

PUBLIC NOTICE

Parish Councillors are hereby summoned to attend
a Meeting of Houghton Parish Council
To be held at Houghton Village Hall on Monday 22nd January 2024 at 7:00 pm

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

Please note that they may be excluded from any item the Council decide should be treated as confidential.

Issued 16/01/2024

Jon Brumwell, Clerk to Houghton Parish Council

Public Open Forum – Members of the public are invited to address the Council on any issue over which it has power for up to FIVE minutes each, with the item lasting a maximum of TEN minutes.

1. To receive apologies and accept and record any reasons for absences.
2. To receive declarations of interest from members regarding items on the agenda.
3. To confirm and approve minutes of the meeting on Monday 27th November, 2023 – see **Appendix A**.
4. To determine which items, if any, of the Agenda should be taken with the public excluded (see NOTE).
5. To receive reports from Borough and County Councillors, SPCA, PCSO, Chair, Village Hall and Clerk.
6. To consider, and resolve if appropriate, planning matters including planning decisions, notifications of appeals and updates:

a) Planning Applications for consideration (click on link for details)

[SCC/23/0172/FULL-MIN](#) for Extension to Slurry Lagoon at LANE END FARM, Lane End Farm, Shippey Lane, STAFFORD, ST18 9GY

b) Appeals (link is to original planning application)

[21/35141/COU](#) - Proposed Development: Retrospective application for change of use of ground floor to treatment centre. Residential use of first floor retained and create new access, driveway and permeable surfaced hard-standing for parking, 5 Prince Avenue Houghton Stafford.

7. Financial Report – a report will be tabled to include:

(a) Expenditure incurred on behalf of the Council under the terms of Financial Regulation 4.1 – to ratify:

Argos LCD Projector (November) £133.33 (exc VAT)

Mr Memory (2 8Gb DDR3 RAM modules for Council desktop PC) £ 32.98 (exc VAT)

(b) Expenditure Report for December 2023, for ratification – see **Appendix B**.

(c) Bank reconciliation as at 31st December 2023 – to note.

(d) Payments for approval: To approve online payment, cheque payment and payment of direct debits as detailed below:

| DESCRIPTION | NET | VAT | GROSS |
|------------------------------|--------|-------|--------|
| J R Landscaping | 374.58 | 74.92 | 449.50 |
| Salaries and Expenses | TBC | TBC | TBC |
| Direct Debit Payments | | | |
| <i>EE Mobile</i> | £12.67 | £2.53 | £15.20 |

(e) Income Received – to note:

Lloyds Bank (Lloyds Reserve – interest December & January) £ 9.86

8. Consultation: Provisional Local Government Finance Settlement 2024 to 2025

To note the contents of the Provisional Local Government Finance Settlement 2024 to 2025, published 18 December 2023. Specifically, the proposal at paragraph 3.4.1: *'The government has not previously set referendum principles for town and parish councils. This approach was contingent on town and parish councils taking all available steps to mitigate the need for council tax increases and the government seeing clear evidence of restraint. The government proposes to continue with this approach for 2024-25.'*

9. To discuss highways, public rights of way and related issues including those requiring reporting:

- a) Highways including grass cutting
 1. Dale Lane – Temporary Closure
 2. Football pitch – revised quote for line marking of £170.00 for initial marking and £45.00 for regular re-marking (exclusive of VAT) – see **Appendix C**
 3. Trees – to consider replacement of trees removed from Moathouse Drive
- b) Public Rights of Way

10. To receive reports from Councillors on:

- a) Park
- b) Football Pitch
- c) Football Foundation – Grass Pitch Maintenance Fund – see **Appendix D**.

11. To receive updates on projects and action points:

- FLIRE5-XT thermal Imaging Camera

12. Standards Working Group

To consider priorities for the Group's programme of review and agree arrangements for meetings.

13. Civic Amenity visits 2024

To note, and resolve if appropriate, that Civic Amenity visits for 2024. A refuse collection vehicle will be parked at the Village Hall Car Park between 9.00 and 10.00am on 27 April and 12 October. Each visit will cost £118.00 (total cost £236.00 exclusive of VAT) – see **Appendix E**.

14. Staffordshire County Council - Additional Investment – Grass Cutting

To consider, and resolve if appropriate, an approach from Staffordshire County Council to fund an additional pre-season grass cut before the end of March 2024 – see **Appendix F**.

15. Community Bus

To consider, and resolve if appropriate, the services offered by Community Link Stafford & District, a charity based in Stafford that provide wheelchair accessible transport to people in the community who would struggle to use public transport – see **Appendix G**.

16. St Giles Churchyard

To note the letter of thanks received from the Parochial Church Council for the Parish Council's contribution to the maintenance of St Giles Churchyard.

17. Councillor Training

To consider, and resolve if appropriate, arrangements for members of the Parish Council to attend the 'Councillor Fundamentals' training arranged by Staffordshire Parish Councils' Association at a cost of £30.00 per delegate. The training will be delivered online via Zoom on Tuesday, 13th February 2024 6:30pm – 8:30pm.

18. Annual Parish Meeting

To agree a date and time for the Annual Parish Meeting usually held in April. Councillors are also requested to suggest guest speakers for the event or suitable subject material for guest speakers.

19. April Meeting

Councillors are requested to note that the March meeting of the Council is due to be held on Monday 25th March, which falls in the same week as Good Friday. If councillors are aware of any reason why they may not be able to attend they are asked to inform the Clerk as this may mean the meeting is inquorate.

20. To receive any future agenda items by Monday, 19th February 2024.

21. To confirm the date and time of the next meeting as Monday, 26th February 2024 at 7.00pm.

NOTE: Exclusion of the Press and the Public - If the Council determines that an item or items of the Agenda should be taken with the public excluded the following motion will be moved:

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.