

HUNTINGTON PARISH COUNCIL

Minutes of the meeting held on 10th February 2021 in Huntington Community Centre commencing at 7pm (there was no meeting in January due to COVID-19 issues)

PARTICIPANTS: Councillors (Mrs) D Davies (acting Chairperson this meeting), M Thompson, S Tunas Bana, J Ashley, C Benton, (Miss) A Smith and J Newman.

IN ATTENDANCE: Mrs L McClymont (Clerk), and 3 members of the public.

1/22) APOLOGIES FOR ABSENCE

Apologies were received from Cllr D Silvester (Chairman), B Lester (Vice Chairperson), K Bury, M Tym, (Miss) S Allt, Mr D Wheatley (Finance Officer), PCSO Mason, Cllr David Williams – County Councillor.

Noted

2/22) CHAIRPERSON

The Clerk advised as neither the Chairman or Vice Chairman were available to attend members would need to nominate and elect a chairperson for this meeting. Cllr Davies volunteered to be Chairperson, there was no objection and Cllr Davies took the Chair.

Resolved

That Cllr Davies to act as Chair for this Parish Council meeting.

3/22) NEW CO-OPTED COUNCILLOR

The Clerk confirmed that the new co-opted Cllr had completed all the necessary paperwork. The Chair welcomed Cllr John Newman to the Parish Council and members introduced themselves.

Noted

4/22) PUBLIC QUESTION TIME

There were no issues for consideration from the members of the public.

Noted

5/22) CHAIRMAN'S ANNOUNCEMENTS AND ANY OTHER AGENCIES PRESENT

The Chair announced the recent passing of Frank Wilson who had served on the Parish Council. Members stood and observed a minute silence in remembrance of Frank.

The Chairman's written report as circulated was accepted by members.

Noted

6/22) 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. Concerns were raised regarding a young man regularly riding around on footpath on a motorised scooter. Cllrs are happy to share description and regular timings and areas he uses with the PCSO.

Noted

7/22) COUNTY COUNCILLOR REPORT - CLLR DAVID WILLIAMS

Cllr Williams was unable to attend the meeting and had submitted a written report which had been circulated. Members accepted the report as presented.

Noted

8/22) DISTRICT COUNCILLORS REPORT – CLLR CHRIS BENTON.

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

Noted

9/22) MINUTES OF THE MEETINGS HELD ON THE 9TH DECEMBER 2021.

The minutes of the Parish Council meeting held on 9th December 21 had been circulated for members consideration. There was no meeting in January due to COVID-19 issues.

Cllr Smith 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 9th December 21 were approved as a true record of the meeting and were to be signed by the Chairman.

10/22) MATTERS ARISING

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

Noted.**11/22) FINANCE****a) Finance Statement**

Salaries for Jan 2022	£ 4,216.78	Chairman's Actions
Salaries for Feb 2022	£ 3,894.58	
NEST Pensions - Jan	£ 143.57	Chairman's Actions
NEST Pensions - Feb	£ 143.57	
Cropper Grounds Maintenance (Dec)	£ 636.00	Chairman's Actions
TFM (Trouser braces)	£ 22.12	Chairman's Actions
MSJ Plumbing (Gas Safety Inspection)	£ 60.00	Chairman's Actions
D.Silvester (gifts for Ashcroft Hollow)	£ 100.00	Chairman's Actions
Orbit Office Supplies (Coloraction paper)	£ 13.80	Chairman's Actions
J. Kelsall Builders Merchants (MOT Hiab, post hole digger, saw, wood)	£ 471.52	Chairman's Actions
A. Jones (Donation for Littleton Colliery banner)	£ 250.00	Chairman's Actions
Dales of Cannock (Comm. Centre consumables)	£ 234.37	Chairman's Actions
Cropper Grounds Maintenance (Jan)	£ 636.00	
Arborchase (chain saw training)	£ 780.00	
D.Wheatley (stamps)	£ 20.40	
L.McClymont (stamps & web site domain renewal)	£ 55.08	
TFM (Wood for railings, chain saw oil)	£ 126.24	
J. Kelsall Builders Merchants (fence posts)	£ 221.58	
South Staffs Council (planning fee)	£ 117.00	
S. Spears (fuel for woodchipper)	£ 29.70	
TOTAL	£ 12,172.31	

