

# **HAUGHTON PARISH COUNCIL**

Parish Clerk/Responsible Financial Officer: Jonathan Brumwell

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## **Minutes of the Meeting of Haughton Parish Council held at Haughton Village Hall at 7.00pm on Monday 22<sup>nd</sup> May 2023**

### **Attendees:**

Parish Councillors: Ian Sunley (Chair), Michael Allen, Mark Burgess, Peter Prokopa (Vice Chair), and Stuart Taylor.

Clerk: Jonathan Brumwell

**Public Open Forum:** One member of the public was in attendance and informed the Council that their current planning application was in the process of being resubmitted due to administrative issues.

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

No apologies received.

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

MA declared a non-pecuniary interest in Item 8.

### **3. To welcome the new Clerk / Responsible Financial Officer**

The Chair introduced Jonathan Brumwell to the Council as the newly-appointed Clerk / RFO.

### **4. To confirm and approve minutes of the meeting held on Monday 24<sup>th</sup> April, 2023**

The minutes were proposed, seconded and approved as a true and accurate record and were signed by the Chair.

### **5. To confirm and approve minutes of the Annual Meeting of the Council held on Wednesday 10<sup>th</sup> May, 2023**

Accepted as read and approved as a true and accurate record and were signed by the Chair.

### **6. To receive reports from Borough and County Councillors, SPCA, PCSO and Chair.**

SPCA - MA reported that Lisa Horritt, CEO would leave her post on Friday 26<sup>th</sup> May 2023. Interim technical support would be provided to town and parish councils by the CEOs of Worcestershire and Warwickshire associations of parish councils.

PCSO – no report received.

Chair – the Chair reported that the internal audit had been concluded with no issues identified and only some minor queries raised by the locum RFO remained to be resolved by the Clerk. The Chair informed the Council that the section 106 monies were expected to be received imminently.

Clerk – the Clerk reported a complaint received from a resident regarding grass on Moathouse Drive and weeds growing in gutters on Brazenhill Lane.

### **7. To appoint Councillors to existing working groups and responsibilities**

Playing Field: Cllr. Taylor, Cllr. Prokopa  
Continued...

## 7. To appoint Councillors to existing working groups and responsibilities cont/...

Defibrillator Support:	Cllr. Burgess
Public Rights of Way:	Cllr. Prokopa
Personnel Working Group:	Cllr. Prokopa (Chair), Cllr. Taylor, Cllr. Sunley
Standards Group:	Cllr. Sunley, Cllr. Burgess, Cllr. Allen
Finance Working Group:	Cllr. Taylor, Cllr. Sunley, Clerk
IT and Technology:	Cllr. Sunley
Communications:	Cllr. Prokopa, Clerk
Village Hall (Representative):	Cllr. Burgess

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

Applications Approved (for information)

1. S.19/08/4004 W - To vary condition 1 (site layout plan) - permission S.16/05/4004 W at Lower Reule Bioenergy Ltd, Brookfield Farm AD Plant, Cowley, Gnosall, STAFFORD, ST20 OBG: **Granted with conditions**
2. S.20/01/4004 W – To consolidate permissions (S.13/11/4004 W and S.15/01/4004 W) to amend layout at Lower Reule Bioenergy Ltd, Brookfield Farm AD Plant, Cowley, Gnosall, STAFFORD, ST20 OBG: **Granted with conditions**

## 9. To receive the Internal Auditor's Report

Deferred to a meeting to be held at Haughton Village Hall on Wednesday 31<sup>st</sup> May 2023 commencing at 7.30pm.

## 10. To receive and approve the Parish Council's annual accounts for the year ending 31<sup>st</sup> March 2023.

Deferred to a meeting to be held at Haughton Village Hall on Wednesday 31<sup>st</sup> May 2023 commencing at 7.30pm.

## 11. Annual Governance and Accountability Return

Deferred to a meeting to be held at Haughton Village Hall on Wednesday 31<sup>st</sup> May 2023 commencing at 7.30pm.

## 12. Financial Report

(a) Expenditure incurred on behalf of the Council under the terms of Financial Regulation 4.1

None.

(b) Bank reconciliation as at 30<sup>th</sup> April 2023

Deferred to a meeting to be held at Haughton Village Hall on Wednesday 31<sup>st</sup> May 2023 commencing at 7.30pm.

