

HAUGHTON PARISH COUNCIL

Clerk: Suzanne Potts

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MINUTES.

Minutes of the meeting held Monday, 28th June, 2021, at 7.00p.m at Haughton Village Hall.

Attendees: Cllr. M. Allen. Cllr. G. Anslow. Cllr. P. Prokopa. Cllr. I. Sunley. Cllr. S. Taylor.
Cllr. D. Warbrick.

County and Borough Councillor M. Winnington. Clerk S. Potts.

Public: One member of the public was present. Public Open Forum – No issues were raised.

1. To receive apologies and accept and record any reasons for absences.

Councillor Sutherland tendered apologies along with PCSO's Wright and Higgins. The apologies were accepted.

Clerk advised the meeting that since the previous meeting Cllr. A. Hopper had resigned to the Chairman. The Borough Council Elections Office have been informed. A vacancy notice is on display and the Borough Council Returning Officer will notify Clerk after 8th July as to whether an election is required or a co-option can take place.

2. To receive any Declarations of interest in the following agenda.

None received.

3. To receive and confirm the minutes of the meetings held on Monday, 24 May 2021.

The minutes were proposed, seconded and approved as a true and accurate record.

4. To receive any reports from Borough, County Councillors and PCSO.

Cllr. Winnington advised the Council that a District Highways Fund had been created to financially contribute towards highways projects. He told the meeting that parishioners should be encouraged to report road defects as some had gone unreported for significant lengths of time. Cllr. Winnington told the meeting that he is keen to progress the installation of fibre communication networks in village communities. Cllr. Prokopa added that an offer in response to the Haughton application from Open Reach should be forthcoming in the coming weeks. Cllr. Winnington reported that take up of the Covid-19 vaccine amongst younger cohorts who had now been invited for vaccination had been very encouraging.

A discussion took place concerning the speed at which traffic passes through the village. Various speed reduction methods were discussed. Clerk was requested to email the Highways Department with the repeated request for a speed survey on the A518 with the speed points to be used as Station Road and Ash Drive, the survey should establish whether there is an increase in traffic due to the opening of the Stafford Western Relief Road in the autumn.

Clerk's Update – on future agendas an agenda item will feature an update from clerk on items not featured elsewhere on the agenda.

Clerk reported that an inspection of the HPC Notice Board had showed some signs of water ingress. Peter Skelson has suggested a number of actions to repair and prevent further damage to the notice board and has offered to carry out the repairs free of charge. The Parish Council will pay for any materials required.

Clerk informed the Council that she had now completed 'Clerks – The Knowledge' training Parts 1 and 2 through the SPCA and is exploring CILCA training in order to become a qualified clerk.

Clerk confirmed that the 8 bike racks ordered by the Parish Council had now been received. Communication is to now take place with the owners of the Village Shop and the Highways Department to obtain written confirmation that they can be fitted outside the shops and alongside the telephone box. Cllr. Taylor thanked Cllr. Winnington for his assistance in Haughton Parish Council's application for the £1,000 grant which had helped fund the bike racks.

5. To consider planning matters, including planning decisions, notifications of appeals.

Planning Application Reference 20/32544/FUL at Shutt Heath Farm, White Cross.

The Council has no objections to this application.

Planning Application Reference 20/34220/OUT Land Adjacent to The Cottage, Church Eaton Road, Haughton.

The Parish Council wish to object to the proposal on the grounds of policy in that the proposed development is outside of the building line (residential development boundary). The Parish Council also object on the basis that the proposed development is on land designated as open countryside / meadow pasture land.

6. Matters of finance included:

a) The expenditure below was approved for payment.

DESCRIPTION	NET	VAT	GROSS
Salaries and Expenses	724.06	1.29	725.35
Town & Parish websites – email upgrade	40.00		40.00
SPCA – training courses	175.00		175.00
Stuart Taylor – purchase of trees	131.95		131.95
Toplis Associates Ltd – Internal Audit	132.00	26.40	158.40
JWH – Grass cutting and strimming	894.00		894.00
Haughton Parish Church - Grant	500.00		500.00
Barriers Direct – Cycle racks	942.14	188.43	1130.57
HMRC - PAYE	445.00		445.00

b) It was resolved that financial statements for the month be accepted.

7. Audit

Page 3 of the Annual Governance and Accountability Return from the Internal Auditor was received by the Council and it was noted that it was issued without any qualification.

a). Annual Governance Statement – Section 1 2020/2021 was approved and signed.

b). Annual Governance Statement – Section 2 2020/2021 was approved and signed.

8. Highways, footpath issues including those requiring reporting.

a). Highways – the Haughton sign on the entrance to the village from Station Road has been reported to the Highways Department as missing. It was unclear whether signs such as this are a responsibility of the Borough or County Council. Cllr. Winnington requested an email from Clerk about the sign and he will look into who is responsible for it. Clerk was instructed to reinstall the other elements of the sign (i.e. the Best Kept Village year signs) and the planter. A limit of £100 expenditure was placed on the work. Attention was drawn to the recent road traffic incident in the centre of the village which resulted in a memorial bench being destroyed. The Parish Council has no objection to the bench being replaced on a like for like basis.

Cllr. Sunley proposed that £2,500 be allocated from Parish Council reserves towards the funding of a 40mph buffer zone at either end of the village on the A518. This was unanimously agreed by Council. Clerk will write to Cllr. Winnington to ask about the possibility of match funding or a grant from the District Highways Fund.

b). Footpaths – Footpath 9. A site visit between the Parish Council and County Rights of Way Officers is to be arranged for later in the summer to determine a way forward. The Rights of Way Officer has advised as the vegetation is dense, no cultivation of undergrowth is possible until after 1st September due to the risk of endangering wildlife. A paper produced by former Councillor, Angela Hopper had been circulated on a possible Rights of Way Strategy for the Parish Council. It was agreed that a strategy for Rights of Way would be determined after the recent Parish Survey conclusions had been made.

9. Reports were received from Councillors/Clerk on:

a). Park. Cllr. Taylor read through the report from the Park Warden. A notification has been received from ROSPA that the annual inspection of park equipment will take place in August.

b). Football Pitch. The new football team (M.B.Stafford) have paid their hire fees for the first half of the season. Cllr. Taylor reported that the park and football pitch are looking very well kept.

10. Members appointed to existing working group:

Playing field – Cllr. Taylor, Cllr. Warbrick, Clerk.

11. The Council approved Clerk's request to join Society of Local Council Clerks.

12. It was agreed to open the Telephone Box Book Exchange on Monday 19th July.
A budget of £80 was agreed for signage to complete the project.

13. Cllr. Sunley and the Chairman both thanked the working group who had put in many hours compiling the results of the survey. A further meeting of the Haughton Parish Council is to be convened on Thursday 22nd July at 2.30pm, the meeting will be closed to the public due to GDPR considerations.

14. The Annual Parish Meeting will take place on Monday 27th September. The subject matters for the evening are to be the survey results and resulting proposals and the speeding issues.

15. Further defibrillator training is to be looked into for local residents.

16. The date of the next meeting was confirmed as Thursday 22nd July (closed Council meeting) starting at 2.30pm at Haughton Village Hall. This will be followed by the monthly Council Parish Council Meeting on Monday 26th July at Haughton Village Hall, 7pm.

17. Meeting close – 9.36pm.