

# **HAUGHTON PARISH COUNCIL**

Parish Clerk/Responsible Finance Officer: Vacant

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

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## **Minutes of the Meeting of Haughton Parish Council held at Haughton Village Hall at 19:00 on Monday 27<sup>th</sup> February 2023**

### **Attendees:**

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

C.Cllr. Mark Winnington (MW) and B.Cllr. Ray Sutherland (RS).

Minute taker: Suzanne Potts

**Public Open Forum:** Two members of the public attended the meeting to observe proceedings.

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

PCSO Rebecca Moores, Jane Woodcock (JW).

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

Cllr Anslow declared an interest in items 13 and 17.

Cllr Prokopa declared an interest in item 5.

### **3. To confirm and approve minutes of meetings held on Monday 23<sup>rd</sup> January, 2023**

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

### **4. To receive reports from Borough and County Councillors, Clerk, SPCA, PCSO, Village Hall.**

B.Cllr. Ray Sutherland told the meeting that he will not be standing at the forthcoming election and that this will be his last attendance at a Haughton Parish Council meeting in an official capacity. He told council that he had very much enjoyed working with them over his twenty years as a borough councillor and wished them well for the future. He also informed council that the Community Speed Watch team are available to do local presentations if required.

C.Cllr. Mark Winnington told the meeting that he had received a lot of correspondence concerning fly tipping in Dale Lane and also a planning application in Dale Lane and that he would welcome input from the Parish Council on the matter. He informed Council of a 5% rise in Council Tax, 2% of which is to be ring fenced for social care and health.

SPCA - no updates to report.

PCSO – email report received detailing a relatively quiet three-month period during which three domestic incidents were reported. There was no criminal activity or anti-social behaviour reported. Residents are encouraged to report any incidents and not to suffer in silence.

Village Hall – Cllr Anslow detailed a complaint from the Village Hall Committee concerning the grass cutting. They feel that they are receiving an inferior service from the current provider and do not wish to continue with the current provider.

**5. To consider planning matters, including planning decisions, notifications of appeals and updates:**

- 23/36985/LDCPP – Haughton House, Bradley Lane (20/1/23 wkly list) – No objections
- 22/36854/FUL – Dale Lane, land by dismantled railway (letter rec'd 20/2/23 - reply by 13/3/23) – Flooding concerns, proximity to a water course and floodplain all give the council cause for concern and on this basis HPC will lodge objections against the application. C.Cllr. Winnington was requested to call in the application and agreed to do so.
- 23/36801/HOU – 2 Meadow Drive (letter rec'd 21/2/23 – reply by 14/3/23) – No objections
- 22/36874/HOU – Cherry Trees (letter rec'd 21/2/23 – reply by 14/3/23) – Not discussed as dealt with at previous meeting
- 23/36999/HOU – 5 Redfern Rise (letter rec'd 22/2/23 – reply by 15/3/23) – No objections

**6. To note clerk's report**

Clerk's report was noted and will appear on the Haughton Parish Council website but with the Personnel Committee report section redacted.

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

a) The following expenditure was unanimously approved for payment:

DESCRIPTION – January A/c's	NET	VAT	GROSS
Wages and Expenses (mileage & O/T)	£2074.46	£1.60	£2076.06
JR Landscaping	£431.25	£86.25	£517.50
SPCA	£30.00	£6.00	£36.00
Currys Business	£617.82	£123.56	£741.38
Haughton Village Hall (EGM 4/1/23)	£25.00	£0.00	£25.00
TOTALS	<u>£3178.53</u>	<u>£217.41</u>	<u>£3395.94</u>

c) Financial reports received and accepted.

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

**a) Highways including grass cutting b) Public Rights of Way**

Cllr Allen asked how long the temporary pedestrian crossing would be in place, C.Cllr. Mark Winnington will enquire with Highways Department. An issue remains on the corner of Jolt Lane with cars associated with the business at Nation House parking on the grass. A further letter is to be sent expressing concerns.

The two kissing gates are now installed on the footpath off Brazenhill Lane, positive feedback has been received from residents on Facebook. The dumping of garden waste on Brazenhill Lane has been reported to Streetscene. Looking forward, finger posts are to be addressed and the PROW volunteer group is awaiting input from SCC Rights of Way team.

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

**a) Park**

**b) Football Pitch**

Cllr Taylor reported that the football pitch is in good condition and clearly marked and that the perimeter hedge is well cut and tidy. The hard-standing below the basketball hoop is holding up well. Small amounts of litter have been reported by the park warden but nothing untoward. Cllr Taylor will review dog glove usage, six months stock remains at current usage levels.

