

HAUGHTON PARISH COUNCIL

Parish Clerk/Responsible Financial Officer: Jonathan Brumwell

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Minutes of the Meeting of Haughton Parish Council held at Haughton Village Hall at 7.00pm on Monday 22nd July 2024

Present:

Parish Councillors: Ian Sunley (Chair), Michael Allen, Suzanne Beatty, Mark Burgess, Melvyn Cotterill (from minute 2024/050), Peter Prokopa and Stuart Taylor.

In attendance:

Clerk: Jonathan Brumwell

County Councillor M Winnington

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

Minute	Action
2024/047 Apologies for Absence There were no apologies	
2024/048 Declarations of Interest There were no declarations of interest.	
2024/049 Minutes of the meeting held on Monday 24th June 2024 The minutes of the meeting of the Parish Council were proposed, seconded and approved as a true and accurate record and were signed by the Chair. Councillor Cotterill joined the meeting.	
2024/050 Actions from last meeting The Clerk confirmed the following actions from the last meeting: <i>Minute 2024/033</i> in accordance with SO 7(b) discussion of adoption of .gov.uk email addresses will be an agenda item for the September meeting; <i>Minute 2024/035(b)</i> a formal letter from the Council to the landowner requesting the installation of kissing gates on FP18 has been delivered by Councillor Prokopa; <i>Minute 2024/035(c)</i> one quote had been received for installation of concrete pads for picnic tables at Jim Jarvis Playing Field; <i>Minute 2024/035(d)</i> the tender document was awaiting signature; <i>Minute 2024/036(b)</i> the Clerk had spoken with turfing contractors regarding re-turfing the western goal mouth of the football pitch but no quotes had been received; and mole activity appeared greatly reduced and children from the school had visited the football pitch under supervision to flatten the mole hills; <i>Minute 2024/037</i> Councillor Cotterill will obtain new planters for village gateways from the workshops at HMP Stafford; Councillor Sunley had not been able to contact a local mini-digger owner regarding use at Grassy Lane but would continue to make enquiries; Suitable sites for the Community Speedwatch signs had been identified using existing street furniture and an installation contractor identified; <i>Minute 2024/039</i> St Giles Primary Academy would be taking over maintenance of the flower bed at the corner of Prince Avenue and Rectory Lane from September and will also potentially assist with maintenance of St Giles churchyard;	

Minute 2024/040 cone-mounted litter pick warning and two road traffic cones have been purchased and are currently stored in the office at the Village Hall; and Minute 2024/041 an email requesting a meeting between councillors and Housing Plus to discuss Ash Drive had been sent to County and Borough councillors.

Action

2024/051 Items to be taken with the public excluded

There were no Items to be taken with the public excluded.

2024/052 Reports from Borough and County Councillors, SPCA, PCSO, Chair, Village Hall and Clerk

Borough – There were no reports.

County – Councillor Winnington informed the Council of increased spending for Highways to deal with pot holes and that two new gully-cleaning teams had been established. Also that work was commencing on long-standing problems on Meadow Drive and that he was still chasing progress on raised covers.

Derrington PC had asked if horses are allowed on the Greenway; Greenway's response was that horses are not allowed on the path. Brash clearance along Greenway had proceeded from Stafford as far as Derrington.

A resident had queried developments regarding the burning and burying of refuse at the site near the bridge. County officers had visited the site recently but could not gain access.

SPCA – Councillor Allen informed the Council that the new County Officer would commence in post on 3rd September 2024.

Chair – The recent Chairs' meeting had been attended by three Chairs. It was proposed to invite the new MP to a meeting to see the work of rural parish councils. There was also a discussion on keeping email secure.

The Chair asked whether village litter picks should be moved to Sunday mornings but the consensus was to leave arrangements unchanged for the present.

Village Hall – Councillor Burgess reported work on providing wi-fi was ongoing.

Clerk – The reported Actions from the last meeting covered this (Minute 2024/050).

