

HOUGHTON PARISH COUNCIL
Minutes of the Annual Parish Council Meeting
held on Tuesday 22nd May 2018
at Houghton Village Hall, 7.30pm

Present: Parish Councillors: Mrs I Burt (Chairman), J Scougall, P Kenneson,
P Chant.

Members of the Public: 5

Minutes: Mrs Clare Cotterell - Parish Clerk

The meeting started at 7.30pm

1	Election of Chairman Cllr Kenneson proposed Cllr Burt as Chairman, seconded by Cllr Chant, all agreed. Cllr Burt was elected Chairman.	
2	Election of Vice Chairman Cllr Burt proposed Cllr Young as Vice Chairman, seconded by Cllr Chant, all agreed. Cllr Young was elected Vice Chairman.	
3	Apologies Apologies received from Parish Councillors Young and Adams, Borough Cllrs Boulton and Busk and County Cllr Gibson.	Noted
4	Declarations of Interest a) Cllrs to confirm any amendments to their Declaration of Interests form – None. b) Cllrs to declare any interest relating to items on this agenda – None.	
5	Cllrs to confirm the accuracy of the minutes of the meeting held on 6th March 2018 – Proposed Cllr Burt, seconded Cllr Kenneson, all agreed.	
6	Actions and Updates to be reported Clerk reported: <ul style="list-style-type: none"> • Invoice received for 2 additional grass cuts in 2017 for £100 • GDPR – now approved that Parish Councils do not need to appoint a DPO • Internal audit has now been carried out and the report will be on the next agenda 	Ag Item
7	Public Participation - <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i> A resident reported cyclists using the footpath Clarendon's Way/Faithfuls Drive. Appropriate signage was discussed and agreed to contact HCC. Cllr Burt reported the noticeboard was in need of refurbishment – Cllr Chant agreed to carry out the refurbishment. A resident has commented about cars parking on verges in the village. The resident suggested that some verges could be planted with wildflowers - Cllr Burt agreed to contact resident.	Clerk Cllr Chant Cllr Burt
8	Borough and County Councillor Reports None	
9	Planning Applications Cllrs to propose a response to be submitted to TVBC in relation to the following planning or tree applications: <ul style="list-style-type: none"> a) 18/00757/RESS - Approval of details for appearance and scale of 4 detached dwellings with parking and associated works pursuant to outline planning permission 13/01458/OUTS - Four Winds, Houghton – No Objection – The Parish Council submit the following comment - they accept the application has been approved however the design of the houses is not in keeping with the village and the scale of houses is too large for the size of plots – Proposed Cllr Burt, seconded Cllr Scougall, all agreed. b) 18/00959/VARS - To vary condition 8 (details of hard and soft landscape) of 17/00121/FULLS (Residential development of 13 no. dwellings (including 4 no. affordable units and conversion of agricultural building to a residential dwelling) with associated works including minor works to existing access, hard and soft landscaping, foul sewage, tree works, access and demolition of existing buildings.) to replace hedge - Houghton Farm, Houghton – No Objection – Proposed Cllr Burt, seconded Cllr Scougall, all agreed. 	

