

# HAUGHTION PARISH COUNCIL

CLERK: Mrs. Susan Atkins

[www.haughtonpc-staffs.org.uk](http://www.haughtonpc-staffs.org.uk)

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## MINUTES.

Minutes of the meeting held on Monday, 23<sup>rd</sup> April, 2018 at 9.00 pm at Haughton Village Hall.

Attendees; Chairman Cllr. M. Allen. Cllr. G. Anslow Cllr. T. Grattage  
Cllr. I Sunley Cllr. S. Taylor Cllr D. Warbrick Clerk Susan Atkins.

Public: no members of the public were present.

### **Public Open Forum**

No issues were raised.

#### **1. Apologies**

Cllr. Winnington (County Council), Cllr Sutherland and Cllr Leighton (Borough Councillors) sent their apologies.

#### **2. Declarations of interest in the following agenda**

None declared.

#### **3. Confirmation of the minutes of the meeting held on 26<sup>th</sup> March 2018.**

Resolved that the minutes be accepted as a true record.

#### **4. Reports from Borough, County Councillors and PCSO.**

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

#### **5. Planning matters.**

App. 18/28016/HOU at 1, Hawthorn Close. Haughton, Stafford.

The above application on which the Parish Council were previously consulted has been amended.

Parish Council were asked to respond by 17<sup>th</sup> April. A concern was raised that the fence had been brought forward and was more obtrusive and detrimental to the street scene than the original. Also that there was no access to the garage without driving over the proposed new patio which made the garage unusable as a garage.

The Planning Department were informed of these concerns.

Resolved to query whether the porch extension at 3 Prince Avenue had deviated from the original plan.

#### **6. To discuss highways, footpaths issues including those requiring reporting.**

Reporting of the problem of potholes.

Footpaths; it was reported that the top dressing of Tarmac situated behind the church did not make it easy to push pushchairs etc.

**7. To consider the question of Controller for the GDPR**

It was resolved to accept the quote from the Local Council Public Advisory Service at a cost to the Parish Council of £150 per year.

**8. To consider a submission to the Committee on Standards in public life.**

It was resolved that the Parish Council was not in favour of having new powers to impose additional/more serious sanctions.

It was also resolved that the principal authority should be responsible for investigating code of conduct complaints concerning parish councillors.

**9. Finance.**

a) Accounts for approval.

Resolved to approve the accounts with the following amendments.

i. To include the petty cash payment of £27.98 for laminating pouches purchased on 29<sup>th</sup> March which had been included in the year end audit covering the period to 31<sup>st</sup> March but omitted from the petty cash statement which was dated from 1<sup>st</sup> April.

ii. To delete the HMRC payment as this should only be recorded quarterly.

iii. It was resolved to defer payment of Consultancy Fees and expenses.

b) Resolved that the financial statement for the month be accepted.

c) A letter has been signed and sent to Lloyds bank by the three cheque signatories requesting that the Bank Statements and cheque books be sent to the new clerk.

d) Bank mandates

Resolved that the Bank Mandates be completed by the clerk.

**10. To receive the Clerk's report.**

The report had been previously circulated and included;

Notes on GDPR, submission to committee on Standards in public life, zip-wire report, St. Giles Church, BKV signs and owl boxes.

**11. Audit.**

A) Annual Governance Statement Section 1 2017/2018 was approved and signed

B) Annual Governance Statement Section 2 2017/2018 was approved and signed.

**12. To agree the timing for the 30 day time scale for inspection of the Accounts by the public.**

Resolved that the proposed date should start on 4<sup>th</sup> June and finish on 13<sup>th</sup> July, 2018.

**13. To receive report from Councillors on park and football pitch.**

Nothing to report.

**14. To consider contract issues and letting arrangements for football pitch.**

a). Resolved to carry this item forward to the next meeting to allow for further information to be gathered.

- b). To consider formation of a committee to assess the request of use of the football pitch for a "Funday".  
The sub-committee would include Cllr. Warbrick, Cllr T. Grattage and Clerk who would report back to the next Parish Council meeting.

**15. To consider zip wire matting issue.**

Resolved to carry this item forward to the next meeting.

**16. To consider future support for St. Giles Church**

Resolved to carry this item forward to the next meeting.

**17. To consider the upgrade of the Parish Council notice board.**

It was reported that the Parish Council noticeboard has water ingress and the backing is wet.

Resolved to ask the carpenter who had previously repaired the notice board to investigate and report back to the Parish Council if any cost is involved in the repair.

**18. To receive reports from Councillors on**

**Dale Common**

Nothing to report.

**Village Hall.**

To invite all Parish Councillors and Clerk to the Annual General Meeting on 16<sup>th</sup> May, 2018 at 7.30 pm.

**Best Kept Village.**

Resolved to delegate to clerk the purchase of Best Kept Village signs to the budget of £90.

**19. To consider a speedwatch promotion.**

Resolved to carry this forward to the next meeting.

**20. To consider the purchase of stain for benches and table in the play area.**

Resolved to delegate to clerk the purchase of the stain to a value of £25.

**21. To consider the provision of owl boxes in the parish.**

Resolved to allow A. Campbell to site owl boxes on public land following identification of suitable areas.

**22. To consider moving the time for the start of future Parish Council Meetings to 7.00 pm.**

Resolved to move the start time of the Parish Meeting to 7.00 pm

**23. To receive Chairman's Announcement.**

There were no announcements.

**24. Correspondence.**

None received.

**25. To request any future agenda items**

To consider a request for a footpath from Villa Farm to bus stop and into Haughton.

To consider actions for the restoration of the telephone box.

**26. Date of next meeting.**

Wednesday, 30<sup>th</sup> May, 2018 at 8.00 pm

**27. Meeting close**

Meeting closed at 11.15 pm

**RECORDING OF PARISH COUNCIL MEETINGS.**

Before the meeting begins, Cllrs are asked to note the provisions of the Filming of Meetings (ref "*The Openness of Local Government Bodies Regulations 2014*")

It is now permitted for meetings to be recorded or filmed without prior permission being sought apart from confidential business. I would, therefore, remind members that they should avoid saying anything which could be slanderous. I would also point out that while the council and its officers may be filmed or recorded, that does not apply to filming or recording of members of the public for their permission must be sought first. Any filming or recording must not be disruptive to the business of the meeting.

19/2018