

Minutes of the meeting held on 9th November 2023 in Huntington Community Centre commencing at 7.00pm.

PARTICIPANTS: Councillors J Newman (Chairman), S Tunas Bana, B Lester, J Ashley, R Bailey, P Wetton, M Tym (Mrs) P Graham, and (Mrs) D Davies.

IN ATTENDANCE: Mrs L McClymont (Clerk), Mr D Wheatley (Finance Officer) (8.25pm), and 1 member of the public.

197/23) APOLOGIES FOR ABSENCE

Apologies were received from Cllrs C Benton (Vice Chairperson), M Thompson, and D Silvester.

Noted

198/23)PUBLIC QUESTIONS

Mr Spears asked members if they had any questions for him as Parish Ranger.

Village Green Trip Rail – Cllr Tym asked about the amount of damaged trip rail. The Ranger confirmed that repairs were being made when the weather allowed and will continue until complete.

Toposcope – the Ranger reported to members on the progress with the toposcope project and the problems around manpower getting materials to the top. He asked if the football teams would consider giving assistance if every person took just one item to the top it would be a great help. Cllr Lester agreed to approach the football teams for help.

Coping Stone – Cllr Wetton raised concerns regarding a loose coping stone. The Ranger agreed to get this refixed as soon as possible.

Noted

Mr Spears left the meeting at 19.15pm

199/23)CHAIRMAN’S ANNOUNCEMENTS AND ANY OTHER AGENCIES PRESENT

The Chairmans welcomed everyone including the new councillor to the meeting and acknowledged that Alan Stephens had resigned his position as Parish Councillor.

- a) The Chairman then reported that it has been several months since Angela Smith had left and the Public Events Chairman position remains vacant. Since joining the council Cllr Pamela Graham has been working hard on upcoming events and he would like to nominate her for the position of Chairman of the Events Sub-Committee. This was seconded by Cllr Wetton and agreed by all members. The Chairman then took members through his monthly written report which had been circulated prior to the meeting.
- b) Members noted the issues the Clerk and Finance Officer are having with the Microsoft 365 package and his proposal to enhance the two profiles to the desk top full versions, this was seconded by Cllr Bailey and agreed by all members.

Cllr Ashley raised his concerns about comments made in the Chairmans report about the call for a By Election in Chase Ward and made his opinion and feelings clear to all. Cllr Ashley personally welcomed Debbie Davies back on to the Council. Cllr Wetton challenged Cllr Ashley quoting information of voting results contained within previous minutes.

The Chairman drew the meeting to order stating that a line needs to be drawn before arguments develop, everyone is entitled to their own opinion, but the Parish Council now needs to move forward together.

Resolved

- a) That Cllr P Graham is elected chairman of the Public Events Sub Committee.
- b) That approval is granted to upgrade the Clerk and the Finance Officers Microsoft 365 profiles to Business Standard packages.

200/23)POLICE REPORT

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

Noted

201/23)COUNTY COUNCILLOR REPORT - CLLR DAVID WILLIAMS

Cllr Williams was not in attendance and had not submitted a written report.

Noted

202/23)DISTRICT COUNCILLORS REPORT

Cllr Ashley took members through his written report which had been circulated prior to the meeting. He agreed to ask Ryan Creswell to forward information about EV charges to the Clerk for future consideration.

Noted

203/23) MINUTES OF THE MEETINGS HELD ON THE 12th OCTOBER 2023.

The minutes of the Parish Council meeting held on 12th October 23 had been circulated for members consideration. Cllr Bailey 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 12th October 23 were approved as a true record of the meetings and were signed by the Chairman.

204/23) MATTERS ARISING

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

Noted.

Members agreed to consider the finance items when the Finance Officer joined the meeting.

205/23) PLANNING MATTERS

There had been no planning matters received for consideration.

Noted

206/23) CORRESPONDENCE

Members noted the items of correspondence in the report. Regarding the letter from the local MP requesting a meeting to consider antisocial behaviour with bikes in local areas members requested the clerk invite Sir Gavin Williamson MP to attend the Community Centre on Thursday 23rd November at 6pm when members will be at the centre putting up the Christmas decorations and the issues can be considered then. Members also requested that the invitation be extended to the police to attend.

Noted

207/23) 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. Following a discussion, it was agreed that steps should be taken to amend the job descriptions of the Ranger and Handyman to include the opening and closing of the community centre each day.

Resolved

That the job descriptions of the Ranger and Handyman will be amended to include the opening and closing of the Community Centre daily.

The Finance Officer joined the meeting at 20.25.

