

Minutes of the meeting held on 12th September 2024 in Huntington Community Centre commencing at 7pm.

PARTICIPANTS: Councillors J Newman (Chairman), C Benton (Vice Chairperson), P Wetton, J Ashley, S Tunas Bana, B Lester, M Tym, D Silvester, (Mrs) P Graham, (Mrs) D Davies and R Bailey (20.00).

IN ATTENDANCE: Mrs L McClymont (Clerk), Mr D Wheatley (Finance Officer), Mrs N Hunter (Handyperson), and Cllr David Williams – County Councillor and 6 members of the Public.

136/24) APOLOGIES FOR ABSENCE

Apologies were received from Cllr M Thompson,

Noted

137/24) PUBLIC QUESTIONS

The Chairman welcomed the members of the public to the meeting and explained the procedures.

All the residents were from Pear Tree Close and wanted an update from the public consultation event by a developer held at the Barns Hotel regarding future development of land to the rear of the Close. The Clerk confirmed that she had not received any formal planning application regarding the land. Cllr Ashley advised there was no update from South Staffs District Council. He did advise members and the public that this area of land has been designated as approved land for development for several years. The residents were disappointed that they were unaware that this land had been designated as development land for so many years and they were unaware.

Cllr Williams advised that the site was identified by South Staffs Council as development land as part of The Local Plan. It is unfortunate that residents were unaware as public consultation did take place.

Cllr Benton stated that at this moment there is no formal application and therefore nothing that can be objected to as the event was an outline planning consultation. If a formal planning application is made any objections would need to be very strong and they need to be planning objections.

Members agreed that they would do their best to help residents raise objections at the appropriate time.

The public asked if the farms barn buildings could be protected. Members were not aware of any protection as they are not listed building. If they were registered as a community asset it would only mean they would have the option to purchase them.

The public thanked Parish Councillors for their time and support.

With no further questions the Chairman thanked the members of the public for attending and closed the public question time at 19.29

Noted

138/24) 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. The Chairman then introduced the new Handyperson Nikki Hunter and asked her to report to members the issues she has found on Parish assets since starting her new role.

Noted

139/24) HANDYPERSON REPORT – NIKKI HUNTER

Mrs Hunter had provided a PowerPoint presentation with photographic evidence to support the issues she has found during her first month in the role of Handyperson. Mrs Hunter has been fortunate in having spent considerable time at all the Parish Councils public space assets whilst also covering some of the duties for the Ranger whilst he was on leave. The report covered all the areas the Parish Council are responsible for. There were a lot of recommended actions to provide the various areas with a little more TLC and members agreed that staff should start to work and address these recommendations.

The Chairman agreed to build a job sheet of all the jobs and align them to the areas and then a site meeting could be arranged with the various site Chairmen to establish if any other works are needed

and to prioritise the works and set realistic times and dates for achieving the works and bring the various areas back up to standard.

Cllr Graham thanked Mrs Hunter for all her hard work in such a brief time, the work that she had conducted on the bus stops has made an immense impact, and the public have really noticed and commented on the difference that has been made.

Noted

Cllr Bailey joined the meeting at 20.00.

140/24) COUNTY COUNCILLOR REPORT - Cllr DAVID WILLIAMS

Cllr Williams reported things have been quite quiet at the County Council. Regarding the issue with the poor condition of footpaths around the Gratley Croft area he advised he is still pressing for works to be done but unfortunately this is not going to be any time soon.

Cllr Lester raised the issue of the overgrown alley walkways that are being neglected. It had been suggested that there was some dispute over who is responsible for the upkeep, but this simply is not acceptable. Some areas are so overgrown they are impassable with pushchairs and motorised scooters, pedestrians are being tripped up by the number of weeds encroaching the walkway. Cllr Williams advised this is on the list of works to address but he had no time scale, he advised Cllr Lester to contact Mark Deaville who is the Cabinet Member for Strategic Highways at Staffordshire County Council.

Cllr Ashley asked Cllr Williams if he would be prepared to attend a site meeting with Cllr Lester and himself and if the appropriate officer could also be in attendance to see firsthand the issues residents are suffering. Cllr Williams agreed to attend a site meeting and arrange for an officer to attend as well.

Noted

141/24) 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.

- a) Cllr Ashley proposed that the Parish Council work towards Green Flag Status for Littleton Leisure Park. This was seconded by Cllr Newman and agreed by all members.
- b) Cllr Ashley proposed to resurrect all area site meetings. This was seconded by Cllr Newman and agreed by all members.

