

Minutes of the meeting held on 14th March 2024 in Huntington Community Centre commencing at 7.00pm.

PARTICIPANTS: Councillors J Newman (Chairman), C Benton (Vice Chairperson), B Lester, R Bailey, P Wetton, J Ashley, M Tym, (Mrs) P Graham, (Mrs) D Davies(7.05pm), D Silvester(7.50pm) and M Thompson (8.32pm)

IN ATTENDANCE: Mrs L McClymont (Clerk), Cllr David Williams – County Councillor, Ms Karen Riley – South Staffs Council and 7 members of the public.

38/24) APOLOGIES FOR ABSENCE

Apologies were received from Cllrs S Tunas Bana, and Mr D Wheatley (Finance Officer).

Noted

39/24) PUBLIC QUESTIONS

Huntington Welcome Space Group – The Parish Council was thanked for the donation and advised that they are having 20 people attend the weekly sessions. They are planning to have a bingo afternoon with food as the prizes and asked members if they could borrow the Parish Councils bingo machine. Members unanimously approved the loan of the bingo machine and the Clerk retrieve it from the store for them.

3 members of the public left the meeting.

Memorial Brick Removal – Members agreed to hear the concerns from the family wishing the brick to remain in place. The family members explained their concerns and wishes in full. The Chair advised that due to the sensitivity of this matter, members will debate this matter in confidential.

Noted

All members of the public left the meeting at 7.30pm

40/24) CHAIRMAN'S ANNOUNCEMENTS AND ANY OTHER AGENCIES PRESENT

The Chairman took members through his written report that had been circulated prior to the meeting. Members accepted the report as presented.

Noted

41/24) KAREN RILEY – SOUTH STAFFS COUNCIL

The Chair welcomed Karen from South Staffs Council. Karen took members through a detailed presentation regarding various grant funding options available that the Parish Council might like to apply for with the appropriate projects. Karen also advised that as Huntington only has a tiny tip of land within the boundary for the WMI funding we would not be eligible to apply as the actual project/facility needs to be within the boundary. Cllr Ashley challenged this information as the Parish had been advised before that we would be eligible. Cllr Ashley stated that he would be taking this matter up further at the District Council. The Chair thanked Karen for a highly informative presentation and encouraged Councillors to progress their project ideas and aspiration.

42/24) POLICE REPORT

There was no Police representative in attendance, a written report had not been received.

Members were not happy that yet again there was no police representative in attendance, the clerk advised that she was waiting on a response from Chief Inspector Norbury. Cllr Benton proposed that if a reply is not received by the end of March, then the Clerk should refer the matter to the Police and Crime Commissioner. This was seconded by Cllr Davies and voted in favour by 7 members, Cllrs Graham and Tym abstained to vote.

Resolved

That if a response is not received from the Chief Inspector by the end of March, then the Clerk is to refer the matter to the Police and Crime Commissioner.

43/24) COUNTY COUNCILLOR REPORT - CLLR DAVID WILLIAMS

Cllr Williams gave a verbal report to member on the on-going activity from the County Council.

Noted

44/24) DISTRICT COUNCILLORS REPORT

Cllr Ashley took members through his written report which had been circulated prior to the meeting. Members accepted the report as written.

Noted

45/24) MINUTES OF THE MEETINGS HELD ON THE 8th FEBRUARY 2024.

The minutes of the Parish Council meeting held on 8th February 24 had been circulated for members consideration. Cllr Graham proposed that the minutes be approved and signed as a true and accurate copy. This was seconded by Cllr Bailey and all members unanimously agreed.

Resolved

The minutes of the Parish Council held on 8th February 24 were approved as a true record of the meetings and were signed by the Chairman.

46/24) MATTERS ARISING

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

Noted.

47/24) FINANCE

a) Finance Statement

Salaries for March 2024	£ 4,722.30	
NEST Pensions - March	£ 170.33	
HMRC (PAYE/NIC qtr. to 31/3/24)	£ 2,648.80	
Cropper Grounds Maintenance (February)	£ 672.49	
HAGS SMP (Play area inspection)	£ 84.00	
P. Graham expenses (Food Hygiene Cert. & decorations)	£ 47.66	
D. Wheatley (stamps)	£ 18.00	
H. Caulfield (phone - Feb)	£ 5.00	
Dales of Cannock (Comm. Centre consumables)	£ 38.50	
Design 380 (Website hosting)	£ 120.00	
L. McClymont expenses (Food Hygiene Cert. & decorations)	£ 72.64	
Green Co (Oak Tree safety work)	£ 1,650.00	
Sues Rosettes (Dog Show rosettes)	£ 93.00	
Wildlife Displays (Small Animal Display deposit)	£ 100.00	
P. Graham expenses (Fun Day dog bags)	£ 56.52	
TOTAL	£10,499.24	

