

**HOUGHTON PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held on Tuesday 10<sup>th</sup> March 2020**  
**at Houghton Village Hall, 7.30pm**

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

Members of the Public: 10

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><br>Apologies received from County Cllr Gibson.   | <b>Noted</b>  |
| <b>2</b>    | <b>Declarations of Interest</b><br>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 14<sup>th</sup> January 2020</b> – Proposed Cllr Young, seconded Cllr Adams, all agreed.   |               |
| <b>4</b>    | <b>Actions and Updates to be reported</b><br>Clerk's Report: <ul style="list-style-type: none"> <li>• All planning application responses from the January meeting have been submitted to TVBC and acknowledged.</li> <li>• Kings Somborne Parish Council are considering setting up a community bus scheme and have asked if Houghton would like to join. Clerk has asked for further information about the scheme. Kings Somborne are also looking for volunteer drivers. If anyone is interested in volunteering please contact Kings Somborne directly.</li> </ul>   |               |
| <b>5</b>    | <b>Public Participation</b> - <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i> –<br>A resident asked for an update on Houghton Farm development – it was thought that it was about to be approved after discussion about affordable homes. It was confirmed that the cob wall is not owned by Willton Homes.<br>A resident asked about the railings on Sheepbridge – It was confirmed that this has been reported on several occasions to HCC.<br>A resident commented that there was contractor's debris on the pavement from Four Winds – Cllr Young agreed to speak to householder.<br>A resident commented on the flooding and mud on the road at Drayton Corner – Cllr Young commented the Lengthsman may be able to dig it out.   |               |
| <b>6</b>    | <b>Correspondence</b><br>Cllrs to consider a request for a meeting with WYG regarding land adjacent to Test Valley School.<br>Cllrs resolved to respond to WYG that Houghton Parish Council are prepared to meet with WYG, Stockbridge and Longstock Parish Councils at a public meeting – Proposed Cllr Adams, seconded Cllr Dougall, all agreed.  |               |
| <b>7</b>    | <b>Borough and County Councillor Reports</b><br>Cllr Gibson sent his report by email which will be published on PC website.   |               |
| <b>8</b>    | <b>Planning</b><br>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) 20/00224/FULLS - Addition of 4 new rooflights, replacement of hanging tiles to dormer windows with timber cladding and external door to be installed to close off open-sided side porch - The Old School House Church Lane Houghton – <b>No Objection</b> – Proposed Cllr Coombes, seconded Cllr Chant, all agreed.</li> <li>b) 20/00264/FULLS - First floor extension to provide four bedrooms and a bathroom and re-configuration of ground floor layout (Amended scheme) - The Bungalow Stevens Drove Houghton – <b>Objection</b> on the grounds that it contravenes E1 and E9 of the Local Plan, does not enhance the street scene and overlooks properties – Proposed Cllr Young, seconded Cllr Adams, voted 4 for, 1 against – <u>Proposal Carried.</u></li> <li>c) 20/00319/TREES - T1 Willow - reduce/pollard removing up to 4m - Land Adjacent Bossington Mill Horsebridge Road Houghton – <b>No Objection</b> – Proposed Cllr Adams, seconded Cllr Coombes, all agreed.</li> <li>d) 20/00538/FULLS &amp; 20/00539/LBWS - Retention of roof extension to provide additional accommodation and WC, two dormer windows and four roof lights – Tiebridge Farm Houghton Road North Houghton – <b>Support</b> – Proposed Cllr Young, seconded Cllr Dougall, all agreed.</li> </ol> |               |

