

# **HAUGHTON PARISH COUNCIL**

Parish Clerk/Responsible Finance Officer: Debbie Sellick-Fellows

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## **Minutes of the Meeting of Haughton Parish Council held at Haughton Village Hall at 19:00 on Monday 23 January 2023**

### **Attendees:**

Parish Councillors: Ian Sunley (Chair), Michael Allen MBE (MA), Gill Anslow (GA), Mark Burgess (MB), Peter Prokopa (VC [Vice Chair]), Stuart Taylor (ST), Jane Woodcock (JW)

Parish Clerk/RFO: Debbie Sellick-Fellows

### **1. To receive apologies and accept and record any reasons for absences**

PCSO Rebecca Moores, C.Cllr. Mark Winnington and B.Cllr. Ray Sutherland apologies accepted.

### **2. To receive declarations of interest from members regarding items on the agenda**

Cllr. Sunley regarding item 18 and Cllr. Anslow regarding item 17.

### **3. To formally congratulate Councillor Mike Allen MBE**

Cllr. Mike Allen is to be awarded a Member of the British Empire (MBE) for having a significant local role in public service. HPC proudly acknowledge and thank Cllr. Allen for his devotion to service for HPC. Other credits include V.P. for SPCA, trustee of Community Link and former member of CQC. Well done and congratulations!

### **4. To confirm and approve minutes of meetings held on 28<sup>th</sup> November and 4<sup>th</sup> January 2023**

Accepted as read and unanimously approved as a true and accurate record, for Chairman to sign.

### **5. To receive reports from Borough and County Councillors, Clerk, SPCA, PCSO**

- PCSO Moores email report contained issues of rural theft and burglaries in neighbouring villages. Police presence and patrols have increased but parishioners should look out for one another and report any suspicious activity to [Rebecca.Moores@staffordshire.police.uk](mailto:Rebecca.Moores@staffordshire.police.uk) Villagers are also urged to report any out of character sightings as these may be related to mental health issues. Generally reports from Haughton have been low although there have been a number of calls regarding cattle escaping.
- Clerks' briefing notes for December 2022 and January 2023 were read and accepted. (See Clerk notes (DSF) Dec-Jan on HPC website.)
- SPCA – Training available for Councillors, vacancies for Clerk/RFO in various local areas awaiting advice from NALC regarding Purdah and elections strategy.

### **6. To consider planning matters, including planning decisions, notifications of appeals and updates**

No objections were raised regarding 22/36874/HOU Cherry Trees and 22/36044/HOU Hollywood.

## 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>

These items were acknowledged and accepted.

b) To following expenditure was unanimously approved for payment:

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:

Clerk noted an administration mistake on calculations for November's reconciliation. Error rectified, noted and accepted. Clerk to upload corrected version in November's approved minutes on website. December's reconciliation was accepted. See appendix A. **AP Clerk**

## 8. To receive update on projects:

- Staffordshire Wildlife Trust/Dale Common: Cllrs. Allen and Sunley met contractor on site on 23/2/23 to determine gate entrance and pond location. Work likely to commence sometime between 6<sup>th</sup> and 18<sup>th</sup> February, 2023. Cllr. Sunley reported that at Long Lane end a static caravan had been sited on the grazing land and nine skips were in situ. Clerk has received a resident complaint. Clerk to raise this issue with C.Cllr. MW. **AP Clerk**
- Climate Action: Cllr. Taylor recommends that Flux FiS15 thermal imaging camera is adequate for the purpose of heat detection and purchase ASAP due to warmer months approaching. Unanimously approved. **AP IS**  
Clerk to liaise with Staffs CC regarding information guide. **AP Clerk**  
Outstanding action point regarding compost bins. Chairman has not purchased the two remaining compost bins as a personal transaction will not permit a claim of VAT. Clerk to serve probation period then a debit card will be issued and Clerk can purchase when it arrives. **AP c/fwd. until April - Clerk**
- S.106: Park Equipment no contact from SBC. Clerk to contact John Martin. **AP Clerk**
- Jim Jarvis ownership: Clerk to contact Ian Curran. **AP Clerk**
- Footpath Number 5 – Kissing Gates: Quotes received. Supply and installation £1437.00 ex VAT. Staffs. CC to match funding. Council unanimously approved that BRM services be contacted to schedule work. **AP Clerk**. Cllr. PP requested the detailed accounts summary sheet. **AP Clerk**

**9. To consider a Public Relations letter regarding the Precept**

Item deferred to February meeting.

