

**HAUGHTON PARISH COUNCIL.**

**CLERK: Mrs. S. Atkins.**

[www.haughtonpc.staffs.org.uk](http://www.haughtonpc.staffs.org.uk)

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**MINUTES**

**Minutes of the meeting held on Monday 26<sup>th</sup> November, 2018 at 7.00 p.m. at Haughton Village Hall.**

**Attendees: Chairman Cllr. M. Allen. Cllr. G. Anslow. Cllr. T. Grattage. Cllr. S. Taylor.**

**Cllr. D. Warbrick. Clerk: Susan Atkins.**

**Public: One member of the public was present.**

- 1. To receive apologies and accept and record any reasons for absences.**  
Cllr. I. Sunley sent his apologies.
- 2. To receive any Declarations of interest in the following agenda.**  
None declared.
- 3. To receive and confirm the minutes of the meeting held on 22<sup>nd</sup> October, 2018.**  
Resolved that the Minutes be accepted as a true record.
- 4. To receive any reports from Borough, County Councillors and PCSO.**  
Cllr. S. Leighton and R. Sutherland (Borough Councillors) sent their apologies by e-mail.  
County Councillor M. Winnington was not present and no apologies had been received.  
PCSO not present.
- 5. To consider planning matters, including planning decisions, notifications of appeals.**  
Planning Application Reference 18/29490/HOU – 7 Redfern Rise, Haughton.  
Single storey extension – date for response 16<sup>th</sup> November, 2018.  
Resolved that there was no objection to this application.

Planning Application Reference 18/29562/FUL at Weston Croft, Newport Road, Haughton.  
Retrospective application for the demolition of two agricultural buildings and replacement with smaller single agricultural building.  
Resolved that there was no objection to this retrospective planning application.

Planning Application Reference 18/29542/HOU at 16, Moat House Drive, Haughton.  
Two storey side extension and removal of the existing garage.  
Resolved that there was no objection to this planning application.

Planning Application Reference 18/29621/HOU at White Cross House, Woodhouse Lane, Whitecross.  
Single storey side extension replacing existing outbuildings.  
Resolved that there was no objection to this planning application.

**6. To discuss Highways, footpaths issues including those requiring reporting.**

a). **Highways**

Resolved that Clerk would report redundant signage situated near the shops on the A518.

Resolved that Clerk would report a sunken manhole on the A518 close to the turn to Bradley.

b). **Grassy Lane.**

Reported that work was continuing on Grassy Lane and that there was some debris situated at the side of the lane.

Reported that the hedge bordering Grassy Lane and the Park had been examined and that the Forest of Mercia could undertake the restocking of the hedge at no cost.

Resolved to accept this offer from the Forest of Mercia and Cllr. Taylor will liaise with a representative from the Forest of Mercia.

c). **Footpaths**

Cllr. S. Taylor reported that there were five Finger Posts in urgent need of repair.

Resolved that Clerk would report the location of these fingerposts to Highways.

**7. To consider matters of finance including**

a). Accounts for approval

DESCRIPTION	NET	VAT	GROSS
Salaries and Expenses	673.20		673.20
Petty Cash Top Up Chairman's Expenses, Stamps, Treasury Tags. (See Petty Cash Sheet).	17.04	2.97	20.01
JWH – Grass Cutting – Haughton October – 9/10/18 and 23/10/18.	534.00		534.00
JWH – Grass Cutting –Football Pitch 12/10/18 and 22/10/18 Mowed area around football pitch. 10/10/18 and 22/10/18	160.00		160.00
Strimmed Wildlife Area. 10/10/18	80.00		80.00
	70.00		70.00
The Royal British Legion (Wreath)	50.00		50.00

Parish Council Websites	50.00		50.00
Stafford Borough Council – Grassy Lane	100.00	20.00	120.00
Haughton Village Hall Hire 2 Meetings	46.00		46.00
Electricity for Photocopier and Heater – March to October	11.74		11.74
“Haughton Remembers” - Refreshments	38.57	7.71	46.28

Transfer of £1,500 from Lloyds Bank Account to SRBS for “earmarked funds” for replacement of matting under play equipment on the Park.

Resolved to approve these payments.

b). **To receive financial statements.**

Resolved that the financial statements for the month be accepted.

**8. To consider whether Clerk and one other Parish Councillor is sufficient to make BACS payments providing two Councillors signatures are on Accounts for Approval.**

Resolved that Clerk and one other Parish Councillor could make BACS payments providing two Councillors signatures are on Accounts for Approval.

**9. To resolve to relocate £295 expenditure from General Maintenance to Playing Field Clean and Paint budget in correction of error.**

Resolved to relocate £295 expenditure from General Maintenance to Playing Field Clean and Paint budget in correction of error.

