

**Minutes of the Ordinary Meeting of GREAT HOUGHTON PARISH COUNCIL held on Tuesday 12 September 2017,  
in the Village Hall, Great Houghton (Subject to approval at next meeting)**

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

**Also present:** M Billingham Parish Clerk, NCC Cllr E Bowen, members of public F & R Knowles, D & K Richmond, T & A Barnes, R Jeakings

**399/17 Opening procedures:**

- a) **Apologies for absence** – were received and approved from Cllr Cansdale (Holiday), Cllr Declerck (child arrangements)
- b) **Approval of the minutes of the previous meeting** –Subject to clarification from the Clerk, the minutes of the ordinary meeting dated 8 August 2017 were approved, as a true record by the meeting and signed by the Chairman.
- c) **Declarations of interests from members** –There were no declarations of interests

**400/17 Public Participation Section:** Members of the public addressed the council and submitted documents (attached) regarding their serious concerns relating to the proposed relocation of the Bus Stop outside the White Hart in the High Street. The chairman thanked them for attendance and ensured that their concerns would be taken into account when the Council debated the matter later on in the Agenda (418/17 (d))

**401/17 Reports**

- a) **County Councillor.** Cllr Bowen reported on her recent activities – Finance matters including adult health care seeking appropriate support for dementia care and compiling strategy. – Resolution of the lighting issue in Leys Lane – Had recently met with owner/developer of old School site who was very positive and keen to work with the Council and the community. - Agreed to take up the matter of HGV traffic with appropriate authority on behalf of Parish Council.
- b) **Borough Councillor** The meeting was referred to earlier emails received from Cllr Flavell regarding the cutting of the tree at the Cherry Tree and the NBC position relating to HGV’s through the village.
- c) **Police/ Neighbourhood Warden** The meeting was referred to report from Police - 2 burglaries reported in August, the first during the daytime of 02 August in Willow Lane, this has been filed as undetected. The second was during the evening of 09 August, this still has outstanding enquiries that are being progressed. PC Parrott has now left the team, his replacement has been identified and will start on 30 October 2017, PCSO Andy Wood will remain your contact, he will be supported by PC Parr and PC Lemon for any tasks that require an officer’s intervention.
- d) **Great Houghton Playing Fields Association (GHPFA):** The meeting was referred to the minutes of the GHPFA meeting
- e) **402/17 Finance & Administration Reports**
  - a. Members received and **APPROVED** the Receipts and Payments account for the period to the end of July 2017. The Clerk confirmed a balance of £28907.05. Income includes £8 advertising, £15.65 Wayleaves, £429.37 VAT Refund, and 40p interest. There were no outstanding cheques from previous month.
  - b. Members **AUTHORISED** the following payments:

8 AC Print	100351	PAYE	250.00	
8 Paul Wright	100352	Village maintenance	190.00	
8 Parish Clerk	100353	Salary	194.42	
8 Parish Clerk	100354	Expenses	64.32	
8 HMRC	100355	PAYE	48.80	
8 BT	100356	Broadband	102.00	17
			<u>849.54</u>	<u>17.00</u>

**403/17 To Receive the Clerks Report:**

Confirmed that the application for the payment of the grant for the War Memorial had been made to WMT and were awaiting payment. – The meeting was referred to responses received regarding Noise from Tannoy, was not coming from Wicks. Cllr Bowen had contacted Brackmills management and was waiting a response. Further information regarding source of noise would be required before any further enquiries could be made. – Clerk referred the meeting to response from Conservation officer regarding the tree felling at the Cherry Tree and that NBC intended to take no further action. **ACTION** Clerk to write to Cllr Flavell to seek her views on this matter as the Council is far from satisfied with the response received. - The clerk explained that BT had notified of a 90 day period for processing the adoption of the Telephone Kiosk which had now expired. **ACTION:** Clerk to write further to BT on this matter. - The broken rails in the High Street had now been repaired. – The meeting was referred to training course opportunities previously circulated. **ACTION:** councillors to advise clerk if they wish to attend.

**404/17 To receive the planning report:**

Having declared an interest in these agenda items, Cllr Cansdale withdrew from the meeting at this time.

