

HAUGHTON PARISH COUNCIL

Parish Clerk/Responsible Financial Officer: Jonathan Brumwell

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**DRAFT Minutes of the Meeting of Haughton Parish Council held at Haughton Village Hall at 7.00pm on
Monday 27th January 2025**

Present:

Parish Councillors: Michael Allen, Mark Burgess, Melvyn Cotterill, Peter Prokopa (Vice Chair) and Stuart Taylor.

In attendance:

Clerk: Jonathan Brumwell

County Councillor Mark Winnington

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

In the absence of the Chairman, Councillor Prokopa took the Chair.

Minute

Action

2024/131 Apologies for Absence

Apologies were received from Councillors Suzanne Beatty (prior engagement) and Ian Sunley (health).

RESOLVED that the apologies are accepted and approved.

2024/132 Declarations of Interest

There were no declarations of interest.

2024/133 Minutes of the meeting held on Monday 4th December 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.

2024/134 Items to be taken with the public excluded

There were no items to be taken in closed session.

2024/135 Actions from last meeting

Minute 2024/068 A mole-catcher had not been engaged due to maintenance of the football pitch potentially passing to AFC Gnosall. However, as there is now mole activity in the play area a mole-catcher would be engaged;

Minute 2024/075 The A3 paper maps printed had enabled the grass-cutting areas to be redrawn on the Parish Online mapping system and the new maps had been issued with the invitations sent out for grass-cutting tenders;

Minute 2024/096 No response had been received regarding Footpath 18 from the landowner;

Minute 2024/115 the Clerk had investigated business banking accounts without bank charges and the findings are to be discussed at Item 8;

Minute 2024/119 the Clerk had amended a Football Foundation model agreement for use and maintenance of football pitches. A copy of the proposed agreement had been provided to AFC Gnosall and the team had accepted it; the agreement is to be discussed at Item 13;

Clerk

Continued...

2024/135 Actions from last meeting /cont...**Action**

Minute 2024/121 grass cutting tender invitations had been sent to parties who had expressed an interest with a deadline of 31 January for receipt of tenders;
Minute 2024/126 Stafford Borough Council had confirmed receipt of the Parish Council's precept requirement for 2025/26.

2024/136 Reports from Borough and County Councillors, SPCA, PCSO, Chair, Village Hall and Clerk**Borough** – No report

County – Councillor Winnington said that he had asked Highways to arrange for an inspector to visit Dale Lane to assess repairs and identify preventative action to avoid future issues.

Councillor Winnington reported that Seighford Parish Council had reported concerns regarding inconsiderate cyclists on Millenium Way causing nuisance to pedestrians and cycling at excessive speed. New signage was being considered to address this and the steps to the path at Brazenhill Lane had been identified as still requiring repairs.

SPCA – Councillor Allen informed the Council that the meeting of the executive would be held on 3rd February 2025. New service level agreements were to be discussed. Continued funding of the Health & Wellbeing Officer was supported.

Village Hall – Councillor Burgess reported that the Annual General Meeting would be held on 12th May 2025.

Clerk – The Clerk's report had been covered at minute 2024/135.

2024/137 Financial Report

- (a) Expenditure incurred under the terms of Financial Regulation 4.1: none
- (b) Previously approved expenditure (Paid – for information): None
- (c) Bank reconciliation as at 31st December 2025
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
JR Landscaping (Invoice 1351)	374.58	74.92	449.50
Salaries			609.58
Direct Debit Payments			
EE Mobile	£13.53	£2.71	£16.24

- (e) Income Received:

Lloyds Bank (Lloyds Reserve – interest November)	£	7.33
Lloyds Bank (Lloyds Reserve – interest December)	£	6.23
HMRC (refund – PAYE)	£	617.44

2024/138 Provisional Local Government Finance Settlement 2025 to 2026

The Council **noted** the contents of the Provisional Local Government Finance Settlement 2025 to 2026, published 18 December 2024, and in particular that the government has no plans to set referendum principles for town and parish councils.

2024/139 Banking arrangements

The Council considered alternative banking arrangements following the introduction of bank charges for business accounts by Lloyds bank.

