

Minutes of the Ordinary Meeting of GREAT HOUGHTON PARISH COUNCIL held on Tuesday 14 February 2017, in the Village Hall, Great Houghton (subject to approval at next meeting)

Present: Cllr T Skirrow (Chair), Cllr N Declerck, Cllr P Jinks, Cllr T Bowler, Cllr G Kilborn, Cllr R Shaw

Also present: Mike Billingham Parish Clerk, NBC Cllr P Flavell, NBC Cllr M Hallam, PC A Woods, SPC Chris Thompson, NBC Neighbourhood Warden Lorraine Wright

308/17 Opening procedures:

- a) **Apologies for absence** – No Apologies received however the Chair advised the meeting that regrettably Cllr Garner had tendered his resignation from the council due to work commitments. **ACTION** Clerk to write to Bill Garner thanking him for his services to the Council and extending best wishes for the future.
- b) **Approval of the minutes of the previous meeting** – The minutes of the ordinary meeting dated 10 January 2017 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.

309/17 Public Participation Section: No members of the public present

310/17 Reports

- a) **County Councillor** No Report provided
- b) **Borough Councillor** Cllr Flavell introduced Cllr Mike Hallam, Cabinet Member for the Environment, to the meeting who advised that he was, principally responsible for the Enterprise Contract which was currently being reviewed. NBC had already conducted a survey of residents regarding the service provided, the results from which would form the basis for tendering for the new contract in 2018. Cllr Hallam enquired as to issues in village and the chair advised of the outstanding problem with maintenance of the cycleway on the section of the disused railway. Initially it was proposed to develop the cycleway all the way through to Brafield, but due to objections from landowners at the time this matter was not pursued. Maintenance of this was and is the responsibility of NCC although the actual work was carried out by NBC and 'cross charged' to NCC. However since the abolition of cross charging neither NCC nor NBC are willing to take responsibility for this and it has proved to be extremely difficult to obtain regular maintenance. It was confirmed that NCC owned the land and that Enterprise were currently responsible for all Brackmills maintenance. The Parish Council would like to see the disused railway opened as part of the cycleway. Cllr Hallam advised that a survey of resident should be undertaken in the first place to ascertain their preferred option and that NBC could assist in this matter. NBC Warden, Lorraine Wright advised that such maintenance could possibly be undertaken by Community Payback through NBC, along with other areas of maintenance such as the Pocket Park and GHPFA ditch work. Another issue was the matter of the Rides through Brackmills Wood which were not being maintained. **ACTION** Lorraine Wright and Cllr Flavell to liaise with GHPC on the matter of ongoing maintenance projects through Community Payback scheme. Cllr Hallam also advised of NBC recent developments in tackling litter and fly-tipping. They had undergone trials with a contractor with an increase in penalty notices from 80 to 1500 and that they would be taking this matter further. The matter of the switched off lamp in Leys Lane that belonged to South Northants was discussed along with the outstanding issue of the faded road sign at The Cross which needed replacing. This had been referred to Street Doctor but was outside their control and had been reported to James Kay at NBC. Cllr Flavell to make further enquiries on these matters. The Chair thanked Cllr Hallam and Cllr Flavell for their attendance and they then left the meeting.
- c) **Police/ Neighbourhood Warden** PC Andy Woods confirmed that there had been no reported crime in the Parish during January. He advised of changes in the local policing team structure that included an additional SPC and that he would be seeking to patrol the village on a regular basis. Any incidents must be reported through 101 in order to ensure that there was a full log of all such reports. Warden, Lorraine Wright reported on problems with litter and unsocial actions in car park at Brackmills Wood which was now being targeted for enforcement. She also advised that the Blue 4x4 parked on the path in Little Lane without number plates was to be 'lifted' and taken away as there had been no response to her enquiries regarding the owner. Other vehicles reported to her were taxed and therefore unable to take any action at this time. Regarding dog fouling, she was not aware of any reported concerns but would be able to arrange for appropriate warning notices to be installed. **ACTION** Clerk to confirm location for signs. The meeting was joined by SPC Chris Thompson who reported on the changes that had been implemented since he was first appointed under the previous Police Crime Commissioner. He had completed his IP Training and was now able to commence patrolling the village as a warranted officer. It was his intention to ensure through his patrols that people would be aware that there was a regular Police presence. He was also building his knowledge of vehicle movement and ownership. The Chair thanked PC Woods, SPC Thompson and Warden Wright for their attendance and greatly appreciated support and they then left the meeting.
- d) **Great Houghton Playing Fields Association:** The meeting was referred to GHPFA minutes 31 Jan 17 (previously circulated). The Clerk referred the Council to letter to GHPFA (previously circulated) advising of the Councils determination of items contained in the development plan. No further details have yet been received from GHPFA.