(c) Payments for approval:

DESCRIPTION	NET	VAT	GROSS
Salaries and Expenses			£483.00
EE Mobile	£12.87	£2.63	£15.20

**RESOLVED** that the drawing of cheques, payments by BACS, and payment of direct debits as detailed in the approval list is authorised.

d) Income Received

Stafford Borough Council:	Precept part 1	£12866.00
Stafford Borough Council:	Coronation Grant	£300.00
Staffordshire County Council:	Kissing Gates Grant	£450.00
Way Leave Payment:	Cheque Received	£10.33

e) **RESOLVED** that changes to the Parish Council's Lloyds Bank and Stafford Railway Building Society accounts are approved as follows:

- i. to remove the former Clerk's details;
  - ii. to remove as signatory to the Council's bank and building society accounts a former councillor;
  - iii. to add Cllr. M Burgess as a signatory to the Council's bank and building society accounts; and
  - iv. to amend the Council's bank and building society accounts to enable the Clerk to carry out monitoring and administrative tasks relating to the accounts.
- f) **RESOLVED** that an application for a current account debit card for use by the Clerk in accordance with the Council's Financial Regulations is approved.

### **13. Highways and Public Rights of Way**

#### **a) Highways including grass cutting**

The Clerk is instructed to contact the Parish Council's grass-cutting contractor regarding delays in cuts being completed and report to Council at its meeting on 31<sup>st</sup> May 2023.

The Chair informed the Council that a complaint had been received regarding vehicles that appear to be parked long term at certain locations. The Clerk will visit and assess.

#### **b) Public Rights of Way**

PP reported that a new finger post had been installed on Brazenhill Lane for the Bridleway at the junction leading to the sewage works (Footpath 6A).

### **14. Reports from Councillors**

#### **a) Park - All inspections complete.**

#### **b) Football Pitch – ST reported that the grass is very long (see 13a, above).**

### **15. Review of the Park Warden's salary and arrangements for appraisal**

The Chair proposed this item be considered in closed session at the end of the meeting. **RESOLVED** that the item be considered in closed session.

### **16. Updates on projects and action points**

a) Dale Common: the Council noted that the pond work is now complete and the contractor has left site. The Clerk reported that Pete Case of the Newt Conservation Partnership had proposed a site visit on Tuesday 30<sup>th</sup> May at a time determined by the Council. Council approved 10.00am on 30<sup>th</sup> May 2023.

b) FLIRE5-XT Thermal Imaging Camera Training Course and handbook: ST and IS to undertake training; IS to contact the supplier to arrange.

c) S106 money for play equipment: Not yet received. Update 31<sup>st</sup> May 2023.

### **17. Risk Assessment 2023-24**

The Council reviewed the Risk Assessment for 2023-24 noting that the Thermal Imaging Camera had been added to risk assessment but the new play equipment has not as it is yet to be installed.

**RESOLVED** that the Risk Assessment for 2023-24 is ratified.

### **18. Coronation Event**

The Chair reported that over £700 had been raised for charities. The Council will send a letter of thanks to S. Potts for her support on this project.

### **19. Council for the Protection of Rural England (CPRE)**

The Council discussed an invitation to join the Staffordshire branch of the CPRE. The Clerk will circulate the email received from CPRE in January 2023 so that the matter can be discussed in more detail at a future meeting.

### **20. 'Idle Free Zone'**

The Council discussed a suggested 'Idle Free Zone' to cut car exhaust emissions. The Clerk will prepare a report for the June meeting.

**21. Future agenda items**

Noted that items for inclusion on the next agenda must be received by Monday, 19<sup>th</sup> June 2023.

**22. Date and time of next meeting**

An Extra meeting will be held on Wednesday 31<sup>st</sup> May 2023 at 7.30pm. The June meeting will be held on Monday 26<sup>th</sup> June 2023 at 7.00pm.

**23. Exclusion of the Press and Public**

Due to the confidential nature of the business to be transacted the member of the public present was asked to withdraw from the meeting.

**24. Review of the Park Warden's salary and arrangements for appraisal**

The Clerk will prepare a report to support further discussion at the June meeting.

The meeting closed at 8.48pm.