

HAUGHTON PARISH COUNCIL

Parish Clerk/Responsible Finance Officer: Vacant

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**Minutes of the Meeting of Haughton Parish Council held at Haughton Village Hall at 8:55pm on
Monday 24th April 2023**

Attendees:

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

Minute taker: Suzanne Potts

Public Open Forum: No members of the public were in attendance.

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

Stuart Taylor (ST).

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

None declared.

3. To explain current status of recruiting a clerk and a Locum RFO..

Interviews are due to take place on 3rd and 4th May. A locum RFO has been employed for the interim period.

4. To confirm and approve minutes of meetings held on Monday 27th March, 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, SPCA, PCSO and Chair.

SPCA - MA reported that the Health & Wellbeing initiative from SCC has been ratified. He also told the meeting that Lisa Horritt, CEO had resigned and is sadly leaving the sector.

PCSO – no report received. Borough and County Councillor reports were received at the Annual al Parish Meeting – refer to the minutes of that meeting for details.

Chair – Chair's report was received by council.

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

There had been no planning applications formally received since the last meeting. Planning application reference 23/37179/PAR is showing as having been refused on the Stafford Borough Council planning portal.

7. To consider matters of finance including:

- a) The following expenditure was unanimously approved for payment:

DESCRIPTION – February A/c's	NET	VAT	GROSS
Wages	£143.00		£143.00
Admin support	£167.94		£167.94
Locum RFO	£149.60		£149.60
Expenses. Binders / separators	£6.66	£1.33	£7.99
JR Landscaping	£431.25	£86.25	£517.50
Coronation Leaflets	£70.00		£70.00
Haughton Village Hall	£75.00		£75.00
EE Mobile	£12.67	£2.53	£15.20
TOTALS	£1056.12	£90.11	£1146.23
EE mobile direct debit paid	£13.46	£2.69	£16.15
TOTALS	£1069.58	£92.8	£1162.38

b) It was noted that £1,955 income had been received.

c) Financial reports received and accepted.

d) It was agreed to transfer £500 to the Playing Field Account.

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

a) Highways including grass cutting

A discussion took place about the increasing number of pot holes, it was agreed that work is to be done to encourage villagers to report pot holes.

b) Public Rights of Way

Positive feedback has been received regarding the two recently installed kissing gates.

9. To receive report from Councillors on:

a) Park - the Park Warden has reported that all is in order. The telephone number on the sign at the playing field is to be changed to that of the Parish Council mobile phone.

b) Football Pitch – no issues reported.

10. To receive an Elections Update.

Five of the existing councillors have applied for positions on the new Council.

11. To receive updates on projects and action points:

- **Dale Common – Work Schedule**

Work ongoing, first pond is in place.

- **FLIRE5-XT thermal imaging camera**

Camera has been received, a training programme is to be devised for users.

- **£106 money**

Stafford Borough Council has confirmed by email that the monies are to be paid.

12. To approve the Risk Assessment, following interim audit recommendation.

The risk assessment will be circulated for approval prior to the May council meeting.

13. To receive an update regarding H.M. King Charles III event.

Details of the event were given in a report from S.Potts who has volunteered to coordinate the event on behalf of the Parish Council.

Items 14,15,16 to be deferred for the sitting of the new Council in May

14. To consider matters for 2023/24 budget:

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|--------------------------------------|--|
| 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) |

Deferred to May Council meeting.

15. To consider Parish Council Membership to CPRE, Staffordshire

Deferred to May Council meeting.

16. To consider signing up for an 'Idle Free Zone'.

Deferred to May Council meeting.

17. To consider a short meeting to register the new council on 9th or 10th May.

To be confirmed by the Chair.

18. Chairman to receive any future agenda items by Monday, 15th May, 2023.

19. The date of the next meeting was confirmed as Monday, 22nd May, 2023.

20. Meeting Closed 9.48pm.