

HAUGHTON PARISH COUNCIL

Minutes of the Meeting held on Monday 29th June 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

1	<p>To receive apologies and record absences</p> <p>Apologies received and accepted, from SBC Cllr S Leighton</p>																			
2	<p>To receive any Declarations of Interest</p> <p>Cllr Sunley declared an interest in discussions regarding the village map. Cllr Heath declared an interest in discussions regarding the proposed settlement boundary.</p>																			
3	<p>To receive and confirm the minutes of the Annual Meeting held on 26th May 2015</p> <p>The minutes were proposed, seconded and approved as a true and accurate record.</p>																			
4	<p>To consider any planning matters including planning decisions and notifications of appeals</p> <p>One application had been received and details previously circulated to councillors. The application, 15/22330/FUL was for a replacement larger ice cream parlour, café and farm shop with toilets and 10 additional parking spaces at Red Lion Farm, Church Eaton Road.</p> <p>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.</p>	Clerk																		
5	<p>To discuss matters of finance including:</p> <p>a) Accounts for approval</p> <p>The Clerk presented accounts for approval as follows</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">J Cooper</td> <td style="width: 15%; text-align: right;">£271.39</td> <td style="width: 50%;">June salary</td> </tr> <tr> <td>JWH</td> <td style="text-align: right;">£966.00</td> <td>Grass cutting</td> </tr> <tr> <td>R Mathews</td> <td style="text-align: right;">£40.00</td> <td>June salary</td> </tr> <tr> <td>HMRC</td> <td style="text-align: right;">£299.60</td> <td>First quarter PAYE and NI</td> </tr> <tr> <td>JRB</td> <td style="text-align: right;">£101.40</td> <td>dog waste bags</td> </tr> <tr> <td>Lloyds bank</td> <td style="text-align: right;">£7.50</td> <td>Safe custody fee</td> </tr> </table> <p>The accounts for the month of June were approved for payment.</p>	J Cooper	£271.39	June salary	JWH	£966.00	Grass cutting	R Mathews	£40.00	June salary	HMRC	£299.60	First quarter PAYE and NI	JRB	£101.40	dog waste bags	Lloyds bank	£7.50	Safe custody fee	Clerk
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	<p>b) to accept the financial statement for June 2015 The financial statement for the month of June was circulated to cllrs. The Clerk to check income for Best Kept Village and report back to Cllr Warbrick with an up to date account.</p> <p>Cllr Sunley confirmed the accounts to be in a satisfactory position. The Clerk and Treasurer would be meeting on 3rd July to ensure the accounts system is being correctly updated.</p> <p>c) to consider a request for a Parish Council debit/credit card</p> <p>With goods usually being cheaper to purchase on line, it was felt a Parish Council debit card, to be retained by the Clerk at all times, would be useful. This was accepted. A proposal was made to accept the proposition for a parish council debit card. This was seconded and a vote taken with all cllrs voting in favour. The Clerk to action. The Clerk would ensure 2 authorised signatories are obtained before any payment is made on a paper record giving details of the purchase(s) to be made.</p> <p>Cllrs were reminded that the law changed in 2014 and parish councils are now able to make payments via on line banking systems. Should Haughton Parish Council wish to do this, a record of all payments with signatures would be devised.</p>	<p>Clerk</p> <p>Clerk Cllr Sunley</p> <p>Clerk</p>
9	<p>To receive the following reports</p> <p>Clerk's Report, correspondence including SBC's Local Plan part 2</p> <p>The report had previously been circulated.</p> <p>Cllrs had been informed on 5th June, that the consultation on SBC's Local Plan had commenced and comments are required by 15th July specifically specific questions relating to Haughton Parish and its settlement boundary and protected green spaces and community facilities.</p> <p>After discussion, Cllrs agreed with:</p> <ul style="list-style-type: none"> a) The proposed settlement boundary for the parish b) Three proposed Community Facilities but felt the Burial Ground should also be recorded as a Community Facility rather than a Green Space c) Three proposed Green Space Areas <p>The Clerk to respond to Stafford Borough Council and also ensure details of the consultation are displayed on the village notice board and parish website to allow parishioners to respond should they wish to.</p> <p>Other Correspondence</p> <p><i>Cllr Sunley left the room</i></p> <p>There was then discussion regarding the new village map and cllrs were informed that a letter had been received from the owners of</p>	<p>Clerk</p>

