

# HAUGHTON PARISH COUNCIL

Clerk: Mr John Blount

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## Minutes

Minutes of the meeting held on Monday 26<sup>th</sup> February 2018 at 7 pm at Haughton Village Hall

Present for all or part of the meeting:

Chairman Cllr M Allen	Cllr G Anslow	Cllr I Forrester
Cllr T Grattage	Cllr I Sunley	Cllr S Taylor
		Cllr D Warbrick

In attendance: J. Blount (Clerk), 7 members of the public and 2 candidates for Clerk's post.

Cllr. Sutherland and Cllr. Leighton (Stafford Borough Council) sent their apologies.

### **Public Open Forum**

A member of the public asked if S106 money was still available. The Chairman replied that it was still available and held by the Borough Council.

Members of the public raised issues connected with the Council's Best Kept Village effort. A volunteer assured the Council that he had always got the BKV lead councillor to sanction expenditure. Once completed the BKV pack would be passed to the Clerk to arrange entry to the competition.

The Chairman explained about the need for the Council to issue the purchase order to avoid volunteers having to use their own money and so that the Council could reclaim VAT. He also explained that the Council had a duty of care.

Another volunteer urged the Council to keep it simple to avoid killing the spirit of BKV.

#### 1. Apologies.

There were no apologies.

#### 2. Declarations of Interest

There were none.

#### 3. Minutes of the meeting held on 22nd January 2018

Resolved that, with the removal of PPE quantities in item 2, 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 police force present to report.

#### 5. Planning matters.

Clerk reported that there were no proposals for land near Weston Croft.

App 17/26258/FUL School House, Newport Road. Appeal.

Resolved to note the appeal.

App. 18/28016/HOU. 1, Hawthorn Close, Single storey extension.

Resolved to note this application.

App. 17/27543. Polytunnels in Derrington. Letter seeking support to oppose application.

Resolved that the Clerk write to the author of the letter saying that the council were sympathetic but unable to respond as the issue was in another parish.

6. Highways,

A strimmer, 2 x batteries, charger, 2 x protective trousers, facemask and 2 x pairs of gloves had been purchased within the budget. This equipment would be temporarily stored at Ash Lea, Newport Road.

The Clerk had invoiced the County Council for the CPI bid money and asked the County Council if it could arrange training.

Resolved that the Clerk would produce a generic Risk Assessment for rural footpaths.

As provided for in Standing Orders the Chairman moved items 14 and 15 forward for the benefit of members of the public.

14 BKV matters

- a) Providing ink, paper and lamination pouches to a volunteer to produce the BKV entry pack within the £145 budget.

Resolved to delegate to the clerk the authority to provide stationery supplies to the BKV group subject to a limit of £145 for the 2018/19 year.

- b) BKV sponsorship.

Resolved that the Clerk produce letters for the Best Kept Village representative, Cllr. Warbrick, to present to potential funders when discussing donations. Cllr. Warbrick to provide list to Clerk.

Resolved that the Clerk write to Walton Homes seeking a BKV donation.

- c) Funding BKV Launch Meeting in Village Hall.

Resolved that the Council fund hire of hall on a date to be arranged and provide refreshments up to a total cost of £75 following recommendations from the BKV Working Group.

- d) Purchase of spring plants, compost, weedkiller and fertiliser.

Resolved to delegate to the Clerk the authority to purchase spring plants, compost, weedkiller and fertiliser as recommended by the BKV Working Group within total £400 spring budget.

- e) Purchase of replacement high viz jackets, tabards, gloves, brushes and shovels.

Resolved to delegate to the Clerk the authority to purchase replacement high viz jackets, tabards, gloves, brushes and shovels within the total £400 spring budget and following recommendations by the BKV Working Group.

Cllr. Winnington (Staffordshire County Council) arrived.

- f) Arrangements for notice boards and sponsor's plaques to be cleaned and placed in the flower beds where any necessary permissions have been obtained.

The Clerk reported that the County Council would not insist on licences for planting crocuses in highway verges but discretion should be used in placing more substantial items in the highway verge.

- g) Siting, content, purchase and production of BKV notices.

Resolved that the Clerk order official BKV notices when making the BKV entry.

- h) Siting, content, purchase and production of dog fouling notices.

Resolved that Clerk obtain anti-dog fouling notices after liaising with Mrs. Mathews.

- i) Arrangements for volunteer litter picks and tidy up sessions.

Resolved that litter picks be organised within the BKV map boundary by the BKV Group.

- j) Arrangements for contact with all the various organisations in the village to ensure their continuing cooperation.

Resolved that the Council support Mrs. Mathews in her role within the BKV Working Group.

- k) Arrangements for the Children's Poster and Poetry Competition, including display.

Resolved to enter the Children's Poster and Poetry Competition. Cllr. Taylor to liaise with the Academy. Posters to be displayed in the Village Hall car park subject to the Clerk getting that organisation's approval. Budget £150.

- l) Arrangements for the cheese and wine presentation evening held to thank all the villagers and sponsors who contributed to 2018 BKV.

Resolved that Clerk book the Village Hall on a day to be recommended by the BKV Working Group.

Resolved that the Clerk have delegated authority to purchase refreshments in consultation with the BKV Group up to a value of £150 less the cost of the hall hire.

