

HUNTINGTON PARISH COUNCIL

Minutes of the meeting held on 14th September 2023 in Huntington Community Centre commencing at 7.00pm.

PARTICIPANTS: Councillors J Newman (Chairman), C Benton (Vice Chairperson), S Tunas Bana, B Lester, J Ashley, M Thompson, D Silvester, P Wetton, and M Tym.

IN ATTENDANCE: Mrs L McClymont (Clerk), Mr D Wheatley (Finance Officer) and 1 member of the public

153/23) APOLOGIES FOR ABSENCE

Apologies were received from Cllrs A Stephens and R Bailey.

Noted

154/23) PUBLIC QUESTIONS

Post Office – Members were asked what has happened to the Post Office. Cllr Ashley advised that it has gone from the village, Morrisons pulled out and the building is up for sale, the Co-op has been approached about operating a post office from their store, but he has been advised that it is not a decision for the store manager it would need to be for higher up to decide.

There were no further questions from the public.

155/23) CHAIRMAN'S ANNOUNCEMENTS AND ANY OTHER AGENCIES PRESENT

The Chairmans took members through his monthly report which had been circulated prior to the meeting. Members accepted the report as presented. The Chairman reported that he has been asked to attend a meeting with the new local PCSO tomorrow Friday 15th September at 1pm any members available are welcome to attend.

Noted

156/23) RYAN CRESSWELL – SOUTH STAFFS COUNCIL

Mr Cresswell explained his role as an enabler at South Staffs Council to develop 3 tiers working and aid communication with District. He also went on to explain welfare initiatives at South Staffs including helping people back to work and funding available for transport, interview clothing, and data sim cards. South Staffs are also hosting a job fair next week and the information is on social media. Cllr Newman asked if there was a short article for our newsletter.

Noted

Mr Cresswell left the meeting.

157/23) POLICE REPORT

There was no Police representative in attendance, a written report had been received and circulated. Members accepted.

Noted

158/23) COUNTY COUNCILLOR REPORT - CLLR DAVID WILLIAMS

Cllr Williams was unable to attend the meeting, there was no written report submitted.

Noted

159/23) DISTRICT COUNCILLORS REPORT.

Cllr Ashley took members through his written report which had been circulated prior to the meeting and was accepted as presented by members. Cllr Silvester raised the issue of overgrown hedges in the village. Cllr Ashley reported that he is working with District to get the matter resolved. Cllr Wetton reported that Housing Plus have cut back the overgrown vegetation on Common Walk which had been missed off the initial site visit. Several members then reported areas of concern with overgrown hedges, Cllr Ashley requested members contact him directly regarding these issues.

Noted

160/23) MINUTES OF THE MEETINGS HELD ON THE 13th JULY 2023.

The minutes of the Parish Council meeting held on 13th July 23 had been circulated for members consideration. Cllr Lester 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 held on 13th July 23 were approved as a true record of the meetings and were signed by the Chairman.

161/23) MATTERS ARISING

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

Noted.**162/23) FINANCE****a) Finance Statement**

Salaries for August 2023	£ 4,738.84	July resolution
Salaries for September 2023	£ 4,928.55	
NEST Pensions - August	£ 173.65	July resolution
NEST Pensions - September	£ 180.89	
Cropper Grounds Maintenance (July)	£ 672.49	July resolution
H. Caulfield expenses (mobile phone - August 2023)	£ 5.00	July resolution
D. Myatt expenses (toilet cistern lever arm)	£ 3.18	July resolution
Littleton Green School (toilet hire for Summer Event)	£ 44.00	July resolution
Green Co (Removal of tree limb)	£ 330.00	July resolution
L. McClymont expenses (Gift Vouchers for Summer Event)	£ 90.00	July resolution
Cropper Grounds Maintenance (August)		
TFM (Polystyrene sheets)	£ 161.64	
J. Kelsall Bldrs Merchants (tape, cable ties, drill bits, weedkiller)	£ 125.82	
M. Thompson expenses (sand, cement, mortar)	£ 40.28	
Diamond Fire Extinguishers (annual service)	£ 320.70	
Midpat Services (PAT)	£ 24.00	
Dales of Cannock (Community Centre cleaning products)	£ 102.46	
South Staffs Council (Comm. Centre Licence fee)	£ 180.00	
TOTAL	£ 12,121.50	

