

HUNTINGTON PARISH COUNCIL

Minutes of the meeting held on 11th November 2021 in Huntington Community Centre commencing at 7pm

PARTICIPANTS: Councillors B Lester (Vice Chairperson), M Thompson, J Ashley, S Tunas Bana, C Benton, (Mrs) D Davies, (Miss) A Smith and (Miss) S Allt.

IN ATTENDANCE: Mrs L McClymont (Clerk), Mr D Wheatley (Finance Officer), and 3 members of the public.

140/21) APOLOGIES FOR ABSENCE

Apologies were received from Cllr D Silvester (Chairman), K Bury, PCSO Mason, Cllr David Williams – County Councillor.

Noted

141/21)PUBLIC QUESTION TIME

Cllr Lester took the Chair in the absence of the chairman. Everyone stood for 2 minutes silence for Remembrance Day.

A member of the public addressed members regarding concerns about encroachment by residents on to public space to extend their gardens. Cllr Benton report that this matter has been raised with South Staffs Council and he agreed to chase the matter up with them.

Noted

The Clerk raised her concerns that the Council Chamber was not a COVID safe space to hold the meeting as the number of people attending the meeting exceeded the recommended number of people for the room and did not allow space around people. The Clerk had opened all the window and doors to provide a good airflow. Members did not agree with the Clerks concerns and requested that the number of people approved for the room be reviewed.

142/21)CHAIRMAN’S ANNOUNCEMENTS AND ANY OTHER AGENCIES PRESENT

Cllr Lester thanked Cllr Benton for arranging the donations of flowers for the Memorial Garden, he also thanked the Ranger Handyman and Cllr Thompson for helping to tidy the garden and plant the flowers. Cllr Thompson stated that Cllr Lester has also help with the garden tidy up.

Noted

143/21)POLICE REPORT

PCSO Mason was unable to attend the meeting but has supplied a written report that had been circulated. Members accepted the report as presented. Cllr Ashley suggested contacting the Police to ask them to ask the County Council to replace the camera at the top of the village near Pottal Pool Island.

Noted

144/21)COUNTY COUNCILLOR REPORT - CLLR DAVID WILLIAMS

Cllr Williams was unable to attend the meeting but had supplied a written reported which had been circulated. Members accepted the report as presented. Cllr Ashley confirmed that a road sweeper had visited Oak Avenue and removed the majority of the mud on the road, however, he felt a further visit is needed.

Cllr Tunas Bana reported that the gully cleaner had visited Lime Pit Road, however, there ae two drains still fully blocked to the top. He agreed to provide the clerk with the photos to send on Staffordshire County Council and request they finish the job.

Noted

145/21)DISTRICT COUNCILLORS REPORT – CLLR CHRIS BENTON.

Cllr Benton had supplied a written report that had been circulated. Members approved the report as presented.

Noted

146/21) MINUTES OF THE MEETINGS HELD ON THE 14TH OCTOBER 2021.

The minutes of the Parish Council meeting held on 14th October 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 Tunas Bana and all members unanimously agreed.

Resolved

The minutes of the Parish Council meeting held on 14th October 21 were approved as a true record of the meeting and were to be signed by the Chairman.

147/21) MATTERS ARISING

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

Noted.**148/21) FINANCE****a) Finance Statement**

Salaries for Nov 2021	£ 4,026.46	
NEST Pensions - Nov	£ 146.72	
Cropper Grounds Maintenance (Oct)	£ 636.00	
Bradleys (Payroll - April to Sept)	£ 192.24	
Pestenforcer (mole control - annual fee)	£ 475.00	
TFM (Chainsaw PPE)	£ 337.12	
J. Kelsall Builders Merchants (timber and screws)	£ 168.96	
D. Wheatley (stamps)	£ 15.84	
L. McClymont (Books for Nursery, postage, bins for Community Centre)	£ 53.00	
S. Spears expenses (fuel, compost, pellets)	£ 49.39	
B Lester (Motor mileage)	£ 25.65	
TOTAL	£ 6,126.38	

DIRECT DEBITS TAKEN SINCE THE LAST MEETING

Coopers Waste	£ 75.14	
Gazprom (electricity)	£ 150.73	
Gazprom (gas)	£ 7.39	
TOTAL	£ 233.26	

INCOME FOR MONTH

TOTAL	£ -	

FINANCIAL STATEMENT

CURRENT ACCOUNT BALANCE	£106,689.71	
LESS PAYMENTS AGREED	£ 6,126.38	
LESS OUTSTANDING CHEQUES	£ -	
BALANCE IN CURRENT ACCOUNT	£100,563.33	
TOTAL	£100,563.33	