**10. To confirm the date of the Annual Parish Assembly and seek ideas for the subject matter and recommend a speaker**

APM is to be held on 24<sup>th</sup> April, 2023. It was suggested that Clerk approaches Eccleshall Deputy Mayor to invite as speaker of Historical Stafford Borough Council. **AP Clerk**

Following a NALC update, the 2023 local election date is Thursday 4<sup>th</sup> May, Councillors will take office on **Tuesday 9 May** to account for the additional bank holiday to mark HM King Charles III. The relevant 14-day meeting period for the purposes of paragraph 7 (2) of Schedule 12 to the Local Government Act 1972 is **Wednesday 10<sup>th</sup> - Thursday 25<sup>th</sup> May inclusive**.

**11. To discuss highways, public rights of way issues including those requiring reporting:**

**a) Highways including grass cutting:** Cllrs. Sunley and Taylor met with JR Landscaping on 21/12/22 to review and discuss concerns. A detailed invoice will be sent from January 2023 to include all dates and work undertaken.

Concerns were raised with some road users parking on grass verges and driving illegally on pavements. Clerk to contact The Old Post Office. **AP Clerk**

**b) Public Rights of Way:** Cllr. PP reviewing documents on the website. Clerk to contact Paul Rochfort at Staffs. CC regarding volunteer group. **AP Clerk**

**12. To receive report from Councillors/Clerk on:**

**a) Park:** Report received from Park Warden and Council recognised Phil Michie's hard work with regards to additional labour and tasks.

**b) Football Pitch:** Received a report of the exercising of dogs on the playing fields. Clerk to file an article/reminder in The Bugle. **AP Clerk**

**c) Playground inspection Training:** Park Warden declined training. Clerk to send link to Council for action/information. **AP Clerk/AP ALL**

**13. To receive notification of Saturday Civic Amenity Dates and agree who is contactable during visits**

Saturday Civic Amenity Van scheduled for two visits to Haughton Village Hall; Saturday 29<sup>th</sup> April and 14<sup>th</sup> October at 09:00 – 10:00. Cllr. MB confirmed his availability for October visit, there were no volunteers for April.

**14. To receive an update from the Communications Working Group regarding:**

**Social Media:** Council resolved to set up a Facebook Open Page to go live before end of March. Communications Working Group to suggest improvements. **AP PP/JW/GA**

**Single Point of contact for Haughton Parish Council Website:** Clerk/HPC mobile phone to be used for this purpose and to be displayed on the website. **AP Clerk**

**15. To discuss and review recent social media reports regarding the following:**

**Haughton Christmas Lights and associated problems:** Council resolved to abstain.

**H.M. King Charles III Coronation – Village Event:** Council resolved that an event would be hosted on Sunday 7<sup>th</sup> May, 2023 at The Village Hall. Chairman to contact Mrs S Potts. **AP IS**

*\*\*\* At this point in the meeting (21:00) a unanimous vote was conducted following a proposal by Chairman, to move on to the end of the agenda. \*\*\**

**16. To receive an update from the Policy Review Working Group and agree to adopt reviewed policies:**

The Standards Working Group convened on 13/1/23 to review Standing Orders, Financial Regulations and Draft Appraisal Procedure, these were updated for approval. The remaining policies will be reviewed on 23/2/23 and distributed for approval. Clerk to forward documents to Council. **AP Clerk**

**17. To approve grass cutting invoice for 2022 season at Haughton Village Hall**

Cllr. Anslow declared an interest in this item and as such did not take part in the voting process. Village Hall charges have been reduced to reflect HPC 2022/23 reduced grass cutting charges. Council approved an Invoice to be raised to reflect £28 per cut. Clerk/RFO to organise paperwork. **AP Clerk**

**18. Consideration for HPC to participate in Best Kept Village and host an information roadshow in the Village Hall in February**

Cllr. Sunley declared an interest in this item and as such did not take part in the discussion or voting process. Approval was given for HPC to fund the cost of the Village Hall hire charges for BKV roadshow in February. Clerk to inform Staffordshire BKV Business Development Officer – Jo Cooper. **AP Clerk**

**19. To review Clerk/RFO tools:**

Approval unanimously received for the purchase of a laptop, security and software at a cost of £518.48 ex vat. See Appendix B. Council agreed that a Samsung mobile phone to be purchased at a cost of £149.16 ex VAT and a 12 month EE sim contract costing £12 per month. See Appendix C. Unanimously approved. Clerk to order with Currys Business Account. **AP Clerk**

Clerk/RFO training approved for the following:

- 1) New Clerks (SPCA/SLCC) on 24/2/23 - FoC
- 2) Election Training (SPCA) on 13/2/23 costing £30.00

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

It was agreed that the Personnel Committee meet to discuss and report the recommendations at the next Public meeting on 27<sup>th</sup> February. **AP Clerk to organise a public meeting**

21) Chairman's leave of duty noted. V.P. Cllr. Peter Prokopa to act in his absence.

22) Clerk/RFO to receive any future agenda items by Friday 17/2/23

**AP ALL**

23) The next Public meeting for Council was confirmed as 7pm on Monday, 27<sup>th</sup> February, 2023.

