

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 September 2025

Present:

Parish Councillors: Melvyn Cotterill, Ian Sunley (Chair) and Stuart Taylor.

In attendance:

Clerk: Jonathan Brumwell

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

Minute	Action
2025/063 Apologies for Absence Apologies were received from Councillors Michael Allen, Suzanne Beatty, Mark Burgess, and Peter Prokopa (Vice Chair). RESOLVED that the apologies are accepted and approved.	
2025/064 Declarations of Interest There were no declarations of interest.	
2025/065 Minutes of the meeting held on Monday 28th July 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.	
2025/066 Items to be taken with the public excluded There were no items to be taken in closed session..	
2025/067 Actions from Last Meeting The Clerk reported that the following actions had been taken: • A message received from visitors to the village via the Parish Council's website praising the village chip shop, shop and parking had been shared on the Parish Council's Facebook page. • The zip-wire at the Jim Jarvis Memorial Playing Field is now working correctly. • Enquiries regarding asset transfer of the Jim Jarvis Memorial Playing Field were being made.	
2025/068 Reports from Borough and County Councillors, SPCA, PCSO, Chair, Village Hall and Clerk Borough – No report County – No report SPCA – Councillor Allen had provided a short report to the Clerk. The County Officer was working on the future sustainability of the Association following Local Government Reorganisation in 2028. Upwards of 40 new parish councils are anticipated to be created and the structure of the Association will need to change to meet the demands of the new unitary authorities. Other counties are being looked at as part of a review of the membership fee model and it is anticipated that the range of services offered by the Association will be expanded to meet the needs of the newly-created parish councils.	

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

PCSO – no report.

Chair – Councillor Sunley had attended the September Craft Fair which was not as busy as usual. Residents had asked who was responsible for maintenance of the hedge on the path between St Giles Close and Brazenhill Lane; they were informed that this is the church's responsibility. Complaints had also been raised regarding trees on Prince Avenue sending suckers up in neighbouring gardens; they were informed that this was Highways' responsibility although any damage to property would be for Housing Plus to deal with. However, the oak tree near the school's staff entrance may require surveying and Highways would be contacted regarding this.

Clerk

Councillor Sunley also reported complaints from residents on Dale Lane concerning both the condition of the road and also what appears to be excavation activity close to Millenium Way, the erection of fencing and the placing of two caravans in the field next to the railway bridge. As this is outside the boundary of the parish the information had been forwarded to Seighford Parish Council.

Village Hall – no report.

Clerk – The Clerk informed the Council that his report was either already covered by items previously discussed or by further agenda items.

2025/069 Planning Applications for consideration

- (a) [25/41042/PAR](#) Existing steel frame barn to be converted into two dwellinghouses with associated foul treatment plants - Shutt Heath Farm, Shutt Heath Road, White Cross, Haughton, ST18 9JN: no objection Clerk
- (b) [25/40892/FUL](#) Erection of new bungalow and detached double garage on former pub car park - Shropshire Inn, Newport Road, Haughton, Stafford ST18 9JH: object (development outside the settlement boundary; impact on the setting of a heritage asset) Clerk

2025/070 Financial Report

- (a) Expenditure incurred under the terms of Financial Regulation 4.1: None
- (b) Bank reconciliation as at 31st August 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
Acer Garden Landscapes (Invoice 88616)	1,040.00	208.00	1,248.00
Play Safety (RoSPA annual inspection)	108.00	21.60	129.60
Salaries			358.84

- (e) Income Received:
Lloyds Bank (Lloyds Reserve – interest) July: £9.88 August: £10.88

2025/071 External Auditor's Report 2024/2025

The Council received the report of the external auditors, Mazars LLP for the year ending 31st March 2025. The Council noted the external auditor's opinion that the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met. The Council further noted that there were no other matters identified by the external auditors in the report.

RESOLVED that the external auditor's report is approved.

Minute		Action
2025/072	Highways, public rights of way and related issues	
	a) Highways: Councillor Sunley informed the Council that he had received a complaint that the verge on A518 at Park Cottage had not been cut, restricting the view of those emerging onto the A518. This had been reported to Highways who are responsible for cutting verges at this location. Councillor Sunley also informed the Council of a complaint relating to trees on the verge at Prince Avenue which are sending suckers up into neighbouring gardens. This had also been reported to Highways. It was noted that the oak tree adjacent to the staff entrance to the school was also causing some concern and a tree survey would be requested, again from Highways. It was noted that additional grass cuts may be required in the village due to the recent rain and continuing period of warm weather. This would be included on the agenda of the October meeting, as would a further trim of the hedge by the telephone box.	
	b) Public Rights of Way: The Chair informed the Council that the brook at Grassy Lane was becoming overgrown and that the neighbouring properties needed to be asked to maintain the vegetation and trees on their side of the brook.	Clerk
2025/073	Reports from Councillors	
	a) Park: Councillor Taylor reported that the park was tidy and no damage had been identified for repair. b) Football Pitch: No reports.	
2025/074	Jim Jarvis Memorial Field - RoSPA inspection report	
	The Council received the annual RoSPA inspection report for play equipment at the Jim Jarvis Memorial Field. Councillors noted that there were no matters requiring urgent attention and all identified risk factors were managed to mitigate reasonably foreseeable events. RESOLVED that the report is noted.	
2025/075	Budget 2026/27 - Proposals	
	Councillors were requested to submit costed proposals for projects or works to be undertaken in 2026/27 for inclusion on the agenda of the October meeting for initial discussion. Budget-setting will be undertaken at the November meeting.	All
2025/076	St Giles Churchyard	
	The Council considered a request for payment of £1,000.00 in respect of the full annual grant towards maintenance of St Giles Churchyard. Invoices for grass cutting already paid for were submitted in support of the request. RESOLVED that the payment of the annual maintenance grant is approved in the sum of £1,000.00.	Clerk
2025/077	Remembrance - Wreath	
	The Council considered obtaining a wreath from the Royal British Legion to be laid at the Cenotaph on Remembrance Sunday and donation for the same. RESOLVED that a Remembrance wreath shall be obtained from the Royal British Legion to be placed at the War Memorial on behalf of the Parish Council. A contribution to RBL of £50.00 in total was approved.	
2025/078	Haughton St. Giles C of E Primary Academy	
	The Council considered sending a letter of congratulations for Haughton St. Giles C of E Primary Academy which has been ranked the best-performing primary school	Continued...

Minute		Action
	Haughton St. Giles C of E Primary Academy cont/... for best reading, writing, and maths scores in Staffordshire and eighth in the country in a recent survey conducted by The Telegraph. RESOLVED to send a letter of congratulations to Haughton St. Giles C of E Primary Academy.	Clerk
2025/079	Future agenda items To receive future agenda items by Monday 20 th October 2025.	All
2025/080	Date and Time of Next Meeting The next meeting will be held on Monday 27 th October 2025 at 7.00pm. The meeting closed at 8:19pm Signed: (Chairman) 2 nd October 2025	