of the Internal Audit is enclosed.

198 New Financial Regulations 2024-25 - for approval (enclosed)

199 Review of Standing Orders - for approval (enclosed)

The Standing Orders have been reviewed and Standing Order No.40 has been amended to fit in with the new Financial Regulations.

Members are invited to review the Standing Orders and approve the amendments.

200 Safeguarding Policy – for adoption (enclosed)

Although parish councillors and staff do not have unsupervised contact with children or vulnerable adults, it is necessary for the Parish Council to have a simple Safeguarding Policy in place. This is because the Parish Council runs events for children and some of its volunteers and staff may have either direct or indirect contact with children or vulnerable adults.

Enclosed is a personalised policy prepared from a template intended for parish councils. Members familiar with such policies will notice that it is significantly lighter compared to those in use in the education and care sectors. Parish councils are not required to have such detailed safeguarding policies, unless they are directly involved in activities where personnel have regular unsupervised contact with children and/or vulnerable adults on anything other than an occasional basis.

Members are invited to review and adopt the Policy.

201 Quarterly Budget Monitoring – for review and approval (enclosed)

The quarterly budget monitoring document is enclosed. All cost centres are currently on line.

- (a) Because audit fees have increased since last year the 'Insce,Aud,Pub,Subs, Rent' cost centre is expected to show an overspend by October. Consequently, there is not enough allocated to the cost centre to cover room rent for the remainder of the financial year.

Members are invited to approve a virement of £100 from the 'Contingency' cost centre to the 'Insce,Aud,Pub,Subs, Rent' cost centre to cover the anticipated overspend, reducing the 'Contingency' cost centre to £400.

- (b) The launch of a new email address via Ionos has introduced monthly charges which were not included in the 'Mileage, post, email' cost centre and it is expected to show an overspend by October. Consequently, there is not enough allocated to the cost centre to cover the total expenditure from this cost centre for the remainder of the financial year.

Members are invited to approve a virement of £36 from the 'Contingency' cost centre to the 'Mileage, Postage, email' cost centre to cover the anticipated overspend, reducing the 'Contingency' cost centre further to £364.

- (c) The expenditure approved last financial year for a new notice board in Leyland Mill Lane has not yet been used.

Members are invited to approve a rollover of £525 from FY2023 to FY2024 as shown on the spreadsheet.

202 Accounts 2024/25 – for approval

Income from 3 April 2024 to 21 June 2024:

Bubblefest stall fees = **£525**

Expenditure:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
12	Employee No.1	Email-basic 5 (Ionos) (May)	£ 2.50	£0.50	£ 3.00
13	Employee No.1	Email-archiving (Ionos) (May)	£ 1.00	£0.50	£ 1.20
14	Heelis & Lodge	Internal Audit fee	£170.00	N/A	£170.00
15	Employee No.1	Salary (May & June)	£632.72	N/A	£632.72
16	HMRC	Tax (May & June)	£158.20	N/A	£158.20
17	Wigan NE PCC	Room rent (July)	£ 20.00	N/A	£ 20.00
18	Employee No.1	Mileage (May & June)	£ 15.60	N/A	£ 15.60
19	Digital Impressions	Bubblefest posters	£ 28.67	£5.73	£ 34.40
20	Employee No.1	Email-basic 5 (Ionos) (June)	£ 2.50	£0.50	£ 3.00
21	Employee No.1	Email-archiving (Ionos) (June)	£ 1.00	£0.50	£ 1.20
Total:			£1032.19	£7.73	£1039.32

Balance at bank on 21 June 2024 = **£30,657.23**

Estimated balance at bank after the above payments = **£29,617.91**

Members are invited to approve the above payments.

203 Clerk's Report – for information

There is nothing further to report at this time.
204 Date of Next Meeting: 2 September 2024

Please let the Clerk know if you intend to join the meeting by emailing clerk@haighparishcouncil.org.uk by Saturday, 29 June 2024.

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 - 01257 473022