

Minutes of the Ordinary Meeting of GREAT HOUGHTON PARISH COUNCIL held on Tuesday 13 February 2018, in the Village Hall, Great Houghton (Subject to approval at next meeting)

Present: Cllr T Bowler (Chair), Cllr R Jeakings, Cllr Kilborn, Cllr R Shaw

Also present: M Billingham Parish Clerk, Neighbourhood Warden P Townsend, resident from Cherry Tree Lane

494/18 Opening procedures:

- a) **Apologies for absence** – were received and approved from Cllr Declerck and Cllr P Jinks.
- b) **Approval of the minutes of the previous meeting** – The minutes of the ordinary meeting dated 9 January 2018 were considered and, subject to discussion regarding reasons for non-attendance, it was **RESOLVED** that the minutes were a true record of the meeting and signed by the Chairman. It was further **RESOLVED** that future minutes would not include reasons for non-attendance.
- c) **Declarations of interests from members** – There were no declarations of interests relating to any agenda items.

495/18 Public Participation Section: Resident addressed the Council regarding his planned retirement date and that he was seeking to continue working as the councils contractor until end of season 2020-2021 (see Minute 502/18 below). He also raised concerns regarding cutting back of hedges along parts of the highway. It was confirmed that this was a matter for Highways whose policy was to cut back once grass cutting had finished and after the nesting season. Cuts in expenditure however had not seen any cut-backs this year. It was confirmed that the contractor's areas of cutting remained as was agreed last year and that no other areas of cutting are to be undertaken without prior authorisation from the council.

496/18 Reports

- a) **County Councillor.** There was no report from NCC Cllr Bowen and the meeting was referred to emails received from her regarding Bedford Road junction.
- b) **Borough Councillor** NBC Cllr Flavell reported on discussions she had with a planning officer regarding GHPC concerns over the further planning application N/2018/0094 – 31 High Street Gt Houghton which had been far from helpful. She confirmed that she would 'call in' this application for determination by the planning committee which is likely to deal with the matter during March. A GHPC representative will be required to attend the meeting.
- c) **Police/ Neighbourhood Warden.** The meeting was referred to report from Police previously circulated. There had been 4 incidents in January: Willow Lane, forced entry to side window. (attempt) The Green, window opened, Willow Crescent, beading removed from door panel. Willow Crescent, patio doors forced to a vacant property. The meeting was referred to information previously circulated regarding sponsoring PCSO. Paul Townsend Neighbourhood Warden advised that he had been touring the village getting to know the area and in particular had spoken to developers at property in High Street regarding litter from their open skip. He will investigate the tree over the cycleway on the rail bed and will speak to Mick Tyrell about this matter
- d) **Great Houghton Playing Fields Association (GHPFA):** Whilst both GHPC representatives attended the last GHPFA meeting, regrettably neither councillor was present to provide a report. The meeting was referred to the GHPFA minutes previously circulated. It was noted that minute 6 GHPC Trust and Deeds did not seem to reflect current and actual requirements relating to the making of enhancements and work in the future. **ACTION** GHPC representatives to be requested to provide councillors with a written report of each GHPFA meeting attended and circulated prior to the following Council meeting.

497/18 Finance & Administration Reports

- a. Members received and **APPROVED** the Receipts and Payments account and the Bank Reconciliation for the period to the end of January 2018. The Clerk confirmed a balance of £30932.47 Income included £120 advertising and .71p bank interest.
- b. Members **AUTHORISED** the following payments:

Payee	Cheque	Description	Total	VAT inc
Parish Clerk	100396	Salary	194.42	
HMRC	100397	PAYE	48.80	
Parish Clerk	100398	Expenses	253.46	
BT	100399	Broadband	105.96	17.66
P Wright	100400	Maintenance	60.00	
AC Print	TBA	Parish News Printing	250.00	
NCALC	TBA	Training	36.00	
NCALC	TBA	Training	49.00	
			997.64	17.66

The meeting was referred to previous communication advising that regrettably the new cheque book had been lost in the post, another book has been ordered and awaiting receipt. **ACTION** Clerk to arrange signature of three outstanding cheques by the appropriate authorise signatories once new book received.

