**HAUGHTON PARISH COUNCIL**

Clerk: Mrs Lisa Horritt

www.haughtonpc-staffs.org.uk Email: Clerk@haughtonpc-staffs.org.uk

**DRAFT Minutes**

Minutes of the meeting held on Monday 23rd October 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 S Taylor
Cllr D Warbrick Clerk: Lisa Horritt
The meeting was Quorate

Public: 3 members of the public were present

**Public Open Forum**

The New Headteacher and one of the Governors of Haughton Primary School attended. They wanted to introduce themselves and build a relationship with the Councillors. They will be holding an engagement evening in January and would like Councillors to attend. They also need laptops for the school, the have had some support from the PTA but wanted advice about sources of funding. Councillors gave a variety of sources which may have funding.

The Councillors thanked them for attending and noted their kind offer to attend meetings and provide updates as required.

1. **Apologies and record absences**

None required.

1. **Declarations of Interest in the following agenda**
None required.
2. **Confirmation of the minutes of the meeting held on 25th September 2017 and the Extraordinary meeting on 13th October 2017.**The minutes were proposed, seconded and approved as a true and accurate record.
3. **Reports from Borough, County Councillors and PCSO**
Cllr Sutherland had no further updates but provided a press release about Stafford hospital. Clerk to circulate.
4. **Planning matters, including planning decisions, notifications of appeals and the following applications:**

No updates available.

1. **Highways, footpaths issues including those requiring reporting**

Bin by the village guide sign – Clerk to request if this can be moved. Cllrs happy to relocate as it is in the way of the guide. Needs moving to the side.

The pothole on Bradley Lane is still not repaired – Cllr Sutherland will follow this up.

Horsechestnut opposite the phone box, one branch fallen off, another likely to do so. Clerk to report.

Strimmer bid – Cllr Sunley will distribute the list of proposed footpaths to all for a decision at the next meeting.

31/2017

1. **To agree meeting dates for 2018 as follows: 22nd Jan, 26th Feb, 26th Mar, 23rd April (APM and Full council), May – date to be agreed as clash with bank holiday, 25th Jun, 23rd Jul, 24th Sept, 22nd Oct, 26th Nov**Dates agreed as above, May meeting to be held Weds 30th May at 7.30 – possible venues School and Church. Clerk to investigate.
2. **Section 106 potential projects and consultation with members of the public**

Grassy Lane – the conservation officer felt the proposed works would improve the area. Clerk to check if this means the project can be taken forward.
Changing rooms – more information about ongoing costs is required including cleaning, insurance, repairs and how much it could be let out for.
Consultation with Parish could be included in the Parish Magazine.

1. **To authorise a general dispensation be granted to all serving members of Haughton Parish Council under section 33 of the Localism Act 2011, for the setting of the Annual Precept and the dispensation to be in operation until May 2019**The dispensation was duly authorised.
2. **To discuss matters of finance including:**
3. Accounts for approval
All items on the payment report were agreed for payment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To be paid:** |  |  |  |  |
| **Paid To** | **Details** | **Amt** | **VAT** | **Total to pay** |
| Salaries/HMRC | Sept | 395.71 |   | 395.71 |
| Stafford Borough Council | Amenity visits x 2 | 150.00 | 30.00 | 180.00 |
| D Rhodes | Pitch maint  | 443.00 | 0.00 | 443.00 |
| JWH | Grass cutting Sept | 267.00 |   | 267.00 |
| Haughton Village Hall | Hire | 46.00 |   | 46.00 |
| L Horritt | Office Costs | 18.32 |   | 18.32 |
| Royal British Legion | Remembrance Wreath | 50.00 |   | 50.00 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | Total: |  | £1,400.03 |
| **BKV Account** |  |  |  |  |
| **To be paid:** |  |  |  |  |
| **Paid To** | **Details** | **Amt** | **VAT** | **Total to pay** |
| Haughton Village Hall | Hire | 25.00 |   | 25.00 |
| R Barker | plants etc | 194.96 |   | 194.96 |
| A Cotterill | Food for BKV Trophy Event | 76.00 |   | 76.00 |
| P Lawrence | Pumpokins | 10.00 |   | 10.00 |
|  |  |  |  |  |
|  |  | Total: |  | £305.96 |
|  |  |  |  |  |
| **TOTAL** |  |  | £1,705.99 |

1. Financial statements
The financial statement for the month was accepted.
2. Bank Reconciliation
Approved and signed by the Chairman and Cllr Grattage.
3. To discuss closing additional Lloyds Account and deposit of funds into Stafford Railway Building Society Account
This was agreed as the account is not used. Clerk to action.

32/2017

1. To discuss and agree items/projects to be considered for the 2018-19 budget
Grassy Lane works to remove trees £480 (24 man hours)
2. To consider internal auditor for 2017/18 and actions required
this was approved as Alan Toplis. Clerk to arrange interim audit.
3. To discuss purchase of printer
Cllrs wished to investigate whether further funds were available from the transparency fund prior to approving the spend. It was suggested a laser/scanner be purchased which would provide low ongoing costs for ink etc which costs approx. £180-200.
4. **Clerk’s report including correspondence**The report had been previously circulated and included:

Information about a Data Protection Training Session which will be attended by the Clerk and Chairman.

Parish Newsletter – to be discussed at the next meeting.

1. **Reports from Councillors on:**
2. **General Maintenance**
No further updates required.
3. **Park and football pitch**

Mole catcher – approved to use Mr Furber as previous years.
Playing Field Inspections – further advice required about the safety matting – Clerk to arrange visit.
Playing Field Maintenance – additional maintenance required to keep the pitch in good condition. One quote received. Further information required to allow the council to make a decision.
Event terms and conditions – Clerk to circulate for approval at next meeting.

1. **BKV**

It was agreed to send thank you letters to Avril Cotterill and Barbara Pursehouse for their hard work organising the buffet for the trophy event. Clerk to also write to the village hall to pass on favourable comments from those attending.

It was agreed that the remaining amount of the monies approved at the last meeting could still be used for further planting as required. It was also noted that a budget would be prepared for next year and that people purchasing plants needed approval prior to doing this otherwise monies may not be reimbursed.

1. **Dale Common/Allimore Green update**
The new pipe has been installed on Dale Common and is working well. Allimore Green is looking in good condition and currently has cattle grazing.
2. **Village Hall**
The Christmas café will be held on 16th December. The Christmas lights switch on is 8th December. The Village hall are aiming to host a quiz night on 3rd February.
A defibrillator has been donated by an anonymous benefactor and will be sited inside the village hall. There is a free training session to be held at the hall on 2nd November at 10.30am.
3. **War Memorial Project**

Cllrs Anslow and Grattage are researching the history to submit as part of the listing. They have been to the records office and having been reviewing a large amount of information.

1. **Chairman’s Announcements**

No further updates.

1. **To request any future agenda items**Clerk requested these 10 days before the next meeting.

**33/2017**

1. **To confirm the date of the next meeting:** Monday November 27th at 7.30pm at the Village Hall.
2. **Report from Personnel Committee following the Clerks appraisal**This was discussed and will be forwarded to all for review. It was agreed to increase the Clerk’s hours by ½ hour per week. The implementation date for this is to be agreed at the next meeting.
3. **Meeting Close**The meeting closed at 10.40pm

34/2017