

HUNTINGTON PARISH COUNCIL

Minutes of the meeting held on 12th October 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, A Stephens, R Bailey, P Wetton, and M Tym.

IN ATTENDANCE: Mrs L McClymont (Clerk), Mr D Wheatley (Finance Officer) (7.40pm) Mr Follows – Inglewood Investments, and 1 member of the public.

174/23) APOLOGIES FOR ABSENCE

Apologies were received from Cllrs M Thompson, D Silvester, and (Mrs) P Graham.

Noted

175/23) PUBLIC QUESTIONS

The member of the public in attendance did not have any questions to raise and just wished to observe proceedings. There being no further questions from the public it was agreed to move into the formal meeting.

176/23) CHAIRMAN'S ANNOUNCEMENTS AND ANY OTHER AGENCIES PRESENT

The Chairmen took members through his monthly report which had been circulated prior to the meeting. Members accepted the report as presented.

- a) Cllr Lester proposed the purchase of 6 x £5 book tokens for prizes for the school for the poems and pictures from the children for the Remembrance Sunday service. This was seconded by Cllr Ashley and agreed by all.
- b) The Chairman ask members if they wished polling cards to be provided for the forthcoming by election for Chase Ward. Members agreed 8 in favour of polling cards with one member voting against. Therefore, polling cards will be requested for the by election in Chase Ward.

Resolved

- a) That the purchase of qty 6 £5 book tokens for use as prizes for the school children is approved and the Clerk was asked to arrange.
- b) That polling cards are to be ordered for the by election in Chase Ward, the Clerk is to arrange with South Staffs Council.

177/23) MR TOM FOLLOWS – INGLEWOOD INVESTMENTS

Mr Follows explained the history of the land and quarry, he also explained the numerous issues in the area over the years and the plans for the area to make it safer. The plans include fencing, signage, permissive rights of access. Unfortunately, there will be no fishing unless a legitimate club is set up and organised, if this continues to be misused, they will consider erecting a fence. All dogs will need to be under control on the land. The Chairman thanked Mr Follows for attending the meeting and sharing the plans for the area.

Noted

Mr Follows left the meeting at 7.30pm.

178/23) POLICE REPORT

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

Noted

The Finance Officer joined the meeting at 7.40pm

179/23) COUNTY COUNCILLOR REPORT - CLLR DAVID WILLIAMS

Cllr Williams took members through his written report that had been circulated.

Noted

Cllr Williams left the meeting at 7.45pm

180/23) DISTRICT COUNCILLORS REPORT

Cllr Ashley took members through his written report which had been circulated prior to the meeting. He also advised that he has been pursuing an encroachment issue and is awaiting further details of the current situation from South Staffs. He also reported that he is pursuing 2 cases of untidy land and is pressing for a resolution through South Staffs.

Noted

181/23) MINUTES OF THE MEETINGS HELD ON THE 14th SEPTEMBER 2023.

The minutes of the Parish Council meeting held on 14th September 23 had been circulated for members consideration. Cllr Tunas Bana proposed that the minutes be approved and signed as a true and accurate copy. This was seconded by Cllr Lester and all members unanimously agreed.

Resolved

The minutes of the Parish Council held on 14th September 23 were approved as a true record of the meetings and were signed by the Chairman.

182/23) MATTERS ARISING

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

Noted.

183/23) FINANCE

a) Finance Statement

Salaries for October 2023	£ 5,014.31	
NEST Pensions - October	£ 173.65	
HMRC (PAYE - qtr. to 30/9)	£ 2,577.05	
Cropper Grounds Maintenance (Sept)	£ 672.49	
Royal British Legion (2 Poppy wreaths & 20 crosses)	£ 99.98	
National Grid (Power supply to Village Green)	£ 2,491.66	
PJ Entertainments (Deposit for 1 Dec 2023 Fun Day)	£ 150.00	
Signet Signs (Honours Boards)	£ 1,906.80	
L. McClymont expenses (postage & stamps)	£ 23.55	
Mazars LLP (External Audit)	£ 504.00	
Orbit Office Supplies (print toner and diaries)	£ 538.51	
Nolan Build (Memorial Garden wall plaque work)	£ 4,980.00	
TOTAL	£ 19,132.00	

