

**Minutes of the Ordinary Meeting of GREAT HOUGHTON PARISH COUNCIL held on Tuesday 10 April 2018, in the Village Hall, Great Houghton (Subject to approval at next meeting)**

<b>Present</b>	Cllr T Bowler, Cllr R Jeakings, Cllr N Declerck, Cllr R Shaw, Cllr G Kilborn																																									
<b>Also Present</b>	Mike Billingham Parish Clerk P Townsend Neighbourhood warden, W Garner																																									
<b>526/18 Opening procedures</b>	<ul style="list-style-type: none"> <li>a) To receive and approve apologies for absence.</li> <li>b) To approve the minutes of the previous meeting held on Tuesday 13 March 2018</li> <li>c) To receive declarations of interest related to the business on the agenda.</li> </ul>	<ul style="list-style-type: none"> <li>a) Apologies received from NCC Cllr Bowen, NBC Cllr Flavell, Cllr Jinks</li> <li>b) Minutes <b>APPROVED</b> subject to record of non-attendance</li> <li>c) There were no declarations of interest</li> </ul>																																								
<i>Members are reminded that the disclosure of a Disclosable Pecuniary interest will require that the member withdraws from the meeting room during the transaction of that item of business</i>																																										
<b>527/18 Public Participation Section</b>																																										
<i>Members of the public are invited to address the council. limited to 15 minutes maximum with individual contributions limited to 3 minutes</i>																																										
<b>528/18 Reports</b>	<ul style="list-style-type: none"> <li>a) To receive a report from County Councillor representative</li> <li>b) To receive a report from Borough Councillor representative</li> <li>c) To receive a report from Police / Neighbourhood Warden</li> <li>d) To receive a report from Great Houghton Playing Fields Association</li> </ul>	<ul style="list-style-type: none"> <li>a) The meeting was referred to email received. <b>ACTION:</b> To seek confirmation of time and place for visit on 8 May</li> <li>b) The meeting was referred to email received. <b>ACTION:</b> To forward best wishes for speedy recovery</li> <li>c) No report received from Police. Cllr reported attempt abduction Bedford Rd. Warden reported team out twice on Bedford Road lay.by just as bad? Enforcement issue.</li> </ul>																																								
<b>529/18 To receive and adopt the Finance &amp; Administration Report</b>	<ul style="list-style-type: none"> <li>a) To receive and approve Receipts and Payment Accounts to end of year March 2018</li> <li>b) To receive report on payments to be authorised.</li> <li>c) Approve annual Governance and Accountability Return Part 2</li> <li>d) Approve quarterly internal control report</li> <li>e) Renewal of ACRE membership</li> </ul>	<ul style="list-style-type: none"> <li>a) The end of year accounts were <b>APPROVED</b> Balance £25787.83 income for previous month included 0.71 bank interest</li> <li>b) Following Payments <b>AUTHORISED</b> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Parish Clerk</td> <td style="width: 10%;">100510</td> <td style="width: 50%;">salary</td> <td style="width: 15%; text-align: right;">194.42</td> </tr> <tr> <td>Parish Clerk</td> <td>100511</td> <td>Expenses</td> <td style="text-align: right;">73.93</td> </tr> <tr> <td>HMRC</td> <td>100512</td> <td>PAYE</td> <td style="text-align: right;">48.80</td> </tr> <tr> <td>NCALC</td> <td>100513</td> <td>Membership</td> <td style="text-align: right;">483.95</td> </tr> <tr> <td>AC Print</td> <td>100514</td> <td>Parish News</td> <td style="text-align: right;">275.00</td> </tr> <tr> <td>SLCC</td> <td>100515</td> <td>Membership</td> <td style="text-align: right;">72.00</td> </tr> <tr> <td>GraphicVent</td> <td>100516</td> <td>website</td> <td style="text-align: right;">364.50</td> </tr> <tr> <td>ACRE</td> <td>100517</td> <td>membership</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>123Reg</td> <td>DD</td> <td>web hosting</td> <td style="text-align: right;">71.86</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right; border-top: 1px solid black;"><b>1619.46</b></td> </tr> </table> </li> <li>c) <b>ACTION:</b> Carried over to next meeting for internal report to be included</li> <li>d) Internal Control Report <b>APPROVED</b></li> <li>e) <b>RESOLVED:</b> To renew ACRE membership</li> </ul>	Parish Clerk	100510	salary	194.42	Parish Clerk	100511	Expenses	73.93	HMRC	100512	PAYE	48.80	NCALC	100513	Membership	483.95	AC Print	100514	Parish News	275.00	SLCC	100515	Membership	72.00	GraphicVent	100516	website	364.50	ACRE	100517	membership	35.00	123Reg	DD	web hosting	71.86				<b>1619.46</b>
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<b>530/18 To receive the Clerk's report</b>	<ul style="list-style-type: none"> <li>a) Email addresses @greathoughton.org.uk</li> <li>b) Consider proposed Council Action Plan</li> <li>c) Speed Activated Camera</li> </ul>	<ul style="list-style-type: none"> <li>a) Two councillors now using corporate address. All councillors have received passwords.</li> <li>b) Council gave further consideration to Action Plan which was <b>APPROVED</b> and will be subject to ongoing monthly review.</li> <li>c) Confirmed that speed camera now fully operational and will be maintained by Clerk.</li> </ul>																																								

