

**HOUGHTON PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held on Tuesday 19<sup>th</sup> January 2021**  
**at 19.30 via the Zoom platform**

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

Members of the Public: 4

Minutes: Mrs C L Cotterell (Parish Clerk)

The meeting started at 19.30

Item	Minute	Actions
1	<b>Chairman's Welcome</b> The Chairman welcomed all to the meeting and asked members of the public present if they wished to speak on any agenda item.	
2	<b>Apologies</b> Apologies received from Cllr Gibson.	<b>Noted</b>
3	<b>Declarations of Interest</b> Cllrs to declare an interest in any items of business on this agenda - None.	<b>Noted</b>
4	<b>Cllrs to confirm the accuracy of the minutes of the meetings held on:</b> 10 <sup>th</sup> November 2020 – Full Council Meeting – Proposed Cllr Adams, seconded Cllr Dougall, all agreed.	
5	<b>Actions/Updates</b> a) Cllrs to receive any actions and updates. Cllr Young reported that the application, 20/02228/FULLS - The Bungalow, Stevens Drove, has been refused and with regard to speeding in Stevens Drove, Cllr Gibson would investigate and come back to PC. b) Cllrs to receive updates on: i) NDP – Cllr Adams had circulated an update from the Steering Group. Minutes are published on the PC website. ii) Playground and Trees – Cllr Young reported no issues with the playground and trees. iii) Bus Shelters – Cllr Young reported the Lengthsman has reproofed and cleaned the bus shelter at The Boot. iv) Lengthsman – Cllr Young reported the Lengthsman has the village hall hedge to complete. A parishioner had asked if the Lengthsman could clear road ditches but he cannot carry out work on the highway at present.	<b>Noted</b>
6	<b>HPC Working Group for Traffic and Crime Prevention</b> Cllrs to approve setting up an advisory working group and approve the Terms of Reference. Cllr Young advised that Cllr Chant has been investigating issues with speeding and CCTV in the village for some time, recent increases in reported break-ins has caused considerable upset in the village. It was noted that some research and canvassing of the parishioners has taken place resulting in a very positive response for village CCTV. Cllrs approved the setting up of an advisory working group with Cllr Peter Chant, Dennis Stephens and Terry Heffernan as members. Cllrs also approved the draft Terms of Reference for the group – Proposed Cllr young, seconded Cllr Adams, all agreed.	
7	<b>CCTV for Crime Prevention</b> a) Cllrs to review and approve the engagement of a security consultant and review and agree funding streams available – It was noted that two consultants have provided written quotations, a third quotation was requested but two further consultants chose not to submit quotations. The PC will require a data controller for GDPR compliance and Cllr Chant will take this role. The next step is to submit an application to Houghton Community Benefit Fund to cover the cost of a security consultant and subsequent purchase and installation of CCTV equipment. A consultant will not be engaged until confirmation of full funding is received. At a later date the working group can liaise and work with the Neighbourhood Watch group for crime prevention. Cllr Chant suggested posting on the PC website to confirm that only the members of the working group or the police will review any CCTV footage in the event of an incident or crime. Cllrs approved the engagement of a security consultant on the condition that there is a successful application to HCBF for funding - Proposed Cllr Dougall, seconded Cllr Chant, all agreed.	