**10. To consider a contra entry whereby the cost for grass cutting of the Village Hall lawn of £375 is offset against the donation of £500 to be made to the Village Hall.**

Resolved not to offset the cost for grass cutting of the Village Hall lawn of £375 against the donation of £500 to be made to the Village Hall.

**11. To discuss 2019/2020 Budget and projects/spends required.**

Resolved for Clerk to amend draft budget and to hold a further meeting on the Budget prior to the January meeting.

**12. To receive the Clerk’s report.**

The Clerk distributed notes covering:

Interim Audit Report

Parish Forum

Borough Carol Service.

**13. To receive report from Councillors on:**

a). **Park**

Nothing to report.

- b). **Football Pitch**  
Reported that the pitch lining was in good order and that evidence of dog fouling was not present when inspected.
- 14. To receive reports from Councillors on**
- a). Dale Common/Allimore Green.  
Cllr Forrester to enquire when a “walk” led by Staffordshire Wildlife Trust of Allimore Green could take place.
  - b). **Village Hall**  
Nothing to report.
  - c). **Best Kept Village.**  
Nothing to report.
- 15. To receive an update on the Coffee Morning for “Houghton Remembers” to mark the end of the First World War.**
- a). **To review “Houghton Remembers”**  
Cllr. Anslow reported that the Parish Council, after having successfully bid for the silhouettes in the “*There but not There*” campaign run by the Armed Forces Covenant Trust Fund, had met the aim of the bid. Cllr. G. Anslow was commended for her expertise and efforts in organising this successful event.  
Reported that the Church had requested use of the silhouettes in future remembrance events.  
Reported that the silhouettes were currently stored in the Village Hall photocopier room and would be packed more securely to prevent damage.
  - b). **To receive a report on costings for Houghton Remembers.**  
Reported that this was not a costly event as many cakes and refreshments had been donated.  
Refreshments which had to be purchased amounted to £38.57 and the hire of the Village Hall cost £25 making a total of £63.57.
  - c). **To consider a donation to SSAFA.**  
Resolved to donate £50 to SSAFA in recognition of their attendance at “Houghton Remembers” to raise awareness of issues faced by the Armed Forces.
  - d). **To consider publicity for this event.**  
Reported that information about the event had been placed on the Parish Website and Village Voice.
- 16. To consider the specification and acquiring quotes for grass cutting for Houghton Park for the next year and consider quotes for grass cutting for Houghton for the next 3 years.**  
Two quotes were received for grass cutting for Houghton. Resolved to accept the quote from JWH Ground Maintenance.  
Clerk to obtain quotes for grass cutting of the football pitch and surrounding areas as per existing specifications.

#### **9.50 Councillor Forrester left the meeting.**

**17. To consider the date and potential speakers for the Parish Meeting 2019.**

Resolved that the date for the Parish Meeting to be held on Monday, 29<sup>th</sup> April.

Resolved to defer until January meeting the issue of a potential speaker.

**18. To receive a report on defibrillator training held on Friday, 16<sup>th</sup> November, 2018.**

Cllr. T. Grattage reported that three Gnosall parishioners attended the defibrillator training on Friday, 16<sup>th</sup> November and received excellent training provided by Gnosall First Responders.

**19. To agree meeting dates for 2019 as follows:- Monday, 28<sup>th</sup> January, 25<sup>th</sup> February, 25<sup>th</sup> March, 22<sup>nd</sup> April, Wednesday, 29<sup>th</sup> May at 8.00 pm, Monday, 24<sup>th</sup> June, 22<sup>nd</sup> July, 23<sup>rd</sup> September, 28<sup>th</sup> October and 25<sup>th</sup> November, 2019. A provisional date of Monday, 29<sup>th</sup> April has been booked for the Parish Meeting if required.**

Resolved to accept the meeting dates for 2019.

**20. To devolve powers to the Clerk until the next Parish Council Meeting and to confirm the scope of those powers.**

Resolved that the clerk will have power to redraft the budget to present to full Council.

Resolved that the clerk will attend to the day to day business of the Council.

#### **Council resolved to move item 21 to the end of the meeting.**

**22. To receive Chairman's Announcements.**

Chairman reported that there is a drive from the County Council for more Parish Councillors to be professionally and compulsory trained in line with their duties.

**23 Correspondence**

GLEAN Hub

**24. To receive any future agenda items.**

To consider extra planting of trees on the Park area.

To consider a donation to GLEAN Hub to help the new library at Gnosall.

To consider a grant to the Village Hall.

To consider a speaker for the Parish Meeting.

**25. To confirm the date of the next meeting Monday, 28th January, 2019 at 7.00 p.m. at Houghton Village Hall.**

**To exclude members of the press and public from item 21 below whilst confidential information is discussed.**

**21. To review Conditions of Service of Clerk.**

Clerk will be on holiday from 23<sup>rd</sup> December, 2018 until 2<sup>nd</sup> January, 2019.

**26. Meeting Closed at 10.08 p.m..**

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