

HAUGHTON PARISH COUNCIL

Minutes of the Meeting held on Monday 25th January 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 SBC Cllr R Sutherland and SCC Cllr M Winnington (from 7.45pm – 8.45pm)

Public Open Forum: Mr Ashley informed Council that the bus stop on Newport Road, opposite Prince Avenue often floods and the rain water collects in front of the bus stop. People using the bus stop get wet when passing vehicles pass through the water. The flood also freezes inside the bus shelter making it dangerous and inaccessible. This matter had been passed to SCC Cllr Winnington previously. Mr Ashley's concerns were noted. The Clerk offered to contact the parish's designated Highways representative and arrange a site meeting with Mr Ashley with parish council representation. This was agreed. Clerk to action.

1	<p>To receive apologies and record absences</p> <p>Cllr Sutherland had informed the Clerk that he would be late in joining the meeting.</p>	
2	<p>To receive any Declarations of Interest</p> <p>None received.</p>	
3	<p>To receive and confirm the minutes of the meeting held on 23rd November 2015</p> <p>The minutes were proposed, seconded and approved as a true and accurate record.</p>	
4	<p>To receive any reports from Borough and County Councillors</p> <p>Discussed later in the meeting.</p>	
5	<p>To consider any planning matters including</p> <p>a) Planning decisions and notifications of appeals</p> <p>Application 15/23171/HOU at Deerhurst, Newport Road. This application had been refused permission. The Clerk to inform Cllrs of the reasons for refusal.</p> <p>Application 15/23374/REM Reserved Matters for 11 houses on land adjacent to The Rectory on Rectory Lane. The outline planning application, number 13/19305/OUT had been previously approved. The Clerk had been granted an extension of time for the parish council to consider this application.</p> <p>The details of the application were discussed and comments received from parishioners were noted. It was agreed that the Clerk should write to SBC's Planning Department objecting to the application on the grounds of:</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>

	<p>Impact on surrounding area Council believes the 2.5 storey houses would overlook neighbouring properties and back gardens.</p> <p>Character of the area The 2.5 storey houses are out of character in the village and the block of garages is more in keeping with urban style development rather than rural.</p> <p>Design Layout and Appearance The row of 2.5 storey houses at the front of the development is not an appropriate design for this village.</p> <p>Road Safety and Impact on Traffic The development is adjacent to a primary school and in a residential area. Parking is already an issue during school pick up and drop off times and additional traffic would have an impact on this. Councillors felt there was not enough adequate parking space within the development and cars may park along the roads causing obstructions. Additional parking around the school area would also add to the already congested area. There was a concern that emergency vehicles would not have clear access.</p> <p>Planning History Councillors were aware that planning applications had been refused on this site in the past.</p> <p>Should the application be approved, the Clerk suggested Council meet with the developer before and during construction to report back any issues that parishioners may have. This was agreed.</p> <p>Cllr Forrester was thanked for carrying out research on planning matters that had assisted cllrs in their discussions.</p>																									
6	<p>To discuss matters of finance including:</p> <p>a) Accounts for approval The Clerk presented accounts for approval for the month of January as follows:</p> <table border="1" data-bbox="284 1444 874 1780"> <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>£349.78</td> </tr> <tr> <td>SPCA</td> <td>Cllr training</td> <td>£20.00</td> </tr> <tr> <td>Stafford FA</td> <td>Pitch Inspection</td> <td>£50.00</td> </tr> <tr> <td>SBC</td> <td>Election expenses</td> <td>£110.51</td> </tr> <tr> <td>JRB</td> <td>Dog waste gloves</td> <td>£101.40</td> </tr> <tr> <td>TOTAL</td> <td>£681.30</td> <td></td> </tr> </tbody> </table> <p>The accounts for the month January 2016 were approved for payment.</p> <p>b) to accept the financial statement for January 2016 The financial statement for the month of January was circulated to cllrs and accepted. Clerk to inform Cllr Warbrick of BKV expenses to date. Clerk to reissue invoice to Staffordshire County Council for grass cutting contributions. Clerk to send invoices to various parish organisations for photocopier usage.</p>	Paid To	Details	Amount	R Mathews	Salary	£49.61	J Cooper	Salary & expenses	£349.78	SPCA	Cllr training	£20.00	Stafford FA	Pitch Inspection	£50.00	SBC	Election expenses	£110.51	JRB	Dog waste gloves	£101.40	TOTAL	£681.30		Clerk
Paid To	Details	Amount																								
R Mathews	Salary	£49.61																								
J Cooper	Salary & expenses	£349.78																								
SPCA	Cllr training	£20.00																								
Stafford FA	Pitch Inspection	£50.00																								
SBC	Election expenses	£110.51																								
JRB	Dog waste gloves	£101.40																								
TOTAL	£681.30																									