**12/2023**

#### **10. To receive an Elections Update**

The details of the election due to take place on 4<sup>th</sup> May is displayed on the website, the closing date for nominations is 4<sup>th</sup> April.

#### **11. To receive updates on projects and action points:**

- **Dale Common – Work Schedule**

New gate has been installed, no excavations have yet taken place, an update will be sought from Staffordshire Wildlife Trust.

- **S.106 – Playing Fields Equipment – Quotation**

Payment for the project has been approved by the Finance Department, SBC. Clarification is to be sought as to how the payment will be made – ideally direct to the supplier of the park equipment.

- **Annual Parish Assembly Speaker**

Speaker confirmed; Peter Jones. Subject; Mayoral 400 Years. Date: 24<sup>th</sup> April.

#### **12. To approve the Risk Assessment, following interim audit recommendation, before March 2023**

Deferred to March meeting.

#### **13. To consider Parish Council Membership to CPRE, Staffordshire**

Deferred to March meeting.

#### **14. To approve purchase of FLIR E5-XT Thermal Imaging Camera**

Purchase of camera approved to the value of £1,500. Camera previously approved for purchase is no longer available so alternative is to be identified.

#### **15. To consider matters for 2023/24 budget:**

1) Increase Wages

2) Increase Travelling Expenses

3) Increase Village Hall Hire

4) Increase Landscaping/Grass cutting

5) Consider PAYE (HMRC)

6) Consider Projects (Coronation)

Budget lines to be reconfigured and presented at the next meeting.

#### **16. To approve changes to LCTR scheme in 2023/24, Cost of Living and Local Council Tax Reduction**

Noted – copy of letter to be sent to Haughton Parish Charity.

#### **17. To consider gaining quotations from landscaping contractors for April 2023- March 2024 season**

Alternative quotations to be sought and review to take place.

#### **18. To receive an update regarding H.M. Kings Charles III event**

S. Potts put forward a proposal for a community event on Sunday 7<sup>th</sup> May. The event will take place between 12 midday and 3pm at Haughton Village Hall and will involve several community groups. Any profits will be distributed amongst local charities. The proposal requested payment of £130 for Knightley Alpacas to attend. The proposal was accepted.

**13/2023**

**19. The following correspondence/communications were received and notified to council.**

**Where necessary replies will be issued:**

- One acre of land to lease, rent, purchase for growing flowers
- Dale Common change of use (siting of a static caravan and entrance gate modification)
- Christopher Warrilow's Plaque in Old Market Hall, Stafford
- Dispute regarding parking
- A518 road markings and BKV
- W.I. Contact Details
- Old Posting Office Grass Verge

**20. To consider a Public Relations Letter regarding the Precept**

Information to be disseminated at Annual Parish Meeting.

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

**1. Standing Orders**

**2. Financial Regulations**

**3. Draft Appraisal**

**4. Civility & Respect**

**5. Code of Conduct**

**6. Training & Development**

**7. Accident Book**

**8. Complaints Procedure**

**9. Unreasonable Complaints**

**10. Grant Policy**

**11. Data Protection**

**12. Employment & Procedures**

Policy numbers 1, 2, 3, 8, 9, 10, and 11 were adopted by council, the five outstanding policies will be reviewed at the March meeting.

**\*\*\* 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. \*\*\***

**Members of the press and public were excluded due to the confidential nature of the business to be discussed.**

**22. To receive a report from The Chairman of the Personnel Committee**

Cllr Prokopa delivered a verbal report on the meeting of 15<sup>th</sup> February, the redacted minutes of which are displayed on the website. The full minutes originally posted on the website by the previously employed clerk are contested by those councillors present who were also at the Personnel Committee meeting and are not considered a true and accurate record. The Clerk / RFO has subsequently resigned. The vacancy is to be advertised as soon as possible; an advertisement has been circulated to councillors for consideration.

Council approved for a locum clerk to be employed for the interim period.

**23. To accept and approve the activation of Lloyds Bank Debit Card** No longer required.

**24. Chairman to receive any future agenda items by Friday, 17<sup>th</sup> March, 2023**

**25. The next Public meeting for Council was confirmed as 7pm on Monday, 27<sup>th</sup> March, 2023.**

**26. The meeting closed at 21:38 (9:38pm), the Chairman thanked Mrs S. Potts for assisting council by taking the minutes of this meeting.**

**14/2023**