**HAUGHTON PARISH COUNCIL**

Clerk: Mrs Lisa Horritt

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**DRAFT Minutes**

Minutes of the meeting held on Monday 23rd January 2017 at 7.30 pm at Haughton Village Hall

Attendees: Chairman Cllr M Allen Cllr G Anslow Cllr I Forrester
Cllr T Grattage
Cllr I Sunley Cllr D Warbrick Clerk: Lisa Horritt
The meeting was Quorate

By invitation: SBC Cllr Ray Sutherland, Cllr M Winnington (arrived at 8.30)

**Public Open Forum**No members of the public were present

1. **To receive apologies and record absences**Cllr A Heath, Borough Councillor S Leighton
2. **To receive any Declarations of Interest in the following agenda**There were no declarations of interest
3. **To receive and confirm the minutes of the meeting held on 28th November 2016**The minutes were proposed, seconded and approved as a true and accurate record.
4. **To receive any reports from Borough and County Councillors**This was deferred until the Councillors arrived from their previous meeting.
Cllr Winnington noted that the roads were suffering in the poor weather. He asked the Council to keep him informed of any dangerous potholes, it was reported there is one on the A518 heading towards Gnosall on the bend. Clerk to forward information to Cllr Winnington. Cllr Winnington noted it is too wet for the Roadmaster machine to work at present.
Cllr Winnington congratulated the village on the Christmas lights and the money raised for charity.
Cllr Winnington had been contacted by the Clerk relating to the surface water drainage relating to the new development on Rectory Lane. It was agreed to organise a meeting between Stafford Borough Council enforcement, Mark Winnington and the Parish Council. Cllr Sutherland also noted he would be interested in attending.
Cllr Winnington was asked if the jetter was still available as there are still issues with the drains near the school. Clerk to email Cllr Winnington to request this work.

Cllr Sutherland updated the meeting about Strawberry Farm polytunnels as works appear to have started to erect the plastic. Cllr Sutherland will follow this up as plastic is not permitted in December or January.
Cllr Sutherland asked if any fly tipping could be reported to Streetscene and himself to monitor whether changes to charges at Stafford tip are affecting this.

Cllr Sutherland updated the meeting about the amenity visits costs increasing due to the third visit no longer being free. The issue of the timing of this was raised as many parishes have set or finished their budget process and this change had not been communicated well. Cllr Sutherland noted that he had asked about the concurrent funding and that there are no plans to remove this from Parishes in the future.

Flooding in Dale Lane was brought up following a letter from a resident about this. Cllr Sutherland will look into possible solutions.