208/23) FINANCE

a) Finance Statement

Salaries for November 2023	£ 4,561.53	
NEST Pensions - November	£ 162.45	
Cropper Grounds Maintenance (October & Knotweed Treatment)	£ 1,992.49	
Nolan Build (Memorial Garden wall plaque work)	£ 4,980.00	
Pestenforcer (Mole Control - Annual Maintenance)	£ 475.00	
Bradleys (Payroll - April to Sept 2023)	£ 199.68	
PJ Entertainments (Balance for 1 Dec 2023 Fun Day)	£ 235.00	
L. McClymont expenses (Xmas books, decorations & lights)	£ 173.06	
D. Wheatley (postage & stamps)	£ 19.95	
H. Caulfield (phone - Nov)	£ 5.00	
Dales of Cannock (floor pad)	£ 24.02	
J. Kelsall Builders Merchants (top soil & grass seed)	£ 242.60	
Simon Higgerson (Leisure Park tree chipping)	£ 640.00	
Instant Print (2 banners)	£ 276.00	
SKG Electrical Ltd (install power supply on Village Green)	£ 3,895.20	
E. Tunas Bana expenses (Xmas lights)	£ 22.98	
S. Spears expenses (Mig wire & gas)	£ 19.78	
TOTAL	£ 17,924.74	

DIRECT DEBITS TAKEN SINCE THE LAST MEETING

Coopers Waste	£ 84.00	
SEFE (Gas)	£ 118.81	
BT (Internet)	£ 54.18	
Microsoft (365 subscription)	£ 92.90	
TOTAL	£ 349.89	

INCOME FOR MONTH

TOTAL	£ -	

FINANCIAL STATEMENT

CURRENT ACCOUNT BALANCE	£ 52,753.89	
LESS PAYMENTS AGREED	£ 17,924.74	
LESS OUTSTANDING CHEQUES		
BALANCE IN CURRENT ACCOUNT	£ 34,829.15	
TOTAL	£ 34,829.15	

ON DEPOSIT

BUSINESS INSTANT ACCESS ACCOUNT		
General reserves + interest	-£11,878.46	
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	£ 21,947.74	
Sports Ground sink fund - per budget	£ 12,058.77	
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	£ 13,865.59	£131,193.00
Total	£131,193.00	

a) Payments – The Finance Officer took members through the payments presented. It was proposed by Cllr Tunas Bana that all payments are approved payment. This was seconded by Cllr Wetton 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 – Christmas Tree – Members had been provided with a written report regarding the urgent need to purchase a Christmas Tree for the Village Green as our previously donated one was unable to get delivered to the Village Green in time for the event. Members had been supplied with prices for both real and artificial trees, due to the time issues the only tree available for delivery intime for the event is one supplied by Cropper Grounds Maintenance at a cost of £540+vat. Cllr Lester proposed purchasing a suitable tree from Cropper Ground Maintenance at a cost of £540+vat this was seconded by Cllr Graham and agreed by all members except for Cllr Ashley who chose to abstain from the vote. Members also agree to consider purchasing an artificial tree next year which would prevent future issues with supply and delivery.

Resolved

- That all payments are approved for payment as presented.
- That the Finance Summery report was accepted as presented.
- That the quotation of £540+vat for the supply and delivery of a Christmas Tree from Cropper Grounds Maintenance is approved.

209/23) AMENITIES

- Village Green** – Cllr Wetton reported that the electric cabinet has been installed with the relevant fittings ready for the power supply to be installed on the 14th November by National Power. We need to arrange a meter to be fitted as soon as possible. Cllr Tunas Bana agreed to contact suppliers for prices and dates. Cllr Wetton recommended that an additional combination lock is fitted for complete control and the combination to be held by the Parish Clerk, he also recommended installing a row of slabs in front of the cabinet as the ground is very muddy. Once the supply is fully installed the thermostat will be set between 5 and 10 degrees.

- b) **Littleton Leisure Park** – Cllr Thompson was not in attendance but had provided a written report that had been circulated. Members accepted the report as presented.
- c) **Sports Ground** – Cllr Lester took members through his written report that had been circulated. He also stated that he would like to replace the sign for the sports ground with something a bit more modern, perhaps one that goes over the entrance.

Resolved

- a) Noted.
- b) Noted.
- c) Noted.

210/23) PHASE 2 MEMORIAL BRICKS PROJECT

Cllrs Ashley and Lester had nothing further to report. Members concluded this project is now complete.

Noted

211/23) PUBLIC EVENT

Cllr Newman took members through his written report regarding planned public events. Members accepted the report as submitted. Members were advised that we are still awaiting confirmation regarding the Salvation Army band attending the Christmas event.

- a) Cllr Newman proposed that if the Salvation Army did perform at the Christmas event and they did not request a fee we should donate £50 this was seconded by Cllr Lester and agreed by all members.
- b) Cllr Newman proposed that a donation of £50 be made to Penkridge Round Table for attending the lights switch on with Santa and his sleigh. This was seconded by Cllr Tunas Bana and agreed by all members.

Resolved

- a) That if the Salvation Army perform at the Christmas event and do not levy a charge a donation of £50 be made.
- b) That a donation of £50 be made to Penkridge Round Table for their support with Santa and his sleigh attending the Christmas event.

212/23) 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.

The Chairman requested all Chairmen of committees to submit written requests for funding for their areas for the next financial year and future projects for consideration to the Clerk and Finance Officer by the end of November. He also asked any other Councillor who may have any projects they wish to be considered for funding and planning to also submit in writing details of their project and estimated costs to the Clerk and Finance Officer by the end of November.

There is a Finance Committee meeting on 7th December 23 at 7pm all councillors are invited and encouraged to attend, the budgets will be reviewed, and the precept considered for recommendation to the Parish Council at the December meeting.

Noted

213/23) DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 14th December 2023, in Huntington Community Centre. The Chairman will provide light refreshments prior to the meeting at 6pm

There being no further matters for discussion the meeting was closed by the Chairman at 9.15pm

Signed _____

Date _____