<p><b>531/18 To receive and consider the planning report</b></p> <p>a) PAG report – planning reports b) DSAG Report – Design Statement</p>	<p>a) There were no applications for consideration. <b>ACTION:</b> Planning training to be provided to councillors. PAG councillors to seek further details from NBC planning office if required. <b>RESOLVED</b> Council to seek professional advice if required and approved b) Confirmation of membership of DSAG group provided. Cllr to arrange initial meeting</p>
<p><b>532/18 To consider further NBC Northampton Local Plan Part 2 (Sites Consultation Paper)</b> LAA1024, Gt Houghton School – LAA1098, The Green – LAA1107, Rushmere Road</p>	<p>No further information received. - Ongoing</p>
<p><b>533/18 To consider South Northamptonshire Local Plan (Part 2A)</b> S/2017/2577/EIA – Hampton Green</p>	<p>No further information received. - Ongoing</p>
<p><b>534/18 To receive Report on village maintenance matters:</b></p> <p>a) Damage to Chain Link Fence-</p>	<p>a) Repairs awaiting better weather. -Ongoing</p>
<p><b>535/18 To further consider matters relating to GHPFA</b></p> <p>a) Renewal of Lease b) Replacement GHPC committee representative</p>	<p>a) Concerns expressed with lease renewal process. <b>ACTION:</b> Clerk to write to GHPFA to clarify position. b) Replacement GHPC representative deferred to next meeting (annual meeting)</p>
<p><b>536/18 To further consider future development of Website and its Management</b></p>	<p>The meeting was referred to proposed requirements for new website previously circulated. <b>RESOLVED:</b> Contractors be invited to provide quote based on requirements.</p>
<p><b>537/18 To consider correspondence and note letter of complaint.</b></p>	<p>The correspondence was considered and noted. <b>ACTION:</b> Clerk to write to resident and advise of complaints procedure.</p>
<p><b>538/18 To further consider access to CCTV – Dog Fouling</b></p>	<p>Matter not raised at GHPFA meeting as no GHPC representative present. - Ongoing</p>
<p><b>539/18 To receive updated report on traffic management issue</b></p> <p>a) White Line Painting – Willow Crescent (consider response from Highways)</p>	<p>The meeting was referred to further response from Highways which was considered unsatisfactory. <b>ACTION:</b> Clerk to write regarding recent closure of road without prior consultation and lack of information on enquiry.</p>
<p><b>540/18 To receive update on NBC budget proposals and loss of W8 bus service</b></p>	<p>No further information. -Ongoing</p>
<p><b>541/18 General Data Protection Regulations – Compliance - Consent</b></p>	<p>Cllrs were reminded of need to complete forms of authority. Acceptance of Office form for new councillors amended to include provision of data approval. <b>ACTION:</b> Cllrs to forward completed forms to Clerk</p>
<p><b>542/18 Further development of BT Telephone Kiosk – Volunteer Manager</b></p>	<p>The council welcomed the offer from a young member of the community to manage this project which was <b>APPROVED.</b> <b>ACTION:</b> Cllr and clerk to meet with volunteer to discuss action plan.</p>
<p><b>543/18 To consider abbreviated format of minutes for inclusion in Parish News</b></p>	<p>As minutes are posted on notice boards throughout village and available on website, it was <b>RESOLVED</b> that minutes need not be included in Parish News. Sufficient to provide information through 'Chairman's Report' and how and where to obtain full minutes</p>
<p><b>544/18 To consider current council vacancy</b></p>	<p>It was <b>RESOLVED</b> that former councillor Bill Garner be</p>

	co-opted onto the council to fill the current vacancy.
<b>545/18 To consider the monthly public messages.</b>	Congratulations to Elle Robinson on yet another Gold Medal at the Commonwealth Games
<b>Meeting Closed at:</b>	9.05pm

Signed.....

Date.....

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