

## PUBLIC NOTICE

Parish Councillors are hereby summoned to attend

Houghton Parish Council Meeting

To be held at Houghton Village Hall on Monday 28 November 2022 at 7.00 pm

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**THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT**

**But please note that they may be excluded from any item the Council should decide should be treated as confidential.**

Issued 22/11/2022

*Debbie Sellick-Fellows*

(Clerk/RFO)

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**Public Open Forum – Members of the public are invited to address the Council on any issue over which it has power for up to FIVE minutes each, with the item lasting a maximum of TEN minutes.**

1. To receive apologies and accept and record any reasons for absences.
2. To receive declarations of interest from members regarding items on the agenda.
3. To receive and confirm minutes of meeting held on Monday 24<sup>th</sup> October, 2022.
4. To receive reports from Borough and County Councillors, Clerk, SPCA, PCSO.
5. To consider planning matters, including planning decisions, notifications of appeals and updates.
6. Local Plan Consultation Report 2020-2040.
7. To discuss Clerk's Tools: PC upgrade to laptop and mobile phone.
8. Consider the creation of wild meadow areas to reduce the frequency of grass cutting.
9. To consider matters of finance including:
  - a) To approve expenditure below:

| DESCRIPTION                                 | NET             | VAT            | GROSS           |
|---|-----------------|----------------|-----------------|
| Wages and Expenses inc. backpay (NALC 2022) | £1878.41        | £3.66          | £1882.07        |
| Houghton Village Hall (Oct mtg & CSW)       | £50.00          |                | £50.00          |
| JR Landscaping                              | £431.25         | £86.25         | £517.50         |
| HAGS-SMP Ltd (Park equipment)               | £124.50         | £24.90         | £149.40         |
| Royal British Legion Wreath Donation        | £50.00          |                | £50.00          |
| TOTALS                                      | <u>£2534.16</u> | <u>£114.81</u> | <u>£2648.97</u> |

b) To receive financial reports

10. To discuss highways, public rights of way issues including those requiring reporting
  - a) Highways including grass cutting
  - b) Public Rights of Way
11. To receive report from Councillors/Clerk on:
  - a) Park
  - b) Football Pitch
12. Dale Common Update – Verify/Review on Staffordshire Wildlife Trust document.

13. Grant applications/projects update – thermal imaging camera.
14. To convene a meeting of the Policy Review Working Group to review documentation including draft appraisal procedure.
15. Matters of consideration for 2023/24 budget:
  - Defibrillator Battery replacements
  - NALC Pay Rise 2023
  - Civic Amenities Visits 2023
  - Newt and Pond Staffordshire Wildlife Project – November 2022
  - Election 2023
  - Grass Cutting Contingency Fund
  - Grassy Lane Hedge Cutting Fund
  - Footpath Number 5 – Kissing Gates Project
  - Public Relations letter on Precept for public
  - Quiet Lanes
16. Correspondence/communications received:
  - The Parish Church of St. Giles, Haughton
  - Footpath 47 line boundary
  - Hazardous/Dangerous and pothole Issues
17. To advise notice of Annual Leave – Chairman.
18. To devolve powers to The Chairman and Clerk (probationary period) until the next Parish Council meeting and to confirm the scope of these powers.
19. To receive any future agenda items.
20. To confirm date and time of next meeting as 7pm Monday 23<sup>rd</sup> January, 2023.
21. Meeting close.

**WISHING YOU ALL A VERY MERRY CHRISTMAS AND A HAPPY NEW YEAR**

**RECORDING OF PARISH COUNCIL MEETINGS.** Before the meeting begins Cllrs. are asked to note the provision of the Filming of Meetings (ref “The Openness of Local Government Bodies Regulations 2014”). It is now permitted for meetings to be recorded or filmed without prior permission being sought apart from confidential business. I would therefore, remind members that they should avoid saying anything which could be slanderous. I would also point out, that while the council and its officers may be filmed or recorded, that does not apply to filming or recording of members of the public for their permission must be sought first. Any filming or recording must not be disruptive to the business of the meeting.