**HAUGHTON PARISH COUNCIL**

Clerk: Mrs Lisa Horritt

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**DRAFT Minutes**

Minutes of the meeting held on Wednesday 25th September 2017 at 8.00 pm at Haughton Village Hall

Attendees: Chairman Cllr M Allen Cllr G Anslow Cllr T Grattage
Cllr S Taylor Cllr D Warbrick Clerk: Lisa Horritt
The meeting was Quorate

Borough Councillors Ray Sutherland and Stephen Leighton

Public: 3 members of the public were present

**Public Open Forum**
Questions were raised as follows:

It was queried whether there could be a refresher course for the defibrillators. The Clerk would discuss this with Cllr Sunley on his return and then look into who would pay for the hire of the hall etc.

The planning application on the agenda was raised – noted that the garage aspect had been removed. It was also noted that the planning access and design statement contained useful information for councillors.

Cllr Allen thanked the public and opened the meeting. He introduced Stuart Taylor (new member) and welcomed him to the Parish Council.

1. **Apologies and record absences**

Cllr I Forrester, Cllr I Sunley – both on holiday. No reasons for absence were accepted

1. **Declarations of Interest in the following agenda**
None required.
2. **Confirmation of the minutes of the meeting held on 26th July 2017**The minutes were proposed, seconded and approved as a true and accurate record.
3. **Reports from Borough, County Councillors and PCSO**
Cllr Sutherland updated the meeting about the new waste contractor from February 2018 – Veolia taking over from Biffa. He also noted that the Parish Forum will take place on Thursday.
Councillor Leighton echoed these thoughts and both councillors noted that with such a large number of parishes it is difficult to attend all of them regularly.
They were both thanked for attending.
4. **Report from Haughton Neighbourhood Watch Co-ordinator**
Mr David Hutt updated the meeting – the crime rate has remained low but residents must continue to be vigilant. It was noted that information coming via alerts could be better targeted and more relevant. There have also been some issues with the quarterly forum for all Neighbourhood watch schemes not running and this has been a real loss. These have not run for 12 months and appear to have been cancelled by the Police and Crime Commissioners office. Cllr Sutherland offered to follow this up with the PCC office.

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1. **Planning matters, including planning decisions, notifications of appeals and the following applications:**

17/27104/FUL – School House, Haughton – Councillors wished to comment on the scale of the extension as it is the same size as the last application even though the garage has been removed from the plans. It was also queried ref the change of use of garden, Clerk to obtain more information.

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

There is a large pothole on Alstone lane travelling towards Bradley.

Beech Close Path – following investigation this belongs to the church who have resolved the issue.

Footpaths – Staffordshire County Council will be consulting on use of footpaths and maintenance. They are looking for Parishes to help more.

Grassy Lane – there have been 2 meetings. One with a representative from Streetscene and also the biodiversity officer from Stafford Borough Council. The higher part of the watercourse is under water and the lower part dry.
Advice includes tacking the area in three parts, with the mid section requiring most action. Sycamores require removal before they cause issues and other cost effective suggestions were made.
The footpath surface also requires consideration –it is not clean and suffering from dog fouling.

Strimmer bid – paths to upkeep had not been finalised and this was carried forward to October’s meeting.

1. **Section 106 potential projects and consultation with members of the public**

4 projects had been assessed by Stafford Borough council. The village hall car park resurfacing would not be eligible. Grassy Lane Biodiversity may be once further information is received.
The council are considering moving forward with changing rooms and toilets for the football pitch. Further funding from sport England would be required and the council wanted to understand information about ongoing costs and potential income to offset this before moving forward. Cllr Warbrick will work with the clerk to provide more information at the next meeting.

1. **To discuss planting of crocuses in Haughton**Cllr Taylor has submitted a proposal to Council. He would purchase the bulbs – the money being used to fundraise to help support eradication of polio.
Clerk to notify Staffs county council to ensure no issues with planting on the Highway. A risk assess and notification to the insurers of the dates will also be required.
2. **To discuss matters of finance including:**
3. Accounts for approval
All items on the payment report were agreed for payment.
4. Financial statements
The financial statement for the month was accepted.
5. Bank Reconciliation
To be completed and presented to Council in October.
6. To receive report from the personnel committee in relation to the Clerks Salary following successful completion of CiLCA
It was agreed to raise by 1 SCP as per the clerks contract.
7. To discuss and agree Clerks appraisal and delegation to the personnel committee
This was devolved to the personnel committee who will report back at the October meeting
8. To confirm and agree amendment to Playground Warden job description as circulated
Amendments were agreed as circulated. Clerk to send copy to the Playground Warden.
9. To discuss initial items/projects to be considered for the 2018-19 budget
Cllrs are required to forward costed projects to the Clerk for inclusion in the October meeting. Budget setting occurs in November so projects must be sent before October’s meeting

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1. To discuss and agree BKV Event, costs and organisation required

Clerk to forward dates to the Community Council for availability. It was agreed to spend up to £150 on the event including hall hire and food.

1. **Clerk’s report including correspondence**The report had been previously circulated and included:

Further application to the transparency fund to cover costs for hosting and Clerk time to input data to comply with the requirements.
Correspondence has been received from Mayo farm about dog fouling. The Council asked the clerk to pass on information about reporting offenders to Stafford Borough Council.

1. **Reports from Councillors on:**
2. **General Maintenance**
There was an issue at the last amenity visit of one person bringing large amounts of plasterboard over several trips – this caused mess on the village hall car park. Clerk to speak to the waste department to understand exactly what can, and can’t, be throw away during these visits.
3. **Park and football pitch**
The playing field inspection has been received – the Clerk and Cllr Warbrick will work through this and bring recommendations to Council at the next meeting.
4. **BKV**
The judges report has been circulated. Clerk was asked to contact Stafford Borough Council about dog fouling posters
5. **Dale Common/Allimore Green update**
Clerk to follow up dates for work on Dale Common. A complaint has been received about the flooding on Dale Lane – Clerk to pass this onto Staffordshire County Council.
6. **Village Hall**
No further updates.
7. **War Memorial Project**

Cllrs Anslow and Grattage are researching the history to submit as part of the listing.

1. **Chairman’s Announcements**

The Chairman updated the Council about a Councillor Training Session, both Councillors Taylor and Warbrick wished to attend.

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:** Monday October 23rd at 7.30pm at the Village Hall.
3. **Meeting Close**The meeting closed at 10.40pm

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