

**HOUGHTON PARISH COUNCIL**  
**Minutes of the Full Council Meeting**  
**held on Tuesday 9<sup>th</sup> January 2018**  
**at Houghton Village Hall, 7.30pm**

Present: Parish Councillors: Mrs I Burt (Chairman), A Young (Vice Chairman),  
P Kennesion, L Adams.

Members of the Public: 11

Minutes: Mrs Clare Cotterell - Parish Clerk

The meeting started at 7.30pm

<b>1</b>	<p><b>Elections</b></p> <p>a) Cllrs to elect a Chairman – Cllr Young proposed Cllr Burt to be elected as Chairman, seconded by Cllr Kennesion, all agreed. Cllr Burt was elected Chairman.</p> <p>b) Cllrs to elect a Vice Chairman – Cllr Adams proposed Cllr Young to be elected as Vice Chairman, seconded by Cllr Burt, all agreed. Cllr Young was elected Vice Chairman.</p>	
<b>2</b>	<p><b>Apologies for Absence</b></p> <p>Apologies were received from Borough Cllrs Busk and Boulton and Parish Cllr Scougall, County Cllr Gibson had advised he would arrive later.</p>	<b>Noted</b>
<b>3</b>	<p><b>Declaration of Interest</b></p> <p>None.</p>	<b>Noted</b>
<b>4</b>	<p><b>Cllrs to confirm the accuracy of the minutes of the meeting held on 7<sup>th</sup> November 2017</b> - Proposed Cllr Adams, seconded Cllr Burt, all agreed.</p>	
<b>5</b>	<p><b>Actions and Updates to be reported</b></p> <ul style="list-style-type: none"> <li>• Item 7 – All responses to planning applications were submitted and acknowledged.</li> </ul> <p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• HPC website is now up and running and the domain name fee has been paid for the first two years. (houghtonparishcouncil.org)</li> <li>• Parish Council Casual Vacancies - TVBC confirmed in December that they had not received enough requests to run a poll to fill the vacancies and confirmed they can be filled by co-option. An advert was displayed, circulated by village email and on the website requesting applications to be received by 21<sup>st</sup> December. One application has been received.</li> </ul> <p><b>Correspondence received:</b></p> <ul style="list-style-type: none"> <li>• Letter of thanks received from Test Valley School for the grant received.</li> <li>• Offer of a plastic bottle recycling bin has been received (agenda item)</li> <li>• HCC Priority Cutting List 2018 (agenda item)</li> </ul> <p>Cllr Young advised that Stevens Drove has been reported to HCC as it is impassable.</p>	
<b>6</b>	<p><b>Public Participation</b> -<i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i></p> <ul style="list-style-type: none"> <li>• A resident asked if the bench on Faithfulls Drove was going to be refurbished. It was noted that this was on the agenda for approval of the cost. Another resident said that she was unaware of a proposal to refurbish the bench and had already arranged for the bench to be replaced with a new one and hoped that the Parish Council could take on the responsibility of maintaining it. The Cllrs agreed that this was acceptable and thanked the resident for her kind donation of a new bench.</li> <li>• Mrs Gosse advised that she has started the process to set up a new village website using Hugofox as the host. The current website is very difficult to maintain and the webmaster had not been available to help. It is planned that the website will have community pages available for use. Mrs Gosse may approach the PC for funding of a domain name if the existing one cannot be used.</li> <li>• Mr Woodhall advised that the Houghton Trail will go ahead this year on 29<sup>th</sup> April and will need support of all on the day.</li> </ul>	
<b>7</b>	<p><b>Borough and County Councillor Reports</b></p> <p>This item deferred until Cllr Gibson arrived.</p>	
<b>8</b>	<p><b>Planning Applications</b></p> <p>Cllrs to propose a response to be submitted to TVBC in relation to the following planning or tree applications:</p> <p>a) 17/03089/FULLS - Erection of 1 no. detached dwelling with access from Chapel</p>	

