

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

**Present:** Cllr T Bowler (Chair), Cllr R Jeakings, Cllr G Kilborn, Cllr R Shaw, Cllr P Jinks.

**Also present:** M Billingham Parish Clerk, residents from The Green and High Street

**510/18 Opening procedures:**

- a) **Apologies for absence** – were received and approved from Cllr Declerck, NCC Cllr Bowen, NBC Cllr Flavell. The Council was referred to the resignation received from Cllr Cansdale. **ACTION:** to write to Cllr Cansdale on behalf of the council. It was **RESOLVED** that apologies must be emailed to the clerk prior to the meeting and giving reasons for non-attendance enabling reasons to be recorded separately to the minutes. Following elections (2019) councillors will be required to adhere to correct procedure.
- b) **Approval of the minutes of the previous meeting** – The minutes of the ordinary meeting dated 13 February 2018 were considered and it was **RESOLVED** that the minutes were a true record of the meeting and signed by the Chairman
- c) **Declarations of interests from members** – A Councillor declared an interest relating to agenda item 514/18 (c) and would take no part in any later decision process

**511/18 Public Participation Section:** Residents present raised concerns regarding the density and speed of traffic through the village and enquired as to council action (see minute below)

**512/18 Reports**

- a) **County Councillor.** There was no report from NCC Cllr Bowen and the meeting was referred to emails received relating to loss of W8 Bus service
- b) **Borough Councillor** There was no report from NBC Cllr Flavell and the meeting was referred to emails received relating to the Lay-By Bedford Road
- c) **Police/ Neighbourhood Warden.** The meeting was referred to report from Police previously circulated. There had been just a single matter during February being tools stolen from an unlocked van in the High Street.  
The meeting was referred to report previously circulated from the Neighbourhood Warden: The tree had been removed from the cycleway and fly-posters removed throughout the village.  
**Great Houghton Playing Fields Association (GHPFA):** The meeting was referred to the GHPFA minutes of their last meeting with there being nothing further to add.

**513/18 Finance & Administration Reports**

- a. Members received and **APPROVED** the Receipts and Payments account and the Bank Reconciliation for the period to the end of February 2018. The Clerk confirmed a balance of £29951.47 Income included £16 advertising and .64p bank interest.
- b. Members **AUTHORISED** the following payments:

Parish Clerk	100504	Salary	192.59
Parish Clerk	100505	Expenses	21.50
HMRC	100506	PAYE	48.80
NCALC	100507	Training	36.00
Paul Wright	100508	Maintenance	600.00
GHPFA	100509	Hall Hire	132.00
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			<b>1030.89</b>
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- c) The meeting was advised that the internal auditor for the 2017/18 accounts would be David Linnell and the external auditors would be PKF Little-John. The meeting was further advised that in accordance with changes in accounting rule and regulations, being a smaller authority the council may not need to submit the accounts to an external auditor. The council will be required to ensure that appropriate information is provided through the council's website.
- d) The matter of Clerks Contracted hours was deferred to end of meeting in closed session. IT was **RESOLVED**: that this matter would be addressed by way of an Appraisal (paragraph 10 contract of employment) conducted by the chairman during April for approval at the annual ordinary meeting in May 2018. It was further **RESOLVED**: that such an appraisal will take place annually each April.

**514/18 To Receive the Clerks Report:**

- a) Email Addresses. The clerk informed the meeting of a forum meeting with NBC at which it was advised that councillors continuing to use their personal email address would need to register with ICO to be compliant with GDPR regulations coming into force from May 2018. **ACTION**: Clerk to re-issue email addresses with passwords to remaining councillors and any councillor requiring assistance in setting up of their hardware to contact the chairman.
- b) Consider proposed Action Plan: **ACTION**: Councillors to submit proposed amendments to Clerk for circulation prior to and determination at next meeting.
- c) Consider Charitable rates for Parish News Advertisement: it was **RESOLVED** that the RFO (Parish Clerk) be given delegated power to determine free or discounted rate for charitable, non-profit making organisations.