Resolved

- a) That Huntington Parish Council work towards obtaining Green Flag Status for Littleton Leisure Park.
- b) That all area site meetings are resurrected and meetings to be held.

Cllr Williams left the meeting at 20.21.

142/24) POLICE QUARTERLY REPORT

A written report covering crime and antisocial behaviour in Huntington and Hatherton the past 12 months had been received from the police and circulated to members prior to the meeting. Members accepted the report as presented.

Noted

143/24) MINUTES OF THE MEETINGS HELD ON THE 11th JULY 2024.

The minutes of the Parish Council meeting held on 11th July 24 had been circulated for members consideration. Cllr Silvester 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 11th July 24 were approved as a true record of the meetings and were signed by the Chairman.

144/24) MATTERS ARISING

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

Noted.

145/24) FINANCE**a) Finance Statement****ACCOUNTS FOR PAYMENT**

Salaries for August 2024	£ 5,964.01	P'd by Chair's Actions
Salaries for September 2024	£ 5,231.44	
NEST Pensions - August	£ 213.83	
NEST Pensions - September	£ 187.84	
Cropper Grounds Maintenance (July)	£ 672.49	P'd by Chair's Actions
H. Caulfield (phone - Aug)	£ 5.00	P'd by Chair's Actions
T.F.M. (sealant, gloves, broom)	£ 21.36	P'd by Chair's Actions
Sutton & Wilkinson (Fees for Memorial Garden water supply)	£ 744.00	P'd by Chair's Actions
HMRC (PAYE/NIC - qtr to 30/9/24)	£ 2,955.90	
Cropper Grounds Maintenance (August & Japanese Knotweed Treatment)	£ 1,377.49	
H.Caulfield (phone - Aug)	£ 5.00	
T.F.M. (broom, decorating consumables, garden pruner)	£ 182.72	
Sutton & Wilkinson (Fees for Community Centre Alterations)	£ 3,068.40	
GSS Security & Electrical (re-program door control & app system)	£ 324.00	
HAGS-SMP (play area inspection)	£ 84.00	
Dales of Cannock (Comm.Centre cleaning consumables)	£ 269.81	
Blueprint Designs (Handyperson uniform)	£ 178.13	
B. Lester expenses (materials for repairing hole in Sports Ground)	£ 30.00	
S. Spears expenses (fuel & strimmer)	£ 49.99	
South Staffs DC (License Fee)	£ 180.00	
Diamond Fire & Security (Alarm & Extinguisher service)	£ 448.50	
D. Wheatley (stamps)	£ 27.20	
TOTAL	£22,221.11	

DIRECT DEBITS TAKEN SINCE THE LAST MEETING

Coopers Waste	£ 88.90	
BT (Internet)	£ 70.74	
Microsoft (365 subscription)	£ 101.16	
Yu Energy (Electricity)	£ 59.34	
Yu Energy (Gas)	£ 11.54	
E-on (electricity)	£ 15.88	
TOTAL	£ 347.56	

INCOME FOR MONTH

Football Pitch Hire	£ 1,100.00	
Xmas Event Receipts	£ 20.00	
TOTAL	£ 1,120.00	

FINANCIAL STATEMENT

CURRENT ACCOUNT BALANCE	£36,902.59	
LESS PAYMENTS AGREED	£22,221.11	
LESS OUTSTANDING CHEQUES		
BALANCE IN CURRENT ACCOUNT	£14,681.48	
TOTAL	£14,681.48	

ON DEPOSIT

BUSINESS INSTANT ACCESS ACCOUNT		
General reserves + interest	-£35,253.43	
Memorial Garden sink fund - per "recommendation"	£ 2,865.24	
Community Centre sink fund	£15,183.08	
Leisure Park sink fund - per budget	£18,187.81	
Sports Ground sink fund - per budget	£13,119.27	
Bus Shelter sink fund - per budget	£ 6,300.00	
Election expenses sink fund	£16,258.38	
Play Area sink fund - per budget	£41,655.28	
Skate Park sink fund - per budget	£20,000.00	
Village Green sink fund - per budget	£14,283.61	£ 112,599.24
Total	£112,599.24	

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

It was proposed by Cllr Newman that all payments are approved payment. This was seconded by Cllr Wetton and agreed by all members. All payments approved.

