

HOUGHTON PARISH COUNCIL
Minutes of the Full Council Meeting
held on Monday 10th July 2017
at Houghton Village Hall, 7.30pm

Present: Parish Councillors P Page (Chairman), I Bury (Vice Chairman), G Butler, J Scougall, P Kenneson, A Young, L Adams, Borough Councillor P Boulton

Guest Speaker: S Fordham (TVBC Community Engagement Officer)

Minutes: A Taylor (Parish Clerk)

Three local residents

1	Apologies for Absence None received.	Note
2	Declaration of Interest None.	Note
3	Cllrs to propose the acceptance of the minutes, taken from the last full council meeting held on 8th May 2017, as a correct record of proceedings. RESOLVED: The minutes from the meeting held on 8 th May 2017 were approved as a correct record of proceedings and signed by the Chair to confirm resolution (<i>all agreed</i>).	Note
4	Guest Speaker – S Fordham, TVBC’s Community Engagement Officer Ms Fordham presented the Community Planning Toolkit to the Parish Councillors. She also informed that she is the relevant contact for our community and can assist with any consultations or funding. Ms Fordham also advised she would be able to arrange assistance with any mapping and printing required for the Neighbourhood Plan and Village Design Statement. Cllr Burt will Email her directly with the requirements for the Village Design Statement.	IB
5	Clerk to report any actions taken since the last full council meeting held on 8th May 2017 Clerk reported the following: <ol style="list-style-type: none"> 1. The Parish has now been designated as a Neighbourhood. 2. A formal letter was sent to TVBC requesting clarifications as to what the legal position is by TVBC when considering tree applications. A standard response was received, which was provided to all Council members. 3. A request was made to a landowner to repair the post and rail fence on field path, which is yet to receive a response. Clerk to chase up. 4. All planning responses were submitted to TVBC within the deadlines as agreed at the previous meeting. 5. The Internal Audit was carried out during June, which will be reported accordingly under the Finance item on the agenda. 	CLERK
6	Public Participation This item was deferred to the end of the meeting.	
7	Borough and County Councillor Reports County Cllr Gibson was not present. Borough Councillor Boulton reported that TVBC has a new leader, Phillip North. He also advised the boundary consultation currently being held will reduce the number of rural Borough Councillors to 5 and with the ward to become larger and renamed as Mid Test.	

	Parish Cllrs Burt and Page raised concerns that this reduces representation at Committee Meetings. It was also noted that the parish continues to lack full broadband coverage.	NOTE															
8	<p>Planning – Cllrs to propose a response to be submitted to TVBC in relation to the following planning and tree applications:</p> <p>a. 17/01291/FULLS – Houghton Down Farm (<i>Upgrade and extension of existing shooting lodge including provision of 1 bedroom flat above for onsite security</i>): RESOVLED: No Objection to be submitted accompanied by the comments ‘<i>Houghton Parish Council would like the proposal to be tied to the business so that it cannot be sold off separately at a later date, otherwise this becomes an intrusion on the countryside due to being outside the settlement boundary</i>’.</p> <p>b. 17/01555/FULLS – 1 Tiebridge Cottages, North Houghton (<i>Wood effect cladding to existing outbuilding (retrospective)</i>): RESOLVED: No Objection</p> <p>c. 17/01405/FULLS – Bossington Mill, Bossington, Houghton (<i>Change of use of ancillary outbuilding to independent dwelling, amended scheme to include a sewage treatment plant and drainage bed</i>): RESOLVED: No Objection</p> <p>d. 17/01485/TREES – Meadow View, Houghton (<i>Proposal works to trees as per schedule received</i>): The trees within this application have since had a TPO (Tree Preservation Order) applied, therefore the application is irrelevant.</p> <p>e. 17/01560/TREES – Hunters Cottage, Houghton (<i>Remove 1 x Tulip tree</i>): RESOLVED: No Objection</p>	NOTE NOTE NOTE NOTE NOTE															
9	<p>Neighbourhood Plan – Cllrs to resolve to form a Steering Committee RESOLVED: It was resolved to form a steering committee to manage the Neighbourhood Plan process. (Proposer: PP, Seconder: AY, all agreed) Two Parish Councillors will be on the committee to represent the Council, which to begin will be Cllrs Young and Adams. The Committee were requested to draft a Terms of Reference for the Council’s approval.</p>	AY/LA															
10	<p>Finance</p> <p>a. Cllrs to propose acceptance of the financial statement for the period 1ST April – 31st May 2017 RESOLVED: It was resolved that the financial statement for the period 1st April to 31st May 2017 was a correct record of accounts. (all agreed)</p> <p>b. Cllrs approved the following payments:</p> <table border="0"> <tr> <td>Chq No. 7</td> <td>£</td> <td>HALC – Affiliation fee and NALC Levy</td> </tr> <tr> <td>Chq No. 7</td> <td>£</td> <td>CC – Street Lighting</td> </tr> <tr> <td>Chq No.</td> <td>£</td> <td>A Taylor – Clerks Salary</td> </tr> <tr> <td>Chq No. 7</td> <td>£</td> <td>C Dixon – 2016/17 Playground Inspections</td> </tr> <tr> <td>Chq No. 7</td> <td>£</td> <td>Came and Co. – Insurance Renewal</td> </tr> </table> <p>Clerk to transfer £1,800.00 from the Community Benefit Fund into the Treasurers Account.</p> <p>c. Cllrs to consider the Internal Auditor’s report and resolve any issues required actions:</p>	Chq No. 7	£	HALC – Affiliation fee and NALC Levy	Chq No. 7	£	CC – Street Lighting	Chq No.	£	A Taylor – Clerks Salary	Chq No. 7	£	C Dixon – 2016/17 Playground Inspections	Chq No. 7	£	Came and Co. – Insurance Renewal	CLERK
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11	<p>Personnel</p> <p>For the benefit of the minutes and Internal Audit, Cllrs to record the following:</p> <ul style="list-style-type: none"> Resignation of the previous Clerk. It was recorded that Mrs Barker resigned from her post as Parish Clerk and Responsible Financial Officer as at September 2015. Contract for the Current Clerk. A contract was provided to the Clerk for the position Parish Clerk and Responsible Financial Officer, which was 	NOTE															