**HOUGHTON PARISH COUNCIL**  
**Minutes of the Full Council Meeting**  
**held on Tuesday 9<sup>th</sup> January 2018**  
**at Houghton Village Hall, 7.30pm**

	<p>Close, associated parking, landscaping and package sewage treatment plant – Kents Orchard, Houghton + amended plans and tree information.</p> <p>There was a full discussion referring to –</p> <ul style="list-style-type: none"> <li>• the application will not enhance the local scene;</li> <li>• the style is not in keeping with the area;</li> <li>• this is an infill application and may set a precedence for the future;</li> <li>• there will be further loss of trees and threat to remaining trees;</li> <li>• access through Chapel Close is very restricted already and not suitable for large lorries/deliveries while building works take place;</li> <li>• access to the proposed property will cause issues for existing residents.</li> </ul> <p>Taking into account Cllrs comments and comments from the public present at the meeting it was <b>RESOLVED</b> to submit an <b>Objection</b> to the application with the following wording – <b>Proposed Cllr Young, seconded Cllr Adams, all agreed.</b></p> <p>“TVBC Revised Local Plan states (para 7.81) that planning proposals should result in enhancement of local conservation areas and make a positive contribution. The Houghton &amp; Bossington Conservation Area Policy ( March 1990) states that a conservation area has a unique and special character and planning policy will preserve and enhance its special character; trees should be protected as though they have TPO's.</p> <p>Houghton has accepted 26 additional houses (built or approved by TVBC) in the last 3 years - more than a 20% increase in housing stock - and is not against additional housing in principle; however, the Parish council does not support inappropriate or over-development, which it consider this application represents. Houghton is a Conservation village and as such there should be no infill; this application is infill as it is building in a garden.</p> <p>The proposed house is large and in the middle of 3 established houses which will result in an undesirable precedent for further high density, infill and over-development - none of which fits with Planning Policy principles for a conservation village.</p> <p>The Parish Council also objects to the current proposed design (vertical wood cladding) as not compatible with traditional Hampshire village house design; the brick house on the Metis Kent's Orchard 6-house development is a more appropriate design.”</p> <p>b) 17/03123/FULLS &amp; 17/03124/LBWS - Convert coach house to ancillary accommodation – Fir Tree Cottage, Houghton – After discussion it was <b>RESOLVED</b> to submit <b>No Objection</b> to this application but request that TVBC add a condition stating that “The ancillary accommodation will always be tied to Fir Tree Cottage and not sold as a separate dwelling/property.” <b>Proposed Cllr Kennesion, seconded Cllr Adams, all agreed.</b></p>	
<p><b>9</b></p>	<p><b>Budget 2018/19</b></p> <p>Cllrs to approve the budget for 2018/19 and the precept demand (document circulated). Cllrs reviewed and approved the budget for 2018/19 – some increases to operational costs were noted including staffing, audit, insurance, and playground. The audit cost increase is due to the CBF held within PC accounts, although these will reduce by the following year. The neighbourhood plan will have some expenses but these should be covered by funds coming from TVBC. A general reserve of approximately 3 months of operational spend has been added along with a grant funding allowance of £2,500.00, a grant awarding policy is to be drafted and adopted by the Parish Council at the next meeting. – Proposed Cllr Young, seconded Cllr Kennesion, all agreed.</p> <p>Cllrs reviewed and approved that the precept demand will not be increased this year and will remain at £9,000.00 – Proposed Cllr Burt, seconded Cllr Adams, all agreed.</p>	<p><b>Clerk</b></p>
<p><b>7</b></p>	<p><b>(Item 7 deferred) Borough and County Councillor Reports</b>  <b>Cllr Gibson reported:</b></p> <ul style="list-style-type: none"> <li>• Council Tax is expected to increase by 4.99%, with an option to add a further 1% - this has not been voted on yet by HCC.</li> <li>• Andover Library – the library will be refurbished in April and will remain open in temporary accommodation whilst refurbishment takes place.</li> <li>• Some CCG offices are now located within HCC offices</li> </ul>	