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

c) Ground Maintenance Specification – The Clerk advised members that the Grounds maintenance contract is up for renewal 1st April 25 and in order to obtain competitive prices and to find companies that can accommodate a regular contract, the specification of works needs to be agreed and sent out. Hopefully, we will have all quotations in before the November meeting ready for budget setting. The current specification had been sent out to members prior to the meeting for consideration with some observations from the Clerk regarding issues over the past contract spec. It was agreed to request 4 pitch rolls per year specified as October, November, February, and March subject to weather conditions. Amend hedge cutting height to read 70 – 80 centimetres, remove the reference to trip rail height and weed and moss spray to be done 4 times per year. Members approved for the specification to be sent out with the appropriate amendments as requested and agreed.

d) Play Equipment Safety Checks – Members considered the quotation for annual and regular inspection of play and fitness equipment. The Quotation for option 2 at a cost of £440.00 +vat was proposed by Cllr Newman and seconded by Cllr Tunas Bana and agreed by all members.

e) New Picnic Tables Village Green – Cllr Newman took members through his report and proposal to purchase 4 new picnic tables for the play area. Members agreed that the metal shelter should be removed as it attracts a lot of anti-social behaviour, and this would provide space to accommodate the picnic benches. Members preferred the option 2 type table, and the Chairman agreed to obtain a quotation for the purchase and installation of 4 picnic benches for the next meeting.

f) Remembrance Plaque Quote – Cllr Newman took members through his report and proposal to purchase a memorial plaque for the Memorial Garden to commemorate the loss of lives in the Wellington Bomber crash in the village 80 years ago, this would also be part of the Remembrance Day Service. A draft design was viewed and approved by members along with a sign maker and material. Members agreed the plaque background colour to be Aqua with a gold crest and black writing. Cllr Benton proposed that delegated powers be given to the Chairman and Clerk to arrange for the manufacture and purchase of the agreed design plaque in the colours agreed up to a cost of £300 due to the tight time scale to get this manufactured and installed before Remembrance Day. This was seconded by Cllr Tunas Bana and agreed by all members.

g) Water Supply- Memorial Garden Quotes – Cllr Ashley took members through the information received to date regarding the installation of pipes work for a water supply. Members agreed that Cllr Ashly should hasten more details of the works as there is a significant difference in price and the lower quote does not state the details of works like the other quotation.

Resolved

- That all payments are approved for payment as presented.
- That the Finance Summery report was accepted as presented.
- That Ground Maintenance Specification with the agreed amendments can be sent out for pricing.

- d) That the quotation of £440 for safety check of the play and fitness equipment by Hags is approved
- e) That Cllr Newman is to obtain quotations for removal of the metal shelter and supply and fit 4 picnic benches, option 2 .
- f) That delegated powers to arrange the manufacture and purchase of a plaque for the memorial garden to commemorate the Wellington Bomber crash up to a cost of £300 are given to the Chairman and Clerk.
- g) That Cllr Ashley to obtain details of works for the cheaper quotation.

146/24) PLANNING

There was no planning matters received for consideration.

However, the Clerk had been advised that an appeal has been made to the Secretary of State against South Staffordshire Council to refuse the grant of planning permission for the erection of 1no 2 bed bungalow at the Garage Site in Heather Drive. We await the decision.

Noted

147/24) CORRESPONDENCE

All correspondence had been circulated via email and noted by members, there was no further action required.

Noted

148/24) 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 supported the proposal to have the Handyperson start to clear the bar area taps, glasses and shelving to be able make the area more useable as a Parish Office area.

Cllr Benton Declared an interest and left the room taking no part in the discussion or resolution regarding the application from Stand By Me Staffordshire

- a) The Clerk drew members attention to an application from Stand By Me a men's mental and physical health group for support and assistance to set up a regular meeting in Huntington Community Centre. Members fully supported this group in the hire of the Community Centre. Cllr Newman proposed offering the group an initial 3-month free hire, then review to see if further assistance is needed. This was seconded by Cllr Silvester and agreed by all members.

Cllr Benton rejoined the meeting.

- b) The Clerk took members through the application for a Karate Group to set up regular hire on a Wednesday in the Community Centre. Members agreed that confirmation was needed that the hirer was over the age of 21 before entering into a hire agreement.

Resolved

- a) That approval is given for the hire of the meeting rooms in Huntington Community Centre by Stand By Me for 3 months with out charge. This will be reviewed in three months' time to see if more support is needed.
- b) Activity approved if hirer is 21 or over as per hire policy.

149/24) COMMUNITY CENTRE FUTURE REFURBISHMENT PLANS

Members had been supplied with a complete set of feasibility study plans for redevelopment of the Community Centre as supplied by the architect. A full and lengthy discussion took place.

- a) Members unanimously agree that option 1 would be the most realistic and affordable option going forward as it did not require any extension to the building size apart from access to an additional entrance. This would also provide the option of having a Parish Office accessible to the public in the village.
- b) In order that we are more prepared to apply for future grant funding with plans and costings in mind. Cllr Benton proposed that Sutton and Wilkinson are requested to provide an estimated costing for option 1. This was seconded by Cllr Tunas Bana and agreed by all members.

