

# HAUGHTON PARISH COUNCIL

Parish Clerk/Responsible Financial Officer: Jonathan Brumwell

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

[Email: clerk@haughtonpc-staffs.org.uk](mailto:clerk@haughtonpc-staffs.org.uk)

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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> January 2024

### Present:

Parish Councillors: Ian Sunley (Chair), Michael Allen, Suzanne Beatty, Mark Burgess, Melvyn Cotterill, Peter Prokopa and Stuart Taylor.

### In attendance:

Clerk: Jonathan Brumwell

PCSO 6583 Lisa Powell (from Item 8)

**Public Open Forum:** One member of the public was present.

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

Apologies were received from Councillor S Beatty who would join the meeting after it commenced.

### 2. Declarations of interest

Councillor Allen declared an interest in Item 15.

### 3. Minutes of the meeting held on Monday 27<sup>th</sup> November 2023

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

### 4. Items to be taken with the public excluded

There were no items to be taken with the public excluded.

### 5. Reports from Borough and County Councillors, SPCA, PCSO, Chair, and Clerk

SPCA – Councillor Allen reported the Chief Executive had resigned with effect from 15<sup>th</sup> January 2024.

Seven members of the Executive are currently providing cover and the backlog of enquiries is being dealt with.

Chair – Councillor Sunley informed the Council that a meeting had been held with Chairs of local parish councils on Wednesday 17<sup>th</sup> January. The Chairs of Ranton, Seighford & Derrington, Church Eaton, and Bradley attended and the meeting was positive. It had been agreed to meet again on a quarterly basis. Councillor Sunley also informed the Council that additional memory had been installed on the Council's desktop PC to enable use with the thermal camera.

Village Hall – Councillor Burgess reported that the Village Hall CCTV is now operational.

Clerk – the Clerk reported that the Parish Council's precept demand had been submitted to Stafford Borough Council, who had acknowledged receipt.

### 6. Planning

#### a) Planning Applications for consideration

SCC/23/0172/FULL-MIN for Extension to Slurry Lagoon at LANE END FARM, Lane End Farm, Shippey Lane, STAFFORD, ST18 9GY – support subject to conditions (adequate safety fencing and appropriate access to enable safe operation).

#### b) Appeals

Discussion to be delayed to later in the meeting to enable Councillor Beatty to participate.

## 7. Financial Report

(a) Expenditure incurred on behalf of the Council under the terms of Financial Regulation 4.1: Argos (LCD Projector) November 2023 £133.33 (exc VAT)

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

**RESOLVED** that the expenditure incurred under Financial Regulation 4.1 is approved.

(b) The expenditure report for December 2023 was ratified.

(c) Bank reconciliation as at 31<sup>st</sup> December 2023 was approved by Cllr Taylor.

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

DESCRIPTION	NET	VAT	GROSS
J R Landscaping	374.58	74.92	449.50
Salaries and Expenses			761.15
<b>Direct Debit Payments</b>			
<i>EE Mobile</i>	£12.67	£2.53	£15.20

The payments were approved.

(e) Income Received – to note:

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

The Chairman expressed his concern at the delay in receiving the VAT refund.

The Chairman also informed councillors that signatories to the Stafford Railway Building Society account were required to provide photographic ID to the Building Society in person. Signatories were requested to make their own arrangements to do so.

Councillor Beatty joined the meeting.

## 8. Suspension of Standing Orders

The Chairman proposed that Standing Orders be suspended to enable a member of the public to speak on a planning appeal.

**RESOLVED** that Standing Orders be suspended.

The meeting resumed.

## 9. Planning

b) Appeals

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 Haughton Stafford – object (access and parking, hours of operation, residential amenity, overdevelopment of site).

## 10. Consultation: Provisional Local Government Finance Settlement 2024 to 2025

The Council noted the contents of the Provisional Local Government Finance Settlement 2024 to 2025, published 18 December 2023 and that the government was not introducing referendum principles for town and parish councils in the next financial year.

## 11. Highways, public rights of way and related issues including those requiring reporting:

a) Highways including grass cutting

1. Dale Lane: current work to address flooding at the railway bridge; road closure until 26<sup>th</sup> January 2024.

2. Football pitch – the Council considered a revised quote received from its contractor, J L Landscaping, for line marking of £170.00 for initial marking and £45.00 for regular re-marking (exclusive of VAT). The Council was informed that Gnosall AFC had offered to line the pitch as part of arrangements for its use.

**RESOLVED** that the revised quote is noted. The Clerk is to give permission for AFC Gnosall to carry out pitch marking and use the pitch subject to the standard terms and conditions at a charge of £40.00 per month from February.

