

Minutes of the Ordinary Meeting of Great Houghton Parish Council held at on Tuesday 11 June 2019 in the Village Hall, Leys Lane, Great Houghton

In Attendance:	Cllr T Bowler, Cllr M Barham, Cllr B Garner, Cllr R Shaw, Cllr R Jeakings.																																										
Also in Attendance	M Billingham Parish Clerk, P Townsend N/Warden, PC S Duffey, S Williams, a number of members of the public																																										
732/19 Opening procedures a) To receive and approve apologies for absence. b) To approve the minutes of the previous Annual meeting held on Tuesday 14 May 2019 c) To receive declarations of interest related to the business on the agenda.		a) There were no apologies received b) The minutes of the previous annual meeting were APPROVED c) There were no declarations of interests																																									
733/19 Public Participation Section	On behalf of a number of those present Bill McFarland expressed concerns they had with the NBC Local Plan (2) and in particular Policy 36 - LAA1098 which they strongly objected too. The meeting was advised that numerous objections submitted to NBC had been rejected as not being compliant with the representation process which they found most difficult and confusing. Both Mark Jones and Simon Broom offered their assistance to the council in this matter which was greatly appreciated. Grant Stewart addressed the meeting regarding concerns with parking on the High Street at the junction with Paget Close. Problems had occurred following new residents who had not initially appreciated the difficulties. He believed that the problem had now resolved itself and suggested that yellow lines would only cause difficulties further along the road.																																										
<i>Members of the public are invited to address the council. limited to 15 minutes maximum with individual contributions limited to 3 minutes</i>																																											
734/19 Reports a) To receive a report from County Councillor representative b) To receive a report from Borough Councillor representative c) To receive a report from Police / Neighborhood Warden d) To receive a report from Great Houghton Playing Fields Association		a) There was no report received from County Councillor b) There was no report received from Borough Councillor c) PC Duffy reported on crime in the Parish, not just the village, was limited to a single vehicle crime incident and urged all present to ensure that any matters of concern was reported to the police through 101 or on-line. The N/Warden reported that he had investigated missing benches in wood and will contact Peter Hackett at NBC along with Chris Barker BID regarding possible replacement. d) GHPFA – The minutes of the last meeting had been re-issued and now includes reference to village sale that is being considered.																																									
735/19 To receive and adopt the Finance & Administration Report a) To receive and approve the Receipts and Payment Accounts at end of May 2019 b) To receive report on payments to be authorised.		a) The meeting was referred to the bank reconciliation report which showed an outstanding cheque for £80 and an incorrect payment received into the account from HMRC of £2270.79. The accounts were APPROVED with a balance being £32859.96 (£23267.79 current £11942.96 deposit) b) The following payments were AUTHORISED <table><tr><td>Parish Clerk</td><td>100601</td><td>Salary</td><td>314.90</td><td></td></tr><tr><td>HMRC</td><td>100602</td><td>PAYE</td><td>71.80</td><td></td></tr><tr><td>PC-FirstAid</td><td>100603</td><td>IT Support</td><td>220.00</td><td>50.00</td></tr><tr><td>Rogers Quickprint</td><td>100604</td><td>Parish News</td><td>309.00</td><td></td></tr><tr><td>CTL Property</td><td>100605</td><td>Maintenance</td><td>360.00</td><td></td></tr><tr><td>Ability Comm Trans</td><td>100606</td><td>Set-up Costs</td><td>500.00</td><td></td></tr><tr><td>Parish Clerk</td><td>100607</td><td>expenses</td><td>48.42</td><td></td></tr><tr><td colspan="3"></td><td>1824.12</td><td>50.00</td></tr></table>		Parish Clerk	100601	Salary	314.90		HMRC	100602	PAYE	71.80		PC-FirstAid	100603	IT Support	220.00	50.00	Rogers Quickprint	100604	Parish News	309.00		CTL Property	100605	Maintenance	360.00		Ability Comm Trans	100606	Set-up Costs	500.00		Parish Clerk	100607	expenses	48.42					1824.12	50.00
Parish Clerk	100601	Salary	314.90																																								
HMRC	100602	PAYE	71.80																																								
PC-FirstAid	100603	IT Support	220.00	50.00																																							
Rogers Quickprint	100604	Parish News	309.00																																								
CTL Property	100605	Maintenance	360.00																																								
Ability Comm Trans	100606	Set-up Costs	500.00																																								
Parish Clerk	100607	expenses	48.42																																								
			1824.12	50.00																																							
736/19 To receive the Clerk’s report a) Councilor Vacancies – Update from Councillors on contacts b) Update on new IT Equipment c) Consider and approve Draft Cllr Resignation form		a) Sarah Williams was introduced to the meeting as being interested in becoming a councillor. It was RESOLVED that Sarah be co-opted onto the council to fill the current vacancy with responsibility for Willow Lane and Little Lane b) The meeting was advised of the updating of IT equipment with the support of PC-FirstAid Lmt. There had, unfortunately, been a mix up with the newly installed software and ‘out of office’ was still not available. The hall had no adapter enabling the laptop to be connected to																																									

