HAUGHTON PARISH COUNCIL

Minutes of the Meeting held on Monday 29^{th} 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

	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.	
1	To receive apologies and record absences	
	Apologies received and accepted, from Cllr T Grattage, Cllr A Heath, Cllr I Forrester, SCC Cllr M Winnington and SBC Cllr S Leighton	
2	To receive any Declarations of Interest	
	There were no declarations of interest	
3	To receive and confirm the minutes of the meeting held on 29 th June	
	The minutes were proposed, seconded and approved as a true and accurate record.	
4	To consider any Matters Arising not elsewhere on the agenda	
	VAT enquiry relating to proposed work on the Village Hall Car Park	
	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.	
	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.	
	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.	

	A detailed letter received from HMRC had also been received and was discussed, along with other correspondence by councillors.	
	The Chairman proposed that the Clerk seeks clearance from HMRC (clearance applications are accepted where it can be shown that there is uncertainty about interpretation of the legislation). The proposal was not seconded therefore the motion not carried.	
	It was proposed, based on the evidence from HMRC and SPCA that the parish council would not take on this project. This was seconded with 3 votes in favour. The motion was carried. The Clerk to respond to the Village Hall Committee.	Clerk
5	To receive any reports from Borough and County Councillors	
	There were no reports	
6	To consider any planning matters including planning decisions and notifications of appeals	
	Two applications had been received and details previously circulated to councillors.	
	Application, 15/2260/HOU at Brazenhill House, Brazenhill, Haughton was an amendment to a previous application, an open plan car port rather than an enclosed garage with 2 doors and one additional rear window. This was discussed and 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.	Clerk
	Application 15/22609/HOU at The Stables, Upper Reule Barns, Newport Road for an oak framed conservatory to the rear.	
	This was discussed and 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.	Clerk
	The Clerk gave an update on recent planning applications:	
	15/21916/HOU at Arcadia, Shortheath Road - application permitted 15/21665/HOU at Rose Cottage, Long Lane – application permitted 15/22219/FUL land at Alston Lane – application permitted 15/22330/FUL at Red Lion Farm – pending decision	
	Cllr Sutherland, being given permission to speak, informed cllrs that as he is a member of the Borough Council's Planning Committee, should the Parish Council require an application to be called in (i.e. considered by the committee rather than planning officer), Cllr Leighton should be asked to do this. This was noted.	

5	To discuss matters	of finance including:		
	a) Accounts for approval The Clerk presented accounts for approval as follows			
	R Mathews J Cooper SBC JWH Haughton V/Hall B Moseley	July Salary July Salary and expenses Civic Amenity Vehicle Grass cutting July Room hire for PC meeting Field gate, posts and fitting	£48.00 £298.19 £75.00 £724.00 £23.00 £165.00	
	The accounts for the month of July were approved for payment. 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.		Clerk Clerk Cllr Sunley	
	Cllr Sunley confirme	d the accounts to be in a satisfact	ory position.	
6	To receive the following reports Clerk's Report and Correspondence			
	The report had previously been circulated.			
	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			
	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.		Clerk	
	bankers would not is than on signatory rec	erk explained that Lloyds Bank, the sue a debit card on accounts where quired to authorise a payment. Clawishes to purchase items on line.	re there are more lrs need to consider	
	To review and update the Freedom of Information and Risk Assessment Documents			
	_	e Clerk should update these docur to a future meeting when the rev for approval.	_	Clerk
	The Clerk's report w	as accepted.		

Best Kept Village The BKV judges had visited the village again during the third round Results would be announced on 3 rd August. Highways Matters The Clerk to report potholes and poor road conditions at Brazenhill Lane Playing Field The new gate had been fitted. The new gate had been fitted. The skateboard ramp had been vandalised with graffiti and Streetscene asked to help clean it. The Parish Map had been completed Village Hall The car park project and VAT query had been raised at the last meeting It was also noted there would be a quiz night the Village Hall in October – The Parish Council agreed to form a team. Alimore Green and Dale Common There was nothing to report School Governor Reports The Clerk would request reports from Mike Little. Cllr Sunley reported that he had been contacted to a local PCSO following comments to the Commissioner about reports to Parish Council's. Changes with the police force had resulted in these reports being stopped. It was also noted that the speed safety van would be coming into the village. Cllr Sutherland left the meeting at this point To consider projects for the future and a 3 year plan Cllrs were asked to bring to the September Council meeting ideas for a 3 year plan. To discus the disposal of the old parish council computer system It was agreed to let Cllr Forrester had the computer to use, particularly for parish council emails. To consider a village fete In Cllr Heaths absence this item would be deferred to the next meeting To discuss the War Memorial Cllr Anslow had registered the memorial online. There is need for repair i.e. cleaning and repointing. Financial assistance would be required. The Clerk would check with Staffordshire County Council as to whether there is any help available. This would be discussed further at the next meeting.		D (V (V))	<u> </u>
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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.	Cllrs
	Items already noted: War Memorial, Village Fete	
15	To devolve posers to the Clerk until the next Parish Council meting	
	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