

HAUGHTON PARISH COUNCIL

DRAFT Minutes of the Meeting held on Monday 23rd November 2015 at 7.30pm

In The Village Hall

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

SCC Cllr M Winnington (from 8.20pm)

Jayne Cooper, Clerk

Public Open Forum: one member of the public was present, Mr Greg Round, the applicant of planning application 15/23171/HOU.

1	To receive apologies and record absences Apologies received and accepted from Cllr I Forrester and SBC Cllrs R Sutherland and S Leighton.	
2	To receive any Declarations of Interest None received	
3	To receive and confirm the minutes of the meeting held on 26th October 2015 Subject to minor amendments the minutes were proposed, seconded and approved as a true and accurate record.	
4	To receive any reports from Borough and County Councillors No Borough or County Councillors present.	
5	To consider any planning matters including a) Planning decisions and notifications of appeals Application 15/22923/HOU at Willowdene, Rectory Lane, and Haughton – this application had been approved. Application 15/22609/HOU at The Stables, Upper Reule Newport Road for an oak framed conservatory and extension to the rear – this application had been refused permission Application 15/22630/HOU at Brazenhill House, Brazenhill for a replacement garage and store – this application had been approved. b) New Planning applications Application: 15/23171/HOU at Deerhurst, Newport Road. The proposed development is described as a two storey and single storey extensions to dwelling. <i>The meeting was postponed to allow Mr Round, a member of public, to speak and answer questions.</i> The applicant, having been asked whether he had spoken to the owners of	

	<p>the neighbouring property about the proposed plans, confirmed he had consulted the neighbours and there were no issues. The applicant also confirmed that during the works, traffic going in and out of the property would be supervised by banksmen. There were no further questions.</p> <p><i>The meeting resumed.</i></p> <p>It was proposed that the Clerk responds to Stafford Borough Council with no objection. This was seconded and unanimously agreed. The Clerk to action.</p> <p><i>Mr Round left the meeting.</i></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 November as follows:</p> <table border="1" data-bbox="284 801 1061 1041"> <thead> <tr> <th>Paid To</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>R Mathews</td> <td>Salary</td> <td>£49.61</td> </tr> <tr> <td>J Cooper</td> <td>Salary & expenses</td> <td>£294.79</td> </tr> <tr> <td>SPCA</td> <td>Internal audit course</td> <td>£20.00</td> </tr> <tr> <td>JWH</td> <td>Grass cutting</td> <td>£322.00</td> </tr> <tr> <td>Royal British Legion</td> <td>Poppy wreath</td> <td>£50.00</td> </tr> <tr> <td>P Kirkland</td> <td>BKV work</td> <td>£50.00</td> </tr> </tbody> </table> <p>The accounts for the month November were approved for payment.</p> <p>b) to accept the financial statement for November 2015 The financial statement for the month of November was circulated to cllrs and accepted. Cllr Sunley had, as discussed at the previous meeting, amalgamated some of the budget headings to make the statement easier to report on the website. Should cllrs wish to see more detailed information at any time, this could easily be arranged.</p>	Paid To	Details	Amount	R Mathews	Salary	£49.61	J Cooper	Salary & expenses	£294.79	SPCA	Internal audit course	£20.00	JWH	Grass cutting	£322.00	Royal British Legion	Poppy wreath	£50.00	P Kirkland	BKV work	£50.00	
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7	<p>To receive the following reports</p> <p>Clerk's Report and correspondence The report had previously been circulated and included all correspondence received in the past month including:</p> <ul style="list-style-type: none"> • Confirmation from SCC that the Community Paths Initiative Grant of £158.40 to support the provision of a walkers map had been received. • Stafford Railway Building Society Annual Statement of Account showing £57.30 interest for 2015. • A letter from SCC about changes to mobile and travelling services. • A letter from SCC regarding Highway Winter Operations. Highways would focus on primary networks largely A and B roads. In more severe weather, gritting of wider secondary network would be triggered when ice is expected • Letter from SCC regarding the future management of Staffordshire's countryside parks and green spaces that included cycle route 55 running through Houghton parish. The consultation ends on 24th January 2016 <p>b) Reports from outside bodies:</p>																						