DIRECT DEBITS TAKEN SINCE THE LAST MEETING

Coopers Waste	£ 105.00	
SEFE (Gas)	£ 48.58	
BT (Internet)	£ 54.18	
Microsoft (Office 365)	£ 82.32	
TOTAL	£ 290.08	

INCOME FOR MONTH

Littleton FC (pitch hire)	£ 575.00	
TOTAL	£ 575.00	

FINANCIAL STATEMENT

CURRENT ACCOUNT BALANCE	£ 29,734.26	
LESS PAYMENTS AGREED	£ 12,121.50	
LESS OUTSTANDING CHEQUES		
BALANCE IN CURRENT ACCOUNT	£ 17,612.76	
TOTAL	£ 17,612.76	

ON DEPOSIT

BUSINESS INSTANT ACCESS ACCOUNT		
General reserves + interest	-£ 13,967.96	
Memorial Garden sink fund - per "recommendation"	£ -	
Community Centre sink fund	£ 14,200.00	
New Village Hall Project	£ 314.45	
Leisure Park sink fund - per budget	£ 22,673.42	
Sports Ground sink fund - per budget	£ 12,619.17	
Bus Shelter sink fund - per budget	£ 5,300.00	
Election expenses sink fund	£ 15,258.38	
Play Area sink fund - per budget	£ 42,126.53	
Skate Park sink fund - per budget	£ 18,000.00	
Village Green sink fund - per budget	£ 14,426.01	£ 130,950.00
Total	£130,950.00	

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

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

c) Quote- Electric Connection Village Green – Members had been circulated with the costs relating to the supply of electricity to the Village Green £2,076.38 +VAT. Cllr Thompson proposed payment is approved and this was seconded by Cllr Benton and agreed by all members.

d) Quote – Electricity Box – Members had been circulated with details of a suitable electric meter box required for electric connection at an estimated cost of £510 +vat and delivery. Cllr Thompson raised concerns that the box would not be suitable for other equipment that might need fitting. Cllr Tunas Bana proposed that the E3 box be purchased to house the electric meter. This was seconded by Cllr Silvester and voted on by members, except for Cllr Thompson, members agreed.

e) Quote- Tree Works – Members had been circulated with details of works required to balance up the Oak tree at the Sports field following the recent emergency work following a large limb loss. The quotation from Green Co at a cost of £1,650.00 including vat was considered. It was also considered investigating further quotations but due to the cost incurred to obtain a further quote and this company had been the most reasonable for the emergency work, members agreed to accept this quotation. Cllr Lester proposed the quotation be accepted and this was seconded by Cllr Silvester and agreed by all members.

f) Quote – Soft Play Re-surface/repair – Members had been circulated with the quotations for the options to repair the damaged wet pour surface or replace. Members discussed the various options and the fact that the original surface has been down at least 23 years. Cllr Tunas Bana proposed a complete replacement of the area £6,626.25 +VAT this was seconded by Cllr Ashley and agreed by all members.

g) Quote – Roof Repairs – Members had been circulated with the detail quotation for the repair works to the felt roof at the Community Centre. Cllr Tunas Bana proposed that the quotation from Rainaway Roofing be accepted at a cost of £7,180.00 +VAT. This was seconded by Cllr Benton and voted on by members, except for Cllr Wetton, all members agreed.

h) Quote – Chipping works Littleton Leisure Park. Members had been circulated with the quotation for chipping of trees and brash at Littleton Leisure Park and the chipping left on site for use around the area. Cllr Benton proposed that the quotation from S&K Services at a cost of £640.00 is accepted. This was seconded by Cllr Tunas Bana and agreed by all members.

i) Estimate – Ethernet Extension hub – Members considered the quotation for the purchase from amazon of an Ethernet extension hub which is needed as we have more items to connect to the internet hub than the hub has ports. It was proposed by Cllr Newman that a suitable extension hub be purchased form Amazon for as near to £10-£15 as possible. This was seconded by Cllr Lester and agreed by all members.

j) Estimate – Brush Cutter – Members had been circulated with the quotation for a new Brush cutter which the Ranger needs to maintain some areas of Littleton Leisure Park. Payment needs to be made on collection as we do not have an account at Buxton's. Cllr Benton proposed the purchase of a brush cutter from Buxton's up to a maximum spend of £900.00. This was seconded by Cllr Tunas Bana and agreed by all members. The Ranger is to arrange collection of a cheque from the finance officer prior to collection.

