

HAUGHTON PARISH COUNCIL

Minutes of the Meeting held on Monday 26th October 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

Public Open Forum: Mr Caledine asked Council whether there was any additional information regarding the possible housing development off Newport Road. The Clerk said an application had not been received and ongoing discussions with Stafford Borough Council confirm that the Borough Council is unlikely to approve a large scale housing application as the Borough had reached its allocated housing numbers and would not approve a site outside the proposed settlement boundary. The Clerk also made reference to a recent application for housing in Woodseaves that was outside the proposed settlement boundary and had been refused by SBC's Planning Committee.

1	To receive apologies and record absences Apologies received and accepted from SBC Cllr R Sutherland and SCC Cllr M Winnington	
2	To receive any Declarations of Interest Cllr Heath declared an interest in planning application 15/22923/HOU, Willowdene, Rectory Lane, Haughton	
3	To receive and confirm the minutes of the meeting held on 27th July 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 <ul style="list-style-type: none">• There were no planning decisions or notifications of appeals to report. <i>Cllr Heath left the room</i> Application: 15/22923/HOU - An amended application at Willowdene on Rectory Road had been received and details previously circulated to councillors. The rear extension had been altered as well as additions to the front elevation. It was proposed, seconded and agreed that council object to the application on the same grounds as agreed at the September Council meeting (layout, scale and massing and the negative impact on the surrounding area). Borough Cllr Leighton had called in the application. Clerk to action	
6	<i>Cllr Heath returned to the meeting</i> To discuss matters of finance including:	

	<p>a) Accounts for approval The Clerk presented accounts for approval for the month of October 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>£49.61</td> </tr> <tr> <td>J Cooper</td> <td>Salary & expenses</td> <td>£290.99</td> </tr> <tr> <td>SPCA</td> <td>Planning training course</td> <td>£20.00</td> </tr> <tr> <td>SBC</td> <td>Civic Amenity 22.8.15</td> <td>£75.00</td> </tr> <tr> <td>SBC</td> <td>Clearing of skateboard ramp</td> <td>£36.00</td> </tr> <tr> <td>JWH</td> <td>Grass cutting September</td> <td>£644.00</td> </tr> <tr> <td>JRB</td> <td>Dog gloves</td> <td>£101.40</td> </tr> <tr> <td>Cllr expenses</td> <td>Stationery</td> <td>£56.95</td> </tr> <tr> <td>Village Hall</td> <td>Electricity</td> <td>£262.43</td> </tr> <tr> <td>J B Moore</td> <td>BKV materials</td> <td>£69.00</td> </tr> <tr> <td>P Kawaleski</td> <td>BKV materials</td> <td>£50.00</td> </tr> </tbody> </table> <p>The accounts for the month October were approved for payment.</p> <p>b) to accept the financial statement for October 2015 The financial statement for the month of October was circulated to cllrs and accepted.</p> <p>It was noted that members of the Village Hall Committee had suggested the electricity meter be replaced as meeting readings were considered inaccurate as recent readings were high. This was accepted. Cllr Allen would help with this.</p> <p>Cllr Sunley informed members that he had attended a SPCA Training event on budgets and precepts and, as a result, would be considering reducing the amount of budget headings on Haughton's Parish Council's accounts particularly to make the information now being posted on the parish council's website (to fit in with Transparency Code) more user friendly. Cllr Sunley to bring the longer and shorter versions to the next meeting for consideration.</p> <p>The Transparency Code was further discussed and it was noted that relevant information had been posted on the website to comply with the Code and additional work is necessary to include information relating to land owned by the parish council and details of the responsibilities of councillors. There was still some concern about how much information should be posted on the website and whether all papers received by councillors should be included. The Code to be reviewed further to satisfy councillor's queries. The Clerk to action.</p>	Paid To	Details	Amount	R Mathews	Salary	£49.61	J Cooper	Salary & expenses	£290.99	SPCA	Planning training course	£20.00	SBC	Civic Amenity 22.8.15	£75.00	SBC	Clearing of skateboard ramp	£36.00	JWH	Grass cutting September	£644.00	JRB	Dog gloves	£101.40	Cllr expenses	Stationery	£56.95	Village Hall	Electricity	£262.43	J B Moore	BKV materials	£69.00	P Kawaleski	BKV materials	£50.00	<p>Cllr Allen</p> <p>Clerk</p>
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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. A letter had been received by local resident, Mrs Edwards from County Councillor Mark Winnington regarding a speed and volume of traffic count carried out on the A518. Mrs Edwards had provided a copy to the Parish Council. The letter said that results of the survey did not meet the criteria for the provision of a mobile enforcement vehicle. Further visits of the mobile speed indication device could be arranged if necessary. It was suggested that feedback from speed van visits is obtained.</p>	<p>Clerk</p>																																				

