

**All Parish Councillors are duly summoned to attend  
the Annual Meeting of Houghton Parish Council to be held  
on Tuesday 17<sup>th</sup> May 2022 at 19.00  
Venue: Houghton Village Hall**

**AGENDA**

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Chairman's Welcome**
- 4. Apologies for Absence**
- 5. Declarations of Interest**
  - a) To declare any amendments required to Cllrs' Register of Interests form.
  - b) To declare an interest in any items of business on this agenda.
- 6. To agree the accuracy of the minutes of the meeting held on:**  
15<sup>th</sup> March 2021 – Full Council Meeting
- 7. Actions/Updates - To note actions and updates already circulated and receive any further updates.**
- 8. Borough and County Councillor Reports**  
To receive Borough and County Cllr reports.
- 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.
    - ii) 22/01116/TREES - T1 - Tulip Tree – Fell - Hunters Cottage, Houghton.
    - 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.
    - 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.
  - b) To discuss appeal on 21/01959/FULLS.
  - c) To discuss liaison with Broughton PC with regard to proposed application to extend solar farm/community benefit.
- 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.
  - b) To approve the Annual Statement of Accounts for 2021/22.
  - c) To approve the Schedule of Payments.
  - d) To receive a report on CIL funds received by HPC.
  - e) To consider earmarking reserves for upcoming projects.
- 11. Insurance**  
To review and approve a quotation for insurance cover, due on 1<sup>st</sup> June 2022.
- 12. Banking**
  - a) To consider switching the Council banking to Unity Trust Bank from TSB Bank.
  - b) To agree bank signatories if a) above approved.
- 13. Council policies, documents, expenditure under GPC and meeting dates:**
  - a) *To be reviewed, amended, if required and adopted:*  
Standing Orders, Financial Regulations, Internal Control Procedures, 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.
  - b) *To review expenditure under the General Power of Competence in 2021/22.*
  - c) *To agree a Schedule of Meeting Dates for 2022/23.*

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- 14. Internal Audit Report**  
To receive the Internal Audit Report 2021/22 and approve an action plan.
- 15. Annual Governance and Accountability Return 2021/22**
  - a) To approve the Annual Governance Statement for 2021/22.
  - b) To approve the Accounting Statements for 2021/22.
  - c) To agree the dates for the Period for the Exercise of Public Rights – 13 June to 22 July 2022.
- 16. Parish Councillor Co-option**  
To consider candidates for co-option to the Parish Council.
- 17. Next Meeting**  
Full Council Meeting – Tuesday July 2022 – 19.00