

PUBLIC NOTICE

Parish Councillors are hereby summoned to attend

The Meeting of Haughton Parish Council

To be held at Haughton Village Hall on Monday 28th September 2026 at 7:00 pm

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

Please note that they may be excluded from any item the Council decide should be treated as confidential.

Issued 23/09/2026

Jon Brumwell, Clerk to Haughton Parish Council

Public Open Forum – Members of the public are invited to address the Council on any issue over which it has power for up to FIVE minutes each, with the item lasting a maximum of TEN minutes.

1. To receive apologies and accept and record any reasons for absences.
2. To receive declarations of interest from members regarding items on the agenda.
3. To confirm and approve minutes of the Annual Meeting of the Council held on Monday 27th July 2026 (**Appendix A**).
4. To determine which agenda items, if any, should be taken with the public excluded (see NOTE).
5. Actions from Last Meeting (the Clerk will report)
6. To receive reports from Borough and County Councillors, SPCA, PCSO, Chair, Village Hall and Clerk.
7. Planning
[26/42474/FUL](#) - the closure of the existing access onto Newport Road, the formation of a new access onto Newport Road along with the erection of a stable building with associated biodiversity improvements - Land at Newport Road, Haughton.

8. Financial Report – a report will be tabled to include:

(a) Expenditure incurred on behalf of the Council under the terms of Financial Regulation 4.1 – to ratify:

Date	Name	Details	Amount
16/08/2026	HM Land Registry	Summaries of Title x 4 (FP20)	£28.00 (no VAT)
27/08/2026	HM Land Registry	Summary of Tile + Plan (Playing Field)	£14.00 (no VAT)

(b) Payments approved during August 2026 – to note (**Appendix B**)

(c) Bank reconciliation as at 31st August 2026 – to note (**Appendix C**)

(d) Accounts overview to 31st August 2026 – to note (**Appendix D**)

(e) Payments for approval: To approve online payment, cheque payment and payment of direct debits as detailed below:

DESCRIPTION	NET	VAT	GROSS
Salaries and Expenses			420.26
HMRC			139.00
Acer Garden Landscapes (Invs 9246 & 9247)	1,235.00	247.00	1,482.00
PlaySafety Limited (RoSPA inspection)	111.00	22.20	133.20
EE Limited	20.50	4.10	24.60

(e) Income Received – to note:

Lloyds Bank (Lloyds Reserve – interest July)	£	4.11
Lloyds Bank (Lloyds Reserve – interest August)	£	3.02

9. To discuss highways, public rights of way and related issues including those requiring reporting:

- a) Highways including grass cutting
- b) Public Rights of Way

10. To receive reports from Councillors on:

- a) Park – to note the RoSPA report (circulated via email 24th September 2026)
- b) Football Pitch

11. Local Government Reorganisation – Call for Evidence

To note that while the government has “paused” Local Government Reorganisation (LGR) SPCA are continuing the call for evidence. Until confirmed otherwise, SPCA will assume that LGR is just delayed. If LGR is cancelled, the evidence from councils will be presented to the existing authorities in an effort to improve the experience for member councils – see **Appendix E**.

12. SPCA: Annual General Meeting and Local Council Conference

To note that the SPCA AGM will be held on Monday 23rd November 2026 at 10.00am in Uttoxeter Town Hall, 19 High Street, Uttoxeter, ST14 7HN. The Council is requested to consider, and resolve if appropriate, its nomination for membership of the SPCA Executive Committee.

13. Repairs to Telephone Kiosk and Bus Stop – Progress Report

To note that the quote received from T&J Carpentry and Joinery for repairs to the telephone box at a cost of £275.36 and to the bus stop at a cost of £171.48 has been accepted (all costs exclude VAT). The contractor will complete the works as soon as possible.

14. Village History Group

To note a proposal to establish a village history group and to consider, in principle, whether the Council would support the initial costs of such a group to enable it to become established.

15. Station Road – weight limit

To consider, and resolve if appropriate, a request from a resident that Highways impose a weight limit on Station Road.

16. Defibrillators – Maintenance and installation locations

To consider, and resolve if appropriate, the maintenance and installed locations of the Council’s defibrillators.

