

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 28th October 2024

Present:

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

In attendance:

Clerk: Jonathan Brumwell

Borough Councillor J Rose

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

Minute

Action

2024/087 Apologies for Absence

There were no apologies from members of the Parish Council.

2024/088 Declarations of Interest

There were no declarations of interest.

2024/089 Minutes of the meeting held on Monday 23rd September 2024

2024/090 Councillor Allen proposed an amendment to minute 2024/071 (d) to correct an invoice number detailed in the payments of approval from 1332 to 1339.

RESOLVED that the amendment was accepted. The Chair made the amendment in manuscript.

RESOLVED that the minutes of the meeting of the Parish Council, as amended, were proposed, seconded and approved as a true and accurate record and were signed by the Chair.

2024/091 Actions from last meeting

Minute 2024/068 Councillor Taylor reported continuing mole activity at the football pitch. The Clerk will instruct a mole-catcher;

Clerk

Minute 2024/068 Varnishing / painting the benches in the park – the benches will be dismantled singly to enable them to be worked on under cover over the winter period. A suggestion to paint them in primary colours similar to the new picnic bench will be assessed for practicality;

Warden

Minute 2024/068 the goal mouth area had been seeded with grass as it was considered unwise to create a trip area in the goal mouth by transferring large sections of turf to it to repair it. A suggestion to lay new turf was approved;

Clerk /
Warden

Minute 2024/073 a Work Party to tidy the hedge was to be arranged;

WP

Minute 2024/075 Large scale maps printed on A3 paper for use in defining the grass-cutting contract area had been ordered. Councillor Taylor and other will review in advance of the November meeting;

Clerk /
ST

2024/094 Financial Report**Action**

- (a) Expenditure incurred under the terms of Financial Regulation 4.1: none
- (b) Previously approved expenditure (Paid – for information)

Minute

- Information Commissioner (annual registration) £35.00 (no VAT)
- (c) Bank reconciliation as at 30th September 2024
The bank reconciliation was checked and approved by Councillor Taylor.
- (d) Payments for approval

RESOLVED that the following payments are approved:

DESCRIPTION	NET	VAT	GROSS
Village Hall	25.00	0.00	25.00
JR Landscaping (Invoice 1343)	374.58	74.92	449.50
CPRE annual subscription	£36.00	0.00	£36.00
Salaries			672.52
Direct Debit Payments			
<i>EE Mobile</i>	£12.67	£2.53	£15.20

- (e) Income Received:
Lloyds Bank (Lloyds Reserve – interest September) £ 6.88

2024/095 External Auditor's Report

The Council received the report of the Parish Council's External Auditors, Forvis Mazars LLP. The Council noted the external auditors' opinion that the information in Section 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

RESOLVED that the report is approved and adopted.**2024/096 Highways, public rights of way and related issues**

- a) Highways including grass cutting: these had been discussed at minute 2024/91.
A crown lift of the oak tree by the tractor tyres on Newport Road would be requested. Clerk
- b) Public Rights of Way: a reminder letter would be provided to send to the land owner regarding Footpath 18. Clerk / PP
- c) Village sign – A518: A quote for replacement of the sign apparently stolen from the eastern end of the village would be obtained Clerk

2024/097 Reports from Councillors

- a) Park: Councillor Taylor proposed a work party to tidy the hedge along Grassy Lane. It was agreed that a working party would meet on Wednesday 30 October at 11.00am. WP
Councillor Taylor reported that he believed 11 grass cuts had been completed.
The Clerk reported that the Warden had drilled-out the gate bolt and fitted the new padlock.
The grid by the car park had been cleared of obstructions.
- b) Football Pitch: Councillor Taylor reported that mole activity had increased and was now evident at the end of the field closest to Brazenhill Lane. The Clerk will engage a mole-catcher. Clerk
Councillor Taylor reported that he believed only 10 cuts had been made at the football pitch and aeration was yet to be undertaken. The Clerk will contact the contractor to ask when the outstanding tasks will be completed. Clerk
Councillor Taylor reported that cut grass needed to be cleared from the pitch and line marking needed to be completed before the pitch would be usable

2024/098	Programme of Works – progress report Most items had been discussed at Minute 2024/091, above. Planters – Councillor Cotterill reported that the first planter was available for collection. Councillor Cotterill said that he would collect it this month and make enquiries regarding the second planter. Thermal Camera – training had been held for parish councillors. Ranton, Derrington & Seighford, Bradley and Church Eaton Parish Councils would be contacted to offer training and use of the thermal camera from January.	Action MC Clerk
2024/099	Grass-Cutting – Tender Review The Council considered the tender documents from 2018 and 2021. A review of the areas covered by the contract would be completed before the November meeting. The Council discussed splitting the contract into two separate tenders, one for the verges and another for the play area and football pitch. RESOLVED to split the contract into two separate tenders. Draft tenders will be considered at the November meeting.	Clerk ST
2024/100	Suspension of Standing Order 3x Councillor Beatty proposed, Councillor Burgess seconding, that SO 3x be suspended. RESOLVED to suspend SO 3x.	
2024/101	Publication Scheme - Costs The Council considered a Publication Scheme to be published on the Parish Council's website. RESOLVED that an amended publication scheme is approved and adopted. The Clerk will publish the scheme on the Parish Council's website.	Clerk
2024/102	Water Butts The Clerk reported that Councillor Winnington had agreed to match-funding of up to £750.00 from his environment fund. RESOLVED to accept Councillor Winnington's match-funding. The Parish Council will match the funding from Councillor Winnington's environment fund up to a maximum of £750.00.	Clerk
2024/103	Budget 2025/26 Councillors were requested to submit costed proposals for projects or works to be undertaken in 2025/26 for inclusion on the agenda of the October meeting for initial discussion. Budget-setting will be undertaken at the November meeting.	All
2024/104	Future agenda items Councillors were requested to submit future agenda items, including costed proposals for projects or works to be undertaken in 2025/26, to the Clerk by Monday, 18 th November 2024.	
2024/105	Date and Time of Next Meeting The next meeting will be held on Monday 25 th November 2024 at 7.00pm. The meeting closed at 9:35pm Signed: 4 th December 2024	 (Chair)