

**HOUGHTON PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held on Tuesday 6<sup>th</sup> November 2018**  
**at Houghton Village Hall, 7.30pm**

Present: Parish Councillors: Mrs I Burt (Chairman), A Young (Vice Chairman),  
P Chant, A Dougall.

Members of the Public: 5

Minutes: Mrs Clare Cotterell - Parish Clerk

The meeting started at 7.30pm

<b>1</b>	<b>Apologies</b> Apologies received from Parish Cllrs Adams, Scougall and Kennesion, Borough Cllrs Boulton and Busk 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 meetings held on:</b> a) 4 <sup>th</sup> September 2018 – Proposed Cllr Dougall, seconded Cllr Young, all agreed. b) 20 <sup>th</sup> September 2018 - Proposed Cllr Dougall, seconded Cllr Young, all agreed.	
<b>4</b>	<b>Actions and Updates to be reported</b> Clerk reported: <ul style="list-style-type: none"> <li>• All responses to planning applications from 4<sup>th</sup> and 20<sup>th</sup> September were submitted to TVBC and acknowledged.</li> </ul> <b>Updates:</b> Cllr Burt has been advised of parishioners driving at speed through the village, a discussion was held about options for traffic calming – Action: Cllr Chant agreed to speak to HCC to enquire about obtaining flashing speed signs.	<b>Cllr Chant</b>
<b>5</b>	<b>Public Participation</b> - <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i> <ul style="list-style-type: none"> <li>• A resident asked about ownership of the defibrillator located at the village hall and responsibility for its maintenance – Action: PC to investigate ownership and consider taking responsibility for future maintenance.</li> <li>• A resident enquired when the hedge next to village hall would be cut – Action: Cllr Burt to follow up with lengthsman and confirm next visit. It was confirmed there will be a new lengthsman next year.</li> </ul>	<b>Ag Item</b>  <b>Cllr Burt</b>
<b>6</b>	<b>Borough and County Councillor Reports</b> – None.	
<b>7</b>	<b>Planning</b> 1. Cllrs to propose a response to be submitted to TVBC in relation to the following planning or tree applications: a) 18/02308/FULLS – Demolition of existing dwelling & garage, erection of replacement dwelling & installation of package treatment plant – Dianthus, Houghton – <b>No Objection – Proposed Cllr Burt, seconded Cllr Young, all agreed.</b> b) 18/02665/FULLS - Porch, alterations to front and rear fenestration and installation of rooflights to kitchen/breakfast room - 2 Chapelside Cottages, Chapel Close, Houghton - <b>No Objection with added comment “PC would like to see that the porch is in proportion with the left-hand property – 1 Chapelside Cottages” – Proposed Cllr Burt, seconded Cllr Young, all agreed.</b> c) 18/02765/TREES – Western Red Cedar (T1) Remove – Testwood House, Horsebridge Road, Houghton - <b>No Objection – Proposed Cllr Burt, seconded Cllr Young, all agreed.</b> 2. Cllrs to receive an update following Planning Control Committee in respect of 18/01953/FULLS – Erection of a detached dwelling - Land adj to Meadow View – Cllrs received an update on the planning application which was considered at the Planning Control Meeting. Disappointingly although the voting was close the outcome was that the application has now been approved. The applicant had submitted a tree maintenance plan which appeared to satisfy the Committee in regard to the Woodland	