- c) The meeting considered and **APPROVED** the quote received for repair of the chain-link fencing at the Cross being £420 + VAT

498/18 To Receive the Clerks Report: The Clerk reported on the training course he had recently attended regarding the new General Data Protection Regulations (GDPR) coming into force in May 2018. There would be a need to produce and issue a privacy notice to all whose data we may collect and hold. **ACTION:** Clerk to produce ‘comply check sheet’ to aid compliance. Councillors will need to use council email addresses or be prepared to make available for inspection of all personal emails. **ACTION:** Clerk to circulate @greathoughton.org.uk addresses

499/18 To receive the planning report:

- A. **PAG Report:** The meeting was referred to the considered response from PAG which was **APPROVED**

N/2018/0094 31 High Street Gt Houghton Variation of Condition N/2016/1443	Considered by PAG. Some work already carried out without prior permission. The Council therefore seeks that the current application should be rejected, and a new ‘retrospective’ application made in the correct manner. Seek that further work be stopped
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- B. **DSAG Report:** The meeting was referred to the Terms of Reference previously circulated which was **APPROVED**. Initial meeting of Advisory Group still to be arranged.

500/18 To consider further the NBC Northampton Local Plan Part 2 (Sites Consultation): No further response received.

501/18 To consider further response to the SNC Local Plan (Part2 a). No further response received

502/18 To receive Report on village maintenance matters: Community Payback Team- Due to accident resulting in spilt paint and damaged materials, had now been replaced. Cutting back of cycleway on the rail bed had been completed and had greatly improved the area. To wet to continue with fence painting will resume in better weather.

Refurbishment of Notice Boards: new lock purchased but different key. **ACTION** Clerk to establish Key list before new locks fitted.

Damage to chain link Fence: Clerk had written to responsible company to advice of cost and intention to carry out repair. **ACTION:** Clerk to authorise contractor to carry out repair and to pursue reimbursement with company.

Current Contractor Retirement: Having heard from the contractor that he was now seeking to retire at end of 2020-2021 season instead of the originally proposed date of 2019 it was **RESOLVED** that the council was prepared to extend the current agreed village maintenance groundwork arrangements until end of March 2021 subject to the contractor providing the council with a copy of current liability insurance. **ACTION:** Clerk to write to contractor confirming terms.

503/18 To consider and determine matters relating to GHPFA renewal of lease:

The chairman reported on recent meeting of the sub-committee with GHPFA which was most productive. A lease template provided by ACRE is being utilised with proposed amendments. - GHPFA sorting out Trustees with charity. – GHPFA will include maintenance of Exercise equipment along with playground equipment and will arrange ROSPA inspection of both. GHPFA plan to allocate budget for replacement/expansion of playground equipment. GHPFA to take over BT account payments. -Offered to transfer outstanding £2000 or to be used towards playground/picnic area improvements. It was **RESOLVED** that the £2000 be retained by GHPFA to be so used on improvements as described.

ACTION: Clerk to arrange transfer of BT account to GHPFA.

504/18 To consider future development of website and its management: The meeting was referred to previously circulated responses regarding structure of new website. Ongoing

505/18 To consider and approve adoption of on-line mapping service: The clerk advised the meeting of his recent attendance at on-line mapping service and demonstrated benefits of GeoXphere on-line system specially designed for Parish Councils. Provides access to numerous national database services enabling council to construct own map layers. The cost is related to size of Parish and for GHPC will be £75 per year. It was **RESOLVED** that GHPC sign up for group subscription.

506/18 To receive updated report on traffic management issues:

Bedford Road Lay-By's: The meeting was referred to various communications regarding efforts by highways to clear the rubbish. It was reported however that regrettably rubbish was already building up again. **ACTION:** NBC Cllr Flavell and Neighbourhood Warden to talk to NBC Highways regarding enforcement.

White Line Painting: Meeting was referred to communications regarding concerns over the recent painting of junction at Atterbury Way and subsequent response from Highways Helen Howard to NCC Cllr Bowen. **ACTION:** Clerk to write to Cllr Bowen with councils considered response.

HGV Restrictions Conservation area: **ACTION:** Clerk to forward copy of letter to conservation officer to NBC Cllr Flavell, as no response received.

Damage to Property Cherry Tree Lane: The meeting was referred to previously circulate communication from resident seeking parking restrictions to be applied for. The Council was concerned that other residents should be consulted before an application could be considered.

ACTION: Clerk to write to invite further discussion with chairman.

507/18 To receive update on NCC budget Proposals and loss of W8 Bus service: A joint Parish meeting had been organised at Cogenhoe at which GHPC was represented. NCC & NBC Councillors and Officers addressed the meeting and expressed both understanding and concerns for proposed cuts which would mean that the W8 service from Northampton to Bozeat would be lost completely leaving some parishes with no service through their village. It was hoped that the extra 1% granted

by Government could be utilised to continue subsidy thereby enabling alternative arrangements to be considered.

508/18 Further Development of BT Telephone Kiosk – Notice has now been received from BT confirming that the kiosk has now been decommissioned and is therefore responsibility of Council for future use to be determined.

509/18 To consider the monthly message: opportunity to sponsor PCSO?

The Chairman closed the meeting at 9.55pm

Signed.....

Date.....

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