

HUNTINGTON PARISH COUNCIL

Minutes of the meeting held on 10th June 2021 in Huntington Community Centre commencing at 7pm

PARTICIPANTS: Councillors D Silvester (Chairman), B Lester (Vice Chairperson), J Ashley, S Tunas Bana, K Bury, (Mrs) D Davies and (Miss) A Smith.

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

67/21) APOLOGIES FOR ABSENCE

Apologies were received from Cllr M Thompson, C Benton, and (Miss) S Allt.

Noted

68/21) CHAIRMAN'S ANNOUNCEMENTS AND ANY OTHER AGENCIES PRESENT

The Chairman's written report was accepted as presented.

Noted

69/21) POLICE REPORT

PCSO Mason took member through the written crime report as circulated. Members accepted the report as presented. PCSO Mason requested a key to the sports ground so he could gain entry and move people on. Members approved that PCSO Mason could have the combination to the lock.

Cllr Silvester reported that the boarding on the vacant garages that had been attracting homeless people has been taken down. Members request that the Clerk write to SSDC requesting they take action over the vacant garages on Chase Walk and the re occurring homeless sleeping there.

Noted

70/21) COUNTY COUNCILLOR REPORT - CLLR DAVID WILLIAMS

Cllr Williams was not in attendance; the written report had been circulated. Members accepted the report as presented. The Clerk was requested to write to Cllr Williams stating that the Parish Council believe the removal of the fencing at the north end of the village would be a backwards step and detrimental to safety. Members would prefer to see it retained and either repaired or replaced.

Noted

71/21) DISTRICT COUNCILLORS REPORT – CLLR CHRIS BENTON.

Cllr Benton was not in attendance, however, a written report had been circulated. Members accepted the report as presented.

Noted

72/21) MINUTES OF THE MEETINGS HELD ON THE 13TH MAY 2021.

The minutes of the Parish Council meeting held on 13th May 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 Ashley and all members unanimously agreed.

Resolved

The minutes of the Parish Council meeting held on 13th May 21 were approved as a true record of the meeting and were to be signed by the Chairman.

73/21) MATTERS ARISING

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

Noted.

74/21) REVIEW OF POLICY DOCUMENTS

Members had been circulated with copies of all policy documents to review in May. There had been no request made for amendments, members approved all policy document until the next review.

The Finance Officer recommended to members to amending the Finance Policy on page 17 11h. He asked members to consider increasing the financial limits from £3,000 to £5,000 and £100 to £500. Members requested that the Finance Policy be further reviewed next month regarding the Finance Officers recommendations.

Resolved

That all policy documents have been reviewed and approved, except for the Finance Policy which will be further considered at the next month's meeting.

75/21) FINANCE**a) Finance Statement**

Salaries for June 2021	£ 3,891.16	
NEST Pensions - June	£ 143.57	
HMRC (PAYE - qtr to June 2021)	£ 2,114.60	
Cropper Grounds Maintenance (May)	£ 636.00	
GE Collis & Sons (Tan Sleeper)	£ 53.90	
HAGS SMP (play area annual inspection)	£ 310.50	
V.Evans (internal audit fee)	£ 75.00	
Diamond Fire (Extinguisher annual service)	£ 35.10	
Dales of Cannock (toilet rolls, sacks, gloves, cloths)	£ 258.19	
Chairman's Allowance	£ 500.00	
Pickering & Butters LLP (legal fees)	£ 600.00	
Zurich Municipal (Insurance renewal)	£ 2,201.84	
TOTAL	£ 10,819.86	

DIRECT DEBITS TAKEN SINCE THE LAST MEETING

Coopers Waste	£ 82.89	
Gazprom (electricity)	£ 151.43	
Gazprom (gas)	£ 248.88	
TOTAL	£ 483.20	

INCOME FOR MONTH

VAT Refund	£ 4,903.10	
TOTAL	£ 4,903.10	

FINANCIAL STATEMENT

CURRENT ACCOUNT BALANCE	£100,460.91	
LESS PAYMENTS AGREED	£ 10,819.86	
LESS OUTSTANDING CHEQUES	£ -	
BALANCE IN CURRENT ACCOUNT	£ 89,641.05	
TOTAL	£ 89,641.05	