Resolved

- That all payments are approved for payment as presented.
- That the Finance Summery report was accepted as presented.
- That the quotation of £2,076.38 for power supply to the Village Green is approved.

- d) That the E3 electric box is purchased for the electric meter and supply to be fitted into.
- e) That the quotation from Green Co for tree works is approved.
- f) That the quotation to replace the wetpour safety surfacing is approved.
- g) That the quotation from Rainaway for roof repair is approved.
- h) That the quotation from S&K Tree Services chipping works is approved.
- i) That the purchase of an ethernet extension hub from amazon is approved
- j) That the purchase of a brush cutter from Buxton's is approved.

163/23) PLANNING MATTERS

The following Planning Items have been received for consideration.

Cllr Thompson declared a potential interest in the planning item as he does some work for Entrust. He took no part in the discussion or decision making.

Planning Number SCC/23/0079/FUL-MIN	Application: Provision of stand a lone building to provide an alternative centre for learning	Address: - Littleton Green Community School. Colliers Way Huntington WS12 4UD
Decision Due in by 31st August 2023 Clerk has arranged an extension to consultation until Friday 15th September 23 to allow for the Parish Council consideration and response. (Circulated to members prior to the meeting, no issues raised.) Parish Councillors have no objections to the planning application; however, they do have concerns about two issues and request the planning officers take the comments into consideration. 1) There is a problem with parking on Colliers Way and surrounding roads at school drop off and pick up which causes difficulty for vehicles navigating the road and would hamper any emergency vehicles. If the new access will increase the area of zig zags lines, this could potentially lose 10 parking spaces on the road exasperating the parking issue. 2) There has been for several years an ongoing issue over a drainage problem that required some work to be carried out on school grounds which as far as we are aware has not yet been completed. The Parish Council have concerns that this issue could be made worse if not dealt with.		
Appeal Decision 22/01012/ADV – 66 Stafford Road, Huntington WS12 4PE This appeal has been dismissed for a single illuminated 48-sheet digital poster display.		

Noted

The finance Officer left the meeting at 9pm

164/23) CORRESPONDENCE

Following the resignation of Angela Smith from Chase Ward it was agreed that the Chairman would write a letter of thanks for her service to Huntington.

Noted

165/23) COMMUNITY CENTRE

Cllr Tunas Bana took members through his written report which had been circulated prior to the meeting. Members accepted the report as presented. Members discussed the legal process to chase nonpayment from Ryu Shotokan Karate and agreed for the Chairman and Clerk to work on producing the appropriate legal documentation letters as advised to chase payment. Members accepted there may be a need to engage the services of a mediator. Members also agreed that a potential ban from the Community Centre may be appropriate.

Members also considered the ongoing problems with Futures Performing Arts Drama group using the centre and members agreed that the behaviour was not acceptable and no further rental agreements due to the rude behaviour to staff and other users.

Resolved

That the Clerk and Chairman produce suitable legal letters to chase payments.

That no further Community Centre booking to be taken for Futures Performing Arts

166/23) AMENITIES

- a) **Village Green** – Cllr Stephens was not in attendance and had not supplied a written report.
- b) **Littleton Leisure Park** – Cllr Thompson took members through his written report circulated to members prior to the meeting, members accepted the report as presented. Cllr Thompson asked members for approval for an infill of an unused path with topsoil and grass. This was proposed by Cllr Newman and seconded by Cllr Tunas Bana and agreed by all members.
- c) **Sports Ground** – Cllr Lester took members through his written report that had been circulated. Members considered the application for a junior team to use the small pitch. They will need the pitch making out to a smaller size, but they will use movable goals that they set up and take down. Cllr Tunas Bana proposed that approval is given for the new Chase Colts junior team to use the junior pitch. This was seconded by Cllr Newman and agreed by all members.
Members also considered the request by Chase Colts to hold a charity match at no additional hire charge. This was also agreed by all members.

