**HAUGHTON PARISH COUNCIL**

**Minutes of the Annual Meeting held on Monday 23rd May 2016 at 7.30pm**

Present: Cllr M Allen, in the Chair Cllr D Warbrick Cllr A Heath

 Cllr G Anslow Cllr T Grattage Cllr I Sunley

 Cllr I Forrester Jayne Cooper, Clerk

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| 1 | **To elect a Chairman and receive a signed Declaration of Acceptance of Office**Cllr Allen was nominated as Chairman. There were no other nominations. The nomination was seconded and unanimously agreed. Cllr Allen accepted the position and signed the Declaration of Acceptance of Office**.** |  |
| 2 | **To elect a Vice Chairman and Treasurer**Cllr Warbrick was nominated as Vice Chairman. There were no other nominations. The nomination was seconded and unanimously agreed. Cllr Warbrick accepted the position.Cllr Sunley was nominated as Treasurer. There were no other nominations. The nomination was seconded and unanimously agreed. Cllr Sunley accepted the position |  |
| 3 | **To receive apologies and record absences**All parish councillors were present. Apologies were received from Borough Councillor Ray Sutherland and County Councillor Mark Winnington. |  |
| 4 | **To elect representatives to outside bodies**It was agreed:* Cllr Anslow would be the parish council’s representative on the Village Hall Committee
* Cllr Warbrick, with the assistance of Cllr Heath and Cllr Grattage, would be responsible for overseeing and monitoring work on the playing field and play park.
* Cllr Forrester would oversee and monitor work on Allimore Green and Dale Common
* Cllr Sunley would oversee and monitor work on designated footpaths within the parish
* Cllr Warbrick would be the parish council’s representative on the Best Kept Village team.
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| 5 | **To receive any Declarations of Interest**As webmaster, Cllr Anslow declared an interest in discussions about the parish website. |  |
| 6 | **To receive and confirm the minutes of the meeting held on 25th April 2016**Subject to two minor amendments, the minutes were proposed, seconded and approved as a true and accurate record. |  |
| 7 | **To consider any planning matters including planning decisions and notifications of appeals**Application 15/23374/REM on land adjacent to The Rectory for 11 homes - permission had been granted.Application 16/24045/ADV at Taylor Brothers Motorcycles, Haughton Garage – decision is still pending.Application 16/23923/HOU at 9 Meadow Drive Haughton - permission had been granted. |  |
| 8 | **To discuss matters of finance**1. Accounts for approval

Came & Company Insurance £714.65Haughton Village Hall, Hall Hire £25.00JWH, Grass cutting March and April £911.00SPCA, Annual Subscription £284.00Salary £52.96Salary and expenses £294.14Bradleys Accountancy, Payroll Service £150.00P Lawrence BKV expenses £270.00P Lawrence, BKV expenses £116.08Dulux Decorating Centre £25.90 The accounts were approved for payment.1. The financial statement for the month of May was accepted.
2. National Living Wage – Cllrs noted and accepted the increase in the national living wage to £7.20
3. Annual Return for Year Ending 31.3.16

As the internal audit section was incomplete, this item would be carried forward to the June Council meeting and the Clerk would liaise with the Internal Auditor, Mr G Williams, to ensure the missing information is included. | Clerk |
| 9 | **To receive the following reports****Clerk’s Report including correspondence**The report had previously been circulated and included dates of the next (and final) visit of the Neighbourhood Highway Team from 13th to 15th July. Cllrs were asked to report jobs to the Clerk. Cllrs also noted that rent for Dale Common had been received, Stafford Borough Council’s Local Plan part 2 had been submitted to the Secretary of State and an invitation had been received to the Mayors Gala Night. The Clerk’s report was accepted.**b) General Maintenance*** Cllrs were concerned that very little Highway maintenance had been carried out in the parish, particularly on the A518.
* Flooding issues continue on Church Eaton Road
* Issues on Woodhouse Lane, previously reported, continue with vehicles driving too close to properties.
* A blocked drain at the back of St Giles Church had been causing flooding across the road.

