

Minutes of the meeting held on 13th May 2021 in Huntington Community Centre commencing at 7pm

PARTICIPANTS: Councillors D Silvester (Chairman), B Lester (Vice Chairperson), M Thompson, J Ashley, C Benton, K Bury, (Mrs) D Davies and (Miss) S Allt.

IN ATTENDANCE: Mrs L McClymont (Clerk) and Mr D Wheatley (Finance Officer) and 2 members of the public.

47/21) APOLOGIES FOR ABSENCE

Apologies were received from Cllr S Tunas Bana and (Miss) A Smith.

Noted

48/21) ELECTION OF CHAIRMAN

Cllr Lester nominated Cllr Silvester for position of Chairperson, this was seconded by Cllr Ashley. There were no further nominations for the position. Members voted unanimously for Cllr Silvester. Cllr Silvester accepted the position of Chairman.

Resolved

That Councillor Silvester was elected as Chairperson for Huntington Parish Council for the next 12 months.

49/21) ELECTION OF VICE CHAIRMAN

The Chairman requested nomination for the post of Vice Chairman, Cllr Thompson nominated Cllr Lester, this was seconded by Cllr Davies. There were no further nominations for the position. Member voted unanimously in favour of Cllr Lester. Cllr Lester accepted the position of Vice Chairman.

Resolved

That Councillor Lester was elected as Vice Chairman for Huntington Parish Council for the next 12 months.

50/21) ELECTION TO COMMITTEES

- a) **Finance Committee** – the Chair and Vice chair sit on this committee with 3 other members. Nominations and seconds were received for Cllr Ashley, Allt and Bury. Members voted in favour of Cllrs Ashley, Allt and Bury being appointed as committee members.
- b) **Staffing Committee** – the Chair sits on this committee with 2 other members. nominations and seconds were received for Cllr Thompson, Ashley and Allt. Following a vote, Cllrs Thompson and Ashley were appointed as committee members.
- c) **Community Association** – All Councillors are members on block and user groups to be represented by a member from Moorhill Littleton Minors Pre-school and the Dance Group. The Chairperson to be elected at the next meeting of the association.
- d) **Littleton Leisure Park** – It was agreed all Cllrs are members on block. Members unanimously voted Cllr Thompson as Chairman. There were no other nominations.
- e) **Sports Ground** – It was agreed all Cllrs are members on block. Members unanimously voted Cllr Lester as Chairman. There were no other nominations.
- f) **Village Green, Play area and Memorial Garden**– It was agreed all Cllrs are members on block. Members unanimously voted Cllr Bury as Chairman. There were no other nominations.

Resolved

- a) That Cllrs Ashley, Allt and Bury were appointed members of the Finance Committee.
- b) That Cllrs Thompson and Ashley were appointed members of the Staffing Committee.
- c) That all councillors are members on block with representatives from regular user groups. Chairperson to be elected at the next Association meeting.
- d) That all Cllrs are members on block and Cllr Thompson is elected as Chairman of Littleton Leisure Park Committee.
- e) That all Cllrs are members on block and Cllr Lester is elected as Chairman of the Sports Ground Committee.
- f) That all Cllrs are members on block and Cllr Bury is elected Chairman of the Village Green Play Area and Memorial Garden Committee

51/21) CHAIRMAN'S ANNOUNCEMENTS AND ANY OTHER AGENCIES PRESENT

The Chairman's drew members attention to the safety guidelines that the meeting will run to. He also reported on some of the finding regarding the poor state of the footpath and bridleways. Cllr Silvester and Cllr Ashley agreed to pass on more detailed information and photos to the clerk so that the issues can be raised with the County Council who are responsible for public footpaths.

Noted

52/21) POLICE REPORT

The written Police report had been received and circulated. Members accepted the report as presented.

Noted

53/21) COUNTY COUNCILLOR REPORT - CLLR DAVID WILLIAMS

Cllr Williams was not in attendance; the written report had been circulated. Members accepted the report as presented. Members also requested that the County Councillor be requested to help with the issues of footpaths.

