

HOUGHTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 8th September 2020
at 19.30 via the Zoom platform

Present: Parish Councillors: A Young (Chairman), P Chant, A Dougall.
County Cllr A Gibson.

Members of the Public: 1

Minutes: Mrs C L Cotterell (Parish Clerk)

The meeting started at 19.32

Item	Minute	Actions
1	Chairman's Welcome Chairman welcomed all to the meeting.	
2	Apologies Apologies received from Parish Cllrs Adams and Coombes	
3	Declarations of Interest Cllrs to declare an interest in any items of business on this agenda - None.	Noted
6 (item brought fwd)	Borough and County Councillor Reports Cllrs to note Borough and County Cllr reports Cllr Gibson had sent his report via email which was circulated and published on PC website. Further updates reported: <ul style="list-style-type: none"> • Recently visitors to a pub in Kings Somborne had tested positive for Covid but the track and trace seemed to be working well. Hospitals in Hampshire are preparing for a second spike in cases in the autumn. • Flooding – Cllr Young advised Cllr Gibson about the HPC letter sent to HCC about blockages in drains near Orchard Cottage and Bywater – Cllr Gibson to follow up with HCC. 	Cllr Gibson
4	Cllrs to confirm the accuracy of the minutes of the meeting held on 7th July 2020 – Proposed Cllr Dougall, seconded Cllr Chant, all agreed.	
5	Actions/Updates Cllrs to note actions and updates already circulated. Cllrs noted the content of the actions and updates document previously circulated and had no further comments.	Noted
7	Website Accessibility Cllrs to review the Accessibility audit report and review and approve the draft accessibility statement and action plan – Cllrs reviewed and approved the accessibility statement and action plan – Proposed Cllr Young, seconded Cllr Dougall, all agreed.	
8	Cllrs to review, revise (if required) and adopt the following Council policies and documents: <i>Grant Awarding Policy and Application Form</i> – Cllrs reviewed and adopted the policy and application form – Proposed Cllr Chant, seconded Cllr Dougall, all agreed.	
9	Cultivation Licence/Verge Fence Cllrs to review progress and action required for the verge – Cllrs commented there appeared to be less parking on the verge this year. Cllr Chant has a contact at HCC who is willing to visit to give advice on suitable planting for a cultivation licence – Agreed Cllr Chant will arrange the site visit.	Cllr Chant
10	Play Area RoSPA Inspection Cllrs to review the RoSPA play area inspection and agree any action required – The report highlighted a bush on the toddler swing needs to be replaced, and it has recently been noticed that a handle on the rocker chair is cracked – Action: Clerk to contact Sutcliffe Play to obtain prices for replacement of items.	Clerk
11	Play Area Equipment Cllrs to receive an update – This item deferred as Cllr Coombes not present.	Deferred
12	Speed Signs Update Cllrs to receive an update – Cllr Chant confirmed that 2 places for location of signs have been identified near The Boot and near Sheepbridge.	

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	<p>A representative of the Community Benefit Fund (CBF) present at the meeting advised that applications for CBF funds were very low – It was commented that both the play area equipment and the speed sign projects may be suitable for funding applications from the CBF.</p> <p>It was noted that new kerbs near the new development extended into the road – Cllr Young to speak to the case officer for the development.</p>	Cllr Young																				
13	<p>Finance</p> <p>a) Cllrs to propose acceptance of the financial statements for the period 1st July to 31st August 2020 – Proposed Cllr Young, seconded Cllr Dougall, all agreed.</p> <p>b) Cllrs to approve an increase to the Clerk Home Working allowance in line with updated HMRC rate – Proposed Cllr Dougall, seconded Cllr Chant, all agreed.</p> <p>c) Cllrs to approve the following Schedule of Payments – Proposed Cllr Chant, seconded Cllr Dougall, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Salaries/HMRC PAYE</td> <td style="text-align: right;">£852.40</td> <td>Clerks/office expenses</td> <td style="text-align: right;">£48.26</td> </tr> <tr> <td>Community Support Group</td> <td style="text-align: right;">£94.50</td> <td>Sub Arb Ltd (Trees survey)</td> <td style="text-align: right;">£432.00</td> </tr> <tr> <td>All Able Ltd (accessibility)</td> <td style="text-align: right;">£120.00</td> <td>SLCC Ltd (Training)</td> <td style="text-align: right;">£15.00</td> </tr> <tr> <td>Reimburse A Dougall (flowers)</td> <td style="text-align: right;">£35.00</td> <td>CP Architectural Ltd (VHall)</td> <td style="text-align: right;">£580.00</td> </tr> </tbody> </table> <p><u>Closing bank balance as at 31st August 2020 - £20,480.65</u></p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Salaries/HMRC PAYE	£852.40	Clerks/office expenses	£48.26	Community Support Group	£94.50	Sub Arb Ltd (Trees survey)	£432.00	All Able Ltd (accessibility)	£120.00	SLCC Ltd (Training)	£15.00	Reimburse A Dougall (flowers)	£35.00	CP Architectural Ltd (VHall)	£580.00	
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14	<p>Next Meeting</p> <p>Full Council Meeting – Tuesday 10th November 2020 – 7.30pm via video conference call.</p>																					

Meeting closed at 20.06

These minutes were approved at the meeting held on 10th November 2020