**HAUGHTON PARISH COUNCIL**

**Minutes of the Meeting held on Monday 27th June 2016 at 7.30pm**

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

By invitation: SBC Cllr Ray Sutherland

**Public Open Forum**

Two members of the public were present and the following issues were raised:

1. An overgrown bush in front of 2 Prince Avenue that is causing drivers difficulty in viewing oncoming traffic when entering the A518
2. Serious potholes between numbers 3 and 4 Ash Drive that have been reported to Stafford and Rural Homes but no action taken.
3. A tree on the corner of Prince Avenue, near to St Giles Primary School with low branches that need to be pruned
4. Flooding continues in Prince Avenue despite Highways attending a meeting with councillors and parishioners a few weeks previous. Work promised by Highways had not been carried out which includes restructuring of the road surface.

The Clerk would report the issues to Highways and if no action is taken to alleviate the flooding issues, a complaint would follow.

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| 1 | **To receive apologies and record absences**Apologies received form Cllr I Forrester (holiday) and Cllr A Heath (work commitments). Apologies were accepted. |  |
| 2 | **To receive any Declarations of Interest**Cllr Sunley declared that he had been asked to be a referee for one of the applicants for the Clerk’s post. |  |
| 3 | **To receive and confirm the minutes of the meeting held on 23rd May 2016**Subject to a minor amendment, the minutes were proposed, seconded and approved as a true and accurate record. |  |
| 4 | **To receive reports from Borough and County Councillors**Cllr Sutherland reminded parish councillors about the Pride in Your Patch Award, applications are needed by 30th September. There was lengthy discussed about devolution and possible jobs being passed to Parish Councils from Staffordshire County Council.*Cllr Sutherland left the meeting at 8.10pm* |  |
| 5 | **To consider any planning matters including planning decisions and notifications of appeals****Application 16/24295/HOU** at 10 St Giles Grove, Haughton – front single storey front and side two storey extension. This was discussed and there was no objection. Clerk to respond to Stafford Borough Council.**Application 16/24112/HOU** at Deerhurst, Newport Road – two storey and single storey extensions to dwelling. This was discussed and there was no objection. Clerk to respond to Stafford Borough Council.**Application 16/24364/FUL** at land adjacent to Camomile, Watery Lane - it was noted that material changes had already been made and there seemed to be a Change of Use of land from agricultural to equine use. The Clerk was asked to inform the Case Officer of the changes already carried out. **Application 16/24045/ADV** at Taylor Brothers Motorcycles, Haughton Garage for a replacement forecourt sign on an existing pole and 1 new banner sign on a wall – It was noted that this application had been approved. | ClerkClerkClerk |
| 8 | **To discuss matters of finance**1. **Accounts for approval**

Haughton Village Hall Hall Hire May £23.00 JWH Grass cutting May £644.00 R Mathews Salary £52.96 J Cooper Salary & expenses £320.46 HMRC NI and PAYE 1st quarter £316.40 A Heath Queens 90th birthday event £267.60Haughton Village Hall Plants £47.00 H P Lawrence Planter £29.99 Stafford Harriers Donation for internal audit £50.00HAGA SMP Parts for play equipment £25.08The accounts were approved for payment.1. **To receive the financial statement for the month of June**

The financial statement for the month of June was accepted.1. **External Audit Annual Return for Year ending 31st March 2016**

