

**HOUGHTON PARISH COUNCIL**  
 Minutes of the Full Council Meeting held on  
 Monday 9<sup>th</sup> January, 7.30pm at  
 Houghton Village Hall

Present: Parish Councillors P Page (Chairman), I Burt (Vice Chairman), A Young,  
 P Kenneson and G Butler

Minutes: Mrs A Taylor (Parish Clerk)

Members of the Public: Five

ITEM	
1	<p><b>Apologies for Absence</b>            Apologies were received from Parish Councillors Scougall and Mrs Bradby. County Councillor Gibson was expected to arrive later.</p>
2	<p><b>Declaration of Interests</b>            None.</p>
3	<p><b>Cllrs to propose acceptance of the minutes taken at the full council meeting held on 7<sup>th</sup> November 2016</b>            It was resolved to accept the minutes taken from the meeting held on the 7<sup>th</sup> November 2016 as a correct record of proceedings (<i>Proposer: IB, Seconder: AY, all agreed</i>).</p> <p><b>Cllrs to propose acceptance of the minutes taken at the full council meeting held on 17<sup>th</sup> November 2016</b>            It was not resolved to accept the minutes taken from the meeting held on the 17<sup>th</sup> November 2016, as the draft recorded the item 'Public Matters'. This had not been an agenda item; therefore, no business could be transacted under this item.  <b>ACTION:</b> Clerk will remove this item from the draft and resubmit a new version for approval at the meeting to be held on Monday 6<sup>th</sup> March 2017.</p> <p>A complaint was raised by a resident in relation to the minutes taken from the meeting held on 17<sup>th</sup> November, with concerns about the planting of spring bulbs. Councillors considered the comments made and instructed the Clerk to respond accordingly advising that funds for the spring bulbs will remain within the Council funds, until the next appropriate time for planting.</p>
4	<p><b>Cllrs to receive a presentation from Mr Marshall about the Neighbourhood Plan</b>            Mr Marshall provided Council members with a brief description of the Neighbourhood Plan and the process involved.            Clerk informed the initial step is for the Parish to be designated as a neighbourhood area, which must be applied for from TVBC. This includes a 6-week public consultation.  <b>ACTION:</b> Clerk to provide the agenda item 'Cllrs to propose Houghton is designated as a Neighbourhood area', for the meeting to be held on 6<sup>th</sup> March 2017.</p>
5	<p><b>Clerk to report any action taken since the last full council meeting, held on 7<sup>th</sup> November 2016</b></p> <ul style="list-style-type: none"> <li>• Clerk requested Cllrs nominate 5 footpaths to be considered by HCC for a</li> </ul>