	<p>The Moathouse, Mr and Mrs Potts, expressing their disappointment that this grade II listed building, the oldest building in the village, had not been included.</p> <p>It was further noted that the village map had not been designed to the specification and other information had been omitted. Therefore the supplier would be asked to replace the map with a new one and to include the missing information as well as including The Moathouse. The Clerk to respond to Mr and Mrs Potts accordingly.</p> <p><i>Cllr Sunley returned to the meeting.</i></p> <p>A letter had been received from Haughton Neighbourhood Watch Coordinator asking the Parish Council to consider buying 10 new Neighbourhood Watch signs at £60 plus VAT. This was agreed. The Clerk to respond.</p> <p>A letter had been received from the Treasurer at St Giles Church asking for a donation from Haughton PC to help cover grass mowing costs. It was agreed the Parish Council would donate £500 and a further £160 would be met from Best Kept Village funds. The Clerk to action.</p> <p>To Accept The Code of Conduct</p> <p>All Cllrs had previously been issued with a copy of the Code of Conduct. The Clerk explained that this document applies to all members of the Parish Council when acting in a role as a Parish Councillor and all members must comply with it. It was proposed that the Code of Conduct is accepted by all cllrs. This was seconded and agreed.</p> <p>To review and update the Financial Regulations</p> <p>All Cllrs had previously received a copy of the Financial Regulations to read and suggest changes. The Clerk and Treasure had reviewed this document and proposed amendments. It was agreed that the Clerk and Treasurer should meet before the next Council meeting to discuss the changes and report back to the meeting in July when the revised document would be considered for approval.</p> <p>To review and update the Standing Orders</p> <p>All Cllrs had previously received a copy of the Standing Orders to read and suggest changes Suggested changes included the inclusion of reports from Borough Cllrs at parish council meetings (a standing agenda item), changes in the law relating to recording of meetings, changes in the law relating to electronic banking. The Clerk would amend as necessary and present a copy of the amended document to cllrs at the next meeting for approval.</p> <p>The Clerk's report was accepted.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p></p> <p></p> <p>Clerk Cllr Sunley</p> <p>Clerk</p>
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<p>b) Reports from outside bodies:</p> <p>General Maintenance Cllrs to inform the Clerk of any jobs that could be passed to the Neighbourhood Highway Team before 10th July. Jobs reported were:</p> <ul style="list-style-type: none"> • Hedges around 30 mph signs to be cut back • Road signs washed • Weed and tidy Grassy Lane • Clear concrete blocks from stream in Grassy Lane (Prince Avenue end) • Opposite Prince Avenue, a trap needs cleaning out <p>The Clerk would chase up outstanding cleaning requests of the BT phone box and the Post Box.</p> <p>There had been issues gaining access to the Defibrillator box. A new cover had been received but was ineffective as the wall on which the box is located is not completely flat. Cllr Sunley would be making the necessary repairs to ensure the box is accessible.</p> <p>Best Kept Village The BKV judges had visited the village in the second round. The third round commences early in July. An invoice for £220 for the purchase of plants was presented to the Clerk for payment.</p> <p>Highways Matters The Clerk had reported issues on Woodhouse Lane and this matter had been passed to Cllr Winnington to deal with via the County's Divisional Highways Team.</p> <p>The holes in the grass verge, left exposed by Severn Trent Water, to be reported again as no action had been taken.</p> <p>Cllr Sunley reported that the walking leaflets are now ready to print and asked for approval to print 3 leaflets at £170. This was agreed.</p> <p>Playing Field JWH would cut the football pitch ready for use by the local football team on 5th July – 9th August. It was reported that a new field gate is required to replace the broken one. A quote had been received for £102.80 plus £40 fitting. This was agreed. Cllr Warbrick to action.</p> <p>Village Hall Cllr Anslow informed Council that the Village Hall Committee had requested a progress report by 13th July relating to the request to the Parish Council to pay for the refurbishment of the village hall car park from funds raised by the committee and then claim back the VAT. Cllr Forrester had read the deeds and associated paperwork and confirmed that the Parish Council, as trustees, does own the Village Hall but fund raising is the responsibility of the Management Committee. The Clerk was asked to obtain information from HMRC as soon as possible and report back to cllrs.</p>	<p>Clerk</p> <p>Cllr Sunley</p> <p>Clerk</p> <p>Cllr Sunley</p> <p>Cllr Warbrick</p> <p>Clerk</p>
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	<p>It was also noted there would be a quiz night the Village Hall in October.</p> <p>Alimore Green and Dale Common There was nothing to report</p>	
7	<p>To receive Chairman's Announcements</p> <p>The Chairman reported that he would attending Policy and Resources Meeting on 5th July as well as delivering Cllr training during July, August and September. This was noted.</p>	Chairman
8	<p>To discuss the Parish Council's Newsletter</p> <p>Cllr Sunley agreed to design the next Parish Council Newsletter and include an introduction on new parish councillors.</p>	Cllr Sunley
9	<p>To discuss road safety and speed limits around St Giles School</p> <p>Cllr Heath said she had been asked by residents whether the Parish Council could help with traffic management at the start and end of the school day as there is a lot of inconsiderate parking on pavements and around Prince Avenue.</p> <p>It was agreed that the Clerk would contact the local PCSO to be present at peak times, perhaps in September to advise parents. It was also agreed that the "20mph is plenty" scheme should be considered.</p> <p>Cllr Heath also asked whether Haughton could have average speed cameras like those recently put in Woodseaves. The Clerk to contact Cllr Winnington to make enquiries.</p>	Clerk
10	<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>Items already noted: Cllrs information pack (part 2), Projects for the Future and a 3 year plan, War Memorial, Village Fete</p>	Cllrs
11	<p>To confirm the date and time of the next meeting</p> <p>Monday 27th July at 7.30pm in the Village Hall</p>	

The meeting closed at 10.10pm

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