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	<p>c) 18/01120/FULLS – Erection of double garage with accommodation above – Bywater, Houghton – Support – The Parish Council submit the following comment – that the new garage should be tied to the property and not sold in the future as a separate property – Proposed Cllr Burt, seconded Cllr Kennesion, all agreed.</p>																																					
10	<p>Cllrs to review and propose any necessary amendments to the following Council policies and documents:</p> <p>a) Standing Orders – Standing orders were adopted with amendments based on NALC 2018 model – Proposed Cllr Burt, seconded Cllr Scougall, all agreed.</p> <p>b) Financial Regulations – Financial Regulations were adopted with amendments based on NALC 2016 model – proposed Cllr Burt, seconded Cllr Chant, all agreed.</p> <p>c) Publication Scheme – the draft Publication Scheme was adopted – Proposed Cllr Burt, seconded Cllr Kennesion, all agreed.</p> <p>d) Recording, Photography and use of Social Media – the policy was adopted with amendments in line with changes to Standing Orders – Proposed Cllr Burt, seconded Cllr Scougall, all agreed.</p>																																					
11	<p>General Data Protection Regulations 2018</p> <p>a) Cllrs to review and adopt draft GDPR Policies and Privacy Notice – The draft Information and Data Protection, Retention and Disposal Policies, the Email Contact Privacy Notice and GDPR Service Consent form were all adopted – Proposed Cllr Burt, seconded Cllr Scougall, all agreed.</p> <p>b) Cllrs to agree a point of contact for the Regulator – Cllrs agreed the Clerk as point of contact – Proposed Cllr Burt, seconded Cllr Kennesion, all agreed.</p>																																					
12	<p>Insurance Renewal</p> <p>Cllrs to review the quotations for Parish Council Insurance and approve the payment for 2018/19.</p> <p>Cllrs agreed to accept the discounted 3 year quotation for Inspire at £811.45 but only provided the premium remained the same for each year. Clerk to confirm with insurers. If this was not the case then Cllrs agreed to accept the quotation for 1 year at £851.53 - Proposed Cllr Burt, seconded Cllr Scougall, all agreed.</p>	Clerk																																				
13	<p>Finance</p> <p>a) Cllrs to propose acceptance of the financial statement for the period of 1st to 31st March 2018 - Proposed Cllr Burt, seconded Cllr Kennesion, all agreed.</p> <p>b) Cllrs to approve the Annual Statement of Accounts from 1st April 2017 to 31st March 2018 - Proposed Cllr Burt, seconded Cllr Scougall, all agreed.</p> <p>c) Cllrs to propose acceptance of the financial statement for the period of 1st to 30th April 2018 - Proposed Cllr Burt, seconded Cllr Kennesion, all agreed.</p> <p>d) Cllrs to consider a grant funding request from the Village Hall – Agreed to accept the Village Hall request for funding of £600.00 under LGA 1972, s133 - Proposed Cllr Burt, seconded Cllr Chant, all agreed.</p> <p>e) Cllrs to approve the following payments to be made – Proposed Cllr Burt, seconded Cllr Chant, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Chq</u></th> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> <th style="text-align: left;"><u>Chq</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>811</td> <td>Clerk Salary</td> <td style="text-align: right;">£478.67</td> <td>812</td> <td>Clerk/office expenses</td> <td style="text-align: right;">£35.28</td> </tr> <tr> <td>813</td> <td>HCC Street Lighting</td> <td style="text-align: right;">£59.99</td> <td>814</td> <td>HALC/NALC fees</td> <td style="text-align: right;">£197.00</td> </tr> <tr> <td>815</td> <td>D Robins Grass cuts</td> <td style="text-align: right;">£100.00</td> <td>816</td> <td>Katz Vaughan</td> <td style="text-align: right;">£3750.00</td> </tr> <tr> <td>817</td> <td>Parish online subs</td> <td style="text-align: right;">£36.00</td> <td>818</td> <td>AAPC BT/printer costs</td> <td style="text-align: right;">£31.28</td> </tr> <tr> <td>819</td> <td>Do the Numbers Int audit</td> <td style="text-align: right;">£250.00</td> <td>820</td> <td>Came & Co Insurance</td> <td style="text-align: right;">£851.53</td> </tr> </tbody> </table> <p>Closing bank balance as at 30th April 2018 - £31,105.47</p>	<u>Chq</u>	<u>Payee</u>	<u>Amount</u>	<u>Chq</u>	<u>Payee</u>	<u>Amount</u>	811	Clerk Salary	£478.67	812	Clerk/office expenses	£35.28	813	HCC Street Lighting	£59.99	814	HALC/NALC fees	£197.00	815	D Robins Grass cuts	£100.00	816	Katz Vaughan	£3750.00	817	Parish online subs	£36.00	818	AAPC BT/printer costs	£31.28	819	Do the Numbers Int audit	£250.00	820	Came & Co Insurance	£851.53	
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14	<p>Annual Governance and Accountability Return 2017/18 Part 3</p> <p>a) Cllrs to approve the Annual Governance Statement for 2017/18 – Section 1, Annual Governance Statement 2017/18 was reviewed and approved. Section 1 was signed and dated by the Chairman and Clerk – Proposed Cllr Burt, seconded</p>																																					

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	<p>Cllr Scougall, all agreed.</p> <p>b) Cllrs to approve the Accounting Statements for 2017/18 – Section 2, Accounting Statements 2017/18 was reviewed and approved. Section 2 was signed and dated by the Chairman and RFO - Proposed Cllr Burt, seconded Cllr Kennesion, all agreed.</p>																			
15	<p>Cllrs to receive updates on the following:</p> <p>a) Neighbourhood Development Plan – No update.</p> <p>b) Community Benefit Fund update:</p> <ul style="list-style-type: none"> • Large proportion of the fund has been invested with Ruffers and Rathbones. • Next meeting on 23rd June • Application received from PCC • Currently working through procedures and accepting applications <p>c) Playground and Trees – Cllr Young sent a report that the playground/trees had been checked and all okay.</p> <p>d) Lengthsman Scheme – items for the next worksheet were: Field Path/Shrub border/septic tank bed/blocked drains in the village.</p>																			
16	<p>Meetings for 2018/19 and Next Meeting.</p> <p>Cllrs to agree a schedule of dates for 2018/19 – Cllrs approved the following dates - - Proposed Cllr Burt, seconded Cllr Kennesion, all agreed.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">3rd July 2018</td> <td>Full Council Meeting</td> </tr> <tr> <td>4th September 2018</td> <td>Full Council Meeting</td> </tr> <tr> <td>6th November 2018</td> <td>Full Council Meeting</td> </tr> <tr> <td>20th November 2018</td> <td>Budget Discussion Meeting – Cllrs only</td> </tr> <tr> <td>8th January 2019</td> <td>Full Council Meeting</td> </tr> <tr> <td>12th March 2019</td> <td>Full Council Meeting</td> </tr> <tr> <td>March/April 2019</td> <td>Annual Parish Assembly</td> </tr> <tr> <td>Parish Council Elections</td> <td>May</td> </tr> <tr> <td>7th or 14th May 2019</td> <td>Annual Meeting of the Parish</td> </tr> </table>	3 rd July 2018	Full Council Meeting	4 th September 2018	Full Council Meeting	6 th November 2018	Full Council Meeting	20 th November 2018	Budget Discussion Meeting – Cllrs only	8 th January 2019	Full Council Meeting	12 th March 2019	Full Council Meeting	March/April 2019	Annual Parish Assembly	Parish Council Elections	May	7 th or 14 th May 2019	Annual Meeting of the Parish	
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Meeting closed at 8.52pm

**These minutes were approved and signed by the
Vice Chairman at the meeting held on 3rd July 2018**