ON DEPOSIT

BUSINESS INSTANT ACCESS ACCOUNT		
General reserves + interest	-£37,048.16	
Memorial Garden sink fund - per "recommendation"	£ -	
Village Hall Project	£ 314.45	
Leisure Park sink fund - per budget	£ 26,267.05	
Sports Ground sink fund - per budget	£ 2,050.70	
Bus Shelter sink fund - per budget	£ 4,000.00	
Election expenses sink fund	£ 13,398.38	
Play Area sink fund - per budget	£ 30,813.61	
Skate Park sink fund - per budget	£ 14,000.00	
Village Green sink fund - per budget	£ 16,581.24	£70,377.27
TOTAL	£ 70,377.27	

a) Payments – The Finance Officer took members through the payments presented. Cllr Thompson proposed that all payments be approved, this was seconded by Cllr Tunas Bana 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) Grounds Maintenance Spec – The Clerk drew members attention to the draft specification for the renewal of the ground's maintenance contract. Members requested that a maximum height be added for the shrubs, so they are not able to grow above the fence height. If the amendment is made members were all in agreement for the Clerk to send out for quotations.

d) Stationery Order – The Clerk had circulated a list of stationery requirements. Members approved the purchase from the suppliers.

e) Littleton Leisure Park Signs – The required new signs for the Leisure Park would cost £260.00 +vat. Cllr Tunas Bana proposed the purchase of new signs be approved, this was seconded by Cllr Smith and agreed by all members.

f) PPE - Cllr Thompson advised members that the Ranger requires a new fleece jacket, and the Handyman requires a pair of reinforced wellingtons. Cllr Tunas Bana proposed that the purchase of a new fleece jacket and a pair of reinforced wellingtons be approved from our suppliers, this was seconded by Cllr Smith and agreed by all.

Resolved

- a) That all payments are approved for payments
- b) That the Finance Summery report was accepted as presented
- c) That approval is given for the Grounds Maintenance Specification to be distributed once the amendment has been included.
- d) That the purchase of stationery is approved.
- e) That the new signage for Littleton Leisure Park be purchased.
- f) That the purchase of PPE for staff is approved.

149/21) PLANNING

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

Members discussed the South Staffs Council Local Plan. There have been 2 sites proposed, one site for 39 properties on land at Pear Tree Farm and a site off Limepit Lane for 44 dwellings. Members accepted that the Pear Tree farm site was safe guarded land for development, and this would be like an infill development and could find no planning reasons to object to this.

Regarding the Limepit Lane members wished to oppose this as it is a large chunk into greenbelt land that would set a president for much larger developments in the future eroding the greenbelt. Cllr Ashley agreed to frame a report and he will attend a meeting with the planners to obtain more information on 22nd November at Penkridge, any Councillors interested in accompanying him should let him know.

Noted

150/21) CORRESPONDENCE

Item Number	Date	Sent from	Subject	Action
1	15/10/21	South Staffs Council	Parish Council Meeting with the Leader & CEO	Circulated via email
2	15/10/21	South Staffs Council	COVID-19 Financial and Business Support Update.	Circulated via email
3	17/10/21	Sustainability Matters	Questionnaire about managing verges and Wildlife	Circulated via email
4	17/10/21	Local Resident	Copy of email to Fire re access being blocked to former quarry land.	Circulated via email
5	18/10/21	South Staffs Council	Parish Council meetings with the Leader and CEO	Fwd. to Chairman
6	18/10/21	South Staffs Council	Virtual Local Plan Locality Sessions – Attendee links	Circulated via email
7	18/10/21	Vicar	Huntington Remembrance Day	Circulated via email
8	20/10/21	South Staffs Council	South Staffs Local Plan – Preferred Options Consultation 1 st November to 13 th December	Circulated via email
9	21/10/21	South Staffs Council	Members Security	Circulated via email
10	21/10/21	Local Resident	Objection to the suggestion of a new skate park	Circulated via email
11	21/10/21	Officer of the Lieutenancy	Queens Jubilee	Circulated via email

