

**HOUGHTON PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held on Tuesday 14<sup>th</sup> January 2020**  
**at Houghton Village Hall, 7.30pm**

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

Members of the Public: 11

Minutes: Mrs C L Cotterell (Parish Clerk)

The meeting started at 7.30pm

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
<b>1</b>	<b>Apologies</b> Apologies received from Parish Cllrs Dougall, Coombes and County Cllr Gibson.	<b>Noted</b>
<b>2</b>	<b>Declarations of Interest</b> Cllrs to declare any interest relating to items on this agenda - None.	<b>Noted</b>
<b>3</b>	<b>Cllrs to confirm the accuracy of the minutes of the meeting held on 12<sup>th</sup> November 2019</b> – Proposed Cllr Young, seconded Cllr Chant, all agreed.	
<b>4</b>	<b>Actions and Updates to be reported</b> Clerk's Report: <ul style="list-style-type: none"> <li>• All planning application responses from 12<sup>th</sup> November meeting have been submitted to TVBC and acknowledged.</li> <li>• TSB bank have paid a further compensation payment to HPC of £105.00 – in relation to a complaint in June 2018.</li> <li>• £10,000 has been transferred from the PC current account to the PC interest bearing account.</li> </ul> <b>Houghton Farmhouse Update - None</b>	
<b>5</b>	<b>Public Participation</b> - <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i> - None.	
<b>6</b>	<b>Borough and County Councillor Reports</b> No Borough or County Councillors present. Cllr Gibson sent his report by email which will be posted on the Parish Council website.	
<b>7</b>	<b>Planning</b> Cllrs to propose a response to be submitted to TVBC in relation to the following planning or tree applications: <ol style="list-style-type: none"> <li>a) 19/02293/FULLS – Development of 13 no homes (including affordable units &amp; conversion of agricultural building to residential dwelling) with associated works inc minor works to existing access, hard &amp; soft landscaping, tree works, access &amp; demolition of existing buildings. (Revised scheme) – Houghton Farm Houghton – Willton Homes representatives gave an overview of revisions made to the application and a discussion was held regarding parking for nearby residents during the building works – Cllr Young to confirm ownership of cob wall with Planning Officer – <b>No Objection</b> – Proposed Cllr Young, seconded Cllr Chant, all agreed.</li> <li>b) 19/02653/FULLS - First floor extension to provide bedroom and bathroom - The Bungalow Stevens Drove Houghton - <b><u>Item withdrawn before meeting as already decided.</u></b></li> <li>c) 19/00587/FULLS - Erection of replacement fishing hut with existing hut to be relocated - 400M S Of Houghton Lodge Houghton Road North Houghton – <b>No Objection</b> – Proposed Cllr Adams, seconded Cllr Chant, all agreed.</li> <li>d) 19/02959/FULLS - Re-location of existing fishing hut - Land North Of Houghton Lodge Houghton Road North Houghton – <b>No Objection</b> – Proposed Cllr Adams, seconded Cllr Chant, all agreed.</li> <li>e) 19/02969/AGNS - Agricultural notification for the erection of recycling clamps - Houghton Lodge Farm Houghton Road North Houghton – <b><u>Item withdrawn before meeting as already decided.</u></b></li> <li>f) 19/02897/FULLS - Erection of a Log Periodic Receive Antenna, monopole mast with antenna dish, installation of ground level equipment cabinets, and associated works - Eveley Farm Stevens Drove Houghton – <b>No Objection</b> – Proposed Cllr Adams, seconded Cllr Chant, all agreed.</li> <li>g) 19/02953/FULLS &amp; 19/02954/LBWS - Replace existing garage with garage/garden room, replace single storey rear extension, and insert staircase and windows to provide additional living space in loft - Church Lane Cottage Church Lane Houghton – <b>No Objection</b> – Proposed Cllr Young, seconded Cllr Chant, all agreed.</li> <li>h) 19/01615/FULLS – Two storey extension, garage conversion erection of new garage; construction of detached dwelling including package treatment plant – Martins Horsebridge Road Houghton – The Parish Council resolved to make no further</li> </ol>	<b>Cllr Young</b>