<p>d) Consider and approve Council Action Plan 2019/20</p>	<p>the projector and a wi-fi connection could not be established. The meeting RESOLVED that this should be corrected to ensure out of office is available in accordance with the original proposals. ACTION Clerk to write to IT support.</p> <p>c) The meeting was referred to the draft 'Councillor Resignation Checklist' form required by GDPR, previously circulated, which was APPROVED.</p> <p>d) The meeting was referred to the 2019/2020 Action Plan, previously circulated, which was APPROVED</p>
<p>• 737/19 To receive and consider the planning report</p> <p>a) To consider the planning report – LAA1098</p> <p>b) PAG Report</p> <p>c) DSAG Report – Design Statement draft</p>	<p>a) The meeting was referred to the draft response to NBC Local Plan (2) Policy 36 – LAA1098, previously circulated. ACTION clerk to forward copy to M Jones for consideration and contribution prior to forwarding objections to NBC by 14 June. It was further RESOLVED that a formal complaint be lodged regarding the NBC response process to their stage two consultation. Clerk to be provided with suggested wording.</p> <p>b) There was no PAG report</p> <p>c) The meeting was referred to the final village design statement, previously circulated, which will require councilors to consider and review content. ACTION Clerk to refer document to NBC Planning Officer Wendy Rousell for further advice how to submit as Neighborhood Plan.</p>
<p><i>Planning report previously circulated and accessible at www.greathoughton.org.uk</i></p>	
<p>738/19 To receive Report on village maintenance matters:</p> <p>a) The Green – Chain-link Fence</p> <p>b) Paget Close – parking</p> <p>c) Brackmills Wood - Benches</p>	<p>a) The council was concerned that yet again there was a need to replace broken chains and posts on The Green. ACTION Clerk to obtain quotes for chains to be replaced with large rocks on both The Green and The Cross.</p> <p>b) Thanks to cooperation of residents, it would seem that the parking problems may have been resolved. ACTION council to continue to monitor.</p> <p>c) The meeting was referred to the report from the Neighborhood Warden who will speak to Peter Hackett to see if further action can be taken to replace the benches in the wood</p>
<p>739/19 To further consider matters relating to GHPFA</p> <p>a) Renewal of Lease - Update</p> <p>b) Land registration – Update</p> <p>c) To consider and determine purchase of playground equipment.</p>	<p>a) The meeting was referred to the final draft of the new lease, previously circulated. It was RESOLVED that the lease be signed on behalf of the council and submitted to GHPFA for their approval and signature. ACTION arrangements to be made for inspection report to be undertaken by surveyors.</p> <p>b) There was no further update on the land registration.</p> <p>c) It was AGREED to purchase playground equipment as per the proposal, previously circulated. ACTION Clerk to refer offer to GHPFA</p>
<p>740/19 To receive updated report on traffic management issue</p> <p>a) Replace HGV signs</p> <p>b) Bus Stop Bedford Road</p> <p>c) Extension of footpath The Green to Leys Lane</p>	<p>a) The new HGV signs had now been fitted, although there was a need to re-locate one on the Bedford Road to a better position.</p> <p>b) No update had been received regarding the real-time information for Bedford Road bus stop.</p> <p>c) In view of increased traffic there was a risk to pedestrians having to walk on the road to enter Leys Lane and the playing field. ACTION Clerk to make enquiries with Highways regarding extension of footpath.</p>
<p>741/19 To consider the monthly public messages.</p>	<p>Welcome new Councillor Sarah Williams</p> <p>Urge people to report all matters to police online at: https://www.northants.police.uk/</p>

Meeting Closed: 9.15pm

Signed.....

Dated.....