DIRECT DEBITS TAKEN SINCE THE LAST MEETING

Coopers Waste	£ 91.00	
Gazprom (electricity)	£ 309.83	
Gazprom (gas)	£ 159.11	
TOTAL	£ 559.94	

INCOME FOR MONTH

Doctors Surgery rent	£ 2,542.00	
TOTAL	£ 2,542.00	

FINANCIAL STATEMENT

CURRENT ACCOUNT BALANCE	£ 91,198.46	
LESS PAYMENTS AGREED	£ 12,172.31	
LESS OUTSTANDING CHEQUES	£ -	
BALANCE IN CURRENT ACCOUNT	£ 79,026.15	
TOTAL	£ 79,026.15	

ON DEPOSIT

BUSINESS INSTANT ACCESS ACCOUNT		
General reserves + interest	-£ 34,378.92	
Memorial Garden sink fund - per "recommendation"	£ -	
Village Hall Project	£ 314.45	
Leisure Park sink fund - per budget	£ 25,039.47	
Sports Ground sink fund - per budget	£ 1,362.37	
Bus Shelter sink fund - per budget	£ 4,000.00	
Election expenses sink fund	£ 13,398.38	
Play Area sink fund - per budget	£ 30,748.61	
Skate Park sink fund - per budget	£ 14,000.00	
Village Green sink fund - per budget	£ 15,892.91	£ 70,377.27
Total	£ 70,377.27	

a) Payments – The Clerk took members through the payments presented. Cllr tunas Bana proposed that all payments be approved, this was seconded by Cllr Smith and unanimously agreed by all members.

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

c) Quotation Tree Felling Tool Equipment – Members had been circulated with a copy of the items required by the Ranger for trees felling now he holds a chainsaw licence. It was explained that Buxton's set up and test the machine before handing over. As we do not have an account with Buxton's members considered approving payment via a proforma invoice for which the Finance Officer could raise a cheque against until the invoice was received with the items. Cllr Ashly proposed that approval be given for the purchase of equipment as presented from Buxton's at a cost of £870.07+vat this was seconded by Cllr Tunas Bana and agreed by all members.

d) Quotation Dropped Kerb – A quotation had been obtained from the Parish Councils Architects for works relating to the dropped kerb project for the village green.

1) Preparation of plans and submission to the County Council for approval £980.00 +vat

2) Prepare Specifications for work to obtain tenders, £760.00 +vat.

Cllr Ashley proposed that only item one be accepted, a cost of £980.00 +vat, and the Parish Council would complete the specification and tender work. This was seconded by Cllr Smith and agreed by all.

e) Grant Request – Members had been circulated with a request for funding from Cannock Chase Shed. Cllr Tunas Bana proposed a grant of £50, this was seconded by Cllr Benton and agreed by all members.

f) Grant Request – Members had been circulated with a request for funding from the local Youth Club, Littleton Chill Out Club. The funding would go towards a healthy eating and cookery project and sports equipment. Cllr Benton proposed a grant of £250 and this was seconded by Cllr Tunas Bana all members agreed.

g) Grant Application Form - Following the recent discussions regarding how people apply for grant funding, the Clerk had developed a standardised application form which had been circulated to members. Cllr Smith proposed that the Grant Application Form be adopted by the Parish Council for use from 1st April 2022, this was seconded by Cllr Tunas Bana and agreed by all members.

Resolved

- That all payments are approved for payments
- That the Finance Summery report was accepted as presented
- That approval for the purchase of tools and equipment form Buxton's for tree felling against a proforma invoice.
- That the preparation of plans and submission to the local authority for approval is approved at a cost of £980.00.
- That a grant of £50 is made Cannock Chase Shed.
- That a grant of £250 is approved for the local Youth Club, Littleton Chill Out Club.
- That the Grant Applications Form is adopted for use from 1st April 2022.

12/22) GROUNDS MAINTENANCE CONTRACT REVIEW.

Members had been circulated with copies of the quotations received for the work against the specification for grounds maintenance work required on Parish Council assets. Cllr Ashley proposed that the quotation from Cropper Grounds Maintenance of £6,725.00 +vat per year and fixed for 3 years is accepted. This was seconded by Cllr Tunas Bana and agreed by all members.