	<p>c) To consider a separate bank account for Best Kept Village It was proposed, seconded and agreed that the Clerk opens a separate bank account for BKV funds that would be managed by the Parish Council in the same way as parish council accounts. Having a separate account would simplify the management of BKV funds.</p>	Clerk
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 and reports on outside bodies received from parish councillors. Councillors were asked whether including their reports within the Clerk's report, (that would be posted on the parish council's website), was helpful. There was divided opinion.</p> <p>Correspondence requiring action:</p> <ul style="list-style-type: none"> • Civic Amenity Visit – it was proposed, seconded and agreed to arrange for 3 visits at £82.50 per visit (with the third visit free of charge). Clerk to action. • Letter received from St Giles Church asking the parish council for a financial contribution towards 2015 mowing costs. It was proposed, seconded and agreed to donate £500. Clerk to action. • Letter received from Friends of Staffordshire and Stoke on Trent Archive Service (FoSSA) asking the Parish Council to make a contribution of £40 towards the digitisation of the tithe map of Haughton parish. It was proposed, seconded and agreed to donate £40 and ask for a representative of FoSSA to attend the Parish Assembly in April as guest speaker and to provide the Parish Council with a CD with the map of Haughton. Clerk to action. • BKV Entry for form 2016 - Currently there is no one to lead the competition in 2016. The Clerk would send a report for the March edition of the parish magazine asking for a volunteer and in the meantime register an interest in taking part in the competition by the deadline of 22nd February. • SPCA new Cllr Training – Cllr Grattage and Cllr Heath would be attending on 15th February. <p>Football Pitch – Cllr Warbrick informed council that a local team had asked to use the pitch and had offered to cut the grass in time for their match. It was proposed, seconded and agreed to make no charge for the use of the pitch if the football team arrange for the mowing. Cllr Warbrick to report back.</p> <p>Bus Shelter Maintenance – the Clerk had not received any feedback from Arriva and would chase this up.</p> <p>Village Hall – the committee had requested details of grass cutting at the village hall. It was noted the car park would be closed for resurfacing later in the spring.</p> <p>War Memorial – Cllr Grattage had progressed with obtaining</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Grattage Cllr Heath</p> <p>Cllr Warbrick</p> <p>Clerk</p> <p>Clerk</p>