RESOLVED to continue the current banking arrangements with Lloyds bank and review annually. Clerk

2024/140	Highways, public rights of way and related issues	Action
a)	Highways including grass cutting: these had been discussed at minute 2024/136. A possible drain collapse at the junction of Jolt Lane and A518 would be reported.	Clerk
b)	Public Rights of Way: these had been discussed at minute 2024/135.	
2024/141	Reports from Councillors	
a)	Park – Councillor Taylor reported mole activity in the play area. The Clerk will instruct a mole-catcher.	Clerk
	Councillor Taylor reported that the gate into the park from the eastern end of Grassy Lane does not shut because the post had moved. The Clerk will obtain quotes to have both posts repaired with concrete half-posts.	Clerk
b)	Football Pitch - this would be discussed at Item 13.	
2024/142	Programme of Works – progress report	
	This had been discussed at Minute 2024/135, above. The Clerk reported that Abbots Bromley PC had suggested County-level coordination of parish councils operating speed indicator display signs. The Clerk would make enquiries.	Clerk
2024/143	Gnosall FC – Football Pitch Maintenance and Use agreement	
	The Council considered the proposed agreement document between the Parish Council and AFC Gnosall for exclusive use of the football pitch at the Jim Jarvis Playing Field on Sundays during the football season with the club taking responsibility for the maintenance of the football pitch, including cutting the grass throughout the year and aeration. The Clerk informed the Council that AFC Gnosall had indicated their acceptance of the agreement document.	
	RESOLVED that the agreement document is approved and adopted by the Council. The Clerk, as Proper Officer, is authorised to sign the agreement on behalf of the Council.	Clerk
2024/144	Grass-Cutting – Tender Process	
	The Clerk confirmed that the closing date for receipt of tenders is Friday 31 st January 2025.	
	RESOLVED that a working group will review tenders received after 31 st January 2025 and report its findings to an Extraordinary Meeting of the Council on a date to be agreed.	Clerk / Working Group
2024/145	Civic Amenity visits 2025	
	The Council considered arrangements for Civic Amenity visits for 2025. It was proposed to request a refuse collection vehicle to be parked at the Village Hall Car Park between 9.00 and 10.00am on 26 April and 11 October. At a cost of £118.00 per visit (total cost £236.00 exclusive of VAT).	
	RESOLVED to request Civic Amenity visits at the Village Hall Car Park between 9.00 and 10.00am on 26 April and 11 October at a total cost of £236.00 (exclusive of VAT) subject to availability of the Village Hall Car Park.	Clerk
2024/146	St Giles Churchyard	
	The Council noted a letter of thanks received from the Parochial Church Council for the Parish Council's contribution to the maintenance of St Giles Churchyard.	

2024/147	Government Consultation: ‘Strengthening The Standards and Conduct Framework For Local Authorities in England’ The Council considered it’s response to the consultation (circulated via email 21 January 2025) and noted the deadline for response of 26th February 2025. RESOLVED that members respond individually to the consultation.	Action All
2024/148	Councillor Training RESOLVED to book up to two places on ‘Councillor Introduction’ training arranged by Staffordshire Parish Councils’ Association at a cost of £35.00 per delegate.	Clerk
2024/149	Parish Council .gov domain name The Council considered registration of a .gov.uk domain at a cost of £50.00 per annum plus £60.00 to reconfigure the Council’s website (all prices exclusive of VAT). RESOLVED to register a .gov.uk domain at a cost of £50.00 per annum plus £60.00 to reconfigure the Council’s website (all prices exclusive of VAT),	Clerk
2024/150	Annual Parish Meeting The Council considered arrangements for the Annual Parish Meeting and guest speakers for the meeting. RESOLVED to hold the Annual Parish Meeting at Haughton Village Hall on Monday 28 th April 2025 (the monthly meeting of the Parish Council will now be held on Wednesday 30 th April 2025). A guest speaker from the Staffordshire History Centre will be invited to give a talk on the new centre.	Clerk
2024/151	Future agenda items Councillors were requested to submit future agenda items to the Clerk by Monday, 17 th February 2025.	
2024/152	Date and Time of Next Meeting The next meeting will be held on Monday 24 th February 2025 at 7.00pm. The meeting closed at 8.58pm Signed: _____ 24th February 2025	(Chair)