

HAUGHON PARISH COUNCIL

CLERK: Mrs. Susan Atkins

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MINUTES

Minutes of the meeting held on Monday, 26th March, 2018 at 7.30 pm at Haughton Village Hall.

Attendees: Chairman Cllr. M. Allen. Cllr. G. Anslow Cllr. T. Grattage

Cllr S Taylor Cllr D. Warbrick. Clerk: Susan Atkins. Consultant: Mr. J. Blount.

Public: No members of the public were present.

Public Open Forum

No issues were raised by those present.

1. Apologies.

Cllr. Forrester. Cllr. Sunley and Cllr Leighton (Stafford Borough Council) sent their apologies.

2 Declarations of Interest in the following agenda

None declared

3 Confirmation of the minutes of the meeting held on 26th February 2018

Resolved that with the correction of errors of grammar, the Minutes be accepted as a true record.

Noted that page numbers should be put at the bottom of the pages for ease of reference.

4. Reports from Borough, County Councillors and PCSO

There were no principal council members or members of the police force present to report.

5. Planning Matters

App. 18/28146/HOU Single storey rear extension to 48, Moat House Drive, Haughton.

Resolved that there was no comment on this application.

6. To discuss Highways, footpaths issues including those requiring reporting.

Reported that the planning department proposed rallies to be held at "Weston Croft", Newport Road, Haughton met current regulations. Resolved to note that the egress of some long vehicles may be a potential traffic hazard.

Photographs were taken of saplings that need to be removed at Grassy Lane. Following advice enquiries were made if they would be able to be removed by Borough Council. West Midlands Community Payback Group were contacted to see if they would be interested in tidying up the brook. Resolved for clerk to pursue this matter.

Reported that finger posts on footpaths were rotting. Resolved that clerk should make enquiries of the County Council to supply new finger posts.

Resolved that Clerk should report that there is a traffic light sign which has been uprooted and is loose and leaning on the A518 by the telephone box in Haughton.

Resolved that Clerk should report to Borough Council, as part of the drive to remove unnecessary signage, that there are two signs on a lamp post in Jolt Lane directing people to Church Eaton Primary School.

7. Finance

Accounts for approval.

Description	Net	Vat	Gross
Salaries and expenses	705.54	16.43	721.97
HMRC	102.40		102.40
Petty Cash Supplement and £50 increase	59.59	2.13	61.72
Consultant fees and expenses	141.99		141.99
SPCA Subscription	286.00		286.00
SPCA Training for new clerk	40.00		40.00
Haughton Village Hall	46.00		46.00

Resolved to approve the payments schedule.

It was reported that we had not yet received any money back for the strimmer purchased from the County Council. Resolved for the Clerk to chase this payment.

It was reported that we need to ensure we request VAT back before the end of March. Resolved for Clerk to complete this.

A Financial Statements.

Not available.

Bank Reconciliation provided. Cllr Grattage to check this Statement.

B Bank Mandates.

It was resolved that the new clerk should be able to receive bank statements. Clerk to arrange for Bank Mandates to facilitate this.

8. Clerk's Report

The clerk distributed the notes covering:

Taking on of County Council work and meeting with auditor. The handover of all equipment to the new clerk.

An accident book has been purchased. Resolved to draw up procedures for entries into this book by Clerk.

Correspondence received included a police speed watch promotion. Resolved to put this on the agenda for the next meeting.

Civic Amenity Visit dates when the Village Hall was not available were given. In the interim Clerk reported that we had been allocated two dates, 7th April and 8th September. On application to the Village Hall it was agreed that as the van was only on site from 9.00 to 10.00 the 7th April would not be a problem. Resolved to advertise this visit on display boards and the website which clearly states acceptable items for the van. Resolved for Clerk to contact the Borough Council to ascertain what power the driver has to refuse certain types of refuse.

9. To receive report from Councillors on Park and football pitch.

A request had been received requesting use of the football pitch and playing field for a family funday with a proposed date of Sunday, 22nd July. The proposed beneficiaries of monies raised are to go primarily to St. Giles School and then MASE group and Gnosall First Responders.