17. Parking Issues

To consider, and resolve if appropriate, parking issues within the village following the commencement of the new school term and developments within the village.

18. Winter Planting

To consider, and resolve if appropriate, allocating funds for winter planting in the village.

19. SPCA Briefing Note: Election Costs

To consider, and resolve if appropriate, the SPCA briefing note on election costs – see **Appendix F**.

20. To receive any future agenda items by Monday, 19th October 2026.

21. To confirm the date and time of the next meeting as Monday, 26th October 2026 at 7.00pm.

NOTE: If the Council determines that an item or items of the Agenda should be taken with the public excluded the following motion will be moved: *To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.*

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
27th July 2026**

Present:

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

In attendance: Clerk: Jonathan Brumwell

Public Open Forum:

No members of the public were present.

Minute	Action
2026/045 Apologies for Absence There were no apologies.	
2026/046 Declarations of Interest There were no declarations of interest.	
2026/047 Minutes of the Annual Meeting held on Monday 22nd June 2026 The minutes of the Annual Meeting of the Parish Council held on Monday 22 nd June 2026 were approved as a true and accurate record and were signed by the Chair.	
2026/048 Items to be taken with the public excluded There were no items to be taken with the public excluded.	
2026/049 Actions from last meeting The Clerk reported that the following actions had been taken: • Housing Plus have visited Ash Drive which Cllr Beatty had attended. A job had been raised to clear the blocked gully. A job has also been raised to repair pot holes and a further job to repair the bench on Ash Drive. • A site visit with the Rights of Way Officer at FP20 has been arranged for Tuesday 28th July. • Stafford Casuals maintenance and use agreement appears to have fallen through although it has not been possible to confirm this as emails are bouncing back. Sources suggest the team are using pitches at Cresswell at a cost of £600 per season. • Quote received from a carpenter for repairs to telephone kiosk and bus shelter. He advised that the benches at the War Memorial are sound but need rubbing down and then painting with Sadolin. He also advised that he would take the door to his workshop to splice a new piece of wood in and prime it at a cost of £330.43; the bus shelter is sound but could be rubbed down with a wire brush and Osmo oil. His quote to replace the barge board and shingle is £205.68.	

Minute

2026/050

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 following confirmation of the new unitary authorities under LGR roughly 60% of the population of the old county will be in the our unitary authority. This should mean that funding will follow accordingly. Two key dates - May 2027 for elections and April 2028 when the new councils come into being.

Also, it is likely that all councillors will be required to undertake training in finance, planning and other functions. ‘Community cohesion’ is becoming a priority and local councils will be expected to support this.

Chair – The Chairman said he had attended the Village Market with Cllr Taylor but that it had been quiet. A resident raised an issue with the ‘S-bend’ signs at the Gnosall end of the village saying these had been turned around; however it appears that the issue is with foliage from the hedge obstructing the sign. A resident asked about the unconsented site at Dale Lane and was informed that an enforcement notice has been served.

Village Hall – Councillor Burgess reported that the annexe was due to be re-floored during week commencing 24 August. The email address for the Village Hall has changed and is now HaughtonVH1@proton.me which is not linked to a phone number and is therefore easier to transfer when roles change.

Clerk – The Clerk had nothing further to report.

2026/051

Financial Report

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

(b) Bank reconciliation as at 30th June 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
Salaries and Expenses			393.31
HMRC			165.95
Haughton Village Hall (HVVH1333)	25.00		25.00
Acer Garden Landscapes (Invs 9138 & 9139)	770.00	154.00	924.00
EE Limited	20.50	4.10	24.60

(d) Income Received:
Lloyds Bank (Instant Access – interest June) £ 3.98

2026/052

Highways, public rights of way and related issues

a) Grass-cutting – the Clerk reported that due to the dry weather the number of cuts had been reduced. These will be moved to the end of the season as required.

b) Public Rights of Way: FP15 from Dale Lane is overgrown and will be strimmed. A site meeting with the Rights of Way Officer at FP20 is scheduled for Tuesday 28th July. FP38 will also be raised as this has two stiles needing work.

