

**All Parish Councillors are duly summoned to attend  
the Meeting of Houghton Parish Council to be held  
on Tuesday 8<sup>th</sup> September 2020 at 19.30  
Place: *Due to Coronavirus (Covid 19) restrictions this meeting will be held  
via a videoconference call using the Zoom platform:***

<https://us04web.zoom.us/j/72517004774?pwd=cjVNeXpzTVpkWHFCTIV5ekYvN2k3dz09>

**Meeting ID:** 725 1700 4774 **Password:** 1aJXf4

Members of the public who wish to raise questions or comment on any item on the agenda are asked to send their question/comment in advance to the Clerk, to be received by 4<sup>th</sup> September 2020.

Planning and Tree Work application responses, submitted by HPC under the adopted Scheme of Delegation, can be viewed on the Parish Council website: [www.houghtonparishcouncil.org](http://www.houghtonparishcouncil.org)

### AGENDA

Item Number	Agenda Item
<b>1</b>	<b>Chairman's Welcome</b>
<b>2</b>	<b>Apologies</b>
<b>3</b>	<b>Declarations of Interest</b> Cllrs to declare an interest in any items of business on this agenda.
<b>4</b>	<b>Cllrs to confirm the accuracy of the minutes of the meeting held on 7<sup>th</sup> July 2020</b>
<b>5</b>	<b>Actions/Updates</b> Cllrs to note actions and updates already circulated and published
<b>6</b>	<b>Borough and County Councillor Reports</b> Cllrs to note Borough and County Cllr reports.
<b>7</b>	<b>Website Accessibility</b> Cllrs to review the Accessibility audit report and review and approve the draft accessibility statement and action plan.
<b>8</b>	<b>Cllrs to review, revise (if required) and adopt the following Council policies and documents:</b> <i>Grant Awarding Policy and Application Form</i>
<b>9</b>	<b>Cultivation Licence/Verge Fence</b> Cllrs to review progress and action required for the verge.
<b>10</b>	<b>Play Area RoSPA Inspection</b> Cllrs to review the RoSPA play area inspection and agree any action required.
<b>11</b>	<b>Play Area Equipment</b> Cllrs to receive an update.
<b>12</b>	<b>Speed Signs Update</b> Cllrs to receive an update.
<b>13</b>	<b>Finance</b> <ul style="list-style-type: none"> <li>a) Cllrs to propose acceptance of the financial statements for the period 1<sup>st</sup> July to 31<sup>st</sup> August 2020.</li> <li>b) Cllrs to approve an increase to the Clerk Home Working allowance in line with updated HMRC rate.</li> <li>c) Cllrs to approve the Schedule of Payments.</li> </ul>
<b>14</b>	<b>Next Meeting</b> Full Council Meeting – Tuesday 10 <sup>th</sup> November 2020 – 7.30pm

**Members of the public and press are welcome to attend  
using the meeting link details above.**