

Minutes of the Ordinary Meeting of GREAT HOUGHTON PARISH COUNCIL held on Tuesday 10 January 2017, in the Village Hall, Great Houghton (subject to approval at next meeting)

Present: Cllr T Skirrow (Chair), Cllr B Garner, Cllr N Declerck, Cllr P Jinks

Also present: Mike Billingham Parish Clerk

294/17 Opening procedures:

- a) **Apologies for absence** – Apologies were received from Cllr R Shaw, Cllr G Kilburn, NBC Cllr P Flavell, Cllr T Bowler and PCSO K Parris.
- b) **Approval of the minutes of the previous meeting** – The minutes of the ordinary meeting dated 13 December 2016 were approved, as a true record by the meeting and signed by the chair.
- c) **Declarations of interests from members** – There were no declaration of interests from those present.

295/17 Public Participation Section: No members of the public present

296/17 Reports

- a) **County Councillor** No Report provided
- b) **Borough Councillor** Cllr Flavell provided following written report: I have been asking the new cabinet member for environment if he can come to one of the meetings to meet everyone and perhaps at some stage walk the cycle way with me and yourself as the last cabinet member did, I also asked him to look into all the details of the cycle way. I received this e-mail from him today. I have checked this out and the maintenance of the cycle way, according to our records is NCC's responsibility to deal with. There were a number of issues along there in terms of motor-cycle nuisance and ASB that I know them police were dealing with, as it was raised to me when I was the portfolio holder for Community Safety. Please pass on my apologies to the meeting as would have liked to be there in person, particularly to get feedback on the service design of the new Enterprise Contract. If they are so minded, I would welcome an invitation to their next meeting instead. **ACTION** Clerk to invite Cllr Hallam to next meeting.
- c) **Police:** Emailed report submitted: there had been a theft of equipment from van at Willow Crescent 20/21 December November. Further report on changes to Police representation in area.
- d) **Great Houghton Playing Fields Association:** The Council was referred to the minutes of the GHPFA meeting held on 29 November 2016

297/17 Finance & Administration Reports

- a) **To Receive Receipts and Payments Account** – Members received the Receipts and Payments account for the period to the end of November 2016. The Clerk confirmed a bank balance of £35988.31 Credits of £40 Advertising and £334.99 from WI for Bench had been received into the account.
- b) **Following Payments were authorised:**

BT	100297	Telephone	106.92	17.82
Hunsbury Tarmac	100298	Bench	425.00	
AC Print	100299	Parish News Printing	300.00	
Parish Clerk	100300	Expenses	52.60	
Parish Clerk	100302	Salary	192.00	
HMRC	100303	Income Tax	48.00	
			1124.52	17.82

The Clerk advised the meeting that a direct debit on behalf of 123Reg (web hosting company) had now been set up for renewal of annual fee.

- C) **Signatories to Accounts** – Cllr Declerck had now completed the form of authority which also required Cllr Skirrow and Cllr Shaw to complete.
- D) **Bank Reconciliation:** Cllr Bowler had now undertaken a quarterly review of accounts as required by the internal control measures and had found everything to be in order. The only difference between the account and bank statement being an outstanding cheque of £486 to GraphicVent. The Chair signed off the appropriate inspection report.
- E) **2017/18 Precept/Special Expenses.** **ACTION** Clerk to submit to councillors prior to next meeting proposed budget amendments for their consideration and determination at next meeting. **ACTION** Clerk to write to NBC seeking clarity over proposed special expenses.

- F) **To ratify purchase of CCTV equipment:** The Clerk referred the council to the further quote required by finance policy and the Council ratified their decision to go ahead with the purchase of equipment from Assured. **ACTION** Clerk to confirm purchase with company.

298/17 To Receive the Clerks Report:

- a) **Re-Location of Traffic Speed Indicator:** Cllr Skirrow reported that he had surveyed the site and believed that the best location for the speed camera would be at the junction of The Cross/ High Street. **ACTION** Clerk to arrange installation of bracket onto pole. **ACTION** Cllr Skirrow to arrange movement of sign.
- b) **War Memorial.** The Clerk advised the meeting of the progress made with the application for protected building consent which had now been completed and referred to planning committee for consideration. Consultation regarding the proposed tree work was still ongoing with no response yet received.
- c) **Pension Regulations:** The clerk advised the meeting of the need for confirmation that pension contributions were not required to be provided. **ACTION** Clerk to submit written notification.
- d) **Arrangements for April Meeting:** The Clerk advised that due to holiday commitments he would not be available to attend the GHPC meeting on Tuesday 11 April 2017. **RESOLVED** that Tina Charteress be requested to provide cover for clerking duties at meeting. **ACTION** Clerk to write to Tina to confirm arrangements.

