

HOUGHTON PARISH COUNCIL
Minutes of the Annual General Meeting
held on Monday 8th May 2017
at Houghton Village Hall, 7.30pm

1	<p>Election of a Chairman Cllr Page was nominated to be Chairman, which he accepted and signed the declaration of acceptance of office. (Proposer: AY, Seconder: PK, all agreed)</p>
2	<p>Election of a Vice Chairman Cllr Mrs Burt was nominated to be Vice Chairman, which she accepted and signed the declaration of acceptance of office. (Proposer: AY, Seconder: PK, all agreed)</p>
3	<p>Apologies for Absence Apologies were received from Parish Councillor Scougall and Borough Councillors Boulton and Busk.</p>
4	<p>Declaration of Interest None.</p>
5	<p>Cllrs to propose the acceptance of the minutes, taken from the last full council meeting held on 6th March 2017, as a correct record of proceedings. RESOLVED: The minutes from the meeting held on 6th March 2017 were approved as a correct record of proceedings and signed by the Chair to confirm resolution. (all agreed).</p>
6	<p>Clerk to report any actions taken since the last full council meeting held on 6th March 2017 Clerk reported the following:</p> <ol style="list-style-type: none"> 1. Action Hampshire have advised they will not be carrying out the housing survey for another 6 months as they would like to make it specific to the Neighbourhood Plan. 2. A quotation for a replacement noticeboard was due, but a delay of information from a timber merchant has caused the contractor to not be able to provide a quotation for this evening's meeting. 3. Potholes on Horsebridge Road are recorded with HCC, who have acknowledged and advised repairs will be carried out within two months from 10th March. 4. Drainage issues adjacent to Tiebridge Cottages was reported to HCC, who have since been out to investigate and clear. 5. The Houghton Trail have purchased two tablets, software and aquapacs, which the PC will reimburse once provided the receipts. 6.
7	<p>Public Participation Cllr Young advised TVBC have given permission for the felling of eight trees at Kent's Orchard. It was noted that two of the eight trees were in good health, therefore Cllr Young was disappointed in the outcome of TVBC' decision, especially following the number of objections raised by residents. He noted the trees provide screening to several properties, which TVBC appeared to have overlooked. Cllr Young therefore asked the Clerk to write to TVBC enquiring what power and</p>

