HAUGHTON PARISH COUNCIL

Minutes of the meeting held on Monday 27^{th} April 2015 at 9.45pm

Present: Cllr M Allen, in the Chair Cllr D Warbrick Cllr M Little

Cllr G Anslow Cllr B Stamp Cllr I Sunley

Cllr I Forrester Jayne Cooper, Clerk

1	To receive apologies and record absences			
	All Cllrs present			
2	To receive any Declarations of Interest			
	None received			
3	To receive and confirm the minutes of the meeting held on 23 rd March			
	The minutes were proposed, seconded and approved as a true and accurate record.			
4	To consider any planning matters including planning decisions and notifications of appeals			
	One application had been reco			
	The application, the erection of digestible fibre from existing Farm, was reviewed. There we Staffordshire County Council	Clerk		
5	To discuss matters of finance			
	The Clerk presented accounts for approval			
	J Cooper	£293.00	April salary	
	JWH	£644.00	Grass cutting	
	R Mathews	£64.00	April salary	
	R Mathews	£14.39	Repairs to play equipment	
	Village Hall	£71.00	Hire of hall	
	JRB Enterprise	£101.40	Gloves	
	P Skelson	£74.39	Village projects	
	P Yeomans SPCA	£281.98 £293.00	Refurbishment of noticeboard Annual subscription	
	Community Council Staffs	£293.00 £25.00	Annual subscription	
	I Sunley	£487.90	IT equipment for Clerk	
	St Giles primary school	£75.00	BKV expenses	
	P Lawrence	£49.98	BKV expenses	
	The financial statement for the once the Clerk had updated rethe former Clerk.			

	Cllr Sunley confirmed he had reviewed the accounts for the year ending 31 st March 2015 and confirmed that they were in order and should be presented to the Internal Auditor. Clerk to action.	Clerk
	The accounts for the month of April were approved for payment.	
6	To receive the following reports	
	Clerk's Report The report had previously been circulated. The Clerk, being new to this post, had suggested that details of planning applications are circulated electronically to cllrs when received rather than at a council meeting. This would allow cllrs time to review the plans in more detail and raise and matters beforehand. This was accepted. The Clerk would also circulate SPCA weekly bulletins electronically.	Clerk
	A recent SPCA bulletin had contained details of the new Transparency Scheme. The Clerk would find out more information on how this may affect Haughton Parish Council in time for the next meeting.	
	Confidential details of the proposed settlement boundary for the parish had been shared with the Clerk and Chairman at a meeting held with Stafford Borough Council's Senior Planning Officer. There would be a public consultation later in the year. Cllrs had been given the opportunity to view the proposals beforehand and suggested one minor change that the Clerk would report to Stafford Borough prior to the public consultation event.	Clerk
	The Clerk asked cllrs to consider using the services of a professional payroll company, Bradleys Accountancy, to manage the payroll and HMRC matters. The cost to the council would be around £6.50 per month and would save the Clerk significant amount of time in which other duties for the council could be carried out. This was approved. The Clerk to action.	
	 Correspondence A letter from Haughton Village Hall explaining that as the Village Hall is a Charity it is unable to allow any use of the hall without charging, therefore the request for free bookings to carry out defribilator training was not possible. This was noted and the Clerk was asked to determine the rules regarding Charity Status. A letter from the Council's insurance confirming the current insurance posied exprises on 21st May 2015. 	Clerk
	 period expires on 31st May 2015. Invitations to an open day at Stafford Crematorium for councillors on Saturday 16th May. Cllrs to inform the Clerk if they would like to attend. 	Cllrs
	• Invitation to the Annual Stafford Borough Council meeting and Mayor Making Ceremony on 16 th May and invitation to the Mayor's Gala Performance on 30 th June. Cllrs to inform the Clerk if they would like to attend.	Cllrs
	The Clerk's report was accepted.	

	b) Reports from outside bodies:	
	Village Hall The AGM was held on Monday 20 th April at which a series of reports had been received	
	Alimore Green and Dale Common Grazing rights had been given to Mr B Parker of Haughton Villa Farm and £100 annual rent had been received.	
	School Governor As Cllr Little would be standing down as a parish councillor, he agreed to issue the Clerk with regular reports to share with parish councillors. Cllrs were asked to approve parking for school teachers on the playing field whilst construction work takes place at St Giles Primary School from 1 st June to 1 st September. This was discussed and a vote taken with the majority of cllrs voting in favour of this proposal. Cllr Little to report back to school and also ensure that school teachers are aware that the parish council's insurance should not be affected in any way during this period.	Cllr Little
	Cllr Little also informed cllrs that the first meeting of the new Academy Board Trust was held on 22 nd April 2015.	
	General Maintenance It was reported that the village notice board had been refurbished; arrangements for plans for the village are in hand as were the posts for the Greenway.	
	Best Kept Village The Clerk to contact BT and Royal Mail and request the two post boxes and one telephone boxes are painted. Clerk to action.	Clerk
	Playing Field The Clerk was asked to obtain a quotations from ROSPA to carry out an inspection of the play area.	Clerk
	Highways Matters	
	 The Clerk to: Contact Mr M Shenton regarding the water (possibly a leak) along Woodhouse Lane that collects in Mr Shenton's garden. 	Clerk
	• To contact Severn Trent Water regarding exposed man-holes along the grass verge just outside the village (Stafford side).	Clerk
7	To receive Chairman's Announcements	
	The Chairman reported that he would be meeting with the Clerk to finalise her contract ready for approval at the next Council meeting. Pension arrangements would also be discussed with the Clerk and reported to the May meeting.	
	It was agreed the Clerk should write to the former Clerk wishing her well on her retirement.	Clerk

	The Chairman formally thanked the retiring councillors for their contributions during their time as parish councillor.	
8	To agree any future agenda items	
	Cllrs to inform the Clerk of any items at least 10 days before the next meeting.	Cllrs
10	To confirm the date and time of the next meeting	
	Tuesday 26 th May at 7.30pm in St Giles Church.	

The meeting closed at 10.50pm

Chairman	Date