Resolved

That the quotation from Cropper Ground Maintenance of £6,725.00 +vat per year for a period of 3 years is accepted.

13/22) PLANNING

The following planning matters have been received for consideration at this meeting.

Planning Number 21/01352/FUL	Application: - Vehicle Access Crossing (dropped Kerb)	Address: - 130 Stafford Road Huntington WS12 4NA
Decision Due in by 28 th January 2022 (Circulated to members no issues raised) Consultation closed awaiting decision. No Objection.		
Planning Number 22/00050/FUL	Application: - Proposed demolition of existing boarding kennels and other buildings and the erection of 5no. two-bedroomed dwellings and 3no. two-bedroomed dwellings including garaging, parking, and amenity areas,	Address: Square House Kennels Cannock Road Mansty Staffordshire ST19 5SA
Decision Due in by 16 th February 2022 Huntington Parish Council object on the grounds of intrusion into Green Belt land.		
Planning Number 22/00034/FUL	Application: - The erection of 1 block of timber stables comprising of 3 horse stables and storage.	Address: Land At Mansty Lane Penkridge Staffordshire
Decision Due in by 2 nd March 2022 No Objection		

Resolved

That the Huntington Parish Council Object to planning application 22/00050/FUL on the ground that the development would be and intrusion into Green Belt Land.

14/22) CORRESPONDENCE

Item Number	Date	Sent from	Subject	Action
1	08/12/21	SPCA	Training Courses 2022	Circulated via email
2	14/12/21	Staffs County Council	Officer Lieutenancy - Letter to promote the Queens Platinum Jubilee Street parties and beacons 2 nd June	Circulated via email
3	14/12/21	Diamond Fire	Annual service of fire alarm (6 mthly)	Completed
4	14/12/21	South Staffs Council	Public access – Issue with viewing and commenting on planning applications due to ongoing cyber security issues.	Circulated via email
5	15/12/21	PFCC	Have your say on the amount you pay towards policing and fire & rescue services in Staffordshire.	Circulated via email
6	15/12/21	South Staffs Council	Waste and recycling bin collection calendars	Circulated via email
7	17/12/21	PFCC	How feedback helped shape the new Police and Fire plans	Circulated via email
8	17/12/21	South Staffs Council	Open Space Scheme	Circulated via email
9	22/12/21	South Staffs Council	Locality Forum feedback 25 November 21	Circulated via email
10	04/01/22	South Staffs Council	Register to vote campaigned	Circulated via email
11	07/12/22	Cannock Chase Shed	Request for grant funding.	Circulated via email
12	10/01/22	South Staffs Council	Queen's Jubilee Celebrations developing a calendar of events.	Circulated via email
13	14/01/22	South Staffs Council	Introduction of new PA to Dave Haywood – Chief Executive SSDC	Circulated via email
14	21/01/22	South Staffs Council	Councils who's who and corporate leadership team	Circulated via email
15	25/01/22	South Staffs Council	Staffordshire Joint Health and Wellbeing Strategy 2022-2027	Circulated via email
16	25/01/22	Knitting Club	Confirming they will be staying at the church	Booking clerk advised

17	27/01/22	Member of the public	Enquiring about details of great great grandfather born in Huntington in the 1800's	Clerk has responded
18	28/01/22	South Staffs Council	Small grant for the Queen's Jubilee	Circulated via email
19	29/01/22	The Circuit	Advising adult defibrillator pads expire 28 th February	Handyman to check
20	31/01/22	Diamond Fire	Fire Alarm service report and certificate	
21	31/01/22	South Staffs Council	Locality Forum – Community Events and Celebrations Follow up from November Forum – Thursday 10 February 6pm	Circulated via email
22	01/02/22	South Staffs Council		
23	02/02/22	Littleton Green Chill-Out Club	Request for grant funding	Circulated via email
24	04/02/22	Cropper Ground Maint.	Change of address details	Passed to Finance Officer
25	07/02/22	South Staffs Council	Street Scene update Issue 14	Circulated via email
26	07/02/22	Dash UK	Personalised Platinum Jubilee Mugs for Parish and Town Councils	Circulated via email
27	07/02/22	Community Foundation	Best Kept Village Community Competition 2022	Circulated via email
28	08/02/22	Sutton & Wilkinson	Estimate of fees relating to vehicular access to village green	Circulated via email

Item 26 Cllr Davies proposed purchasing 100 Jubilee mugs from Dash. Members asked that the Clerk enquire to have them personalised with Huntington Parish Council and or the crest put on and what the additional cost would be.

