

HUNTINGTON PARISH COUNCIL

Minutes of the meeting held on 12th January 2023 in Huntington Community Centre commencing at 7.00pm.

PARTICIPANTS: Councillors J Newman (Chairman), Cllr (Mrs) D Davies (Vice Chairperson), J Ashley, S Tunas Bana, M Tym, M Thompson, and (Miss) A Smith.

IN ATTENDANCE: Mrs L McClymont (Clerk), Mr D Wheatley (Finance Officer) and 1 public attending.

1/23) APOLOGIES FOR ABSENCE

Apologies were received from Cllrs C Benton, B Lester, D Silvester.

Noted

2/23) PUBLIC QUESTION TIME

There were no questions raised from the public.

Noted

3/23) CHAIRMAN'S ANNOUNCEMENTS AND ANY OTHER AGENCIES PRESENT

A written report had been circulated to all members prior to the meeting. The report was accepted as presented. Members agreed that Cllr Davies could look for suitable new streamer Christmas decorations for next year.

Noted

4/23) POLICE REPORT

A written Police report had been circulated to all members prior to the meeting. The written report was accepted by members.

Noted

5/23) COUNTY COUNCILLOR REPORT - CLLR DAVID WILLIAMS

The County Councillor was not in attendance and had not submitted a written report.

Noted

6/23) DISTRICT COUNCILLORS REPORT – CLLR CHRIS BENTON.

A written report had been circulated to all members prior to the meeting. The written report was accepted by members.

Noted

7/23) MINUTES OF THE MEETINGS HELD ON THE 8th DECEMBER 2022.

The minutes of the Parish Council meeting held on 8th December 22 had been circulated for members consideration. Cllr Tym proposed that the minutes be approved and signed as a true and accurate copy. This was seconded by Cllr Smith and all members unanimously agreed.

Resolved

The minutes of the Parish Council meeting held on 8th December 22 were approved as a true record of the meetings and were signed by the Chairman.

8/23) MATTERS ARISING

There were no matters arising.

Noted.

9/23) FINANCE

a) Finance Statement

Salaries for January 2023	£4,697.10	
NEST Pensions - January	£ 213.77	
Cropper Grounds Maintenance (Dec)	£ 672.49	
Dales of Cannock (cleaning materials)	£ 220.99	
J. Newman (festive lights - balance to pay)	£ 61.30	
H. Caulfield expenses (mobile phone - Jan 2023)	£ 5.00	
MSJ Plumbing Services (Gas Inspection & Boiler service)	£ 495.00	
GE Collis (wooden sleepers)	£ 303.00	
Sutton & Wilkinson (car park extension fees)	£ 330.00	
TOTAL	£6,998.65	

DIRECT DEBITS TAKEN SINCE THE LAST MEETING

Coopers Waste	£ 84.00	
TOTAL	£ 84.00	

INCOME FOR MONTH

Doctor's Surgery rent	£2,542.00	
TOTAL	£2,542.00	

FINANCIAL STATEMENT

CURRENT ACCOUNT BALANCE	£93,695.21	
LESS PAYMENTS AGREED	£6,998.65	
LESS OUTSTANDING CHEQUES	£ -	
BALANCE IN CURRENT ACCOUNT	£86,696.56	
TOTAL	£86,696.56	

ON DEPOSIT

BUSINESS INSTANT ACCESS ACCOUNT		
General reserves + interest	-£47,405.85	
Memorial Garden sink fund - per "recommendation"	£ -	
Village Hall Project	£ 314.45	
Leisure Park sink fund - per budget	£ 23,129.79	
Sports Ground sink fund - per budget	£ 7,740.97	
Bus Shelter sink fund - per budget	£ 4,300.00	
Election expenses sink fund	£ 14,398.38	
Play Area sink fund - per budget	£ 37,188.61	
Skate Park sink fund - per budget	£ 16,000.00	
Village Green sink fund - per budget	£ 14,781.22	£70,447.57
Total	£ 70,447.57	

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

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

c) Coronation Mugs – Cllr Davies asked if members would consider purchasing coronation mugs as they had done for the Jubilee. The Chairman advised this was a matter to be discussed via the Events Committee and appropriate proposals made for events and activities expenditure made by the subcommittee.

