

**Minutes of the Ordinary Meeting of GREAT HOUGHTON PARISH COUNCIL held on Tuesday 13<sup>th</sup> June 2017, in the Village Hall, Great Houghton (Subject to approval at next meeting)**

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

**Also present:** M Billingham Parish Clerk, County Cllr Lizzy Bowen, Borough Cllr Penny Flavell, PC A Woods and PC Shaun Parrott

**368/17 Opening procedures:**

- a) **Apologies for absence** – were received and approved from Cllr Declerck (Holiday) Warden Lorraine Wright.
- b) **Approval of the minutes of the previous meeting** – The minutes of the annual parish meeting dated 9 May 2017 were approved, as a true record by the meeting and signed by the Chairman.
- c) **Declarations of interests from members** – There were no declaration of interests from those present.

**369/17 Public Participation Section:** There were no members of the public present

**370/17 Reports**

- a) **County Councillor.** The chairman congratulated Cllr Bowen on her recent election as the Nene Valley representative. Cllr Bowen reported that she had been heavily involved in the recent general election, she had visited all Parishes within the Nene Valley area and was compiling an action plan based on feed-back received. She was aware of problems with pot-holes, traffic using back lane as rat-run and planning issues. That she had been allocated particular responsibility for finance and health matters
- b) **Borough Councillor** Cllr Penny Flavell advised that she had attended today a site visit along with Cllr Bowler and members of the planning committee at 33 High Street and spoken to the developer and planning officer regarding parish council concerns. Concerned that matter of maintenance of cycleway remained unclear. Agreed to work jointly with County Cllr Bowen to seek clarification. Will take up the matter of community team engagement with the Neighbourhood Warden. The matter of cutting the ridings through Brackmills Wood was also raised. **ACTION**, clerk to provide updates relating to cycleway.
- c) **Police/ Neighbourhood Warden** – The police reported no reported crime in the area for last month. Had carried out a speeding operation in the village but pleased to report no issue with highest speed recorded being just 32 mph.
- d) **Great Houghton Playing Fields Association:** The meeting was referred to the GHPFA minutes of the 30 May 2017 previously circulated.

**371/17 To assign Councillors Responsibilities and Areas**

- a. There were no changes to the current areas of responsibility.
- b. It was **RESOLVED** that Cllr Kilborn be appointed responsible for Finance Internal Control
- c. It was **RESOLVED** that Cllr Jinks, Cllr Shaw and Cllr Declerck be appointed to the Planning advisory committee.
- d. It was **RESOLVED** that Cllr Cansdale be appointed responsible for Maintenance issues
- e. It was **RESOLVED** that Cllr Cansdale be appointed responsibility for the Speed Awareness Camera. **ACTION** the clerk to write to Tony Skirrow on this matter.
- f. It was **RESOLVED** that the Parish Clerk would be responsible for the Defibrillators
- g. It was **RESOLVED** that Cllr Bowler be the council representative, with executive powers, on the SNC Local Plan 2A Joint Parish Committee
- h. It was **RESOLVED** that Cllr Jinks and Cllr Kilborn represent the council on the GHPFA committee

**372/17 To Consider and Adopt further updates and new policies**

The council was referred to the policies previously circulated and taken as read. It was **RESOLVED** that the following policies be adopted: Standing Orders (update), Training and Development, Code of Conduct (update), Travel, Website Governance.

**373/17 Finance & Administration Reports**

- a. Members received and **APPROVED** the Receipts and Payments account for the period to the end of May 2017. The Clerk confirmed a bank balance of £33628.49. Income includes £50 advertising and 40p interest.

b. Members **APPROVED** the annual salary increase for the Parish Clerk. The new rate to be applicable from 1<sup>st</sup> April 2017

c. Members **AUTHORISED** the following payments

13 Independent Memorial	100334	Clean War Memorial	1734.00
13 AON	100336	Insurance Renewal	408.26
13 Paul Wright	100337	Maintenance	120.00
13 AC Print	100338	Parish News	280.00
13 Parish Clerk	100339	Salary	196.25
13 HMRC	100340	PAYE	49.40
13 Graphic Vent	100341	Website	81.00
13 S Cross	100342	Maintenance	1000.00
13 Parish Clerk	100343	Expenses	86.50
13 GHPFA	100344	Room Hire	132.00

**4087.41**

d. Members received and **APPROVED** the Internal Auditors report

e. Members considered and **APPROVED** updates to the annual budget relating to maintenance, training, travel, and grants & donations (see appendix A)

f. It was **RESOLVED** that the new chairman Cllr Bowler be added as a signatory to the accounts.

