**Minutes of the Annual Meeting of Great Houghton Parish Council held on Tuesday 17 May 2022 at the Village Hall, Leys Lane commencing at 7.45 pm**

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| **In Attendance:** Cllr W Garner, Cllr M Barham, Cllr R Shaw, Cllr S Williams, Cllr J Havard, | **Also, In attendance:** M Billingham Parish Clerk, R Jeakings, E Jeakings, WNC Cllr J Nunn |

**Annual Parish Council Business**

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| **146/22. Election of Chair and declaration of acceptance of office** | It was **RESOLVED** that Cllr W Garner be re-elected as Chair |
| **147/22.** **Election of Vice Chairman** |  It was **RESOLVED** that Cllr R Shaw be elected as Vice- Chair |
| **148/22. To receive and approve Apologies for absence** | Apologies were received from Cllr P Wright |
| **149/22** **To approve minutes of previous meeting held on 19 April 2022.** | The minutes of the ordinary council meeting held on 19 April 2022 were **APPROVED** |
| **150/22. To receive declarations of interest related to the business on the agenda.**  | There was 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*)  |
| **151/22. Public Participation Section**  | No comment from those in attendance |
| *Members of the public are invited to address the council. limited to 15 minutes maximum with individual contributions limited to 3 minutes****)*** |
| **152/22. To Approve/re-adopt following policies (available on website):*** 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
 | All listed policies were **APPROVED**The meeting was referred to the draft council action plan, previously circulated which was discussed. **ACTION** to be added to the agenda at the next council meeting for approval. |
| **153/22. To assign Councillor Responsibilities and Areas**  | The meeting reviewed the Councillor Responsibilities. It was **RESOLVED** that Cllr S Williams be appointed as the Internal Control Councillor (see Appendix A) |

**Ordinary Parish Council Business**

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| **154/22. 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. WNC Cllr Nunn advised that there is some empowerment funding available for local groups. Grants for local Groups up to £15000. £150 energy rebate now being paid still a problem for those with no direct debit Any concerns notify him. Further meeting to take place regarding Leys Lane resurfacing
2. The meeting was referred to the Police Report. There was no crime reported in April.
3. There was no report from the Neighbourhood Wardens.
4. GHPFA had concerns with size of car park. Concern was expressed that Clerk still not receiving minutes and agendas. **ACTION** Chair to raise issue with GHPFA Chair.
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| **155/22. To consider Current Councillor Vacancies and Council status**1. Co-option of new councillor
2. Power of Competence
 | 1. Need to co-opt further councillor to fill current vacancy. **ACTION** councillors to contact new residents in their area. Clerk to provide list to councillors
2. It was **RESOLVED** that this council meets the conditions contained in part 1 of the Localism Act 2011, having a minimum of two thirds of its councillors declared as having been elected and that the Parish Clerk is CILCA qualified. The council therefore has Power of General Competence.
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| **156/22. To receive and adopt the Finance & Administration Report** 1. To receive Receipts and Payment Accounts to end of April 2022.
2. Payments to be authorised.
3. To receive and approve AGAR Section 2 Accounting Statements 2021/2022
4. To receive and note the Internal Audit Report
 | 1. The Accounts to the end of April 2022 were **APPROVED** with a balance of £36,976.51
2. The following payments were **AUTHORISED**

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| Parish Clerk | T00121 | Salary | 321.00 |
| HMRC | T00122 | PAYE | 83.40 |
| HGM | T00123 | Maintenance | 240.00 |
| HGM | T00124 | Maintenance | 240.00 |
| HGM | T00125 | Maintenance | 240.00 |
| ACRE | T00126 | Training | 25.00 |
| M Browet | T00127 | Distribution | 30.00 |
| Rogers Quickprint | T00128 | Leaflets | 25.00 |
| Parish Clerk | T00129 | Expenses | 114.01 |
|  |  |  |  |
|  |  |  | **1318.41** |