15/22) NEW WEB SITE.

The Clerk had circulated a report about the situation of this project. Members accepted the report as presented. Members agreed that the site should go live as soon as possible, and that payment should be made next month.

Noted

16/22) COMMUNITY CENTRE

Cllr Davies provided a written report which had been circulated. The report was accepted as presented. Members agreed in principle for the full opening of the Community Centre full details and date to be arranged by the Community Association. Members agreed to a meeting of the Community Association on 24th February 2022.

Noted

17/22) AMENITIES

- a) **Village Green** - Cllr Bury had not provided a written report and was not in attendance.
- b) **Littleton Leisure Park** – Cllr Thompson had provided a written report which had been circulated. Members accepted the report as presented. Members agreed a bi-annual site meeting would be held on Sunday 20th February 22 with an admin meeting on Thursday 24th February 22
- c) **Sports Ground** – Cllr Lester had provided a written report that had been circulated. Members accepted the report as presented.

Noted

18/22) PHASE 2 MEMORIAL BRICKS PROJECT

The Clerks written report regarding the sale of named bricks was accepted as presented by members. There are 114 bricks available to be sold. Members discussed the slowing down of the sale of bricks, Cllr Ashley agreed to work on publicity for the project.

Members had been circulated with the amended Policy document for Memorabilia in the Memorial Garden. Members requested further amendment to the application form. Members agreed that once these minor amendments had been carried out the form could be used and publicised.

Noted

19/22) PLATINUM JUBILEE PUBLIC EVENT

Members had been circulated with a written report raised by Cllr Allt (Chair) a written report from Cllr Smith (vice chair) and the minutes for the Subcommittee meeting. Members accepted the reports as presented. Cllr Smith took members through the reports in the absence of Cllr Allt, members attention was drawn to the amount of committed expenditure and that there are still items to purchase and there

probably will not be enough budget to cover the additional costs. Cllr Ashley stated that if the budget is used up the Parish Council will consider providing more funding.

Cllr Smith advised that stalls are asking how they can make payment and as we don't have internet banking it is difficult as not everyone has a chequebook she asked if a PayPal account could be set up. The Clerk advised that the Finance Office would need to advice on that and consider the Financial Regulations that we operate by.

Cllr Smith took members through the cost of having inflatables and face painter form a company that can provide staff to manage the inflatables. Also details of a stilt walker and fire show had been circulated to members. Cllr Tunas Bana proposed that the inflatables, face painter, stilt walker and fire show entertainment be booked for the day this was seconded by Cllr Newman and agreed by all members.

Noted

20/22) CONSIDER PURCHASE OF A PA SYSTEM AND GAZEBOS FOR PUBLIC EVENTS.

Members agreed to use the gazebos already owned and if suitable borrow Cllr Silvester's gazebo for the day. Members looked at the PA System details that Cllr Lester had found on the internet however it was thought that a much more powerful machine would be needed at least 500W. Cllr Benton agreed to investigate the options for a suitable outdoor PA that would be suitable for the area of land and being near to the main road.

Noted

21/22) LITTER PICKING

Cllr Newman took member though his written report that had been circulated regarding setting up a team of voluntary litter pickers for the village proposing to start just before the Jubilee event. There would be cost incurred to purchase tools and PPE. Members were fully supportive of this project. Cllr Benton agreed to ask at South Staffs Council if there would be any help setting this project up possibly with the loan of equipment and helping to dispose of the rubbish. Cllr Benton proposed that Cllr Newman's initiative to set up a voluntary litter picking group is supported, this was seconded by Cllr Tunas Bana and agreed by all members.

Resolved

That Cllr Newman progress the project to set up a voluntary litter picking group and that Cllr Benton investigate what help the District Council can provide to help set this up.

22/22) ITEMS FOR DISCUSSION AT THE NEXT MEETING.

None

Noted

23/22) DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 10th March 2022. In Huntington Community Centre, commencing at 7pm

Signed _____

Date _____