

**HOUGHTON PARISH COUNCIL**  
**Minutes of the Annual Parish Council Meeting**  
**held on Tuesday 14<sup>th</sup> May 2019**  
**at Houghton Village Hall, 7.30pm**

Present: Parish Councillors: A Young (Chairman), Mrs L Adams (Vice Chairman), P Chant, A Dougall, J Coombes.

Borough Cllrs A Johnson, I Jeffrey and County Cllr Gibson

Members of the Public: 6

Minutes: Mrs Clare Cotterell - Parish Clerk

The Councillors present signed their Declarations of Acceptance of Office which were witnessed by the Proper Officer.

Cllr Young as Vice Chairman opened the meeting at 7.30pm

<b>1</b>	<b>Election of Chairman</b> – Cllr Dougall proposed Cllr Young as Chairman, seconded by Cllr Adams, all agreed. Cllr Young signed the Chairman’s Declaration of Acceptance of Office, witnessed by the Proper Officer.	
<b>2</b>	<b>Election of Vice Chairman</b> – Cllr Young proposed Cllr Adams as Vice Chairman, seconded by Cllr Dougall, all agreed. Cllr Adams signed the Vice Chairman’s Declaration of Acceptance of Office, witnessed by the Proper Officer.	
<b>3</b>	<b>Apologies</b> Cllr Scougall was not in attendance. Cllrs agreed that Cllr Scougall can sign his Declaration of Acceptance of Office by the end of May.	
<b>4</b>	<b>Declarations of Interest</b> Cllrs to declare any interest relating to items on this agenda – None.	<b>Noted</b>
<b>5</b>	<b>Cllrs to confirm the accuracy of the minutes of the meetings: -</b> a) held on 12 <sup>th</sup> March 2019 – Ordinary Council Meeting – Proposed Cllr Adams, seconded Cllr Young, all agreed. b) held on 2 <sup>nd</sup> April 2019 – Extraordinary Meeting – Proposed Cllr Chant, seconded Cllr Coombes, all agreed.	
<b>6</b>	<b>Actions and Updates to be reported</b> Clerk reported: <ul style="list-style-type: none"> <li>• All responses to planning applications from 12<sup>th</sup> March and 2<sup>nd</sup> April were submitted to TVBC and acknowledged.</li> <li>• The VAT reclaim for 2018/19 has been submitted and received.</li> </ul> Cllr Young reported: <ul style="list-style-type: none"> <li>• He is involved with the 20 yr tree management plan for the copse adjacent to Meadow View.</li> <li>• He and Jane Windebank from TVBC will keep the PC updated on the Farmyard development and 4 low cost properties.</li> </ul> Cllr Chant reported: <ul style="list-style-type: none"> <li>• There are new signs going up at Sheepbridge to restrict wild swimmers and a new water keeper moving in soon.</li> </ul>	
<b>7</b>	<b>Public Participation</b> - <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman</i> – None.	
<b>8</b>	<b>Borough and County Councillor Reports.</b> The Chairman welcomed new Borough Cllrs Ian Jeffrey, Alison Johnson and Tony Ward. A Mid Test Ward newsletter has been circulated to Cllrs. Cllr Gibson welcomed the Parish Councillors and reported: <ul style="list-style-type: none"> <li>• There will be a change of the Leader to HCC this week.</li> <li>• There will be proposals for cuts in funding, details of possible cuts will be available for July meeting.</li> <li>• Please report potholes on the portal and to Cllr Gibson as he wants to monitor the repairs.</li> <li>• The proposed incinerator near the A303 will be for commercial waste – there is sufficient capacity already available for Hampshire’s waste.</li> <li>• Cllr Gibson has devolved money available for parish projects.</li> </ul> Cllr Jeffery thanked the Parish Councillors for their welcome and reported: <ul style="list-style-type: none"> <li>• There are 3 Borough Cllrs for 18 parishes. Cllr Johnson will cover Houghton. There will a Ward Newsletter published once a month.</li> <li>• There is a change in the planning committee structure on a 1 year trial, the planning control committee has been removed.</li> <li>• TVBC have resources available to help with community litter picks.</li> </ul>	

