**HAUGHTON PARISH COUNCIL**

Clerk: Mrs Lisa Horritt

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**Minutes**

Minutes of the meeting held on Monday 27th March 2017 at 7.30 pm at Haughton Village Hall

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

**Public Open Forum**No members of the public were present

1. **To receive apologies and record absences**Cllr A Heath  
   Cllr I Sunley – absence approved due to holiday  
   Cllr I Forrester – absence approved due to work commitments
2. **To receive any Declarations of Interest in the following agenda**  
   None required.
3. **To receive and confirm the minutes of the meeting held on 27th February 2017**The minutes were proposed, seconded and approved as a true and accurate record.
4. **To receive any reports from Borough and County Councillors**There were no Borough or County Councillors present.
5. **To consider planning matters, including planning decisions, notifications of appeals and the following applications:**17/25726/FUL – Ranton House Farm retention of polytunnels – it was **resolved** to re-submit the comments from the original application 16/24273/FUL as circulated.
6. **To discuss Highways, footpaths issues including those requiring reporting**Following reports of issues following the works by Western Power Distribution it was **resolved** to write to them on the following points: The Parish Council are disappointed about a lack of advance notice about the nature of the works, they have been fielding complaints about the disruption and the mess that the village has been left in. This includes dirty footpaths, dirty road, a ramp of tarmac left between the road and footpath and a hole where one of the telegraph poles were removed. Clerk to action.

The footpath on Beech Close is still awaiting repair.  
The Clerk has received the notification about the Community Paths Initiative for 2017 and will send details to Cllrs Anslow and Sunley.  
The footpath sign remains knocked down at the Prince Avenue end of Grassy Lane – Clerk to report.  
A meeting has been organised on April 7th between Haughton Parish Council, Staffordshire County Council and Stafford Borough Council to discuss the issues with the ditch at Grassy Lane and the discharge from Redfern Rise.

1. **To discuss the Garden Fete 2017, suggested dates and actions required**Gnosall have confirmed dates as follows: Carnival 17th June, GFest 15-23rd July. Church Eaton – no clashes, Village market is usually 3rd Saturday (17th June 10-1). Haughton Village clashes include May 20th and 27th, June 10th, July 15th. It was suggested September may be the most suitable time to organise. It was deferred until the next meeting where a sub-committee will be formed.
2. **To discuss matters of finance including:**
3. **Accounts for approval**The list of payments is attached to these minutes.The accounts were approved for payment.
4. **Financial statements**The financial statement for the month was accepted.
5. **Bank Reconciliation**This had been completed up to 31st January and checked by Councillor Grattage. This was duly approved by the Council.
6. **Confirmation of rate of pay for playground inspections from 1st April 2017**It was resolved to approve the amended rate of pay as notified by the Clerk
7. **Confirmation of Clerk’s rate of pay from 1st April 2017**The Clerks scale point was confirmed as contracted.
8. **Dale Common Tender**One response had been received. This was opened by the Clerk in front of the Council and approved. £70 from J & E Parker. Clerk to write to confirm and forward agreement.
9. **To approve internal auditor for 2017**It was **resolved** to appoint Mr Graham Williams to complete the annual audit for 2016/17.
10. **To receive the Clerk’s report including correspondence**The report had been previously circulated and included:

* Dale Common – request to run a ditch across Dale Common due to current ditch being silted. Council agreed to arrange a site visit with Mr Godwin and Mr Parker to discuss. Clerk to also inform Mr Parker when writing in confirmation about the successful tender.

1. **To receive reports from Councillors on:**
2. **General Maintenance**  
   No update required
3. **Park and football pitch**HAGS will carry out the works on the zip wire this week. Work on the football pitch is ongoing. Cllr Warbrick will confirm whether the current team wish to continue to use the pitch going forward.
4. **BKV**  
   Cllr Warbrick thanked Cllr Anslow for her hard work on the BKV entry folders. There are approx. 30 people signed up to complete a volunteer litter pick. The risk assessment and insurance for this have been confirmed. It was **resolved** to write to Streetscene to thank them for the equipment provided.
5. **Village Hall**  
   Cllr Anslow updated the meeting about the resurfacing of the car park which has now been completed. There is also an event on 10th June in the afternoon – Great Get Together in memory of Jo Cox. Money raised will go to the village hall.
6. **War Memorial Project**

There is more work required to register the monument, including updating the history and ensuring a paper trail is kept including photos. Cllr Grattage will liaise with Cllr Anslow.  
The Clerk will look into a valuation for the memorial to ensure the insurance value is adequate.

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

The Chairman updated the Council about the next collaboration meeting on April 27th, Staffordshire Parish Councils Association policy and resource committee meet next week, there is also a joint liaison meeting with Staffordshire County Council planned.

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:** 24th April 2017 including Annual Public meeting at 7pm.

**To exclude members of the press and public whilst confidential information is discussed**

1. **To receive feedback from the Personnel Committee about the Clerk’s appraisal and action points**The committee presented its feedback and recommendations and this was accepted by the Council.
2. **To discuss review of playground inspector’s terms and conditions**These were agreed and will be drafted by the Clerk
3. **Meeting Close**The meeting closed at 9.47pm