

HAUGHTON PARISH COUNCIL

Minutes of the Meeting held on Monday 29th July 2015 at 7.30pm

In The Village Hall

Present: Cllr M Allen, in the Chair, Cllr D Warbrick. Cllr I Sunley, Cllr G Anslow

By invitation: SBC Cllr R Sutherland

Jayne Cooper, Clerk

1	<p>The Chairman welcomed Borough Councillor R Sutherland to the meeting. Cllr Sutherland gave a brief report on his background and committee membership at Stafford Borough Council currently and previously. The Chairman informed Cllr Sutherland that the current local issues include the proposed settlement boundary and the development of 11 houses between St Giles School and Rectory Lane for which the parish council would welcome any s.106 funds, traffic and parking difficulties around the school. Cllr Sutherland noted these matters. Cllr Sutherland was keen to liaise with Haughton's Neighbourhood Watch Coordinator, the Clerk would pass on contact details.</p> <p>To receive apologies and record absences</p> <p>Apologies received and accepted, from Cllr T Grattage, Cllr A Heath, Cllr I Forrester, SCC Cllr M Winnington and SBC Cllr S Leighton</p>	
2	<p>To receive any Declarations of Interest</p> <p>There were no declarations of interest</p>	
3	<p>To receive and confirm the minutes of the meeting held on 29th June</p> <p>The minutes were proposed, seconded and approved as a true and accurate record.</p>	
4	<p>To consider any Matters Arising not elsewhere on the agenda</p> <p>VAT enquiry relating to proposed work on the Village Hall Car Park</p> <p>Following the letter received from Haughton Village Hall Committee asking The Parish Council to consider taking on the project of resurfacing the car park that would be funded by the Village Hall Committee at a cost of £26,000 including VAT, the Clerk has made extensive enquires regarding the rules of claiming back VAT.</p> <p>Staffordshire Parish Councils Association had responded that it would be an unlawful evasion of VAT for a council to purchase something on behalf of a charitable village hall committee and claim the VAT and obtain reimbursement from the committee.</p> <p>HMRC during a verbal conversation had indicated that if the parish council recovered VAT on this sort of project it could potentially be a fraudulent claim.</p>	

5	<p>To discuss matters of finance including:</p> <p>a) Accounts for approval The Clerk presented accounts for approval as follows</p> <table border="0"> <tr> <td>R Mathews</td> <td>July Salary</td> <td>£48.00</td> </tr> <tr> <td>J Cooper</td> <td>July Salary and expenses</td> <td>£298.19</td> </tr> <tr> <td>SBC</td> <td>Civic Amenity Vehicle</td> <td>£75.00</td> </tr> <tr> <td>JWH</td> <td>Grass cutting July</td> <td>£724.00</td> </tr> <tr> <td>Haughton V/Hall</td> <td>Room hire for PC meeting</td> <td>£23.00</td> </tr> <tr> <td>B Moseley</td> <td>Field gate, posts and fitting</td> <td>£165.00</td> </tr> </table> <p>The accounts for the month of July were approved for payment.</p> <p>b) to accept the financial statement for July 2015 The financial statement for the month of July was circulated to cllrs. The Clerk and Cllr Sunley to consider ways of making the report easier to follow.</p> <p>Cllr Sunley confirmed the accounts to be in a satisfactory position.</p>	R Mathews	July Salary	£48.00	J Cooper	July Salary and expenses	£298.19	SBC	Civic Amenity Vehicle	£75.00	JWH	Grass cutting July	£724.00	Haughton V/Hall	Room hire for PC meeting	£23.00	B Moseley	Field gate, posts and fitting	£165.00	Clerk Clerk Cllr Sunley
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6	<p>To receive the following reports</p> <p>Clerk's Report and Correspondence</p> <p>The report had previously been circulated.</p> <p>Financial Regulations and Standing Orders – these document had been updated and the amendments were read out. The Chairman proposed that the amended documents be accepted. This was seconded and unanimously agreed</p> <p>The recording of meetings was now included in the Standing Orders and the Clerk agreed to bring to the next meeting a copy of the National Association of Council's Media Policy for councillors to consider adopting as well as a statement to be read out at the beginning of council meetings regarding this.</p> <p>Debit Card – the Clerk explained that Lloyds Bank, the councils current bankers would not issue a debit card on accounts where there are more than on signatory required to authorise a payment. Cllrs need to consider changing banks if it wishes to purchase items on line. This would be an agenda item at the next meeting.</p> <p>To review and update the Freedom of Information and Risk Assessment Documents</p> <p>It was agreed that the Clerk should update these documents and report back on amendments to a future meeting when the revised documents would be considered for approval.</p> <p>The Clerk's report was accepted.</p>	Clerk Clerk																		

13	To receive Chairman's Announcements The Chairman reported that he would be attending the Gardening Guild Awards on 5 th September.	Chairman
14	To agree any future agenda items Cllrs to inform the Clerk of any items at least 10 days before the next meeting. Items already noted: War Memorial, Village Fete	Cllrs
15	To devolve posers to the Clerk until the next Parish Council meeting The Chairman proposed to devolve power to the Clerk until the next meeting. This was seconded and unanimously agreed.	
16	To confirm the date and time of the next meeting Monday 28 th September 2015 at 7.30pm in the Village Hall	

The meeting closed at 9.45pm

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