**HAUGHTON PARISH COUNCIL**

**Minutes of the meeting held on Monday 27th April 2015 at 9.45pm**

Present: Cllr M Allen, in the Chair Cllr D Warbrick Cllr M Little

Cllr G Anslow Cllr B Stamp Cllr I Sunley

Cllr I Forrester Jayne Cooper, Clerk

|  |  |  |
| --- | --- | --- |
| 1 | **To receive apologies and record absences**  All Cllrs present |  |
| 2 | **To receive any Declarations of Interest**  None received |  |
| 3 | **To receive and confirm the minutes of the meeting held on 23rd March**  The minutes were proposed, seconded and approved as a true and accurate record. |  |
| 4 | **To consider any planning matters including planning decisions and notifications of appeals**  One application had been received and details previously circulated to councillors.  The application, the erection of new store for storage of separated digestible fibre from existing anaerobic digestion plans at Lower Reule Farm, was reviewed. There were no objections. The Clerk to respond to Staffordshire County Council. | Clerk |
| 5 | **To discuss matters of finance**  The Clerk presented accounts for approval  J Cooper £293.00 April salary  JWH £644.00 Grass cutting  R Mathews £64.00 April salary  R Mathews £14.39 Repairs to play equipment  Village Hall £71.00 Hire of hall  JRB Enterprise £101.40 Gloves  P Skelson £74.39 Village projects  P Yeomans £281.98 Refurbishment of noticeboard  SPCA £293.00 Annual subscription  Community Council Staffs £25.00 Annual subscription  I Sunley £487.90 IT equipment for Clerk  St Giles primary school £75.00 BKV expenses  P Lawrence £49.98 BKV expenses  The financial statement for the month of April would be circulated to cllrs once the Clerk had updated records following the transfer of all files from the former Clerk.  Cllr Sunley confirmed he had reviewed the accounts for the year ending 31st March 2015 and confirmed that they were in order and should be presented to the Internal Auditor. Clerk to action.  The accounts for the month of April were approved for payment. | Clerk |
| 6 | **To receive the following reports**  **Clerk’s Report**  The report had previously been circulated. The Clerk, being new to this post, had suggested that details of planning applications are circulated electronically to cllrs when received rather than at a council meeting. This would allow cllrs time to review the plans in more detail and raise and matters beforehand. This was accepted. The Clerk would also circulate SPCA weekly bulletins electronically.  A recent SPCA bulletin had contained details of the new Transparency Scheme. The Clerk would find out more information on how this may affect Haughton Parish Council in time for the next meeting.  Confidential details of the proposed settlement boundary for the parish had been shared with the Clerk and Chairman at a meeting held with Stafford Borough Council’s Senior Planning Officer. There would be a public consultation later in the year. Cllrs had been given the opportunity to view the proposals beforehand and suggested one minor change that the Clerk would report to Stafford Borough prior to the public consultation event.  The Clerk asked cllrs to consider using the services of a professional payroll company, Bradleys Accountancy, to manage the payroll and HMRC matters. The cost to the council would be around £6.50 per month and would save the Clerk significant amount of time in which other duties for the council could be carried out. This was approved. The Clerk to action.  **Correspondence**   * A letter from Haughton Village Hall explaining that as the Village Hall is a Charity it is unable to allow any use of the hall without charging, therefore the request for free bookings to carry out defribilator training was not possible. This was noted and the Clerk was asked to determine the rules regarding Charity Status. * A letter from the Council’s insurance confirming the current insurance period expires on 31st May 2015. * Invitations to an open day at Stafford Crematorium for councillors on Saturday 16th May. Cllrs to inform the Clerk if they would like to attend. * Invitation to the Annual Stafford Borough Council meeting and Mayor Making Ceremony on 16th May and invitation to the Mayor’s Gala Performance on 30th June. Cllrs to inform the Clerk if they would like to attend.   The Clerk’s report was accepted.  **b) Reports from outside bodies**:  **Village Hall**  **T**he AGM was held on Monday 20th April at which a series of reports had been received  **Alimore Green and Dale Common**  **G**razing rights had been given to Mr B Parker of Haughton Villa Farm and £100 annual rent had been received.  **School Governor**  As Cllr Little would be standing down as a parish councillor, he agreed to issue the Clerk with regular reports to share with parish councillors. Cllrs were asked to approve parking for school teachers on the playing field whilst construction work takes place at St Giles Primary School from 1st June to 1st September. This was discussed and a vote taken with the majority of cllrs voting in favour of this proposal. Cllr Little to report back to school and also ensure that school teachers are aware that the parish council’s insurance should not be affected in any way during this period.  Cllr Little also informed cllrs that the first meeting of the new Academy Board Trust was held on 22nd April 2015.  **General Maintenance**  It was reported that the village notice board had been refurbished; arrangements for plans for the village are in hand as were the posts for the Greenway.  **Best Kept Village**  The Clerk to contact BT and Royal Mail and request the two post boxes and one telephone boxes are painted. Clerk to action.  **Playing Field**  The Clerk was asked to obtain a quotations from ROSPA to carry out an inspection of the play area.  **Highways Matters**  The Clerk to:   * Contact Mr M Shenton regarding the water (possibly a leak) along Woodhouse Lane that collects in Mr Shenton’s garden. * To contact Severn Trent Water regarding exposed man-holes along the grass verge just outside the village (Stafford side). | Clerk  Clerk  Clerk  Clerk  Clerk  Cllrs  Cllrs  Cllr Little  Clerk  Clerk  Clerk  Clerk |
| 7 | **To receive Chairman’s Announcements**  The Chairman reported that he would be meeting with the Clerk to finalise her contract ready for approval at the next Council meeting. Pension arrangements would also be discussed with the Clerk and reported to the May meeting.  It was agreed the Clerk should write to the former Clerk wishing her well on her retirement.  The Chairman formally thanked the retiring councillors for their contributions during their time as parish councillor. | Clerk |
| 8 | **To agree any future agenda items**  Cllrs to inform the Clerk of any items at least 10 days before the next meeting. | Cllrs |
| 10 | **To confirm the date and time of the next meeting**  Tuesday 26th May at 7.30pm in St Giles Church. |  |

The meeting closed at 10.50pm

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