

HAUGHTON PARISH COUNCIL

Parish Clerk/Responsible Financial Officer: Jonathan Brumwell

www.haughtonparishcouncil.gov.uk

Email: clerk@haughtonparishcouncil.gov.uk

Minutes of the meeting of Haughton Parish Council held at Haughton Village Hall at 7.00pm on Monday
22nd June 2026

Present:

Parish Councillors: Mike Allen, Suzanne Beatty, Melvyn Cotterill, Ian Sunley (Chair) and Stuart Taylor.

In attendance: Clerk: Jonathan Brumwell

Public Open Forum:

One member of the public was present.

No questions were asked during the public forum.

Minute		Action
2026/027	Apologies for Absence Apologies were received from Councillors Burgess and Prokopa. RESOLVED that the apologies are accepted.	
2026/028	Declarations of Interest There were no declarations of interest.	
2026/029	Minutes of the Annual Meeting held on Monday 25th May 2026 The minutes of the Annual Meeting of the Parish Council held on Monday 25 th May 2026 were approved as a true and accurate record and were signed by the Chair.	
2026/030	Items to be taken with the public excluded There were no items to be taken with the public excluded.	
2026/031	Actions from last meeting The Clerk reported that the following actions had been taken: • Planning application 26/41944/HOU – response sent. • Elections ear mark reserve (EMR) – this had been added to the list of EMRs • Annual Return had been completed • Internal auditor – appointment letter sent and accepted • The Risk Assessment had been updated to include the risk of the clerk leaving the Council and a new clerk being employed on fixed hours • Tungsten PowerPDF software had been purchased at a cost of £73.99.	
2026/032	Reports from Borough and County Councillors, SPCA, PCSO, Chair, Village Hall and Clerk County and Borough – No report. SPCA – Councillor Allen informed the Council that a County Councillor had been co-opted to the Executive Committee. Chair – The Chairman said he had attended the Village Market but that it had been quiet. Village Hall – Councillor Beatty reported that the annexe was due to be re-floored during week commencing 24 August. Clerk – The Clerk had nothing further to report.	

Minute

Action

2026/033

Planning – Notification

[21/35279/FUL](#) - Retrospective application for Stable Block (single stable and tack room) with adjacent Field Shelter on agricultural land, Land Off Watery Lane Haughton. To note that this planning application is no longer live as it is now classed as being ‘finally disposed of’ under Article 40 (13) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

2026/034

Financial Report

(a) Expenditure incurred under the terms of Financial Regulation 4.1: None

(b) Bank reconciliation as at 31st May 2026:
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 (HVVH1254 & 1294)	75.00	0.00	75.00
Acer (Invoices 9023 & 9024)	980.00	196.00	1,176.00
Clear Councils (Insurance Premium)	833.89	0.00	833.89
SPCA Subscription and NALC affiliation fee	374.99	0.00	374.99
Acer (Invoices 9069 & 9070)	840.00	168.00	1,008.00
Salaries	453.82	0.00	453.82
HMRC	254.29	0.00	254.29

(d) Income Received:
Lloyds Bank (Instant Access – interest May) £ 8.02

2026/035

Parish Council IT Policy

The Parish Council received the Standards Working Group’s report on a proposed IT policy based upon the NALC model.

RESOLVED to approve and adopt the IT policy.

Clerk

2026/036

Highways, public rights of way and related issues

(a) The Council considered reports received from residents regarding the condition of a bench on Ash Drive. The bench appears to be sound but the fixings on the front legs have failed.
RESOLVED to write to Housing Plus to ask them to make repairs to the bench which is on land belonging to them.

(b) Public Rights of Way: the Chair reported that the Council had now received the contact details for the Rights of Way Officer at Staffordshire County Council and would be contacting them regarding the plans for improvements to FP20.

Clerk

Clerk

2026/037

Reports from Councillors

(a) Park: Councillor Taylor reported that the weather was leading to the grass growing rapidly. No further mole hills were reported inside the playing field but there are new mole hills on the Grassy Lane side of the hedge.

(b) Football Pitch: The grass is growing rapidly due to recent weather.

2026/038

Football Pitch Maintenance and Use Agreement: Stafford Casuals Football Club

The Council considered granting Stafford Casuals Football Club a Maintenance and Use Agreement for the football pitch at Jim Jarvis Memorial Playing Field similar to that previously approved for AFC Gnosall to include use on Thursday evenings for practice sessions, subject to satisfactory management arrangements.

RESOLVED that the Pitch Maintenance and Use Agreement with Stafford Casuals Football Club is approved subject to satisfactory management arrangements.

Clerk

Minute		Action
2026/039	Staffordshire County Council - Suspension of Approvals for Speed Indicator Devices The Council noted the response received from Staffordshire County Council by SPCA in respect of the decision to suspend approvals of speed indicator devices (SIDS).	
2026/040	Parish Council Strategy - Projects for 2026/2027 The Council considered the projects proposed at the May meeting in further detail. RESOLVED that following projects will be completed during the year: 1. Installation of kissing gates and other improvements for the south side of the village along FPs 20 and 22 in particular (estimated cost £600 per gate with installation around the same amount). 2. Bus stop repairs (estimated cost around £500 for engaging a joiner for two days, plus materials). 3. Repairs to the telephone kiosk (estimated cost around £500 for engaging a joiner for two days, plus materials). 4. Redevelopment of the village website (£200 provision previously approved).	
2026/041	Suspension of Standing Order 3x Councillor Beatty proposed (Councillor Allen seconding) that SO 3x be suspended. RESOLVED to suspend SO 3x.	
2026/042	Stafford Borough New Local Plan 2025 - 2045: Scoping & Participation consultation The Council noted that Stafford Borough Council has launched a consultation on its New Local Plan 2025 – 2045 (circulated via email 17th June 2026). The consultation would be an agenda item at the July meeting. The consultation closes at 12.00 noon on Tuesday 28th July 2026.	Clerk
2026/043	Future agenda items To receive future agenda items and budget proposals by Monday 20 th July 2026.	All
2026/044	Date and Time of Next Meeting The next meeting of the Parish Council will be held on Monday 27 th July 2026 at 7.00pm. The meeting closed at 9:11pm Signed: _____ (Chairman) 27 th July 2026	