

Draft Minutes of the Ordinary Meeting of Great Houghton Parish Council held by way of a video conference at 7.30pm on Tuesday 14 July 2020

In Attendance: Cllr Jeakings, Cllr Sampson, Cllr Shaw, Cllr Barham, Cllr Williams

Also, in attendance: Mike Billingham Parish Clerk, NCC Cllr Bowen, GHPFA Chris Carr

868/20 Opening procedures a) To receive and approve apologies for absence. b) To approve the minutes of the previous annual meeting held on Tuesday 9 June 2020 c) To receive declarations of interest related to the business on the agenda.		A) Apologies were received from: Cllr Garner, NBC Cllr Flavell, B) The minutes of the meeting on 9 June 2020 were AGREED c) There were no declarations of interest relating to Agenda items.																									
<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>																											
869/20 Public Participation Section		No members of Public present																									
<i>Members of the public are invited to address the council. limited to 15 minutes maximum with individual contributions limited to 3 minutes</i>																											
870/20 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 / Neighbourhood Warden d) To receive a report from Great Houghton Playing Fields Association		a) The meeting was referred to report from the County Councillor previously circulated. Cllr spoke on report regarding Covid-19 measures. Paths/cycleways Unitary developing OK. Matter of more funding for footpaths/cycleways was discussed which may assist the parish council in obtaining improvement to existing cycleway and Glebe Lane footpath. ACTION Clerk to write to NCC cabinet member. b) There was no report from Borough Councillor, but meeting was referred to communication from Cllr Flavell to be notified if anything needed from her. c) there was no report received from the Police or the Neighbourhood Warden d) GHPFA Secretary reported that Hall remains closed and will be reviewed end July. The matter of the outdoor play & gym equipment was discussed but numerous restrictions not feasible to re-open. Enquired about possibility of S106 payments from developments to fund building work.																									
871/20 To receive and adopt the Finance & Administration Report a) To receive and approve the Receipts and Payment Accounts at end of June 2020 b) To receive report on payments to be authorized c) To receive the quarterly Internal Control Report d) Update on online payments & change of signatory		a) The accounts to the end of June 2020 were APPROVED . b) All following payments were AUTHORISED . <table><tr><td>Parish Clerk</td><td>100685</td><td>Salary</td><td>308.90</td></tr><tr><td>HMRC</td><td>100686</td><td>PAYE</td><td>77.80</td></tr><tr><td>SLCC</td><td>100687</td><td>Membership</td><td>109.00</td></tr><tr><td>PC-FirstAid</td><td>100688</td><td>Parish News</td><td>80.00</td></tr><tr><td>CTL Property</td><td>100689</td><td>Maintenance</td><td>185.00</td></tr><tr><td>Parish Clerk</td><td>100690</td><td>Expenses</td><td>133.82</td></tr></table> c) The quarterly Internal Control Report for April -June was received. It was noted that a cheque to SLCC lost in post had now ben stopped at bank and further payment authorized d) The meeting was advised of yet further problems with trying to change signatory details with HSBC. ACTION Clerk to forward form to other councillors for consideration and advice. Set up of online payments will also have to be recommended. ACTION Clerk to investigate change of bank.		Parish Clerk	100685	Salary	308.90	HMRC	100686	PAYE	77.80	SLCC	100687	Membership	109.00	PC-FirstAid	100688	Parish News	80.00	CTL Property	100689	Maintenance	185.00	Parish Clerk	100690	Expenses	133.82
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872/20 To receive the Clerk's report a) Update on Council vacancies b) Update on Footpath Glebe Lane c) Non availability August meeting – determine alternative arrangements		a) The meeting was reminded of need to find replacement councillor to fill vacancy. b) Previously discussed under NCC councillor report above. Having established landowner being NBC, ACTION Clerk to write seeking required improvements to footpath and its connections c) Due to the clerk not being available for the 14 August it was RESOLVED that the following council meetings will be held, Tuesday 4 August – Extraordinary meeting to deal with planning, 25 August - Ordinary meeting, 15 September - Ordinary meeting.																									

873/20 To receive and consider the planning report a) To consider the planning report b) PAG Report – c) NPSG Update –	a) There were no planning applications received for consideration since previous meeting. The council was reminded of the video conference consultation meeting regarding NBC Local Plan Part 2 on 16 July 2020 at 2 pm b) There was no PAG Report c) The meeting was advised that the area designation for the NP had now been agreed by the district authority and that the process of a funding application would now be commenced.
<i>Planning report previously circulated and accessible at www.greathoughton.org.uk</i>	
874/20 To receive Report on village maintenance matters: a) General maintenance issues – Dog Bins – grass cutting – Pocket Park maintenance b) To consider terms of tender for replacement ground maintenance contractor c) To consider concerns received relating to maintenance of drains throughout village	a) There was nothing further to report other than the meeting was referred to email received regarding cutting of hedge at Glebe Lane. b) The meeting was referred to the draft invitation to tender previously circulated which was debated. The council believed it may be best policy to simply seek replacement for local contractor work at this time and await development of new Unitary Council before considering taking on work currently carried out by Highways. ACTION councillors to let clerk have proposed amendments to draft ASAP. c) Concerns have been raised regarding maintenance of drains as a recent drain in Willow Crescent had been found blocked by numerous cans that were no longer being manufactured! ACTION Clerk to ascertain district authority policy and schedule for drain clearance.
875/20 To receive updated report on traffic management issue a) Parking on Pavements	a) The meeting was referred to legal opinion previously circulated identifying that there was no actual law preventing parking on pavements outside of London other than were there was specified local regulations. The council believed best way forward was to seek the support and co-operation of residents and their visitors. ACTION Clerk to produce appropriate leaflet for distribution.
876/20 To consider and determine any further Coronavirus special measures a) To consider re-opening of Book-Swap	a) The meeting was referred to draft measures previously circulated for re-opening. The council was however concerned at not having the ability to control the return of books. RESOLVED that the book-swap remain out of service at this time.
877/20 To consider and approve Council Action Plan	The meeting was referred to the draft Council plan for 2020/2021 which, subject to typo correction was APPROVED .
878/20 To consider the monthly public messages.	To seek support of residents and their visitors in not Parking on pavements – To encourage submissions for community funding from EnviroGrant Scheme and the Community Investment Fund at: www.northampton.gov.uk/envirogrant

Meeting closed at: 9.30pm

Signed.....

Dated.....