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	<p>Preservation Order on the site.</p> <p>Cllr Burt stated that she believed that the Woodland Preservation Order on the site had not been given enough statutory weight by the Planning Department at TVBC. She also noted that there were many inconsistencies from the planning department between the decision on the first application and on this application. All councillors were in agreement. Parish Cllrs agreed to write to TVBC regarding Planning Applications as in 3 below.</p> <p>Cllr Young commended Cllr Burt on her speech given at the Planning Committee Meeting objecting to the application.</p> <p>3. Cllrs to propose a letter to TVBC regarding the Planning Department Conservation Team – Cllrs agreed to propose a letter to TVBC Chief Executive and Chief Planning Officer over the inconsistencies within the Conservation team and regarding planning applications over the last two years in Houghton – draft to be circulated before next meeting.</p>	<b>Ag Item</b>																								
<b>8</b>	<p><b>Housing Needs Survey</b></p> <p>Cllrs to review and approve the Housing Needs Survey – Cllrs approved the Housing Needs Survey – Proposed Cllr Young, seconded Cllr Dougall, all agreed.</p> <p>Action Hampshire to update the document.</p>	<b>Action Hampshire</b>																								
<b>9</b>	<p><b>Public Open Space Audit</b></p> <p>Cllrs to review the TVBC Public Open Space Audit – Cllrs agreed the audit for Houghton was correct.</p>																									
<b>10</b>	<p><b>Village Hall Committee Representative</b></p> <p>Cllrs to appoint a PC representative for the Village Hall Committee – Cllr Dougall agreed to join the Village Hall Committee as the PC representative.</p>	<b>Cllr Dougall</b>																								
<b>11</b>	<p><b>Finance</b></p> <p>a) Cllrs to propose acceptance of the financial statement for the period of 1<sup>st</sup> September to 31st October 2018 – Proposed Cllr Burt, seconded Cllr Dougall, all agreed.</p> <p>b) Cllrs to consider funding request from Test Valley School – Funding request of £50.00 received from Test Valley School for their presentation evening was approved - Proposed Cllr Burt, seconded Cllr Young, all agreed.</p> <p>c) Cllrs to review and approve grass cutting programme for 2019 - Proposed Cllr Young, seconded Cllr Burt, all agreed.</p> <p>d) Cllrs to approve annual payments of ICO Registration (Data Protection) by Direct Debit – currently £40.00 - Proposed Cllr Burt, seconded Cllr Dougall, all agreed.</p> <p>e) Cllrs to approve the following payments to be made - Proposed Cllr Burt, seconded Cllr Young, 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 (Sept/Oct) S/O</td> <td style="text-align: right;">£568.00</td> <td>Clerk/office expenses</td> <td style="text-align: right;">£69.37</td> </tr> <tr> <td>HCC Street Lighting</td> <td style="text-align: right;">£54.20</td> <td>HMRC PAYE</td> <td style="text-align: right;">£57.00</td> </tr> <tr> <td>Share of BT bill</td> <td style="text-align: right;">£20.99</td> <td>D Robins Grass Cuts</td> <td style="text-align: right;">£960.00</td> </tr> <tr> <td>HALC Cllr training</td> <td style="text-align: right;">£108.00</td> <td>SLCC Training Seminar</td> <td style="text-align: right;">£45.00</td> </tr> <tr> <td>Test Valley School grant</td> <td style="text-align: right;">£50.00</td> <td>ICO Registration (DD)</td> <td style="text-align: right;">£40.00</td> </tr> </tbody> </table> <p style="text-align: center;"><u>Closing bank balance as at 31<sup>st</sup> October 2018 - £24,153.90</u></p>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	Clerk Salary (Sept/Oct) S/O	£568.00	Clerk/office expenses	£69.37	HCC Street Lighting	£54.20	HMRC PAYE	£57.00	Share of BT bill	£20.99	D Robins Grass Cuts	£960.00	HALC Cllr training	£108.00	SLCC Training Seminar	£45.00	Test Valley School grant	£50.00	ICO Registration (DD)	£40.00	
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<b>12</b>	<p><b>Cllrs to receive updates on the following:</b></p> <p>a) Neighbourhood Development Plan – Cllr Young reported the results of the survey have been analysed and will be presented at a village meeting to be arranged. The steering group will be consulting with Goodworth Clatford PC who are producing a Neighbourhood Plan.</p> <p>b) Community Benefit Fund update – Cllr Burt reported:</p> <ul style="list-style-type: none"> <li>• 1 grant application received and under discussion.</li> <li>• There was a recent successful coffee morning.</li> <li>• More marketing of the CBF is needed.</li> </ul>																									

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	<ul style="list-style-type: none"> <li>• Income is being generated from investments made.</li> <li>c) Playground and Trees – Cllr Young reported all okay.</li> <li>d) Lengthsman Scheme – This item was covered under Item 5.</li> </ul>	
<b>13</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 Burt, seconded Cllr Young, all agreed.</b></p> <p>Cllrs to review Clerk’s hours and salary:</p> <ul style="list-style-type: none"> <li>a) Cllrs reviewed the Clerk’s hours and resolved to amend from per month to per week and agreed the hours to be 7 per week with effect from 1<sup>st</sup> November 2018 – Proposed Cllr Burt, seconded Cllr Dougall, all agreed.</li> <li>b) Cllrs resolved to amend the Clerk’s salary from a bi-monthly rate to an hourly rate. Cllrs further resolved an hourly rate of £14.50 with effect from 1<sup>st</sup> November 2018 - Proposed Cllr Burt, seconded Cllr Dougall, all agreed.</li> <li>c) Cllrs resolved to increase the hourly rate to £15.00 with effect from 1<sup>st</sup> April 2019 – Proposed Cllr Burt, seconded Cllr Dougall, all agreed.</li> </ul>	
<b>14</b>	<p><b>Next Meetings.</b></p> <p>Budget discussion (Councillors only) – 27<sup>th</sup> November 2018</p> <p>Tuesday 8<sup>th</sup> January 2019 – 7.30pm – Houghton Village Hall</p>	

**Meeting closed at 8.40pm**

**These minutes were approved and signed by the Chairman**  
**at the meeting held on 8<sup>th</sup> January 2019**