

HAUGHTON PARISH COUNCIL

DRAFT Minutes of the Meeting held on Monday 22nd February 2016 2015 at 7.30pm

In The Village Hall

Present: Cllr M Allen (in the Chair), Cllr D Warbrick, Cllr I Sunley, Cllr I Forrester, Cllr T Grattage, Cllr G Anslow, Cllr A Heath

Jayne Cooper, Clerk

Along with SCC Cllr M Winnington (from 7.45pm – 8.45pm)

Public Open Forum: A resident of Watery Lane asked if the Parish Council could help with an overgrown hedge and tree along the lane, particularly outside her property, blocked drains and the general poor condition of the lane. The overhang from the tree prevents her from taking one of her vehicles along the lane without causing damage to it. She informed councillors that she had been liaising with Staffordshire County Council and Stafford Borough Council about the overgrown hedge and tree and the general state of the lane that is often flooded making the road impassable on foot. She said a section of the lane is overwhelmed by hedges that block out sunlight and wind and cause leaf build up and mud on the lane. Drains are blocked as they are broken and flooding therefore occurs.

She said meetings had been held with SCC Cllr Mark Winnington who had agreed that there is an issue with the drains and that would be rectified by Highways. Stafford Borough Council's Streetscene Department had been out to clear the road. However Highways do not agree that the hedge or tree needs to be cut and is reluctant to take action. The Parish Council was asked if it was interested in helping and was asked specifically to find out the legalities in relation to a member of the public cutting back privately owned vegetation overhanging onto a highway.

Cllr Winnington joined the meeting at 7.45pm. He agreed that the top end of Watery Lane is a disgrace, there is a major drainage issue that had been reported and would be actioned. A missing grid would also be replaced. He also reported that Highways had reported to him that the road is satisfactory to use. He asked parish councillors to review the overgrown tree and report back.

The Chairman said the Parish Council is interested in the concerns raised but emphasised that a parish council has limited powers on what it can and cannot do. There is no specific power that a parish council can act upon regarding hedges. The Clerk would find out the legal matters regarding cutting back a privately owned hedge that overhangs a highway and would report back to the resident and Councillors. Cllrs can monitor the state of the lane and report any issues directly to Stafford Borough Council.

Resident left the meeting at 8.15pm

Prior to the start of the meeting, there was a minutes silence to remember the late Major Matthew Guymer, MBE, a former Haughton Parish Chairman and Mayor of Stafford who had recently passed away. Council would be represented at his funeral to be held on 23rd February.

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| 1 | To receive apologies and record absences Borough Councillor S Leighton had sent apologies. | |
| 2 | To receive any Declarations of Interest None received. | |
| 3 | To receive and confirm the minutes of the meeting held on 25th January 2016 | |