- 15 Arrangements for the annual Haughton Village small and large garden and also the hanging basket competition within the £140 budget.

Resolved to set aside up to £140 to make a grant available to the organisers of this competition.

#### 7 Finance:

- a) Accounts for approval

<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Salaries and expenses	1782.85	235.03	2017.88
HMRC	158.20	0	158.20
Petty Cash supplement	18.00	0	18.00
SPCA, training	20.00	0	20.00
JRB enterprise Ltd. Dog gloves	241.50	48.30	289.80

Resolved to approve the payments schedule with the exception of Salaries and Expenses which was carried back to the end of the meeting.

- b) Financial statements.

Resolved to accept the Financial Statements as a true record.

The RFO explained that he was unable to provide a bank reconciliation as he only had one bank statement.

- c) Village hall grant application.

Resolved to make a grant of £500 to the Village Hall Committee.

- d) Removal of bank correspondent link.

Resolved to write to Lloyds Bank asking them to stop sending text messages to Mrs. J. Hill

8 Clerk's report.

The Clerk distributed his notes covering:

BKV arrangements, grit boxes. new printer/copier/scanner, pooper scoopers and phone box.

Resolved to note the Clerk's report.

9 Report from Councillors on Park and football pitch.

The Playing Field Warden's report showed no issues.

It was resolved that the zip wire matting issue would be addressed at the next meeting.

10 Contract issues and letting arrangements for football pitch.

One contractor declined to quote and one did not respond to request for quote.

Resolved that the Clerk invite Mr. Rhodes to quote.

Letting arrangements to be discussed at the next meeting.

11 Options for Civic Amenity visits in 2018/19

£165 budget for 2 visits. No third free visit.

Resolved to request 2 visits @ a total cost of £130. Clerk to check dates with Village Hall Committee. Amenity vehicle to attend from 9am to 10am.

12 Joint letter and attendance at collaboration group meeting on Thursday 22<sup>nd</sup> March at 7.30pm at Gnosall.

Resolved to approve signing of joint letter.

Resolved that Cllr. Allen and Cllr. Sunley would attend the 22<sup>nd</sup> March meeting as delegates.

13 Reports from Councillors on:

- a) Dale Common/Allimore Green.

Resolved that the Clerk advertise Dale Common letting on web site and in notice board and advise current user of opportunity.

Cllr. Forrester reported that the work on the overhead cables had been completed

- b) Village Hall.

Village Hall representative, Cllr. Mrs. Anslow, reported that the AGM would be on the 14<sup>th</sup> May.

c) War Memorial Project – listing.

The Clerk reported that the War Memorial was now Grade II listed and that the local planning authority would now be preparing the statutory notices required under the Planning (Listed Buildings and Conservation Areas) Act 1990 Buildings of Special Architectural or Historic Interest.

d) Best Kept Village Competition

Resolved to note the Clerk's BKV report.

16 Future support for St. Gile's Church.

Resolved to carry this item forward to the next meeting.

17 Survey of Council owned property to draw up a schedule of work.

Resolved to carry this item forward to the next meeting.

18 Uses for phone box.

Resolved to carry this item forward to the next meeting.

19 Parish Newsletter.

Resolved to carry this item forward to the next meeting.

20 Issues from Houghton Academy visit.

Resolved to discharge this item.

21 Service level agreement with the County Council to provide a Data Protection Officer under the General Data Protection Regulations.

Resolved that the Clerk indicate that the Council were interested in this service.

22 Revision of Financial Regulation 6.21

Resolved to increase the petty cash level to £100.

23 Review by the standards working group of all standards and regulations.

Resolved to ask Cllr. Sunley to convene a meeting of the Standards Working Group to consider all standards and regulations.

24 Minutes of the Personnel Committee meeting on 19<sup>th</sup> February 2018 were approved as a true record.

25 Appointment of new clerk/RFO.

Resolved to invite Mrs. S. Atkins to take up the post of Clerk/RFO of the Council

26 Salary, start date, handover and induction arrangements for new clerk/RFO.

Resolved to appoint the Clerk/RFO on SCP 20, to start on Monday 5<sup>th</sup> March 2018. Salary to be reviewed at the end of the 6 month probation period.

Resolved that, by mutual agreement, Mr. J. Blount's locum contract would be terminated on 4<sup>th</sup> March but he would continue to give support as a consultant until the end of the March meeting.

7 a) (Continued). Salaries and expenses.

The Clerk's overtime claim was reviewed. It was agreed that overtime should be agreed in advance but the practical difficulties of arranging this were recognised. The Council were invited to strike out items that could not be supported but it was felt that the grouping of timesheet items made this difficult. The Clerk warned that the new Clerk was likely to incur overtime given the unfamiliarity with the work and the need for training.

Resolved to approve the payment of salaries and expenses.

27 Chairman's Announcements

There were no announcements.

28 Correspondence.

Letter from Mr. Barker.

SPCA bulletins.

Clerk and Council's Direct.

Glasdon – street furniture.

Civic Voice. Invitation to 'Sharing Success' event.

SLCC. ILCA. Briefings.

IIMC. Briefings.

29 Future agenda items

Remove War Memorial item.

30 Date of the next meeting: Monday 26th March 7.30pm Haughton Village Hall

31 Meeting Closed at 11.25pm.

## **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.