#### 374/17 To Receive the Clerks Report:

War Memorial – It was confirmed that the work on the War Memorial had now been completed and members were referred to the IMI report previously circulated regarding its condition. It was the council's opinion that no further work is required at this time.

#### 375/17 To receive the planning report:

#### Applications Received

<b>N/2017/0689</b> <b>34 High Street</b> <b>Gt Houghton NN4 7AF</b> Listed building single storey rear extension	This matter to be considered by the Planning Advisory Committee and any subsequent considerations to be referred to the planning authority by the Parish Clerk under delegated power. <b>ACTION</b> the clerk to invite the NBC Conservation Officer to meet with the council or the advisory committee.	
<b>N/2017/0688</b> <b>34 High Street</b> <b>Gt Houghton NN4 7AF</b> Single Storey extension	This matter to be considered by the Planning Advisory Committee and any subsequent considerations to be referred to the planning authority by the Parish Clerk under delegated power.	
<b>N/2017/0393</b> <b>29 High Street</b> <b>Gt Houghton NN4 7AF</b> Two storey side and rear extension New porch	The meeting was advised that this application has been approved by the planning authority having been amended to facilitate the concerns raised by the Parish Council	Approved 02/06/2017
<b>Northampton Highways</b> <b>Bus Stop Consultation</b> <b>The Green, Gt Houghton</b>	The council expressed concern regarding the proposed location of this bus stop. <b>ACTION</b> the clerk to write to Highways and invite them to an onsite meeting to consider and discuss this matter.	

**376/17 To consider and determine future planning consideration process.** The clerk referred the meeting to his advice previously circulated by email on the 23 May 2017 along with the attached document 'Commenting on Planning Applications. It was **RESOLVED** that a planning advisory group be established to consider and advise on future applications. It was further **RESOLVED** that Cllr Shaw, Cllr Declerck, and Cllr Jinks be appointed to this

advisory group. IT was further **RESOLVED** that the Clerk be given delegated power to deal with planning applications, having consulted the advisory group on applications that cannot or need not be considered by the council within the time frame.

**377/17 To consider further the NBC Northampton Local Plan.** The clerk advised the meeting that no further information had been received for consideration.

**378/17 To consider further joint Parish response to the SNC Local Plan (Part2 a)**

A response had been received from Andrea Leadsom office advising that she was unable to respond during the election period. It was suggested that the council may need to write again. There was to be a further meeting of the joint parish SNC Committee on Thursday 15 June which the chairman will be attending. This item to be carried over to next meeting.

**379/17 To consider any updates regarding development report and expenditure from GHPFA**

This item will be carried over to the next meeting

**380/17 To consider further current Parish Council Vacancy**

There has been no interest, so far, in this role. It was **RESOLVED** that a prominent full page be reserved in the next issue of the Parish News to promote this vacancy.

**381/17 To receive Report on village maintenance matters.** The clerk advised the meeting that the dead tree and broken bow had been removed from The Green, the overgrown hedge obstruction a footpath had been cut back and cleared, the chain-link fencing on the Cross and The Green and rails in the High Street had been repaired and re-painted, the additional concrete had been laid at the bench and the verge along the raised pavement near the church had been cut. **ACTION** the clerk to contact Highways regarding the broken rail along the raised footpath in the High Street.

**382/17 To further consider request from Highways for information relating to maintenance of footpaths**

The meeting was advised of responses received from councillors which were considered. **ACTION** the clerk to respond on behalf of the council seeking that priority is given to all footpaths within the Parish which were all equally well used by residents and visitors alike.

**383/17 To consider and determine what action can be taken regarding inappropriate heavy vehicles passing through the village.** Concerns were raised regarding the increased number of heavy vehicles cutting through the village. **ACTION:** the Clerk to write to Highways Officer with an invitation to tour the village along with council representatives.

