

## PUBLIC NOTICE

**PUBLIC NOTICE: Parish Councillors are hereby summoned to attend  
Haughton Parish Council Meeting  
To be held at Haughton Village Hall on Monday 23 January 2023 at 7.00 pm**

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

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

**Issued 17/01/2023**

*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. Formal Congratulations – Cllr. Mike Allen MBE.
4. To confirm and approve minutes of meeting held on Monday 28<sup>th</sup> November, 2022 and Wednesday 4<sup>th</sup> January, 2023.
5. To receive reports from Borough and County Councillors, Clerk/RFO, SPCA, PCSO.
6. To consider planning matters, including planning decisions, notifications of appeals and updates.
  - 22/36801/HOU 2 Meadow Drive – No email objections. SBC 29/12/22
  - 22/36808/FUL Haughton House Farm – No email objections. SBC 29/12/22
  - 22/36874/HOU Cherry Trees – On weekly planning list dated 23/12/22
  - 22/36044/HOU Hollywood – SBC letter dated 12/1/23
7. To consider matters of finance including:

a) For information, during December the following payments were made:

DESCRIPTION – December A/c's	NET	VAT	GROSS
Wages and Expenses	£1301.30	£1.36	£1302.66
Haughton Village Hall (28/11/22)	£25.00	£0.00	£25.00
JR Landscaping	£431.25	£86.25	£517.50
SPCA – Induction for New Clerk Training	£40.00	£8.00	£48.00
Ian Forrester	£50.00	£0.00	£50.00
AEDdonate (Defibrillator batteries)	£180.00	£36.00	£216.00
TOTALS	<u>£2027.55</u>	<u>£131.61</u>	<u>£2159.16</u>

b) To approve expenditure below:

DESCRIPTION – January A/c's	NET	VAT	GROSS
Wages and Expenses (mileage & o/t)	£1204.49	£0.71	£1205.20
JR Landscaping	£431.25	£86.25	£517.50
SPCA Social Media Training for Councillors	£30.00	£6.00	£36.00
HMRC – PAYE Q3 payment	164.47	0.00	164.47
TOTALS	<u>£1830.21</u>	<u>£92.96</u>	<u>£1923.17</u>

c) To receive financial reports including Bank Reconciliation

8. To receive update on projects:
  - Staffordshire Wildlife Trust contract for Dale Common
  - Climate Action – Thermal Imaging Camera/Issue a booklet (Guide) and Compost Bins
  - S.106 – Park equipment
  - Jim Jarvis ownership
  - Footpath Number 5 – Kissing Gates
  
9. To consider a Public Relations letter regarding the Precept.
  
10. To confirm the date of the Annual Parish Assembly as 24<sup>th</sup> April and to seek ideas for the subject matter and recommend a speaker.
  
11. To discuss highways, public rights of way issues including those requiring reporting:
  - a) Highways including grass cutting
  - b) Public Rights of Way
  
12. To receive report from Councillors/Clerk on:
  - a) Park
  - b) Football Pitch
  - c) Playground Inspection Training
  
13. To receive notification of Saturday Civic Amenity Visits and agree who is contactable during the visits.
  
14. To receive an update from the Communications Working Group regarding:
  - Social Media – Facebook Page and Facebook Messenger
  - Single point of contact for Haughton Parish Council – Website
  
15. To discuss and review recent Social Media reports regarding the following:
  - Haughton Christmas Lights and associated problems
  - H.M. King Charles III Coronation - Village Event
  
16. To receive an update from the Policy Review Working Group and agree to adopt reviewed policies:
  - Standing Orders
  - Financial Regulations
  - Draft Appraisal Procedure
  
17. To approve grass cutting 2023 annual invoice for Haughton Village Hall.  
2023 = 14 cuts @ £28.00 = £392.00 based on JR Landscaping.  
Previously invoices were 2021 = 12 cuts @ £31.25 = £375.00 and 2022 = 14 cuts @ £31.25 = £437.50
  
18. Consideration for HPC to participate in Best Kept Village and host an information roadshow in the Village Hall in February.  
Chairman (Cllr. Ian Sunley) declares an interest.
  
19. To review Clerk's/RFO Tools:
  - To agree and approve the purchase of a laptop, security & software
  - To receive a report for recommendations regarding the purchase of a mobile phone for HPC Clerk/RFO and decide on an approach
  - To approve Clerk/RFO's training:
    - 1) New Clerks (SPCA/SLCC) - 24<sup>th</sup> January - FoC
    - 2) Election Training 13<sup>th</sup> February - £30.00

20. Recommendation to review Clerk's/RFO contracted hours and overtime measures with the Personnel Committee.

It has been noted that the role of the Clerk/RFO has evolved to include the additional hours involved in improving communications with the members of the parish through websites and notices (and proposed social media). Clerk/RFO is also heavily involved in a number of training courses and projects, adding significantly to the Clerk's/RFO workload beyond ten hours which is currently contracted.

21. To advise notice of any Leave of Duty/Annual Leave.

22. Clerk/RFO to receive any future agenda items by Friday 17<sup>th</sup> February, 2023.

23. To confirm date and time of next meeting as 7pm Monday 27<sup>th</sup> February, 2023.

24. Meeting close.

**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.