12	21/10/21	South Staffs Council	Venue Change Locality 2 public engagement sessions	Circulated via email
13	21/10/21	South Staffs Council	Local Plan Review – Preferred Options Consultation 1/11/21 – 13/12/21	Circulated via email
14	21/10/21	Staffs County Council	Gullies on Limepit Lane added to priority list	Circulated via email
15	22/10/21	South Staffs Council	Remembrance ‘Day Service 11 Nov 21	Fwd. to Chairman
16	23/10/21	South Staffs Council	Local Plan Review posters and advertising	Circulated via email
17	24/10/21	PestEnforcer	Contract due for renewal	Fwd. to Finance Officer
18	25/10/21	Local Resident	Objection to suggestion of new Skate Park	Circulated via email
19	25/10/21	South Staffs Council	Street Scene Update issue 12	Circulated via email
20	25/10/21	Mike Barr	Residents like lower speed limits – the benefits of 20 mph for Staffordshire Parish Council briefing notes	Circulated via email
21	26/10/21	South Staffs Council	Commonwealth Games 2022 Cycling Time Trial Event	Circulated via email
22	27/10/21	SPCA	Invitation to a session designed to assist Parishes in their response to South Staffs Local Plan Review	Circulated via email
23	27/10/21	South Staffs Council	Commonwealth Games 2022 Cycling Time Trial Event	Circulated via email
24	28/10/21	Staffs Police Fire Crime Commissioner	Have your say on Policing and Fire and Rescue in Staffordshire	Circulated via email
25	29/10/21	South Staffs Council	Local Plan slots available 1-2-1	Circulated via email
26	31/10/21	Local Resident	Checking correct website on new signage, enquiring about becoming a Parish Councillor.	Clerk had replied and sent advice.
27	01/11/21	SPCA	Reminder Invite to Planning Session 9 th November 21 assistance responding to South Staffs Local Plan Review.	Circulated via email
28	01/11/21	South Staffs Council	Local Plan Review – Preferred Options Consultation Parish Council Briefing.	Circulated via email
29	02/11/21	Local Boundary Commission	Have your say on a new Political map for South Staffordshire consultation closes 10 th January 2022	Circulated via email
30	03/11/21	South Staffs Council	Local Plan Review and Preferred Options Consultation Video	Circulated via email
31	03/11/21	South Staffs Council	South Staffordshire Electoral Review – Publication of draft recommendations	Circulated via email
32	03/11/21	Midpat Services	Confirming charges as last year for PAT test	Fwd. Cllr Davies
33	03/11/21	Member of the Public	Enquiry about installing a memorial bench plaque	Circulated via email
34	04/11/21	South Staffs Council	Supply of Electoral Register to Parish Clerks	Clerk has applied
35	04/11/21	Sutton & Wilkinson	Update re bricks and pointing problems	Circulated via email
36	05/11/21	Flip and Dippy	Confirming availability and cost for 4/6/22	Fwd. Cllr Allt
37	08/11/21	South Staffs Council	New Social Media Manager requesting details of activities for Remembrance and Christmas	Circulated via email.
38	08/11/21	Local Resident	Application to be co-opted on to Huntington Parish Council	To be considered in Confidential
39	08/11/21	Staffordshire Fire	Response regarding enquiry to use standpipe in fire hydrant.	See report Agenda Item 12
40	08/11/21	Exotic Zoo	Confirming availability and prices for 4/6/22	Fwd. Cllr Allt
41	09/11/21	SPCA	Communication and Engagement Courses with Breakthrough Communications	Circulated via email
42	09/11/21	South Staffs Council	Community Safety discussions with Parish Councils	Circulated via email.
43	09/11/21	Local Resident	Update re Emergency access to former quarry	Circulated via email
44	10/11/21	County Councillor	Details of Gully works Limepit Lane	Circulated via email\

Item 42 Members agreed Cllr Tunas Bana will be the Police Liaison representative for Huntington Parish Council

151/21) COMMUNITY CENTRE

Cllr Davies provided a written report which had been circulated. The report was accepted as presented. Members agreed for the Clerk to arrange for PAT testing.

Noted

The Finance Officer left the meeting at 8pm

152/21) AMENITIES

- a) **Village Green** - Cllr Bury had not provided a written report. Cllr Lester recommended discussing the bench plaque application in confidential, members agreed to this, and Cllr Smith declared an interest. Cllr Lester also reminded members of the Remembrance Day service at the Memorial Garden on Sunday at 10.20am, he requested as many members as possible attend.
- b) **Littleton Leisure Park** – Cllr Thompson's had provided a written report that had been circulated to members for consideration. Members accepted the report as presented. Members approved the purchase of material for the extension of the path. The approval was proposed by Cllr Davies and seconded by Cllr Tunas Bana.
- c) **Sports Ground** – Cllr Lester's had nothing of note to report however, the purchase of some Golconda would be an advantage to repair the path which washes out in places during heavy rain.

Resolved

- a) Noted
- b) That the purchase of materials for the footpath extension is approved from suppliers.
- c) Noted.

153/21) PHASE 2 MEMORIAL BRICKS PROJECT

The Clerks written report regarding the sale of named bricks was accepted as presented by members. There are 123 bricks available to be sold.

Noted

154/21) FIRE HYDRANT STANDPIPE.