	<p>The Clerk had contacted the Safer Roads Partnerships and requested a meeting to discuss the dangers on the A518. The Clerk had also informed local PCSO's about the inconsiderate parking around St Giles School. PCSO's would monitor the situation.</p> <p>b) Reports from outside bodies:</p> <p>General Maintenance</p> <ul style="list-style-type: none"> As mentioned previously a new electricity meter would be fitted in the Village Hall. The Clerk would follow up a request for a litter bin on bridle path number 9. <p>Best Kept Village</p> <ul style="list-style-type: none"> Ongoing tidying had continued including a pavement sweeper to clear leaves arranged via Streetscene. The hedge from The Vicarage to St Giles School had been trimmed back following complaints. <p>Highways Matters</p> <ul style="list-style-type: none"> The Neighbourhood Highway Team would be in Haughton from 9th – 11th November. Cllrs to provide a list of jobs to the Clerk to pass on. Large pot hole on A518 by St Giles Church is getting deeper and more dangerous. Clerk to report. £158 had been received from Community Paths Initiative to support the provision of a walker's map. <p>Playing Field</p> <ul style="list-style-type: none"> Funds from football team for use of the field had been received. Complaints about parked cars on the playing area car park late at night and causing a nuisance to residents had been dealt with by Cllr Warbrick who had informed the local police officer. The area would be added to the regular patrol route. <p>Village Hall</p> <ul style="list-style-type: none"> The recent quiz was successful A donation had been made to the Village Hall from funds raised at the recent auction. <p>Allimore Green and Dale Common</p> <ul style="list-style-type: none"> There was nothing to report <p>School Governor Report (received from Dr Little)</p> <ul style="list-style-type: none"> The new extension to school is complete pending snagging issues. The extension had doubled the size of the hall and added a sizeable resource room for teacher/lesson preparation. An additional smartboard is being acquired for the hall to enable online presentation capability. A new system server is being ordered Integration with 2 other schools in the Academy Trust is going well and a combined finance system is being constructed for external auditing. The school had been informed of possible development in the village. 	<p>Clerk</p> <p>Cllrs</p> <p>Clerk</p>
8	<p>To consider projects for the future and a 3 year plan and to discuss budget and precept requirements</p> <p>Cllrs were asked for details, including costs, of possible projects that</p>	

	<p>could be incorporated into a presentation for the next Council meeting. Ideas put forward included:</p> <ul style="list-style-type: none"> • Play area improvements - Cllr Heath to liaise with school to find out what children would like. • Village Pole. Cost approximately £500 • War Memorial repairs – quote received for £2483. Grants are available that Cllr Grattage is looking into but Cllrs have to decide how much the parish council would contribute • Village Fete – Cllr Heath to obtain detail and costings for the next meeting. • Other suggestions including allotment space on the playing field and changing rooms. <p>Cllrs to send details to Clerk/Cllr Sunley 10 days prior to the next meeting to enable sufficient time for planning and budget preparation work.</p>	<p>Cllr Heath</p> <p>Cllr Heath</p> <p>Cllrs</p>
9	<p>To report back following meeting held about parish councillors emails</p> <p>Cllr Sunley, Cllr Anslow and the Clerk had met to discuss ways of developing a new website for the parish council as well as having specific email addresses for councillors. Various options had been discussed and further work is needed before options can be presented to councillors for consideration.</p>	<p>Cllr Sunley, Cllr Anslow, Clerk</p>
10	<p>To consider setting up a Personnel Committee to carry out the Clerk's 6th month review and future appraisals.</p> <p>It was agreed that Cllr Allen, Cllr Warbrick and Cllr Anslow would form the Personnel Committee. The Clerk had received copies of appraisal papers to review. An appraisal would be carried out in the next month and thereafter annually.</p>	<p>Cllr Allen, Cllr Anslow, Cllr Warbrick</p>
11	<p>To receive Chairman's Announcements</p> <p>The Chairman reported that a parishioner had complained about not receiving a copy of the parish council newsletter despite the address being on the circulation list. The same parishioner would receive copies of council minutes from the Clerk in the next month, as requested.</p>	<p>Clerk</p>
12	<p>To agree any future agenda items</p> <p>Cllrs to inform the Clerk of any items at least 10 days before the next meeting.</p>	<p>Cllrs</p>
13	<p>To confirm the date and time of the next meeting Monday 23rd November 2015 at 7.30pm</p>	

The meeting closed at 9.45pm

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