DIRECT DEBITS TAKEN SINCE THE LAST MEETING

Coopers Waste	£ 84.00	
SEFE (Gas)	£ 588.89	
BT (Internet)	£ 56.52	
Microsoft (365 subscription)	£ 101.16	
TOTAL	£ 830.57	

INCOME FOR MONTH

TOTAL	£ -	

FINANCIAL STATEMENT

CURRENT ACCOUNT BALANCE	£28,161.00	
LESS PAYMENTS AGREED	10,499.24	
LESS OUTSTANDING CHEQUES		
BALANCE IN CURRENT ACCOUNT	£17,661.76	
TOTAL	£17,661.76	

Cllr Thompson joined the meeting at 8.22pm

ON DEPOSIT

BUSINESS INSTANT ACCESS ACCOUNT		
General reserves + interest	-£30,126.65	
Memorial Garden sink fund - per "recommendation"	£ 3,546.19	
Community Centre sink fund	£14,514.45	
Leisure Park sink fund - per budget	£21,178.06	
Sports Ground sink fund - per budget	£ 9,362.97	
Bus Shelter sink fund - per budget	£ 5,300.00	
Election expenses sink fund	£15,258.38	
Play Area sink fund - per budget	£42,056.53	
Skate Park sink fund - per budget	£18,000.00	
Village Green sink fund - per budget	£12,533.42	£111,623.35
Total	£111,623.35	

a) Payments – The Clerk took members through the payments presented.

Cllr Davies objected to the invoice for face painting at the Family Fun Day as people might be allergic and did not believe there should be any face painting at the event. Cllr Graham explained that this was a professional company with all the relevant insurances in place. The Clerk advised that delegated powers had been approved for the Public Events Committee to spend the budget. It had been agreed by this committee that face painting would be one of the attractions and this companies' quotation had been agreed as the best option.

It was proposed by Cllr Newman that all payments are approved payment. This was seconded by Cllr Silvester and agreed by 7 members, 1 member against and Cllr Thompson abstained to vote. All payments approved.

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

c) Doctors Surgery Lease – Cllr Ashley enquired if the lease charges had been reviewed recently for the Doctors surgery as he believed there were due for review every 3 years. The Clerk advised that she did not have access to that information the Finance Officer would need to answer that question.

d) Grant Funding Request – Members considered written request for a grant from the Penkridge Air Cadets Squadron for funding towards training equipment. The clerk advised that she had requested that they complete the appropriate application form and supply the number of members from Huntington. Members agreed that they wished to wait until the appropriate information had been received for consideration.

e) Quotation Tree Felling – Members considered the only quotation received to conduct the works to fell a large number of trees on Littleton Leisure Park from S&K for a total sum of £3,750. Members were advised that one company had refused to quote due to the steep bank working. Cllr Thompson stated that he was happy with the one quote, they have visited the site and know what the job entails, and the company have previously worked on the site. The company are prepared to conduct the work before the end of March when the official bird nesting season starts. Cllr Thompson proposed the quotation be accepted, this was seconded by Cllr Newman and agreed by 9 members. Cllr Wetton abstained to vote.

Resolved

- That all payments are approved for payment as presented.
- That the Finance Summery report was accepted as presented.
- Finance Officer is the check when the rent review is due for the Doctors surgery lease.
- Wait for the appropriate application and information to be received.
- That the quotation form S&K for £3,750 to fell a number of trees on Littleton Leisure Park is approved.

48/24) LONE WORKING POLICY

Members had been circulated prior to the meeting with a proposed Lone Working Policy for adoption, as recommended by NALC. The Chair explained the legal obligations of the Parish Council as an employer. Cllr Thompson asked if the Lone Working Policy would cover Councillor whilst working alone in their respective areas. The Clerk advised that the policy document as circulated was recommended by NALC and the policy document states that it applies to staff, and it does not apply to Councillors.