Resolved

- a) That option 1 of the feasibility study plans are the preferred option of Huntington Parish Council.

- b) That Sutton and Wilkinson are asked to provide an estimated cost of works for option 1 of the feasibility plans for Huntington Community centre.

Members moved Standing Orders by 15 minutes.

150/24) AMENITIES

- a) **Village Green** - Cllr Ashley had included the village green items within his District Councillors report and had nothing further to add.
- b) **Littleton Leisure Park** – Cllr Thompson was not in attendance but had supplied a written report which had been circulated to members prior to the meeting. The Chairman took members through the report.
- i) Members discussed the fact that the trees mentioned in the report had already been removed. The Clerk confirmed that she had received an email confirming that Cllr Thompson had removed and explained the issue over ownership of the land and trees. Members agreed that this action should have been considered by full Council before action.
- ii) Members considered the quotation of £260.00 to remove the hedge cuttings. Members discussed this issue and felt it was a lot of money to remove hedge cutting and there was only one quotation so no comparison of costs. It was discussed how the hedge cutting arisings could be disposed of. Cllr Benton Proposed that if authority for collection was not going to be given then the Clerk should issue an instruction to the Ranger to clear the area by the end of next week by either spreading in the undergrowth of the tree area or bagging and putting in the bin. This was seconded by Cllr Graham and members voted in favour with the exception of Cllr Davies who abstained to vote.
- iii) Members discussed the single quotation for the removal of trees to provide a viewpoint at a cost of £750.00 per day and the work requiring 3 days so a total of £2,250.00. members agreed that this work requires 3 comparable quotations before consideration. Members also agreed that as we are going for Green Flag Status this work should be included in the list of jobs for the area and prioritised accordingly. This quotation was not approved.
- iv) There had been a request made to some councillors for a bin to be installed on the plateau. Members agreed to investigate this and consider this as part of the works if it was a feasible option.
- c) **Sports Ground** – Cllr Lester took members through his written report which had been circulated prior to the meeting. Members accepted the report as presented.

Resolved

a-Noted.

b(i)- That the plan to remove trees form the highway verge should have been considered by full Parish Council before action.

b(ii)- - That quotation for removal of hedge cutting is rejected, the Clerk is to instruct the Ranger to clear the hedge cutting within the tree undergrowth or in bin bags.

b(iii)- That the quotation for tree removal to provide a viewpoint is rejected, the work is to be added to the jobs list and 3 comparable quotations provided.

b(iv)- That a bin will be considered for the plateau as part of the works plan if it is feasible.

c- Noted.

151/24) PUBLIC EVENT

Cllr Graham took members through the written report which had been circulated to members prior to the meeting. The report was accepted as presented. Cllr Graham thanked everyone for the support and help on the day of the Fun Day event and for the donations to the raffle prizes the event was an enormous success.

Next Public Events meeting Thursday 19th September.

Cllr Grham had proposed the purchase of a 3x3 branded gazebo to match the large one used at the Fun Day events. This would be useful at the smaller events as easier to transport and put up and for the Remembrance Sunday event would fit in the Memorial Garden. Members agreed that this would be an extremely useful addition to Parish Equipment. Cllr Graham was asked to obtain a price form the

supplier of the larger gazebo so they matched. It was agreed that as time was running short for the Remembrance Sunday event the purchase costs would be considered via email.

Cllr Graham also asked members if they wished to contribute to a Christmas hamper raffle prize to be run at the Christmas Fayre. Members agreed to this, and Cllr Graham will draw up a list of items for member to pick from to supply.

Noted

152/24) 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

153/24) DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 10th October 2024, commencing at 7pm in Huntington Community Centre.

Signed _____

Date _____

154/24) 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.

155/24) Terms of Reference

There is a requirement for all sub committees to have Terms of Reference. Members had been circulated prior to the meeting with a draft Terms of Reference for the Staffing Committee. Cllr Newman proposed that the Terms of Reference for the Staffing committee be adopted by Huntington Parish Council. This was seconded by Cllr Tunas Bana and agreed by all members.

The Chairman stated that all sub committee chairmen need to work on their Terms of Reference with the Clerk and Staffing committee to ensure they are in place and can be adopted by the Parish Council at the earliest opportunity.

Resolved

That Huntington Parish Council adopt the Staffing Committees Terms of Reference as presented.

There being no further matters for discussion the meeting was closed by the Chair at 22.21

Signed _____

Date _____