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	<p>comment since the <b>Objection</b> comments submitted to TVBC Planning Department on 25<sup>th</sup> July 2019 - Proposed Cllr Young, seconded Cllr Chant, all agreed.</p> <p>i) 19/03055/FULLS - Demolition of shed and porch, two storey and single storey rear extension to provide dining room, utility, garden store and bedroom, erection of porch, and alterations to vehicular entrance and hard standing, including erection of fence and gates – The Anchorage Houghton – <b>Support</b> – Proposed Cllr Young, seconded Cllr Chant, all agreed.</p> <p>j) 19/03056/LBWS – Demolition of shed and porch, two storey and single storey rear extension to provide dining room, utility, garden store and bedroom, erection of porch, removal of drain pipe, remove internal column, alterations to vehicular entrance, and erection of fence and gates – The Anchorage Houghton – <b>Support</b> - Proposed Cllr Young, seconded Cllr Chant, all agreed.</p> <p>k) 19/02723/FULLS - Conversion of one store of adjacent block to garden room with new doorway to same from cottage and extension of eaves to form porch – Eveley Farm Stevens Drove Houghton - <b><u>Item withdrawn before meeting as already decided.</u></b></p> <p>l) 19/02724/LBWS – Installation of wc - Eveley Farm Stevens Drove Houghton - <b><u>Item withdrawn before meeting as already decided.</u></b></p>																													
<b>8</b>	<p><b>Houghton Beach</b>  Cllrs to receive an update.</p> <p>Cllrs discussed what could be done to improve the area, restricting parking on pavements and the possibility of providing signage to encourage visitors to take litter home. Cllr Chant to speak to head keeper of the fishing club regarding signage.</p>	<b>Cllr Chant</b>																												
<b>9</b>	<p><b>Speed Initiative</b>  Cllrs to consider purchase of speed sign.</p> <p>Cllr Chant gave an overview on types of speed signs available and the criteria for locating and moving them. Cllrs agreed to get together to identify suitable locations to agree with HCC Highways.</p>	<b>Cllrs</b>																												
<b>10</b>	<p><b>Playground</b>  Cllrs to consider options for playground improvement – Item deferred.</p>	<b>Deferred Ag Item</b>																												
<b>11</b>	<p><b>Budget and Precept 2020/21</b></p> <p>a) Cllrs to review and approve the draft budget for 2020/21 – Proposed Cllr Adams, seconded Cllr Chant, all agreed.</p> <p>b) Cllrs to approve the precept demand for 2020/21 – Cllrs resolved to increase the precept to £11,500.00 for 2020/21 – £52.75 per Band D equivalent, an increase of £0.36p per month for Band D. – Proposed Cllr Adams, seconded Cllr Chant, all agreed.</p>																													
<b>12</b>	<p><b>Finance</b></p> <p>a) Cllrs to propose acceptance of the financial statement for the period of 1<sup>st</sup> November to 31<sup>st</sup> December 2019 – Proposed Cllr Young, seconded Cllr Adams, all agreed.</p> <p>b) Cllrs to approve costs to install Noticeboard - £245.00 - Proposed Cllr Chant, seconded Cllr Young, all agreed.</p> <p>c) Cllrs to approve the following payments to be made - Proposed Cllr Young, seconded Cllr Chant, 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 (Nov)</td> <td style="text-align: right;">£403.80</td> <td>Clerk Salary (Dec)</td> <td style="text-align: right;">£404.00</td> </tr> <tr> <td>Clerk/office expenses</td> <td style="text-align: right;">£43.68</td> <td>Share of BT bill with AAPC</td> <td style="text-align: right;">£20.99</td> </tr> <tr> <td>CPRE Subscription</td> <td style="text-align: right;">£36.00</td> <td>Sub Arb Ltd – Tree Works</td> <td style="text-align: right;">£540.00</td> </tr> <tr> <td>C P Architectural (V Hall)</td> <td style="text-align: right;">£1,160.00</td> <td>HMRC PAYE Q3</td> <td style="text-align: right;">£153.40</td> </tr> <tr> <td>ICO Registration</td> <td style="text-align: right;">£35.00</td> <td>SLCC Membership fee</td> <td style="text-align: right;">£54.00</td> </tr> <tr> <td>A Cox Noticeboard fixing</td> <td style="text-align: right;">£245.00</td> <td>1and1 Domain name fee</td> <td style="text-align: right;">£19.32</td> </tr> </tbody> </table> <p style="text-align: center;"><u>Closing bank balance as at 31<sup>st</sup> December 2019 - £25,775.26</u></p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerk Salary (Nov)	£403.80	Clerk Salary (Dec)	£404.00	Clerk/office expenses	£43.68	Share of BT bill with AAPC	£20.99	CPRE Subscription	£36.00	Sub Arb Ltd – Tree Works	£540.00	C P Architectural (V Hall)	£1,160.00	HMRC PAYE Q3	£153.40	ICO Registration	£35.00	SLCC Membership fee	£54.00	A Cox Noticeboard fixing	£245.00	1and1 Domain name fee	£19.32	
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<b>13</b>	<p><b>Cllrs to receive updates on the following:</b></p> <p>a) Neighbourhood Development Plan – Currently waiting for David Nicholson to produce a draft NDP, then volunteers are needed for a reference group to review the draft.</p>																													

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	<ul style="list-style-type: none"> <li>b) Refurbishment of Village Hall – New plans are being drawn up and the project is under way properly. Thanks were given to the Village Hall Committee for their efforts.</li> <li>c) Playground and Trees – Play area is all okay, trees will have an annual inspection later this year.</li> <li>d) Lengthsman Scheme – The scheme is continuing next year and we have a very good Lengthsman.</li> </ul> <p style="padding-left: 40px;">Stevens Drove byway has been cut and thanks have been passed to Daniel Busk.</p>	
<b>14</b>	<p><b>HCC Priority Cutting List for 2020</b></p> <p>Cllrs to consider the submission of any footpaths to the HCC Cutting List for 2020 – Cllrs agreed not to submit any paths for 2020.</p>	
<b>15</b>	<p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>a) Cllrs to agree Schedule of Meeting Dates for 2020 – Cllrs agreed the following dates 10<sup>th</sup> March, 12<sup>th</sup> May, 7<sup>th</sup> July, 8<sup>th</sup> September, 10<sup>th</sup> November – dates will be posted on the PC website.</li> <li>b) Cllrs to agree Parish Assembly date and format – Cllrs to consider a suitable date in April/May and to continue with the informal format used last year.</li> <li>c) Next Meeting – Tuesday 10<sup>th</sup> March 2020 – 7.30pm – Houghton Village Hall</li> </ul>	<b>Cllrs</b>
<b>16</b>	<p><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></p> <p>Cllrs to review Clerk’s hours – Cllrs resolved to increase the Clerk’s hours by 0.5 hr per week to 7.5hrs with effect from 1<sup>st</sup> February 2020. There were no changes to the hourly salary rate - Proposed Cllr Adams, seconded Cllr Chant, all agreed.</p>	

**Meeting closed at 9.04pm**

**These minutes were approved and signed by the Chairman  
at the meeting held on 10<sup>th</sup> March 2020**