	<p>priority cut. Cllrs recommended footpaths 12 (Stevens Drove), 2, 3 and 4 (Field path). Clerk to notify HCC Countryside Access Team.</p> <ul style="list-style-type: none"> <li>• A draft Housing Survey had been requested from Action Hants and was overdue. It was hoped this would be available shortly.</li> </ul>															
6	<p><b>Borough and County Councillor Reports</b> Borough and County Council members were not present.</p>															
7	<p><b>Planning:</b> Cllrs to propose a response to be submitted to TVBC in relation to the following planning and tree applications:</p> <ul style="list-style-type: none"> <li>a. <b>16/02959/LBWS – Elm Tree Cottage, Houghton</b> (<i>Replacement of 4 no. timber windows to front and side elevations</i>) <b>No Comment</b> (<i>Proposer: IB, Seconder: PP, all agreed</i>)</li> <li>b. <b>16/02927/FULLS – 1 Old Houghton Garage, Horsebridge Road, Houghton</b> (<i>Independent means of vehicular access to serve dwelling</i>) <b>Objection:</b> These changes would impact significantly upon the character of the surrounding area. (<i>Proposer: AY, Seconder: PP, PK agreed, IB and GB abstained</i>)</li> <li>c. <b>16/03151/LBWS – Houghton Farm House, Houghton</b> (<i>Restoration of structural stability with repairs and renovations throughout</i>) <b>No Objection</b> (<i>Proposer: PP, Seconder: IB, all agreed</i>)</li> <li>d. <b>16/03192/FULLS &amp; 16/03191/LBWS – Horsebridge Station, Horsebridge Farm, Kings Somborne</b> (<i>First floor extension above existing ground floor extension providing an additional bedroom and alterations to provide new bathroom (amended scheme)</i>) <b>No Objection</b> (<i>Proposer: PP, Seconder: AY, all agreed</i>)</li> <li>e. <b>16/03196/VARS – Eveley Solar Farm Photovoltaic Installation, Eveley Farm, Stevens Drove, Houghton</b> (<i>To vary condition of 16/01343/VARS (Variation of conditions 2,3 13 and 18 of 15/00094/FULLS) to alter the wording of condition 21 (colours) to match other consented Solar Farms within the Borough</i>) <b>No Objection</b> (<i>Proposer: PP, Seconder: AY, all agreed</i>)</li> </ul>															
8	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a. It was resolved to accept the financial record for the period 1<sup>st</sup> November – 31<sup>st</sup> December 2016 as a correct record of accounts. (All agreed)</li> <li>b. <b>Cllrs to propose the transfer of £1,800.00 from the Community Benefit Fund to the Treasurers Account to reimburse costs incurred by the PC for legal counsel.</b> It was resolved to transfer £1,800.00 to the Treasurers Accounts from the Community Benefit Fund. (<i>Proposer, PP, Seconder: AY, all agreed</i>) <b>ACTION:</b> Clerk to make necessary transfer</li> <li>c. <b>Cllrs to propose an increase in salary for the Clerk</b> It was resolved to increase the two remaining salary payments for this financial year to £480.00 to allow the Clerk to be in receipt of the full salary budget amount set for this financial year. It was resolved to increase the Clerks salary to £2,750 for the financial year 2017/18 (6 bi monthly payments of £458.33).</li> <li>d. <b>The following payments were approved:</b> <table border="0" style="margin-left: 20px;"> <tr> <td>Chq No. 760</td> <td>£480.00</td> <td>A Taylor – Clerks Salary</td> </tr> <tr> <td>Chq No. 761</td> <td>£36.00</td> <td>CPRE – Annual Subscription</td> </tr> <tr> <td>Chq No. 762</td> <td>£61.61</td> <td>A Taylor – Office Expenses</td> </tr> <tr> <td>Chq No. 763</td> <td>£216.00</td> <td>Sub Arb Ltd – Village Hall Tree Survey</td> </tr> <tr> <td>Chq No. 764</td> <td>£200.00</td> <td>Neighbour Care – Grant</td> </tr> </table> </li> <li>e. <b>Cllrs to propose a budget and precept for 2017/18</b></li> </ul>	Chq No. 760	£480.00	A Taylor – Clerks Salary	Chq No. 761	£36.00	CPRE – Annual Subscription	Chq No. 762	£61.61	A Taylor – Office Expenses	Chq No. 763	£216.00	Sub Arb Ltd – Village Hall Tree Survey	Chq No. 764	£200.00	Neighbour Care – Grant
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	<p>It was resolved to set a budget of £11,715.00 for the financial year 2017/18 and the precept to remain at £9,000.00 (<i>Proposer: PP, Seconder: GB, all agreed</i>).</p> <p>County Councillor Gibson arrived at the meeting (8.35pm)</p>
9	<p><b>Cllrs to propose the purchase and installation of a new noticeboard, to be wall mounted, at the Village Hall.</b></p> <p>Several quotations for a wooden noticeboard were considered by Cllrs. A preferred option was to include gas struts, which the quotations obtained did not include, therefore a further quotation is to be obtained from a local craftsman.</p> <p><b>ACTION:</b> Cllr PP to obtain a price from the local craftsman.</p> <p><b>ACTION:</b> Clerk to submit a grant application for £1000 from Cllr Gibson to contribute to the purchase costs.</p>
10	<p><b>Cllrs to propose the professional cleaning and necessary repairs be carried out on the War Memorial.</b></p> <p>Quotations were considered for the cleaning and repair to the War Memorial and it was resolved to accept a quotation to clean and carry out mortar repairs at a total cost of £1,360.00. (<i>Proposer: PP, Seconder: IB, all agreed</i>)</p> <p><b>ACTION:</b> Clerk to instruct the Stone Mason to carry out the works as soon as weather permits.</p>
11	<p><b>Cllrs to review the Housing Survey questionnaire draft and resolve any amendments.</b></p> <p><b>Cllrs to propose circulation of agreed housing survey to all residents within the Parish</b></p> <p>This item has been deferred until the meeting to be held on 6<sup>th</sup> March 2017.</p>
12	<p><b>Cllr Young to provide a report on the Playground</b></p> <p>Cllr Young reported a tree survey had been carried out on the Village Hall trees. Ivy growth and rotting cross branches were noted. This did not require urgent attention, but may need attention in due course. The next inspection was recommended in Spring 2018 to allow inspection of the tree in leaf.</p> <p>Cllr Young reported the play equipment is in good working order. He advised moles were present, therefore he would make enquiries to a pest controller.</p> <p><b>ACTION:</b> AY to obtain services of a pest controller.</p>
13	<p><b>Cllr Mrs Burt to provide a report on Village Broadband Issues</b></p> <p>Cllr Mrs Burt reported the Virgin initiative has reached target of registered interest. Virgin wish to continue with the project and are likely to be providing more information during spring.</p> <p>Cllr Mrs Burt advised that BT has installed fibre to the cabinet. She advised she hasn't noted an improve in service quality.</p> <p>Cllr Gibson advised he would make enquiries about the cabinet and whether it has been linked up to the network.</p>
14	<p><b>Cllr Mrs Burt to provide an update on the Charity Constitution for the Community Benefit Fund</b></p> <p>Cllr Mrs Burt advised fellow Cllrs that the PC's Internal Auditor has expressed concern in relation to the Community Benefit Fund (CBF) being transferred to a Charity and was not in agreement with the advice obtained from legal counsel. If the PC continue to set up a charity and transfer the funds to it, the Internal Auditor has informed he would not be prepared to sign off the audit as he believed the PC</p>