	<p>effective from September 2015, with a reviewed recorded on 27th June 2017.</p> <ul style="list-style-type: none"> Resignation of the Clerk. The current Clerk has formally resigned from her position as Parish Clerk and Responsible Financial Officer, with the end of her employment being 20th July 2017. Cllrs to resolve the implementation of a recruitment procedure. RESOLVED: It was resolved to adopt the recruitment policy, as per the draft provided to all Council members. This was signed and dated by the Chairman to confirm adoption. <p>Due to the resignation of the Clerk, Parish Councillors Page and Burt will be the recruitment committee and will arrange for the post to be advertised and make recommendations to the full council for as to a successful applicant.</p>	<p>NOTE</p> <p>NOTE</p> <p>NOTE</p> <p>PP/IB</p>
12	<p>Community Benefit Fund Cllr Burt provided members with the draft constitution for the CIO (Charitable Incorporated Organisation). RESOLVED: It was resolved to accept the draft as a final version of the constitution and submit this to the Charity Commission as soon as the Annual Return had been signed off by the External Auditors and returned to the Council. <i>(Proposer: PP, Seconder: GB, all agreed)</i></p>	IB
13	<p>Housing Survey Cllrs to resolve the final draft of the Housing Survey ready for circulation This item was deferred until further information had been sought from TVBC.</p>	NOTE
14	<p>Cllr Young to provide a monthly report on the playground. Cllr Young confirmed he has inspected the playground with no faults found.</p>	NOTE
15	<p>Cllr Mrs Burt to provide a report on the Lengthman Scheme Cllr Burt reported that a number of jobs were scheduled for completion by the lengthman to include clearing overgrowth from Field path, bus shelter and the playing field. It was noted that some overgrowth on Field path was the responsibility of the landowner from which the overgrowth protrudes. There is currently a clear encroachment from a number of private properties on this path at this time. It was noted that a bench located at the top of Steven's Drove/Broughton Drove was damaged, but this does not belong to the Parish Council. Clerk to inform Broughton Parish Council and request they carry out necessary repairs. Clerk was asked to request HCC spray weed killer on the roads.</p>	<p>CLERK</p> <p>CLERK</p>
16	<p>Cllrs to request any items of business for inclusion on the agenda for 11th September 2017 Cllrs to resolve the appointment of an Internal Auditor for the Internal Audit 2017/18. Cllrs to resolve which Housing Survey will be formally circulated to residents. Cllrs to resolve a domain name for the Parish Council website The Neighbourhood Steering Committee to provide a draft Terms of Reference for Cllrs to resolve to adopt. Cllrs to resolve that the Neighbourhood Steering Committee seek funding sources for the Neighbourhood Plan. Cllrs to resolve what infrastructure CIL funds will be spent on, while remaining within the conditions set. Cllrs to review and resolve any amendments to the S106 and CIL wish list and reiterate the Council's request to remove the proposed footpath adjacent to Houghton Farmhouse.</p>	CLERK
6	<p>Public participation A resident reported that the Churchyard is now looking tidy and a team of volunteers are in place to keep the churchyard looking its best.</p>	

Meeting closed at 9.30pm