



Haigh
PARISH COUNCIL

**An Ordinary Meeting of the Parish Council
WILL BE HELD AT ST DAVID'S PARISH ROOMS
MONDAY 2 SEPTEMBER 2024 at 6:30pm**

Agenda

205 Apologies for Absence

To receive apologies from councillors.

206 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.

207 Casual Vacancy – *for discussion and agreement* (enclosed)

Cllr Andrew Keogh resigned from the office of councillor with effect from 8 July 2024. The Casual Vacancy was announced by the Returning Officer soon afterwards. The Elections Officer has written to say that she

has not received any requests for an election, so the Parish Council may now set the process for co-opting a new councillor in motion.

The procedure is enclosed.

Members are asked to note the following:

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

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

208 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.

209 Minutes of the Ordinary Meeting of the Council (1 July 2024)

– *for approval* (enclosed)

To receive and approve the Minutes of the Ordinary meeting held on 1 July 2024 for signature by the Chairman.

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

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

211 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.

212 Planning Applications – *for consideration & agreement*

A/24/97280/OUT	Rothwells Stud Sennicar Lane Wigan WN1 2SN	Outline application for the erection of 3 detached dwellings, following the demolition of the existing steel portal frame building <i>(Objection submitted)</i>
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Members are invited to note the current status of the above application with regard to which the Council have submitted a representation since the last meeting, to consider any new applications validated since the last meeting and agree the best way forward.

The Stables, Pendlebury Lane

The Planning Enforcement officer has informed the Parish Council that the court case with regard to unlawful development was heard on 19 July at the Magistrates Court. The landowners pleaded guilty to failing to comply with the Enforcement Notice and were fined a total of £470.00 each. Whilst the Magistrates Court does not have the powers to instruct the notice to be complied with, the Magistrates gave a clear warning to the defendants of the need to comply with the Enforcement Notice to avoid further action and costs.

Notwithstanding this, in order to ensure compliance with the Enforcement Notice and in line with the Council’s Enforcement Policy, Planning Local Enforcement Plan and advice from Wigan Council’s Legal team, the Council is now considering taking Direct Action under the Town and Country Planning Act 1990. At this stage no exact timescales can be put on when any Direct Action will take place. The Enforcement Officer will provide a further update in due course.

The temporary Tent Pegging events are a separate matter. The activities that have been observed in the field and reported do not constitute Temporary Events on more than 28 days per calendar year or a change

of use. The Town and Country Planning (General Permitted Development) (England) Order 2015, Schedule 2, Part 4, Class B allows up to 28 temporary events per calendar year without requiring planning consent. By 11 July 2024, there had been one event that met the criteria. In addition there has been no material change of use of the land as defined within Section 55 of the Town and Country Planning Act 1990.

213 Christmas Decorations – *for retrospective approval*

The Parish Council approved an expenditure of £3,500 on the introduction of infrastructure for Christmas lighting to 10 lamp posts in Haigh Road during its meeting in July. The infrastructure has been ordered.

At that meeting Wigan Council's Street Lighting officer was asked to look further into the cost of purchasing lighting garlands. The Clerk was asked to contact Wigan's Aspull ward councillors to ask them if they would be prepared to make a financial contribution towards the project. A company called Lite had the following stock available:

- 6 x refurbished static white wraparound garlands and
 - 4 x refurbished static white wraparound garlands with a flash
- at a cost of £90 each (total = £900) provided the order was placed by 31 July 2024.

An email consultation indicated that the majority of councillors were in favour of making the purchase, so an order was placed.

The 'Christmas Decorations' cost centre currently stands at £3,300.

Members are invited to retrospectively approve the purchase and a virement of £1,100 from the 'Participatory Budgeting Projects reserve' to the 'Christmas Decorations' cost centre. This will leave £4,704 in the reserve.

The garlands will be installed at the same time as the infrastructure, so the total cost this year will be £3,500 + £900 = £4,400. In future years the cost of installing the garlands is likely to be £1,100 each year.

214 Canal Towpath – *update*

In July 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. The funds have now been transferred to the Canal & River Trust, where it has been earmarked for this project. A team from the Community Payback Scheme are working were working on it for one day a week and were considering the possibility of extending this to two days a week.

Cllr Paul Kenyon will provide an update on progress with the project.

215 Meeting with Wigan Council Officers – *for information*

The meeting with Wigan Council officers is due to take place on Monday, 2 September a 4pm via MS Teams. Members present at the meeting are invited to provide feedback.

216 Haigh Parish Awards Evening – for discussion and agreement

Since the meeting in July

- (a) The upstairs reception area at Two Left Feet has been booked from 6:30pm on Thursday, 26 September. Hire of the room normally costs £90, but for the Parish Council it will only be £30. Car parking will be available free of charge at the Stables car park and egress will be managed by Two Left Feet.

Members are invited to approve the hire fee.

- (b) All recipients have been notified about their awards and most will be able to attend the presentation evening. (Arrangements will need to be made to present awards to those not able to attend on another occasion.)

- (c) The Mayor of Wigan has accepted the invitation to present the awards. Dist Cllr Debbie Parkinson and her consort will arrive at 6:45pm. They will need to be formally greeted at the entrance and escorted to the reception. There is a protocol to be followed.