It was resolved that a working group with the clerk should meet to discuss this application and report views and findings to full Council.

10. To consider contract issues and letting arrangements for football pitch.

Resolved to accept quote for Grass Cutting from Mr. Hall of JWH Ground Maintenance. Clerk to confirm how this current quote and contract will affect Mr. Hall's existing contract with the Council.

It was reported that Stafford Rangers Juniors had booked the football pitch from March to the end of the season.

11. To consider zip wire matting issue.

It was resolved that the zip wire matting issue would be addressed at the next meeting.

12. To receive reports from Councillors on:

a) Dale/Common/Allimore Green.

Reported that only one tender had been received for the use of Dale Common as grazing land. Resolved to accept the tender and letter and terms and conditions of letting to be sent by Clerk.

b. Village Hall.

Nothing to report.

c Collaboration Group Meeting.

Reported that Haughton Parish Council was in the minority of parishes who had budgeted monies or time to carry out tasks in the financial year. Noted that in the discussion about insurance, cover and risk assessments Came and Company confirmed that we were fully covered. However it was noted that volunteers were only covered up to the age of 85.

There was no report sent from County Council regarding emptying gullies.

Resolved for Clerk to obtain more information regarding the Safer Roads Partnership with funding rounds in March/April and August/Sept 18. The suggested future item is neighbourhood plans.

d Best Kept Village Competition.

Nothing to report at present. More details will follow.

13. Support for St. Giles Church.

Resolved to place this item in abeyance and to await clarification of interpretation of the law.

Resolved for Clerk to write to St. Giles Church informing them of this.

14. Survey of Council owned property to draw up a schedule of work.

Resolved for Clerk and Cllr. Warbrick to draw up a schedule of work. In particular the painting of the 6 benches owned by the Parish Council. It was noted that a contractor who quotes for this work must be approved by the County Council.

15. To consider employing contractor to wash down benches and play equipment on the playing field.

Reported that three quotes were received ranging from £290 to £480. It was resolved that Clerk should accept and instruct GreenClean services to carry out this work.

16. To consider uses for phone box

Reported that the phone box will be judged in the BKV and therefore it should be clean.

A suggestion was made that Council should consult people of Haughton in the Parish Meeting as to uses for this phone box.

Resolved to defer this matter until the next meeting.

17. Consider Parish Newsletter.

Resolved to defer this matter until the next meeting.

18. To consider a submission to the Committee on Standards in Public Life.

Resolved for Clerk to confirm the last possible submission date for Standards. Resolved to get the Standards Committee together following the auditor's session on 27th March and following information as to whether NALC were to update the guidelines.

19. To consider training opportunities for parish councillors.

Resolved that Clerk should monitor any training sessions that are being run by SPCA and inform councillors of these opportunities. All councillors showed an interest in attending training sessions. Cllr Grattage and Cllr Taylor expressed an interest in attending planning training sessions.

20. To consider arrangements to comply with GDPR.

Reported that Clerk had received an offer of GDPR services. It was noted that HPC had already shown an interest in the County Council GDPR service.

Resolved that Clerk should check with Mazars as to the best course of action on GDPR services.

21. To agree Clerk's Contract and Job Description.

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22. To consider further arrangements for Clerical support.

It was resolved to release Mr. J. Blount from his duties as interim clerk, support and mentor from 26th March.

23. To receive Chairman's Announcement.

Resolved to hold Parish Meeting at 7.00 on 30th April.

Resolved for Clerk to ascertain whether the Village Hall is available on the 30th. If not to keep the 23th date for the Parish Council Meeting but for the Parish Meeting to precede this. It was confirmed by the interim clerk that the original speaker was not available and alternative speakers to be approached for availability

24. Correspondence.

Reported that a letter had been received from the Village Hall Committee thanking the Council for the donation of a bottle of wine which was used as a raffle prize.

25. To request any future agenda items.

To discuss whether Parish Council would consider to move the time of the Parish Council Meeting to 7.00 pm

26. To confirm the date of the next meeting Monday, 23rd April, 2018.