

# HAUGHTON PARISH COUNCIL

Clerk: Mrs. Susan Atkins

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## MINUTES

Minutes of the meeting held on Monday, 28<sup>th</sup> October, 2019 at 7.00 pm at Haughton Village Hall.

Attendees: Chairman Cllr. M. Allen. Cllr. G. Anslow. Cllr. A. Hopper  
Cllr. P. Prokopa. Cllr. I. Sunley. Cllr. S. Taylor. Cllr. D. Warbrick.  
Clerk S. Atkins

**Public: No members of the public present.**

**Public Open Forum**

**No issues were raised.**

1. To receive apologies and accept and record any reasons for absences.  
Apologies were received from Borough Councillor R. Sutherland.
2. To receive any Declarations of interest in the following agenda.  
Cllr. D. Warbrick declared an interest in item 18.
3. To receive and confirm the minutes of the meeting held on Monday, 23<sup>rd</sup> September, 2019.  
Resolved that the minutes be accepted as a true record with the addition to item 20 to include that Cllr. G. Anslow would review the 2009 Parish Plan which would be sent to all Councillors detailing what had been achieved in the last ten years and if any outstanding proposals or actions by the Parish Council could be taken forward.
4. To receive any reports from Borough, County Councillors and PCSO.  
None received.
5. To consider planning matters, including planning decisions, notifications of appeals.  
None received.
6. To consider matters of finance including
  - a). Accounts for approval

DESCRIPTION	NET	VAT	GROSS
Salaries and Expenses	£886.15	£22.15	£908.30
JWH – Football Pitch	£240.00		£240.00
JWH – Hedge Cutting – Telephone Box.	£80.00		£80.00
JRB – Dog Bags	£310.20	£62.04	£372.24
Village Hall	£23.00		£23.00
Royal British Legion	£50.00		£50.00

Resolved to approve these payments.

b). To receive financial statements.

It was noted that the second payment of the Precept had been received. In addition, due to the spend on play matting this financial year, it would mean that there would be an external audit of the accounts at the year end.

7. To receive the Clerk's report.

An interim audit of the accounts will take place at 10.00 on Friday, 15<sup>th</sup> November, 2019.

Cllr. G. Anslow reported that the Civic Amenity facility had been well used during the September visit.

Clerk reported that the date of Saturday, 18<sup>th</sup> April, 2020 was unavailable for the Civic Amenity visit due to the Easter Holidays, however the 19<sup>th</sup> September, 2020 was booked. Resolved to ask for the date of 25<sup>th</sup> April, 2020 for the Spring visit.

8. To discuss Highways, footpath issues including those requiring reporting.

a). Highways

i..To consider outcomes of a meeting held with the Community Highway Engagement Officer regarding highways in and around Haughton.

Reported that Minutes from the Community Highway Engagement Officer had been circulated to all Parish Councillors.

Resolved that any response to this Officer on any of the issues discussed should be sent to the Clerk to collate information for a Council response.

Clerk to forward additional points to Community Highway Engagement Officer regarding Watery Lane which were omitted from the Officer's minutes.

Clerk reported that a response had been sent to the Senior Transport Planner with reference to Cllr. M. Winnington's proposals regarding the recent fatal accident on the A518 on behalf of the Parish Council stating that it is the speed that motorists are travelling on this road which is the main issue and not the trees. The Parish Council have therefore objected to the felling of the one oak tree and other alternative recommendations from Councillors have been forwarded to the Senior Transport Planner for his consideration. .

b). Footpaths.

i. To receive a report from Grassy Lane Working Party.

It was reported that 3 footpath posts had fallen down and that others required attention. It was also noted that some work possibly completed by the County Council had taken place on some footpaths but not others.

Resolved that Cllr. I. Sunley would contact the Footpaths Officer to ascertain the status of Parish Council input into maintaining the footpath posts with an option to the County Council providing the posts and the Parish Council the labour or vice versa.

Resolved to put forward a cost of £750 for materials towards the signs in Brazenhill Lane to be considered for the 2020/2021 Budget.

Clerk confirmed that the hedge in Grassy Lane had not been cut under Parish Council instruction and an unknown parishioner must have completed this work.

Reported that following the recent heavy rain, Grassy Lane brook had flooded over the top of the ditch and across the playing field car park and down Brazenhill Lane. Remedial work had taken place immediately with the clearing of the grate and this improved the flow of water and eased the flooding.