The Chair also showed members a form that had been developed using Office 365 forms that could be used immediately by staff to record when and where they were working which complemented the policy. Cllr Thompson raised the issue that there are several professional apps such as People Safe that can be used for this purpose, and they could be monitored so if staff needed help it could be obtained quickly. Cllr Benton agreed to investigate these apps and report back to the next meeting with details of what they can provide,

and the cost involved. Cllr Thompson enquired if the policy states that any details recorded on forms or apps will not be used to track staff's work? The Clerk advised that it does not, but the Policy is the one advised by NALC for use by Councils.

Cllr Benton proposed that the Lone Working Policy be adopted as presented and this was seconded by Cllr Graham and 9 members voted in favour, Cllrs Lester and Thompson voted against.

Resolved

That the Lone Working Policy document is adopted as presented.

49/24) PLANNING MATTERS

Planning Number 24/00105/FULHH	Application- Two storey side extension and single storey rear extension	Address: - 25 Woodstock Drive Huntington Cannock WS12 4 TB
Decision Due in by 7 th March 24. Circulated to members via email no issues raised or request for extension of consultation raised. No Objection		

Noted

50/24) CORRESPONDENCE

Offer of a free Picture of the King – Cllr Newman proposed that we apply for an official picture of the King, this was seconded by Cllr Wetton. 10 members voted in favour and Cllr Ashley voted against. The Clerk to request an official picture of the King.

D Day 80 Flag – Members did not wish to purchase a D Day 80 flag.

Code of Conduct Training – South Staffs Council will be organising training sessions in the various localities and are looking for venues prepared to host. Cllr Graham proposed that Huntington offer to host a Code of Conduct Training session this was seconded by Cllr Wetton, 10 members voted in favour, Cllr Tym voted against.

Resolved

That the Clerk request an official picture of the King and that South Staffs Council are invited to hold a Code of Conduct Training in Huntington Community Centre.

51/24) COMMUNITY CENTRE

Cllr Tunas Bana was unable to attend the meeting but had supplied a written report which had been circulated prior to the meeting. Members accepted the report as presented. The Clerk shared the details from the architect regarding the feasibility plans for the Community Centre. The plans were to be considered in depth at the Community Association meeting with the regular user groups to ensure it fits with their needs as well.

Noted

52/24) AMENITIES

- a) **Village Green** – Cllr Ashley took members through his written report which had been circulated prior to the meeting. Members accepted the report as presented and agreed the following actions from the report.
 - 1) **Wheel cleaning** – Cllr Thompson is to request the Ranger contact the company that has previously painted the wheel to see if they would provide a quotation to clean and paint the wheel in the Memorial Garden.
 - 2) **Play Area** – Cllr Ashley agreed to arrange a separate meeting to discuss fully all projects for the play area and possible funding opportunities.

The Chair proposed moving Standing Orders by 30 minutes to 10.30pm. All members agreed.

- b) **Littleton Leisure Park** – Cllr Thompson took members through his written report which had been circulated prior to the meeting. Members accepted the report as presented. Cllr Thompson advised the overhanging trees that have been reported have now been cut back.
- c) **Sports Ground** – Cllr Lester took members through his written report that had been circulated prior to the meeting. Members accepted the report as presented.

The Clerk raised her concerns regarding the recent excessive amount of water coming from a drain on neighbouring property across our gate area. This had become worse since the manhole collapse in to the old drain and wonders if the drainage is not old but is actually part of the drainage system from the industrial site and the fallen soil and debris is now blocking the flow. Cllr Lester recommended getting some drainage put in to take the water down the side of the path away from the gate. The Chair stated that more investigation is needed before members can agree any works to ensure our actions do not make the issue worse.

Noted

53/24) PUBLIC EVENT

Cllr Graham took members through her written report regarding Public Events. Members accepted the report as submitted. Cllr Graham drew members attention to the date of the next Subcommittee meeting 28th March. Cllr Graham proposed that the Clerk and Handyman be paid for the hours that they worked at the tabletop sale as reported in her report. This was seconded by Cllr Benton and agreed by all members.

Noted

54/24) 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

55/24) DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 11th April 2024, in Huntington Community Centre and will commence following the Annual Parish Meeting.

Signed _____

Date _____

56/24) 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.

57/24) Memorial Garden Brick Issues

Following the investigation and information received from both parties and members full discussion and reviewing the original project idea and requirements it was unanimously agreed that no further action will be taken, the Memorial will remain as it is.

Resolved

That no further action will be taken, the memorial will remain as it is, the Chair will write to both parties.

There being no further matters for discussion the meeting was closed by the Chair at 22.22

Signed _____

Date _____