

HOUGHTON PARISH COUNCIL
Minutes of the Full Council Meeting
held on Tuesday 7th November 2017
at Houghton Village Hall, 7.30pm

Present: Parish Councillors: P Page (Chairman), I Burt (Vice Chairman), G Butler, P Kennesion, A Young, L Adams.

Members of the Public: 4

Minutes: Mrs Clare Cotterell - Parish Clerk

The meeting started at 7.30pm

1	Apologies for Absence Apologies were received from Borough Cllr Boulton and Parish Cllr Scougall	Noted
2	Declaration of Interest None.	Noted
3	Cllrs to confirm the accuracy of the minutes taken at the: a) Extraordinary Council meeting held on 30 th August 2017 – Proposed Cllr Burt, seconded Cllr Young, all agreed. b) Full Council meeting held on 11 th September 2017- Proposed Cllr Young, seconded Cllr Page, all agreed. c) Extraordinary Council meeting held on 26 th September 2017- Proposed Cllr Page, seconded Cllr Adams, all agreed.	
4	<p>Actions and Updates to be reported</p> <p>11th September 2017:</p> <ul style="list-style-type: none"> • Item 4 – I reported the fence in need of repair on Field Path to HCC, I believe it has now been removed by landowner. • Item 5 – Contacted Mettis Homes re overgrown hedging on to the path behind. Received a reply saying they have no ownership on the path side and they need to comply with the landscaping part of their planning permission. I asked that they have a look at their earliest convenience and to say it was their hedging overgrowing the path. I have not had a reply but have recently chased. • Item 5 – Contacted Bossington Estate re overgrown hedging on Steven’s Drove. Responded to say they would do what they could once field work was completed. Also suggested that Buses need to attend to trees on their side to allow better access for hedge cutting. • Item 7 – All planning comments were submitted and acknowledged. • Item 9 – Circulated quotation for war memorial as requested. <p>26th September 2017:</p> <ul style="list-style-type: none"> • Item 4 – All planning comments were submitted and acknowledged. • Item 5 – Audited annual return was published in accordance with Regulations. <p>Updates:</p> <ul style="list-style-type: none"> • Data Protection Registration fee is due £35.00, added to list of payments for approval. • Pensions Regulator – The Declaration of Compliance has been completed within the deadline and contact details amended. • Clerk’s attendance at the Officers Update on 18th October was approved by the Chairman. <p>Correspondence received:</p> <ul style="list-style-type: none"> • Draft Revised Statement of Community Involvement in Planning Matters 2017 – Public Consultation – ends 24th November 2017. • Hampshire Street Lighting PFI Contract. Notification of Changes to Street Lighting Energy Charges - 2017/18 – (circulated). • Final Recommendations for Ward Boundaries in Test Valley have been published. • TVBC Community Governance Review – Draft ToR – (circulated). • TVAPTC meeting at Kings Somborne 7.30pm Thursday 23rd November – (agenda circulated) It was noted that Cllr Young will attend. <p>Cllr Page suggested that the PC arrange to obtain quotations to reprint approx. 500 copies of the Village History. Cllr Kennesion will arrange to obtain the quotations.</p>	<p>Cllr Young</p> <p>Cllr Kennesion</p>
5	<p>Public Participation -<i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i></p> <p>A resident asked if the draft minutes of the previous meeting were available to see before the next meeting. It was confirmed that draft minutes are published on the noticeboard and circulated via the village email system.</p>	