DIRECT DEBITS TAKEN SINCE THE LAST MEETING

Coopers Waste	£ 105.00	
SEFE (Gas)	£ 45.95	
BT (Internet)	£ 54.18	
TOTAL	£ 205.13	

INCOME FOR MONTH

Football Pitch Hire	£ 470.00	
South Staffs DC (Precept)	£ 48,000.00	
Doctors Surgery Rent	£ 2,542.00	
TOTAL	£ 51,012.00	

FINANCIAL STATEMENT

CURRENT ACCOUNT BALANCE	£ 63,417.37	
LESS PAYMENTS AGREED	£ 19,132.00	
LESS OUTSTANDING CHEQUES		
BALANCE IN CURRENT ACCOUNT	£ 44,285.37	
TOTAL	£ 44,285.37	

ON DEPOSIT

BUSINESS INSTANT ACCESS ACCOUNT		
General reserves + interest	-£ 7,760.38	
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	£ 22,448.59	
Sports Ground sink fund - per budget	£ 12,338.97	
Bus Shelter sink fund - per budget	.	
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	£ 14,145.80	£ 131,072.34
Total	£ 131,072.34	

a) Payments – The Finance Officer took members through the payments presented. It was proposed by Cllr Newman that all payments are approved for immediate payment except for Nolan Build, this payment can be released once the work has been approved by the architect. This was seconded by Cllr Tunas Bana 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) Budget Review – The Finance Officer took members through the budget review which had been circulated prior to the meeting. Members accepted the budget review as presented.

d) Annual Audit – Members had been circulated with details from the external auditors. The Finance Officer took members through the results of the Audit. Cllr Newman proposed that the audit be accepted and that members note, the advice and actions as advised by the auditor.

e) Quote- Hags Safety Inspections – Members had been circulated with quotation for annual safety check and operations inspections for the next 12 months. Cllr Tunas Bana proposed option 3-time scale. This was seconded by Cllr Lester and agreed by all members.

f) Quote – Signet Signs Memorial Garden Plaques – Members had been circulated with the proofs for the previously agreed plaques quotation form Signet. Members requested some amendments to the wording such as opened instead of established. Cllr Newman proposed that the signs be approved at a cost of £541.02 This was seconded by Cllr Bailey and agreed by all members.

g) Bank Signatories – The Chairman asked the Finance Officer for an update regarding the bank signatories changes. The Finance Officer reported that a 3-month wait was needed to be able to submit a new mandate as the Bank had actioned the last mandate incorrectly.

Resolved

- That all payments are approved for payment as presented.
- That the Finance Summery report was accepted as presented.
- That the budget review is accepted as presented.
- That External Audit (AGA) is accepted, and members note the advice and actions advised by the auditor.
- That the quotation option 3 is accepted for the next 12-month safety checks on play and fitness equipment.
- That the quotation and proofs from Signet Signs is approved to order at a cost of £541.02.
- Noted.

184/23) PLANNING MATTERS

There had been no planning matters received for consideration.

Noted

185/23) CCTV FOR THE MEMORIAL GARDEN

Cllr Benton took members through the written report he had produced regarding CCTV. Following the conclusion of Cllr Benton's report, the Chairman went round the table giving every member the opportunity to express their opinion about the report and the level of crime. Members agreed that at this time the level of crime does not warrant the cost and additional responsibilities of CCTV. Cllr Benton proposed that a formal request is submitted to Inspector Cotton that regular visits are made to the Memorial Garden and the level of criminal activity and anti-social behaviour is monitored over the next 12 months and if there is a significant

increase then the issue can be reviewed if needed. This was seconded by Cllr Tunas Bana and agreed by all members.