1. **To consider planning matters, including planning decisions, notifications of appeals and the following applications:**No recent applications for discussion
2. **To discuss Highways, footpaths issues including those requiring reporting**Potholes reported in Long Lane between Dale Lane and Haughton.
The Council has received 30mph wheelie bin stickers from the Safety Data Partnership. These will be distributed with a letter to houses on Newport Road in the first instance and then other affected roads out of the village.
Grassy Lane update:
Drainage – Clerk has been in touch with the flood engineer from Staffordshire County Council and also enforcement at Stafford Borough Council. It is still unclear on what basis the conditions were discharged and if the flow rate is acceptable. Cllr Winnington to arrange meeting as per item 4.
Footpath – Cllr Sunley has been in touch with the footpaths team who will visit site on Tuesday 31st January. They will also then visit Red Lion Farm as there are potentially some issues with rights of way through the site.
3. **To discuss uses for the phone box once adopted and actions required**Councillors wanted to understand whether there would be any restrictions on resale in the event that is was not sufficiently used. Clerk to investigate.
It was suggested that it could be used as an information point. Councillors queried whether residents may wish to form a group to maintain it. The Clerk will also need to add this to the insurance schedule once adopted.
4. **To discuss the Garden Fete 2017, suggested dates and actions required**It was suggested that mid-late June may be a suitable time. It was agreed to see if the other local villages had any events around these dates. Venues were discussed, possibilities of the School or Village Hall. It was agreed to form a working party in relation to this. The party have no decision making powers and must report back to Council but this allows some general preparation between meetings.
5. **To confirm the precept for 2017/18**This had been agreed in principle at the last meeting, Councillors did not wish to make any amendments. It was agreed to set the precept at £14,270 for the year. Clerk to inform Stafford Borough Council.
6. **To discuss matters of finance including:**
7. **Accounts for approval**The list of payments is attached to these minutes.The accounts were approved for payment.
8. **Financial statements**The financial statement for the month was accepted. It was agreed to add a notes section to understand differences to budget.
9. **Approval of cancellation of payroll services provided by Peter Pritchard and confirmation of in-house requirements**This has been agreed during the budget process and councillors confirmed this action which would save £125.
10. **Play equipment repairs**RSS had carried out a free safety check of the play equipment. Some works are required to the zip wire, the total cost for this is £317. This was approved by the Council. Clerk to produce a purchase order and authorise the work.
11. **Telephone Banking**The Clerk is unable to speak to the bank about queries or get updates on transactions as she isn’t a signatory. Telephone banking was discussed as an option but it was agreed to continue with the process of getting internet banking up and running. This would give the Clerk access to information but she would be unable to authorise payments from the account as at present. This was approved by all present.
12. **To receive the Clerk’s report including correspondence**The report had been previously circulated and included:
* Amenity Visits. The third free visit has been removed by Stafford Borough Council – as the budget has already been set it was agreed to request 2 visits only this year to reflect the unexpected increased costs. Cllr Sutherland was also informed of the need for timely information to allow Parishes to decide whether to include increases in the precept.
* Joint Staffordshire Parish Councils Assn/Staffordshire County Council Workshop – February 23rd at 11.30am. Staffordshire County Council are also reducing services and exploring whether Parishes can take on these duties. This workshop will explore this more.
* 3 bottles of wine were received from J Hall with their Christmas card – it was agreed to donate these for raffle prizes to the WI, Church and Garden Guild.
1. **To receive reports from Councillors on:**
2. **General Maintenance**
No update required
3. **Park and football pitch**Cllr Warbrick updated the meeting. Works on the football pitch will begin shortly, this will involve specialised cutting, as such cutting on the pitch will not be required by J Hall. It was agreed that other works will be agreed for them to carry out under their budget.

Fencing works will commence in March and will take approx. 7-10 days. These works are all funded by the Tesco Grant money.
Cllr Anslow has agreed to take photographs before and after works for the websites and also to provide to Tesco.

1. **BKV**Peter Lawrence has confirmed that he won’t lead the BKV this year. He is happy to assist and guide in relation to the process. It was agreed to enter the BKV in 2017. Clerk to inform the Community Council of intent and forward the forms for completion.
2. **Village Hall**
Cllr Anslow informed the meeting that the car park is to be resurfaced next month. The AGM of the Village Hall Committee is to be held on May 8th 2017. The Christmas café worked very well and will be run again next year.
3. **War Memorial Project**

Cllr Grattage had receieved some information about long term care of the War Memorial – he will advise of any works required. He queried whether the Council would like to register the memorial – the Council were keen to explore this as a possibility.

The Council had approached J Hall in relation to adding gravel to the ground by the monument as suggested by the War Memorials Trust. The quote for this is £60. This was agreed by all present. Cllr Grattage to inform J Hall.

1. **To receive Chairman’s Announcements**

The Chairman noted about the meeting on February 23rd. Staffordshire County Council are reducing services and wish to consider co-operating with Parishes in order for works to be completed by them.

1. **To request any future agenda items**Clerk requested these 10 days before the next meeting. To include: BKV, Playing Field, Garden fete, Village working party.
2. **To confirm the date of the next meeting:** 27th February 2017
3. **Meeting Close**The meeting closed at 10.05pm