

PUBLIC NOTICE

Parish Councillors are hereby summoned to attend
The Meeting of Haughton Parish Council
To be held at Haughton Village Hall on Monday 22nd July 2024 at 7:00 pm

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

Please note that they may be excluded from any item the Council decide should be treated as confidential.

Issued 17/07/2024

Jon Brumwell, Clerk to Haughton Parish Council

Public Open Forum – Members of the public are invited to address the Council on any issue over which it has power for up to FIVE minutes each, with the item lasting a maximum of TEN minutes.

1. To receive apologies and accept and record any reasons for absences.
2. To receive declarations of interest from members regarding items on the agenda.
3. To confirm and approve minutes of the Annual Meeting of the Council held on Wednesday 24th June 2024 – see **Appendix A**.
4. Actions from Last Meeting (report to be tabled)
5. To determine which agenda items, if any, should be taken with the public excluded (see NOTE).
6. To receive reports from Borough and County Councillors, SPCA, PCSO, Chair, Village Hall and Clerk.
7. Financial Report – a report will be tabled to include:
(a) Expenditure incurred on behalf of the Council under the terms of Financial Regulation 4.1 – to ratify:

Microsoft 365 Annual subscription	£123.60 (exc. VAT)
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(b) Previously approved expenditure (Paid – for information)	Minute
Visual Graphix Ltd (Litter Pick signs x 2, plus delivery)	£ 56.95 (exc VAT) 2024/040
Screwfix Direct Ltd (Traffic Cones x 2)	£ 26.65 (exc VAT) 2024/040

(c) Bank reconciliation as at 30th June 2024 – to note.

(d) Payments for approval: To approve online payment, cheque payment and payment of direct debits as detailed below:

DESCRIPTION	NET	VAT	GROSS
J R Landscaping (Invoice 1330)	374.58	74.92	449.50
Village Hall	25.00	0.00	25.00
Salaries and Expenses			483.70
<u>Direct Debit Payments</u>			
<i>EE Mobile</i>	£12.67	£2.53	£15.20

(e) Income Received – to note:

Lloyds Bank (Lloyds Reserve – interest July) £ 8.35

8. To discuss highways, public rights of way and related issues including those requiring reporting:
 - a) Highways including grass cutting
 - b) Public Rights of Way
 - c) To receive quotes for installation of picnic tables with concrete pad (to be tabled) and resolve as appropriate.

9. To receive reports from Councillors on:

- a) Park
- b) Football Pitch

10. Programme of Works – Progress Report (to be tabled)

To receive an update report on the Council's programme of works and projects.

11. St Giles Primary Academy

To note that St Giles Primary Academy has agreed to take over the management of the flower bed on the corner of Rectory Lane and Prince Avenue from September 2024.

12. Defibrillators – Replacement Pads

To consider, and resolve if appropriate, purchase of replacement pads for the Parish Council's defibrillators. The pads on all three defibrillators expire in September 2024. Replacement pads have been costed from various providers as displayed below (per set, exclusive of VAT). Shelf life is between 24-30 months from date of manufacture:

AED Donate	£59.95 (excluding delivery)
Defib Warehouse	£59.00 (excludes delivery)
MedUK	£53.45 (free delivery)

13. Clerk – Certificate in Local Council Administration

To consider, and resolve if appropriate, enrolling the Clerk for the Certificate in Local Council Administration at a cost of £450.00 (no VAT).

14. Time Recording

To consider, and resolve if appropriate, purchase of time recording software to enable the Clerk to present monthly time sheets. The recommended software, WorkingHours, is Windows-based and enables time recording information to be exported to Excel. The software is a one-time payment, not a subscription. The cost is £6.99 (exclusive of VAT).

15. Delegation arrangements

To devolve powers to Clerk until the next Parish Council meeting and determine the scope of those powers.

16. To receive any future agenda items by Monday, 16th September 2024.

17. To confirm the date and time of the next meeting as Monday, 23rd September 2024 at 7.00pm.

NOTE: If the Council determines that an item or items of the Agenda should be taken with the public excluded the following motion will be moved: *To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.*