**384/17 To consider and determine what action can be taken regarding the maintenance of the cemetery**

The clerk advised that having received complaint from resident, he had visited the cemetery and concurred that there were areas that needed addressing, these being the groundwork at the entrance, the gateway and footpaths at the far end. **ACTION** the Clerk to write to the NBC cemetery officer seeking that these matters be addressed.

**385/17 To consider the monthly messages**

The chairman advised the meeting that as there was only 32 people accessing the twitter messages was it worth continuing? The matter was to be considered further following discussions with website manager. It was **RESOLVED:** to advise the Parish of the current vacancy and the issue of dog mess at the pocket park area.

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

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Signed  
Appendix A- Amended Budget

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Date

**GREAT HOUGHTON PARISH COUNCIL**  
**2017/2018 RECEIPTS AND PAYMENTS ACCOUNT TO 31/05/2017**

2016/2017		ACTUAL	ANNUAL
ACTUAL		TO DATE	BUDGET
TO DATE			
£	RECEIPTS	£	£
19,700.00	Precept	10,150.00	20,300
0.00	Grants/S106	0.00	0
0.00	Insurance claims	0.00	0
6.52	Bank interest	0.79	7
836.50	Advertising for Village Magazine	50.00	800
357.93	VAT claims	0.00	350
889.05	Other	0.00	0
<b>21,790.00</b>	<b>Total receipts</b>	<b>10,200.79</b>	<b>21,457</b>
<b>PAYMENTS</b>			
<b>Village Maintenance</b>			
1,900.00	Mowing	240.00	3,000
600.00	Dog Bin Emptying	0.00	1,200
561.00	Other	65.00	2,000
<b>3,061.00</b>		<b>305.00</b>	<b>6,200.00</b>
0.00	<b>Pocket Park Maintenance</b>		
0.00	Maintenance	0.00	100
<b>0.00</b>		<b>0.00</b>	<b>100</b>
<b>Church Clock</b>			
194.00	Maintenance	0.00	220
<b>194.00</b>		<b>0.00</b>	<b>220</b>
<b>Village Hall</b>			
0.00	Replacement	3,962.71	4,000
6,266.92	Loan repayment	0.00	6,300
<b>6,266.92</b>		<b>3,962.71</b>	<b>10,300</b>
<b>Grants &amp; Donations</b> (under s137, Local Government Act 1972)			
maximum this year £ 7.57 x 502 = £3800.14			
0.00	Royal British Legion Remembrance Day appeal	0.00	150
0.00	Other (electorate discretion)	0.00	0
<b>0.00</b>		<b>0.00</b>	<b>150.00</b>
<b>Administration</b>			
1,155.95	Clerk	383.58	2,350
147.00	Expenses	18.00	500
0.00	Cllrs expenses	0.00	100
62.46	Travel Allowance	55.68	200
399.15	Insurance	0.00	400
457.41	Stationery & postage	49.13	250
1,079.99	Telephones & Broadband	197.77	800
156.00	Audit	0.00	400
529.06	Web site	157.07	750
1,483.07	New and replacement equipment- Defibrillator	0.00	1,000
288.00	PAYE & NI	98.00	600
310.00	Training	583.40	1,000
0.00	Hall rental	198.00	300
300.00	Professional fees	75.19	460
576.50	Subscriptions	542.16	550
1,490.00	Parish News Printing	250.00	2,000
220.00	Other costs	0.00	0
<b>8,654.59</b>		<b>2,607.98</b>	<b>11,660</b>
306.79	<b>VAT</b>	43.73	250
<b>18,483.30</b>	<b>Total Payments</b>	<b>6,919.42</b>	<b>28,880.00</b>
<b>3,306.70</b>	<b>Net Receipts/ (Payments)</b>	<b>3,281.37</b>	<b>(7,423.00)</b>
<b>TOTAL</b>		<b>TOTAL</b>	<b>TOTAL</b>
27,040.42	Opening	30,347.12	33,500
3,306.70	Net Receipts/ (Payments)	3,281.37	(6,523.00)
<b>30,347.12</b>	Closing	<b>33,628.49</b>	<b>26,977</b>

Great Houghton Parish Council

Accounts