2024/053 Financial Report

- (a) Expenditure incurred under the terms of Financial Regulation 4.1:

Microsoft 365 Annual subscription £123.60 (exc. VAT)

RESOLVED that the expenditure is ratified.

- (b) Previously approved expenditure (Paid – for information)

Visual Graphix Ltd (Litter Pick signs x 2, plus delivery) £ 56.95 (exc VAT)

Screwfix Direct Ltd (Traffic Cones x 2) £ 26.65 (exc VAT)

- (c) Bank reconciliation as at 30th June 2024

The bank reconciliation was checked and approved by Councillor Taylor.

- (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
Direct Debit Payments			
EE Mobile	£12.67	£2.53	£15.20

- (e) Income Received:

Lloyds Bank (Lloyds Reserve – interest July) £ 8.35

2024/054	Highways, public rights of way and related issues	Action
a)	Highways including grass cutting: Councillor Taylor reported reported that a bus had clipped the bus shelter located close to Ash Drive causing minor damage. The Clerk will ask the Warden to see if this is repairable. It was noted that the current grass-cutting invoice provides dates and additional details of work undertaken.	Clerk
b)	Public Rights of Way: Councillor Prokopa had forwarded the formal request to install kissing gates on Footpath 18 to the landowner's agent. Other footpath improvement projects would be identified pending agreement on installing the kissing gates.	PP
c)	The Clerk reported that one quote had been received, this being to install two concrete pads at a total cost of £495.00 (exc VAT). RESOLVED that the quote is accepted. The Council further RESOLVED to order the two picnic benches previously approved to be delivered as soon as possible to enable them to be used during the school holidays, at a cost of £852.00 (plus fixings and VAT).	Clerk
2024/055	Reports from Councillors	
a)	Park: Councillor Taylor reported that mole activity was reduced with one new hill and two older ones. This would be monitored and quotes for mole-catching sought. Councillor Taylor also noted that the benches in the park would benefit from re-painting.	Clerk Warden
b)	Football Pitch: A working party would be arranged to patch-in some turf from beyond the sidelines to the worn goal-mouth.	WP
2024/056	Programme of Works – progress report This had been discussed at Minute 2024/050, above.	
2024/057	St Giles Primary Academy The Council noted that St Giles Academy had agreed to take over the management of the flower bed at the corner of Prince Avenue and Rectory Lane from September 2024.	
2024/058	Defibrillators – Replacement Pads The Council considered quotes for supply of three sets of replacement pads for its defibrillators. Three quotes had been obtained. RESOLVED that the purchase of three sets of defibrillator pads from MedUK at a cost of £53.45 (exclusive of VAT) per pack is approved.	Clerk
2024/059	Clerk – Certificate in Local Council Administration The Council enrolling the Clerk on the Society of Local Clerks' Certificate of Local Council Administration (CiLCA) at a cost of £450.00. This would enable the Council to adopt the General Power of Competence. RESOLVED to enroll the Clerk on the Society of Local Clerks' Certificate of Local Council Administration (CiLCA) at a cost of £450.00.	Clerk
2024/060	Time Recording The Council considered the purchase of time recording software to enable the Clerk to prepare monthly time sheets. The recommended package, WorkingHours, is Windows-based and costs a one-time payment £6.99 (exclusive of VAT). RESOLVED that the purchase of WorkingHours software at a cost of £6.99 (exclusive of VAT) is approved.	Clerk

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| 2024/061 | Delegation arrangements
Given the summer recess, the Chairman proposed that the Council should delegate all powers to the Clerk until the next meeting, subject to consultation with the Chair or Vice Chair on any matters that would normally require the Council's consideration.
RESOLVED to delegate all powers to the Clerk, subject to consultation with the Chair or Vice Chair on matters that would usually require the Council's consideration. | Action |
| 2024/062 | Future agenda items
Councillors noted that items for the next meeting must be received by the Clerk no later than Monday 16 th September 2024. | |
| 2024/063 | Date and Time of Next Meeting
The next meeting will be held on Monday 23rd September 2024 at 7.00pm. | |

Signed:

(Chair)

23rd September 2024