**HOUGHTON PARISH COUNCIL**  
**Minutes of the Full Council Meeting**  
**held on Tuesday 9<sup>th</sup> January 2018**  
**at Houghton Village Hall, 7.30pm**

	<ul style="list-style-type: none"> <li>Houghton Trail – Cllr Gibson has offered to help with the Houghton Trail and will be holding professional and fun cycle races in Andover in July, there will also be a french market taking place at the same time.</li> </ul>																																					
<b>10</b>	<p><b>Finance</b></p> <p>a) Cllrs to propose acceptance of the financial statement for the period of 1<sup>st</sup> November – 31<sup>st</sup> December 2017 – Proposed Cllr Adams, seconded Cllr Kennesion, all agreed.</p> <p>b) Cllrs to approve the following payments to be made – Proposed Cllr Adams, seconded Cllr Burt, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Cheque</u></th> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> <th style="text-align: left;"><u>Cheque</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>795</td> <td>Clerks Salary</td> <td style="text-align: right;">£-</td> <td>796</td> <td>Clerks/office expenses</td> <td style="text-align: right;">£86.14</td> </tr> <tr> <td>797</td> <td>D Robins Grass Cuts</td> <td style="text-align: right;">£960.00</td> <td>798</td> <td>AAPC share of BT line</td> <td style="text-align: right;">£20.99</td> </tr> <tr> <td>799</td> <td>CPRE Subscription</td> <td style="text-align: right;">£36.00</td> <td>800</td> <td>Neighbour Care Grant</td> <td style="text-align: right;">£300.00</td> </tr> <tr> <td>801</td> <td>PCC Houghton Grant</td> <td style="text-align: right;">£1000.00</td> <td>802</td> <td>Village Hall Grant</td> <td style="text-align: right;">£600.00</td> </tr> <tr> <td>803</td> <td>SLCC Membership</td> <td style="text-align: right;">£49.00</td> <td>804</td> <td>Harz Tree Surgeons</td> <td style="text-align: right;">£216.00</td> </tr> </tbody> </table> <p>c) Cllrs to approve the transfer of the Community Benefit Fund in its entirety at closure from the PC account to the CBF Charity account and to agree two members to attend the bank to carry out the transaction – Proposed Cllr Burt, seconded Cllr Young, all agreed. Cllrs Burt and Young to attend the bank to carry out the transaction.</p> <p>d) Cllrs to approve future payments for the website domain name to be via Direct Debit – Proposed Cllr Burt, seconded Cllr Young, all agreed.</p> <p>e) Cllrs to approve the cost of refurbishment of the bench on Faithfulls Drove – this was covered under Item 6.</p>	<u>Cheque</u>	<u>Payee</u>	<u>Amount</u>	<u>Cheque</u>	<u>Payee</u>	<u>Amount</u>	795	Clerks Salary	£-	796	Clerks/office expenses	£86.14	797	D Robins Grass Cuts	£960.00	798	AAPC share of BT line	£20.99	799	CPRE Subscription	£36.00	800	Neighbour Care Grant	£300.00	801	PCC Houghton Grant	£1000.00	802	Village Hall Grant	£600.00	803	SLCC Membership	£49.00	804	Harz Tree Surgeons	£216.00	<p style="text-align: right;"><b>Cllrs Burt/ Young</b></p> <p style="text-align: right;"><b>Clerk</b></p>
<u>Cheque</u>	<u>Payee</u>	<u>Amount</u>	<u>Cheque</u>	<u>Payee</u>	<u>Amount</u>																																	
795	Clerks Salary	£-	796	Clerks/office expenses	£86.14																																	
797	D Robins Grass Cuts	£960.00	798	AAPC share of BT line	£20.99																																	
799	CPRE Subscription	£36.00	800	Neighbour Care Grant	£300.00																																	
801	PCC Houghton Grant	£1000.00	802	Village Hall Grant	£600.00																																	
803	SLCC Membership	£49.00	804	Harz Tree Surgeons	£216.00																																	
<b>11</b>	<p><b>Correspondence</b></p> <p>a) Cllrs to agree 5 paths to be added to HCC’s Priority Cutting List – Cllrs agreed that there were no paths to add to the list.</p> <p>b) Community Governance Review – Cllrs to consider submitting a response – Cllrs agreed not to submit a response to the review.</p> <p>c) Cllrs to review grass cutting programme for 2018 – Cllrs agreed the contractor did a good job and it was noted that the budget allowed for 4 further cuts during the year if needed. It was also noted that there were occasions when grass cuttings had been walked into the hall, it may be possible that extra cuts could reduce this issue. Cllr Young to liaise with the contractor.</p> <p>d) Cllrs to agree whether to site a plastic bottle recycling bin in the village hall car park – Cllrs agreed that there was no requirement for a plastic bottle recycling bin in Houghton and therefore the offer of a bin will be turned down however the PC are happy to promote recycling through the Recycling Stars scheme.</p>	<p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Cllr Young</b></p> <p style="text-align: right;"><b>Clerk</b></p>																																				
<b>12</b>	<p><b>CIL (Community Infrastructure Levy)</b></p> <p>Cllrs to approve grants from the CIL monies to the Village Hall Committee for hall refurbishment works. (Details circulated).</p> <p>Cllrs considered the following requests for funding and were advised by the RFO that the PC cannot reclaim VAT on behalf of another organisation:</p> <p>Bat survey (already paid by Village Hall) - £890.00  Bat emergence survey due in June 2018 - £1,995.00  Asbestos survey - £630.00  Martin Lyon QS Services to planning application - £3,600.00  Paul Gorringer Architect - £10,800.00  Total cost required at this stage - £17,915.00</p> <p>Proposed Cllr Burt, seconded Cllr Young, all agreed.  Chairman advised that Houghton have further CIL monies coming and this will total just over £65,000.00.</p>																																					
<b>13</b>	<p><b>Neighbourhood Development Plan</b></p> <p>Cllrs to receive an update.</p> <p>Cllrs Adams and Young updated that Mr Marshall has resigned from the Steering Group leaving 4 current members. There will be an emergency meeting taking place with TVBC. The survey will be going out at the end of the week and the village email system will be updated with the information.</p>																																					