d) Direct Debits – The Finance Officer reported that the energy company has repeatedly failed to respond to his request for contact regarding submitting meter readings to establish the correct position regarding the expected credit. He reported that he had taken the action of cancelling all direct debit payments to encourage the company to make contact. Members fully supported the action taken by the Finance Officer.

e) Screw Fix Account – The Finance Officer reported that Screw Fix have rejected the application for an account by the Parish Council. Cllr Thompson agreed to try Tool Station to see if they will allow an account.

f) Internal Auditor – the Finance Officer reported that Support Staffordshire have agreed to be our internal auditor and there are no other auditors available. Members agreed to Support Staffordshire being the internal auditor and instructed the Finance Officer to proceed.

g) Events Finance Report – Cllr Smith asked the Finance Officer to provide the financial information relating to the Christmas Events for the next meeting.

h) Quotation – Piano – Cllr Newman reported that he had received a quotation of £125 to move the piano to the Community Centre. Cllr Tunas Bana proposed that the quotation be accepted this was seconded by Cllr Ashley and agreed by all members.

Resolved

- That all payments are approved for payment as presented. The Finance Officer to update member with the debit or credit situation of the utilities at the next meeting.
- That the Finance Summery report was accepted as presented.
- Noted
- Members approved the action by the Finance Officer to cancel the energy utility direct debits.
- As Screw Fix have rejected the application for an account, Cllr Thompson will contact Tool Station.
- That Support Staffordshire will be engaged as the internal auditor.
- The Finance Officer is to provided fiancé information relating to the two Christmas events for the next Parish council meeting.
- That the quotation of £125 to move the piano to the Community Centre is approved.

10/23) PLANNING

The following planning items were received for consideration this month.

Planning Number 22/01153/FUL	Application: - Single storey side extension.	Address: - 11 Woodbine Close Huntington WS12 4UY
Decision Consultation observations to be submitted by 13 th January 23 No objection		
Planning Number 22/01139/FUL	Application: - Single storey side extension.	Address: - 43A Redwing Drive Huntington WS12 4TH
Decision Consultation observations to be submitted by 25 th January 23 No objection		
Planning Number 22/01183/FUL	Application: - the proposed works consists of two storey rear extension with internal layout alterations.	Address: - 7 Badger Close Huntington WS12 4UW
Decision Consultation observations to be submitted by 30 th January 23 No objection		

11/23) CORRESPONDENCE

A written report of correspondence of note was circulated prior to the meeting.

09/12/22	South Staffs Council	Advising any vacant seats must now be filled at the election in May, no co-option permitted from 10 th November “6-month rule”.	Circulated to members
19/12/22	Lower Penn Parish Council	Open Letter re strengthening of levelling up and regeneration bill and impact on local plans.	Circulated to members
21/12/22	South Staffs Council	Response form Cllr Lees to the open letter from Lower Penn Parish Council.	Circulated to members.
22/12/22	South Staffs Council	Platinum Jubilee Village Hall fund, closing date 20 January 23	Circulated to members. Not enough project detail to apply this time application window too small.
05/01/23	South Staffs Council	Parish Summit Community Health Friday 10 th February 2023 9-12	Circulated to members
08/01/23	Member of the public	Requesting a memorial bench for her late daughter.	Circulated to all members. To be considered at Agenda item 12 Village Green
09/12/23	Mr Davies	Advising has spoken to company about poor condition of poppy planter, has arranged to take it back for more work.	Clerk arranged for removal and drying out

12/23) NEWSLETTER PROJECT

The Chairman took members through the draft example of a Parish Newsletter a simple 2-sided document and he explained the costs involved with printing and delivery to each home in the village. Members agreed to have an A4 size document at a cost of £107+vat and delivery cost would be £123+vat. It was also agreed to add the Facebook details and remove the Meet your Councillor article and add an article about the Elections in May and add an article for useful numbers.

Cllr Tunas Bana proposed that the with the amendments the newsletter should be produced on A4 and professionally distributed. This was seconded by Cllr Tym and agreed by all members.

Resolved

That the cost of Parish Newsletter to be printed and delivered as A4 size is approved (£230).

13/23) MEET AND GREET EVENT

The Chairman reported that the next meet and greet event should be held in the Community Centre due to inclement weather and a supply of Tea, coffee and biscuits can be made available. The date is dependent on the availability of the Community Centre. Cllr Tym proposed that the Chairman be given the authority to arrange a date to fit with the newsletter distribution to hit most residents with the information. This was seconded by Cllr Smith and agreed by all. The Clerk advised about the pre-election time and acceptable actions and time scales.