ON DEPOSIT

BUSINESS INSTANT ACCESS ACCOUNT		
General reserves + interest	-£ 41,806.74	
Memorial Garden sink fund - per "recommendation"	£ -	
Village Hall Project	£ 314.45	
Leisure Park sink fund - per budget	£ 26,983.68	
Sports Ground sink fund - per budget	£ 4,443.90	
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	£ 17,906.24	£ 70,377.27
Total	£ 70,377.27	

a) Payments –. The Finance Officer took members through the payments presented. Cllr Tunas Bana proposed that all payments be approved, this was seconded by Cllr Davies 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) Internal Auditors Report - The Finance Officer took members through the internal Auditors report. There was an observation regarding the Web site, but this will be rectified with the possible new site.

Although the motor mileage rate paid is higher than 45p, all motor mileage goes through the payroll so is taxed appropriately. The Finance Officer will incorporate the separate column in the cashbook for the cheque numbers in future.

Cllrs Ashley and Lester declared an interest in the next item considering the purchase of a Fire Alarm and they took no further part in either the discussion or decision.

d) Fire Alarm Quotation – Members had been circulated with all the details relating to the quotation for a fire alarm to be fitted to the Community Centre as per the Fire Risk assessment recommendations. Cllr Davies proposed that the Diamond Fire Quotation for a specification L1 Fire Alarm system including fitting at a cost of £3,790.61 +VAT be approved. This was seconded by Cllr Smith. Members voted 4 in favour (Cllrs Davies, Smith, Silvester, and Tunas Bana) and 3 members abstained to vote (Cllrs Ashley, Lester and Bury).

Resolved

- a) That all payments are approved for payments
- b) That the Finance Summary report was accepted as presented
- c) That the Internal Audit report is accepted.
- d) That the quotation from Diamond Fire to supply and install a L1 specification fire alarm system to the Community Centre is approved.

76/21) PLANNING

There were no planning matters received for consideration at this meeting.

77/21) CORRESPONDENCE

Item Number	Date	Sent from	Subject	Action
1	16/05/21	SPCA	SPCA Bulletin Extra Clarification on the 'Rule of six' in relation to meetings of Parish Councils.	Circulated via email
2	16/05/21	Staffs County Council	Stakeholder Update Community Testing and Community Pop-ups w/c 17 th May 21	Circulated via email
3	17/05/21	South Staffs Council	BT Application for the removal of telephone kiosks	Circulated via email
4	17/05/21	SPCA	Training Courses in May/June	Circulated via email
5	18/05/21	Hags	Annual Inspection Report for play and Fitness Equipment	Circulated via email
6	19/05/21	Diamond Fire	Reminder of annual service of Fire Equipment	Inspection done 2/6/21
7	19/05/21	Sutton & Wilkinson	Advising from inspection the bricks are fine, but the repointing is required	Clerk send picture asked them to look again.
8	19/05/21	Martin Evans Construction	Copy of information including photos from Clerk asking contractor to revisit the site to look at bricks	Circulated via email
9	20/05/21	Member of the public	Enquiring about booking the Community Centre and if it has Wi-Fi	Clerk has responded.
10	21/05/21	Staffs County Council	Stakeholders update Community testing w/c 24.5.21	Circulated via email
11	24/05/21	Moorhills Littleton Minors	Advising the shed had been damaged over the weekend.	Clerk advised reporting it to the police
12	24/05/21	Member of the Public	Enquiry about hiring the Community Centre to set up baby/toddler group	Clerk has replied requesting more info.
13	25/05/21	SPCA	Courses and course dates	Circulated via email
14	25/05/21	Local Government Boundary Commission	Have your say on wards boundaries for South Staffordshire Council	Circulated via email
15	26/05/21	South Staffs Council	Advising due to COVID there will be no refreshments served at Armed Forces Day 21 st June 21	Fwd. to Chairman