Resolved

- a) Noted
- b) That approval is given for the infill of unused path with topsoil and grass.
- c) That approval is given for the additional Chase Colts team to use the junior pitch for the season and the charity match is approved at no extra charge.

167/23) PHASE 2 MEMORIAL BRICKS PROJECT

Members had been circulated with a written report from the Clerk. The report was accepted as presented and members wanted the plaques to be progressed with Signet Signs in line with the estimate of £380.85 + vat subject to size, confirmation and artwork being of good quality. Members agreed that the signs would be made from an aluminium composite material as the brass option was too expensive and too appealing to be stolen. Members accepted that the signs might need replacing more frequently due to their material and potential sun damage but at just over £100 each, members felt it was the better option in the long term. Cllr Tunas Bana proposed the plaques be progressed to with Signet Signs for a proof and final cost with agreements being made by email if required. This was seconded by Cllr Silvester and agreed by all members.

Resolved

That the estimate from Signet Signs is approved and the cost will be subject to size and artwork approval. Members to approve final details via email to ensure project can be completed for Remembrance Day.

168/23) IT UPDATE

Cllr Newman took members through his written report that had been circulated to members. Members accepted his report as presented. The Chairman emphasised the importance for Data Protection that all members need to be using the Parish Council email address and Microsoft 365 for Council documents and communications. If members need help setting up and using the software, they are to reach out to the IT members.

Noted

Members moved Standing Orders to 10.15pm

Cllr Tym left the meeting at 10pm

169/23) PUBLIC EVENT

Members had been circulated with Events Committee minutes prior to the meeting. Members approved the purchase of 20 poppy crosses at £3.00 per cross for the school children to plant for 20 names from the WW1 memorial. Subject to the school confirming they are willing to support this with children. It was also approved to purchase 2 poppy wreaths for the Parish Council to lay at events.

Regarding the Christmas event it was proposed by Cllr Tunas Bana that a budget of £2,500 be made available with delegated powers to the committee to spend on the Christmas lights event. This was seconded by Cllr Silvester and agreed by all members. Members also considered the cost of the Clown show of £385.00 to include the cost of a generator on site for an Elf show and kid's activities. Approval was given for the Clerk to book. Members did not feel there was enough time to consider the detail of the public consultation feedback forms at this meeting and requested it be considered at a future meeting.

Resolved

That a budget of £2,500 is approved with delegated powers to spend to the Public Events Committee for the Christmas Lights event.

170/23)HONOURS BOARDS

Cllr Newman had supplied a written report that had been circulated prior to the meeting. Members approved the proofs and approved the cost of Chairmans Honours Board £881.00 +vat and delivery and the Clerk's Honours Board at £588 +vat and delivery. Cllr Thompson proposed that the Honours Boards as proofed are purchased from Signet Signs. This was seconded by Cllr Tunas Bana and agreed by all members.

Noted

Due to time running out and still having 4 items to consider as well as a pressing confidential item members agreed to pass the four items to the October meeting for consideration.

14) CCTV

15) Cocksparrow Lane Car Park

16) Photo Competition

17) Newsletter

171/23)ITEMS FOR DISCUSSION AT THE NEXT MEETING.

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

Noted**172/23) DATE AND TIME OF NEXT MEETING**

The next meeting will be held on Thursday 12th October 2023, in Huntington Community Centre.

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.

173/23)CO-OPTION

Members had been circulated with the application to be co-opted onto Huntington Paish Council.

Littleton Ward – One Seat

Members considered the application from Mrs Pamela Graham, Cllr Lester proposed that Mrs Graham be co-opted onto Huntington Parish Council this was seconded by Cllr Silvester and agreed by all members unanimous.

Resolved

That Mrs Graham be invited to join Huntington Parish Council filling the vacant Littleton Ward seat.

There being no further business the Chairman closed the meeting at 10.10pm

Signed _____

Date _____