

**HOUGHTON PARISH COUNCIL**  
**Minutes of the Annual Parish Council Meeting**  
**held on Tuesday 17<sup>th</sup> May 2022 at 19.00**  
**at Houghton Village Hall**

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

Members of the Public: 9

Minutes: Mrs C L Cotterell (Parish Clerk)

The meeting started at 19.00

**Item Minute**

**1. Election of Chairman**

Cllr Alan Young was proposed by Cllr Chant, seconded Cllr Adams. Cllr Young was elected Chairman and signed his Declaration of Acceptance of Office.

**2. Election of Vice Chairman**

Cllr Adams was proposed by Cllr Young, seconded Cllr Coombes. Cllr Adams was elected as Vice Chairman.

**3. Chairman's Welcome**

Chairman welcomed all to the meeting.

**4. Apologies for Absence**

Apologies were received from Cllr Dougall and Borough Cllr Johnston.

**5. Declarations of Interest**

a) To declare any amendments required to Cllrs' Register of Interests form – All Cllrs present confirmed there were no amendments required.

b) To declare an interest in any items of business on this agenda – None.

**6. To agree the accuracy of the minutes of the meeting held on:**

15<sup>th</sup> March 2022 – Full Council Meeting – Proposed Cllr Coombes, seconded Cllr Adams.

**7. Actions/Updates - To note actions and updates already circulated and receive any further updates.**

- NDP referendum – The referendum poll will take place on Thursday 19<sup>th</sup> May 2022.
- Caravan/shed in Chapel Close – A resident confirmed a response from TVBC Planning regarding the building in a garden – In the response TVBC say it should have had planning permission and it is an outbuilding in breach of planning policy, although invited no retrospective application had been submitted. TVBC Planning have concluded it is not expedient for TVBC to take action as planning permission if requested would probably be approved - Agenda item for next meeting.

**8. Borough and County Councillor Reports**

To receive Borough and County Cllr reports.

Cllr Drew reported:

- Primary school place offers confirmed by HCC
- Big Lunch Jubilee picnics in Hampshire country parks
- Fostering Hampshire children nominated for award
- Views wanted on Hampshire transport plans
- HCC ¼ m investment in community energy projects
- SSEN grants for community projects for sustainable energy
- Dementia action week (16 – 22 May)
- Hampshire children walk to school week (16 – 20 May).

The report will be published on the PC website.

**9. Planning**

a) To propose a response to be submitted to TVBC in relation to the following planning applications:

i) 22/00791/FULLS - Erection of outbuilding in garden - Plum Tree Barn, Houghton –  
**No Comment** – Proposed Cllr Adams, seconded Cllr Young.

ii) 22/01116/TREES - T1 - Tulip Tree – Fell - Hunters Cottage, Houghton – **No Objection**  
Proposed Cllr Coombes, seconded Cllr Young.

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- iii) 22/01006/TREES - T1 - Weeping Pear - Cut Back overhang up to 1 Metre on tennis court side. T2 - Maple - Reduce canopy on tennis court side removing up to 1.5metres lateral growth. T3, T4, T5, T6 - Yew - Cut back overhang on tennis court side up to 1 metre. Reduce height by up to 4 metres to lower each tree to approximately 11 meters from ground level. G1 - Sycamores- Cut back overhanging lateral branches to the boundary of garden removing up to 2 metres - Churchstow, Church Lane, Houghton – **No Objection** – Proposed Cllr Young, seconded Cllr Adams.
- iv) 22/00217/OUTS - Outline application for demolition of existing industrial unit and the erection of 6 dwellings with associated parking (with all matters to be considered except landscaping which is a reserved matter) - Ro-Dor Ltd, Stevens Drove, Houghton – **Resolved to Object** on similar grounds as the previous application on the same site, objection to be drafted and submitted – Proposed Cllr Adams, seconded Cllr Coombes.
- b) To discuss appeal on 21/01959/FULLS – It was noted that the notification of the appeal has not been received as yet. Allotments are well used and registered as community asset, and recognised as a local green space in the draft NDP.
- c) To discuss liaison with Broughton PC with regard to proposed application to extend solar farm/community benefit – Cllrs agreed that liaison with Broughton PC was not required at this stage.

**10. Finance**

- a) To propose acceptance of the financial statements for the periods 1<sup>st</sup> to 31<sup>st</sup> March and 1<sup>st</sup> to 30<sup>th</sup> April 2022 – **Resolved** - Proposed Cllr Young, seconded Cllr Adams.
- b) To approve the Annual Statement of Accounts for 2021/22 – **Resolved** - Proposed Cllr Coombes, seconded Cllr Young.
- c) To approve the following Schedule of Payments – **Resolved** - Proposed Cllr Adams, seconded Cllr Coombes.

