



Haigh
PARISH COUNCIL

**An Ordinary Meeting of the Parish Council
WILL BE HELD IN ST DAVID'S PARISH HALL
MONDAY 23 OCTOBER 2023 at 6:30pm**

Agenda

67 Apologies for Absence

To receive apologies from councillors.

68 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.

69 Matters Introduced by Members of the Public

– *for information* (enclosed)

An opportunity for any members of the public present to raise issues for the attention of members.

(a) An email from a resident about an H&S issue in Hall Lane is enclosed. The resident has also sent photos intended to demonstrate the gradients associated with Hall Lane, but I have not included these, as members are all familiar with them.

70 Minutes of the Ordinary Meeting of the Council

(4 September 2023) – *for approval* (enclosed)

To receive and approve the Minutes of the Meeting of the Council held on 4 September 2023 for signature by the Chairman.

71 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.

72 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>(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 – non-determination appeal dismissed)</i>
A/23/96168/FULL	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
A/23/96169/LB	The Coach House Haighlands Copperas Lane Haigh Wigan WN2 1PB	Listed Building Consent to convert and extend former coach house to use for residential purposes, together with alterations to external elevations
A/23/96144/HH	Worthington Barn Arley Farm Arley Lane Haigh Wigan WN1 2UJ	Extension to side of existing detached outbuilding
A/23/96026/FULL	Willoughby Farm Meadow Pit Lane Haigh Wigan WN2 1LQ	Extension to existing building

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.

73 Places for Everyone – Proposed Modifications Consultation

- for discussion and agreement (enclosed)

The deadline for responses is 6 December. If members wish to submit a corporate response, it is recommended that detailed discussion should

be deferred until the meeting on 4 December to give the Council time to read all of the documentation and have a meaningful discussion before submitting such a response.

74 Casual Vacancy – for discussion and agreement

The vacancy was advertised again in September with a deadline of 15 October for applications. To date no applications have been received. *Members are invited to discuss and agree the best way forward.*

75 Remembrance Sunday – for agreement

The wreath has arrived and may be collected from Aspull RBL Club immediately prior to the Parade or earlier if that is more convenient. The person collecting it will also need to complete the tribute card. *Members are invited to agree who is to lay the wreath on behalf of the Parish Council.*

76 Meeting with Wigan Council’s Senior Officers

(a) Feedback from Meeting Held on

Thursday, 21 September 2023 – for information (enclosed)

Members are invited to provide feedback from the meeting held last month via MS Teams. The minutes of the meeting are enclosed. Enclosed also are some of the documents requested by the Parish Council.

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

The next meeting with Wigan Council’s senior officers is on Tuesday, 12 December 2023. It will be held via MS Teams and will begin at 4pm.

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

77 Bubblefest 2024 – for consideration and agreement

All actions agreed at the meeting in September – other than that of appealing for volunteers - have been progressed and bookings have been confirmed (*See list of actions*).

(a) The Clerk is currently in discussion with the interactive musician about what she is able to offer and will report back to the Council at the meeting.

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

(b) Bookings of food and drink providers need to be made now, as stallholders are being booked up very quickly for 2024 and many have standing commitments for certain dates at other venues.

In 2023 we charged £75 for food and drink stalls, £25 for non-food stalls and stalls run by community groups and small local Charities were FREE. Until fees are decided the booking form cannot be updated and used and it is quite difficult to persuade stalls to make a commitment, unless they have this information.

Members are invited to consider this and agree the stall fees for 2024. The options are to keep fees as they are, increase them by a small amount or reduce them.

78 St David's Church – Assets of Community Value

& Localism Act 2011 – *for discussion & agreement* (enclosed)

Members are invited to consider the enclosed paper and discuss the way forward.

79 Haigh Parish Christmas Lights – *for discussion and agreement* (enclosed)

80 Haigh Parish Council Email Address - *for discussion and agreement*

In the JPAG Practitioners Guide 2023 it states:

1.26 Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.

The Clerk sought clarification from the Lancashire Association of Local Councils of what the above means.

We received the following reply:

“It doesn't mean 'day to day' access – in the template Financial Regulations at 6.11 it speaks about putting passwords in a sealed envelope to ensure the Council can continue in the Clerk's 'unexpected' absence ie, emergency situations. In the event of such an emergency situation occurring, the sealed envelope is opened by the Chairman in the presence of two councillors.

JPAG is updated every year and is beginning to introduce subjects, such as the email one, and then is continuing to tighten them up year on year. It is thought that Councils should appear professional and a council email is good for continuity and professionalism - they are aiming to discourage personal emails being used.

*A Council owned website these days is more commonplace and encouraged so items such as the AGAR is displayed correctly, the AGAR now carries a box to put in the website link to show where all the AGAR documents are displayed so external auditors can check. A Council email often is incorporated in what you get when buying a website and most are using the style: clerk@***council.gov.uk or .org or .org.uk”*

As the Parish Council agreed at the last meeting that we would not run a separate website, Cllr Andrew Keogh has carried out research into the possibilities with regard to a parish council email address. The Ionos Mail Basic 5 package will meet this requirement. In the event that we move to full Council having the same email domain we can simply increase the mail accounts from 5 to 8.

Both haighparishcouncil.org.uk and haighpc.org.uk are available, so whichever the Council prefer.

In year 1 the cost of the domain will be £1. In future years it will be £10 (assuming no price increase).

In year 1 the cost of the mailbox will be £12, rising to £30 in year 2.

So around £40 per year from year 2 onwards.

Contract terms are for 12 months and auto renew.

All prices ex VAT (which we can claim back.)

There are also options to add "Domain Guard" and "Email archiving", – Cllr Keogh does not think they are necessary, but this is a matter for the Council.

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

81 Standing Orders (Review) – for approval (enclosed)

Members are invited to undertake the annual review of the Standing Orders and agree any changes.

82 Financial Regulations (Review) - for approval (enclosed)

Members are invited to undertake the annual review of the Financial Regulations and agree any changes.

83 Financial Risk Assessment (Review) - for approval (enclosed)

Members are invited to undertake the annual review of the Financial Risk Assessment and agree any changes.

84 Accounts 2023-24 – for approval

Income: £nil

Expenditure:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
30	Employee No.1	Salary (Sept & Oct)	£366.34	N/A	£366.34
31	HMRC	Tax (Sept & Oct)	£ 91.60	N/A	£ 91.60
32	Employee No.1	Mileage	£ 5.20	N/A	£ 5.20
33	Wigan NE PCC	Room rent (Oct)	£ 20.00	N/A	£ 20.00
Total:			£483.14	N/A	£483.14

Item 15 for £145.50 (*approved in July*) was invoiced soon after the last meeting and so, a payment of £145 (the amount on the invoice) was made.

Balance at bank on 30 September 2023 = **£25,088.81**

Estimated balance at bank following payment of Items 30 to 33
= **£24,605.67**

Members are invited to approve the above payments.

85 Clerk's Report – for information (enclosed)

86 Dates of Meetings 2024 – for approval (enclosed)

87 Date of Next Meeting: 4 December 2023

POTENTIAL CONFIDENTIAL ITEM

88 Clerk's Salary Review – for discussion and agreement (enclosed)

Please let the Clerk know if you intend to join the meeting by emailing clerk.haighpc@gmail.com by Saturday, 21 October 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
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