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|-----------------------|--|--|---------------|--------------|---------------|--------------------|---------|--------------------|---------|-----------------------|--------|------------------------|--------|----------------------|---------|----------------------|---------|--|
| <b>9</b>              | <b>Village Flooding</b><br>Cllrs to discuss recent flooding and consider any action required.<br>Discussion held regarding the recent flooding problems - HCC have visited twice to clear and recently contractors have excavated and replaced pipes. Further clearing is required.<br>A resident stated HCC are now to serve notices on landowners to clear ditches and thanked all people who had helped clear ditches in the area. Cllrs agreed to send a letter to Stuart Jarvis at HCC to advise the problem is still not resolved.   | <b>Clerk</b>   |               |              |               |                    |         |                    |         |                       |        |                        |        |                      |         |                      |         |  |
| <b>10</b>             | <b>Houghton Beach/Verge</b><br>Cllrs to receive an update and consider any action required.<br>A cultivation licence was discussed cultivation licence which will be needed to plant trees, shrubs. Clerk to investigate licence. Cllrs to consider wording for litter and no parking signs, Cllr Chant to obtain costs of signs.  | <b>Cllr Chant/<br/>Clerk</b>                         |               |              |               |                    |         |                    |         |                       |        |                        |        |                      |         |                      |         |  |
| <b>11</b>             | <b>Speed Initiative</b><br>Cllrs to receive an update.<br>Two locations have been identified, the cost of 2 posts is £160.00, the SID approx. £2,800<br>Cllr Chant to obtain 3 quotes for signs and 3 quotes for a battery maintenance/changing locations contract for next meeting.<br>A resident offered to carry out an informal speed watch in the village.  | <b>Cllr Chant</b>                                    |               |              |               |                    |         |                    |         |                       |        |                        |        |                      |         |                      |         |  |
| <b>12</b>             | <b>Playground Improvement Update</b><br>Cllrs to consider options for playground improvement.<br>Cllr Coombes has investigated different types of adult and child equipment. Equipment selection requires a community survey. Cllr Coombes to display at the Parish Assembly and engage with community.<br>It was noted that 50% of Houghton Trail funds may be donated to upgrade the play area.  | <b>Cllr Coombes</b>                                  |               |              |               |                    |         |                    |         |                       |        |                        |        |                      |         |                      |         |  |
| <b>13</b>             | <b>Employment Policies</b><br>Cllrs to review and approve Disciplinary and Grievance Policies. Cllrs resolved to approve the policies – Proposed Cllr Dougall, seconded Cllr Chant, all agreed.  |  |               |              |               |                    |         |                    |         |                       |        |                        |        |                      |         |                      |         |  |
| <b>14</b>             | <b>Finance</b><br>a) Cllrs to propose acceptance of the financial statement for the period of 1 <sup>st</sup> January 2020 to 29 <sup>th</sup> February 2020 – Proposed Cllr Adams, seconded Cllr Young, all agreed.<br>b) Cllrs to approve the following payments to be made - Proposed Cllr Dougall, seconded Cllr Adams, all agreed.<br><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 (Jan)</td> <td style="text-align: right;">£403.80</td> <td>Clerk Salary (Feb)</td> <td style="text-align: right;">£429.70</td> </tr> <tr> <td>Clerk/office expenses</td> <td style="text-align: right;">£43.68</td> <td>HMRC PAYE underpayment</td> <td style="text-align: right;">£18.00</td> </tr> <tr> <td>CP Architectural Ltd</td> <td style="text-align: right;">£580.00</td> <td>HMRC PAYE Q4 payment</td> <td style="text-align: right;">£160.20</td> </tr> </tbody> </table> <p style="text-align: center;"><u>Closing bank balance as at 29<sup>th</sup> February 2020 - £23,376.17</u></p> | <u>Payee</u>   | <u>Amount</u> | <u>Payee</u> | <u>Amount</u> | Clerk Salary (Jan) | £403.80 | Clerk Salary (Feb) | £429.70 | Clerk/office expenses | £43.68 | HMRC PAYE underpayment | £18.00 | CP Architectural Ltd | £580.00 | HMRC PAYE Q4 payment | £160.20 |  |
| <u>Payee</u>          | <u>Amount</u>  | <u>Payee</u>   | <u>Amount</u> |              |               |                    |         |                    |         |                       |        |                        |        |                      |         |                      |         |  |
| Clerk Salary (Jan)    | £403.80  | Clerk Salary (Feb)                                   | £429.70       |              |               |                    |         |                    |         |                       |        |                        |        |                      |         |                      |         |  |
| Clerk/office expenses | £43.68   | HMRC PAYE underpayment                               | £18.00        |              |               |                    |         |                    |         |                       |        |                        |        |                      |         |                      |         |  |
| CP Architectural Ltd  | £580.00  | HMRC PAYE Q4 payment                                 | £160.20       |              |               |                    |         |                    |         |                       |        |                        |        |                      |         |                      |         |  |
| <b>15</b>             | <b>Cllrs to receive updates on:</b><br>a) Neighbourhood Development Plan – Cllr Adams reported there will be a draft plan by the end of the week, David Nicholson is visiting on 31 <sup>st</sup> March to answer any queries, volunteers are needed for a reference group.<br>b) Playground and Trees – Cllr Young reported all okay with the playground and trees.<br>c) Lengthsman Scheme – Cllr Young reported that the scheme is continuing with the same Lengthsman.   |  |               |              |               |                    |         |                    |         |                       |        |                        |        |                      |         |                      |         |  |
| <b>16</b>             | <b>Meetings</b><br>a) Cllrs to agree Parish Assembly arrangements and any expenditure required – Cllrs agreed to continue in the same format as last year and agreed a budget of up to £75.00 for refreshments, Cllrs Dougall and Chant to organise refreshments, Clerk to invite community groups, Cllrs to encourage new members for PC – Proposed Cllr Young, seconded Cllr Adams, all agreed.<br>b) Annual Parish Assembly – Friday 17 <sup>th</sup> April 2020 – 7pm – Houghton Village Hall<br>c) Annual Parish Council Meeting - Tuesday 12 <sup>th</sup> May 2020 – 7.30pm – Houghton Village Hall   | <b>Cllrs Dougall/<br/>Chant<br/><br/>Clerk/Cllrs</b> |               |              |               |                    |         |                    |         |                       |        |                        |        |                      |         |                      |         |  |

**Meeting closed at 9.15pm**

**These minutes were approved at the virtual meeting held on 12<sup>th</sup> May 2020 and will be signed by the Chairman at a later date.**