

**All Parish Councillors are duly summoned to attend
the Annual Meeting of Houghton Parish Council to be held
on Tuesday 7th May 2024 at 19.00
Venue: Houghton Village Hall**

AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Chairman's Welcome and Public Participation**
- 4. Apologies for Absence**
- 5. Declarations of Interest**
To declare an interest in any items of business on this agenda.
- 6. To agree the accuracy of the minutes of the meetings held on:**
 - a) 5th March 2024 – Full Council Meeting
 - b) 19th March 2024 – Extraordinary Meeting
- 7. Borough and County Councillor Reports**
To receive Borough and County Cllr reports.
- 8. Planning**
To propose a response to be submitted to TVBC in relation to planning applications:
 - a) 24/00947/TREES - 9 Leylandii - Fell, Yew - Reshape lower crown by 5.49 metres, Laurel - Cut back to original hedge line – The Manor House, Church Lane, Houghton.
 - b) 24/00827/TREES – T1 Sycamore – Fell – Bywater, Houghton.
 - c) 24/01031/TREES – T19 Beech – Fell – The Limes, Church Lane, Houghton.
 - d) Any other planning applications recently received.
- 9. Insurance**
To review and approve the quotation for insurance cover from BHIB (now Clear Councils) under the 3-year long term agreement, due on 1st June 2024 – renewal cost for 2024-25 is £602.78
- 10. Finance**
 - a) To propose acceptance of the financial statements for the periods 1st to 31st March and 1st to 30th April 2024.
 - b) To approve the Annual Statement of Accounts for 2023/24.
 - c) To consider a funding application for upkeep and maintenance received from Houghton Village Hall – £660.00 requested.
 - d) To consider a funding application for village hall refurbishment, from allocated CIL funds - £831.80 requested.
 - e) To consider a funding application for churchyard maintenance received from the PCC – £1000.00 requested.
 - f) To approve the Schedule of Payments.
- 11. Internal Audit Report 2023/24**
To receive the Internal Auditor's Report and agree any actions required.
- 12. Annual Governance and Accountability Return 2023/24**
 - a) To approve the Annual Governance Statement for 2023/24
 - b) To approve the Accounting Statements for 2023/24
 - c) To approve the Certificate of Exemption for 2023/24
 - d) To agree the dates for the Period for the Exercise of Public Rights – Monday 3 June – Friday 12 July 2024.

**All Parish Councillors are duly summoned to attend
the Annual Meeting of Houghton Parish Council to be held
on Tuesday 7th May 2024 at 19.00
Venue: Houghton Village Hall**

13. Updates

- a) To receive an update on Flooding/HCC
- b) To receive an update on River Pollution/Pan Parish Group

14. Community Resilience Plan

To review a draft plan.

15. Council policies, documents and meeting dates:

- a) *To be reviewed, amended, if required and adopted:*
Standing Orders, Financial Regulations, Internal Control Procedures, Risk Assessments and Management Schedule, Members' Code of Conduct, Recording, Photography & use of Social Media, Freedom of Information and Data Protection Legislation, Employment Policies, Complaints Procedure, Media Policy and Grant Awarding Policy.
- b) *To review expenditure under the General Power of Competence in 2023/24 - £1,910.00*
- c) *To agree a Schedule of Meeting Dates for 2024/25*

16. Next Meeting

Full Council Meeting – Tuesday 2nd July 2024 at 19.00