	<p>did not have relevant powers to do so. Both Cllr Mrs Burt and a resident Legal Professional have discussed concerns directly with the Internal Auditor. A request was made to obtain a second professional opinion to ensure the PC are remaining within their remit. Clerk obtained a quotation of £75.00 per hour from a Local Government Expert to review the legal advice obtained to date and advise further. Cllr Mrs Burt informed legal counsel have provided a quotation of £2,000 to advise further in writing additional advice to that already sought. Cllr Mrs Burt advised an extraordinary meeting will be held on Friday 13<sup>th</sup> January to resolve to obtain further legal counsel from both legal professionals.</p> <p>Should the second opinion agree with the original legal counsel then the PC will continue to set up the Charity and move the CBF across to the trust. If the second opinion sought does not agree with the legal advice sought to date, the PC will need to reconsider what steps to take.</p> <p>Cllr Mrs Burt explained that the Parish did not have specific projects in mind for the funds just yet, therefore the desire was to ring fence the funds for the community for the future as it was a significant amount of money for a small parish. A Charity can invest the funds, whereas the PC would have restrictions. It was also noted that residents would be able to leave a legacy to a charity.</p>
15	<p><b>Parish Matters – Councillors</b> No comments.</p>
16	<p><b>Parish Matters – Residents</b> A resident noted that the current webmaster to the parish website did not wish to continue, therefore the resident would like a new website set up for both the PC and community groups. Cllrs agreed to consider this at the next meeting. A resident advised the Houghton Fun Run requires volunteers to assist with the administration and organisation of the event. He also requested the PC give thought to the future of the parish newsletter. <b>ACTION:</b> Clerk to provide an agenda item 'Cllrs to propose a new website for use by the PC and community organisations'.</p>

**Meeting closed at 9.30pm**