

**HOUGHTON PARISH COUNCIL**  
**Minutes of the Annual Parish Council Meeting**  
**held on Tuesday 4<sup>th</sup> May 2021**  
**at 19.30 via the Zoom platform**

Present: Parish Councillors: A Young (Chairman), L Adams (Vice Chairman),  
A Dougall, J Coombes, P Chant.  
Borough Cllr A Johnston.

Members of the Public: 3

Minutes: Mrs C L Cotterell (Parish Clerk)

The meeting started at 19.30

**Item Minute**

1. **Election of Chairman** – Cllr Dougall proposed Cllr Young as Chairman, seconded by Cllr Adams, all agreed. The Council agreed the Chairman can sign the declaration of acceptance of office of Chairman at a later date.
2. **Election of Vice Chairman** – Cllr Coombes proposed Cllr Adams as Vice Chairman, seconded by Cllr Dougall – The Vice Chairman signed the declaration of acceptance of office of Vice Chairman on screen.
3. **Chairman’s Welcome** – The Chairman welcomed all to the meeting and thanked all members for their support during a very busy year and also thanked the Clerk for her work. The Chairman asked if any members of the public wished to speak on any item on the agenda.
4. **Apologies for Absence** – Apologies were received from County Cllr Gibson.
5. **Declarations of Interest**
  - a) To declare any amendments required to Cllrs’ Register of Interests form – All members confirmed there were no amendments required to their Register of Interests forms.
  - b) To declare an interest in any items of business on this agenda – None.
6. **To agree the accuracy of the minutes of the meetings held on:**
  - a) 9<sup>th</sup> March 2021 – Full Council Meeting – Proposed Cllr Dougall, seconded Cllr Coombes, all agreed.
  - b) 30<sup>th</sup> March 2021 – Extraordinary Meeting – Proposed Cllr Adams, seconded Cllr Chant, all agreed.
7. **Actions/Updates - To note actions and updates already circulated and receive further updates –**

Clerk reported:- Planning Applications – All HPC responses from both meetings were submitted and acknowledged by TVBC.

9<sup>th</sup> March 2021

  - Item 5 - Grant application submitted for TVBC Community Cllr Grant of £1000.00 towards Speed Indicator Device, accepted and the funds received.
  - Item 9 – CCTV - Clerk signed and submitted the agreement to HCBF for the application for funds for the consultant’s fees. Funds were received and consultant invoice paid.
  - Item 12 – the TVBC document with information about how to apply for the 4 affordable homes has been published on the PC website.

30<sup>th</sup> March 2021

  - Item 12 – the draft NDP was published on the website, communication sent to all statutory consultees and green space landowners, banner purchased and displayed, flyers/comment forms were delivered house to house.

Updates:

  - Internal audit for 2020/21 has taken place and report received (agenda item)
  - Replacement pads for the defibrillator have been purchased at a cost of £47.50 + VAT and have been received and installed.
  - Houghton Neighbourhood Development Plan – Reg 14 Public Consultation started on 12 April and ends at 5pm on 7<sup>th</sup> June 2021 – parishioners have the opportunity to submit their comments on

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the draft plan to the Parish Clerk. The underspent amount (£4,852.00) of the Locality grant for 2020/21 has been returned and the window to reapply for 2021/22 should be opening soon.

- Speed Indicator Device – device has been purchased and delivered now awaiting HCC to confirm when the poles will be installed.
- Grass cutting and the Lengthsman are on target.
- Playground is all okay – The RoSPA inspection is due to be carried out in May.
- Notification has been received from TVBC that CIL payments of £19,313.96 will be passed to the Parish Council account in May.

Cllr Dougall reported that the Village Hall Committee now have plans ready and are waiting for an opportunity for parishioners to be able to view them.

**8. Borough and County Councillor Reports**

To receive Borough and County Cllr reports:

County Cllr Gibson submitted his annual report by email and this has been circulated and published on the PC website. It was noted that it was a very interesting report. Cllrs confirmed their wish to send Cllr Gibson a letter of thanks from the Parish Council, Cllr Dougall agreed to draft a letter. Action: Cllr Dougall.

Borough Cllr Johnston spoke about the refusal of the planning application, 21/00278/FULLS, The Bungalow, Stevens Drove. She confirmed she would act to support TVBC Officers on refusal if the application goes to appeal. Cllrs thanked Cllr Johnston for her support.

Cllr Johnston confirmed her input to the improvements recently carried out on the Test Way near the John O Gaunt pub. Cllrs thanked Cllr Johnston for her involvement in the improvements.

**9. Planning - To propose a response to be submitted to TVBC in relation to the following planning applications:**

- a) 21/00993/TREES - T1- Ash- Fell - The Old School House, Church Lane, Houghton – **Support** - Proposed Cllr Dougall, seconded Cllr Young, all agreed.
- b) 21/00946/LBWS - Undertake repair and restoration works to the windows and window cills - Bossington Mill, Horsebridge Road, Houghton – **Support** - Proposed Cllr Adams, seconded Cllr Chant, all agreed.
- c) 21/01083/FULLS - Erection of replacement extension adjoining coach house and conversion to form annexe to main house - Testwood House, Horsebridge Road, Houghton – **No Comment** Proposed Cllr Young, seconded Cllr Coombes, vote 3 for and 2 against – Proposal carried.

