**HAUGHTON PARISH COUNCIL**

Clerk: Mrs Lisa Horritt

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**Minutes**

Minutes of the meeting held on Monday 22nd May 2017 at 7.30 pm at Haughton Village Hall

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

**Public Open Forum**5 Members of the public were present – they had no additional items to raise with the Councillors.

1. **Election of Chairman**Cllr M Allen was proposed, seconded and approved by all present. He signed his acceptance of office.
2. **Election of Vice Chairman and Treasurer**Cllr D Warbrick was proposed, seconded and approved by all present as Vice Chairman. He signed his acceptance of office.

Cllr I Sunley was proposed, seconded and approved by all present as Treasurer.

1. **Apologies and record absences**No apologies were received. Cllr Alison Heath had delivered a letter to the Chairman informing the Council that she is unable to continue as a Councillor with immediate effect. She thanked the Councillors for their hard work and for welcoming her.
The Chairman accepted this with great regret. He noted that Cllr Heath had worked hard and brought information from various parts of the village which had been a great help. He recorded thanks for her work during her time on the council. Clerk to inform the elections office.
2. **To elect representatives to other bodies**Village Hall Committee Representative – Cllr G Anslow
Best Kept Village Representative – Cllr D Warbrick who indicated this may be the last year he will carry out this role.
3. **To appoint Members to existing committees/working groups**Footpaths working group – Cllr Sunley (footpaths officer), Cllr Allen, Cllr Anslow
Playing Field working group – Cllr Warbrick, Cllr Grattage, Cllr Anslow
Allimore Green/Dale Common Officer – Cllr Forrester
Personnel Committee – Cllr Allen, Cllr Warbrick, Cllr Anslow
Policy and Resource working group – Cllr Allen, Cllr Sunley, Cllr Forrester
IT (ad hoc) – Cllr Sunley
4. **Declarations of Interest in the following agenda**
None required.
5. **Confirmation of the minutes of the meeting held on 24th April 2017**The minutes were proposed, seconded and approved as a true and accurate record.
6. **Reports from Borough and County Councillors**There were no Borough or County Councillors present and no apologies had been received.

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1. **Planning matters, including planning decisions, notifications of appeals and the following applications:**17/26258/FUL – School House, Newport Road – Following a discussion the following comments were agreed:
1.The Council are unsure what the original use of the land at the rear was originally and would request clarification.

2. The Council are concerned about an increase in traffic onto the main road as the plans show the property would hold 8 cars.

3. The Council would like to understand whether the vehicles are required or are able to turn around on the driveway allowing access safely onto the main road – it is their understanding that this has been a requirement for other permissions accessing onto the main road in Haughton.

4. The Council are concerned about the scale of the proposal – the building has already been extended previously – they are also concerned how this affects the character and history of the building.

 5. The Council are concerned whether there may be a commercial use of the garage once extended.

1. **Highways, footpaths issues including those requiring reporting**Grassy Lane Brook Strategy – it was discussed that a joint approach to this by the involved parties is important, including the Management Company who will take over the Walton Homes site. The Clerk is awaiting a response from Walton Homes about their details.

Walton Homes Update – Walton Homes have offered to carry out some works in sponsorship of the BKV competition. It was agreed to request the following list and see what Walton homes would commit to:

1. A new cover for the outlet pipe in Grassy Lane Brook as identified by Staffordshire County Council during their site visit to allow water run off and prevent blockage
2. To clear the brook along its length between Brazenhill Lane and Prince Avenue
3. To restore the remaining part of the path along Grassy Lane
4. A financial donation to be used by the Parish Council to enhance areas of the village.
Clerk to formally write to Walton Homes to request.

Community paths Initiative – bid
It was resolved that the Council would apply for funds to purchase a strimmer and a stile kit to replace the stile that has fallen down on Park Lane.

1. **Dale Common Site visit and actions required**
The Chairman and Cllr Forrester had visited site and met Mr Godwin who lives next to the Common. They reported that Mr Godwin carries out a lot of work to keep the ditches clear. He has cleaned the ditch causing the issue and has requested whether he can replace the existing 4 inch pipe with a 6 inch perforated pipe in order to assist drainage in the area. He is happy to commit the time and a JCB to carry out the works and asked if the Parish Council would be willing to give some financial assistance towards the materials. It was agreed to write to Mr Godwin and offer £50 towards the cost of the pipe. Clerk to action.
2. **Report from the policy and resource committee in relation to the review and adoption of:**
3. Standing orders – agreed with one change ref time limit of meetings
4. Financial regulations – deferred to next agenda – to be circulated to members.
5. Risk assessment – to be circulated
6. Payroll procedure – agreed by all present
7. Complaints procedure – agreed by all present
8. Document retention policy - deferred to next agenda – to be circulated to members
9. Freedom of information – agreed by all present
It was also agreed to consider data protection and updates in legislation
10. **To discuss matters of finance including:**
11. Accounts for approval including annual insurance
All items on the payment report were agreed for payment. In addition a £50 donation to the internal auditors charity was agreed.

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12. Financial statements
The financial statement for the month was accepted.
13. Bank Reconciliation
This was agreed and had been checked by Cllr Grattage. This was duly signed by the Chairman, Clerk and Cllr Grattage.
14. To approve Annual Governance Report 2016/17
This was read by the Clerk and approved by the Council
15. To approve Annual Statement of Accounts 2016/17
This was read by the Clerk and approved by the Council. It was agreed to circulate prior to the meeting next year.
16. To approve additional repairs to zip wire
Following the quote by RSS to carry out the additional repair they had discovered while carrying out works of £236.16 plus VAT, the Clerk had approached Stafford Borough Council Streetscene who maintain all the Stafford Borough Parks – the cost for this repair will be £41 plus VAT. This was approved by the Council.
17. To discuss use of delegated powers by the Clerk and spending powers within budget headings
It was agreed that the Clerk would use emergency powers under standing orders if required, taking advice from the Chairman and Vice-chairman before carrying out any works.
18. **Clerk’s report including correspondence**The report had been previously circulated and included:
* Section 106 monies Redfern Rise. The Parish Council will be able to bid for up to £20,090. It was agreed that Councillors would update a list before the next meeting for discussion. The Borough Council require the Parish to hold an open meeting where residents can give their thoughts on proposals.
1. **Reports from Councillors on:**
2. **General Maintenance**
A resident had reported weed killing on footpath 6a and was concerned whether the weed killer used was safe as the weeds had died so quickly. Staffordshire County Council confirmed they didn’t apply this. Chairman advised using a different path to walk their dog for a week or two to be safe.
3. **Park and football pitch**
The pitch has been requested for a fundraising event in July for a young man who was injured and needs a wheelchair. Cllr Warbrick has been in touch with the team and the groundsman and this is acceptable. It was agreed that the Council would give the use of the pitch for free.
4. **BKV**
The most recent clean up event was well attended with 40 volunteers. The village is looking very neat.
5. **Village Hall**
At the AGM the Chairman and committee were re-elected. The next event is the Jo Cox Memorial event in June.
6. **War Memorial Project**

The Clerk has been in touch with Bob Lacey – he was going to obtain details of who to contact. Clerk to follow up.

1. **To receive Chairman’s Announcements**

The Chairman updated the Council about the task and finish group who are meeting with Staffordshire County Council to assist developing a microsite for parishes to access information about taking on services which they have stopped.

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:** 26th June. It was agreed to hold the meeting on July 26th at 8pm at the Village Hall.
3. **Meeting Close**The meeting closed at 9.33pm

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