

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 July 2025

Present:

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

In attendance:

Clerk: Jonathan Brumwell

County & Borough Councillor Jack Rose

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

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

Minute	Action
2025/047 Apologies for Absence	
Apologies were received from Councillors Michael Allen and Ian Sunley. RESOLVED that the apologies are accepted and approved.	
2025/048 Declarations of Interest	
There were no declarations of interest.	
2025/049 Minutes of the meeting held on Monday 23rd June 2025	
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.	
2025/050 Items to be taken with the public excluded	
There were no items to be taken in closed session..	
2025/051 Actions from Last Meeting	
The Clerk reported that the following actions had been taken:	
• The Parish Council's response to planning application 25/40558/HOU (Haslemere House, Newport Road) had been sent. • Repairs to the noticeboard at the corner of Royds Close and Newport Road had been completed. • 12 cases of dog waste gloves had been purchased. • Detailed designs and costs had been obtained for replacement village gateway signs (this would be discussed at Item 12).	
2025/052 Reports from Borough and County Councillors, SPCA, PCSO, Chair, Village Hall and Clerk	
Borough – Councillor Rose informed the Council that an enforcement notice had been served on the operators of the unlicensed waste site at Dale Lane. Tree Preservation Orders were being refreshed by the Borough with new software being introduced to manage these and other planning issues.	

Continued...

Reports from Borough and County Councillors, SPCA, PCSO, Chair, Village Hall and Clerk cont/...

County – Councillor Rose informed the Council that following the serving of the enforcement notice for the unlicensed waste site at Dale Lane, Highways would be able to consider plans for repairs and improvements to the drainage and road surface at Dale Lane once activity at the site ceases. Work is also being planned to deal with run-off from Dearnisdale Farm.

Councillor Rose also said that the County Council had adopted his proposals to charge the Highways contractors for failed pothole repairs and that this should lead to improved repairs in future.

Councillor Rose will be seeking proposals for Highways improvements within his ward to reduce the administrative and legal costs of proposals for individual works.

Councillor Rose also informed the Council that following reorganisation of County Council services a new Rights of Way Officer would be responsible for the ward from the autumn. Councillor Rose would forward contact details when known.

SPCA – Councillor Allen had provided a short report to the Clerk. Recruitment of a new Health and Wellbeing Officer was at an advanced stage and the current officer would stay in post until their replacement was able to take up their duties.

Chair – Councillor Sunley had asked that a message received from visitors to the village via the Parish Council's website praising the village chip shop, shop and parking should be read to the Council. The message would be shared on the Parish Council's Facebook page.

Clerk

Village Hall – Councillors Burgess and Beatty reported that the Village Hall Committee had considered whether to register the Village Hall at the Land Registry. As the advantages of registration were seen to be of little material benefit this would not be pursued at the current time.

Clerk – Notification had been received after agenda publication of a joint survey launched by Stafford Borough Council and other councils in south and mid Staffordshire producing a business case on proposals for Local Government Reorganisation. This would be circulated for responses (due by 1st September).

Clerk
All

2025/053 Financial Report

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

DESCRIPTION	NET	VAT	GROSS
Asda Ltd (A4 paper)	4.58	0.92	5.50
Microsoft (Annual Licence)	115.20	23.04	138.24
Timpson Ltd (playing field padlock keys)	15.54	3.11	18.65

RESOLVED that the expenditure incurred under Financial Regulation 4.1 is ratified.

- (b) Bank reconciliation as at 30th June 2025:
The bank reconciliation was checked and approved by Councillor Taylor.
- (c) Payments for approval

RESOLVED that the following payments are approved:

DESCRIPTION	NET	VAT	GROSS
Haughton Village Hall	25.00	0.00	25.00
Acer Garden Landscapes (Invoice 8418)	650.00	130.00	780.00
Acer Garden Landscapes (Invoice 8466)	1,025.00	205.00	1,230.00
BRM Services (noticeboard repairs)	106.67	21.33	128.00
Salaries			432.18
Direct Debit Payments	NET	VAT	GROSS
EE Mobile	£14.28	£2.86	£17.14

- (e) Income Received:
Lloyds Bank (Lloyds Reserve – interest June) £ 11.43

Minute		Action
2025/054	Highways, public rights of way and related issues	
a)	Highways: Councillor Cotterill reported that six volunteers had joined the litter-pick held on 15 th July. The next litter-pick is scheduled for Thursday 14 th August at 6.30pm. Councillors noted that the grass contractor had trimmed the hedge by the telephone box.	All
b)	Public Rights of Way: Councillor Prokopa reported that the stile at the entrance Dale Common had been strimmed but not the stile opposite it. The Redfern Rise management company had contacted residents regarding trees overhanging Grassy Lane. Public footpaths on the southern side of the village would be assessed for suitability for the replacement of stiles with kissing gates.	PP / Clerk
2025/055	Reports from Councillors	
a)	Park: Councillor Taylor reported that pales had been replaced on the play area fence. Councillor Taylor also reported that the zip-wire appeared to be jammed. The Clerk will instruct the Warden to inspect the zip-wire and either fix or report back so that suitable contractors could be identified.	Warden Clerk
b)	Football Pitch: Councillor Taylor reported that there is no sign of mole activity currently. AFC Gnosall is expected to recommence use of the football pitch from August, at which point marking and installation of new posts is anticipated.	
2025/056	Playing Field – Anti-social behaviour The Clerk reported that both combination padlocks securing access to the playing field and play area have been tampered with and rendered unusable. The locks have been removed and replaced with the conventional padlocks previously used. A set of keys has been provided to the grass contractor. The Council noted the Clerk's report.	
2025/057	Playing Field – Adoption The Council considered the adoption of the Jim Jarvis Playing Field under an asset transfer agreement with Stafford Borough Council. Previous discussions in 2022 had ended when only an extension to the existing long-term lease had been offered. Ownership of the playing field would potentially unlock funding for improvements and prevent future housing development on the site. RESOLVED to pursue an asset transfer agreement with Stafford Borough Council for the transfer of ownership of the Jim Jarvis Playing Field to the Parish Council.	Clerk
2025/058	Village Gateways – Signs The Council considered detailed designs and costings for replacement of the current village gateway signs with Glasdon Everwood signs. The costings did not include installation costs or traffic management (if required). The placement of gateway signs was also considered. Highways had been provided with outline proposals but a detailed response was yet to be received. The new Highways liaison officer had been invited to make a site visit to discuss issues, including siting of gateway signs, with councillors. RESOLVED that the designs and costs were noted . A decision on whether to proceed with new signs would be deferred until Highways' requirements were confirmed, siting agreed and installation and associated costs confirmed.	Clerk All
2025/059	Parish Council Strategy 2025/2026 The Council noted considered the programme of works and projects identified at the June meeting.	Clerk All

Minute		Action
2025/060	Delegation arrangements The Council considered delegation of 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.	
2025/061	Future agenda items To receive future agenda items by Monday, 15 th September 2025.	All
2025/062	Date and Time of Next Meeting The next meeting will be held on Monday 22 nd September 2025 at 7.00pm. The meeting closed at 9.00pm Signed: (Chairman) 22 nd September 2025	