Great Houghton Parish Council

**Chairman: Clerk:**

# Cllr Bill Garner Mr Mike Billingham

**Minutes of the Ordinary Meeting of Great Houghton Parish Council held on Tuesday 12 October 2021 at the Village Hall, Leys Lane.**

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| **In Attendance**: Cllr B Garner, Cllr R Jeakings, Cllr R Shaw, Cllr P Wright, Cllr M Barham | **Also, in attendance**: M Billingham Parish Clerk, B Hart GHPFA, A McNeil N/W, E Newbery N/W, PC D Okere |

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| **070/21. Opening Procedures**   1. To receive and approve apologies for absence: 2. To approve the minutes of the previous Ordinary Council Meetings held on Tuesday 10 August and 14 September 2021 3. To receive declaration of interests related to the business on the agenda | | | | | 1. Apologies were received from S Williams and from WNC Cllrs J Nunn, E Bowen, & P Larratt. 2. The minutes of the meeting held on Tuesday 10 August 2021 and the 14 September 2021 were **APPROVED** 3. There were no declaration of interests relating to agenda items. |
| *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*) | | | | | |
| **071/21. Public Participation Section** | Bill Hart, GHPFA chairman addressed the meeting regarding the matter of insurance for the hall. He confirmed that the GHPFA policy document now details Great Houghton Parish Council as an interested party; have also increased the Reinstatement Value of the property to a figure of £1.3million and these changes came into effect on 28th September 2021. He hoped that this would resolve any issue until the renewal in March 2022. HE advised the meeting of some minor changes required to the drawings for the proposed alteration to the building and confirmed that the GHPFA councillor representatives were aware of the changes | | | | |
| *Members of the public are invited to address the council. limited to 15 minutes maximum with individual contributions limited to 3 minutes****)*** | | | | | |
| **072/21. To receive following Reports**   1. To receive report from West Northamptonshire Councillors 2. To receive reports from Police / PLR 3. To receive report from Neighbourhood Warde**n** 4. To receive report from Great Houghton Playing Fields Association | | 1. The meeting was advised that the chairman, councillor, and clerk had met with WNC Cllr J Nunn to discuss recent planning issues and attendance at future GHPC meetings 2. The meeting was referred to crime report previously circulated with no recorded crime in parish during September. PC Okere introduced himself having taken over from PC Edwards and explained both his role and area of responsibility. Was made aware of concerns in parish being, speeding, vandalism, e-scooters. He advised the meeting that it was unlawful to operate private scooters on public roads or paths, that he operated a zero policy, and any such operated scooters would be seized. 3. The new Neighbourhood Wardens introduced themselves to the meeting and gave a detailed explanation of the role and areas of responsibilities. Advised that any issues should be reported through the WNC channels [ehealth@northampton.gov.uk](mailto:ehealth@northampton.gov.uk) 4. The meeting was referred to the report, previously circulated, from GHPFA councillor representatives and the GHPFA minutes | | | |
| **073/21. To receive and adopt the Finance & Administration Report**   1. To receive Receipts and Payment Accounts to end of September 2021. 2. Payments to be authorised. (Including any charitable grant to be determined) 3. To receive quarterly internal control report 4. To receive External Audit Report | | | | | 1. The accounts to the end of September 2021 were **APPROVED** with a balance of £41,419.43 2. The following payments were **AUTHORISED**  |  |  |  |  | | --- | --- | --- | --- | | Parish Clerk | T00062 | Salary | 728.36 | | HMRC | T00063 | PAYE | 185.20 | | M Browett | T00064 | Distribution Parish News | 30.00 | | HGM | T00065 | Maintenance | 200.00 | | HGM | T00066 | Maintenance | 200.00 | | HGM | T00067 | Maintenance | 200.00 | | PKF Accountants | T00068 | Audit Fees | 240.00 | | Kirkwells | T00069 | Planning Objection Fees | 840.00 | | AC Print | T00070 | Parish News | 230.00 | | Rogers Quickprint | T00071 | Parish News/NDP | 661.00 | | Parish Clerk | T00072 | Expenses | 89.09 | |  |  |  |  | |  |  |  | **3603.65** |  1. The quarterly Internal report for period July – Sept was received and noted 2. The External Audit report for financial year 2020-2021 was received and noted |
| **074/21 To receive the Clerk’s report**   1. Update on flower boxes 2. Possible Transfer of Assets: Allotments & Garages 3. Consider future meeting dates to enable WNC Cllr attendance 4. Confirmation of appointment Distribution Agent | | | 1. Further details required by the Regulations Officer would now be submitted regarding the flower boxes. 2. The meeting was advised of opportunity for parish council to consider transfer of assets. **ACTION** further consideration to be given to this matter. 3. The meeting was advised that GHPFA had indicated that the third Tuesday of each month was available as alternative date for council meetings. The Clerk had liaised with WNC councillors, and this was suitable to them. It was **RESOLVED** that future council meetings will be held on the third Tuesday, the next meeting being on Tuesday 16 November 2021 4. The meeting was advised that the parish news had been successfully distributed by the new distribution agent. The council **CONFIRMED** his appointment. | | |
| **075/21. To receive and consider Planning Matters.**   1. The Annual Planning Report 2. To consider response to NLP Part 2 Review 3. Receive report from PAG. 4. To consider communication received from resident regarding GHNDP | | | | 1. WNN/2021/0808 – 4 Lime Farm Way: The council had no comment to make. WNN/2021 0779 – Great Houghton House High Street; The council had no comment to make. 2. It was **RESOLVED** that the council had nothing further to add to its objections to NLP Part 2 already submitted and would seek that these concerns be taken into account with the review. 3. There was no report from PAG 4. The meeting was made aware of and considered the concerns expressed by resident regarding the GHNDP. **ACTION** Clerk to respond on behalf of council. | |
| **076/21 To Consider and determine matters relating to GHPFA**   1. Response from GHPFA on planning drawings for village hall alterations 2. Response from GHPFA on insurance policy matter | | 1. The meeting was referred to original drawing and advised of the changes to the proposed drawing required by GHPFA. **ACTION** Clerk to seek appropriate amendments to drawing from architect for final approval at next meeting. 2. The council considered the response and proposal from GHPFA regarding current and future insurance of the hall, and was pleased to note the changes made by GHPFA to their current insurance. **ACTION** the council to consider this matter further and its implications relating to Lease requirements for future insurance renewals. | | | |
| **077/21. To receive Report on village maintenance matters**   1. To consider response from Highways on Leys Lane | | | | | Due to lack of meeting time this matter to be deferred to next meeting |
| **078/21. To receive updated report on traffic management issues**   1. Update on matter of extending footpaths, the Green & Bedford Road | | | | | Due to lack of meeting time this matter to be deferred to next meeting |
| **079/21 To consider councillor vacancy**   1. Co-option of councillor | | | | | Due to lack of meeting time this matter to be deferred to next meeting |
| **080/21. To consider the monthly public messages** | | The Council welcome PC David Okere and the new Neighbourhood Wardens Elizabeth Newbury & Angela McNeil; and looked forward to working with them for the benefit of all residents.  To be aware that operating electric scooters in the village was both dangerous and unlawful, the consequences of which could be both damaging and punitive! | | | |

**Meeting closed at 10pm**

**Signed………………………………………… Dated………………………………………..**