311/17 Finance & Administration Reports

- a) **To Receive Receipts and Payments Account** – Members received the Receipts and Payments account for the period to the end of January 2017. The Clerk confirmed a bank balance of £35119.19. Credits of £255 Advertising had been received into the account.
- b) **Following Payments were authorised:**

14 Parish Clerk	100305	Salary	192.79	
14 HMRC	100306	Income Tax	48.00	
14 Parish Clerk	100307	Expenses	75.70	
14 BT	100308	Broadband	84.00	14.00
14 Smith of Derby	100309	Church Clock	232.80	38.80
14 AC Print	100310	Parish News Printing	265.00	
14 D Thomason	100311	Tree Services	220.00	
			1118.29	52.80

The Clerk advised the meeting that a direct debit payment of £3133.46 towards the loan payment would be made on the 1st March 2017.

- C) **Signatories to Accounts** – The Clerk advised that the forms had been completed and delivered to the branch but to date no confirmation of the added signatory had yet been received. **ACTION** Clerk to pursue with Bank
- D) **To Adopt 2017/18 Precept/Special Expenses & Budget.** Clerk confirmed that the confusion relating to Special Expenses which had previously been agreed (minute 254/16) had now been resolved with NBC confirming and correcting their error. The Clerk referred the meeting to the proposed budget for next financial year and advised of uplifts in itemised amounts that had already been agreed by the council. Further matters outstanding from the GHPFA development report and not yet resolved had not been included in this proposed budget. It was **RESOLVED** to adopt this proposed budget (see appendix a) for the 2017/18 financial year. It was further **RESOLVED** that the Precept for 2017/18 would be increased by £600 to £20300 being equal to the reduction in Special Expenses by GHPC taking responsibility for future maintenance of agreed areas of parks and open spaces.

312/17 To Receive the Clerks Report:

- a) **War Memorial.** The Clerk confirmed that the tee work had now been carried out however there had been no further response regarding the application to carry out the work on the listed building. The clerk referred the meeting to his subsequent enquiry, previously circulated but had not yet received any response. Ongoing
- b) **Pension Regulations:** The clerk advised the meeting that the appropriate form had been completed and submitted. He had also responded to their request for further information and awaited Pensions Regulator response. The Clerk was provided with further useful information on this matter.
- c) **BT Telephone Box** The clerk referred the meeting to previously circulated communications from BT. No reported faults on this kiosk .We do not hold annual inspection reports as such. This is a “cashless “ payphone, since 2008 just 5 calls have been made from this kiosk.We are currently undertaking a removal programme and should you wish to cancel your sponsorship of this kiosk , please let us know and we will add this to our programme ,alternatively you may wish to adopt it. The clerk having clarified in his budget report that, although there was a separate allocation in the accounts summary for the cost of the BT Box, there was no separate ‘payment’ stream relevant to this allocation with the cost of the BT Box actually being recorded and included in the ‘payments’ stream for Telephones & Broadband and shown in the accounts summary as Telephones & Broadband. Accordingly the reference to BT Box had now been removed from the accounts summary. **ACTION** Clerk to make further enquiries regarding adoption of Kiosk.
- d) **To further consider general village maintenance issues;** The meeting was referred to concerns from WI regarding bench installation and the Clerk advised the meeting that a quote of £900 had been received from the contractor who installed the bench for the resetting and painting of posts and chain-link fencing at both the Cross and the Green. **ACTION** the clerk to liaise with the contractor with a view of obtaining an acceptable quote for both resetting and repainting the posts and fencing as well as laying additional concrete connecting the bench to the footpath. Matters relating to abandoned cars in village and the road sign at The Cross had been previously addressed (see above minute 310/17 Reports). IT was **RESOLVED** that future Agendas include a standing item for matters relating to ongoing village maintenance and welfare issues.

313/17 To receive the planning report:

2. Applications Received

N/2016/1443 31 High Street	Concerns expressed regarding possible problems for near neighbours with loss of privacy by	
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Demolish garage erect two storey side front and rear extensions, rear balcony and raise roof height	overlooking through the proposed development and would seek that any concerns expressed by neighbours be given full consideration Layout and Density of Building within area. adverse impact on nearby listed building and conservation area	
N/2017/0102 Little Norway. Variation of conditions 2, 6, 15, 22, 234 and 27 of planning permission N/2016/0412	No Comment regarding these variations having previously strongly objected to original application.	
N/2017/0088 24 The Green First Floor extension over garage	Concerns expressed that development will create loss of privacy by overlooking neighbouring property resulting in loss of light through overshadowing. Adverse impact on neighbouring listed building through layout and density of building.	

314/17 To further consider planning decisions within conservation area: The Meeting was referred to responses from Conservation Officer. The Cherry Tree installation was to be screened through growth of plants and shrubbery in accordance with planning approval and will continue to be monitored by Conservation Officer. Bay Leaf Cottage, planning permission included rendering of rear of building and not just extension.

