**HAUGHTON PARISH COUNCIL**

Clerk: Mrs Lisa Horritt

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**Minutes**

Minutes of the meeting held on Monday 27th November 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: 1 member of the public was present, County Councillor Mark Winnington also attended

**Public Open Forum**

No issues were raised by those present.

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 23rd October 2017**The minutes were proposed, seconded and approved as a true and accurate record, the date of the Christmas light switch on had been amended to December 9th from the 8th – it was correct at the previous meeting.
3. **Reports from Borough, County Councillors and PCSO**
None present to update the meeting.
4. **Planning matters, including planning decisions, notifications of appeals and the following applications:**

No updates available.

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

 The branch on the main road near the decorative tyres has been reported by both the Clerk and the Vice Chairman – it is on the Highways non-urgent list and should be resolved within 60 days.
Ref Highways Amenity service reductions – it was noted that Haughton already carry out enhanced grass cutting and that BKV activities contribute to planting and weed control.

Footpaths – Cllr Sunley had distributed a list of paths for adoption – most in close proximity to the village.

Paths 5, 6a, 6b, 7, 14, 15, 16, 18, 19,20 22, 35, 36, 37, 38, 39, 47, 54 This was agreed by the Council and Cllr Sunley will contact the footpaths team at Staffordshire County Council to understand whether any agreements are required to be signed in order for the strimmer funds to be released.
Cllr Sunley had been contacted by a member of the public regarding bridleways and where they finish. One bridleway has a small stretch of footpath in between two parts – Cllr Sunley had suggested that the member of the public speak to the landowner to discuss whether it could be changed to a bridleway. This relates to paths 9 and 10.

1. **To discuss matters of finance including:**
2. Accounts for approval
All items on the payment report were agreed for payment.

**35/2017**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To be paid:** |  |  |  |  |
| **Paid To** | **Details** | **Amt** | **VAT** | **Total to pay** |
| Salaries/HMRC | Oct | 369.07 |   | 369.07 |
| Dave Rhodes | Pitch Maint | 443.00 |   | 443.00 |
| Haughton Village Hall | Electricity Oct 2016-Oct 2017 | 88.17 |   | 88.17 |
| L Horritt | Office Exps Nov 17 | 12.88 |   | 12.88 |
| Ricoh | Photocopying to Nov 17 | 201.28 | 40.26 | 241.54 |
| SPCA | Training x 2 | 35.00 |   | 35.00 |
| JWH | Grass Cutting/Hedge Cutting | 372.00 |   | 372.00 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | Total: |  | £1,561.66 |
| **BKV Account** |  |  |  |  |
| **To be paid:** |  |  |  |  |
| **Paid To** | **Details** | **Amt** | **VAT** | **Total to pay** |
| P Wilson | Plants | 50.00 |   | 50.00 |
|   |   |   |   | 0.00 |
|  |  |  |  |  |
|  |  | Total: |  | £50.00 |
|  |  |  |  |  |
| **TOTAL** |  |  | £1,611.66 |

1. Financial statements
The financial statement for the month was accepted.
2. To confirm purchase of phone box for £1
This was duly approved. Councillor Winnington noted that when a use has been decided he would be happy to support funding activities via his community fund.
3. To discuss purchase of printer
This was agreed up to the value of £180 (incl VAT). It was agreed a laser/scanner would be purchased. Clerk to action.
4. **To discuss 2018/19 Budget and projects/spends required**The initial budget had been circulated. Members discussed in detail including providing monies to refresh the surface of the playing field equipment over a 4 year period including a reserve from current monies of £3000 and also works to ensure the football pitch remains in good condition – weekly cutting and 2 aerations. It was agreed that the precept for 2018-19 would be £17,700 plus local government support grant and concurrent funding.
5. **To discuss preparing a Parish Newsletter**It was agreed that inputs would be produced for the playing field, war memorial, updates about the amount of grant funding received last year which equalled the precept received and represented great investment for Haughton. It was also agreed to produce an article about the recently planted crocuses and it was agreed to site a plaque noting they had been planted to support the eradication of polio. The newsletter will aim to be produced in late January/early February.
6. **To discuss Haughton Academy visit and request for advice and assistance for purchase of laptops**Cllr Taylor had discussed with the Rotary Club. He needs to send more detail before the end of December. He has tried to contact the head but has not received a reply yet and will try to contact them again this week. Cllr Sunley will also liaise with Cllr Taylor as he has information from the British Computer Society. Cllr Allen and Borough Councillor Ray Sutherland have visited the school during the month with 2 ex-Stafford Borough Council laptops. No further information has been received from the school.

**36/2017**

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

Information about the Data Protection Training Session which was attended by the Clerk and Chairman.

Costs for a Data Protection Officer were included and discussed as part of the budget process.

1. **Reports from Councillors on:**
2. **Park and football pitch**

Playing Field Inspections – information ref safety matting was discussed as part of the budget and a four year plan to raise the funding required to replace the matting is now in place. The clerk has asked the playing field inspector to clarify the comments relating to the sufficiency of the matting and will phone him to discuss.
Event terms and conditions – these were approved by the Council and will be issued to single use hirers. It was noted that the condition relating to commercial activities was not applicable to charitable events.

General terms and conditions – these were approved by the Council and will be issued to regular hirers of the football pitch.

1. **BKV**

A working group has been formed by Cllr Warbrick. They can plan activities but cannot make decisions or spend any money without approval of the full Parish Council.
The group consists of: Cllr Warbrick, Cllr Taylor, Peter and Anne Archer and Roger Barker.
They will meet informally to plan and then report back to the Council for approval.
It was agreed to informally contact the owner of 6 Beech Close as ivy is overhanging one of the BKV flower beds and permission is required to cut it back.

1. **Dale Common/Allimore Green update**
Cllr Forrester has met with Western Power at Dale Common to discuss works to trees. These will be carried out in the near future.
Both Dale Common and Allimore Green are very wet at present.
2. **Village Hall**
The defibrillator is now in place on the wall behind the hatch in the meeting room. Training was carried out on 2nd November with 25 people in attendance. The quiz is going ahead on February 3rd. It was agreed that a team from the Parish Council would enter.
3. **War Memorial Project**

Historic England have notified the Council that they intend to list the monument. They have sent a document which will be reviewed and commented on as it contains a few errors. Cllrs Anslow and Grattage will liaise with the clerk.

**Members of the public and press were excluded while confidential information was discussed**

1. **To discuss clerks appraisal and role and actions required**The Chairman informed the meeting that the Clerk had tendered her resignation with a finish date of 21st December.
It was agreed that the personnel committee would be authorised to appoint a locum clerk if required and also move forward to advertise and recruit a new clerk with a recommendation being made to full council for a decision. This was approved by all.
2. **Chairman’s Announcements**

No further updates.

37/2017

1. **To devolve powers to the Clerk until the next Parish Council meeting and confirm the scope of the powers**It was agreed that powers would be deferred to the Clerk/Locum Clerk and the scope would be to ensure the Council can run in the absence of the monthly meeting.
2. **To request any future agenda items**Clerk requested these 10 days before the next meeting.
3. **To confirm the date of the next meeting:** Monday January 22nd at 7.30pm at the Village Hall.
4. **Meeting Close**The meeting closed at 10.15pm

38/2017