

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 19:00 on Monday 27th March 2023

Attendees:

Parish Councillors: Ian Sunley (Chair), Michael Allen (MA), Gill Anslow (GA), Mark Burgess (MB), Stuart Taylor (ST)

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

Peter Prokopa (VC [Vice Chair]).

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

Cllr Anslow declared an interest in item 13.

Cllr Allen declared an interest in item 5.

3. To decide who will be acting clerk/RFO until the appointment of a new clerk and review progress of recruitment.

It was agreed to call an extraordinary meeting as soon as practicable to resolve the matter pre-audit.

Update was given by the Chair as to the number of applications received thus far following advertising of the post. Closing date is 7th April 2023.

4. To confirm and approve minutes of meetings held on Monday 27th February, 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 Staffs County Council is the subject of an Executive Meeting on 17th April where ratification is being sought.

PCSO – no report received but an email had been received detailing a visit to the village by the local PCSO and Inspector giving the opportunity for villagers to meet the officers. The visit will take place at 4pm on 28th March 2023.

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, however email notification of a retrospective change of use for a building in Church Eaton Lane from agricultural use to that of a dwelling had been received on the day of the meeting. Reference 23/37179/PAR. Councillors are requested to review the application and contact the Chair with comments.

15/2023

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
Suzanne Potts	£85.26		£85.26
Get Composting	£47.99		£47.99
Cartridge People	£98.25	£19.65	£117.90
JR Landscaping	£431.25	£86.25	£517.50
SPCA	£288.62		£288.62
HMRC	£390.80		£390.80
Town & Parish Websites	£408.00		£408.00
Stafford Borough Council	£185.00	£37.00	£222.00
Knightley Alpaca	£130.00		£130.00
BRM Services	£1437.00	287.40	£1724.40
Acutest FlirE5 XT	£1424.95	284.99	1709.94
TOTALS	<u>5070.12</u>	<u>715.29</u>	<u>5785.41</u>

b) Financial reports received and accepted.

c) The council considered and approved the moving of £500 from the Playing Field Account to cover cash flow. To be returned on May Agenda.

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

a) Highways including grass cutting

The damage to the grass outside Nation House was discussed and a stern letter is to be issued. It is also believed that there is a vermin problem at the same address and this will also be detailed in the letter suggesting that the business utilises the services of a pest control company.

The council noted that the replacement lights at the pedestrian crossing were serviced three days after installation. **b) Public Rights of Way** - no report given.

9. To receive report from Councillors on:

a) Park - the Park Warden has removed the graffiti from the skate park and tidied the car park, he has also cleared the drain grid on Grassy Lane several times which has helped avoid flooding. He has reduced the use of the dog gloves by half and has calculated that the current stock will last until the end of June. The park is in a very neat and tidy condition. **b) Football Pitch** – the line markings are visible on the pitch however there are no matches taking place at the moment from either of the teams who hire the pitch.

The telephone number on the sign at the playing field is to be changed to that of the Parish Council mobile phone.

The Police sign at the car park is looking shoddy, a request is to be made to get it removed or replaced.

10. To receive an Elections Update.

Notices are to be displayed; Election forms have been issued.

11. To receive updates on projects and action points:

- **Dale Common – Work Schedule**

Work has started and will resume when water levels drop. An alteration to the original location of one of the ponds has arisen due to the presence of a water pipe.

- **FLIRE5-XT thermal imaging camera**

Camera has been purchased with delivery expected within two weeks. Consideration needs to be given to training and the production of a manual.

- **Annual Parish Assembly Speaker**

Speaker confirmed; Peter Jones. Subject; Mayoral 400 Years. Date: 24th April.

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

Deferred to April meeting.

13. To consider Parish Council Membership to CPRE, Staffordshire

Deferred to April meeting.

14. To approve revised quotation for playing field equipment and report on progress.

The cost of the project to install additional play equipment has increased due to the time lapsed from the original quotation. Council approved the revised quotation as it still falls within the scope of the S106 grant from Stafford Borough Council.

15. 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) |

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

16. To review the existing landscaping contractor and consider alternative quotations received.

A discussion took place around the subject of grass cutting, there had been a number of complaints about the grass cutting over the last 12 months - particularly concerning roadside areas. It was accepted that the playing field and park area has not been problematic. The Chairman had sought three alternative quotes but only one had been forthcoming and this was more than double the cost of the current suppliers. The Village Hall will be making their own arrangements for grass cutting going forward. This will be relayed to the contractor and a price review requested. Given the above the Council did not see fit to invoke the break clause with the current contractor and therefore the contract will remain in place for two more years.

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

An update was received on the Coronation Get Together which is due to take place on Sunday 7th May at Haughton Village Hall. A planning meeting is due to take place on 31st March at Red Lion Farm with volunteers in attendance. A risk assessment for the event will be produced in line with insurance requirements.

It was agreed to proceed with the printing of leaflets for the coronation and Parish Assembly at a cost of £70 for 500 leaflets.

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

Deferred to April meeting.

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

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| 1. Civility & Respect | 2. Code of Conduct | 3. Training & Development |
| 4. Accident Book | 5. Employment & Procedures | |

Policies accepted.

****** At this point in the meeting (9.00pm) a unanimous vote was conducted following a proposal by Chairman, to move on to the end of the agenda. ******

20. Chairman to receive any future agenda items by Monday, 17th April, 2023

21. The date of the next Public meeting for Council was confirmed as Monday, 24th April, 2023 following on from the Annual Parish Assembly.

22. The meeting closed at 9:04pm.

18/2023