<p>General Maintenance The damage caused to the bus shelter on Newport Road had been passed Arriva as Highways were not responsible for repairing the damage. The Clerk would monitor.</p> <p>Best Kept Village</p> <ul style="list-style-type: none"> • A separate BKV bank account would be discussed at the next meeting. <p><i>Cllr Winnington arrived at 8.20pm.</i></p> <p>Highways Matters</p> <ul style="list-style-type: none"> • Christmas Lights – some councillors and the Clerk had been asked for details of the Christmas lights switch on. Concerns about traffic and the increase in pedestrians was discussed and it was noted that some local businesses and residents had raised concerns to councillors about littering, the control of the money collection, the lack of public toilets and adequate parking. As this is not a parish council arranged event, the council has little influence and no powers to enforce. However Cllr Winnington suggested that signage may be an option at both ends of the village warning oncoming traffic of the need to drive slowly. Cllr Winnington would make enquiries with Highways. • Woodhouse Lane – The Clerk to send details to Cllr Winnington of outstanding issues including missing kerb stones and surface water running into a property. • It was also noted that surface water runs into the grounds of The Bell pub • Cllr Winnington was asked to follow up a request to the Rights of Way Department to provide posts for the new map board as previously agreed. • Rights of Way Department to be informed of a deteriorating footpath from Beech Close. The Clerk to action. <p>Playing Field</p> <ul style="list-style-type: none"> • Approval was given for the Football Association to carry out an assessment of the Football Pitch at a cost of £50. Cllr Warbrick to action. <p>Village Hall</p> <ul style="list-style-type: none"> • The Parish Council’s suggestion of having Wi-Fi in the village hall had been discussed at the recent Village Hall meeting but the committee felt this was not a priority project but would have no objection if the Parish Council wanted to manage the project. • There are plans to tarmac the side overflow car park at the village hall in the spring of 2016. • A new electricity meter had been installed that should result in a significant saving in electricity bills. It was suggested a log of photocopier usage is arranged as well as users of the room for insurance purposes. <p>School Governor Report (received from Dr Little)</p>	<p>Clerk</p> <p>Cllr Winnington</p> <p>Clerk</p> <p>Cllr Winnington</p> <p>Clerk</p> <p>Cllr Warbrick</p>
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	<ul style="list-style-type: none"> • Snagging fixes are in progress, with no specific problems • The new IT server is being setup by the IT support team that the school use • Other electronic display facilities are being acquired for the extended hall • Integration into the West Stafford Multi-Academy Trust continues to go well <p>Allimore Green and Dale Common</p> <ul style="list-style-type: none"> • It was noted that Cllr Forrester would be visiting tenants of Allimore Green. 	Cllr Forrester
8	<p>To consider projects for the future and a 3 year plan and to discuss budget and precept requirements for 2016/17</p> <p>A draft budget for 2016/17 was presented that included projects requested by councillors. The budget and increase in precept was discussed in detail.</p> <p>It was proposed and seconded to increase the precept to £14260 (about 10%) to help meet the costs of the projects. A vote was taken with 2 councillors voting in favour, 2 against and 2 abstentions. The Chairman had the casting vote that was against the proposal. The motion therefore was not carried.</p> <p>It was proposed and seconded to increase the precept to £13,760. A vote was taken with 3 councillors voting in favour, 2 against and 1 abstention. The motion was carried. The Clerk to respond to Stafford Borough Council with the precept request. The Clerk to provide an explanation for parishioners on the budget increase and what the percentage increase equates to in monetary terms, per household, over a 12 month period.</p> <p>The draft budget was approved for the year 2016/17.</p>	Clerk
9	<p>To receive an update on website options for the Parish Council and Cllr Email addresses</p> <p>Two options were verbally reported to councillors. One from a company that could host a website at no charge that would have adverts or without adverts the website would cost £25 annually. The Parish Council would be responsible for developing the site.</p> <p>The other option was from a Stafford Based company that charge £325 to develop and host the site.</p> <p>It was agreed that councillors should have a detailed document comparing the two options to be able to make an informed decision.</p>	Cllr Sunley Cllr Anslow Clerk
10	<p>To agree arrangements to renew the grass cutting contract from 2016</p> <p>It was agreed that, in line with Financial Regulations, the Clerk would obtain three quotes from contractors to carry out grass cutting for the next 3 years. The Clerk would request quotations in time for the January</p>	Clerk

	Council meeting.	
11	<p>To receive Chairman's Announcements</p> <p>There was nothing to report.</p>	
12	<p>To agree any future agenda items</p> <p>The Clerk confirmed that the January Council meeting agenda is already full with the following items: A parish council website, Best Kept Village Grass cutting</p> <p>Therefore no further items would be added. This was noted.</p>	
13	<p>To agree to devolve powers to the Clerk until the next Council meeting</p> <p>The Chairman proposed to devolve power to the Clerk until the next meeting. This was seconded and unanimously agreed.</p>	Clerk
14	<p>To confirm the date and time of the next meeting</p> <p>Monday 26th January 2016 at 7.30pm</p>	
15	<p><i>To exclude any members of the press and public – none present</i></p> <p>To receive a report following the Clerk's 6 month review</p> <p>Cllrs were informed that the Clerk's 6th month review was held on 20th November with the Personnel Committee and a summary of the discussion was noted and accepted. The signed copy of the Appraisal would be kept in the council's files.</p>	

The meeting closed at 10.05pm

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