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6	Borough and County Councillor Reports None.																	
7	Planning Applications Cllrs to propose a response to be submitted to TVBC in relation to the following planning or tree applications: a) 17/02542/FULLS & 17/02543/LBWS - Remove shower and utility rooms from existing 'barn' extension, add french doors and windows and re-locate central heating boiler to external location; Addition of wc to house - Fir Tree Cottage, Houghton – No Objection – Proposed Cllr Burt, seconded Cllr Page, all agreed. b) 17/02633/FULLS - Demolition of existing extensions and erection of two storey extension comprising a kitchen, family room, utility with two bedrooms and bathroom over, and erection of detached double garage and log store - Meadow View Houghton – No Objection – Proposed Cllr Page, seconded Cllr Burt, all agreed.																	
8	Finance a) Cllrs to propose acceptance of the financial statement for the period of 1 st September – 31 st October 2017 – Proposed Cllr Burt, seconded Cllr Page, all agreed. b) Cllrs to approve the following payments to be made - Proposed Cllr Burt, seconded Cllr Page, all agreed. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cheque Payee</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>787 Clerks/office expenses</td> <td style="text-align: right;">£113.98</td> </tr> <tr> <td>788 HCC lighting Apr-Sept</td> <td style="text-align: right;">£53.00</td> </tr> <tr> <td>789 HALC training Ex audit</td> <td style="text-align: right;">£24.00</td> </tr> <tr> <td>790 SLCC Reg Training Seminar</td> <td style="text-align: right;">£27.60</td> </tr> <tr> <td>791 Clerks Salary (Sept/Oct)</td> <td style="text-align: right;">£-</td> </tr> <tr> <td>792 AAPC Share of BT bill</td> <td style="text-align: right;">£20.99</td> </tr> <tr> <td>793 ICO Data Protection Registration</td> <td style="text-align: right;">£35.00</td> </tr> </tbody> </table> c) Cllrs to approve a "float" of £500.00 for the Neighbourhood Plan Steering Committee – Agreed that small expenditure for the Steering Committee (under £100 collectively) could be reimbursed by the Parish Council, upon production of detailed receipts, but larger expenditure needs to be approved by the Parish Council in advance - Proposed Cllr Page, seconded Cllr Burt, all agreed.	Cheque Payee	Amount	787 Clerks/office expenses	£113.98	788 HCC lighting Apr-Sept	£53.00	789 HALC training Ex audit	£24.00	790 SLCC Reg Training Seminar	£27.60	791 Clerks Salary (Sept/Oct)	£-	792 AAPC Share of BT bill	£20.99	793 ICO Data Protection Registration	£35.00	
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9	Internal Audit 2016/17 Cllrs to agree any actions required which were raised by the Internal Auditor. The Internal Auditor's report for 2016/17 was reviewed and confirmed that all actions have been carried out and that no further action is required - Proposed Cllr Burt, seconded Cllr Page, all agreed.																	
10	Internal Auditor for 2017/18 Cllrs to appoint an Internal Auditor for 2017/18 Cllrs agreed to appoint Eleanor Greene of Do The Numbers to be the Internal Auditor for 2017/18. Proposed Cllr Burt, seconded Cllr Page, all agreed. It was noted that due to the CBF money within the PC accounts that an additional £500 should be budgeted for the Internal audit.																	
11	S106 and CIL (Community Infrastructure Levy) Requirements Cllrs to review and resolve a wish list to be submitted to TVBC stating S106 and CIL requirements and formally reiterate the Council's request to remove HCC's proposed footpath opposite Houghton Farmhouse. (Item deferred from previous meeting). This item was deferred to a future meeting.	Deferred																
12	Cllrs to resolve the purchase of a domain name for the Parish Council website. Cllrs resolved to purchase a domain name for the website – Resolved to purchase a domain name, amount and name to be approved at a later date. - Proposed Cllr Page, seconded Cllr Burt, all agreed.																	
13	Neighbourhood Development Plan a) Cllrs to approve the NDP survey - Proposed Cllr Page, seconded Cllr Burt, all agreed.																	

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	<p>b) Cllrs to receive an update regarding the NDP – Mr Marshall gave an update:</p> <ul style="list-style-type: none"> • In July the Steering Committee was formed. • The 1st stage is the survey, now approved, which will be printed and hand delivered. • He attended a Neighbourhood planning survey and the recommendation was to take professional advice in setting up a NDP. • Highways will need to do a traffic survey and TVBC a Housing Needs Survey. 	
14	<p>Test Valley School Presentation Evening – Thursday 30th November 2017 Cllrs to agree a representative to attend. Cllr Adams agreed to attend the Presentation evening.</p>	Cllr Adams
15	<p>Community Benefit Fund Update Cllrs to receive an update.</p> <p>Cllr Burt reported that she was about to press submit on the charity registration once all Trustees have signed the form, then will await confirmation that registration is successful. She gave thanks to Tom Graham for his advice. A meeting will be arranged as soon as possible for a strategy to appoint an additional 5 trustees. Will return to PC in January to request the funds are transferred to the Houghton Community Benefit Fund account.</p>	
16	<p>Playground Cllr Young to provide a report on the playground.</p> <p>Cllr Young reported all is good with the playground and an arboriculturalist will visit to inspect 2 trees.</p>	
17	<p>Lengthsman Scheme Cllr Burt to provide an update on the lengthsman scheme.</p> <p>The scheme has been renewed for another year. The lengthsman has done good work on Field Path. A resident has volunteered to coordinate the tasks.</p>	
18	<p>Next Meeting to be held on Tuesday 9th January 2018 at 7.30pm at Houghton Village Hall.</p>	
	<p>At the end of the meeting the Chairman announced the resignations of Cllr Butler and himself from the Parish Council with immediate effect.</p> <p>Cllrs praised and expressed their appreciation for the work and expertise that both Cllr Butler, as a Cllr of 40 years, and Cllr Page, as Chairman and Cllr, have provided to the village and parish council over their time as members of the Parish Council.</p>	

Meeting closed at 8.30pm

These Minutes were approved and signed by the Chairman at the meeting held on Tuesday 9th January 2018