

HOUGHTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 12th May 2020
at 6pm via the Zoom platform

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

Members of the Public: 0

Minutes: Mrs C L Cotterell (Parish Clerk)

The meeting started at 6.05pm

Item	Minutes	Action																				
1	Apologies Apologies were received from Parish Cllr Dougall.	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) 10 th March 2020 – Full Council Meeting – Proposed Cllr Adams, seconded Cllr Chant, all agreed. b) 20 th March 2020 – Extraordinary Meeting - Proposed Cllr Adams, seconded Cllr Chant, all agreed.																					
4	Actions/Updates Cllrs to note actions and updates already circulated. Cllrs noted the content of the actions and updates document previously circulated and had no further comments.	Noted																				
5	Borough and County Councillor Reports Cllrs to note Borough and County Cllr reports – none received.	Noted																				
6	Planning Cllrs to propose a response to be submitted to TVBC in relation to the following planning application: <u>20/00798/VARS</u> – To vary condition 2 18/01953/FULLS (Erection of a detached dwelling) Replace drawings 16/291/02 Rev G and 16/291/03 Rev with 20-0409/SP1, 20-0409/1, 20-0409/2 and 20-0409/G1 to reflect the change in design and addition of carport - Land adj Meadow View, Houghton – Cllr Young read out comments, objecting to the application, from a resident who was unable to attend the virtual meeting. Cllrs resolved to resolved to object to this application on the grounds that it does not comply with the requirements of the current TVBC Local Plan as detailed: The site is a highly sensitive green space in the centre of the conservation village. E1. Design does not integrate, respect or complement the rural character of the village, it also presents an unacceptably large massing to the street scene. E2. It should not have a detrimental impact on the immediate area. E9. It should make a positive contribution to the heritage area. Houghton Parish Council also agree entirely with the comments submitted by TVBC's Conservation Officer, on 7th May 2020. Proposed Cllr Young, seconded Cllr Adams, all agreed. Action: Cllrs agreed to ask the Clerk to request help from Borough Cllr Johnson.	Clerk																				
7	Finance a) Cllrs to propose acceptance of the financial statements for the period 1 st to 31 st March and 1 st to 30 th April 2020 – Proposed Cllr Young, seconded Cllr Adams, all agreed. b) Cllrs to approve the Annual Statement of Accounts for 2019/20 – Proposed Cllr Adams, seconded Cllr Chant, all agreed. c) Cllrs to approve the Schedule of Payments for April/May – Proposed Cllr Coombes, seconded Cllr Chant, all agreed. <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>Salaries</td> <td style="text-align: right;">£852.40</td> <td>HCC Street Lighting</td> <td style="text-align: right;">£63.23</td> </tr> <tr> <td>Do the Numbers Int Audit</td> <td style="text-align: right;">£190.00</td> <td>C Dixon (Play equip cleaning)</td> <td style="text-align: right;">£223.00</td> </tr> <tr> <td>Clerks/office expenses (Mar/Apr)</td> <td style="text-align: right;">£34.59</td> <td>Came & Co Insurance</td> <td style="text-align: right;">£865.67</td> </tr> <tr> <td>HALC/NALC fees</td> <td style="text-align: right;">£221.17</td> <td>Refund of Locality grant</td> <td style="text-align: right;">£4,931.00</td> </tr> </tbody> </table> <u>Closing bank balance as at 30th April 2020 - £20,221.67</u>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Salaries	£852.40	HCC Street Lighting	£63.23	Do the Numbers Int Audit	£190.00	C Dixon (Play equip cleaning)	£223.00	Clerks/office expenses (Mar/Apr)	£34.59	Came & Co Insurance	£865.67	HALC/NALC fees	£221.17	Refund of Locality grant	£4,931.00	
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8	<p>Internal Audit Report 2019/20</p> <p>Cllrs to receive the Internal Audit Report 2019/20 and agree any action required. Cllrs noted the internal auditor's report and recommendations:</p> <ul style="list-style-type: none"> a) Asset Purchase - With efficient use of the transparency code the number of noticeboards may be worth reviewing – It was confirmed that a new noticeboard had been purchased and is the only board owned by the Parish Council. b) Houghton Beach - With GPC the Council has the power to act but should not take on responsibilities that may lead to liabilities – Cllrs noted this recommendation from the auditor. Proposed Cllr Young, seconded Cllr Coombes, all agreed. 	
9	<p>Annual Governance and Accountability Return 2019/20</p> <ul style="list-style-type: none"> a) Cllrs to approve the Annual Governance Statement for 2019/20 – Cllrs approved Section 1 – Annual Governance Statement for 2019/20 which was signed by the Clerk and will be signed as soon as is practicable by the Chairman – Proposed Cllr Young, seconded Cllr Coombes, all agreed. b) Cllrs to approve the Accounting Statements for 2019/20 – Cllrs approved Section 2 – Accounting Statements 2019/20 which was signed by the RFO and will be signed as soon as is practicable by the Chairman – Proposed Cllr Adams, seconded Cllr Chant, all agreed. c) Cllrs to approve the Certificate of Exemption – Cllrs approved the Certificate of Exemption 2019/20 which was signed by the RFO and will be signed as soon as is practicable by the Chairman – Proposed Cllr Adams, seconded Cllr Chant, all agreed. 	
10	<p>Next Meeting</p> <p>Full Council Meeting – Tuesday 7th July 2020 – 7.30pm via video conference call.</p>	

Meeting closed at 6.32pm

These minutes were approved at the Council meeting held on 7th July 2020