**HAUGHTON PARISH COUNCIL**

Clerk: Mrs Lisa Horritt

www.haughtonpc-staffs.org.uk Email: Clerk@haughtonpc-staffs.org.uk

**Draft Minutes**

Minutes of the meeting held on Monday 24th October 2016 at 7.30 pm at Haughton Village Hall

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

By invitation: SBC Cllr Ray Sutherland

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

1. **To receive apologies and record absences**Borough Councillor S Leighton sent his apologies
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 26th September 2016**The minutes were proposed, seconded and approved as a true and accurate record
4. **To receive any reports from Borough and County Councillors**Cllr Sutherland updated the meeting about Section 106 money from the Redfern Rise development. Monies have now been received by Stafford Borough Council. Cllr Sutherland will confirm to the Clerk a timeframe for information about potential projects in the area.   
   Cllr Sutherland also updated the Council about the MP Boundary Changes which will result in Haughton falling under Stafford Constituency.
5. **To consider planning matters, including planning decisions, notifications of appeals and the following applications:**There were no applications received and no updates required
6. **To discuss Highways, footpaths issues including those requiring reporting**A speed monitoring device had been placed on the A518 near The Bell for a week, Clerk to chase speed information.  
   Grassy Lane has now been cleared. The Clerk was requested to write to the local farmer to thank him for cutting the hedges.  
    **– in addition:**
7. **Redfern Rise**The Clerk had received a response from Severn Trent in relation to the queries raised at the last meeting – it was requested that she further clarify that this relates to surface water (rain etc) and not sewerage.
8. **To discuss matters of finance including:**
9. **Accounts for approval**The list of payments is attached to these minutes.The accounts were approved for payment.
10. **Financial statements for September 2016**The financial statement for the month of October was accepted. The bank reconciliation was also confirmed by the Council which had been prepared by the Clerk and checked by Cllr Grattage.
11. **PCC Grass Cutting Grant Application**This was approved for payment as budgeted - £500 remaining**.**
12. **PAT Testing of equipment**It was raised that the computer equipment held by the Clerk should be regularly checked to ensure its safety. It could raise insurance issues if not done. It was agreed to carry this out and possibly share the cost with the Clerk’s other Parishes – Clerk to confirm and action.
13. **Clerks pension**The Clerk confirmed that she did not wish to take up a pension and will confirm this in writing to the Council.
14. **Budget 2017/18**Councillors were asked to forward project requirements – two were submitted. £1000 for cleaning and painting the play area and £500 for a Summer Village Day potentially at the Playing Field or the School. These were approved for initial inclusion and will be considered with the final budget in November.
15. **Phone box decommissioning and potential adoption for £1**It was proposed, seconded and approved to adopt the phone box for £1. Clerk to contact Stafford Borough Council who have sent out information on the phone boxes currently being delisted.

1. **To receive the Clerk’s report including correspondence**The report had been previously circulated and included:

* Speedwatch meeting – November 2nd at 8pm – this will be attended by Mark Winnington and Michelle who is the Speedwatch Co-ordinator. She will present residents with information about speedwatch and the benefits.
* Collaboration meeting – Parishes attended an open meeting with Staffordshire County Council Highways to understand changes going forward. This was very informative and highlighted potential issues to be addressed in relation to Parishes carrying out works.

1. **To receive reports from Councillors on:**
2. **General Maintenance**Electricity outage – there has been overhead surveying, Clerk to follow up the outcome of this.  
   The Bus Shelter has been repaired by a local resident. Clerk to write to thank him for his hard work.
3. **Park and football pitch**The Tesco bid is about to start the voting process. This will run for approx. 3 weeks.
4. **Village Hall**The Christmas Café will run on December 17th. The 60th Anniversary event has been announced as by invitation only. There will be an allocation for affiliated bodies. Following a query last month it was confirmed that family events were not well attended and this is why there are not any planned.
5. **War Memorial Project**Work on this will begin imminently. The Clerk has applied for the grant from Cllr Winnington’s Community Fund. Cllr Grattage will bring information about the future upkeep to the next meeting. Clerk has written to the PCC to inform them of the works.
6. **To receive Chairman’s Announcements**

There were no further announcements

1. **To request any future agenda items**Clerk requested these 10 days before the next meeting
2. **To confirm the date of the next meeting:** 2nd November (open meeting for Community Speedwatch), 28th November 2016
3. **Meeting Close**The meeting closed at 8.40pm