315/17 To consider further Parish response to the NBC Local Plan (Part2) and to consider and determine representation for proposed joint executive committee : The meeting was advised of the discussions at the joint meeting organised by Wotton Parish Council regarding the South Northants Local Plan (part2A) Preferred Options consultation (part 1) Documents (minutes previously circulated). It was **RESOLVED** that the invitation from Wootton Parish Council to join the Executive Committee be accepted and that Cllr Skirrow be appointed to represent Great Houghton Parish Council as a member of this Executive Committee to form an action forum which will be administered by Wootton Parish Council.
ACTION Clerk to notify Wotton Parish Council of this resolution.

316/17 To further consider and determine development report and expenditure from GHPFA: The Clerk referred the meeting to his letter to GHPFA (previously circulated) advising them of the Councils decisions relating to their development report. Purchase of the CCTV equipment had now been confirmed with Assured PLC who was now making arrangements for installation with GHPFA. No further information had been received from GHPFA relating to other items contained in the Development Report.

317/17 To consider and determine further future arrangements for Parish Website and Facebook – The Clerk reminded the Council of previous request from GHPFA (minute 179/16) regarding access to a separate page on the Great Houghton website. **ACTION** the clerk to write to GraphicVent regarding this request.

318/17 Consider current and future process for GHPC Minutes: Concern was expressed regarding the wider circulation of minutes that had not previously been seen by all Parish Councillors. The Clerk explained that the process of circulating minutes that were to be approved at the following council meeting was an established common best practise as advised by NCALC and SLCC. Minutes can only be approved by the full council at a constituted meeting of the council. Whilst it was also his practise to seek that the Chair of the Council had prior sight of a draft copy, in order to bring attention to any obvious mistake or omissions, neither he or any other single councillor had power to alter or rescind the minutes other than through the due process. Both the published Agendas and Minutes referred to minutes being subject to approval. Whilst the Clerk had no problem with circulating a draft copy to all councillors, it would be inappropriate to be placed in a position of having to deal with considerations and/or objections from individual councillors which can only be dealt with at a council meeting.
ACTION heading of future minutes to make clear ‘subject to approval at next meeting’

319/17 To further consider street sign at The Cross: Previously addressed see minute 310/17 Reports above.

320/17 To consider the monthly public messages – New Councillor Vacancy – Welcome to SPC Chris Thompson.

The Chairman closed the meeting at 10.10pm

Signed

Date

Appendix A GREAT HOUGHTON PARISH COUNCIL

2017/2018 RECEIPTS AND PAYMENTS DRAFT BUDGET

2015/16 ACTUAL		2016/17 ACTUAL TO DATE	2017/18 ANNUAL BUDGET
£	RECEIPTS	£	£
19,700.00	Precept	19,700.00	20,300
59.00	Grants/S106	0.00	0
0.00	Insurance claims	0.00	0
6.73	Bank interest	5.35	7
755.00	Advertising for Village Magazine	507.50	800
1,910.00	VAT claims	357.93	350
15.36	Other	350.64	0
22,446.09	Total receipts	20,921.42	21,457
	PAYMENTS		
	Village Maintenance		
2,460.00	Mowing	1,640.00	3,000
1,200.00	Dog Bin Emptying	0.00	1,200
0.00	Other	136.00	1,000
3,660.00		1,776.00	5,200.00
0.00	Pocket Park Maintenance		
0.00	Maintenance	0.00	100
0.00		0.00	100
	Church Clock		
188.00	Maintenance	0.00	220
188.00		0.00	220
	Village Hall		
2,000.00	Replacement	0.00	4,000
6,266.92	Loan repayment	3,133.46	6,300
8,266.92		3,133.46	10,300
	Grants & Donations (under s137, Local Government Act 1972)		
	<i>7.42x 502 = £3724.84</i>		
	<i>maximum</i>		
	<i>this year</i>		
	£		
0.00	Royal British Legion Remembrance Day appeal	0.00	50
0.00	General Power of Competence	0.00	0
0.00	Other (electorate discretion)	0.00	100
0.00		414.99	150.00
	Administration		
862.58	Clerk	578.37	2,350
220.15	Expenses	497.57	500
0.00	Clrs expenses	0.00	100
0.00	Travel Allowance	0.00	100
386.40	Insurance	399.15	400
268.96	Stationery & postage	228.57	250
990.58	Telephones & Broadband	765.89	800
317.00	Audit	156.00	400
35.88	Web site	529.06	750
291.82	New and replacement equipment- Defibrillator	1,042.81	1,000
179.60	PAYE & NI	144.00	600
302.34	Training	305.00	300
462.00	Hall rental	0.00	460
600.00	Professional fees	300.00	100
376.72	Subscriptions	541.50	550
1,830.00	Parish News Printing	925.00	2,000
975.00	Other costs	0.00	0
8,099.03		6,412.92	10,960
357.93	VAT	236.17	250
20,571.88	Total Payments	11,973.54	27,180.00
1,874.21	Net Receipts/ (Payments)	8,947.88	(5,723.00)
TOTAL	Bank Balances	TOTAL	TOTAL
25,291.32	Opening	27,040.43	33,500
1,874.21	Net Receipts/ (Payments)	8,947.88	(6,523.00)
27,165.53	Closing	35,988.31	26,977