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	<p>Cllr Johnson reported:</p> <ul style="list-style-type: none"> <li>• She has been a Borough Cllr for 8 years in Romsey.</li> <li>• Cllrs Ward and Jeffery are members of the Planning Committee and Cllr Johnson will be able to help the PC with any planning issues for committee.</li> </ul>	
<b>9</b>	<p><b>Planning Applications</b></p> <p>Cllrs to propose a response to be submitted to TVBC in relation to the following planning or tree applications:</p> <p>a) 19/00900/FULLS – Single storey side extension with rear lantern to flat roof, &amp; first floor rear extension, to provide additional living space – Clarendon Cottage, Houghton – Cllrs <b>resolved to Support</b> the application – Proposed Cllr Dougall, seconded Cllr Adams, all agreed.</p>	
<b>12</b>	<p><b>Item 12 was brought forward.</b></p> <p><b>Insurance</b></p> <p>a) Cllrs to consider adding the defibrillator to the Parish Council Insurance policy and Asset Register – Cllrs <b>resolved</b> to add the defibrillator to the PC insurance policy and to the PC Asset Register – Proposed Cllr Young, seconded Cllr Chant, all agreed.</p> <p>b) Cllrs to review the quotations for Parish Council Insurance and approve the payment for 2019/20 – Cllrs <b>resolved</b> to accept the 3-year Long Term Agreement with Inspire at a cost of £841.91 inclusive of IPT and admin fee – Proposed Cllr Dougall, seconded Cllr Young, all agreed.</p>	
<b>10</b>	<p><b>Cllrs to review, revise (if required) and adopt the following Council policies and documents:</b></p> <p><i>To be reviewed and adopted:</i></p> <p>Standing Orders, Internal Control Procedures, Risk Management Schedule, Members' Code of Conduct – Cllrs <b>resolved</b> to adopt Standing Orders and Internal Control Procedures, with minor amendments and to adopt the draft Risk Management Schedule and draft Members' Code of Conduct – Proposed Cllr Adams, seconded Cllr Chant, all agreed.</p> <p><i>To be reviewed/adopted but no proposed amendments:</i></p> <p>Financial Regulations, Asset Register, Recording, Photography &amp; use of Social Media, Freedom of Information and Data Protection Legislation – Cllrs <b>resolved</b> to adopt the Asset Register, updated with the addition of the defibrillator, and to adopt Financial Regulations, Recording, Photography &amp; Use of Social Media, Freedom of Information and Data Protection Legislation with no amendments – Proposed Cllr Young, seconded Cllr Coombes, all agreed</p> <p><i>To be drafted, reviewed and adopted at future meeting:</i></p> <p>Employment Policies, Complaints Procedure, Press and Media Policy – Cllrs agreed that these policies should be drafted and adopted at a future meeting.</p>	<b>Ag Items</b>
<b>11</b>	<p><b>General Power of Competence/Review expenditure under s137</b></p> <p>Cllrs to review expenditure under s137 and consider invoking the General Power of Competence. S137 expenditure in 18/19 was £550.00</p> <p><i>Members are advised that the Clerk holds the sector specific qualification of Certificate in Local Council Administration - (CILCA). The Parish Council is eligible to adopt the GPC provided that the number of councillors elected at the last ordinary election equals or exceeds two thirds of its total number of councillors.</i></p> <p>The Clerk confirmed the eligibility of the Parish Council to invoke GPC. Cllrs <b>resolved</b> to invoke the General Power of Competence – Proposed Cllr Dougall, seconded Cllr Coombes, all agreed.</p>	
<b>13</b>	<p><b>Internal Audit Report</b></p> <p>Cllrs to receive the internal audit report for 2018/19 and agree any actions required. Cllrs agreed the recommended actions, shown in the Appendix to these minutes. Proposed Cllr Dougall, seconded Cllr Adams, all agreed.</p>	
<b>14</b>	<p><b>Finance</b></p> <p>a) Cllrs to propose acceptance of the financial statement for the period of 1<sup>st</sup> to 31<sup>st</sup> March 2019 – Proposed Cllr Young, seconded Cllr Chant, all agreed</p> <p>b) Cllrs to approve the Annual Statement of Accounts from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 – Proposed Cllr Young, Cllr Adams, all agreed.</p> <p>c) Cllrs to propose acceptance of the financial statement for the period of 1<sup>st</sup> to 30<sup>th</sup> April 2019 – Proposed Cllr Young, seconded Cllr Chant, all agreed.</p>	

