

## HAUGHTON PARISH COUNCIL

Minutes of the Annual Meeting held on Tuesday 26<sup>th</sup> May 2015 at 7.30pm

### In St Giles Church

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

Jayne Cooper, Clerk

SBC Cllr S Leighton (from 8.05pm)

And two members of the public, Mr and Mrs Johnson

1	<p><b>To elect a Chairman</b></p> <p>A nomination was received for Cllr M Allen. This was seconded. There were no further nominations and a vote was taken with all cllrs voting in favour of the nomination Cllr Allen as Chairman. Cllr Allen accepted the position.</p> <p>The Chairman thanked all councillors for standing for election and welcomed the two new cllrs, Cllr Heath and Cllr Grattage.</p> <p>The Chairman thanked the Clerk for continuing with the work of the parish council during the period of election and purdah.</p>	
2	<p><b>To elect a Vice Chairman</b></p> <p>A nomination was received for Cllr D Warbrick. Cllr Warbrick had indicated to the Chairman and Clerk that should he receive nomination he would be happy to accept the position. The nomination was seconded and vote taken with all cllrs voting in favour of the nomination.</p> <p><b>To elect a Treasurer</b></p> <p>A nomination was received for Cllr Sunley. This was seconded and a vote taken with all cllrs voting in favour of the nomination. Cllr Sunley accepted the position</p>	
3	<p><b>To receive apologies and record absences</b></p> <p>Apologies received and accepted, from Cllr D Warbrick and County Councillor Mark Winnington.</p>	
4	<p><b>To elect representatives to outside bodies</b></p> <p>It was agreed that the following bodies would be represented as follows:</p> <p>Village Hall – Cllr Gill Anslow Playing Field – Cllr Alison Heath, Cllr Tim Grattage as well as Cllr Derek Warbrick Best Kept Village Liaison – Cllr Derek Warbrick Commons – Cllr Ian Forrester</p>	

5	<p><b>To receive any Declarations of Interest</b></p> <p>Cllr Anslow declared an interest in agenda item 9 (a), The Clerk's report and discussions about Zurich Insurance.</p>													
6	<p><b>To receive and confirm the minutes of the meeting held on 27<sup>th</sup> April</b></p> <p>The minutes were proposed, seconded and approved as a true and accurate record.</p>													
7	<p><b>To consider any planning matters including planning decisions and notifications of appeals</b></p> <p>One application had been received and details previously circulated to councillors. The application, 15/22219/FUL was for the erection of a new stable block on land off Alstone Lane</p> <p><i>The meeting was adjourned to allow members of the public to speak.</i></p> <p>Mr and Mrs Johnson, the applicants, explained why the stable block was being built and the materials being used. There was a question about water and drainage and it noted there is already water and drainage systems on the site. Borough Councillor, S Leighton confirmed he had no reasons to call in the application and said the location of the stable is outside the settlement boundary therefore it would not be possible to build a house on the site or convert the stable block.</p> <p><i>The meeting resumed</i></p> <p>It was proposed that the Clerk responds stating cllrs had no objection to the application. This was seconded, a vote taken with all cllrs voting in favour of the proposal.</p> <p>Mr and Mrs Johnson left the meeting.</p>	Clerk												
8	<p><b>To discuss matters of finance</b></p> <p><b>a) Accounts for approval</b></p> <p>The Clerk presented accounts for approval</p> <table data-bbox="284 1576 1023 1711"> <tr> <td>J Cooper</td> <td>£324.28</td> <td>May salary</td> </tr> <tr> <td>JWH</td> <td>£644.00</td> <td>Grass cutting</td> </tr> <tr> <td>R Mathews</td> <td>£40.00</td> <td>May salary</td> </tr> <tr> <td>G Williams (Stafford Harriers)</td> <td>£50.00</td> <td>Internal Audit fee</td> </tr> </table> <p>Cllr Sunley proposed to pay the Church, the same as what would have been paid to the Village Hall for hire for the council meeting. This was approved. The Clerk to action.</p> <p>The accounts for the month of May were approved for payment.</p> <p>Two invoices had been received from Ricoh that the Clerk was asked to</p>	J Cooper	£324.28	May salary	JWH	£644.00	Grass cutting	R Mathews	£40.00	May salary	G Williams (Stafford Harriers)	£50.00	Internal Audit fee	Clerk
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	<p>check the detail of before payment was authorised. Approval was given to pay the outstanding invoices once the Clerk had checked and was happy with the explanation and confirmed with Cllr Sunley.</p> <p><b>b) to accept the financial statement for May 2015</b> The financial statement (payments only) for the month of May was circulated and explained to cllrs for the benefit of new cllrs.</p> <p>The Clerk and Treasurer to meet to ensure the accounts system is being correctly updated.</p> <p><b>c) to accept the 2014/15 Annual Return and Statement of Governance prior to its submission to Grant Thornton , External Auditor</b></p> <p>The Clerk explained, for the benefit of new cllrs, the requirements for the Annual Return, the need for cllrs to approve section 2 and the role of the External Auditor. All statements within section 2 were read out by the Clerk and cllrs responded accordingly. Approval was given for the Clerk and Chairman to sign the relevant sections and for the Clerk to submit the accounts for External Audit.</p>	<p>Clerk</p> <p>Clerk Cllr Sunley</p> <p>Clerk Chairman</p>
9	<p><b>To receive the following reports</b></p> <p><b>Clerk's Report</b> The report had previously been circulated. All cllrs received an information pack containing a copy of the council's Standing Orders, Financial Regulations, Freedom of Information, Risk Assessment and Code of Conduct. The Clerk explained that she felt it was a good opportunity being a new Clerk, a new Council to review the document and update them as necessary. She asked cllrs to read document, make suggested changes ready for discussion at the next meeting. The Chairman commended the Clerk for taking this action.</p> <p><b>Insurance</b> – The Clerk explained that the current insurance policy expires on 31<sup>st</sup> May 2015. Two quotations had been received, one from the current insurers Came and Company for £864 and one from Zurich for £684 both for a 3 year agreement. It was proposed that the Clerk contacts Came and Company to ask if they would match the quote from Zurich. A vote was taken with the majority of cllrs voting in favour of this proposal. Power was devolved to the Clerk to make the enquiry and make a decision on the outcome to ensure insurance is in place after 31<sup>st</sup> May.</p> <p><b>Correspondence</b> The Clerk had received, on 25<sup>th</sup> May, a letter from the Village Hall explaining the fund raising efforts to resurface the car park that could cost in the region of £26,000. The village hall committee believe the Village Hall is owned by the Parish Council who are its trustees and enclosed a copy of the summary of constitution, deed of gift and other papers. Council is being asked to consider taking on this project. It was agreed that all cllrs would receive a copy of all the papers and a discussion would be held at the next Council Meeting. The Clerk was given permission to take the deeds from the bank.</p>	<p>Cllrs</p> <p>Clerk</p> <p>Clerk</p>