Resolved

That Members agreed not to proceed with CCTV for the Memorial Garden. Criminal activity and anti-social behaviour to be monitored for the next 12 and if significantly increased the subject can be reviewed. In the meantime, request regular visits by the police.

186/23)CARPARK EXTENSION COCKSPARROW LANE

Cllr Ashley took members through his written report regarding the ongoing problems with the carpark extension project and the possible solutions available. Members noted the report and accepted as presented.

Noted

187/23)PHOTO COMPETITION

Members had been circulated with copies of the photos submitted in the two categories. Members carefully considered the submissions and agreed on the winning 2 pictures who would each get a voucher. Members agreed that the picture were so good a total of 6 prints would be made and printed on A2 waterproof paper and displayed on the noticeboard at Littleton Leisure Park (each print cost £12.50). This action was proposed by Cllr Tunas Bana and seconded by Cllr Stephens and agreed by all members. The Chairman agreed to arrange for the printing of the pictures.

Resolved

That the overall winner of the adult and children's entries would receive a voucher and along with the winning pictures an additional 4 (total 6) prints would be made at a cost of £12.50 each and displayed in the village.

188/23)NEWSLETTER

Cllr Newman took members through his written report regarding the newsletter. It was agreed that if enough articles had been received for next month the next issue can be considered. Members were asked to contribute articles for the newsletter.

Noted

189/23)CORRESPONDENCE

Members noted the items of correspondence in the report. It was noted that a request for election had been submitted to South Staffs Council and members discussed the financial cost of this action to the Parish Council. However, this matter is now out of the hands of the Parish Council and the costs will need to be paid for.

Noted

190/23) 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.

Noted

191/23)AMENITIES

- a) **Village Green** – Cllr Stephens took members through his written report. Members requested a more detailed report regarding the cost of repairing the metal work for consideration at the next meeting. Cllr Ashley asked Cllr Stephens to arrange a site meeting to discuss what work is needed on the Village Green. The Clerk reported the new information received about the electrical installation and the need for an electrical contractor. Cllr Wetton agreed to lead on this project.
- 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 to purchase qty 10 lever locks at a cost of £12 each. This was proposed by Cllr Newman and seconded by Cllr Stephens and agreed by all members.
- c) **Sports Ground** – Cllr Lester reported that the pitches are doing well and next month he would like members to discuss upgrading the sign at the top of the drive.

Resolved

- a) Cllr Stephens to provide a detailed report on the metal work for the next meeting, Cllr Wetton to lead the project of electricity connection to the village Green.
- b) That approval is given for purchase of qty 10 lever locks at a cost of £12 each.
- c) Noted.

192/23) PHASE 2 MEMORIAL BRICKS PROJECT

Members had considered the proofs for the plaques at the Finance Agenda item. Cllrs Ashley and Lester had nothing further to report.

Noted

193/23)PUBLIC EVENT

Members had been circulated with Events Committee minutes prior to the meeting. Members considered the draft banner as provided from Instant Print at a cost of £276.00, members request amendment to reduce the amount of word to make it easier for passing traffic to read. It was agreed *“Christmas Lights Switch on, Huntington Village Green, 1st December 6pm, with refreshments and entertainment.”*

Noted

194/23)ANNUAL ROUGH SLEEPERS SURVEY 2023

South Staffs Council have again requested help with completing the annual Rough Sleeper Survey on night of 2nd November into the morning of 3rd November. Cllr Graham has offered to help with this but in the interest of safety need someone else to accompany her visiting areas of the village during the survey times. Unfortunately, no other councillors were available on this date to support.

Noted

195/23)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.

From this meeting

Cllr Tunas Bana requested consideration to upgrade the Wi-Fi.

Cllr Stephens to provide more details of welding quote and report on the site meeting he arranges to agree works needed on the Village Green

Noted

196/23) DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 9th November 2023, in Huntington Community Centre.

There being no further matters for discussion the meeting was closed by the Chairman at 9.55pm

Signed _____

Date _____