Noted

54/21) DISTRICT COUNCILLORS REPORT – CLLR CHRIS BENTON.

Cllr Benton had provided a written report which had been circulated and members accepted the report as presented. Cllr Benton also encouraged members and the public to download the My Staffs App, this app is the best way of reporting issues such as potholes. This App brings together services provided by the County Council and your local district council, my Staffs is a handy app that combines all the services you may need, from just a tap of a button.

Noted

55/21) MINUTES OF THE MEETINGS HELD ON THE 8TH APRIL 2021.

The minutes of the Parish Council meeting held on 8th April 21 had been circulated for members consideration.

Cllr Davies proposed that the minutes be approved and signed as a true and accurate copy. This was seconded by Cllr Allt and all members unanimously agreed.

Members also considered the minutes for the Annual Parish Meeting and considered them to be a true and accurate record.

Resolved

The minutes of the Parish Council meeting held on 8th April 21 were approved as a true record of the meeting and were to be signed by the Chairman.

56/21) MATTERS ARISING

There were no matters arising that would not be covered by an agenda item.

Noted.

57/21) FINANCE**a) Finance Statement**

Salaries for May 2021	£ 3,912.02	
NEST Pensions - May	£ 145.94	
Cropper Grounds Maintenance (April)	£ 636.00	
TFM Farm & Country (Honda Compactor)	£ 886.02	
GE Collis & Sons (Tan)	£ 228.91	
T. Spears expenses (battery & paint)	£ 28.41	
Bradleys (Payroll Oct 2020 to March 2021)	£ 189.24	
Staffs Parish Councils Assoc (training fee)	£ 50.00	
D.Wheatley expenses (Green Bin subscription)	£ 43.60	
T. Bentley (flag)	£ 90.00	
Orbit Office Supplies (toners and paper)	£ 402.14	
J. Kelsall Builders Merchants (roofing felt, board, wood)	£ 105.96	
TOTAL	£ 6,718.24	

DIRECT DEBITS TAKEN SINCE THE LAST MEETING

Coopers Waste	£ 75.14	
Gazprom (electricity)	£ 186.22	
Gazprom (gas)	£ 272.33	
Water Plus (water / sewerage)	£ 319.10	
TOTAL	£ 852.79	

INCOME FOR MONTH

Precept	£46,051.50	
TOTAL	£46,051.50	

FINANCIAL STATEMENT

CURRENT ACCOUNT BALANCE	£102,756.88	
LESS PAYMENTS AGREED	£ 6,718.24	
LESS OUTSTANDING CHEQUES	£ -	
BALANCE IN CURRENT ACCOUNT	£ 96,038.64	
TOTAL	£ 96,038.64	

ON DEPOSIT

BUSINESS INSTANT ACCESS ACCOUNT		
General reserves + interest	-£42,618.10	
Memorial Garden sink fund - per "recommendation"	£ -	
Village Hall Project	£ 314.45	
Leisure Park sink fund - per budget	£ 27,264.44	
Sports Ground sink fund - per budget	£ 4,708.90	
Bus Shelter sink fund - per budget	£ 4,000.00	
Election expenses sink fund	£ 13,398.38	
Play Area sink fund - per budget	£ 31,137.36	
Skate Park sink fund - per budget	£ 14,000.00	
Village Green sink fund - per budget	£ 18,171.24	£70,376.67
Total	£ 70,376.67	

a) Payments –. The Finance Officer took members through the payments presented. Cllr Silvester proposed that all payments be approved, this was seconded by Cllr Lester and unanimously agreed by all members.

b) Financial Statement – The Finance Officer took members through the Finance Statement. Members accepted the statement as presented.

c) AGAR Annual Governance 2020/2021 - The Finance Officer had prepared and circulated the end of year account AGAR to all members. Members were able to raise any queries and discuss the information circulated. Cllr Lester proposed that the Annual Governance Report is approved as true and accurate. This was seconded by Cllr Allt and members were in agreement.

