Great Houghton Parish Council

**Minutes of the Ordinary Meeting of Great Houghton Parish Council held on Tuesday 10 August 2021 at the Village Hall, Leys Lane**

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| **In Attendance:** Cllr B Garner, Cllr R Jeakings, Cllr P Wright | **Also, In Attendance** M Billingham Parish Clerk,  |

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| **045/21. Opening Procedures**1. To receive and approve apologies for absence:
2. To approve the minutes of the previous Extraordinary Council Meeting held on Tuesday 3 August 2021
3. To receive declaration of interests related to the business on the agenda
 | 1. Apologies were received from Cllr S Williams, Cllr M Barham, Cllr R Shaw, WNC Cllr E Bowen P Townsend NW
2. The Minutes of the extraordinary meeting held on the 3 August 2021 were **APPROVED.**
3. There were no declaration of interests relating to the agenda items.
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| *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*)  |
| **046/21. Public Participation Section**  | There were no members of the public present |
| *Members of the public are invited to address the council. limited to 15 minutes maximum with individual contributions limited to 3 minutes****)*** |
| **047/21. To receive following Reports**1. To receive report from West Northamptonshire Councillors
2. To receive reports from Police
3. To receive report from Neighbourhood Warde**n**
4. To receive report from Great Houghton Playing Fields Association
 | 1. There was no report from WNC councillors
2. The meeting was referred to the Police report previously circulated with no crimes reported during July.
3. The meeting was referred to report from NW previously circulated. No issues reported.
4. Council representatives attended first meeting which was the AGM. No meeting planned in August.
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| **048/21. To receive and adopt the Finance & Administration Report** 1. To receive Receipts and Payment Accounts to end of July 2021.
2. Payments to be authorised.
3. To Consider purchase of flowerboxes/planters for Queens Jubilee
 | 1. The accounts to the end of July 2021 were **APPROVED** with a balance of £36,446.82
2. The following payments were **AUTHORISED**

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| Parish Clerk | T00047 | Salary | 325.84 |
| HMRC | T00048 | PAYE | 84.60 |
| HGM | T00049 | Maintenance | 200.00 |
| HGM | T00050 | Maintenance | 200.00 |
| Rogers Quickprint | T00051 | Parish News | 294.00 |
| NCALC | T00052 | Training | 44.00 |
| SLCC | T00053 | Conference | 120.00 |
| WNC | T00054 | Electoral Service | 90.00 |
| Parish Clerk | T00055 | expenses | 132.35 |
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|  |  |  | **1490.79** |

1. The meeting considered proposal to purchase flower boxes for village. **ACTION** Clerk to seek permission from Highways for installation by village signs.
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| **049/21 To receive the Clerk’s report**1. To consider obtaining flag poles for parish
 | 1. The meeting was referred to the price obtained being £695 with installation cost being £595. **ACTION** councillors to submit views as to preferred location of any flagpole for further consideration at next meeting.
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| **050/21. To receive and consider Planning Matters.**1. The Annual Planning Report
2. Receive report from PAG.
3. Receive report from DSAG
 | 1. There were no new planning applications to consider. The meeting was referred to further response received from WNC regarding WNN/2021/0060. **ACTION** Clerk to reply clarifying and providing copy of original response.
2. There was no PAG report
3. The meeting was advised that the final Neighbourhood Plan had now been submitted to WNC for regulation 15 & 16 consultation.
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| **051/21 To Consider and determine matters relating to GHPFA**1. Update on planning drawings for village hall alterations
2. Update on insurance assessment
 | 1. The meeting was provided with plans now drawn up for the alteration to the building. **ACTION** councillors to consider and submit any comments to clerk prior to the plans being submitted to GHPFA for their consideration.
2. The meeting was referred to the reinstatement cost assessment for the village hall, being £1,539,600. **ACTION i**nsurance quote to be sought based on this assessment.
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| **052/21. To receive Report on village maintenance matters**1. To consider request from WI regarding planting of bulbs
 | 1. The meeting was referred to response received from WI regarding planting. It was not considered appropriate to plant around edges due to maintenance issues. **ACTION** further discussion with WI through site visit with councillor regarding specific location of planting which should be contained within existing planted areas and limited to spring bulbs only.
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| **053/21. To receive updated report on traffic management issues**1. Update on matter of road markings Bedford Road junction.
2. Update parking issues Willow Lane
 | 1. No response had yet been received from WNC on this matter. Clerk did raise the issue at Clerks forum meeting with WNC. **ACTION** Clerk to write further.
2. Application for parking restrictions now submitted and awaited response. The meeting was referred to thanks received from residents for council support in this matter.
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| **054/21 To consider councillor vacancy and Responsibilities**1. To receive resignation of councillor
2. Co-option of councillor
 | 1. Cllr Jeakings advised that whilst his notice of resignation remained in place, he was willing to continue as a councillor until such time that a vacancy was subsequently filled. The council was appreciative of his ongoing support.
2. No update to report on Co-option. Everyone urged to seek potential candidates
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| **055/21 To consider matters relating to Parish News**1. Final Proof Settings
2. Process of Distribution
 | 1. The meeting was referred to some issues with the final setting/printing of the Parish News where corrections/amendments had not appeared in final print. **ACTION** enquiries to be made regarding possibility of having a single copy printed for final checking before remaining print run.
2. The Clerk advised the meeting that he was now finding it difficult to deliver parish news throughout the village and that alternative arrangements need to be made. It was **RESOLVED** to seek a local person to be paid to distribute them at the rate £30 per distribution.
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| **056/21. To consider the monthly public messages** |  Council seeks person to distribution parish news  |

Meeting closed 9.55

Signature………………………………………. Dated……………………………………………………..