

**Minutes of Annual Parish Council Meeting of Great Houghton Parish Council held on
Tuesday 8 May 2018 in the village hall, Great Houghton
(Subject to approval at next meeting)**

In Attendance	Cllr Bowler, Cllr Declerck, Cllr Shaw, Cllr Jinks	
Also in Attendance	Mike Billingham Parish Clerk	
546/18. Election of Chairman and declaration of acceptance of office	It was RESOLVED that Cllr Thomas Bowler be re-elected as Chairman for the ensuing year and duly signed a declaration of acceptance of office.	
547/18. Election of Vice Chairman	It was RESOLVED that Cllr Natasha Declerck be re-elected as Vice Chairman for ensuing year.	
548/18. To receive and approve Apologies for absence	Apologies received from NBC Cllr Flavell, Cllr Jeakings, Cllr Garner, Cllr Kilborn	
549/18. To approve minutes of previous meeting held on Tuesday 10 April 2018	The minutes of the previous meeting were Approved	
549/18. To receive declarations of interest related to the business on the agenda. <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>	There were no declarations of interest from councillors present	
550/18. Public Participation Section <i>(Members of the public are invited to address the council. limited to 15 minutes maximum with individual contributions limited to 3 minutes)</i>	There were no members of the public present.	
551/18 To Approve/re-adopt following policies (previously circulated):	All policies were Approved and/or Re-Adopted	
<ul style="list-style-type: none"> • Approve Standing Orders • Approve Council Action Plan • Approve Declaration of Acceptance of Office • Approve Data Control Policy • Re-adopt Financial Regulations • Re-adopt Complaints Procedure • Re-adopt Equal Opportunities Policy • Re-adopt Governance Risk-Assessment Policy • Re-adopt Internal Control Procedure • Re-adopt Travel Allowance Policy • Re-adopt Media Policy • Re-adopt Training Policy • Re-adopt Website Management policy 		
552/18. To assign Councillor Responsibilities and Areas (previously circulated)	The following councillor responsibilities and areas were AGREED	
Rosemary Shaw	The Cross, Cherry Tree Lane	PAG + DSAG
Gavin Kilborn	Lime Farm Way, Keats Close, Wymersley Close	ICP Monitor
Thomas Bowler	Dobson Close, Atterbury Way	Chairman
Paul Jinks	Lower High St, Rectory Close	PAG + GHPFA
Natasha Declerck	Willow Lane, Little Lane	V/Chair- PAG- DSAG
Bill Garner	Willow Lane, Willow Cres, Glebe Lane	
Rod Jeakings	Upper High St, The Green, Leys Lane, Paget Close	DSAG
PAG (Planning Advisory Group) DSAG (Design Statement Advisory Group) ICP (Internal Control Procedure)		

<p>553/18 Reports</p> <p>a) To receive report from County Councillor</p> <p>b) To receive report from Borough Councillor</p> <p>c) To receive reports from Police / Neighbourhood Warden</p> <p>d) To receive report from Great Houghton Playing Fields Association</p>	<p>a) NCC Cllr Bowen provided a verbal report relating to the councils financial problems, the Government inspection report, proposed Unitary Council which will be subjected to ongoing consultation.</p> <p>b) The meeting was referred the report from Cllr Flavell previously circulated relating to Leys Lane.</p> <p>c) The meeting was referred to report previously circulated- Burglary and theft of motor vehicle at The Green. The Warden not received any formal requests few issues in the village other than dog-mess which will continue to be monitored.</p> <p>d) The meeting was referred to recent communications and report to annual parish meeting</p>																				
<p>554/18 To receive and adopt the Finance & Administration Report</p> <p>A) To receive Receipts and Payment Accounts</p> <p>B) Payments to be authorised</p> <p>C) To consider and approve part 3 AGAR</p> <ol style="list-style-type: none"> 1. Annual Governance Statement 2. Accounting Statements 2017/18 3. Receive and note Internal Audit Report <p>D) To receive report on Clerks annual appraisal and revised contract</p>	<p>a) The receipts and Payments Accounts were APPROVED Balance £34394.42. Income included £10150 Precept, £75 Advertising, 0.69 interest</p> <p>b) following payments were AUTHORISED</p> <table border="0" data-bbox="831 891 1385 1048"> <tr> <td>Parish Clerk</td> <td>100518</td> <td>Salary</td> <td>297.52</td> </tr> <tr> <td>HMRC</td> <td>100519</td> <td>PAYE</td> <td>74.60</td> </tr> <tr> <td>Paul Wright</td> <td>100520</td> <td>Maintenance</td> <td>390.00</td> </tr> <tr> <td>Parish Clerk</td> <td>100521</td> <td>Expenses</td> <td>50.50</td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL</td> <td>812.62</td> </tr> </table> <p>c) AGAR part 3 (1) APPROVED (2) Approved (3) Received and Noted</p> <p>d) Clerks Appraisal received and APPROVED</p>	Parish Clerk	100518	Salary	297.52	HMRC	100519	PAYE	74.60	Paul Wright	100520	Maintenance	390.00	Parish Clerk	100521	Expenses	50.50	TOTAL			812.62
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<p>555/18 To receive the Clerk's report</p> <p>a) Email Addresses @greathoughton.org.uk</p>	<p>Then meeting was advised that there now only remained three councillors to adopt the corporate email address by 25 May 2018 GDPR</p>																				
<p>556/18 To receive and consider monthly planning applications (as previously circulated and accessible at www.greathoughton.org.uk)</p> <p>a) N/2018/0440 – 20 Willow Lane – Single storey extension and loft conversion</p> <p>b) Public Footpath KU9 Diversion</p> <p>c) Receive report from PAG</p> <p>d) Receive report from DSAG</p>	<p>a) No objection other than consideration to any neighbour issues and conservation area requirements</p> <p>b) Refer to previously submitted concerns to footpath diversion</p> <p>c) PAG report received and APPROVED</p> <p>d) RESOLVED: that DSAG would meet at 6.30 prior to each council meeting.</p>																				
<p>557/18 To further consider development of BT Kiosk</p>	<p>Matter ongoing. Suggested possible meeting Tuesday evenings. ACTION: Clerk to contact project manager to arrange</p>																				
<p>558/18 To consider matters relating to GHPFA – Renewal of lease</p>	<p>The meeting was referred to recent communications previously circulated. ACTION Clerk to provide GHPFA with copy of deed documents</p>																				
<p>559/18 To consider and approve NCALC as Data Control Officer</p>	<p>It was APPROVED that Danny Moody NCALC be appointed Data Control Officer</p>																				
<p>560/18 To consider and determine quotations received for renewal of</p>	<p>The three quotations received from providers were considered by the council and it was RESOLVED that</p>																				

Website	Curtis Web Design be appointed.
561/18 To receive Report on village maintenance matters a) Damage to Chain-Link fence b) Resurfacing Leys Lane	a) Chain-Link fence now repaired awaiting invoice for payment. ACTION: Clerk to pursue action to recover money from vehicle operator b) Ownership and responsibility for Leys Lane remained an issue. ACTION: Clerk to make further enquiries
562/18 To receive updated report on traffic management issues a) Road Closure The Green	The meeting was referred to response from Highways previously circulate
563/18 To consider the monthly public messages	Dog mess being placed in others black bins Remain concerned about Bedford Road

Meeting closed 8.30

Signed

Dated