d) AGAR Annual Accounting Statement 2020/2021 - The Finance Officer had circulated the Annual Accounting Statement prepared for audit AGAR to all members. Members were able to raise any queries and discuss the information circulated. Cllr Benton proposed that the Annual Accounting Statement is accepted as a true and accurate record and should be submitted for audit. This was seconded by Cllr Allt and members were in agreement.

e) VAT – The Finance Officer reported that he had submitted the claim for repayment of VAT for the year, but we are awaiting the payment.

f) Charity Commission Annual Return – The Finance Officer reported that he had tried to file the annual Charity return for the Sports Ground but unfortunately at this time the form is not available. He advised members he will continue to keep trying the web site.

g) Screw Fix Account – Cllr Thompson asked the Finance Officer to contact Screw Fix to find out why we have not received notification of the account or cards to use. This is quite important as they are often much cheaper than the other suppliers.

Resolved

- That all payments are approved for payments
- That the Finance Summery report was accepted as presented
- That the Annual Governance Report is approved for audit.
- That the Annual Accounting Statement is agreed and accepted and should be submitted for audit.
- Noted VAT reclaim.
- Noted Charity Commission Annual Return.
- That the Finance Officer is to chase up the Screw Fix account and report back to members.

58/21) PLANNING

The following planning matters were received for consideration at this meeting. Cllr Benton abstained to take part in any discussion or vote relating to planning applications.

Planning Number 21/00408/FUL	Application: - Single storey rear kitchen and garage extension, rear roof dormer to facilitate loft conversion, rear dormer on rear of garage roof.	Address: - 28 Orchid Close Huntington Cannock WS12 4UH
Decision Due in by 21 st May 2021 (Circulated to members prior to the meeting no issues raised)		
No objection		
Planning Number 21/00236/COU	Application: - Change of use of land associated accommodation for outdoor sports and activities	Address: - Land at Mansty Lane Penkridge
Decision due in by 25 th May 2021 (circulated to members prior to meeting no issues raised)		
No objections in principle, however, members do have concerns over the increased traffic flow and the very narrow width of the access road as it is only a single width track from New Penkridge Road to the site.		

59/21) CORRESPONDENCE

Item Number	Date	Sent from	Subject	Action
1	09/04/21	SPCA	Guidelines re HRH Prince Philip	Circulated via email
2	09/04/21	South Staffs Council	Information relating to the Death of His Royal Highness the Duke of Edinburgh.	Circulated via email
3	09/04/21	Local Resident	Questioning why the Union Flag not being flown at half-mast.	Circulated via email
4	10/04/21	SPCA	Further guidance on the Death of HRH The Prince Philip	Circulated via email
5	12/04/21	SPCA	Guidance for the period of National Mourning	Circulated via email
6	13/04/21	Member of the public	Enquiry about a named brick in the Memorial Garden.	Clerk responded
7	15/04/21	Pickering & Butters	Information from the solicitor re encroachment	Circulated via email
8	15/04/21	South Staffs Council	Open Space improvements scheme	Circulated via email
9	16/04/21	South Staffs Council	Re-opening of Indoor Hospitality Webinar	Circulated via email
10	17/04/21	Circus	Enquiry about permission for visiting circus	Circulated via email
11	19/04/21	SPCA	Course places remaining – Be a better Councillor	Circulated via email
12	20/04/21	SPCA	Training Newsletter	Circulated via email
13	20/04/21	Local Resident	Complaining about speeding along Lime Pit Lane	Advise to contact PCSO re speed watch project
14	21/04/21	South Staffs Council	Local Plan Review update for Parish Councils SHELAA FAQ's April 21 LPR Update April 21	Circulated via email
15	27/04/21	South Staffs Council	COVID-19 Financial and Business Support Update.	Circulated via email
16	28/04/21	SPCA	Spaces available – Planning Training	Circulated via email
17	28/04/21	SPCA	Bulletin Extra – Judgement on virtual Meeting Provision.	Circulated via email
18	30/04/21	South Staffs Council	COVID-19 Risk Assessment	Circulated via email
19	05/05/21	Hygienic Concepts	Waste Transfer Note for signature.	Actioned by Clerk

