

HOUGHTON PARISH COUNCIL
Minutes of the Extraordinary Parish Council Meeting
held on Tuesday 22nd June 2021
at 19.30 at Houghton Village Hall Car Park

Present: Parish Councillors: A Young (Chairman), L Adams (Vice Chairman),
A Dougall, J Coombes, P Chant.
Borough Cllr A Johnston, County Cllr D Drew.
D Stephens and T Heffernan – Traffic & Crime Prevention Working Group

Members of the Public: 0

Minutes: Mrs C L Cotterell (Parish Clerk)

The meeting started at 19.30

Item Minute

1. Chairman's Welcome – The Chairman welcomed all to the meeting.

2. Apologies for Absence – None.

3. Declarations of Interest

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

4. CCTV Project

a) To receive consultant's reports and consider the installation of a video surveillance scheme, subject to appropriate external funding being approved – Cllrs received the reports and after discussion approved the installation of a video surveillance scheme, subject to approval of external funding. An application for funding will be submitted to Houghton Community Benefit Fund – Proposed Cllr Young, seconded Cllr Dougall, all agreed.

The following items to be reviewed and approved subject to Item 4 a) above being approved.

b) To review and approve the draft Houghton Parish Council Video Surveillance Scheme Policy – The policy was approved – Proposed Cllr Adams, seconded Cllr Coombes, all agreed.

c) To review and approve draft Data Protection Impact Assessment document – The document was approved – Proposed Cllr Coombes, seconded Cllr Chant, all agreed.

d) To review and approve draft Data Subject Access Request document – The document was approved – Proposed Cllr Adams, seconded Cllr Dougall, all agreed.

e) To review and approve named Data Controllers and Processors – Cllr Chant was approved as Data Controller and Dennis Stephens and Terry Heffernan were approved as Data Processors – Proposed Cllr Adams, seconded Cllr Dougall, all agreed.

f) To review and approve annual maintenance costs to be covered by Houghton Parish Council – Cllrs approved up to £600.00 to cover annual maintenance costs. It was noted that there would be a requirement to cover the one off cost of installing a post and electrical supply at one location, this cost to be confirmed – Proposed Cllr Young, seconded Cllr Adams, all agreed. The Clerk confirmed the insurance company suggestion that HPC obtain a short written consent from each property owner.

5. To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion regarding commercial matters. (Subject to Item 4 a) above being approved). – Proposed Cllr Dougall, seconded Cllr Coombes, all agreed.

To review quotations received and approve an installer, subject to appropriate external funding being approved.

Three quotations were received and reviewed, after discussion Cllrs accepted the quotation from Absolute Security Systems Ltd of £10,745.00 + VAT, subject to the funding being approved by Houghton Community Benefit Fund – Proposed Cllr Dougall, seconded Cllr Adams, all agreed.

6. Next Meeting

Full Council Meeting – Tuesday 6th July 2020 – 7.30pm - venue to be confirmed.

Meeting closed at 20.00

These minutes were approved at the meeting held on Tuesday 6th July 2021