

HOUGHTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 9th March 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 and County Cllr A Gibson.

Members of the Public: 5

Minutes: Mrs C L Cotterell (Parish Clerk)

The meeting started at 19.30

| Item | Minute | Actions |
|-------------|--|----------------------------------|
| 1 | Chairman's Welcome The Chairman welcomed all to the meeting and asked members of the public present if they wished to speak on any agenda item. 1 resident requested to speak during Item 12. | |
| 2 | Apologies Apologies received - None | Noted |
| 3 | Declarations of Interest Cllrs to declare an interest in any items of business on this agenda – Cllr Adams declared a personal interest in Item 12. | Noted |
| 4 | Cllrs to confirm the accuracy of the minutes of the meetings held on: a) Tuesday 19 th January 2021 – Full Council Meeting – Proposed Cllr Dougall, seconded Cllr Adams, all agreed. b) Tuesday 23 rd February 2021 – Extraordinary Meeting - Proposed Cllr Dougall, seconded Cllr Adams, all agreed. | |
| 5 | Actions/Updates a) To receive any actions and updates – Clerk reported that all planning responses from meetings in January and February have been submitted to TVBC and acknowledged. The Community Cllr Grant for £1000 has been submitted and approved towards speed signs, Clerk will sign and submit agreement. Houghton Community Benefit Fund have confirmed the HPC representatives are Ingrid Burt and James Scougall. b) To receive updates on: i) Neighbourhood Development Plan – An extraordinary PC meeting will be called for approval of Reg 14, waiting for confirmation from David Nicholson. ii) Playground and Trees – Cllr Young has carried out the annual tree survey of 18 trees, 3 trees require some minor work. iii) Bus Shelters – The Lengthsman will be asked to refurbish/reproof the shelter by the hall. iv) Lengthsman – The Lengthsman will reinstate the chipping surface by hedge in hall car park. | Noted Clerk |
| 6 | Borough and County Councillor Reports Cllrs to note Borough and County Cllr reports. Cllr Gibson reported: <ul style="list-style-type: none"> • Cllr Gibson's written report has been circulated. • HCC Accounts have been signed off. • 4.99% increase in Council tax. • HCC CEO is retiring. • Cllr Gibson confirmed that a resident concern about flooding in north of village has been highlighted to Highways. Cllr Young advised he had spoken to HCC regarding flooding in North Houghton. Cllr Gibson was thanked for his work during his time as County Cllr. Cllr Johnston reported: <ul style="list-style-type: none"> • Mid Test newsletter has been circulated. • TVBC budget pressures due to Covid have been reduced to £1.4m which will be covered by reserves. Budget was approved at end February. • Tree works will take place along A3057 between Stockbridge to Mayfly pub starting on 22nd March. • County Council and Police and Crime Commissioner elections are taking place this year. | |

