

Great Houghton Parish Council

Minutes of the Annual Parish Council Meeting of Great Houghton Parish Council held on Tuesday 9 June 2020 (by way of Video Conference) commencing at 7.30 pm

In Attendance: Cllr R Jeakings, Cllr R Shaw, Cllr V Sampson, Cllr S Williams, Cllr M Barham	Also, In Attendance: M Billingham Parish Clerk, W Garner Editor Parish News, NBC Cllr P Flavell, NCC Cllr E Bowen
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The Annual business, followed by the Ordinary business to be transacted at the meeting is as follows:

Annual Business

852/20. Election of Chairman and declaration of acceptance of office	With no nomination for Chairman at this time, the Vice Chairman chaired the meeting
853/20. Election of Vice Chairman	Cllr Jeakings was elected as Vice Chair for the ensuing year
554/20. To receive and approve Apologies for absence	Apologies received from N/W Paul Townsend
855/20. To approve minutes of previous meeting held on Tuesday 12 May 2020	The Minutes of the Ordinary meeting held on the 12 May 2020 were APPROVED .
856/20. 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 was no declaration of interests relating to the business on the agenda
857/20. 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
858/20. To Approve/re-adopt following policies (available on website): <ul style="list-style-type: none"> • Re-adopt Standing Orders • Re-adopt Declaration of Acceptance of Office • Re-Adopt Data Protection 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 • Councillors Apology for Absence • Code of Conduct • Councillor Resignation Checklist • Freedom of Information Transparency • Councillor Resignation GDPR • H&S Policy • Model Publication Scheme • Privacy Notice • PAG Terms of Reference • Records Retention Policy • Risk Management Policy Statement 	<p>It was RESOLVED that all these listed Policies be re-adopted.</p> <p>The meeting was advised at the need to consider and determine the Action Plan for the ensuing year. ACTION to be included on Agenda for next meeting</p>
859/20. To assign Councillor Responsibilities and Areas	Due to change of councillors it was RESOLVED to defer this matter to the next meeting

Ordinary Business

Ordinary Business

860/20. Reports a) To receive report from County Councillor b) To receive report from Borough Councillor c) To receive reports from Police / Neighbourhood Warden d) To receive report from Great Houghton Playing Fields Association	a) Unfortunately, the County Councillor Had to leave for another meeting before being able to give a report b) The council expressed their grateful thanks to the Borough Councillor for her donation of the new bench which had now been installed in Brackmills Wood. Arrangements to be made to view. Councillor to be advised if anything further required. c) The meeting was referred to Police report previously circulated. The N/W had advised the Clerk that there was nothing to report other than further clearance of Bedford Road lay-by d) There was nothing to report from GHPFA. It was noted that people are now playing tennis																																
861/20. To consider Current Councillor Vacancies and Co-option of new councillor	It was RESOLVED to appoint former councillor and current Editor of the Parish News, Bill Garner, to fill one of the current vacancies on the Parish Council. It was further RESOLVED to elect Councillor Garner as the Chairman for the ensuing year.																																
862/20. To receive and adopt the Finance & Administration Report a) To receive Receipts and Payment Accounts to end of May 2020 b) Payments to be authorised c) To receive and note the Internal Audit Report	a) The accounts to the end of May 2020 were APPROVED b) The following payments were AUTHORISED <table><tr><td>Parish Clerk</td><td>100678</td><td>Salary</td><td>308.90</td></tr><tr><td>HMRC</td><td>100679</td><td>PAYE</td><td>77.80</td></tr><tr><td>J&S Potter</td><td>100680</td><td>Bench</td><td>456.00</td></tr><tr><td>Rogers Quickprint</td><td>100681</td><td>Parish News</td><td>321.00</td></tr><tr><td>CTL Property</td><td>100682</td><td>Maintenance</td><td>290.00</td></tr><tr><td>AC Print</td><td>100683</td><td>Parish News</td><td>115.00</td></tr><tr><td>Parish Clerk</td><td>100684</td><td>Expenses</td><td>135.79</td></tr><tr><td colspan="3">TOTAL</td><td>£1,704.49</td></tr></table> c) The Internal Audit Report from Received and noted	Parish Clerk	100678	Salary	308.90	HMRC	100679	PAYE	77.80	J&S Potter	100680	Bench	456.00	Rogers Quickprint	100681	Parish News	321.00	CTL Property	100682	Maintenance	290.00	AC Print	100683	Parish News	115.00	Parish Clerk	100684	Expenses	135.79	TOTAL			£1,704.49
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863/20 To receive the Clerk's report a) Servicing of GHPC Laptop b) Tender for New Grass Cutting Contractor c) Website & email capacity	a) It was RESOLVED to undertake annual Service for GHPC Laptop. ACTION Clerk to arrange service b) The meeting was advised that the current contractor would be retiring in September. ACTION Clerk to enquire about taking on additional cutting from Highways and to seek recommended service providers. ACTION Councillors to consider service required in order that an invitation to tender can be compiled. c) The meeting was referred to response received from Website Manager regarding problems with capacity. ACTION improved housekeeping to be exercised by all to remove unnecessary files from website and emails in order too free up space. Matter to be reviewed at next meeting.																																
864/20. To receive and consider the Planning Report a) Planning applications Received May b) Receive report from PAG c) Receive report from DSAG	a) The Council had no comment to make relating to recent applications listed on the annual planning report for May. b) There was no report from PAG c) There was no report from DSAG (NPSG)																																
865/20. To receive Report on village maintenance matters a) Update on Footpath crossing Glebe Lane b) Update on School Hedge High Street c) NCC Grass cutting service d) Blocked drains	a) The meeting was referred to recent communications circulated regarding footpath. ACTION Councillor to enquire regarding legal advice/assistance with land search. b) The School hedge had now been cut back and was a lot better. ACTION Clerk to write to owner thanking them for the support in this matter c) The matter of NCC grass cutting addressed under previous agenda item 863/20 (b). Following complaints regarding previous cut, Clerk had written to Highways praising them for the recent cut which had been well done. d) It was noted that a resident in Willow Lane had reported a blocked drain to the district authority																																

<p>866/20. To receive updated report on traffic management issues</p> <ul style="list-style-type: none"> a) Problems with cars parked on pavements b) Speeding cycles through village 	<ul style="list-style-type: none"> a) The council had received numerous complaints relating to cars parked on pavements throughout the village which was causing a nuisance and risk to pedestrians. It was RESOLVED that the council adopt a determined campaign to resolve this problem. ACTION In the first instance a flyer to be produced and distributed to all homes seeking cooperation of all car drivers not to obstruct footpaths. b) The council was concerned with the increased number of cycles coming through the village, due to Coronavirus measures leading to reduced traffic. With many excessively speeding down the hill from the top of The Green to the bottom of the High Street and more children being about there was real concern of a serious accident occurring. To be monitored for possible future action if necessary
<p>867/20. To consider support for village church</p>	<p>The meeting was advised that the church authorities were considering having to permanently close the church due to lack of numbers in the congregation. The Council, whilst hopeful that this could be avoided and would continue to offer support the church where it was able, recognised that this is a matter that can only be determined by the Church authorities.</p>
<p>867/20. To consider the monthly public messages</p>	<p>Parking on Pavements, Residents support for the Church</p>

Meeting closed at 9.40pm

SIGNED.....

DATED.....