

HOUGHTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 10th November 2020
at 19.30 via the Zoom platform

Present: Parish Councillors: A Young (Chairman), L Adams (Vice Chairman)
A Dougall, J Coombes.
County Cllr A Gibson.

Members of the Public: 2

Minutes: Mrs C L Cotterell (Parish Clerk)

The meeting started at 19.32

Item	Minute	Actions
1	<p>Chairman's Welcome Chairman welcomed all to the meeting.</p> <p><u>Item 4b - brought forward</u> Cllr Young met with HCC engineers to view areas of drainage problems and flooding. HCC followed up their visit with an email and maps reporting: "I can confirm I have checked our mapping system and the Highway drainage system was last cleared in April 2020. There were no issues noted with the system shown on Map 1 below and it all appears to be clear and working. The area on Map 2 doesn't appear to have been fully cleared so I will arrange for my Assistant Highway Engineer, Steve Read to raise an order. There is also a note that a CCTV survey may be required on the culvert opposite Willows House so we will have that carried out at the same time. Once this has been completed we'll be in a position to understand if any further repairs are required to the system. Unfortunately I am unable to give you a specific timescale for these works and in all likelihood, due to the current workload for the jetting machine following the September/October storms it will most likely be early next year before I am able to have this completed. I will arrange to have the issue of the private ditching running through Willow House logged for our Flood and Water Management Team to look at and ask that they update you on progress in due course."</p> <p>Cllrs noted there could be a problem developing at North Houghton and asked that the Clerk request HCC to add that area to their investigations.</p> <p><u>Item 6 - brought forward -</u> Cllr Gibson had provided a written update by email.</p> <p>Drainage and flooding - Cllr Gibson confirmed he will be meeting the new Highways team at Hook and will highlight areas which could have issues in Houghton. He commented that ground water levels are quite high and comparable to those in 2013.</p> <p><u>Item 10 - brought forward</u> Speeding issues in Stevens Drove - residents have contacted the PC asking if anything can be done to reduce speeding in Stevens Drove which is also access to a byway open to all traffic - Cllr Gibson advised he will put it on the agenda for his meeting with Highways on Friday to ask about speed bumps in Stevens Drove.</p>	<p>Clerk</p> <p>Cllr Gibson</p> <p>Cllr Gibson</p>
2	<p>Apologies Apologies received from Parish Cllr Chant.</p>	Noted
3	<p>Declarations of Interest Cllrs to declare an interest in any items of business on this agenda - None.</p>	Noted
4	<p>Cllrs to confirm the accuracy of the minutes of the meetings held on:</p> <p>a) 8th September 2020 - Full Council Meeting - Proposed Cllr Coombes, seconded Cllr Dougall, all agreed.</p> <p>b) 12th October 2020 - Extraordinary Meeting - Proposed Cllr Young, seconded Cllr Adams, all agreed.</p>	
5	<p>Actions/Updates</p> <p>a) Cllrs to note actions and updates already published and receive any further updates. Cllr Adams reported no further progress on the NDP since the last PC meeting, another NDP meeting will be held on Thursday 12th November.</p> <p>b) Cllrs to receive an update on Highways visit to discuss drainage issues - This item was moved forward and taken under Item 1.</p>	Noted

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6	<p>Borough and County Councillor Reports</p> <p>Cllrs to note Borough and County Cllr reports. This item was moved forward and taken under Item 1.</p>																	
7	<p>Planning – Cllrs to propose a response to the following Planning Applications:</p> <ul style="list-style-type: none"> a) 20/02492/TREES - T1 Ash - Pollard up to 6m - The Orchards, Houghton – <u>Item withdrawn as application already decided.</u> b) 20/02563/TREES - G1- conifers- fell to ground level - Homefield Houghton – No Objection - Proposed Cllr Dougall, seconded Cllr Young, all agreed. c) 20/02627/CLAS - Request for site visit to confirm 17/03089/FULLS Conditions 8, 9, 10 - Oaklands Chapel Close Houghton – No Comment – Proposed Cllr Dougall, seconded Cllr Adams, all agreed. d) 20/02667/PDQS - Application under Class Q to determine if prior approval is required for change of use of agricultural buildings to dwelling house (Class C3), and for building operations reasonably necessary for the conversion - Tiebridge Farm Houghton Road North Houghton – Cllrs resolved to Object to the application under Class Q for change of use of the agricultural buildings to dwelling house as it is not clear on the application that the dwelling will be used for agricultural workers – Proposed Cllr Adams, seconded Cllr Young, all agreed. <p>Cllr Coombes connection to the meeting was lost and he was unable to rejoin for the rest of the meeting. The meeting remained quorate.</p> <ul style="list-style-type: none"> e) 20/02684/LBWS - Removal/Replacement/Adaptation of 1970's materials and features – Hunters Cottage Houghton – No Objection – Proposed Cllr Dougall, seconded Cllr Adams, all agreed. 																	
8	<p>Risk Assessment</p> <p>Cllrs to review, amend and adopt a Risk Assessment Policy – Cllrs agreed to adopt the risk assessment with minor amendments – Proposed Cllr Adams, Cllr Dougall, all agreed.</p>																	
9	<p>Play Area Equipment</p> <ul style="list-style-type: none"> a) Cllrs to receive an update on project to provide new equipment – Item deferred. Cllr Coombes to be asked to circulate his update by email as his connection to the meeting had failed. b) Cllrs to consider entire replacement of rope bridge at cost of £345.10 + VAT – Cllrs agreed to leave the replacement of the rope bridge for now as it has been recently repaired. 	Deferred/ Cllr Coombes																
10	<p>Speeding Traffic in Stevens Drive</p> <p>Cllrs to discuss residents’ concerns and agree any action required. This item moved forward and discussed under Item 1.</p>																	
11	<p>Finance</p> <ul style="list-style-type: none"> a) Cllrs to propose acceptance of the financial statements for the period 1st September – 31st October 2020 – Proposed Cllr Young, seconded Cllr Dougall, all agreed. b) Cllrs to approve grass cutting contract for 2021 - £960.00 – Proposed Cllr Adams, seconded Cllr Dougall, all agreed. c) Cllrs to approve the following Schedule of Payments – Proposed Cllr Young, seconded Cllr Dougall, all agreed. <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;">£1,036.20</td> <td>Clerks/office expenses</td> <td style="text-align: right;">£55.60</td> </tr> <tr> <td>Share of BT Bill</td> <td style="text-align: right;">£20.99</td> <td>D Robins (Grass cutting)</td> <td style="text-align: right;">£960.00</td> </tr> <tr> <td>Sutcliffe Play (playground)</td> <td style="text-align: right;">£367.18</td> <td></td> <td></td> </tr> </tbody> </table> <p><u>Closing bank balance as at 31st October 2020 - £24,529.95</u></p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Salaries/HMRC PAYE	£1,036.20	Clerks/office expenses	£55.60	Share of BT Bill	£20.99	D Robins (Grass cutting)	£960.00	Sutcliffe Play (playground)	£367.18			
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12	Next Meetings Budget Discussion – Cllrs only – Tuesday 24 th November 2020 – 19.30 Full Council Meeting – Tuesday 19 th January 2021 – 19.30	

Meeting closed at 20.43

These Minutes were approved at the meeting held on 19th January 2021