

HOUGHTON PARISH COUNCIL
Minutes of the Full Council Meeting
held on Monday 11th September 2017
at Houghton Village Hall, 7.30pm

Present: Parish Councillors: P Page (Chairman), I Burt (Vice Chairman), G Butler, P Kennesion, A Young, L Adams.

Members of the Public: 5

Minutes: Mrs Clare Cotterell - Parish Clerk

The meeting started at 7.30pm

The Chairman introduced Mrs Clare Cotterell who has been appointed as the new Parish Clerk/RFO to HPC.

1	Apologies for Absence Apologies were received from Cllr Scougall and Borough Cllr Boulton.	Noted
2	Declaration of Interest None.	Noted
3	Cllrs to confirm the accuracy of the minutes taken: a) At the Full Council meeting held on 10 th July 2017 – Proposed Cllr Burt, seconded Cllr Page, all agreed. b) At the Extraordinary Council meeting held on 30 th August 2017 – This item deferred as the draft minutes have not been circulated.	Deferred
4	Actions from the meeting held on 10th July 2017 to be reported Clerks actions reported from the meeting held on 10 th July 2017: 1. I have chased Daniel for a response about the post and rail fence on Field path requiring repair by email to both addresses held. 17/07/2017. If repairs are still outstanding at time of your September meeting, I would suggest you report it to HCC. – These repairs are still outstanding, agreed to report to HCC. 2. All planning and tree responses were submitted to TVBC on 11th July 2017. 3. £1,800.00 has been transferred from the CBF Account into the treasurers account. 17/07/2017 4. A formal request has been made to Broughton PC to remove or repair the bench off Broughton Drove if this belongs to them. – Confirmed that this repair has been completed. 5. A request for weed spraying on the roads was made to HCC, reference 21301910 6. An agenda has been drafted to include the items as required for Sept meeting, but your locum or whoever is issuing the agenda on this occasion will need to insert any planning applications as received from now until then. I have requested TVBC to post any plans directly to Phil as from 20 th July. Any paperwork will need to be posted to PK. He will have had a copy of the July minutes by post already as I have sent these 1 st class on 17 th July 2017. Planning applications will be sent to the Clerk in the future.	Clerk
5	Public Participation A resident asked whose responsibility the hedge/fence outside Mettis Homes was. Agreed to contact Mettis Homes to confirm. A resident asked if Stevens Drove was still classed as a BOAT as it is very overgrown and almost impassable. It was confirmed that it is a BOAT and the hedge is the responsibility of Bossington Estate. Agreed to contact Bossington Estate to confirm ownership and request hedge cutting.	Clerk Clerk
6	Borough and County Councillor Reports None.	
7	Planning Cllrs to propose a response to be submitted to TVBC in relation to the following planning or tree applications: a. 17/02242/TPOS - Land Adjacent To Meadow View Houghton – Objection – agreed to submit the same comments as on previous application with additional wording as follows: "Houghton Parish Council request minimal	