The Clerk to arrange a meeting with Simon Griffiths to discuss these issues.Despite regular discussion with Arriva, repairs to the damaged bus shelter on Newport Road would not be agreed by Arriva due to lack of evidence. It was agreed the Clerk should make a claim with the council’s insurers once the value of the excess is known.**Best Kept Village*** This year’s campaign had started positively with many volunteers
* The new bank account had been delayed, despite continued calls to Lloyds Bank. Cllr Sunley and the Clerk would progress with this.

**Alimore Green and Dale Common**Both commons were reported as still being very wet and Allimore Green impassable. A site visit to be arranged with Mr Godwin and Cllr Forrester and Cllr Allen to discuss flooding and maintenance.**Playing Field**Stafford Rangers had marked and lined the football pitch and had asked if the Parish Council could arrange for the grass to be cut shorter. As this is not in the agreed contract between the Parish Council and JWH, Stafford Rangers had been informed that this request must be made by them directly to the contractor and paid for by Stafford Rangers. It was also noted that:* Graffiti had been cleaned from play equipment
* Signs had been displayed in the bus shelter asking people not to smoke (following complaints)
* The stream is becoming more silted and may need attention in the future.
* Cllrs Warbrick and Sunley had been working on a funding application to the Tesco Green Bag scheme and proposed that an application is submitted for £8000 to fence the children’s play area and for £3500 to make improvements to the football pitch and provide a shelter and benches. This was approved.

**Highways Matters**Proposed changes being considered by Staffordshire County Council, that would see more jobs being managed by parish councils had previously caused some concern and had been reported in the local press. Cllrs noted this and felt that should highways jobs be passed to parish councils, this could be very expensive and may result in precepts being raised and training would need to be considered.**Village Hall*** The planned quiz for the Queen’s birthday had been postponed
* At the AGM, a discrepancy in the electricity charges reported in the village hall accounts had been identified by Cllr Sunley where it appeared that the Parish Council had overpaid. This would be an agenda item at the next Parish Council meeting and in the meantime, Cllr Allen and Cllr Sunley were asked to meet with the Village Hall Committee Chairman to discuss this. It was noted that the electricity meter would be replaced with a digital meter.
 | ClerkClerkClerkClerkCllr SunleyCllr ForresterCllr AllenCllr SunleyCllr WarbrickCllr SunleyCllr Allen |
| 10 | **To discuss the future of the Parish Website**The parish website was established 7 years ago and had 10 months left before an upgrade would be required. Cllrs were asked whether it would support a parish website as well as the new Parish Council website. It was felt that a parish website supports tourism in the village and should be continued in addition to the Parish Council website. There are already links between the two websites.It was proposed, seconded and agreed that the parish website should continue and the Parish Council’s IT committee would review costs associated with the parish website. | IT Committee |
| 11 | **To discuss plans for the Queen’s 90th birthday celebrations**An outline of plans for this event and associated costs (around £424) were received and discussed. Based on information received it was proposed seconded and agreed to go ahead with this event on 12th June. All Cllrs to help.*Cllr Heath left the meeting at 9.21pm* | Cllrs |
| 12 | **To receive Chairman’s Announcements*** The Chairman had attended the Mayor Making ceremony on 14th May.
* Two SPCA courses were planned for new cllrs and Chairmen.
* As a point of information, Cllrs noted that the War Memorial application had been submitted for 70% of the total costs of repair work. The application would be reviewed on 30th June and a response is expected 6 weeks later. The Clerk to complete the application to the County Cllrs Fund for £500.
 | Clerk |
| 13 | **To agree any future agenda items**Cllrs to inform the Clerk of any items at least 10 days before the next meeting. Items already agreed were:* Village Hall Electricity
* Parish Website
* War memorial update
 | Cllrs |
| 14 | **To confirm the date and time of the next meeting**Monday 27th June at 7.30pm |  |
| 15 | **To exclude the press and public whilst confidential items are discussed** (none present)Cllrs were informed that as a result of the Clerk’s role at Gnosall Parish Council becoming a full time post, the Clerk had resigned from her position as Clerk to Haughton Parish Council but had agreed to remain in post until the end of July.Cllrs agreed to devolve power to advertise the role and carry out interviews to the Personnel Committee. It was agreed advertising should commence as soon as possible on the notice board and within the next SPCA bulletin. | Personnel Committee |

The meeting closed at 9.40pm

Chairman………………………………………. Date……………………………………..