	<p>A list of other correspondence received had been received by cllrs. This was noted.</p> <p>Action from April meeting</p> <ul style="list-style-type: none"> <li>• Transparency Scheme –the Clerk reported that the Transparency Code is mandatory for small parish councils (with a turnover of less than £25000) and was effective from 1<sup>st</sup> April 2015. Council have to display agendas of meetings, minutes within one month of the meeting and accounts on a website. This was noted. The Clerk would send regular updates to Cllr Anslow for inclusion on the parish website.</li> <li>• The Clerk had arranged for the phone box and post boxes to be painted</li> <li>• The Clerk had obtained a quotation of £65 plus £3 per additional item from ROSPA to carry out an inspection of the play area. This was approved The Clerk to action.</li> </ul> <p>The Clerk’s report was accepted.</p> <p><b>b) Reports from outside bodies:</b></p> <p><b>General Maintenance</b> Most of the outstanding jobs had been completed.</p> <p><b>Best Kept Village</b> The BKV judges had visited the village. The next round would commence on 1<sup>st</sup> June.</p> <p><b>Highways Matters</b> The Clerk to report issues on Woodhouse Lane, where the road is narrow, traffic passes very close to a property called The Cottage. The Clerk to ask highways to consider kerbing the narrow section to protect the verge and property.</p> <p>It was noted that the Neighbourhood Highway Team would be in Haughton on 17<sup>th</sup> and 20<sup>th</sup> July. Cllrs to report any jobs to the Clerk</p> <p><b>Playing Field</b> A request to use the football pitch by a local team for 6 games from 5<sup>th</sup> July to 9<sup>th</sup> August was approved subject to a Risk Assessment being carried out to ensure the pitch is in good order. The Parish Council would receive £10 per game.</p> <p><b>Village Hall</b> There was nothing to report</p> <p><b>Alimore Green and Dale Common</b> There was nothing to report</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllrs</p>
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10	<p><b>To receive Chairman's Announcements</b></p> <p>The Chairman reported that he would attending SPCA's County Executive Meeting on 1<sup>st</sup> June as well as delivering training during June, July, August and September. This was noted.</p>	Chairman
11	<p><b>To discuss the Parish Council's Newsletter</b></p> <p>There was a brief discussion about the former process of producing a newsletter and why it had stopped. It was agreed to carry this item forward to the June Council meeting.</p>	Clerk
12	<p><b>To agree any future agenda items</b></p> <p>Cllrs to inform the Clerk of any items at least 10 days before the next meeting. The next agenda would be issued earlier than usual, on 10<sup>th</sup> June.</p> <p>Items already noted: Cllrs information pack, Parish Council's newsletter, Village Hall letter, road safety near to school, heavy goods vehicles.</p>	Cllrs
13	<p><b>To confirm the date and time of the next meeting</b></p> <p>Monday 29<sup>th</sup> June at 7.30pm in the Village Hall</p>	
14	<p><i>To exclude any members of the public or press whilst confidential items are discussed</i></p> <p>SBC Cllr left the meeting.</p> <p><b>To confirm the Clerk's Contract of Employment and pension arrangements.</b></p> <p>Cllrs were informed that based on the National Association of Local Council's contract, the Clerk, Chairman and Vice Chairmen had prepared a contract for the new Clerk. A copy was circulated to all cllrs.</p> <p>It was proposed that the new contract be approved. This was seconded and agreed by all cllrs present.</p> <p>The Clerk had confirmed to the Chairman, in writing, that she did not wish to join the pension scheme.</p>	

The meeting closed at 9.50pm

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