16	27/05/21	South Staffs Council	Requesting updated details of Chairman and Clerk	Actioned by Clerk
17	28/05/21	Sutton & Wilkinson	Copy of correspondence hastening an update on bricks issue.	Circulated via email
18	28/05/21	Mr Griffiths	Advising no premises to hold a meeting regarding a web site suggests meeting in the Littleton to discuss requirements.	Fwd. to Chairman
19	31/05/21	Member of the Public	Enquiring about hiring the Community Centre for a party	Clerk has responded
20	01/06/21	Design 380	Confirming attendance at July meeting	Fwd. to Chairman
21	04/06/21	Midlands & Lancashire Commissioning Support Unit	Councillor briefing and Leek update	Circulated via email
22	09/06/21	Local Resident	Requesting the Parish Council make provision of allotments in the village	Circulated via email

Item 22 Members agreed there was no land owned by the Parish Council suitable for Allotment, land rental would have to be considered. Previous public consultation had only shown 2 local residents interested in allotments. The resident is to be contacted by the Clerk and invited to attend a future meeting to present evidence and support from Huntington residents for the need for allotment.

78/21) COMMUNITY CENTRE

Cllr Davies provided a written report which had been circulated. The report was accepted as presented. Cllr Davies raised Health and Safety concerns regarding the Handyman being expected to paint the Community Centre. Cllr Smith proposed that quotations should be obtained from local painters to paint the main hall and foyer area and make it bright and easy to maintain. This was seconded by Cllr Tunas Bana, all members agreed. Members agreed white ceiling and woodwork and magnolia walls they also discussed the removal of dado rail and wall pictures. Members voted 5 in favour of removing wall pictures (Cllrs Lester, Davies, Silvester, Bury, Tunas Bana.) 2 members abstained to vote (Cllrs Ashley and Smith)

Resolved

Those quotations are obtained from local painters to redecorate the main hall and foyer in white and magnolia, all dado rails, and pictures to be removed from walls and made good.

79/21) AMENITIES

- a) **Village Green** - Cllr Bury had provided a written report that had been circulated. Cllr Bury raised concerns regarding the positioning of fitness equipment and the condition of the ground. Members agreed to attend a site meeting on Sunday 13th June 2021 at 10am.
- b) **Littleton Leisure Park** – Cllr Thompson's written report was circulated to members for consideration and accepted as presented.
Cllr Tunas Bana proposed that the purchase of materials to replace the vandalised benches is approved. This was seconded by Cllr Smith and all members agreed.
Cllr Davies proposed that the partnership working with the local training company is approved for an initial 12-month period and then to be reviewed in the future. This was seconded by Cllr Tunas Bana and all members agreed this would be a great opportunity for both parties.
- c) **Sports Ground** – Cllr Lester's written reported was circulated to members for consideration and accepted as presented.
Cllr Lester advised members that he would like the Parish Council to consider removing the skate park from the sports ground and locating it on the Village Green by the Doctors surgery. Cllr Ashley suggested that it might be better to dispose of the current one and purchase new. The Parish Clerk warned that that the grant contract with CRT requires the facility to be kept for 25 years, the project date was 2005 to make any changes or removals would require the approval of The Coalfields Regeneration Trust as per the letter received last month reminding the Parish Council of their contractual obligations. Members agreed to consider options on Sunday at the Village Green site meeting and discuss further at the next meeting.

Noted

80/21) CORRESPONDENCE AND ATTENDANCE AT SUB-COMMITTEE MEETINGS

Cllr Lester raised his frustrations when Councillors do not reply to emails sent out, he requested that all members please at least respond with noted. It is basic courtesy and shows that information has been seen by everyone. Cllr Lester also raised the issue of sub-committee meetings and site meeting only a very few Councillors bother to turn up to meetings, that are not the normal monthly Parish Council meeting. It would be nice to see more members support and help to get things progressed rather than having to deal with everything at a Parish Council meeting.

Noted

81/21) ITEMS FOR DISCUSSION AT THE NEXT MEETING.

There were no matters raised.

Noted

82/21) DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 8th July 2021. In Huntington Community Centre, commencing at 7pm

Signed _____

Date _____