

HOUGHTON PARISH COUNCIL
Minutes of the Annual Parish Council Meeting
held on Tuesday 16th May 2023 at 19.00
at Houghton Village Hall

Present: Parish Councillors: A Young (Chairman), L Adams (Vice Chairman), J Coombes, A Dougall, B Battey, L Middleton.
Borough Cllr Johnston, County Cllr D Drew.

Members of the Public: 5

Minutes: Mrs C L Cotterell (Parish Clerk)

Prior to the start of the meeting all Parish Councillors present signed their Declaration of Acceptance of Office forms which were witnessed by the Proper Officer. Register of Interest forms were provided to all Councillors present to be completed within 28 days of the election.

The meeting started at 19.00

Item Minute

- 1. Election of Chairman**
Cllr Alan Young was proposed by Cllr Adams, seconded Cllr Dougall. Cllr Young was elected Chairman and signed his Declaration of Acceptance of Office.
- 2. Election of Vice Chairman**
Cllr Adams was proposed by Cllr Dougall, seconded Cllr Young. Cllr Adams was elected as Vice Chairman.
- 3. Chairman's Welcome**
Chairman welcomed all to the meeting.
- 4. Apologies for Absence**
Apologies were received from Cllr Chant, Cllrs agreed Cllr Chant can sign his Declaration of Acceptance of Office at a later date.
- 5. Declarations of Interest**
To declare an interest in any items of business on this agenda – None.
- 6. To agree the accuracy of the minutes of the meetings held on:**
 - a) 7th March 2023 – Full Council Meeting – **Resolved** – Proposed Cllr Adams, seconded Cllr Coombes.
 - b) 20th March 2023 – Extraordinary Meeting – **Resolved** – Proposed Cllr Dougall, seconded Cllr Adams.
- 7. Borough and County Councillor Reports**
To receive Borough and County Cllr reports.
Cllr Johnston reported:
 - Stuart Macdonald has been elected to the Borough Council.
 - Cllr Johnston is a member of Planning Committee and the Cabinet.
 - New grant funding available from TVBC.
 - There will be a shared rural prosperity fund.

It was noted there was sewerage in River Test recently, Clerk will forward resident's email to Cllr Johnston.

Cllr Drew reported:

- Primary school place offers have been confirmed by HCC.
- Highways and potholes – roads are not maintained sufficiently to prevent potholes – please keep reporting potholes and sightlines at junctions using the HCC portal:

There was a discussion on road problems, flooding, blocked gutters on side of road etc. Cllr Drew advised residents are encouraged to report road/pavement/street cleaning problems on HCC reporting portals – the links can be found on the useful contacts page on the PC website:

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<https://www.houghtonparishcouncil.org/community/houghton-parish-council-13622/useful-contacts/>

8. Notification of Made Order – PPO 5051 Houghton

To consider submitting a representation – Cllrs agreed not to submit a representation.

9. Planning

To propose a response to be submitted to TVBC in relation to the following planning applications:

- i) 23/01202/FULLS - Erect detached double garage with loft over - Yew Tree Cottage, Houghton – **No objection.**

20/02235/VARS -Merlins – Cllr Young updated on the response received from case officer re the screening of large house – Cllr Young will follow up with case officer.

10. Council policies, documents, GPC and meeting dates:

a) *To be reviewed, amended, if required and adopted:*

Standing Orders, Financial Regulations, Internal Control Procedures, Risk Assessments and Management Schedule, Members' Code of Conduct, Register of Assets, Recording, Photography & use of Social Media, Freedom of Information and Data Protection Legislation, Employment Policies, Complaints Procedure, Media Policy and Grant Awarding Policy – **Resolved** to adopt all policies with the exception of the Grant Awarding Policy with no amendments. The Grant Awarding Policy was reviewed and adopted with minor amendments – Proposed Cllr Adams, seconded Cllr Coombes.

b) *To review expenditure under the General Power of Competence in 2022/23* – expenditure for 2022/23 was £397.25 – **Resolved** – Proposed Cllr Coombes, seconded Cllr Battey.

c) *To confirm the Council's eligibility and invoking the General Power of Competence* – **Resolved** the Council is eligible and invoked the General Power of Competence – Proposed Cllr Dougall, seconded Cllr Middleton.

d) *To agree a Schedule of Meeting Dates for 2023/24.* Cllrs agreed the proposed Schedule of Dates, see Appendix.