**515/18 to receive the planning report:**

- A. **PAG Report**: N/2018/0200: see below.
- B. **DSAG Report**: The meeting was referred to the Terms of Reference previously circulated and **APPROVED** at the last meeting. Initial meeting of Advisory Group still to be arranged.

N/2018/0200 Waterside Way, Bedford Road Variation of condition	Considered by Planning Advisory Group (PAG) No comment: Endorsed by Council 13/3/18	
N/2018/0272 24 The Green Gt Houghton Single storey front extension	Council concerned as to impact on neighbouring property and subsequent loss of privacy. Would seek that any concerns raised by neighbours to be considered in decision process. Council also has concerns as to impact on listed next door building.	
N/2018/0183 Tree Works 32B High Street	Parish Council not consulted	Refused 5 February 2018
N/2018/0046 Change of use to office space Waterside	Council has not been consulted regarding this application for change of office use. Council's only concern being for any additional traffic that may be generated in area where there is already extreme congestion at times.	
N/2018/0247 Change of use from office to accommodation	Council's only concern being for any additional traffic that may be generated in area where there is already extreme congestion at times.	

**516/18 To consider further the NBC Northampton Local Plan Part 2 (Sites Consultation):** No further response received.

**517/18 To consider further response to the SNC Local Plan (Part2 a).** No further response received

**518/18 To receive Report on village maintenance matters:**

- a) Damage to chain-link fence: no further action awaiting repairs to be carried out.
- b) Contractor Public Liability Insurance: Meeting presented with copy of insurance £5,000,000 to 12 March 2019.

**519/18 To consider and determine matters relating to GHPFA renewal of lease:**

The meeting was referred to recent communication between GHPC & GHPFA. It was **RESOLVED** that the draft Lease document previously circulated and forwarded to GHPFA was the Councils formal position for renewal. The council notes that GHPFA are seeking legal opinion, at their own cost, and therefore awaits their considered response. The council would not however expect any substantive changes.

**520/18 To consider future development of website and its management:** Due to resignation of Councillor, renewal of the website needed further consideration. **ACTION:** Cllrs to forward proposals for new website to clerk and the clerk to draw up a 'website requirement' document. The clerk to seek three quotations based on the website requirement document.

**521/18 To Consider access to CCTV – Dog Fouling:** Due to ongoing concerns relating to dog-fouling on the playing field, Cllr queried access to and use of CCTV to identify offender/s and provide evidence for enforcement. The meeting was referred to the ICO document relating to access and use of CCTV. **ACTION:** GHPFA representative to raise matter at next GHPFA meeting.

**522/18 To receive updated report on traffic management issues:**

- a) Bedford Road Lay-By clearance: The meeting was referred to recent communications regarding efforts taken by NBC and highways to resolve problem through regular maintenance and better enforcement.
- b) White Line Painting: The meeting was referred to previously circulated response from Northamptonshire Highways. **ACTION** Clerk to respond further on behalf of council.
- c) HGV Restriction – Conservation Area: The Clerk advised the meeting that he had attended a forum meeting with both planning and conservation officers at which process and reasons were explained. Unfortunately the Conservation Officer had no power relating to HGV restrictions which was a matter for Highways.
- d) Damage to property Cherry Tree Lane: The chairman advised that he had met with resident who was seeking parking restrictions. It was **RESOLVED** that this matter be deferred until such time that the public house is re-opened and all interested parties can be consulted on the matter.

**523/18 To receive update on NCC budget Proposals and loss of W8 Bus service:** The meeting was referred to recent communication previously circulated relating to cost of subsidy and numbers of passengers. Further information would be required before the council could give realistic consideration to this matter. The meeting was advised that prior to route 43 being introduced the route 41 Northampton to Bedford bus was routed to stop at the bus shelter at The Cross in the village. **ACTION:** clerk to write to authority regarding re-routing of the route 41 Northampton to Bedford bus back into village.

**524/18 Further Development of BT Telephone Kiosk:** Further consideration was given to this matter and it was **RESOLVED** that the council seek a 'champion' to take on the task of managing the conversion and development of the telephone kiosk.

**525/18 To consider the monthly message:** Telephone Kiosk & loss of bus service

**The Chairman closed the meeting at 9.40pm**

Signed.....

Date.....