2026/053

Reports from Councillors

a) Park: Councillor Taylor reported that the Warden has been sanding down and treating the benches in the play area. Cllr Taylor has provided photos of all of the benches in the village, not all of which are the responsibility of the Parish Council. Cllr Taylor asked what permissions are required for individuals to place benches as these are often installed ‘in memory’ but not maintained. Most benches are in reasonable condition.

Action

Minute		Action
2026/053	Reports from Councillors cont/... Two benches in the Play area require major repairs. Two panels are missing on the fence. There has been no further mole activity. Cllr Taylor raise the issue of the wild flower planting on Meadow Drive which has become very unsightly. The Clerk will write to the Borough requesting their management plan for the wild flower area. b) Football Pitch: The Council discussed how use of the football pitch could be increased. The Council will use Facebook to raise awareness of the pitch in the first instance.	Clerk
2026/054	Checkley Parish Council Motion - Planning System Changes The Council considered a motion passed by Checkley Parish Council relating to significant changes to the planning system that are due to come into effect in October. RESOLVED to support the motion.	Clerk
2026/055	Local Government Reorganisation – Government Decision The Council received notification of the Government’s decision to reorganise District/Borough Councils and Staffordshire County Council into the following unitary councils: • Southern and Mid Staffordshire Unitary consisting of: Cannock, Stafford, South Staffordshire, Lichfield, Tamworth, East Staffordshire. • North Staffordshire Unitary consisting of: Stoke-on-Trent, Newcastle-under-Lyme, Staffordshire Moorlands.	
2026/056	Stafford Borough New Local Plan 2025 - 2045: Scoping & Participation consultation The Council considered Stafford Borough Council’s consultation on its New Local Plan 2025 – 2045 (circulated via email 17th June 2026). RESOLVED to request there be no extension to the current development boundary of the village.	Clerk
2026/057	Stafford Borough Council – street naming consultation (information item) To note that Stafford Borough Council will formally consult on the street name for the development at the site of The Shropshire public house during the summer recess.	Clerk
2026/058	Programme of Works – Progress Report The Council considered the programme of works. The relocation of the AED from The Shropshire was raised as an item for discussion at the September meeting.	
2026/059	Delegation arrangements The Council considered whether to devolve powers to Clerk until the next Parish Council meeting and determine the scope of those powers. RESOLVED to devolve all powers to the Clerk, in consultation with the Chair, until the next meeting.	
2026/059	Future agenda items To receive future agenda items and budget proposals by Monday 21st September 2026.	All

Minute		Action
2026/060	Date and Time of Next Meeting The next meeting of the Parish Council will be held on Monday 28 th September 2026 at 7.00pm. The meeting closed at 9:00pm Signed: (Chairman) 28 th September 2026	

Haughton Parish Council

Month

Aug-26

Payments for approval

Parish Council Account

		Aug-26				Chq no
	Paid to	Details	Net Amount £	TAX/VAT £	Total to pay	
Salaries			420.26		420.26	
HMRC (PAYE)			139.00		139.00	
Acer	Invoice 9199		325.00	65.00	390.00	
Total			884.26	65.00	949.26	
Authorised Signatory						
Date			Date			

<u>Haughton Parish Council</u>					
<u>Bank Reconciliation</u>					
<u>to 31 August 2026</u>					
					£
Balance Brought forward	01/08/2026				47,003.09
Income			3.02		
Less: Expenditure			1,090.11		-1,087.09
Balance Carried forward					45,916.00
<u>Bank Balances</u>					
Lloyds Reserve (Playing field)			5,019.13		
Lloyds Current Account			2,590.93		
SRBS Reserve Account			38,305.94		
					45,916.00
Unpresented cheques			0.00		
	Total		0.00		
					45,916.00
Approved by Council					
Chairman					
Signed by Responsible Financial Officer					
Checked and confirmed Cllr Taylor					