The Clerk had circulated a report on her findings and accepted by members.

Noted

155/21) NEW SKATE PARK

Cllr Lester referred to the letters of complaint received regarding the proposed project. Members agreed the Village green was not the right site for a skate park and agreed not to progress this project any further.

Noted

156/21) PAPERLESS MEETINGS

Cllr Benton had provided a written report which had been circulated. Members fully discussed the options of Cllrs having individual laptops or having a screen, projector, and laptop with appropriate software. Members agreed that Cllr Benton should investigate the cost of a screen, projector, and laptop further and report back to a future meeting.

Noted

157/21) CCTV

Cllr Thompson reported further on his investigation into CCTV cameras for the Village. He reported that the legal bit is the easy bit, we would need to register with ICO data protection, produce a policy document stating why we needed the CCTV, state how, when and who can review the footage and provide the appropriate signage in and around the area stating who owns CCTV and how to contact about it. The registration costs £45 per year with ICO. Cllr Thompson and Cllr Lester has attended a meeting with a security systems company as we do not have power at any of our sites. We would need solar powered cameras which are very expensive and are only up to 80% effective although they are always making improvements to the technology. If we could obtain power for either a lamp post or maybe the doctor's surgery, we could have more reliable cameras. It was suggested contacting the Doctors surgery to see if they would be agreeable to housing the DVR and allowing us to use their power supply, Cllr Lester requested the Clerk contact the Doctors surgery to arrange a meeting regarding this subject. Cllr Thompson advised that if members wished to take this matter further another member would have to continue with the project as he simply did not have the time to progress this project idea any further.

Noted

158/21) PLATINUM JUBILEE PUBLIC EVENT

Members had been circulated with a report raised by Cllr Allt.

Members discussed the quotations for entertainment received, the clerk explained that the availability of the entertainment could not be guaranteed without making a formal booking and paying the deposits due.

Cllr Thompson proposed booking Flip or Dippy Clown and they had been used in the past and were very good, this was seconded by Cllr Tunas Bana and agreed by members.

Members requested having a sub committee to discuss new ideas or the event and it was agreed Cllr Smith, Lester, and Tunas Bana along with Cllr Allt would form a subcommittee however, all members are welcome to get involved. Cllr Allt agreed to arrange a face-to-face meeting.

Resolved

That the committee will consist of Cllrs Allt, Smith, Lester and Tunas Bana and any other member interested in joining in.

159/21) WIFI, 5G UPDATE

Cllr Tunas Bana had provided a written report on his investigations. It was proposed by Cllr Davies to wait until the new year and see what progress is made in the village with the internet technology to ensure we have the best option, this was seconded by Cllr Lester and agreed by all members.

Cllr Tunas Banas also reported that the Website should be ready to demo in December, he and the Clerk would be attending a training session on 6th December.

Resolved

Wait until the new year to ensure the right most reliable internet option is purchased.

160/21) ITEMS FOR DISCUSSION AT THE NEXT MEETING.

There will be a Finance Sub-committee meeting on 2nd December committee members are Cllr Silvester, Lester, Ashley, Allt and Bury. All members are welcome to attend if they wish. All budget and project requests are to be send to the Finance Officer prior to the meeting.

Noted

161/21) DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 9th December 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

162/21) STAFFING ISSUES

Cllr Thompson reported on the number of man hours used to tidy up the Memorial Garden ready for Remembrance Day. Cllr Thompson proposed paying the Handyman 5 hours overtime this was seconded by Cllr Tunas Bana and agreed by all members.

Resolved

That and overtime payment of 5 hours is made to the Handyman on the next payroll run.

163/21) MEMORIAL GARDEN BENCH PLAQUES

Cllr Smith declared an interest and took no further part in discussion or vote.

An application had been received to have a memorial Plaque on one of the benches in the Memorial Garden. Members agreed that the Policy Document required some amendments, it needed to clarify applications for memorabilia needed to be for people who were employed by Littleton Colliery or a military member who lived in the village.

The Clerk was also requested to contact the bench manufacturers to establish if and how plaques can be fixed to the benches.

Resolved

- a) That the memorabilia policy document needs to be amended.
- b) That the Clerk establish from the bench manufacturers if and how to fix plaques to the benches

164/21) CO-OPTION APPLICATION

Members had been circulated with an application to join the Parish Council as a co-opted member from Mr Tym. Members discussed the application fully and Cllr Ashley proposed that Mr Tym be invited to join the Parish Council this was seconded by Cllr Thompson and members agreed (2 members abstained to vote.)

Resolved

That Mr Tym be invited to join Huntington Parish Council as a Co-Opted member.

There being no further business the meeting was closed.

Signed _____

Date _____