**10. Finance**

- a) To propose acceptance of the financial statements for the periods 1<sup>st</sup> to 31<sup>st</sup> March and 1<sup>st</sup> to 30<sup>th</sup> April 2021 – Proposed Cllr Coombes, seconded Cllr Dougall, all agreed.
- b) To approve the Annual Statement of Accounts for 2020/21 – Proposed Cllr Chant, seconded Cllr Dougall, all agreed.
- c) To consider the funding request from the Village Hall Committee for £600.00 – Proposed Cllr Adams, seconded Cllr Dougall, all agreed.
- d) To approve the following Schedule of Payments: – Proposed Cllr Adams, seconded Cllr Coombes, all agreed.

<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>
Salaries/HMRC PAYE	£1530.45	Clerks/office expenses	£121.51
Insurance	£900.56	HALC/NALC annual fees	£232.51
Do the Numbers Int Audit	£200.00	HCC Street Lighting	£70.61
Misra Ltd (NDP banner)	£56.40	Defibshop (replacement pads)	£57.00
Village Hall Grant	£600.00		
<u>Closing bank balance as at 30<sup>th</sup> April 2021 - £19,051.68</u>			

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**11. Insurance**

To approve the renewal of the 3 year long term agreement, due on 1<sup>st</sup> June 2021, and approve the cost – The cost for 2021 is confirmed as £900.56 – Proposed Cllr Dougall, seconded Cllr Chant, all agreed.

**12. Cllrs to review, revise and adopt the following Council policies and documents:**

*To be reviewed, amended, if required and adopted:*

Standing Orders, Internal Control Procedures, Financial Regulations, Risk Assessments and Management Schedule, Members' Code of Conduct, Scheme of Delegation, Register of Assets. Recording, Photography & use of Social Media, Freedom of Information and Data Protection Legislation, Employment Policies, Complaints Procedure, Media Policy.

The following documents had amendments approved and were then adopted: a) Item 3x of the Standing Orders to allow a resolution to be passed to extend a meeting if necessary. b) Updated Risk Management Schedule. c) Updated Register of Assets. d) Updated Scheme of Delegation.

All other policies and documents were reviewed and adopted with no amendments.

Proposed Cllr Dougall, seconded Cllr Coombes, all agreed.

**13. Internal Audit Report**

To receive the Internal Audit Report 2020/21.

The Internal Auditor reported –

1. Payroll Cost – There is a timing difference between the receipts & payments account and the Payroll RTI filings due to the quarter 4 HMRC liability.

Auditors Comment/Recommended Action: The difference could be clearly reconciled but this limitation in the different compliance reporting requirements will be recurring.

2. COVID/Transparency – It should be noted that due to the Council's excellent use of the website, the audit was able to be completed even within the limitations of COVID.

Auditors Comment/Recommended Action: The members and Clerk are keeping the records of the Council in a manner that allows electors to clearly understand the decisions taken.

Cllrs noted the Internal Audit report. The Clerk reported the Auditor confirmed there was no action required for either item on the report.

**14. Annual Governance and Accountability Return 2020/21**

- a) To approve the Annual Governance Statement for 2020/21 - Cllrs approved Section 1 – Annual Governance Statement for 2020/21 which was signed by the Clerk and will be signed as soon as is practicable by the Chairman – Proposed Cllr Dougall, seconded Cllr Coombes, all agreed.
- b) To approve the Accounting Statements for 2020/21 - Cllrs approved Section 2 – Accounting Statements 2020/21 which was signed by the RFO and will be signed as soon as is practicable by the Chairman – Proposed Cllr Adams, seconded Cllr Dougall, all agreed.
- c) To agree the dates for the Period for the Exercise of Public Rights - 14 June to 23 July 2021 – Cllrs agreed the above dates suggested by PKF Littlejohn Ltd (External Auditor) – Proposed Cllr Adams, seconded Cllr Coombes, all agreed.

**15. CCTV Project**

To receive an update.

Cllrs noted the update received from the Working Group on the CCTV project:

*Three separate site visits have now been undertaken by potential installers with a view to providing quotes for the installation phase of the project.*

*On the 28th April a demonstration was conducted at North Houghton in order to establish the effectiveness and practicalities of the proposed CCTV system. Those present included our Consultant and Technical Support from manufacturers of the type of equipment that could be installed. I was also present during the tests which ran from 1300 hours to 1700 hours. The results were very positive and provide a clearer idea of the challenges once installed.*

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*The demonstration included a briefing and run through a Video Management System which can be operated remotely via a laptop /iPad/Mobile.*

*When the 3 quotes have been prepared they will be forwarded to the Parish Council for a definitive decision and agreement to request the Benefit Fund for the release of funding. It is anticipated that the quotations will be available in the next 10 days or so.*

**16. Annual Parish Assembly**

To discuss possible arrangements – Cllrs agreed that, due to the current covid restrictions and central government’s decision not to allow remote meetings to continue, a Parish Assembly in its normal format is not able to take place within the legislated timescale. Cllrs agreed to invite Community Groups to supply a written report to be published on the PC website, to invite residents to send any questions to the Council via the Clerk or the website and to consider holding a public meeting later in the year once all restrictions are lifted. It was noted it may be possible to link a meeting to a village hall gathering or NDP meeting. Action: Clerk to inform groups and residents.

**17. Next Meeting**

Full Council Meeting – Tuesday 6<sup>th</sup> July 2020 – 7.30pm - venue to be confirmed.

Meeting closed at 20.20

**These minutes were approved at the meeting held on Tuesday 6<sup>th</sup> July 2021**