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	<p>d) Cllrs to consider a grant application for the village hall – Cllrs approved a grant of £600 under LGA 1972 s133 – Proposed Cllr Young, seconded Cllr Dougall, all agreed.</p> <p>e) Cllrs to approve the following payments to be made – Proposed Cllr Adams, seconded Cllr Dougall, 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>Clerks Salary (Mar/Apr)</td> <td style="text-align: right;">£795.63</td> <td>Clerks/Office expenses</td> <td style="text-align: right;">£67.34</td> </tr> <tr> <td>HCC Lighting</td> <td style="text-align: right;">£63.08</td> <td>HALC/NALC fees</td> <td style="text-align: right;">£215.00</td> </tr> <tr> <td>AAPC Share of BT Bill</td> <td style="text-align: right;">£20.99</td> <td>I Burt (P Assembly Exp)</td> <td style="text-align: right;">£64.50</td> </tr> <tr> <td>Do the Numbers (Int Audit)</td> <td style="text-align: right;">£190.00</td> <td>HMRC PAYE (Mths 12,1&amp;2)</td> <td style="text-align: right;">£164.60</td> </tr> <tr> <td>C Dixon (Play area insp)</td> <td style="text-align: right;">£208.00</td> <td>Came &amp; Co (Insurance)</td> <td style="text-align: right;">£841.91</td> </tr> <tr> <td>Village Hall Funding Grant</td> <td style="text-align: right;">£600.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>f) Cllrs to approve appropriate training for Cllrs – The Knowledge &amp; Core Skills at £95.00 for Cllr Coombes – Proposed Cllr Chant, seconded Cllr Coombes, all agreed.</p> <p><u>Closing Bank Balance as at 30<sup>th</sup> April 2019 - £22,473.73</u></p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerks Salary (Mar/Apr)	£795.63	Clerks/Office expenses	£67.34	HCC Lighting	£63.08	HALC/NALC fees	£215.00	AAPC Share of BT Bill	£20.99	I Burt (P Assembly Exp)	£64.50	Do the Numbers (Int Audit)	£190.00	HMRC PAYE (Mths 12,1&2)	£164.60	C Dixon (Play area insp)	£208.00	Came & Co (Insurance)	£841.91	Village Hall Funding Grant	£600.00			
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<b>15</b>	<p><b>Annual Governance and Accountability Return 2018/19</b></p> <p>a) Cllrs to approve the Annual Governance Statement for 2018/19 – Cllrs approved the Governance Statement for 2018/19 and it was signed by the Chairman and Clerk – Proposed Cllr Coombes, seconded Cllr Dougall, all agreed.</p> <p>b) Cllrs to approve the Accounting Statements for 2018/19 – Cllrs approved the Accounting Statements for 2018/19 and it was signed by the RFO and Chairman – Proposed Cllr Dougall, seconded Cllr Young, all agreed.</p> <p>c) Cllrs to approve and sign the Certificate of Exemption – Cllrs approved the Certificate of Exemption for 2018/19 and it was signed by Chairman and Clerk – Proposed Cllr Adams, seconded Cllr Chant, all agreed.</p>																													
<b>16</b>	<p><b>Cllrs to receive updates on the following:</b></p> <p>a) Neighbourhood Development Plan – there will be another meeting for recruiting volunteers, and will be applying for a grant from Locality.</p> <p>b) Playground and Trees – Arboriculturalist to visit in June to inspect the trees in leaf. Play area is all okay.</p> <p>c) Lengthsman Scheme – The new lengthsman cleared Field Path recently.</p>																													
<b>17</b>	<p><b>Meetings for 2019/20</b></p> <p>Cllrs agreed a schedule of dates for 2019/20 as below:  2<sup>nd</sup> July, 3<sup>rd</sup> September, 12<sup>th</sup> November 2019, 14<sup>th</sup> January, 3<sup>rd</sup> March and 12<sup>th</sup> May 2020. <b>Next Meeting – Tuesday 2<sup>nd</sup> July 2019 at 7.30pm.</b></p> <p>The Chairman proposed a vote of thanks to Ingrid Burt for her years of service to the Parish Council. He also thanked previous Borough Cllrs Daniel Busk and Peter Boulton for their long and loyal service.</p>																													

**Meeting closed at 8.46pm**

**Appendix** HPC Internal Audit Report and Recommended Actions 2019

Control area	Issue	Recommended Action (Auditor)	Recommended Action by Council
Grants	A grant was made in the year towards the presentation evening at the local school.	The grant application and award need to state clear that this is not for educational purposes – ideally the grant should be to the PTA rather than the school.	Noted and Action: Encourage any future application to be from and to the PTA and state clearly “not for educational purposes”.
Risk assessment	At present the Risk assessment is updated every three years. Best practice states every year.	With the continuing change in the legislative framework and the adoption of GPC, the assessment should be checked annually.	Noted and Action: Recommend review/amendment at annual meeting each May.
Bank statements	The bank statements produced by the bank do not line up with calendar months.	The online bank statement can be used for budget monitoring and audit from now on.	Noted and action taken: Using printed online bank statements to month end for reconciliation.
Membership changes	The council filled a vacancy when there was no minute of a councillor leaving.	All changes in membership of the council – both resignations and co options should be clearly minuted.	Noted and Action: Future resignations and co-options to be minuted.

**These minutes were approved and signed by the Vice Chairman at the meeting held on 2<sup>nd</sup> July 2019**

4/2019-20