

**All Parish Councillors are duly summoned to attend  
the Meeting of Houghton Parish Council to be held  
on Tuesday 12<sup>th</sup> May 2020 at 18:00**

**Place: Due to Coronavirus (Covid 19) restrictions this meeting will be held  
via a videoconference call using the Zoom platform <https://zoom.us/join>  
and is held under: <http://www.legislation.gov.uk/uksi/2020/392>**

*Members of the press and public are welcome to attend this meeting. Please contact the Clerk, by email or phone, to request the meeting ID. Members of the public who wish to raise questions or comment on any item on the agenda are asked to send their question/comment by email to the Clerk, to be received by 7<sup>th</sup> May 2020.*

*Planning and Tree Work application responses, submitted by HPC under the adopted Scheme of Delegation, can be viewed on the Parish Council website: [www.houghtonparishcouncil.org](http://www.houghtonparishcouncil.org)*

**AGENDA**

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| <b>1</b>  | <b>Apologies</b>   |
| <b>2</b>  | <b>Declarations of Interest</b><br>Cllrs to declare an interest in any items of business on this agenda  |
| <b>3</b>  | <b>Cllrs to confirm the accuracy of the minutes of the meetings held on</b><br>a) 10 <sup>th</sup> March 2020 – Full Council Meeting<br>b) 20 <sup>th</sup> March 2020 – Extraordinary Meeting   |
| <b>4</b>  | <b>Actions/Updates</b><br>Cllrs to note actions and updates already circulated.  |
| <b>5</b>  | <b>Borough and County Councillor Reports</b><br>Cllrs to note Borough and County Cllr reports.   |
| <b>6</b>  | <b>Planning</b><br>Cllrs to propose a response to be submitted to TVBC in relation to the following planning application:<br><br>20/00798/VARS – 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. |
| <b>7</b>  | <b>Finance</b><br>a) Cllrs to propose acceptance of the financial statements for the period 1 <sup>st</sup> to 31 <sup>st</sup> March and 1 <sup>st</sup> to 30 <sup>th</sup> April 2020.<br>b) Cllrs to approve the Annual Statement of Accounts for 2019/20.<br>c) Cllrs to approve the Schedule of Payments for April/May.  |
| <b>8</b>  | <b>Internal Audit Report 2019/20</b><br>Cllrs to receive the Internal Audit Report 2019/20 and agree any action required.  |
| <b>9</b>  | <b>Annual Governance and Accountability Return 2019/20</b><br>a) Cllrs to approve the Annual Governance Statement for 2019/20<br>b) Cllrs to approve the Accounting Statements for 2019/20<br>c) Cllrs to approve the Certificate of Exemption   |
| <b>10</b> | <b>Next Meeting</b><br>Full Council Meeting – Tuesday 7 <sup>th</sup> July 2020 – 7.30pm via video conference call.  |

**Members of the public and press are welcome to attend**