	<p>information to support a funding application to clean and repair the war memorial and further information is yet to be sought. Cllr Winnington verbally agreed to help fund the repairs with £500 from his County Councillor fund that reopens in April 2016. This item would be carried forward to the next meeting for further discussion.</p> <p><i>At this point, the meeting was adjourned to allow the Borough and County Councillors to give their reports:</i></p> <p>Borough Councillor – Cllr Sutherland had nothing to report from the Borough Council. Cllr Sutherland was reminded that he had agreed, at a previous parish council meeting, to review a parishioner’s concerns about the replanting of a hedge. Cllr Sutherland would progress with this.</p> <p>County Councillor – Cllr Winnington informed Council that Sunday 1st May would be Staffordshire Day and funding is available for parishes if they decided to arrange a community event. It was also noted that the consultation on the Countryside Estate Review ends on 26th January and the County Council would be ending the current agreement to manage Shugborough Estate that would be taken over by The National Trust later in the year at a cost of £20 million to Staffordshire County Council but would create savings of £35 million in the long term.</p> <p>Watery Lane badly flooded – Cllr Winnington had been contacted by a parishioner regarding flooding in Watery Lane.</p> <p>Cllr Sutherland was asked for advice on advertising signs on the roadside. He offered to find out the rules regarding road side advertising and report back to the Clerk.</p> <p>Cllr Winnington was informed about the issues raised in the public open forum and he agreed to attend the meeting.</p> <p><i>The meeting resumed</i></p> <p>Christmas Lights – concerns had been raised by a few councillors following comments by some parishioners regarding the safety of people visiting Haughton during the Christmas period to view the Christmas lights and also about the roadside arrangements of collecting funds for charities. The Clerk had obtained information from Staffordshire Parish Council’s Association and the Society of Local Council Clerks, both organisation had confirmed a Parish Council can do little in respect of these matters as a local council has no powers or authority to oversee or regulate such activities. The Clerk confirmed Highways may be able to help with signage if the parish council requests this in good time.</p> <p>Concerns about collections for charity could be checked with the Licensing Department at Stafford Borough Council. Cllr Sutherland agreed to make enquiries and report back to the Clerk.</p> <p>The Clerk’s report was accepted.</p> <p><i>Cllr Heath left the meeting at 9pm</i></p>	<p>Cllr Sutherland</p> <p>Cllr Winnington</p> <p>Cllr Sutherland</p>
8	<p>To receive an update on website options for the Parish Council</p> <p>It was agreed to carry this item over to the February Council meeting.</p>	
9	<p>To receive Chairman’s Announcements</p>	

	<p>The Chairman reported that some Cllrs and the Clerk had recently attended training courses and, as previously reported, newer councillors would be attending a new Cllr training course in February.</p> <p>Noting previous comments about councillors' reports being included in the Clerk's report and subsequently being posted on the parish council's website, the Chairman asked the IT committee to review this and report back to the next council meeting.</p> <p>The Chairman informed Council that it would be necessary to consider the future of the parish website once the parish council's website is established.</p>	IT Committee
10	<p>To agree any future agenda items</p> <p>Items agreed were:</p> <ul style="list-style-type: none"> • Dale Common Grazing Tender • Queen's 90th Birthday celebrations • External Audit Changes 	
11	<p>To confirm the date and time of the next meeting</p> <p>Monday 22nd February 2016 at 7.30pm</p>	
12	<p>To exclude members of the public whilst confidential information is discussed (all members of the public as well as Borough and County Councillors had already left the meeting)</p> <p>To consider any quotations for grass cutting for the three seasons 2016, 2017 and 2018</p> <p>In line with Financial Regulations, the Clerk/Responsible Financial Officer had obtained three quotations for grass cutting for 2016, 2017 and 2018. The quotations were opened in the meeting, they were from Streetscene, JWH Ground Maintenance and AMH West Midlands Limited. All quotations were reviewed and discussed in detail. The quotation from AMH was significantly higher than the other two and of a higher value to what the Council had allocated in its budget, for this reason council discarded it.</p> <p>It was proposed, seconded and unanimously agreed to award the grass cutting contract for 2016, 2017 and 2018 to JWH Ground Maintenance. The Clerk to respond to all contractors informing them of the outcome.</p> <p>Council was informed of a letter received from Haughton Village Hall Committee asking for the breakdown of grass cutting at the Village Hall for:</p> <ol style="list-style-type: none"> a) Cutting and leaving grass cuttings b) Cutting and removing grass cuttings <p>The Clerk was asked to obtain this information from JWH.</p>	<p>Clerk</p> <p>Clerk</p>

The meeting closed at 9.50pm

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