**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 26th June 2017 at 7.30 pm at Haughton Village Hall

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

Borough Councillor Ray Sutherland, PCSO Patrick Wright and 4 members of the public

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

A request to clarify in relation to the public open forum. The Chairman clarified that public open forum is an opportunity for members of the public to speak to the Council about any issues they may wish to raise. There may not be an instant answer to questions raised but Councillors will try and assist where they can.

It was queried why correspondence is so late in the agenda. All correspondence to be included in the agenda must be received within 3 clear days of the meeting in order for members to consider and make informed decisions. Any correspondence received relating to an agenda item would be discussed during that agenda item. Any items received outside the time frame requiring a decision would need to be included on the next meeting agenda.

1. **Apologies and record absences**

Cllr I Forrester – reason for absence – holiday. This was accepted by the Council

1. **Declarations of Interest in the following agenda**
None required.
2. **Confirmation of the minutes of the meeting held on 22nd May 2017**The minutes were proposed, seconded and approved as a true and accurate record with one minor amendment.
3. **Reports from Borough and County Councillors**Cllr Sutherland updated the meeting that the gully emptier had been in the area that day. It was further reported that it appeared every other gully had been emptied – reasons for this would be investigated.
He further updated about Section 106 money and the requirement for a public meeting – Clerk to follow up with Sally McDonald.
Cllr Warbrick noted that at the last meeting attended by Cllr Sutherland he had promised to request the speed camera van. This has not been seen in the village. PCSO Patrick Wright noted he would follow this up.
4. **Planning matters, including planning decisions, notifications of appeals and the following applications:**

No applications received.

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

It was reported that the cross hatchings are severely worn through the village. It was agreed that the Clerk would write to Highways to request if these could be repainted.

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Parking outside the old post office was discussed, visitors have been causing some issues with visibility for cars exiting Church Eaton Road. Clerk to write to manager to raise the issue.

Footpaths – the bid for the strimmer has been submitted. The stile kit for Park Lane is not required as the stile can be fixed.

The footpath at Beech Close still required work and has deteriorated further. Clerk to follow up.
Grassy Lane Brook Strategy – it was agreed that the footpaths working group would meet to discuss possible options and report back to council..

Walton Homes Update – Walton Homes have responded to the letter about the brook stating they have not changed it. They also have written to confirm the attenuation tanks will not have pumps and written to offer £250 towards BKV projects.

1. **Report from the policy and resource committee in relation to the review and adoption of:**
2. Standing orders – agreed with one change ref time limit of meetings
3. Financial regulations – agreed by all present
4. Risk assessment – agreed by all present
5. Document retention policy - agreed by all present
6. Data protection and possible actions required – it was agreed to defer this as new legislation will change this in the near future.
7. Update ref role of treasurer – it was agreed that this role monitors the accounts for the benefit of the Parish Councillors. The Council must demonstrate that it has sufficient internal controls.
8. **Parish Council Casual Vacancy and actions required to fill the post**It was agreed to advertise the vacancy until Friday July 14th – details in the noticeboard. Candidates are to write a letter stating why they feel they would make a suitable Councillor and the skills they would bring to the role.

It was agreed that candidates would be assessed by the personnel committee who would make a recommendation to council based on a standard set of questions and scoring system.

The Clerk had also written a new councillor induction pack and this had been circulated to all members.

1. **To discuss matters of finance including:**
2. Accounts for approval including BKV Costs
All items on the payment report were agreed for payment. It was agreed that no further pre-approval was required for BKV.
3. Financial statements
The financial statement for the month was accepted.
4. Approve the Playing Field Warden Contract
This has been reviewed by the Personnel committee and was approved. Clerk has also written to Mr Matthews in relation to pension arrangements.
5. To discuss and agree playing field inspection contractor and cost
The Clerk had obtained 3 quotes – some were significantly different, it was therefore agreed to obtain a further 2 independent inspector quotes. Clerk to action
6. **Clerk’s report including correspondence**The report had been previously circulated and included:
* County Council Service Reductions – the microsite is under development and will soon be in the testing phase. This will provide information to Parishes looking to take on services such as enhanced grass cutting or weedkilling.

Additional correspondence had been received from Mrs Keen – the Clerk read the letter relating to the planning application discussed at the last meeting – the Councillors did not have any further comments to make.

1. **Reports from Councillors on:**
2. **General Maintenance**
No further updates

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3. **Park and football pitch**
It was queried whether the zip wire repair had been completed. Clerk to follow up. It was reported that the playing field warden has received some abuse from a gentleman who had tied his dog up within the fenced area designed to keep dogs out for childrens safety.
The playing field warden had requested whether the concrete bin in the play area could be changed for a conventional one requiring a bag – Clerk to request via Streetscene.
Cllr Warbrick had been contacted by several parents requesting an additional gate near the zip wire to allow better access for parents with both older and younger children. The contractor had confirmed this would cost £145. This was agreed by the Council.
4. **BKV**
The judges are happy with the village and the feedback has been good. Avril Cotterill who has been heavily involved in BKV has been awarded a British Empire Medal for services to the community. It was agreed to send some flowers and a letter of congratulations from the Parish Council.
5. **Dale Common/Allimore Green update**Mr Bowler has purchased some new cattle for Allimore Green – they are more suited to grazing this type of grass.
6. **Village Hall**
£506 was raised at the Great Get Together, this will be used to improve the gentleman’s toilets. It was also noted that the Village Hall’s fixed term electricity contract ends on 24th July and that the price will rise from 11.6p unit to 14.5p.
7. **War Memorial Project**

The Council have confirmed they are free to upkeep and list the monument. Cllrs Anslow and Grattage will work on the history to submit as part of the listing.

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

The Chairman updated the Council about the next Councillor Training Course which will be held next Wednesday.

1. **To request any future agenda items**Clerk requested these 10 days before the next meeting. To include Section 106 projects
2. **To confirm the date of the next meeting:** Wednesday July 26th at 8pm at the Village Hall.
3. **Meeting Close**The meeting closed at 10.00pm

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