24) The meeting closed at 21:38 (9:38pm)

## APPENDIX A

<b><u>Haughton Parish Council - Bank Reconciliation</u></b>					
-	-				
<b><u>As at 31st December 2022</u></b>	-				
					£
Balance Brought forward	30/11/2022				24,530.73
Income (cumulative)			80.00		
Less: Expenditure (cumulative)			2,109.16		-2,029.16
-					
Balance Carried forward					22,501.57
<b><u>Bank Balances (31/12/22)</u></b>	-				
Lloyds Reserve (Playing field)			4,501.03		
Lloyds Current Account			10,417.22		
SRBS Reserve Account			7,583.32		
					22,501.57
Unpresented cheques			0.00		
	Total		0.00		22,501.57

## **APPENDIX B**

### **Haughton Parish Council** **Reasoning for New Laptop for Clerk. Jan 2023**

**PREPARED BY CHAIRMAN – IAN SUNLEY 18/1/23**

The current computer used by the clerk is a Dell All in One desktop computer purchased in 2015, it is now approaching 8 years old and is very slow. It is also not portable meaning that paper versions of documents have to be used for meetings.

It has been agreed at the November 2022 meeting of the Haughton Parish Council to replace it with a laptop which could be used at clerk's premises and brought to parish council meetings with all the meeting documents on it that clerk needs during the meeting.

The machine required should be capable of normal administration tasks such as Word Processing, Spreadsheets and E Mail and also more slightly graphics intensive tasks such as Parish Online the Geographic Information System showing details about the village. It does not need to be rapid at functions like image or video editing which need high CPU power and graphic cards.

Laptops range from £200 to £1300. To fit our requirements and have sufficient power to last a few updates a mid-range price of around £500 is required.

The laptop suggested is the Dell Inspiron 15 with an Intel i5 mid-range processor, 8 gb memory and 256gb solid state disk. We already have a Dell at present which has been reliable. Cost is £457.50 + VAT. I also suggest the purchase of Microsoft Office 365 at £49.99 + VAT p.a. and McAfee Security at £10.99+Vat p.a. We should have a Windows 11 licence for our existing machine.

It is proposed to purchase this via Currys Business as we can pay via BACS and also have the option of being invoiced giving us a paper trail for the auditors.

\*\*\*END\*\*\*

## APPENDIX C

### Haughton Parish Council Mobile Phone Research Jan 2023

#### **PREPARED BY CHAIRMAN - IAN SUNLEY 18/1/23**

The Parish Council agreed in November 2022 to get a unique phone number for the Council which allows clerk to retain her anonymity of her private phone numbers. The following questions were raised.

- 1 Do we just get a SIM and use an existing phone?
- 2 If we get a phone do we buy outright or get a contract
- 3 Which mobile phone network should we use?
- 4 Do we use Pay As you go or a monthly contract.
- 5 What phone do we get?

Hopefully this document gives some answers.

1. Whereas just getting a SIM to use on an existing phone would be a cheap immediate solution it does have two major drawbacks. Any data stored on the phone independent of the SIM could breach GDPR as the council does not have control over it and if the existing phone is an old one then it may not be up to date with the latest security fixes.

2. Buying a phone outright means that

- a) We have no loan and we do not have to adjust the contract after the phone is paid off, generally after 2 years.
- b) It immediately becomes council property and is covered by council insurance.

3. Looking at the Ofcom site for 4G phone coverage in Haughton all of the providers give a restricted voice service indoors. Only EE gives an acceptable data service indoors.

All network providers give a good voice and data service outdoors.

As we approach 5G usage in the future only EE has any service around Haughton.

Repeating this exercise for High Onn we find only Vodafone and EE give any 4G coverage indoors for voice and only EE gives good coverage for data. All providers give good voice and data coverage outdoors. As with Haughton only EE has any 5G service.

I therefore propose using EE as the provider.

4. Based on EE the cost of pay as you go on minimum usage is for £10 5GB data, 500 minutes of phone and unlimited texts for 30 days.

On a monthly Business contract Business Essential SIM only is £11.40 monthly and gives 6GB data, unlimited calls and unlimited texts.

There is very little difference as I suspect 500 minutes will be adequate however there will be the overhead of having to top it up every month. I think we should therefore for for a monthly plan.

5. What phone do we need? It is essential that it is secure and that the software updates are available for as long as possible. Phones vary in price from £60 to £1650.

The longest time security updates are provided for is quoted as 5 years by Apple and Galaxy, alas there is no Apple new Apple Phone under £449. There are lower cost Samsung's however. The Galaxy A13 5G is only £183 + Vat with a 5mp front facing camera and triple rear camera system and 4GB memory, the Galaxy A23 5G is £241 + Vat with an 8mp front camera and quad rear camera system and 4GB RAM.

I suggest the Galaxy A13 would be adequate for our needs.

\*\*\*END\*\*\*