

HAUGHTON PARISH COUNCIL

Clerk: Suzanne Potts

www.haughton-staffs.org.uk

[Email:clerk@haughtonpc-staffs.org.uk](mailto:clerk@haughtonpc-staffs.org.uk)

MINUTES.

Minutes of the meeting held Monday 25th October, 2021, at 7.00p.m at Haughton Village Hall.

Attendees: Cllr. M. Allen. Cllr. G. Anslow. Cllr. P. Prokopa. Cllr. I. Sunley. Cllr. D. Warbrick. Cllr.J. Woodcock. Clerk to the Parish Council - S. Potts. PCSO 23800 E.Fry. Cllr. M. Winnington

Public: No members of the public were present. Public Open Forum – No issues were raised.

1. To receive apologies and accept and record any reasons for absences. Councillor Sutherland and Councillor Taylor tendered apologies. The apologies were accepted.

2. New Councillor – Jane Woodcock. The Chairman introduced and welcomed Councillor Woodcock to the Council. Disclosable pecuniary interest, personal interest and acceptance of office forms were signed.

3. To receive any Declarations of interest in the following agenda. Cllr.Woodcock declared that several items on the agenda concerned correspondence from a neighbour with whom she has an ongoing dispute. This was noted by Council.

4. To receive and confirm the minutes of the meetings held on Friday, 10th September and Monday, 27th September 2021. The minutes of both meetings were accepted as a true and accurate record following the correction of two typographical errors.

5. To receive any reports from Borough, County Councillors, Clerk and PCSO. PCSO 23800 Emma Fry reported a generally quiet period for reported incidents with five transport incidents, and one incident in each of the following categories; antisocial behaviour, criminal damage, suspicious incident and wildlife incident. PCSO Fry asked that the Council advise her of forthcoming events and issues and if possible hi-vis patrols will be arranged.

Clerk's report contained updates on benches, bike rack fitting, allotments / garden share scheme and the Policy Working Group.

6. To consider planning matters, including planning decisions, notifications of appeals. Updates on the following were given: Planning Application Reference 21/34722/HOU Willowdene, Rectory Lane, Haughton has been called in by Cllr R. Sutherland and Planning Application Reference 21/34220/OUT Land Adj. The Cottage, Church Eaton Road, Haughton is awaiting a decision.

Additionally an appeal against refusal of a householder application (Reference 20/33273/HOU Bracken Barn, Long Lane, Haughton) has been made. The Parish Council had no objection to the original application. A planning application in relation to 3 Park Lane, Haughton (Reference 21/34529/HOU) has been withdrawn.

7. To consider matters of finance including:

- a). The following expenditure was approved for payment:

DESCRIPTION	NET	VAT	GROSS
Salaries and Expenses	685.74	22.04	707.78
JWH – Grass cutting and strimming	949.00		949.00
Mazars – External audit	240.00	48.00	288.00
ROSPA – annual inspection play area	86.00	17.20	103.2
ICO – GDPR / Data protection renewal fee	35.00		35.00
Haughton Village Hall	48.00		48.00
Haughton PCC - Grant	500.00		500.00
BRM Services - cycle racks (fitting)	300.83	60.17	361.00
Trent Ground Maintenance – pitch lining	95.00	19.00	114.00

- b). Financial reports were accepted by Council. Clerk presented a six month budget review which was also accepted by Council.

8. To discuss highways and footpath issues including those requiring reporting.

a) Highways - quote obtained for illuminated message sign to be passed to the organisers of the Christmas lights. Clerk to email Mark Keeling (SCC) and Cllr. Winnington re the outcomes that are awaited from the Annual Parish Meeting. Parishioners reporting sunken manholes are to be signposted to the SCC highways portal.

b) Footpaths – Cllr. Prokopa reported that the handrail at the access point to the Greenway has been inspected and a watching brief will be kept on it. The stile on Footpath 5 (Brazenhill Lane / Meadow Drive) needs remedial work, this will be reviewed and reported back to Council. A budget of £200 was agreed for the purchase of new signage in relation to Footpath 9. Cllr. Prokopa will amend a Footpath / PROW Strategy document and present it to Council at the next meeting for adoption. Council agreed a response to a number of emails with regards to footpaths and highways which have been circulated to Councillors prior to this meeting. Clerk to issue response.

9. To receive report from Councillors/Clerk on:

a) Park – Park Wardens report accepted by Council. ROSPA inspection report received and actions from Park Working Group as detailed in Clerk's report were agreed.

b) Football Pitch – Stafford Rangers U'15's are no longer using the pitch but M.B. Stafford remain. Agreed for pitch to be re-lined prior to 14th November match.

10. Staffing – A meeting of the Personnel Committee will take place to re-evaluate clerk's role and SCP and review current workload.

The Park Warden has advised that he intends to retire at the end of this year. The Personnel Committee will meet to consider the process of recruiting a replacement.

11. 2022/2023 budget and projects were discussed including possible Queen's jubilee celebrations and Covid 19 memorial and a new bench by the bus stop on the Newport Road. Additionally the creation of a PROW budget and the carrying forward of some A518 budget into next year.

Standing orders suspended at 9.03pm.

12. The awarding of the grass cutting contract for years 2022/2023/2024 was deferred to the next meeting. All contractors to be contacted and asked that they agree to a one year break clause should they be awarded the contract.

13. Annual Parish Assembly - Community Speedwatch Campaign, Compost Bin initiative and A518 speed issue are to be taken forward from the Parish Meeting. The correspondence received in relation to questions raised on the night was discussed and Council agreed no further response would be given. It was noted that the 30mph flashers are now working at both ends of the village. Cllr. Winnington suggested an advertising campaign within the village for volunteers for the Community Speedwatch Campaign.

14. Correspondence – a letter has been received from a former Parish Councillor with regards to her resignation. Council received the letter and the resignation was discussed, it was accepted that the Councillor had resigned and the matter is now closed.

An anonymous letter has been received from a resident concerning a residential address allegedly being used for scrapped vehicle storage, Council discussed the issue and the complainant is advised to contact Stafford Borough Council who have enforcement powers.

15. The completed AGAR form 2020/2021 and accompanying letter from the external auditors was received and accepted by Council.

16. Internal auditor for 2021/2022 is appointed as Toplis Associates Ltd.

17. Dog gloves – Council agreed for the provision of dog gloves to continue and instructed Clerk to order a year's supply.

18. Defibrillators – two training sessions have taken place. A £50 donation to Gnosall First Responders for providing training free of charge was approved and a letter of thanks is to be issued to the Bell Public House for providing the venue. Council approved the purchase of replacement defibrillator pads within a budget of £175 to cover four sets of pads (including one spare set).

19. The date and time of the next meeting were confirmed as: Monday 22nd November 2021, 7pm.

20. Meeting closed 9.43pm.