

**All Parish Councillors are duly summoned to attend  
the Meeting of Houghton Parish Council to be held  
on Tuesday 7<sup>th</sup> July 2020 at 18:00**

**Place: *Due to Coronavirus (Covid 19) restrictions this meeting will be held  
via a videoconference call using the Zoom platform:***

<https://us04web.zoom.us/j/73798344514?pwd=SWR6YWwhaSFc1TXpFQmZ5aUo1K2xPdZ09>

**Meeting ID: 737 9834 4514 Password: 7PHvQK**

*Members of the public who wish to raise questions or comment on any item on the agenda are asked to send their question/comment by email to the Clerk, to be received by 3<sup>rd</sup> July 2020.*

*Planning and Tree Work application responses, submitted by HPC under the adopted Scheme of Delegation, can be viewed on the Parish Council website: [www.houghtonparishcouncil.org](http://www.houghtonparishcouncil.org)*

#### **AGENDA**

<b>1</b>	<b>Apologies</b>
<b>2</b>	<b>Declarations of Interest</b> a) Cllrs to declare any amendments required to their Register of Interests form. b) Cllrs to declare an interest in any items of business on this agenda.
<b>3</b>	<b>Cllrs to confirm the accuracy of the minutes of the meeting held on 14<sup>th</sup> May 2020</b>
<b>4</b>	<b>Actions/Updates</b> Cllrs to note actions and updates already circulated.
<b>5</b>	<b>Borough and County Councillor Reports</b> Cllrs to note Borough and County Cllr reports.
<b>6</b>	<b>Planning – Cllrs to propose a response to the following Planning Applications:</b> a) 20/01380/FULLS - First floor extension to provide four bedrooms and bathroom and re-configuration of ground floor layout and provision of three parking spaces – The Bungalow, Stevens Drove, Houghton
<b>7</b>	<b>Cllrs to review, revise (if required) and adopt the following Council policies and documents:</b> <i>To be reviewed and adopted with no proposed amendments:</i> Standing Orders, Internal Control Procedures, Risk Management Schedule, Members’ Code of Conduct, Complaints Procedure, Asset Register, Recording, Photography & Use of Social Media, Freedom of Information, Data Protection policies, Media Policy and Employment Policies. <i>To be reviewed/adopted with minor proposed amendments:</i> Financial Regulations.  <i>To review S137/GPC expenditure for 2019/20: £113.00</i>  <i>To review and agree a schedule of dates for 2020/21.</i>
<b>8</b>	<b>Flooding/Drainage</b> Cllrs to approve a letter to HCC regarding ownership of a silt ditch.
<b>9</b>	<b>Play Areas</b> Cllrs to consider any requirements for reopening of the play area.
<b>10</b>	<b>Finance</b> a) Cllrs to propose acceptance of the financial statements for the period 1 <sup>st</sup> May to 30 <sup>th</sup> June 2020. b) Cllrs to consider funding request from PCC for grass cutting maintenance - £1000.00 c) Cllrs to approve the Schedule of Payments.
<b>11</b>	<b>Next Meeting</b> Full Council Meeting – Tuesday 8 <sup>th</sup> September 2020 – 7.30pm via video conference call.

**Members of the public and press are welcome to attend**