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	b) Cllrs to review and approve consultant quotations – A decision on this item was deferred until funding is in place.	<b>Deferred</b>																				
<b>8</b>	<b>Borough and County Councillor Reports</b> Cllrs to note Borough and County Cllr reports. Cllrs noted Cllr Gibson's written report previously circulated. The report will be published on the PC website.	<b>Clerk</b>																				
<b>9</b>	<b>Planning – Cllrs to propose a response to the following Planning Applications:</b> a) 20/02851/FULLS – Demolish existing dwelling, and erection of a replacement dwelling with garage, landscaping, and associated works (amended scheme) – Whitehaven Houghton – <b>No Comment</b> - Proposed Cllr Young, seconded Cllr Dougall, all agreed. b) 20/03084/FULLS – Erection of summer house – Millbank Horsebridge Road Houghton – <b>No Comment</b> – Proposed Cllr Adams, seconded Cllr Dougall, all agreed. c) 21/00045/TREES - T1 - Ash - Reduce height to no less than 8m, T2 - Norwegian Maple - Reduce height to no less than 7m to give power cables 2m clearance, T3 - Oak - Reduce height of tree to no less than 7m and reduce branches to give shed up to 1.5m clearance – Ashwood House Chapel Close Houghton – <b>Support</b> – Proposed Cllr Dougall, seconded Cllr Chant, all agreed.																					
<b>10</b>	<b>Finance</b> a) Cllrs to propose acceptance of the financial statement for the period 1 <sup>st</sup> November to 31 <sup>st</sup> December 2020 – Proposed Cllr Young, seconded Cllr Adams, all agreed. b) Cllrs to approve the following Schedule of Payments – Proposed Cllr Adams, seconded Cllr Dougall, all agreed. <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;">£1,036.40</td> <td>Clerks/office expenses</td> <td style="text-align: right;">£152.01</td> </tr> <tr> <td>TVS PTA Grant</td> <td style="text-align: right;">£50.00</td> <td>HCC Street lighting</td> <td style="text-align: right;">£57.44</td> </tr> <tr> <td>Subscriptions &amp; Professional fees</td> <td style="text-align: right;">£127.00</td> <td>CP Architectural Ltd</td> <td style="text-align: right;">£145.00</td> </tr> <tr> <td colspan="4"><u>Closing bank balance as at 31<sup>st</sup> December 2020 - £22,127.24</u></td> </tr> </tbody> </table>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Salaries/HMRC PAYE	£1,036.40	Clerks/office expenses	£152.01	TVS PTA Grant	£50.00	HCC Street lighting	£57.44	Subscriptions & Professional fees	£127.00	CP Architectural Ltd	£145.00	<u>Closing bank balance as at 31<sup>st</sup> December 2020 - £22,127.24</u>				
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<b>11</b>	<b>Budget/Precept 2021/22</b> a) Cllrs to review and approve a budget for 2021/22 – Cllrs approved the budget document for 2021/22 – Proposed Cllr Adams, seconded Cllr Coombes, all agreed. b) Cllrs to approve the precept for 2021/22 – Cllrs approved a precept amount of £12,500.00 – Band D equivalent £56.82, an increase of approx. 0.34p per month per Band D property – Proposed Cllr Adams, seconded Cllr Dougall, all agreed.																					
<b>12</b>	<b>Scheme of Delegation</b> a) Cllrs to approve payments made under the adopted Scheme of Delegation during Mar/Apr/May 2020 – Proposed Cllr Dougall, seconded Cllr Chant, all agreed. b) Cllrs to approve planning application responses submitted under the Scheme of Delegation in 2020 – Proposed Cllr Coombes, seconded Cllr Dougall, all agreed.																					
<b>13</b>	<b>Houghton Community Benefit Fund (HCBF)</b> Cllrs to approve 2 nominees as HPC representatives on the HCBF board of trustees. Cllrs approved two nominees to represent HPC on the board of trustees, as specified in the constitution of the charity, names to be supplied to HPC after the next HCBF meeting – Proposed Cllr Dougall, seconded Cllr Young, all agreed.																					
<b>14</b>	<b>To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion regarding Employment matters. Proposed Cllr Young, seconded Cllr Adams, all agreed.</b> Cllrs to review and approve Clerk/RFO's salary and hours for 2021/22. Cllrs were advised that the Clerk's workload may increase during the next phase of the NDP, Clerk will keep a log of additional hours worked. Cllrs approved an increase to the Clerk's hourly rate with effect from 1 <sup>st</sup> April 2021 – Proposed Cllr Dougall, seconded Cllr Chant, all agreed.																					
<b>15</b>	<b>Next Meeting</b> Full Council Meeting – Tuesday 9 <sup>th</sup> March 2021 – 7.30pm																					

**Meeting closed at 20.15**

**These Minutes were approved at the meeting held on 9<sup>th</sup> March 2021**

13/2020-21