

**HOUGHTON PARISH COUNCIL**  
**Minutes of the Full Council Meeting**  
**held on Tuesday 6<sup>th</sup> March 2018**  
**at Houghton Village Hall, 7.30pm**

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

Members of the Public: 7

Minutes: Mrs Clare Cotterell - Parish Clerk

The meeting started at 7.30pm

<b>1</b>	<b>Apologies for Absence</b> Apologies were received from County Cllr Gibson, Borough Cllrs Busk and Boulton and Parish Cllr Scougall.	<b>Noted</b>
<b>2</b>	<b>Declaration of Interest</b> None.	<b>Noted</b>
<b>3</b>	<b>Cllrs to confirm the accuracy of the minutes of the meeting held on 9<sup>th</sup> January 2018</b> - Proposed Cllr Adams, seconded Cllr Young, all agreed.	
<b>4</b>	<p><b>Actions and Updates to be reported:</b>  <b>9<sup>th</sup> January 2018:</b></p> <ul style="list-style-type: none"> <li>• Item 8 – All responses to planning applications were submitted and acknowledged.</li> <li>• Item 9 – Precept demand for 2018/19 has been submitted.</li> <li>• Item 11a – The response was submitted to HCC confirming no paths to be added to the Cutting List</li> <li>• Item 11d – A response was submitted to TVBC advising that the plastic bottle recycling bin was not required.</li> </ul> <p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• Parish Council Casual Vacancy – A further advert has been displayed but no applications have been received. It was agreed to retain an advert on the website.</li> <li>• Cllr Burt reported that the hedgerow on the Houghton farmyard development had been removed. TVBC enforcement officers have halted work on the development and will provide an update.</li> <li>• Cllr Burt reported on the SHELAA document, which is a wishlist for landowners to make land available for development – 3 areas in Houghton on the list are Stevens Drove field (45 units), land opposite Rose Cottage (12 units) and large area in North Houghton (700-800 units).</li> </ul> <p><b>Correspondence received:</b></p> <ul style="list-style-type: none"> <li>• Keep Britain Tidy – offer to register for GB Spring Clean.</li> <li>• Parish Council Funding Sessions – TVBC drop in sessions.</li> <li>• Age Concern – Hampshire Village Agents.</li> </ul>	
<b>5</b>	<p><b>Public Participation</b> -<i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i></p> <p>A resident reported that the new bench was now in place and the PC agreed to take over responsibility for it.</p>	
<b>6</b>	<p><b>Borough and County Councillor Reports</b></p> <p>In Cllr Gibson's absence the following report was read:</p> <ol style="list-style-type: none"> <li>1. There is still circa £1500 unspent on the Lengthsman accounts. There is a lobby to have significant overspends reduced and redistributed. While I am not saying that this will happen, I would really hope to see the money used on local projects and work.</li> <li>2. I cycled around Houghton over the weekend and the roads are clearly in need of attention and potholes seem to be arriving. Could you let me know the list of potholes reported and the incident number so I can chase for their repair – Cllr Kennesion agreed to ask Highways to attend to look at the condition of the village roads.</li> <li>3. In the Spring we will be refurbishing the Library in Andover but the Library will not close as we will do the refurbishment in stages. We are thinking of closing the Library on Sundays as the footfall is very low. Could you ask what the Parish would think of such a move? May I repeat that no decision has been taken and it is my decision so it will not happen if the public support the Library on Sunday – There were no comments recorded from the meeting regarding Sunday library use.</li> </ol>	<b>Cllr Kennesion</b>