Members are invited to discuss and agree the following at this meeting:

- (a) Who is to design and organise the printing and framing of the certificates for the members of the group receiving an award.
- (b) The order of events during the presentation evening. Because the Mayor will be in attendance there will be a protocol to follow. This can be found on the Wigan Council website.
- (c) In July it was agreed that wine and nibbles would be served. The number attending is being finalised and, once known, the cost will need to be approved and the refreshments will be ordered.

217 Bubblefest 24 – for information and discussion (enclosed)

The income / expenditure account for Bubblefest 24 is enclosed. We are still awaiting the invoice from Forster's and a promised donation from CJ Ices.

Members are invited to consider the account, provide feedback on the day and agree the way forward.

Going forward, in the first instance a decision needs to be taken about whether and when to hold Bubblefest 25, although the date of a future event will depend on the availability of bubble artists and the facilities at Haigh Woodland Park.

218 Remembrance Sunday – for agreement

Remembrance Sunday this year is on 10 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 Aspall War Memorial 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 another parish councillor who deputises for him) as part of the Remembrance Sunday parade.

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 or a volunteer. The poppies remain on display throughout November, after which the poppies are removed by the same contractor or volunteer. Last year a former parish councillor took responsibility for this. The former parish councillor still has the poppies and has offered to do this again. He will be covered by the Parish Council's insurance.

Members are invited to approve the above arrangement.

219 BioBlitz at Haigh Woodland Park - update

The idea and value of conducting a BioBlitz in Haigh Woodland Park were discussed during the Council meeting in July. Having been advised that it would be carried out by a Groundwork Trust and that there would be no financial implications for the Parish Council, the Council agreed to support the commissioning of a BioBlitz in the Park. Al&Al have been consulted and are very keen on the idea. The matter has also been discussed with Dr Sylvia Travers, who is interested in appointing someone from the staff at HWP to take responsibility for steering the project.

Cllrs Paul Kenyon and Clare Kenyon will provide an update on progress with the project.

220 Quarterly Budget Monitoring

– for information and approval (enclosed)

Expected routine expenditure to the end of September has been included in the report. All cost centres are on line.

- (a) Income from Bubblefest 24 is also shown. £8,950 of this income has been shown as being transferred to the General Reserves.
- (b) A s137 grant of £4,000 to the Canal & Rivers Trust was approved in July. This was previously ring-fenced in a reserve. The grant has now been transferred following a virement of this amount to the 'Grants & Donations' cost centre.

Members are invited to approve the above virements retrospectively.

221 Accounts 2024/25 – for approval

Income from 1 July 2024 to 15 July 2024:

Bubblefest stall fees = **£150**

Bubblefest gate tickets (Cash) on the day = **£223.20**

Bubbling stall (Cash) = **£85**

Eventbrite = **£8,382.50**

TOTAL = £8,840.70

Expenditure:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
22	ToiletsontheGo	Toilet hire	£ 304.00	£ 60.80	£ 364.80
23	Councillor No.1	Plaques	£ 86.66	£ 17.33	£ 103.99
24	Councillor No.2	Carpet	£ 45.00	N/A	£ 45.00
25	Employee No.1	Golden Days	£ 8.65	£ 1.73	£ 10.38
26	Wigan Pier Prom	3 x Performers' fees	£1185.00	£237.00	£1422.00
27	Bubble Artist (1)	Performance fee	£ 400.00	N/A	£ 400.00
28	Bubble Artist (2)	Performance fee	£ 650.00	N/A	£ 650.00
29	C&R Trust	s137 grant	£4000.00	N/A	£4000.00
30	Bubble Artist (3)	Performance fee	£ 450.00	N/A	£ 450.00
31	Employee No.1	Salary (July)	£ 316.46	N/A	£ 316.46
32	HMRC	Tax (July)	£ 79.00	N/A	£ 79.00
33	Employee No.1	Eml-b5 (Ins) (July)	£ 2.50	£ 0.50	£ 3.00
34	Employee No.1	Eml-arch (Ins) (July)	£ 1.00	£ 0.20	£ 1.20
35	Wigan Council	HWP staff hire	£ 100.00	N/A	£ 100.00
36	Employee No.1	Salary (August)	£ 316.26	N/A	£ 316.26
37	HMRC	Tax (August)	£ 79.20	N/A	£ 79.20
38	Employee No.1	Mileage (August)	£ 5.20	N/A	£ 5.20
39	Employee No.1	Eml-b5 (Ins) (Aug)	£ 2.50	£ 0.50	£ 3.00
40	Employee No.1	Eml-arch (Ins) (Aug)	£ 1.00	£ 0.50	£ 1.20
41	Wigan NE PCC	Room rent (Sept)	£ 20.00	N/A	£ 20.00
	Total:		£8052.43	£318.26	£8370.69

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

Items 22 to 35 in the above table have been approved previously and have already been settled by BACS.

Estimated balance at bank after the above income, payments approved in July and payments to be approved at this meeting = **£30,087.92**

Members are invited to approve the above payments.

222 Clerk's Report – for information

There is nothing further to report at this time.

223 Date of Next Meeting: 28 October 2024

Please let the Clerk know if you intend to join the meeting by emailing clerk@haighparishcouncil.org.uk by Saturday, 31 August 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
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