3. Trees – the Council considered replacement of trees removed from Moathouse Drive

**RESOLVED** to purchase a rowan, subject to Stafford Borough Council agreeing to plant and maintain it.

b) Public Rights of Way – it was noted that the water table was still high.  
A missing step on a stile at Dale Lane was noted. The Warden would be asked to carry out a suitable repair if possible and report if this could not be completed.  
Two fingerpost were unstable but could potentially be repaired with ground sockets.  
**RESOLVED** that the Clerk is authorised to purchase two ground sockets.

## **12. Reports from Councillors**

- (a) Park – Councillor Taylor reported that the play area was in a tidy condition
- (b) Football Pitch – Councillor Taylor reported that there was some loose grass following the recent cut by the Council’s contractors. Councillor Taylor also noted mole activity at the edge of the playing field which seemed to be coming from the neighbouring field in Glebe Lane. This would need tackling from the field side.
- c) Football Foundation Grass Pitch Maintenance Fund – The Council considered information relating to funding for maintenance and improvement of grass football pitches.

**RESOLVED** to apply for funding from the Football Foundation Grass Pitch Maintenance Fund

## **13. Updates on projects and action points:**

### FLIRE5-Xt thermal Imaging Camera – Councillor Training

Councillors were all now familiar with the thermal imaging camera. A basic risk assessment will be required before each survey is conducted to avoid risks such as trips and falls. Councillors should also ensure they are wearing suitable clothing and footwear, have a torch, and not carry out surveys unaccompanied.

## **14. Suspension of Standing Order 3x**

Councillor Prokopa proposed that Standing Order 3x be suspended to enable the remainder of the business on the agenda to be transacted.

**RESOLVED** to suspend Standing Order 3x.

## **15. Standards Working Group**

The Council considered the Group’s programme of review and agreed arrangements for meetings. The Group reported that the Financial Regulations had been reviewed at its meeting held on 18<sup>th</sup> January 2024.  
**RESOLVED** that the Group will select the policies to be reviewed in advance of the next meeting and review them as a group.

## **16. Civic Amenity visits 2024**

The Council noted provisional arrangement for a refuse collection vehicle to 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).

**RESOLVED** that the dates and costs are approved subject to booking with Haughton Village Hall. The vehicle type should be confirmed in advance to enable suitable parking arrangements to be made.

## **17. Staffordshire County Council - Additional Investment – Grass Cutting**

The Council considered Staffordshire County Council’s proposal to fund an additional pre-season grass cut before the end of March 2024.

**RESOLVED** to accept the offer and make arrangements for an additional cut before the end of March 2024 and add the charge to the existing invoice for grass-cutting under the current contract.

Councillor Allen left the room before the next item.

## **18. Community Bus**

The Council considered 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.

**RESOLVED** to invite Community Link Stafford & District to attend the next meeting of the Council to give further details of the service they offer.

Councillor Allen rejoined the meeting.

#### **19. St Giles Churchyard**

The Council **noted** a letter of thanks received from the Parochial Church Council for the Parish Council's contribution to the maintenance of St Giles Churchyard.

#### **20. Councillor Training**

The Council considered arrangements for members of the Parish Council to attend the 'Councillor Fundamentals' training arranged by Staffordshire Parish Councils' Association to be delivered online via Zoom on Tuesday, 13<sup>th</sup> February 2024 at a cost of £30.00 per delegate.

**RESOLVED** that the Clerk is authorised to book places for all Councillors wishing to attend.

#### **21. Annual Parish Meeting**

The Council considered the date and time for the Annual Parish Meeting and guest speakers or suitable subject material for guest speakers at the meeting.

**RESOLVED** that the Annual Parish Meeting will be held on Monday 29<sup>th</sup> April commencing at 7.00pm.

#### **22. April Meeting**

Councillors were requested to note that the March meeting of the Council was due to be held on Monday 25<sup>th</sup> March, which falls in the same week as Good Friday. If councillors were aware of any reason why they may not be able to attend they were asked to inform the Clerk as this may mean the meeting is inquorate. The Clerk requested annual leave for week commencing 27<sup>th</sup> May 2024.

**RESOLVED** that the May meeting is held on Monday 22<sup>nd</sup> May 2024 commencing at 7.30pm.

#### **23. Future agenda items**

The Council noted that future agenda items should be notified to the Clerk by Monday, 19<sup>th</sup> February 2024.

#### **24. Date and time of next meeting**

The Council confirmed the date and time of the next meeting as Monday, 26<sup>th</sup> February 2024 at 7.00pm.

#### **25. Meeting Close**

The meeting closed at 9.40pm.

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Chair, 26<sup>th</sup> February 2024