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<b>7</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) 18/00152/FULLS - Demolition of existing extensions and erection two storey extensions comprising a kitchen, family room, utility with two bedrooms and a bathroom over together with minor internal alterations of the existing property and a new garage block all accessed from an existing drive and access – Meadow View, Houghton – <b>No Objection</b> – Proposed Cllr Burt, seconded Cllr Young, all agreed.</p> <p>b) 18/00509/FULLS – Orangery to side of property – Forge Cottage, Houghton – <b>No Objection</b> – Proposed Cllr Burt, seconded Cllr Young, all agreed.</p>																									
<b>8</b>	<p><b>Planning Application 17/03089/FULLS</b></p> <p>Cllrs to consider sending a letter to be sent to Borough Cllrs regarding the decision on application 17/03089/FULLS.</p> <p>The content of a draft letter to Cllr Boulton was read out, expressing the PC’s disappointment that this application was approved by delegated powers and not directed to committee given all the opposition to the application. Cllr Burt to sign and send the letter. Proposed Cllr Burt, seconded Cllr Chant, all agreed.</p>	<b>Cllr Burt</b>																								
<b>9</b>	<p><b>Grant Awarding Policy and Application Form</b></p> <p>Cllrs to review, approve and adopt a Grant Awarding Policy and Application Form.</p> <p>Cllrs reviewed and adopted the Grant Awarding Policy and Grant Funding Request form – Proposed Cllr Burt, seconded Cllr Adams, all agreed.</p>																									
<b>10</b>	<p><b>Annual Parish Assembly</b></p> <p>Cllrs to review the Parish Assembly date, format and approve any associated costs.</p> <p>Cllrs discussed amendments to the format of the Annual Parish Assembly to be held in April. It was agreed to make the event more informal, to invite and encourage attendance by as many parishioners and village groups as possible. It was agreed to amend the date to a Friday evening and start at 6pm on 13<sup>th</sup> April 2018. Refreshments will also be provided and Cllr Burt will send out invitations. It was agreed to allow up to £50 for expenses – Proposed Cllr Burt, seconded Cllr Adams, all agreed.</p>	<b>Cllr Burt</b>																								
<b>11</b>	<p><b>Finance</b></p> <p>a) Cllrs to propose acceptance of the financial statement for the period of 1<sup>st</sup> January – 28<sup>th</sup> February 2018 – Proposed Cllr Burt, seconded Cllr Adams, all agreed.</p> <p>b) Cllrs to approve the following payments to be made – Proposed Cllr Burt, seconded Cllr Young, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Chq</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>Chq</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>805</td> <td>Clerk Salary</td> <td style="text-align: right;">£-</td> <td>806</td> <td>office expenses</td> <td style="text-align: right;">£61.87</td> </tr> <tr> <td>807</td> <td>V Hall Bat Survey</td> <td style="text-align: right;">£890.00</td> <td>808</td> <td>V Hall Asbestos Survey</td> <td style="text-align: right;">£630.00</td> </tr> <tr> <td>809</td> <td>Katz Vaughan Architects</td> <td style="text-align: right;">£4009.20</td> <td>810</td> <td>HALC Training</td> <td style="text-align: right;">£24.00</td> </tr> </tbody> </table> <p>c) Cllrs to approve and sign amendments to signatories for the Bank Mandate. Cllrs agreed to remove two signatories from the mandate who are no longer councillors and to add Cllrs Chant and Scougall as new signatories – Proposed Cllr Burt, seconded Cllr Adams, all agreed.</p>	<u>Chq</u>	<u>Payee</u>	<u>Amount</u>	<u>Chq</u>	<u>Payee</u>	<u>Amount</u>	805	Clerk Salary	£-	806	office expenses	£61.87	807	V Hall Bat Survey	£890.00	808	V Hall Asbestos Survey	£630.00	809	Katz Vaughan Architects	£4009.20	810	HALC Training	£24.00	
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<b>12</b>	<p><b>Houghton Housing Needs Survey</b></p> <p>Cllrs to review and approve the Housing Needs Survey.</p> <p>The Housing Needs Survey was approved by Cllrs and will be sent out in April – Proposed Cllr Burt, seconded Cllr Young, all agreed.</p>																									
<b>13</b>	<p><b>Neighbourhood Development Plan</b></p> <p>Cllrs to receive an update.</p> <p>The NDP survey has been collected, the results are to be collated with the results of the Housing Needs Survey, Cllr Gibson’s traffic survey and will be presented in a professional report.</p>																									
<b>14</b>	<p><b>Community Benefit Fund Charity Update</b></p> <p>Cllrs to receive an update.</p>																									

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	Cllr Burt reported that the fund has now been transferred from the PC account to the new charity account held with Lloyds and that some of the fund has been put in a deposit account. Terms of Reference have been established and DPA needs and an application form has been drafted. The trustees are looking at investments and appointing investment managers. The first application has been received and granted to the WI for £320.00. The Chairman is Richard Priestley and the next CBF meeting will be in April.	
<b>15</b>	<b>Playground and Trees</b> Cllr Young to provide a report on the playground and trees. Cllr Young reported that he had inspected the playground and trees and all were okay.	
<b>16</b>	<b>Lengthsman Scheme</b> Cllr Burt to provide an update on the lengthsman scheme. The lengthsman's list includes cleaning the bus shelter, drainage ditches and repainting the phone box. It was suggested that all the drains could be cleared on a regular basis along with the pavements. Cllr Young will liaise.  Other updates were: Stevens Drove BOAT has been logged with HCC, a burnt out car on Stevens Drove has been logged for removal with TVBC. Cllr Burt will ask Cllr Busk to assist with repairing Stevens Drove in time for the Houghton Trail.	<b>Cllr Young</b>      <b>Cllr Burt</b>
<b>17</b>	<b>To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion regarding Employment matters. Proposed Cllr Burt, seconded Cllr Adams, all agreed.</b> a) To review Clerk's hours – Cllrs approved an increase to the Clerk's hours to 15 per month with effect from 1 <sup>st</sup> April 2018 and agreed to review regularly – Proposed Cllr Burt, seconded Cllr Young, all agreed. b) To review Clerk's salary – Cllrs approved an increase to the Clerk's salary with effect from 1 <sup>st</sup> April 2018 - Proposed Cllr Burt, seconded Cllr Young, all agreed.	
<b>18</b>	<b>Next Meetings:</b> Parish Assembly – Friday 13 <sup>th</sup> April 2018 at 6pm at Houghton Village Hall. Annual Parish Council Meeting – Tuesday 1 <sup>st</sup> May 2018 at 7.30pm at Houghton Village Hall.	

**Meeting closed at 8.40pm**

**These minutes were approved and signed by the Chairman at the Annual Meeting held on 22<sup>nd</sup> May 2018**