299/17 To review current planning procedures: Cllr Declerck sought clarity as to the process for considering planning applications within the Parish. The Clerk explained that such matters can only be dealt with through properly constituted meetings open to the public, pre advertised, with an Agenda and recorded minutes. The Chairman Cllr Skirrow clarified that all councillors, on receiving prior notification of a planning application, should give full consideration to same in order that considered views and opinions can be debated and determined at the meeting.

300/17 To receive the planning report:

1) Brought Forward from previous month(s)

N/2016/1443 31 High Street Demolition of existing garage and erection of two storey side front and rear extension	Concerns expressed regarding possible problems for near neighbours with loss of privacy by overlooking through the proposed development and would seek that any concerns expressed by neighbours be given full consideration	
N/2016/1571 & N/2016/1572 3 Cherry Tree Lane Tree work – 2 x sycamores	No objection	Full Approval granted 06/01/2017

2. Applications Received

N/2016/1646 77 High Street Rear Ground and first floor extension	Concerns expressed regarding the close proximity of development to property boundary. Adverse impact on traffic flow during building work. Seek that a structural engineers report be obtained on condition of retaining wall adjacent to the highway, concerns being the potential collapse during materials deliveries	
N/2016/1684 John Dryden House – 8-10 The Lakes Front Entrance extension	No Objection	

The Clerk referred the council to the letter previously circulated regarding the proposed Hampton Green public consultation and exhibition (junction of The Green/ Newport Pagnell Road). The Clerk also advised of telephone call received from them seeking to publicise in village. **ACTION** Clerk to write offering opportunity to promote through village news and hire of hall.

301/17 To further consider recent planning developments within Conservation Area. Cllr Declerck raised concerns regarding the screening that had now been fitted at the Old Cherry Tree and queried response from NBC as to rendering applied to Bay Leaf Cottage. **ACTION** Clerk to write further to Conservation officer expressing Parish Councils ongoing concerns and seeking their response.

302/17 To consider further Parish response to the NBC Local Plan (Part2): Ongoing

303/17 To further consider and determine development report and expenditure from GHPFA – The council discussed the various sections of the GHPFA report (appendix 1). **RESOLVED** having received the third quote GHPC will purchase replacement CCTV equipment (CC1). The Clerk advised that further to minute 291/16 of the last meeting, no further information had yet been received from GHPFA relating to other items in the report. Regarding the proposed building work (BW1-3) the Council required information as to the business plan with estimate of additional income that may thereby be generated before they could determine this matter. **RESOLVED** GHPC would undertake to maintain the Playing Field ditches and hedgerow (EX6) along Leys Lane and Lime Farm Way. **RESOLVED** GHPC would fund the creation of picnic and seating area (EX09). **ACTION** Clerk to write to GHPFA seeking further information.

304/17 To consider and determine further future arrangements for Parish Website and Facebook – The Clerk referred the meeting to his notes, previously circulated, from meeting with GraphicVent regarding website:
I would confirm that the links need to be reconnected so that we are able to access the Accounts and Policies from the Parish Council page on the website. I would confirm that the 2014 Agenda's and Minutes be removed in order to create space for those throughout 2017. I would confirm that the minutes for May 2015 & 2016 need to be replaced with the combined minutes (including Annual, Ordinary, & Parish, meetings) which I emailed to you last September and are available on OneDrive. I note that you will look at the possibility of adding our email address (clerk) as a link from the Councillor details on the Parish Council page. I also note you advising me that our Facebook page is about ready for launching and that you hope to complete these matters by the end of this week.

305/17 Current Agreement with BT Maintenance of telephone box. Cllr Declerck raised concerns as to state of box. The Clerk advised the meeting of the terms of the GHPC agreement with BT. **ACTION** Clerk to write to BT requesting copies of annual inspection report's and level of use.

306/17 Further consider general village maintenance: The meeting was reminded of intention to enquire with the contractor who fitted Bench further village maintenance projects such as the repair and replacement of chain-link fencing. **ACTION** Clerk to write to contractor.

307/17 To consider the monthly public messages – Facebook Page going live

The Chairman closed the meeting at 9.55pm

Signed

Date