

HAUGHTON PARISH COUNCIL

CLERK: Mrs. S. Atkins

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MINUTES

Minutes of the meeting held on Wednesday, 30th May, 2018 at 8.00 p.m. at Haughton Village Hall.

Attendees: Chairman Cllr M. Allen Cllr. G. Anslow Cllr. Forrester
Cllr. I Sunley. Cllr S. Taylor. Cllr. D. Warbrick Clerk: Susan Atkins.

Public: No members of the public were present.

Public Open Forum

No issues were raised.

1. Election of Chairman

Cllr M Allen was proposed, seconded and approved by all present as Chairman.

2. Election of Vice Chairman

Cllr D. Warbrick was proposed, seconded and approved by all present as Vice Chairman.

3. Apologies and record absences.

Cllr T. Grattage – reason for absence – holiday. This was accepted by the Council.

4. To elect representatives to other bodies.

Village Hall Committee Representative – Cllr G. Anslow.

Best Kept Village Representative - Cllr. D Warbrick

Staffordshire Parish Council Association Representative – Cllr M. Allen.

5. To appoint Members to existing committees/working groups

Local Parish Council Collaboration Group – Cllr.M. Allen, Cllr. I Sunley and clerk.

Personnel Committee – Cllr. Allen, Cllr Warbrick, Cllr Anslow.

Finance Support Group –Cllr I. Sunley and Cllr. T. Grattage.

Playing Field Advisory Group – Cllr.T. Grattage, Cllr S. Taylor and clerk.

Footpaths working group – Cllr Sunley (Footpaths Officer), Cllr. Allen, Cllr. Anslow.

Grassy Lane working group - Cllr Sunley, Cllr Allen, Cllr Anslow.

Procedures review working group. - Cllr. Allen, Cllr Sunley, Cllr Forrester.

Allimore Green/Dale Common Officer – Cllr Forrester.

6. Declarations of interest in the following agenda.

None given.

7. Confirmation of the minutes of the meeting held on 23rd April, 2018.

The minutes were proposed, seconded and approved as a true and accurate record.

8. Reports from Borough and County Councillors.

There were no Borough or County Councillors present and no apologies had been received.

9. Planning matters, including planning decisions, notifications of appeals.

Reported that School House appeal had been successful.

10. Highways, footpaths issues including those requiring reporting.

a) **Highways** Reported that Severn Trent would be drilling test holes in Jolt Lane from 4th June for 2 to 3 days and there will be congestion and delays in this area while the work is taking place.

Reported that a top dressing would be applied to the A 518 through Haughton.

Reported that there was a deep pothole in Station Road.

b) **Grassy Lane.**

Reported that a quote for £300 for 3 days work to completely tidy up the brook and remove the saplings had been received.

Resolved to obtain other quote(s) and then to proceed up to a budget of £480.

Reported that two quotes had been received for portaloos which will be required during the work at a cost of £216 and £100 for one week delivery and collection.

Reported that Streetscene had been approached for use of a "shredder" to deal with waste from the clean-up and a reply is awaited.

11a)

Finance

Accounts for approval

Paid to	Details	Amount	VAT	Total to Pay
Salaries	May	455.45	0.00	455.45
Owl Sanctuary	Parish Speaker	50.00	0.00	50.00
Petty Cash	Top up to £100	20.51	0.00	20.51
Came & Co.	Insurance	811.48	0.00	811.48
JWH	Grass Cutting at Haughton and Football pitch	784.00	0.00	784.00
LCPAS	Data Protection Officer	150.00	0.00	150.00
Mole Control	April 2017 to March 2018	130.00	0.00	130.00
Village Hall Hire	April	46.00	0.00	46.00
S. Atkins	Office Expenses	20.00	0.00	20.00
S. Atkins	Woodstain and Paint for	26.41	5.29	31.70

	benches			
J. Blount	Expenses	17.55	0.00	17.55
J. Blount	Consultancy Fees	142.70	0.00	142.70
SPCA	Training for clerk	20.00	0.00	20.00
Ricoh	Photocopying	280.63	56.13	336.76

Resolved to accept Came & Company's 3 year "tied in" discounted rate of £811.48.

Resolved to approve these payments.