20	05/05/21	Coalfields Regeneration Trust	Reminding of condition obligations following grant funding in 2005 for a period of 25 years. Questionnaire to complete	Circulated via email
21	06/05/21	South Staffs Council	Street Scene Update	Circulated via email
22	07/05/21	Penkridge Parish Council	Enquiring about information regarding our input to inclusive play equipment.	Clerk has responded.
23	11/05/21	South Staffs Council	New Model Code of Conduct.	Resolved to wait for SSDC review before reviewing Standing Orders.
24	12/05/21	Staffs County Council	Data Protection Service for the Data Protection Act 2018/GDPR prices for the service.	Resolved No action to be taken

60/21) COMMUNITY CENTRE

Cllr Davies provided a written report which had been circulated. The Chairman asked if there were any details to consider regarding the Fire Risk Assessment. Cllr Davies report that she had still not received any replies.

It was agreed to hold a Community Association Meeting on Monday 24th May 21 in Huntington Community Centre commencing at 7pm.

Noted

61/21) AMENITIES

- a) **Village Green** - Cllr Thompson's written report was circulated to members for consideration and accepted as presented.

- b) **Littleton Leisure Park** – Cllr Thompson's written report was circulated to members for consideration and accepted as presented.

It was agreed to hold a bi-annual site meeting on Sunday 23rd May commencing at 10am from the Leisure Park car park. And a follow up admin meeting to be held on Monday 24th May in Huntington Community Centre commencing at 6.15pm.

- c) **Sports Ground** – Cllr Lester's written reported was circulated to members for consideration and accepted as presented.

Members agreed approved the alteration to the pitch size and the change of goal size. The team have agreed to carry out the works needed.

Member agreed to leave the pitch hire fees the same as last year and they would at the appropriate time consider a reduction for any returning teams due to the considerable disruptions suffered during COVID closures.

Noted

62/21) FLAGS

The Clerk had circulated a report regarding a correspondence received from a local resident due to the flags not being flown at half-mast when the Duke of Edinburgh passed away. Members discussed this matter fully. Cllr Benton proposed that no further action is taken and the decision of February 2020 to remain, that all civic protocols for marking the death of a senior Royal is left with the County and District Council. This was seconded by Cllr Thompson. Members voted 7 in favour and Cllr Ashley abstained to vote.

Resolved

That any civic protocol for making the death of a senior Royal is left in the office of the District and County Council.

63/21) NEW WEB SITE.

The Chairman had written a report of the findings from the meeting with Design380 regarding the development of a new Parish web site. Members had been advised of a local Parish Council web site that they had developed which members had looked at prior to the meeting and a comprehensive quotation had been received regarding what they could provide to meet our needs as established from the meeting. Cllr Ashley requested that the company be invited to the next Parish Council meeting to show members what they can offer. The Chairman agreed to contact the company and invite them to the next meeting.

Noted

64/21) ITEMS FOR DISCUSSION AT THE NEXT MEETING.

- a) Cllr Lester requested the Scrap Yard on Littleton Leisure Park as it is an eye sore. It was recommended that this might be better dealt with by South Staffs and Cllr Benton agreed to take the matter to the District Council to investigate.

- b) Cllr Lester requested Communications and attendance at meetings – It is frustrating when people do not reply to emails and are not turning up for meeting.

Noted

65/21) DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 10th June 2021. In Huntington Community centre, commencing at 7pm

Signed _____

Date _____

CONFIDENTIAL

Resolved

In accordance with section 1 of the public bodies (admission to meetings) Act 1960 the Council Resolved that the Public were excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

66/21) LITTLETON LEISURE PARK

The Clerk advised members of the update and advice received from the solicitor. Members accepted the advice and agreed no further actions to be taken at this time.

Resolved

Solicitors advise is noted agreed no action.

There being no further business the meeting was closed at 21-00

Signed _____

Date _____