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	<p>removal to retain the original character of this much-loved copse. It is within the Village Conservation Area and supports a good bio-diversity including a long-standing Rookery. Bird life is abundant. T3, T4 and T10 are perfectly good healthy trees that support the Rookery, which we do not want disturbed. Pollarding is a pointless exercise on these fine trees and we object to it. HPC believe the 3M Wildlife corridors to be a good idea in principle. However, we would like the applicant to inform us of the type of planting proposed and for what type of wildlife. HPC would also require a full wildlife survey to be conducted before anything is done. Please note that the community at large are also in objection to this application." Proposed Cllr Page, seconded Cllr Young, all agreed.</p> <p>b. 17/02000/VARS – Saxon Farm, North Houghton – No Objection – Proposed Cllr Page, seconded Cllr Burt, all agreed.</p> <p>c. 17/01715/FULLS – Wallgarden Cottage, Houghton Road, North Houghton - No Objection – Proposed Cllr Burt, seconded Cllr Adams, all agreed.</p>										
8	<p>Cllrs to resolve the arrangements of sharing the laptop owned by AAPC and telephone and Clerk training/membership costs (shared pro rata) with Abbotts Ann Parish Council.</p> <p>Clerk advised that Abbotts Ann Parish Council resolved at their recent meeting to allow Houghton PC to have use of their laptop free of charge and to share the telephone line rental and call costs and also share Clerk training costs. AAPC to pay 2/3 and HPC to pay 1/3. AAPC will invoice HPC when required for telephone bill. When the laptop is in need of replacement then an arrangement will be agreed as to sharing replacement cost. Cllrs approved this arrangement with AAPC – Proposed Cllr Page, seconded Cllr Burt, all agreed.</p>										
9	<p>Finance</p> <p>a. Audited Annual Return – Cllrs to accept the external auditors’ opinion and approve the Annual Return and Certificate (if received) and propose an action plan for any actions required – This item deferred to next meeting as awaiting the receipt of the Audited Annual Return.</p> <p>b. Cllrs to propose acceptance of the financial statement for the period of 1st June – 31st August 2017 – Proposed Cllr Page, seconded Cllr Young, all agreed.</p> <p>c. Cllrs to approve the following payments to be made – Agreed to hold payment for War Memorial works until work has been checked. Clerk to circulate quotation to Cllrs. Proposed Cllr Page, seconded Cllr Adams, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cheque</th> <th style="text-align: left;">Payee</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>784</td> <td>A Taylor – Clerk handover/actions</td> <td style="text-align: right;">£137.52</td> </tr> <tr> <td>785</td> <td>T Beattie – War Memorial works</td> <td style="text-align: right;">£1,360.00</td> </tr> </tbody> </table> <p>d. Cllrs to approve Clerk’s attendance at Regional Training Seminar on 1st November and sharing of costs with AAPC – Proposed Cllr Page, seconded Cllr Burt, all agreed.</p> <p>e. Cllrs to authorise Clerk, and other Cllr signatories as required, are added to the mandate for the Parish Council’s bank accounts – Approved to add Cllr Adams as a full signatory and the Clerk as a non-signatory but with approval to contact bank on PC behalf – Proposed Cllr Page, seconded Cllr Burt, all agreed.</p>	Cheque	Payee	Amount	784	A Taylor – Clerk handover/actions	£137.52	785	T Beattie – War Memorial works	£1,360.00	<p style="text-align: right;">Deferred</p> <p style="text-align: right;">Clerk</p>
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785	T Beattie – War Memorial works	£1,360.00									
10	<p>S106 and CIL (Community Infrastructure Levy) Requirements</p> <p>Cllrs to review and resolve a wish list to be submitted to TVBC stating S106 and CIL requirements and formally reiterate the Council’s request to remove HCC’s proposed footpath opposite Houghton Farmhouse.</p>										
11	<p>Neighbourhood Plan</p> <p>a. Cllrs to adopt a Terms of Reference for the Steering Committee – The ToR have been circulated and the Cllrs agreed to adopt it – Proposed Cllr Burt, seconded Cllr Page, all agreed.</p>										

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	b. Cllrs to resolve to instruct the Steering Committee to seek sources of funding for the Neighbourhood Plan and make formal applications. – It was noted that it was agreed at a previous meeting that the Parish Council would provide some funding. TVBC may provide some printing costs and Cllr Gibson had agreed to look at providing a traffic survey. Cllrs resolved to instruct the Steering Committee to seek sources of funding and agreed to add an agenda item for the next meeting to approve a float of £500.00. Proposed Cllr Page, seconded Cllr Kennesson, all agreed.	Ag Item
12	Cllrs to resolve the purchase of a domain name for the Parish Council website. This item deferred to next meeting.	Deferred
13	Housing Survey Cllrs to resolve the final draft of the Housing Needs Survey ready for circulation. The final draft was not ready for approval and a discussion was held regarding housing questions within the Neighbourhood Plan survey. Cllrs agreed that if a NP survey was not required then a PC Housing Survey will be needed. Agreed Cllr Young/Steering Group to consult with TVBC.	Cllr Young/Steering Cttee
14	Cllr Young to provide a monthly report on the playground. Cllr Young confirmed he has inspected the playground and all is in good order including the trees. He will carry out a tree survey in the next month.	Cllr Young
15	Cllr Mrs Burt to provide a report on the Lengthsman Scheme Cllr Burt reported that she hoped Field Path would be done soon and will ask Alyson Lownie when he will be coming to Houghton next. Other work is required to the village hall hedging and car park.	Cllr Burt
16	Next Meeting to be held on TBA Cllrs agreed to change future meetings to the first Tuesday. Dates agreed are: 7 th November, 9 th January, 6 th March, 3 rd April, 1 st May. An extraordinary meeting was agreed to discuss planning applications on 26 th September and a budget discussion meeting, for Cllrs only, on 21 st November.	Noted

Meeting closed at 8.46pm

These minutes were approved and signed by the Chairman at the Council meeting held on 7th November 2017