	<p>authority TVBC in relation to tree applications as it appeared public opinion had not been considered in this case.</p> <p>ACTION: Clerk to write to the Head of Planning requesting clarification as to what the legal position is of TVBC when considering tree applications.</p> <p>Mr Woodhall requested an update on the Solar Far. Cllr Mrs Burt advised that due to a legal tangling, the process had been forced to pause. Due to the audit process raising concerns relating to the transfer of funds into the CIO, the CIO application would be held until completion of the audit process and legal counsel had been sought to confirm the CIO application was appropriate.</p> <p>A local resident raised concerned that the post and rail fence on field path was broken and asked the PC to write to the landowner requesting repair.</p> <p>ACTION: Clerk will write to the landowner requesting the fence is repaired.</p>															
8	<p>Borough and County Councillor Reports</p> <p>Not present.</p>															
9	<p>Planning – Cllrs to propose a response to be submitted to TVBC in relation to the following planning and tree applications:</p> <p>a. 16/03151/LBWS – Houghton Farm House, Houghton (Restoration of structural stability with repairs and renovations throughout)</p> <p>RESOLVED: Following deliberation and noting the application is for internal restoration or repair only, it was resolved to submit a No Objection response. (Proposer: PP, seconder: AY, all agreed)</p> <p>ACTION: Clerk will submit the response to TVBC.</p>															
10	<p>Neighbourhood Plan – Cllrs to provide an update on the public consultation to designate the parish as a Neighbourhood Area and resolve to form a Steering Committee should the designation be granted.</p> <p>Clerk advised the consultation will run until Friday 12th May 2017, 5.00pm. To date no objections had been received.</p> <p>RESOLVED: It was resolved to form a Steering Committee whose objective will be to create the Neighbourhood Plan. The Parish Council will be represented on the Committee by two Parish Councillors, who initially will be Cllrs Young and Mrs Adams (depending on her acceptance and co-option)</p> <p>(Proposer: PP, Seconder: IB, all agreed)</p> <p>ACTION: Clerk will advise the result of the consultation as soon as practicable.</p> <p>Mr Marshall noted that several skills will be required when seeking support from residents to form the Committee.</p>															
11	<p>Finance</p> <p>a. Cllrs to propose acceptance of the financial statement for the period 1st to 31st March 2017</p> <p>RESOLVED: It was resolved that the financial statement for the period 1st to 31st March 2017 was a correct record of accounts. (all agreed)</p> <p>b. Cllrs to propose acceptance of the financial statement for the period 1st April 2016 to 31st March 2017</p> <p>RESOLVED: It was resolved that the financial statement for the period 1st April 2016 to 31st March 2017 was a correct record of accounts. (all agreed)</p> <p>c. Cllrs approved the following payments:</p> <table> <tr> <td>Chq No. 771</td> <td>£191.00</td> <td>HALC – Affiliation fee and NALC Levy</td> </tr> <tr> <td>Chq No. 772</td> <td>£58.60</td> <td>HCC – Street Lighting</td> </tr> <tr> <td>Chq No. 773</td> <td>£458.33</td> <td>A Taylor – Clerks Salary</td> </tr> <tr> <td>Chq No. 774</td> <td>£208.00</td> <td>C Dixon – 2016/17 Playground Inspections</td> </tr> <tr> <td>Chq No. 775</td> <td>£770.70</td> <td>Came and Co. – Insurance Renewal</td> </tr> </table>	Chq No. 771	£191.00	HALC – Affiliation fee and NALC Levy	Chq No. 772	£58.60	HCC – Street Lighting	Chq No. 773	£458.33	A Taylor – Clerks Salary	Chq No. 774	£208.00	C Dixon – 2016/17 Playground Inspections	Chq No. 775	£770.70	Came and Co. – Insurance Renewal
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12	<p>Annual Audit Cllrs to approve the Annual Return Section 1 – Annual Governance Statement 2016/17 RESOLVED: After reviewing and deliberating each question raised Cllrs completed Section 1 of the Annual Return, Annual Governance Statement. This was then signed and dated by both the Clerk and Chairman.</p>
13	<p>Annual Audit Cllrs to approve the Annual Return Section 2 – Accounting Statement 2016/17 RESOLVED: Having accepted the financial statement for the same period and ensuring Section 2 of the Annual Return, Accounting Statement 2016/17 correctly reflected this and the bank statements up to 31st March, it was resolved the Clerk and Chairman sign and date the Annual Return Section 2 – Accounting Statement 2016/17.</p>
14	<p>Cllrs to review and propose any necessary amendments required to the standing orders, financial regulations, retention policy and risk assessment policy All documents had been thoroughly reviewed and updated during the financial year 2016/17, therefore Cllrs agreed that no further amendments were currently required.</p>
15	<p>Cllr Young to provide a monthly report on the playground. Cllr Young confirmed he has inspected the playground with no faults found.</p>
16	<p>Cllr Mrs Burt to provide a report on the Lengthman Scheme Cllr Mrs Burt reported the lengthman scheme will continue for a further two years. She noted the field path has been cleared. A new task list is available informing what tasks the lengthman can carry out. Mrs Gosse will provide a copy of this within the next newsletter, therefore if any resident notes any works that may require attending too, they are welcome to inform the Parish Council, who may include task within the lengthman's monthly visit.</p>
17	<p>Cllrs to propose co-option of a new Parish Councillor RESOLVED: One application was received for the Parish Councillor vacancy; therefore, a resolution was passed to co-opt Mrs Llyn Adams as Parish Councillor. (Proposer: PP, Seconder: PK, all agreed)</p>
18	<p>Items of Business for the agenda applicable to the meeting scheduled for 3rd July 2017 Legal Counsel for the Community Benefit Fund CIO</p>

Meeting closed at 9.05pm