Resolved

That The Chairman can arrange a suitable date and advice members.

14/23) PROJECT DEVELOPMENT PLAN

The Chairman took members through his report and explained how we need to plan our future projects; it was agreed to have a separate meeting to start completing the spreadsheets to identify the actions needed before bringing the project plans before the Parish Council for consideration and hopefully approval. Members agreed to this action.

Noted**15/23) COMMUNITY CENTRE**

Cllr Smith had nothing to report.

Noted**16/23) SHAFT MARKERS**

A written report regarding the meeting held with the Shaft Markers group had been circulated prior to the meeting. Cllr Ashley took members through the report and members discussed at length the issues and requests. However, members agreed that the Parish Council are unable to take over the maintenance as requested and advises the group to seek other avenues such as the School and the School's PTA because the land belongs to the school.

Resolved

That the Parish Council are not in a position to be able to take over the maintenance as requested by the shaft markers as it is all on school land. Advise the group to contact the School and PTA requesting assistance in the first instance.

17/23) AMENITIES

- a) **Village Green** – A written report had been circulated to members prior to the meeting, members accepted the report as presented. It was agreed by members that a meeting be arranged with Sutton and Wilkinson as there is still a bench left unsecured by the contractor and some members are not happy with marking and staining on the bricks since the repointing works. The Clerk is to arrange a site visit when the weather is dry to get the full effect.

Bench Plaque application – a request for a bench plaque has been received from a general member of the public not connected to the Colliery. A lengthy discussion took place and members were unable to agree. It was requested that this item be taken to a future meeting when members have been able to consider the options available.

- b) **Littleton Leisure Park** – A written report had been circulated to members prior to the meeting, members accepted the report as presented. Cllr Thompson raised the issue that we still need new bollards but an account has not been set up with Broxap. The Clerk offered to contact Broxap and enquire about the problem.
- c) **Sports Ground** – A written report had been circulated to members prior to the meeting, members accepted the report as presented.

Resolved

- a) Clerk to arrange a site meeting with Sutton & Wilkinson.
- b) Clerk to investigate Broxap account.
- c) Noted.

18/23) PHASE 2 MEMORIAL BRICKS PROJECT

Cllr Ashley reminded members that the quotation for the concrete pad and the laying of the inscribed bricks was approved at the last meeting. The Clerk confirmed she had notified Sutton & Wilkinson but had not received and information regarding a date.

Cllr Ashley reported that it has been agreed to have one plaque of the colliery map, but members still need to agree the design of the final plaque. Cllr Ashley advised he would be putting out a plea to all members to bring

forward ideas for consideration. Cllr Ashley confirmed he is still working on a replacement plaque for the damaged WW2 plaque.

Noted

19/23) COCKSPARROW LANE CARPARK

Cllr Ashley took member through his report that had been circulated, regarding the issues with the temporary carpark on Cocksparrow Lane. The Clerk suggested arranging a sub committee meeting as the annual meeting is due. The Clerk was asked to make the meeting for a Friday lunch time if possible.

Noted

20/23) PUBLIC EVENTS

Cllr Smith advised that she needs to step down as Chair of the Public Events Committee. Cllr Thompson proposed that Cllr Davies take the position of Chair of the Events Committee this was seconded by Cllr Smith. Cllr Davies requested time to consider if she could take on the role. The Chairman offered to step up if Cllr Davies did not feel she could take on the role. It was agreed to give Cllr Davies some time to consider.

Noted

21/23) UPKEEP OF AEDs IN THE VILLAGE

Cllr Tym took members through his written report that had been circulated regarding and idea that the Parish Council hold some money ringfenced for the upkeep of the AEDs in the Village and purchase the replacements as and when needed. Members agreed in principle if the project proceeds.

Noted

22/23) ITEMS FOR DISCUSSION AT THE NEXT MEETING.

- Ideas for Memorial plaques for phase 2.
- Request an update form the District Councillor regarding the encroachment issues.

Members were reminded agenda items and supporting reports need to be emails to the Clerk the week prior to the meeting to be included.

Noted

23/23) DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 9th February 2023, in Huntington Community Centre, commencing at 7pm.

Meeting closed at 9.25pm

Signed _____

Date _____