BKV Account

Paid to	Details	Amount	Vat	Total to Pay
S. Atkins	Ink	28.37	5.39	33.76
BKV Committee	Shrubs	16.63	3.33	19.96
HSGA	Prizes for poster and poetry competition	150.00	0.00	150.00
D. Adams	Bedding Plants	253.78	0.00	253.78
BKV Committee	Bone Meal (Petty Cash)	5.00	1.00	6.00

Resolved to approve these payments.

11b) To receive financial statements.

Resolved that the financial statement for the month be accepted.

11c) To approve new Bank Mandates.

Resolved to approve new bank mandates.

12) Clerk's report.

The clerk distributed the notes covering:

Correspondence received from Stafford Borough Council with reference to the adoption of two new supplementary planning documents.

Stafford Borough Council had notified the Council that the dates of the bin collections were under review.

13) To receive report from Councillors on Park and football pitch.

Resolved to contact Stafford Rangers Juniors Football Club to inform them of the increase of the rental of the football pitch to £1,000 per season.

Reported that one of the wooden steps leading to the zip wire will need to be replaced before the next external inspection.

Resolved to delegate to Clerk the purchase a replacement step up to the value of £150.

14) a) Report from sub-committee on the proposed "Funday".

Resolved to inform the proposed hirer of the playing field that the Council had approved this hire at no cost and that a booking form will be sent out shortly. Reported that an e-mail had been sent to the proposed hirer of the playing field detailing requirements of the Council with regard to indemnifying both the Parish and Borough Council.

- b) Report from J. Hall on the cutting of the football pitch.**
Resolved to increase the cutting of the area surrounding the football pitch from once to twice a month at an additional cost of £320 per season.
- 15) To consider zip wire matting issue.**
Reported that the Council were building a reserve to replace the matting on the play area.
- 16) To receive reports from Councillors on**
- a) Dale Common/Allimore Green.**
Report from Cllr. Forrester that Dale Common was extremely wet and not being grazed at this time.
Reported that Allimore Green ditches were blocked and this was also very wet.
- c) Village Hall.**
Reported that the Annual General Meeting had been held and that there were two events planned "Great Get Together" on Saturday, 2nd June in memory of Jo Cox and a Quiz Night to be held on 29th September in aid of Village Hall funds.
- d) BKV**
Reported that new bedding plants had been purchased and planted. The tidy up sessions had gone well.
- 17) To consider support for St. Giles Church.**
Resolved to grant aid to PCC to support with cutting grass in the open space around the church to a value of £1,000 against invoices submitted.
- 18) To consider a request for a footpath from Villa Farm to bus stop and into Haughton.**
Resolved to forward this matter to the County Councillor for his comments.
- 19) To discuss restoration of the telephone box.**
Resolved to consult on its usage through the Parish Newsletter.
- 20) To consider a notice to review the following
Standing Orders, Financial Regulations, Risk Assessment, Payroll Procedure, Complaints Procedure, Document Retention Policy, Freedom of Information.**
Resolved that the above be dealt with by the appropriate working group and report back to the next meeting.
- 21) To consider a Parish Newsletter.**
Resolved to draft a copy of the Parish Newsletter and present this at the next meeting.
- 22) To consider the repair of the Parish Council Notice Board.**
Resolved to delegate to Clerk the power to purchase oil based undercoat and paint to the value of £90.

- 23) To consider a speed watch promotion.**
Resolved to ask for any volunteers for a speed watch promotion through the Parish Newsletter.
- 24) To implement rises as per the NALC E101-18 dated 18/4/2018 from 1/4/2018**
Resolved to implement this rise from 1/4/2018.
Clerk was requested to submit additional overtime hours.
- 25) To implement rise in the minimum wage.**
Resolved to implement this rise from 1/4/2018.
- 26) To receive Chairman's Announcements.**
The Community Council for Staffordshire is ceasing to operate later this year.
- 27) Correspondence**
Invitation to Mayor's Afternoon Tea.
- 28) To request any future agenda items.**
- 29) To confirm the date of the next meeting: Monday, 25th June, 2018 at 7.00 p.m.**
- 30) Meeting closed at 10.00 p.m.**

24/2018