<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>
Payroll/HMRC PAYE (Apr/May)	£1,269.30	Clerk/Office expenses (Mar/Apr)	£63.68
SLCC Training	£36.00	Do the Numbers Internal Audit	£200.00
HALC/NALC affiliation fees	£231.91	HCC Street Lighting (Oct-Mar)	£35.63
CCTV Honorarium x 1	£50.00	C Dixon (Play equipment clean - 21-22)	£208.00
A Dougall (Parish Assembly)	£52.30	BHIB Aviva Insurance (3yr LTA)	£491.46

Closing bank balance as at 30<sup>th</sup> April 2022 - £58,336.55

- d) To receive a report on CIL funds received by HPC – Cllrs received confirmation of the remaining balance of CIL funds received so far - £48,865.00
- e) To consider earmarking reserves for upcoming projects – Projects were discussed including improvement to the play park and speed awareness. Amounts of reserves to be decided at later date.

**11. Insurance**

To review and approve a quotation for insurance cover, due on 1<sup>st</sup> June 2022  
 Quotations received from Gallagher £1,213.55, Zurich £830.18 (3yr LTA £770.95), BHIB Aviva £514.23 (3yr LTA £491.46) - **Resolved** to accept the BHIB Aviva quote for 3 yr long term agreement of £491.46 - Proposed Cllr Adams, seconded Cllr Young.

**12. Banking**

- a) To consider switching the Council banking to Unity Trust Bank from TSB Bank – **Resolved** to change the Council banking to Unity Trust Bank – Proposed Cllr Adams, seconded Cllr Coombes.
- b) To agree bank signatories if a) above approved. Agreed for Cllrs Adams, Dougall and Coombes to be signatories on the bank mandate.

**13. Council policies, documents, expenditure under GPC and meeting dates:**

- a) *To be reviewed, amended, if required and adopted:*

*The following documents were reviewed and adopted with no amendments:*

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Standing Orders, Risk Assessments and Management Schedule, Members' Code of Conduct, Register of Assets, Recording, Photography & use of Social Media, Freedom of Information and Data Protection Legislation, Employment Policies, Complaints Procedure, Media Policy.

*The following documents were reviewed, amended and adopted:*

Financial Regulations – amended items 4.1 and 4.5 to read £1,000.00 instead of £500.00.

Internal Control Procedures – amended in line with requirements for changing banking to Unity Trust Bank.

**Resolved** - Proposed Cllr Adams, seconded Cllr Young.

- b) *To review expenditure under the General Power of Competence in 2021/22.*  
Expenditure under GPC for 2021/22 was £1,850.00.
- c) *To agree a Schedule of Meeting Dates for 2022/23.* Dates for meetings during 2022/23 were agreed (see Appendix).

**14. Internal Audit Report**

To receive the Internal Audit Report 2021/22 and approve an action plan.

Cllrs received the Internal Audit report and a draft action plan.

The Internal Auditor raised two items for further improvement:

- 1. *As a result of CIL funds received during the year, the reserves of the Council are at more than double the precept, with no clear projects planned - The Council should work with the community over the next year to find appropriate uses for current and future CIL income.*
- 2. *It is good practice for the members of the council, in rotation, to initial the original bank statement that supports the reconciliation - This was done prior to Covid and should be reinstated.*

The Auditor commented that she found the Council accounts in exemplary order.

Cllrs resolved to approve the action plan – Proposed Cllr Young, seconded Cllr Adams.

**15. Annual Governance and Accountability Return 2021/22**

- a) To approve the Annual Governance Statement for 2021/22 – Cllrs approved the Annual Governance Statement for 2021/22 which was signed by the Clerk and Chairman - **Resolved** - Proposed Cllr Young, seconded Cllr Coombes.
- b) To approve the Accounting Statements for 2021/22 – Cllrs approved the Accounting Statements for 2021/22 which were signed by the RFO and the Chairman – **Resolved** - Proposed Cllr Young, seconded Cllr Coombes.
- c) To agree the dates for the Period for the Exercise of Public Rights – Cllrs agreed the dates for the period to be from 13 June to 22 July 2022 – **Resolved** - Proposed Cllr Adams, seconded Cllr Young.

**16. Parish Councillor Co-option**

To consider candidates for co-option to the Parish Council.

Applications were received from two candidates to fill Parish Council vacancies. Both candidates were present at the meeting and introduced themselves.

Cllrs approved the co-option of Ben Battey – **Resolved** - Proposed Cllr Chant, seconded Cllr Coombes.

Cllrs approved the co-option of Lynda Middleton – **Resolved** - Proposed Cllr Adams, seconded Cllr Coombes.

Both Cllrs signed their Declarations of Acceptance of Office after the meeting, witnessed by the Proper Officer.

A resident commented about damage to verges in Church Lane. Also commented upon was that paper copies of planning applications were no longer provided by TVBC Planning.

**17. Next Meeting**

Full Council Meeting – Tuesday 5<sup>th</sup> July 2022 at 19.00

Meeting closed at 20.19

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**Appendix**

**Houghton Parish Council – Schedule of Dates for 2022-23**

(Dates are subject to change – start time 19.00 unless otherwise stated)

5<sup>th</sup> July 2022

13<sup>th</sup> September 2022

8<sup>th</sup> November 2022

22<sup>nd</sup> November (Budget Discussion – Cllrs only)

10<sup>th</sup> January 2023

7<sup>th</sup> March 2023

16<sup>th</sup> May 2023 – Annual Council Meeting (Election year)

**These minutes were approved and signed by the Chairman at the meeting held on 5<sup>th</sup> July 2022**