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| | <ul style="list-style-type: none"> The Environment bill due by 2023 may mean an increase in kerb collections by TVBC. SHELAA review will be taking place in the coming weeks. | | | | | | | | | | | | | |
| 7 | <p>Planning – To propose a response to the following Planning Application:</p> <p>a) 21/00616/TREES - T1 and T2- Ash - Fell, G1- Roadside hedge of mixed species - Remove, T3 - Cedar (Cedrus atlantica glauca) – Fell – Whitehaven Houghton – Support – Proposed Cllr Dougall, seconded Cllr Adams, all agreed.</p> | | | | | | | | | | | | | |
| 8 | <p>Finance</p> <p>a) To propose acceptance of the financial statement for the period 1st January to 28th February 2021 – Proposed Cllr Adams, seconded Cllr Young, all agreed.</p> <p>b) To approve the following Schedule of Payments – Proposed Cllr Adams, seconded Cllr Young, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</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>Salaries/HMRC PAYE</td> <td style="text-align: right;">£852.20</td> <td>Clerks/office expenses</td> <td style="text-align: right;">£45.76</td> </tr> <tr> <td>CP Architectural Ltd</td> <td style="text-align: right;">£140.00</td> <td>D Nicholson (NDP)</td> <td style="text-align: right;">£80.00</td> </tr> </tbody> </table> <p style="text-align: center;"><u>Closing bank balance as at 28th February 2021 - £20,593.86</u></p> | <u>Payee</u> | <u>Amount</u> | <u>Payee</u> | <u>Amount</u> | Salaries/HMRC PAYE | £852.20 | Clerks/office expenses | £45.76 | CP Architectural Ltd | £140.00 | D Nicholson (NDP) | £80.00 | |
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| CP Architectural Ltd | £140.00 | D Nicholson (NDP) | £80.00 | | | | | | | | | | | |
| 9 | <p>Traffic and Crime Prevention Working Group</p> <p>To receive an update on the Working Group (including CCTV), and agree any action required.</p> <p>Cllrs received an update from the Working Group – an application was submitted to Houghton Community Benefit Fund (HCBF). The outcome of the application was that HCBF approved the 1st phase consultant’s fees of a maximum of £3,456.00. A further application for funds from HCBF can be made if HPC wish to proceed with the project after the review of the consultation report. The consultation report will be reviewed by the Working Group and HPC.</p> <p>Clerk will sign and submit the agreement to HCBF.</p> <p>It was noted that if the CCTV project is to proceed then HPC will need to consider and approve costs/purchase/installation of CCTV devices, consider and approve ongoing annual maintenance costs of approx. £400, review and adopt any policies and agreements required at a future HPC meeting.</p> <p>It was agreed that an information sheet for residents/parishioners if the project proceeds will be drafted by the Working Group to be published on PC, village websites and noticeboard/bus shelters. A further suggestion was made to invite Sarah to provide a Neighbourhood Watch update to Cllrs.</p> | <p>Cllrs/WG</p> <p>Clerk</p> <p>Ag Items</p> <p>Cllr Chant/WG</p> | | | | | | | | | | | | |
| 10 | <p>Speed Indicator Devices</p> <p>a) To consider Speed Indicator Devices available and approve any required action including purchase – 4 quotations have been received for speed indicator devices – £2345.00 + VAT, £2249.00 + VAT, £2900.00 + VAT, £2775.00 + VAT - two positions within the village have been suggested and HCC Highways need confirmation of the weight of device to agree location of posts – The device from Messagemaker which displays speed and smiley/sad face was approved at the cost of £2775.00 + VAT(including additional batteries) - Proposed Cllr Chant, seconded Cllr Dougall, all agreed. Cllr Chant to confirm post locations and cost of installation of posts with HCC Highways.</p> <p>b) To agree a Risk Assessment document for relocation of device – The draft risk assessment document was approved – Proposed Cllr Chant, seconded Cllr Young, all agreed. Cllr Chant and a volunteer will carry out the relocation of device when required.</p> | <p>Cllr Chant</p> <p>Cllr Chant</p> | | | | | | | | | | | | |
| 11 | <p>Proposal for a low verge fence</p> <p>To receive an update – Clerk has submitted an enquiry to HCC about the installation of a low verge fence to protect the verge from parked vehicles, between Sheepbridge entrance and Chapel Close – awaiting a response from HCC.</p> | | | | | | | | | | | | | |
| 12 | <p>Affordable Homes</p> <p>To agree promotion of affordable homes in the village. 4 homes being built in Houghton – It was agreed to post a document on PC, village websites and noticeboard, using wording provided by TVBC, advertising the 4 homes and confirming the details of how to apply through Hampshire Home Choice. Cllr Young reported he has been in communication with TVBC and Vivid re the application criteria.</p> | | | | | | | | | | | | | |

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| | Cllr Johnston offered to speak to TVBC housing team about the application criteria for local applicants. | |
| 13 | Schedule of Proposed Meeting Dates 2021-22 To agree a proposed schedule of meeting dates for 2021-22 – the proposed dates were agreed (see Appendix). | |
| 14 | To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion regarding staffing matters. Proposed Cllr Coombes, seconded Cllr Adams, all agreed. Additional hours were approved for the Clerk to carry out necessary work for the NDP consultation – Proposed Cllr Adams, seconded Cllr Dougall, all agreed. | |
| 15 | Next Meeting Annual Council Meeting – Tuesday 4 th May 2021 – 7.30pm | |

Meeting closed at 20.45

These Minutes were approved at the Council Meeting held on 4th May 2021

Appendix

Houghton Parish Council – Schedule of Dates for 2021-22

(Dates are subject to change)

9th March 2021

4th May 2021 – Annual Council Meeting

6th July 2021

7th or 14th September 2021 - TBA

9th November 2020

23rd November – Budget Meeting

11th January 2022

8th March 2022

Parish Assembly - TBA