

HOUGHTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 3rd July 2018
at Houghton Village Hall, 7.30pm

Present: Parish Councillors: A Young (Vice Chairman), Mrs L Adams,
P Kennesion, P Chant, County Cllr A Gibson

Members of the Public: 5

Minutes: Mrs Clare Cotterell - Parish Clerk

The meeting started at 7.30pm

1	Apologies Apologies received from Parish Councillors Burt and Scougall and Borough Cllrs Boulton and Busk. County Cllr Gibson sent his apologies but attended later in the meeting.	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 meeting held on 22nd May 2018 – Proposed Cllr Adams, seconded Cllr Chant, all agreed.	
4	Actions and Updates to be reported Clerk reported: <ul style="list-style-type: none"> • VAT reclaim for 2017/18 has been received. • The Annual Governance & Accountability Return was submitted on 25th May. Copies of bank statements and Internal Audit report have now been requested. Clerk will submit. Cllr Young reported: <ul style="list-style-type: none"> • Removal of small willow from Meadow View copse • There are Ash trees overhanging the road which need trimming • Village Design Statement is progressing with maps. • Road sign at end of village is broken and reported to HCC – it is a unique old style sign and will be re-engineered. • Cllr Young attended training regarding the TVBC Local Plan being prepared now for introduction in 5 years, it is in 1st consultation stage. This may include a requirement to build 570 new houses per year in Test Valley. A Neighbourhood Development Plan can be used to provide evidence as to where houses are required or not. 	Clerk
5	Public Participation - <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i> <ul style="list-style-type: none"> • A resident reported hedgerows overhanging the pavement – Cllr Young will speak to the householder. • Field Path hedge has been cut by Mettis Homes. 	
6	Borough and County Councillor Reports - Deferred to later in meeting.	
7	Planning Applications Cllrs to propose a response to be submitted to TVBC in relation to the following planning or tree applications: <ol style="list-style-type: none"> a) 18/01304/FULLS – Erection of summer house in the rear garden – Woodbridge House, The Orchards, Houghton – No Objection – Proposed Cllr Young, seconded Cllr Kennesion, all agreed. b) 18/01430/FULLS – Single storey rear extension – Coach House, Church Lane, Houghton – No Objection – Proposed Cllr Chant, seconded Cllr Kennesion, all agreed. 	
8	Internal Audit Report Cllrs to receive the Internal Audit report and agree any actions required. <ol style="list-style-type: none"> 1) Names of Members, officers and number of public present to be minuted – Noted. 2) Reserves are higher than the guidance – Action: Cllrs to consider projects to be brought forward and bring to future meetings. 3) Bank reconciliation to be minuted – Noted and completed. 4) VAT Reclaim to be submitted – VAT reclaim has been submitted and payment received. 5) Wages Confirmation to be minuted annually – Noted and will be completed annually. 6) Members Interests – all Register of Interest forms to include home addresses – Noted and completed. 	Completed Cllrs/Ag items Completed Completed Noted Completed

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	7) Asset Register to be updated annually and published on website – Noted and completed.	Completed																																				
9	<p>Finance</p> <p>a) Cllrs to propose acceptance of the financial statement for the period of 1st May to 30th June 2018 - Proposed Cllr Chant, seconded Cllr Adams, all agreed.</p> <p>b) Cllrs to approve Councillor training at £90 per delegate. – Proposed Cllr Young, seconded Cllr Kennesson, all agreed.</p> <p>c) Cllrs to approve the following payments to be made – Proposed Cllr Adams, seconded Cllr Young, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Chq</u></th> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> <th style="text-align: left;"><u>Chq</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>821</td> <td>Clerk Salary</td> <td style="text-align: right;">£522.80</td> <td>822</td> <td>Clerk/office expenses</td> <td style="text-align: right;">£55.28</td> </tr> <tr> <td>823</td> <td>Playsafety Ltd</td> <td style="text-align: right;">£96.60</td> <td>824</td> <td>Houghton V Hall Drains</td> <td style="text-align: right;">£330.00</td> </tr> <tr> <td>825</td> <td>Houghton V Hall Grant</td> <td style="text-align: right;">£600.00</td> <td>826</td> <td>AAPC BT costs</td> <td style="text-align: right;">£20.99</td> </tr> <tr> <td>827</td> <td>HMRC PAYE</td> <td style="text-align: right;">£165.20</td> <td>828</td> <td>Mr Dixon (Playground)</td> <td style="text-align: right;">£208.00</td> </tr> <tr> <td>829</td> <td>Village Hall Bat survey</td> <td style="text-align: right;">£1995.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><u>Closing bank balance as at 30th June 2018 - £25,997.07</u></p>	<u>Chq</u>	<u>Payee</u>	<u>Amount</u>	<u>Chq</u>	<u>Payee</u>	<u>Amount</u>	821	Clerk Salary	£522.80	822	Clerk/office expenses	£55.28	823	Playsafety Ltd	£96.60	824	Houghton V Hall Drains	£330.00	825	Houghton V Hall Grant	£600.00	826	AAPC BT costs	£20.99	827	HMRC PAYE	£165.20	828	Mr Dixon (Playground)	£208.00	829	Village Hall Bat survey	£1995.00				
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10	<p>Internet Banking</p> <p>a) Cllrs to approve Internal Control procedures for Internet Banking – Approved and adopted – Proposed Cllr Adams, seconded Cllr Young, all agreed.</p> <p>b) Cllrs to approve adding the Clerk to the bank mandate as Delegate User – Proposed Cllr Chant, seconded Cllr Adams, all agreed.</p> <p>c) Cllrs to approve payment of the Clerk’s salary by Standing Order – Proposed Cllr Kennesson, seconded Cllr Young, all agreed.</p>																																					
11	<p>Annual RoSPA Report</p> <p>Cllrs to receive the annual RoSPA playground report – Cllrs received the report and noted the comment that a chain is twisted on the swing basket – Action: Cllr Young to visit and confirm what is required.</p>	Cllr Young																																				
12	<p>Cllrs to receive updates on the following:</p> <p>a) Neighbourhood Development Plan – Cllr Adams reported:</p> <ul style="list-style-type: none"> • Currently collating responses from survey. • Awaiting Housing Needs Survey report from Action Hampshire. • Traffic survey should be carried out by HCC this week – report to follow. • Once all results in will engage professional services to present in formal plan. • Agreed to set up a NDP page on PC website. <p>b) Community Benefit Fund update – No update.</p> <p>c) Playground and Trees – Cllr Young reported all okay with trees.</p> <p>d) Lengthsman Scheme – No update.</p>	Cllr Adams/ Clerk																																				
13	<p>Co-option of Parish Councillor</p> <p>Cllrs to review applications for co-option.</p> <p>Cllrs reviewed the application from Dr Alistair Dougall and approved his co-option to the Parish Council – Proposed Cllr Adams, seconded Cllr Chant, all agreed.</p> <p>Dr Dougall signed the Declaration of Acceptance and the Register of Interest form.</p>																																					
6	<p>(Deferred item)- County Councillor Report</p> <p>Cllr Gibson reported:</p> <ul style="list-style-type: none"> • HCC have £80m shortfall for 2019 budget. • Highways have purchased 2 new vehicles for repairing potholes. • Cycling festival is taking place in Andover/Test Valley on 22nd July 2018 • Cllr Gibson confirmed verge cutting will only take place once a year. 																																					
14	<p>Next Meeting.</p> <p>Tuesday 4th September 2018 – 7.30pm – Houghton Village Hall</p>																																					

Meeting closed at 8.29pm

These minutes were approved and signed by the Chairman at the meeting held on 4th September 2018