

**All Parish Councillors are duly summoned to attend  
the Meeting of Houghton Parish Council to be held  
on Monday 4<sup>th</sup> September 2023 at 19.00  
Venue: Houghton Village Hall**

**AGENDA**

- 1. Chairman's Welcome and Public Participation**
- 2. Apologies for Absence**
- 3. Declarations of Interest**  
To declare an interest in any items of business on this agenda.
- 4. Borough and County Cllrs**  
To receive reports.
- 5. Planning**
  - i) Notification of Planning Committee 5<sup>th</sup> September 2023 - 22/00217/OUTS – RoDor Ltd, Stevens Drove, Houghton**  
To consider representations to the planning committee in relation to the application.
  - ii) To propose a response to the following Planning Applications:**
    - a) 23/01582 - Creation of new access and six parking bays, erection of fencing, re-location of oil tanks and garden sheds - 19-22 Houghton Corner, Horsebridge Road, Houghton.
    - b) 23/01881 - External alterations to ancillary building to include cladding and new windows and doors - Drayton Lodge, Houghton Road, North Houghton.
    - c) 23/01981 - Alterations to windows/doors on front and rear elevations - 16 Houghton.
    - d) 23/01987 - T1 - Ash Tree situated at Dianthus - Top crown reduction by 5m and outer crown reduction by 3.5m - Dianthus, Houghton.
    - e) 23/01988 - T2 - Ash Tree situated at Hollobury House - Remove lower, over hanging branches, back to boundary fence - Hollobury House, Houghton.
    - f) 23/02122 - T1 - Ash – Fell - Chalk House, Houghton.
- 6. River Pollution Working Group**
  - a) To receive an update from the working group.
  - b) To consider setting up a pan parish group.
- 7. Minutes**  
To confirm the accuracy of the minutes of the meeting held on 4<sup>th</sup> July 2023
- 8. Updates**  
To receive any updates.
- 9. Finances**
  - a) To propose acceptance of the financial statement for the period 1<sup>st</sup> July – 31<sup>st</sup> August 2023
  - b) To approve the Schedule of Payments.
  - c) To consider HugoFox website fees.
- 10. Annual Governance & Accountability Return (AGAR) 2022/23**
  - a) To accept the external auditor's report and certificate for the year ending 31 March 2023.
  - b) To approve payment of the external audit invoice.
  - c) To agree the cost for providing requested hard copies of the return.
- 11. Speed Indicator Device/Village Gates**
  - a) To consider purchasing a further speed indicator device.
  - b) To consider gates at village entrances.
- 12. Play Area**  
To receive an update.

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**13. Commemorative Trees**

To discuss.

**14. Churchyard Burial Spaces**

To discuss.

**15. Next Meeting**

Full Council Meeting – Tuesday 7<sup>th</sup> November 2023 at 19.00.