**HAUGHTON PARISH COUNCIL**

**Minutes of the Meeting held on Monday 25th July 2016 at 7.30pm**

Present: Cllr M Allen, in the Chair Cllr D Warbrick Cllr G Anslow Cllr T Grattage Cllr I Sunley Cllr I Forrester Cllr A Heath Jayne Cooper, Clerk

By invitation: SBC Cllr Stephen Leighton (from 8.20pm) and SCC Cllr Mark Winnington

And a representative from Staffordshire Newsletter

**Public Open Forum**

No members of the public were present.

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| 1 | **To receive apologies and record absences**  There were no apologies. |  |
| 2 | **To receive any Declarations of Interest**  There were no declarations of interest |  |
| 3 | **To receive and confirm the minutes of the meeting held on 27th June 2016**  The minutes were proposed, seconded and approved as a true and accurate record. |  |
| 4 | **To receive reports from Borough and County Councillors**  Cllr Winnington reported that that he had received further complaints about flooding in Haughton, that a consultation on the management of the Greenway would be carried out with some parishes including Haughton and that he had received complaint about speeding traffic, particularly along Station Road. Cllr Heath suggested that a public meeting is held regarding the speeding at which the community could be asked to form a new Speed Watch Group. Councillors agreed that this should be arranged and Cllr Winnington agreed to ensure County Council Officers attend and maybe arrange a demonstration using speed detection guns. The Clerk to liaise with Staffordshire County Council to arrange a meeting in September/October. | Clerk |
| 5 | **To consider any planning matters including planning decisions and notifications of appeals**  **Application 16/24273/FUL, Ranton House Farm, Ranton** for retention of polytunnels for soft fruit.  This application was discussed in detail and it was felt the increase in traffic would have a negative effect on Station Road and surrounding lanes in the parish where there are minimal passing places. The comments submitted by Ranton Parish Council were endorsed by Haughton Parish Councillors.  It was therefore proposed that application is strongly objected to. This was seconded and unanimously agreed. The Clerk to respond.    **Application 16/24295/HOU** at 10 St Giles Grove. An amendment to a previous application. There was no objection. Clerk to respond.  **Application 16/24412/HOU** at Silkmore Cottage, Church Easton Road, Haughton for a detached garage. There was no objection. Clerk to respond. | Clerk  Clerk  Clerk |
| 6 | **To discuss matters of finance**   1. **Accounts for approval**   **Paid To Details Amount**  Haughton Village Hall Hall Hire June 12th and 27th £68.00  JWH Grass cutting June £744.00  JRB Enterprise Dog waste gloves £101.40  R Mathews Salary £52.96  J Cooper Salary & expenses £305.34  Ricoh photocopying and rental £1043.10  **TOTAL £2314.80**  The accounts were approved for payment.   1. **To receive the financial statement for the month of July**   It was accepted that it may be necessary to use some of the reserve funds until the second precept payment is received in September as a result of outstanding invoices from Ricoh for photocopying services (that had been sent to the previous Clerk). The financial statement for the month of July was accepted.   1. **Parish website costs**   It was noted that it would cost £80 for new software to update the parish website plus a £35 annual fee. It was confirmed that Haughton Parish Council would cover these costs when the website is updated later in the year. |  |
| 7 | **To receive the Clerk’s report including correspondence**  The report had previously been circulated and included:   * Confirmation from ROSPA that annual safety inspection had been booked for August. * Thank you email from Church Treasurer for the recent donation   Cllrs were also informed that Haughton Parish Council was represented at a meeting with neighbouring parish councils on 12th June at which the management of The Greenway was discussed. All councils represented agreed that the management of the Greenway should not be passed to parish councils. There was a good, informed discussion and the Clerk at Doxey agreed to formulate a draft response to SCC that will be sent once each of the parish councils has seen it and agreed to it. Cllrs had previously received copy of the draft response and agreed that Haughton Parish Council should not take on the management of the Greenway but would like to remain involved in its future management. Therefore it was proposed, seconded and agreed that the letter should be sent with Haughton Parish Council included.  The Clerk’s report was accepted. |  |
|  | *The meeting was adjourned to allow SBC Cllr Leighton to speak.*  Cllr Leighton apologies for his lateness, he had no specific information to report and was updated on the planning issues previously discussed (item 5). Cllr Leighton confirmed he had called in application 16/24273/FUL and noted council’s objections.  *The meeting resumed.*  **To receive reports from councillors on:**  **b) General Maintenance**   * Cllr Sunley reported on issues with local footpaths that had been reported to Staffordshire County Council and he would follow up to ensure necessary action is taken.   **Playing Field/Football Pitch**   * £250 had been received from Stafford Rangers for pitch hire for the rest of the season. * A football club that had booked the pitch and paid £60 had since folded and had requested that the £60 hire fee, already paid to the Parish Council, is donated to St Giles Church. This was approved.   **Best Kept Village**   * The judges had been seen inspecting the parish four times. * Results would be announced on 1st August.   **Allimore Green and Dale Common**   * Allimore Green remains to be so wet it is impassable. March orchids are doing well in this wet ground.   **Highways Matters**   * A pothole on pavement by The Bell. Clerk to inform Highways. * Inconsiderate parking as a result of development on Rectory Lane. This to be reported to the local PCSO to monitor when school’s reopen in September. * No action taken regarding work around the bus stop on Newport Road where flooding is an ongoing issue. Clerk to inform Highways.   **Village Hall**   * As previously reported, the Parish Council had been overcharged for electricity. The Village Hall Committee had considered this and to offset it would only charge £18 at the next billing period. This was accepted. * Village Hall hirers were being reminded to stack chairs and tables in line with health and safety requirements. * An event to commemorate 60th year anniversary of the village hall is still being planned.   **War Memorial**   * A funding application had been submitted and the outcome is awaited | Cllr Sunley  Clerk  Clerk  Clerk |
| 9 | **To receive Chairman’s Announcements**   * The Chairman reminded Council that this would be the last meeting with the current Clerk and thanked her for her work and guidance over the last 16 months. SBC Cllr Leighton reiterated these comments. |  |
| 10 | **To agree any future agenda items**  Cllrs to inform the Clerk of any items at least 10 days before the next meeting. | Cllrs |
| 11 | **To consider devolving powers to the Clerk until the next meeting**  It was agreed that Council would devolve powers to the Clerk to carry out council business until the next full meeting. |  |
| 12 | **To confirm the date and time of the next meeting**  Monday 26th September 2016 at 7.30pm |  |
| 13 | The Chairman proposed to exclude members of the press and public to allow Council to discuss confidential business. This was approved.  **To receive a recommendation from the Personnel Committee on the appointment of a new Clerk**  It was reported that 5 candidates had applied for the Clerk’s role and 4 were interviewed following the withdrawal of one. All candidates’ answers had ben scored and weighted. It was recommended that council appoints Mrs Lisa Horritt, an experienced Clerk currently undertaking the CILCA qualification.  It was proposed and seconded to accept the recommendation from the Personnel Committee and a vote was taken with 6 councillors voting in favour and one councillor abstaining.  The Clerk to confirm the outcome of the appointment to all candidates. The new Clerk to be informed that the contract would be for 7 hours per week and would be temporary until a 6 month probationary period had been successfully completed. Salary details would be reviewed upon completion of the CILCA qualification. The handover would take place during August for a September 1st start. Permission was given to the Personnel Committee to assist if necessary with the handover**.** | Clerk |

The meeting closed at 9.55pm

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