Monthly Finance Summary					
Cumulative to 31 August 2026					
		Budget	Actual	Outstanding	Notes
Income					
	Total Council Income	£25,317.51	£12,678.76	£12,638.75	
	Total Grants Income	£2,058.49	£1,457.24	£601.25	
	Total Rent income	£1,230.00	£0.00	£1,230.00	
	Grass Cutting Income	£1,100.00	£0.00	£1,100.00	
	Bank Interest	£400.00	£27.36	£372.64	
	VAT Refunds	£0.00	£0.00	£0.00	
	Other	£0.00	£0.00	£0.00	
	Total income	£30,106.00	£14,163.36	£15,942.64	
Expenditure					
	Total Salaries	£9,250.00	£2,171.09	£7,078.91	
	Office Expenditure	£560.00	£355.30	£204.70	
	Administration	£3,940.00	£2,055.23	£1,884.77	
	Training	£720.00	£0.00	£720.00	
	Cllr Expenses	£150.00	£0.00	£150.00	
	Village Org. Support	£2,750.00	£0.00	£2,750.00	
	Projects	£5,475.00	£530.00	£4,945.00	
	Playing Field	£1,760.00	£880.00	£880.00	
	Grass Cutting	£5,500.00	£1,060.00	£4,440.00	
	Transfer to reserves	£0.00	£0.00	£0.00	
	Net Spend	£30,105.00	£7,051.62	£23,053.38	
	VAT	£0.00	£1,124.86	-£1,124.86	
	Gross Spend	£30,105.00	£8,176.48	£21,928.52	
		Budget			
	Gross income	£30,106.00	£14,163.36		
	Sum of Income	£30,106.00	£14,163.36		
	Gross Expenditure	£30,105.00	£8,176.48		
	Balance	£1.00	£5,986.88		

Clerk@HaughtonParishCouncil.gov.uk

From: Staffordshire Parish Councils Association <spca.parish@staffordshire.gov.uk>
Sent: 31 July 2026 18:52
To: Staffordshire Parish Councils Association
Subject: Call for Evidence: Shaping the Future of Local Government in Staffordshire



Dear Clerk and Councillors,

As you will be aware, Staffordshire is entering a period of Local Government Reorganisation, which will result in the creation of new unitary councils responsible for delivering all local services.

This represents a significant opportunity for town and parish councils to influence how these new authorities work with our sector. Staffordshire Parish Councils' Association (SPCA) is therefore launching a Call for Evidence to gather the views, experiences and recommendations of member councils.

We are seeking practical, member-led suggestions on the policies, powers, procedures and partnership arrangements that the new unitary councils should adopt to strengthen local democracy and improve outcomes for communities.

Examples of areas that councils may wish to consider include:

- Operating Community Infrastructure Levy (CIL) arrangements that ensure parish councils receive developer funding for local projects.
- Streamlined approval processes enabling parish councils to make greater use of highway-related powers and undertake local improvements.
- Enhanced involvement of town and parish councils in tourism promotion and place marketing.
- Greater partnership working in environmental enforcement and local environmental improvement initiatives.
- Community safety programmes and neighbourhood-based interventions.
- Asset transfer opportunities and management of local facilities.
- Local planning engagement and neighbourhood planning support.
- Funding arrangements for community projects and local service delivery.

- Improved consultation and communication arrangements between principal authorities and local councils.

These examples are not intended to limit discussion but serve as examples. We would encourage councils to draw upon their own experiences and identify areas where current arrangements work well (or not so well), where barriers exist, and where new unitary authorities could adopt better approaches from the outset.

How to Submit Evidence

We ask member councils to:

1. Place this matter on a council or committee agenda.
2. Discuss and agree recommendations through a formal meeting.
3. Submit a copy of the minutes of the meeting along with your recommendations to SPCA.

The use of council minutes as evidence will ensure that the views submitted represent formally considered positions from member councils and will provide a robust evidence base for our work.

Please submit your minutes and recommendations to us by emailing spca.parish@staffordshire.gov.uk.

Deadline

We will begin collating responses and drafting the position document at the end of the year, allowing councils several months to contribute.

The SPCA will collate and analyse the evidence and produce a sector-led position document setting out the priorities, expectations and recommendations of Staffordshire's local councils for the new unitary authorities.

This is an important opportunity to ensure that the voice of local councils is heard during one of the most significant changes to local government in generations.

We strongly encourage all member councils to participate.

Thank you for your support and contribution.

Yours sincerely,

Kind regards,

Robert Pritchard

County Executive Officer
Staffordshire Parish Councils' Association

Tel: 01785278640

Email: robert.pritchard1@staffordshire.gov.uk



Briefing Note: Funding for Parish and Town Council Elections

Purpose

To explain why parish and town councils should ensure they have adequate funding set aside for scheduled local elections and unexpected by-elections.