Cllrs received a copy of Sections 1 and 2 of the Annual Return and noted the contents in both sections.Councillors approved section 1 of the Annual Return as required. The Chairman and Clerk signed and dated this section.Cllrs then approved section 2 of the Annual Return. The Chairman and Clerk signed and dated this section. It was proposed, seconded and agreed that the Annual Return be submitted, as set out with the supporting documents, to Grant Thornton, external auditors. The Clerk to action.1. **Best Kept Village Account** – Cllrs were informed that the new bank account had been opened with an opening balance of £1339.59.
2. **Village Hall Electricity** – Cllrs requested that the Village Hall Committee is asked to present a detailed explanation of how and why the Parish Council had been overcharged for electricity as well as an explanation of the amount to be refunded. Cllr Anslow to report back to Village Hall Committee
3. **Parish Council website costs** - work is still ongoing and would be carried over to the next meeting
 | ClerkCllr AnslowCllr Sunley/Cllr Anslow |
| 7 | **To receive the following reports****Clerk’s Report including correspondence**The report had previously been circulated and included:* Reminder from ROSPA to book annual safety inspection. – It was agreed that the Clerk should book this inspection.
* Email from Church Treasurer with grass cutting invoices totalling £900 requesting annual donation from the Parish Council – it was agreed to donate £500
* Invitation to a meeting on 12th July with representatives from neighbouring parish councils to discuss the future maintenance of the Millennium Way (cycle route 55) – it was agreed the Chairman and Cllr Sunley would attend along with the Clerk.
* Weekly SPCA bulletins emailed to cllrs
* Invitation to 100th year anniversary of the Battle of Somme Remembrance Service on 1st July at 9am at St Mary’s Church Stafford
* Insurance documents for 2016/17
* Receipt of grass cutting grant from Staffordshire County Council
* SBC letter re publication of Sandon and Burston Neighbourhood Plan. Consultation period.
* Members Digest no. 221
* A reminder of the dates of next visit of Neighbourhood Highway Team are 13th -15th July.

The report also gave details of the applications received for the position of Clerk. The closing date was 30th June. It was agreed that Council would resolve powers to the Personnel Committee to interview the candidates and make a recommendation on the appointment of a new Clerk to the next council meeting. All cllrs to receive a copy of all applications. The Clerk’s report was accepted.**b) General Maintenance*** Cllr Warbrick to report concerns that street cleaning had not been carried out correctly in some areas of the parish.
* It was agreed that the bus shelter should be fixed without making an insurance claim as verbal quotations received from local contractors were less than the insurance excess that would have to be paid. Cllr Warbrick to action.

**Best Kept Village*** The judges had been seen inspecting the parish twice.
* The next litter pick had been arranged for 30th June.

**Alimore Green and Dale Common**Nothing to report**Playing Field/Football Pitch*** The football pitch had been rented to a local team at a cost of £20 per game
* Stafford Rangers would be making an initial payment for the use of the pitch of £250.00
* A funding application to Tesco Bags scheme had been submitted.

**Highways Matters*** The Clerk to report an overgrown hedge in Shut Heath Lane that is affecting visibility for drivers.
* An email had been received from a parishioner and also from PC Karl Green regarding speeding on the A518, particularly late at night. The Police Officer had carried out a speed laser check for monitoring purposes and recorded 6 vehicles travelling in excess of the limit. He has referred the matter to Safer Road Partnerships however he had suggested that the Parish Council consider traffic calming measures. This was discussed and it was agreed that the Parish Council had previously explored all possible options, including making enquiries about average speed cameras to no avail. The Parish Council had offered to train local parishioners to carry out speed watch exercises but had not received a favourable response. It was agreed that the Parish Council can take no further action but would reply to the parishioner accordingly suggesting that the community speed watch is something for the parishioner to consider starting again.

**Village Hall*** Cllrs noted that the condition of the Village Hall’s recently resurfaced car park is being reviewed by the Village Hall Committee.

**War Memorial**Funding applications had been submitted and the outcome is awaited. | ClerkClerkClerk/Cllr Allen/Cllr SunleyClerkCllr Warbrick |
| 9 | **To receive Chairman’s Announcements*** The Chairman thanked Cllr Heath for organising the Queen’s 90th birthday celebrations that had been highly successful under the agreed budget. It was agreed that council formally thanks Cllr Heath. Clerk to action.
 | Clerk |
| 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 confirm the date and time of the next meeting**Monday 25th July 7.30pm |  |

The meeting closed at 9.45pm

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