**A Applications Received**

N/2017/ 0953 16 Wymersley Close Gt Houghton Two storey side extension	Subject to no objections being raised by neighbours, the Council has no objection to this application other than concerns as to the effect on the street scene due to the proposed rendering and would seek that the planning authority give consideration to these concerns when determining the application.	
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**B** Erection of Fence at 1 Lime Farm Way: The Parish has not been consulted by the planning authority as not considered to be a planning requirement. The council is unable to comment on any covenant that relates to any individual property. The Council recognises that the obstruction of the footpath has been removed.

Cllr Cansdale returned to the meeting at this time and was advised of the above deliberations.

**C** IT was **RESOLVED** that the Council seek to adopt a Village Design Statement. **ACTION** Cllr Cansdale to approach Nigel Perkins regarding advice to the Council on this matter. **ACTION** Clerk to write to Mr Perkins inviting him to attend the next council meeting.

**D** The report from Planning Advice Group (PAG), previously circulated, was discussed and it was **RESOLVED** that the PAG should invite Cllr Flavell to join future PAG meetings. IT was also **RESOLVED** that the PAG would write to the clerk setting out any agreed concerns or objections to planning applications which the clerk would then forward to the planning authority on behalf of the Parish Council. It was further **RESOLVED** that the terms of reference be amended to include reference to both Design Statement and excluding major planning applications which would continue to be addressed by the full council only.

**405/17 To consider and approve ID cards and Terms of Reference for Planning Advisory Group.**

It was confirmed that the ID cards would only be issued to PAG representatives and also confirmed that the information contained on the draft card previously circulated was accepted. **ACTION** Clerk to arrange purchase of ID cards

**406/17 To consider further the NBC Northampton Local Plan** The chairman advised that in accordance with the agreed round-robin, he had passed on the plans to further councillor who hopefully will have passed them on to other councillor. **ACTION:** Clerk to chase up circulation of plans.

**407/17 To consider further joint Parish response to the SNC Local Plan (Part2 a)** The chairman advised that in accordance with the agreed round-robin, he had passed on the plans to further councillor who hopefully will have passed them on to other councillor. **ACTION:** Clerk to chase up circulation of plans.

**408/17 To consider and determine recruitment initiative for current Parish Council Vacancy and presentation evening.** The Clerk confirmed that the 17 October had been agreed as the most appropriate date for this event.

**408/17 To consider and determine recruitment initiative for current Parish Council Vacancy and presentation evening (Continued):**

The meeting was referred to the invitation list which totalled 80 guests including partners. It was **RESOLVED** that the Clerk send out invitation letter by way of email and seeking confirmation of attendance.

The meeting was referred to quotes received so far for catering costs which will be further considered at next meeting. **ACTION:** Clerk to remind Councillors of actions to be carried out regarding purchase of gifts.

The clerk advised the Council that they had no 'Power' to purchase presentation gifts. It was **RESOLVED** that the cost of the presentation gifts would be met from donations from councillors and others. The bar would be open for guests to purchase drinks however it was further **RESOLVED** that complimentary glass of wine will be provided. Clarification was sought and provided regarding previous emails on this matter from the Clerk and Chairman regarding communications on behalf of the Council.

**409/17 To receive Report on village maintenance matters.**

The Chairman along with the Clerk had met with the Neighbourhood Warden and a representative from Probation Services regarding the use of the Community Payback Team in dealing with maintenance issues in the village. Arrangements have been made for them to commence work on clearing the ditches surrounding the playing field from Wednesday 30<sup>th</sup> August. It is hoped that they will be able to take on the work of clearing the cycleway but further enquiries have to be made regarding access for a cage to take away cuttings. The matter of a broken link in the chain-link fencing on The Cross was raised. **ACTION:** the clerk to investigate further.

**410/17 Inappropriate heavy goods vehicles (HGV) passing through village:** The meeting was referred to previously circulated communications with Helen Howard and were aware of the sign that had been fitted at the bottom of the High Street. The Council were disappointed with the response and the level of measurement of HGV movements required before any further action could be taken by Highways. **ACTION:** the Clerk to investigate the possible purchase of more robust signs that could be placed on the Bedford Road at the junction with the High Street.

**411/17 Renewal of GHPFA Lease and Trust Deed:** The meeting was referred to further documents discovered and previously circulated by Clerk and to email received today from Action with Communities in Rural England (ACRE) providing further advice on this matter.

**ACTION:** Clerk to write further to ACRE for further advice and guidance.

**412/17 To consider the monthly messages – New Councillors - Consideration and observation of planning restrictions in conservation area**

**The Chairman closed the meeting at 9.10 pm**

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Signed

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Date