

**HOUGHTON PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held on Tuesday 6<sup>th</sup> July 2021 at 19.30**  
**at the Houghton Village Hall Car Park**

Present: Parish Councillors: A Young (Chairman), L Adams (Vice Chairman),  
A Dougall, J Coombes, P Chant.  
Borough Cllr A Johnston, County Cllr D Drew.

Members of the Public: 4

Minutes: Mrs C L Cotterell (Parish Clerk)

The meeting started at 19.30

**Item Minute**

1. **Chairman's Welcome** – The Chairman welcomed all to the meeting.
2. **Apologies for Absence** – Apologies were received from Borough Cllr Johnston and County Cllr Drew.
3. **Declarations of Interest**  
To declare an interest in any items of business on this agenda – None.
4. **To agree the accuracy of the minutes of the meetings held on:**
  - a) 4<sup>th</sup> May 2021 – Annual Council Meeting – Proposed Cllr Coombes, seconded Cllr Adams, all agreed.
  - b) 22<sup>nd</sup> June 2021 – Extraordinary Meeting – Proposed Cllr Dougall, seconded Cllr Chant, all agreed.
5. **Actions/Updates - To note actions and updates already circulated and receive further updates**
  - a) Neighbourhood Development Plan – an update was received and circulated – Following the implementation of reg 14 consultation process, the period of consultation was from 12 April – 7 June 2021 inc. This gave parishioners, landowners, TVBC, local groups, authorities, etc. the chance to read through the draft plan and to submit comments. Comments were submitted to HPC Clerk, Clare, who collated them at the end of the consultation period and forwarded them to our Consultant, David Nicholson, for summarising and feedback to the NDP Steering Group. David hopes to have this done by the end of July at the latest. The Steering Group will keep the Parish updated between PC meetings. This will be done via village email and posting on PC website.
  - b) Village Hall Refurbishment – an update had been received and circulated, plans are drawn up now. The committee will hold a village meeting later in the year to display the options and investigate funding available. More people are needed to join the committee.
  - c) Playground and Trees – to include review of recent tree survey and approval of any necessary works – Playground is okay. The tree survey report had been circulated. Cllr Young to ask Sub-Arb to quote on the minor works highlighted in their report.
  - d) Bus Shelters – Both shelters have been reproofed.
  - e) Lengthsman – The Lengthsman is carrying out the work requested.
6. **Borough and County Councillor Reports**  
To note Borough and County Cllr reports:  
Cllr Drew sent a report via email which has been published on the website.
7. **Finance**
  - a) To propose acceptance of the financial statement for the period 1<sup>st</sup> May to 30<sup>th</sup> June 2021 – Proposed Cllr Adams, seconded Cllr Coombes, all agreed.
  - b) To consider the funding request from the Houghton News £400.00 – Cllrs gave thanks to Terry Heffernan for taking over the publication of the magazine. The funding of £400.00 will cover the period between Sept – end of year 2021, funding a free magazine for the parish, other funding is being requested – Cllrs approved funding of £400.00 - Proposed Cllr Dougall, seconded Cllr Coombes, all agreed.
  - c) To approve the following Schedule of Payments: – Proposed Cllr Adams, seconded Cllr Coombes, all agreed.

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<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>
Salaries/HMRC PAYE	£1054.00	Clerks/office expenses	£86.52
Play Area Inspection & Cleaning	£251.00	Village Hall Refurbishment	£700.00
NDP Consultant Fees & printing	£993.06	TeleVigil CCTV Consultant fees	£2,304.00
Sub-Arb Tree Survey	£432.00	Houghton News Grant	£400.00

Closing bank balance as at 30<sup>th</sup> June 2021 - £37,395.15

- 8. Hampshire Highways**  
To consider response from Highways re low fence on verge. Cllrs agreed not to pursue the installation of the verge fence at this time.
- 9. Play Area Equipment**  
To consider quotations for remedial work to play equipment.  
Cllrs agreed to accept the quotation to replace the rope bridge at £392.16 + VAT with fitting cost of £271.00 + VAT and the quotation to remove covers and inspect the chains on the swing basket and inspect the surface around the rotator dish and advise on remedial action required at £271.00 + VAT – Proposed Cllr Adams, seconded Cllr Chant, all agreed.
- 10. Speed Awareness and CCTV Project**  
To receive updates.  
There was no CCTV update provided.  
Speed awareness update – Cllr Chant confirmed he wasn't able to provide any data at the moment. He is still adjusting the distance with the lens.  
Articles on both the CCTV and speed awareness projects will be put into the relaunched Houghton News.
- 11. Next Meeting**  
Full Council Meeting – Tuesday 14<sup>th</sup> September 2021 at 19.30

Meeting closed at 20.15

**These Minutes were approved and signed by the Chairman at the meeting held on 14<sup>th</sup> September 2021**