**HOUGHTON PARISH COUNCIL**  
**Minutes of the Full Council Meeting**  
**held on Tuesday 9<sup>th</sup> January 2018**  
**at Houghton Village Hall, 7.30pm**

<b>14</b>	<p><b>Community Benefit Fund Charity Update</b>  Cllrs to receive an update.  Cllr Burt updated that the CBF is now a charity, has 9 trustees and is registered with the Charity Commission. Appointment of Chairman and Treasurer will take place at next meeting and further updates will be reported at PC meetings.</p>	
<b>15</b>	<p><b>Playground and Trees</b>  Cllr Young to provide a report on the playground.  Cllr Young reported all is good with the playground. A visual inspection of the trees has taken place and all is okay, it has been recommended to have the next inspection in Summer 2019 when the trees are in full leaf.</p>	
<b>16</b>	<p><b>Lengthsman Scheme</b>  Cllr Burt to provide an update on the lengthsman scheme.  The lengthsman has not visited this month but a list of jobs is needed for February. He undertook some drainage works in December which may need further work.</p>	
<b>17</b>	<p><b>Co-option of Parish Councillors</b>  Cllrs to propose co-option of new Parish Councillors.  Mr Peter Chant was introduced and welcomed to the meeting as an applicant for co-option. Mr Chant spoke to the meeting and expressed his wish to join the team and become a Parish Councillor. Cllrs then approved his co-option to the Parish Council – Proposed Cllr Young, seconded Cllr Adams, all agreed.</p>	
<b>18</b>	<p>Next Meeting to be held on <b>Tuesday 6<sup>th</sup> March 2018</b> at 7.30pm at Houghton Village Hall.</p>	
	<p>The Chairman thanked Mrs Lucy Gosse who was retiring from editing the Parish Magazine after 10 years.</p>	

**Meeting closed at 8.59pm**

**These minutes were approved and signed by the Chairman at the meeting held on 6<sup>th</sup> March 2018**