Background

Unlike principal authority elections, the costs of parish and town council elections are recharged directly to the parish or town council. Election costs can include:

- Polling station hire
- Ballot paper production
- Postal voting costs
- Polling card production & delivery
- Election staffing
- Count venue and count staff costs
- Administrative charges from the district or borough council

Many councils only face these costs once every four years, making it easy to overlook them during annual budget setting. However, election expenditure can be significant, especially by-elections, which can cost more than £10,000.

This is why Councils should budget now.

Elections are a statutory requirement

Parish and town council elections are a fundamental part of local democracy. Councils need to ensure that sufficient funds are available to meet any election charges levied by the Returning Officer.

Election costs can be unpredictable

The final cost depends on factors such as:

- Whether the election is contested.
- The number of polling stations required.
- Postal vote volumes.
- Elector numbers
- Staffing costs.

Where councillors are elected unopposed, costs may be minimal, limited to legal notices and administration charges, However, a contested election can generate substantial costs.

Your district/borough council must publish their fees and charges on their website, this allows the council to work out some estimated costs.

Another factor is when you get charged, some districts/borough charge right away, some charge the following financial year.

Where other elections take place at the same time costs are split, but when you have just your own election taking place (like a by-election), you can expect to pay 100% of the costs.

Good financial practice recommends earmarked reserves

Best practice for parish and town councils recommends maintaining reserves for known future liabilities, with election costs frequently cited as a suitable earmarked reserve.

Avoiding sudden increases in the precept

Building an election reserve gradually over time in preceding financial years spreads the cost fairly across residents and avoids a large last-minute increase in the precept.

Even if you can't save up all the funds needed, at least holding some in reserve will help with an unexpected elections bill.

You can't stop an election

Elections are one of the few aspects of local government that a council cannot control. Residents, community groups or political parties may decide to stand candidates for election, particularly where there is strong local interest in a specific issue or concern.

Parish and town councils do not know whether an election will be required until after the close of nominations. The Statement of Persons Nominated is published just a few weeks before polling day. This notice confirms how many validly nominated candidates are standing for the available seats and whether a poll will be necessary.

As a result, councils should not assume that an election can be avoided simply because existing councillors decide not to seek re-election or are willing to step aside. The intentions of other residents, political parties and other potential candidates are unknown to the council.

Sound financial planning therefore requires the council to budget for the possibility of a contested election and the costs that may arise.

We have not had an election for years, we won't have one.

Councils are required to identify, assess and manage risks as part of their financial and governance responsibilities. Many of the measures councils put in place are designed to protect against events that may never occur. For example, councils maintain insurance policies despite hoping never to make a claim, and they regularly inspect play areas and other assets to identify potential issues before they become problems. The purpose of these activities is not because a loss, accident or failure is expected, but because good governance requires councils to be prepared for risks and to minimise the financial and operational impact should they arise.

Election costs should be viewed in the same way. Whether an election is required is outside the council's control and depends on the number of candidates who come forward at the time of nominations. Many councils have gone several electoral terms without a contested election, only to find that changing local circumstances, community interests or party-political activity result in an election being held. Sensible financial planning therefore means ensuring that adequate funds are available should an election occur, rather than relying on the assumption that one will not be necessary.

We saved up a big reserve but didn't have an election.

In such circumstances, any funds set aside within an earmarked election reserve that are not required can be reallocated to other council priorities, while retaining an appropriate amount to cover the risk of by-elections. The reserve can then be rebuilt gradually over the course of the members term, ensuring the council remains financially prepared for future election costs without unnecessarily holding excessive funds.

Recommendation

All parish and town councils should:

1. Review likely election costs with their electoral services team.
2. Establish or review an earmarked election reserve.
3. Seek to ensure that funding is included within the budget.

4. Consider the financial impact of any potential by-elections in addition to the scheduled elections.

Conclusion

Setting aside adequate funding for the local elections is a matter of sound financial management and good governance.

Election costs are a foreseeable expense, and councils that build reserves in advance are better placed to meet their democratic responsibilities without placing sudden pressure on future budgets or precept levels.