Reported that problems with flooding could be alleviated by jetting out the gutter drains and pipes. Clerk to enquire from Highways Department whether a jetter would be available to carry out this work.

9. To receive report from Councillors on:

a). Park

Reported that a repair had taken place on the small gate onto the field with a lower hinge and spring repaired.

Reported that there was very little litter on field or car park and no dog faeces has been seen.

Cllr. S. Taylor confirmed that he was now in possession of a key to the park.

i. ROSPA report.

Resolved to defer the issue of the basketball post on the park until Spring 2020.

Reported that the hedge on the playing field side of the park next to Grassy lane needed to be tidied up and a Working party would take place to carry this out.

Reported that the tree roots at the top end of the field had now grown.

Resolved to obtain a quote for the removal of both roots and tree from the site.

Reported that cladding and fixing materials had now been received to effect the installation of cladding on three posts and this would be completed in the near future.

b). Football Pitch

Reported that this was in extremely good condition.

10. To consider S106 monies including Parish Forum.

Reported that S106 monies were discussed at the Parish Forum as was the 2020/40 Borough plan which indicated a substantial increase in future additional housing. It was noted that Haughton was one of eleven "Key Service villages" which would be considered for possible future development.

Another section of the Parish Forum concentrated on the use of S106 monies which was exclusively aimed at parks/playing fields and the provision of play equipment Resolved to enquire of the church authorities as to whether they would be willing to sell church land next to the playing field to extend open space available to particularly older residents of Haughton.

11. To consider a VE Day memorial event in 2020.  
Reported that the Village Hall had been booked for 9<sup>th</sup> May including morning, afternoon and evening for use by village organisations.  
Resolved to consider a sum of £200 to be allocated to this event in the budget.  
Resolved to defer this item until January, 2020.
12. To review Standing Orders, Financial Regulations and Risk Assessment.  
Resolved to ratify Standing Orders and Financial Regulations.  
In line with the new Financial Regulations monies from the Petty Cash would be paid into the Parish Council's Bank Account.  
A review of the Risk Assessment would take place in January.
13. To consider a response for a call for evidence to the Redmond Review regarding local government audit.  
Resolved not to respond to the questionnaire regarding local government audit.
14. To consider any actions necessary following the review of the Parish Plan.  
Resolved to defer this item until January, 2020.
15. To consider the purchase and installation of signs to notify the position of defibrillators in Haughton.  
Resolved to defer this item until January, 2020.
16. To consider the inspection of Horse Chestnut trees for disease and any other issues with trees at a cost of £70.  
Resolved to contact the Tree Officer at County Council for advice on this issue.
17. To consider the inclusion of the Social Media Statement on the Parish Council website.  
Resolved to include the Social Media Statement with amendment on the Parish Council Website.
18. To consider a request from Haughton Charity for a donation towards its funds.  
Reported that under Section 137 of the Local Government Act, Parish Councils cannot donate public monies to charities whose main beneficiaries are individuals or families. On advice from clerk, it was resolved that this request had to be refused.

19. To discuss 2020/2021 Budget and projects/spends required.  
The following proposals were put forward for consideration at the next meeting:-  
Telephone box, Parish Council noticeboard, footpath finger posts, gateways at each end of the village, bench, VE day, repair of clock face on church, village hall donation, church grants, preventative maintenance programme for Grassy Lane including the brook, hedges on football field, speed cameras, printing costs for questionnaire, computer equipment. Amenity Visits.  
Parish Councillors had until Friday, 1<sup>st</sup> November 2019 to add any other items to this list.
20. To consider a date and speaker in April 2020 for the Parish Meeting.  
Resolved to hold Parish Meeting on 27th April, 2020 with the Parish Council Meeting taking place on Wednesday, 29<sup>th</sup> April, at 8.00 pm. A speaker from Staffordshire Wildlife Trust was suggested.
21. To receive Chairman's Announcements.  
None.
22. Correspondence.  
St. Giles PCC
23. To receive any future agenda items.  
None given
24. To confirm the date of the next meeting on Monday, 25<sup>th</sup> November at 7.00 p.m. at Houghton Village Hall.
25. Meeting Close.  
Meeting closed at 9.05 pm.