| | The minutes were proposed, seconded and approved as a true and accurate record. | | | | | | | | | | | | | | | | | | | |
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| 4 | <p>To receive any reports from Borough and County Councillors</p> <p>Cllr Winnington said drains had been jetted around the bus stop on Newport Road (as reported at the last meeting) and the entrance to the Greenway would be levelled following complaints received.</p> <p>A letter from a residents regarding a recent newspaper article was referred to. The article was about a bill, to be presented to Parliament by Sir Bill Cash MP recommending a weight restriction on HGV's using the A519. The resident has raised concerns about the impact this would have on the A518. Cllr Winnington said this issue had also been raised by Gnosall Parish Council who would be writing to Bill Cash. It was proposed, seconded and agreed that the Clerk, in her capacity as Clerk to both parish councils writes to Bill Cash raising the concerns of both parish councils and residents within those parishes.</p> | | | | | | | | | | | | | | | | | | | |
| 5 | <p>To consider any planning matters including</p> <p>a) Planning decisions and notifications of appeals</p> <p>Application 15/23374/REM, 11 houses on Rectory Lane – the decision is still pending.</p> <p>Application 16/23590/HOU – Deerhurst Newport Road. This is the second application for this property, the first one was refused. Cllrs reviewed the details of this application and had no objections. The Clerk to respond.</p> | Clerk | | | | | | | | | | | | | | | | | | |
| 6 | <p>To discuss matters of finance including:</p> <p>a) Accounts for approval The Clerk presented accounts for approval for the month of February as follows:</p> <table border="1"> <thead> <tr> <th>Paid To</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>R Mathews</td> <td>Salary</td> <td>£49.21</td> </tr> <tr> <td>J Cooper</td> <td>Salary & expenses</td> <td>£311.19</td> </tr> <tr> <td>Haughton Village Hall</td> <td>Hall Hire</td> <td>£23.00</td> </tr> <tr> <td>A&J Engraving</td> <td>village map</td> <td>£158.40</td> </tr> <tr> <td>TOTAL</td> <td></td> <td>£541.80</td> </tr> </tbody> </table> <p>The accounts for the month of February 2016 were approved for payment.</p> <p>b) To accept the financial statement for February 2016 The financial statement for the month of February was circulated to cllrs and accepted. A bank reconciliation had been carried out by the Clerk and Cllr Sunley. Cllr Grattage had been asked to oversee the accounts prior to the next meeting.</p> <p>c) External Audit Changes This item would be carried forward to the next meeting.</p> | Paid To | Details | Amount | R Mathews | Salary | £49.21 | J Cooper | Salary & expenses | £311.19 | Haughton Village Hall | Hall Hire | £23.00 | A&J Engraving | village map | £158.40 | TOTAL | | £541.80 | Cllr Grattage Clerk |
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| 7 | <p>To receive the Clerk's report including correspondence and length of meetings.</p> <p>The report had previously been circulated and included all correspondence received in the past month. It was noted that Friends of Staffordshire and Stoke on Trent Archives would attend the parish meeting on 25th April as guest speakers. It was also noted that Staffordshire County Council's Dial A Ride Transport Service for the rural areas would cease to operate on 24th March 2016. The Clerk informed Councillors that correspondence had been received from a resident querying the procedure taken by council in appointing a grass cutting contractor. The Clerk read out both the email received and the response which gave details of the financial regulations that had been adhered to and the reasons the matter was dealt with confidentially with no members of the press or public present. Councillors were satisfied with the response the Clerk had sent.</p> <p>The report also reminded cllrs that it is good practice for council meetings to be for no longer than 2 hours therefore discussions should focus on the agenda item, be brief and to the point. The Public Open Forum should be for a limited amount of time (ie 10 mins).</p> <p>The Clerk's report was accepted.</p> | |
| 8 | <p>To receive reports from councillors on:</p> <p>General Maintenance</p> <ul style="list-style-type: none"> • There was nothing to report. <p>Park and Football pitch including a request from Stafford Rangers</p> <ul style="list-style-type: none"> • A request had been received from Stafford Rangers to use the football pitch for training from the summer of 2016 and for matches in the next football season. Cllr Warbrick had accompanied a representative to show the pitch and surroundings. Details of fees had only been received by the Clerk that day therefore this would be held to the next meeting for discussion and for cllrs to consider arrangements for the pitch to be used and associated hire fees. <p>Best Kept Village</p> <ul style="list-style-type: none"> • The entry form for the 2016 competition had been submitted. • The Clerk is yet to open a separate account for BKV and asked council to consider using the Parish Council's Business Account, that is open but no longer used, for Best Kept Village. This was accepted. <p>Highways</p> <ul style="list-style-type: none"> • The pot holes on Ash Drive had not been rectified and the state of the road is worsening. This is a private road owned by Stafford and Rural Homes. The Clerk to report again. • The Clerk to report a dangerous pot hole outside St Giles Church. <p>Village Hall</p> <ul style="list-style-type: none"> • JWH had provided details of Village Hall grass cutting costs that had been passed to the Village Hall Committee to consider. The Committee had accepted the charges. • The Clerk to inform Cllr Anslow of dates of the Civic Amenity visits as soon as the information is received to ensure dates do not clash with planned work to the Village Hall Car Park. | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |

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| | <ul style="list-style-type: none"> • The Village Hall Committee AGM would be held on 9th May. All councillors were invited. • A letter had been received asking Council to consider moving the defibrillator sited at the shops on Newport Road to the Village Hall. This was discussed in detail and it was proposed, seconded and unanimously agreed that having considered the alternatives and reason for siting it at the shops when it was purchased, the Parish Council is not in favour of relocating it. The Clerk to respond and inform the Village Hall Committee that should the Committee consider purchasing a defibrillator, the Parish Council may consider helping with this. • Cllrs were informed that the post code of the Village Hall and GPS coordinates is now posted on the Village Hall notice board. Council felt this would be useful on the outside board as well. Cllr Anslow to report back to the Village Hall Committee. <p>Allimore Green and Dale Common including tenders for grazing</p> <ul style="list-style-type: none"> • It was agreed that the Clerk should display the notice to tender for grazing on Dale Common on the two notice boards in the village and on the website. • There was nothing to report for Allimore Green. <p>War Memorial Project</p> <ul style="list-style-type: none"> • Cllr Grattage said this is progressing and a quotation is expected imminently. | <p>Cllr Anslow</p> <p>Clerk</p> |
| 9 | <p>To receive an update on website and email options for the Parish Council</p> <p>Councillors received quotations and details of three website companies who are able to set up and design a website for the Parish Council. This was discussed and the recommendation from the IT Committee to appoint Town & Parish Councils Website to set up and design a parish council website at a cost of £300 for development and £10 per month for hosting and daily backups, was accepted. Clerk to action.</p> <p>It was also agreed that the Clerk applies to the Transparency Fund to meet the costs of the new website as well as the purchase of a scanner. The Clerk would make the application to the National Association of Local Councils via Staffordshire Parish Councils Association by the agreed extended deadline.</p> <p>The IT Committee were thanked for overseeing this project and providing councillors with relevant and useful information.</p> | <p>Clerk</p> <p>Clerk</p> |
| 10 | <p>To consider a parish event to commemorate the Queen's 90th birthday</p> <p>Various events that the Parish Council could arrange to commemorate this event were briefly discussed and included a Beacon, participating in the Big Tidy Up campaign, creating a new flower bed or arranging a fete.</p> <p>Cllr Anslow to ask if the Village Hall Committee is considering an event and whether the village hall is free for a weekend in June when communities are being encouraged to do something.</p> <p>This item would be on the next agenda and Cllrs Grattage, Heath and Anslow agreed to give this some thought and suggest events to council at</p> | <p>Cllr Anslow</p> <p>Cllrs Anslow, Grattage &</p> |

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| | the next meeting. | Heath |
| 11 | <p>To receive Chairman's Announcements</p> <p>The Chairman referred to the Good Councillors Guide regarding the suggested time for a council meeting (two hours) and also about the Clerk being employed by "The Council" and answers to the Council as no one councillor can act as the line manager of the Clerk. This was noted.</p> <p>Cllr Sunley felt a 2 hour limit for council meetings may not be enough as council only meets once per month. The Chairman responded that the 2 hour suggestion is a target not a limit. This was accepted.</p> | |
| 12 | <p>To agree any future agenda items</p> <p>Items agreed were:</p> <ul style="list-style-type: none"> • Best Kept Village • Football Pitch Hire • Christmas Lights • Queen's 90th Birthday celebrations • External Audit Changes | |
| 13 | <p>To confirm the date and time of the next meeting</p> <p>Wednesday 23rd March 2016 at 7.30pm</p> | |

The meeting closed at 10.05pm

Chairman..... Date.....