11. Insurance

To review and approve the quotation for insurance cover from BHIB under the 3 year agreement, due on 1st June 2023 – renewal cost for 2023-24 is £565.19 – **Resolved** – Proposed Cllr Middleton, seconded Cllr Dougall.

12. Community Engagement Questionnaire

To receive updates and consideration of proposals:

- War Memorial – annual maintenance and repair/refurbishment – Cllr Dougall updated that Historic England has information on maintenance of war memorials. Inscriptions are becoming worn, but suggest leaving for now. There is an annual volunteer clean of the base before Remembrance Sunday. Agreed to check if the lengthsman could carry out the clean before Remembrance Sunday. Agreed to ask local stonemason to have a look and Cllr Dougall to look at securing wreaths.
- Play area improvement and maintenance, including consideration of quotations for regular cleaning – The annual RoSPA inspection is due in May. Ideas received from community regarding upgrading of equipment. Cllr Young to investigate an increase in number of grass cuts to the recreation ground. Cllr Dougall to investigate with Hall Committee whether play equipment cleaning could be carried out by caretaker.
- Dog Waste Bins – to consider purchase, service contract and siting of additional bins – **Resolved** to purchase one red dog waste bin to be sited on recreation ground near to access by road, purchase and installation £393.47 +VAT, annual service contract £220.06 +VAT – Proposed Cllr Dougall, seconded Cllr Battey – Cllr Middleton to investigate with TVBC what can be put in green wheelie bins.

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- Provision of Wild Spaces – A discussion was held around creating wildflower spaces around the village, possibly on allotment site. The Fishing Club have agreed to have 2 trees planted near to Sheepbridge.

13. Finance

- a) To propose acceptance of the financial statements for the periods 1st to 31st March and 1st to 30th April 2023 – **Resolved** - Proposed Cllr Dougall, seconded Cllr Coombes.
- b) To approve the Annual Statement of Accounts for 2022/23 – **Resolved** - Proposed Cllr Dougall, seconded Cllr Young.
- c) To consider a funding application for upkeep and maintenance received from Houghton Village Hall – £660.00 requested – **Resolved** – Proposed Cllr Young, seconded Cllr Middleton.
- d) To consider a funding application for churchyard maintenance received from the PCC – £1000.00 requested – **Resolved** – Proposed Cllr Dougall, seconded Cllr Young.
- e) To approve the following Schedule of Payments – **Resolved** - Proposed Cllr Dougall, seconded Cllr Young.

<u>Payee</u>	<u>Amount</u>	<u>Payee</u>	<u>Amount</u>
Payroll/HMRC PAYE (Apr/May)	£1179.40	Clerk/Office expenses (Mar/Apr)	£105.52
HALC/NALC affiliation fees	£241.21	HCC Street Lighting (Oct-Mar)	£ 42.79
A Dougall (Parish Assembly)	£53.85	BHIB Aviva Insurance (3yr LTA)	£565.19
D Robins (Grass cut)	£60.00	Election Fees	£24.00
Imperative (Defib pads)	£91.74	C Dixon (play area cleaning 2022-23)	£260.00

Closing bank balance as at 30th April 2023 - £69,624.29

14. Next Meeting

- a) Extraordinary Meeting – Internal Audit and AGAR – 6th June 2023 at 19.00
- b) Full Council Meeting – Tuesday 4th July 2023 at 19.00

Meeting closed at 20.15

Appendix

Houghton Parish Council – Schedule of Dates for 2023-24

(Dates are subject to change – start time 19.00 unless otherwise stated)

Date TBA – June 2023 – Extraordinary meeting – Audit and AGAR sign off.

4th July 2023

5th September 2023

7th November 2023

21st November (Budget Discussion – Cllrs only)

9th January 2024

5th March 2024

7th May 2024 – Annual Council Meeting

These Minutes were approved and signed at the meeting held on Tuesday 4th July 2023