

HOUGHTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 2nd July 2019
at Houghton Village Hall, 7.30pm

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

Members of the Public: 4

Minutes: Mrs Clare Cotterell - Parish Clerk

The meeting started at 7.30pm

1	Apologies Apologies were received from Parish Cllrs Coombes, Young and County Cllr Gibson.	Noted
2	Declarations of Interest Cllrs to declare any interest relating to items on this agenda – None.	Noted
3	Cllrs to confirm the accuracy of the minutes of the meetings held on: a) 14th May 2019 – Annual Meeting - Proposed Cllr Chant, seconded Cllr Dougall, all agreed. b) 4th June 2019 – Extraordinary Meeting - Proposed Cllr Dougall, seconded Cllr Chant, all agreed.	
4	Actions and Updates to be reported Clerk reported: <ul style="list-style-type: none"> • All responses to planning applications from meetings held on 14th May and 4th June were submitted to TVBC and acknowledged. • The Annual Governance and Accountability Return (AGAR) Certificate of Exemption has been submitted. Received an acknowledgement of receipt and that the notification of exempt status has been logged by external auditor, on 6th June 2019. By notifying the auditors of HPC's exempt status there is no review to be undertaken, no report or closure documentation will be issued and therefore no fee is due. • TVBC have confirmed that an election to fill the recent vacancy has not be requested by electors and therefore this can now be filled by co-option. Adverts have been sent to the village website, parish magazine and the village email to advertise the two vacancies, it is also displayed on the PC noticeboard and website. 	
5	Public Participation - <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i> <ul style="list-style-type: none"> • The induction for the new Rector will take place at St Peters, Stockbridge at 7.30pm on 17th July. • There have been very few applications to the Houghton Community Benefit Fund and more applications are encouraged. • Several residents have signed up to the Virgin broadband packages. • Several potholes around the village have been reported to HCC, residents were reminded to also report potholes to Cllr Gibson once they have been marked up. 	
6	Borough and County Councillor Reports. Cllr Gibson sent a written report which was read out by the Vice Chairman. Clerk will publish Cllr Gibson's reports on the PC website.	Clerk
7	Planning Cllrs to propose a response to be submitted to TVBC in relation to the following planning or tree applications: a) 19/01469/TREES – Fell 4 x trees behind fence line – Land Adjacent Kents Orchard Houghton – Cllrs resolved to submit an objection on the grounds that the application: <ul style="list-style-type: none"> • Is contrary to item 10 checklist as the trees are not clearly identified on the application. • They are not diseased and not likely to break or fall or cause damage to property. • Houghton Parish Council ask that TVBC's Tree Officer considers applying TPOs to these trees. <p style="text-align: right;">Proposed Cllr Chant, seconded Cllr Dougall, all agreed.</p>	

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8	<p>Purchase of Parish Council Laptop and Software</p> <p>Cllrs to approve purchase of a Parish Council Laptop with associated software and approve expenditure amount.</p> <p>Cllrs reviewed the proposal to purchase a laptop and software for Houghton Parish Council. Cllrs agreed with the advice that parish data should be kept separate and for GDPR purposes is wholly controlled by HPC. Cllrs approved expenditure up to £500.00 – Proposed Cllr Adams, seconded Cllr Dougall, all agreed.</p>																					
9	<p>Finance</p> <p>a) Cllrs to propose acceptance of the financial statement for the period of 1st May 2019 to 30th June 2019 – Proposed Cllr Adams, seconded Cllr Dougall, all agreed.</p> <p>b) Cllrs to approve the following payments to be made - Proposed Cllr Chant, 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>Clerk Salary (May)</td> <td style="text-align: right;">£403.80</td> <td>Clerk Salary (June)</td> <td style="text-align: right;">£403.80</td> </tr> <tr> <td>Clerk/office expenses</td> <td style="text-align: right;">£104.50</td> <td>RoSPA Annual Inspection</td> <td style="text-align: right;">£99.00</td> </tr> <tr> <td>Sub Arb Ltd</td> <td style="text-align: right;">£528.00</td> <td>HMRC PAYE (mths 3&4)</td> <td style="text-align: right;">£102.40</td> </tr> <tr> <td>AAPC BT bill share</td> <td style="text-align: right;">£20.99</td> <td>TVBC Election fees</td> <td style="text-align: right;">£28.80</td> </tr> </tbody> </table> <p style="text-align: center;"><u>Closing bank balance as at 30th June 2019 - £19,812.21</u></p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerk Salary (May)	£403.80	Clerk Salary (June)	£403.80	Clerk/office expenses	£104.50	RoSPA Annual Inspection	£99.00	Sub Arb Ltd	£528.00	HMRC PAYE (mths 3&4)	£102.40	AAPC BT bill share	£20.99	TVBC Election fees	£28.80	
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10	<p>Adoption of Policies/Procedures</p> <p>Cllrs to review and adopt the following draft policies/procedures:</p> <p>a) Media Policy b) Complaints Procedure c) Health & Safety at Work Policy</p> <p>Cllrs reviewed and adopted the above policies without amendment – Proposed Cllr Dougall, seconded Cllr Chant, all agreed.</p>																					
11	<p>Cllrs to receive updates on the following:</p> <p>a) Neighbourhood Development Plan – David Nicholson, planning consultant, will write the plan for Houghton, he has worked on the NDP for Goodworth Clatford. He visited the village and will write a report advising where extra supporting evidence may be required. The Locality Grant of £9k has been applied for. The plan should be ready by the end of the year for referendum.</p> <p>b) Playground and Trees – The annual RoSPA inspection report was reviewed by Cllrs. The items noted were: Bolt cap damaged; rope hanging from tree to be removed; worn ground areas and bird fouling. Cllrs agreed to ask Cllr Young to arrange remedial works. The report from the tree inspection to be reviewed at the next meeting.</p> <p>c) Lengthsman Scheme – Cllr Young has asked the Lengthsman to do an emergency cut to a section of overgrown hedge along Field Path. Cllr Young has been in contact with HCC to identify ownership/responsibility of that section of hedge.</p>	<p>Cllr Young Ag Item</p>																				
12	<p>Next Meeting Tuesday 3rd September 2019</p>																					

Meeting closed at 8.10pm

**These minutes were approved and signed by the Chairman
at the meeting held on 3rd September 2019**