

HOUGHTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 7th July 2020
at 18.00 via the Zoom platform

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

Members of the Public: 0

Minutes: Mrs C L Cotterell (Parish Clerk)

The meeting started at 18.04

Item	Minutes	Action
1	Apologies None received.	Noted
2	Declarations of Interest a) Cllrs to declare any amendments required to their Register of Interests form – All Cllrs confirmed they had no amendments to make to their Register of Interests forms. b) Cllrs to declare an interest in any items of business on this agenda – None	Noted
3	Cllrs to confirm the accuracy of the minutes of the meeting held on 12th May 2020 – Proposed Cllr Adams, seconded Cllr Dougall, all agreed.	
4	Actions/Updates Cllrs to note actions and updates already circulated. Cllrs noted the content of the actions and updates document previously circulated and had no further comments.	Noted
5	Borough and County Councillor Reports Cllrs to note Borough and County Cllr reports – none received.	Noted
6	Planning – Cllrs to propose a response to the following Planning Applications: a) 20/01380/FULLS - First floor extension to provide four bedrooms and bathroom and re-configuration of ground floor layout and provision of three parking spaces – The Bungalow, Stevens Drove, Houghton – Cllrs resolved to submit an Objection to this application on the grounds that it contravenes E1 and E9 of the Local Plan, does not enhance the street scene and overlooks properties - Proposed Cllr Young, seconded Cllr Adams, all agreed.	
7	Cllrs to review, revise (if required) and adopt the following Council policies and documents: <i>To be reviewed and adopted with no proposed amendments:</i> Standing Orders, Internal Control Procedures, Risk Management Schedule, Members' Code of Conduct, Complaints Procedure, Asset Register, Recording, Photography & Use of Social Media, Freedom of Information, Data Protection policies, Media Policy and Employment Policies - All documents were reviewed and adopted with no amendments – Proposed Cllr Dougall, seconded Cllr Young, all agreed. <i>To be reviewed/adopted with minor proposed amendments:</i> Financial Regulations – Cllrs resolved to amend Item 4.1 of the Financial Regulations from £100.00 to £500.00 – Proposed Cllr Young, seconded Cllr Coombes, all agreed. <i>To review S137/GPC expenditure for 2019/20: £113.00 – s137/GPC expenditure of £113.00 for 2019/20 was reviewed.</i> <i>To review and agree a schedule of dates for 2020/21</i> – Cllrs agreed the proposed Schedule of Dates for 2020/21 – Proposed Cllr Adams, seconded Cllr Young, all agreed.	
8	Flooding/Drainage Cllrs to approve a letter to HCC regarding ownership of a silt ditch – After discussion Cllrs agreed the content of the letter to send to HCC Highways regarding the ownership of the silt trap ditch - Proposed Cllr Young, seconded Cllr Dougall, all agreed. Action: Clerk to send letter to HCC.	Clerk

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9	<p>Play Area</p> <p>Cllrs to consider any requirements for reopening of the play area.</p> <p>Cllrs agreed to carry out a risk assessment and the Lengthsman will carry out a thorough clean of the equipment to remove bird lime and green mould before re-opening the play area to the public. Notices and risk assessment will be posted on the noticeboard, on site and published on the PC website, informing users of safety procedures to be followed. Cllrs expected to be able to open the play area by 18th July – Proposed Cllr Young, seconded Cllr Adams, all agreed. Action: Cllr Chant to laminate notices ready for posting, Cllr Young will liaise with Lengthsman regarding the cleaning and post notices.</p>	Cllrs Young/ Chant																
10	<p>Finance</p> <p>a) Cllrs to propose acceptance of the financial statements for the period 1st May to 30th June 2020 – Proposed Cllr Adams, seconded Cllr Dougall, all agreed.</p> <p>b) Cllrs to consider funding request from PCC for grass cutting maintenance - £1000.00 – Proposed Cllr Young, seconded Cllr Dougall, all agreed.</p> <p>c) Cllrs to approve the Schedule of Payments – 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>Salaries/HMRC PAYE</td> <td style="text-align: right;">£1,036.20</td> <td>Clerks/office expenses</td> <td style="text-align: right;">£34.05</td> </tr> <tr> <td>AAPC Share of BT Bill</td> <td style="text-align: right;">£20.99</td> <td>Playsafety Ltd (RoSPA)</td> <td style="text-align: right;">£99.00</td> </tr> <tr> <td>PCC Grant</td> <td style="text-align: right;">£1,000.00</td> <td></td> <td></td> </tr> </tbody> </table> <p><u>Closing bank balance as at 30th June 2020 - £23,103.75</u></p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Salaries/HMRC PAYE	£1,036.20	Clerks/office expenses	£34.05	AAPC Share of BT Bill	£20.99	Playsafety Ltd (RoSPA)	£99.00	PCC Grant	£1,000.00			
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11	<p>Next Meeting</p> <p>Full Council Meeting – Tuesday 8th September 2020 – 7.30pm via video conference call.</p>																	

Meeting closed at 18.39

These Minutes were approved at the meeting held on Tuesday 8th September 2020