1. Section 2 of the AGAR Accounting Statements 2021/2022 were **APPROVED**
2. The Internal Audit Report was received and noted.
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| **157/22. To receive the Clerk’s report.**1. To consider Denton Surgery Transport Scheme
2. To determine date for Annual Parish Meeting
3. Update on Community Speed Watch Group
4. To consider request for shop on playing field car park
 | 1. The meeting was referred to the request from Denton Village Patient Group (previously circulated) seeking funding. It was **RESOLVED** to provide a grant of £100
2. It was **RESOLVED** that the Annual Parish Meeting take place on Tuesday 31 May 2022 from 7.45pm
3. The meeting was advised that sufficient volunteers had been identified and application to join the Community Speed Watch had now been made with the Parish Clerk as coordinator
4. The meeting was referred to request received for area of car park to be rented off for shop. The council could not agree to this as the area is leased to GHPFA, there is already over demand for car parking space, such commercial operation would be in contravention of the lease deeds.
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| **158/22. To receive and consider Planning Matters.**1. The Annual Planning Report
2. Update on Decathlon Extension
3. Update on GHNDP
 | 1. WNN/2022/0538 – 7 Paget Close. The Council concerned with the design appearance and materials for the dormer not being in keeping with surrounding buildings within the Conservation area. Would seek that any concerns from near neighbours are fully considered and that any requirements from the Conservation Officer are complied with

WNN/2022/0455 – 6A Paget Close. The council has no concerns subject to approval by Conservation Officer. WNN/2022/0451 - 4 the Green. The Council has no comment but would seek that any near neighbours’ concerns are taken into account.WNN/2022/0963 – Old Bedford Road. The Council has no comment to make.1. Unfortunately, no response has been received to the councils’ concerns relating to the further extension of Decathlon. **ACTION** Clerk to refer matter to WNC Cllr Nunn.
2. The council was most pleased with the level of support from residents in approving the Neighbourhood plan and wished to record their thanks to Kirkwells Planning Consultants and all members of the steering group for their hard work and commitment to this major project.
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| **159/22. To receive Report on village maintenance matters**1. Update on grass cutting Highways
2. Update on Village Sign
3. Update on Leys Lane and resurfacing issues
4. Update on Noticeboard refurbishment/replacement
 | 1. The meeting was advised that there was no further update on the grass cutting but a quote of £960 had now been received (see minute 141/22 (b) from Ellis Tree Services for tree maintenance at The Cross and The Green. It was **RESOLVED** to go ahead with this work.
2. The meeting was advised that a replacement village sign had been ordered by WNC and was awaiting delivery.
3. A video conference meeting between WNC Cllrs and the Parish Clerk had been arranged for Tuesday 24 May to further discuss. A site meeting with Land Property Registration has been arranged for 30 May at 2pm. All councillors welcome to attend.
4. The meeting was referred to quotes received for replacing current noticeboards at a cost of about £1200 each. It was **RESOLVED** that the boards be replaced with a wooden one at the White Hart and aluminium ones elsewhere. **ACTION** Clerk to finalise cost including replacement legs/posts.
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| **160/22. To consider the monthly public messages** | * The Parish Council wished to express its thanks for the excellent support received from residents in the recent Neighbourhood Plan referendum.
* Would welcome volunteer to fill current councillor vacancy. Anyone interested should contact the Clerk for further information or visit our website.
* The council looks forward to welcoming residents to the Annual Parish Meeting on Tuesday 31 May from 7.45pm

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**The meeting closed at 9.45pm**

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

**Appendix A**

**COUNCIL REPRESENTATIVES**

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| **Parish Councillor** | **Contacts** | **Area of Responsibility** |
| Bill GarnerChair | 01604 706728bill.garner@greathoughton.org.uk | Willow Lane, Willow Crescent, Glebe Lane  |
| Sarah WilliamsPAG, NPSG, CSWG | 01604 675270sarah.williams@greathoughton.org.uk  | Dobson Close, AtterburyWay, |
| Julie HavardADAG | 07980 254432Julie.havard@greathoughton.org.uk  | Upper High Street, The Green, Leys Lane, Paget Close |
| Paul WrightGHPFA, FPW, ADAG | 01604 765548paul.wright@greathoughton.org.uk | Cherry Tree Lane, Lower High Street, Rectory Close The Cross |
| Rosemary ShawVice-Chair, PAG, DSAG | 01604 762579rosemary.shaw@greathoughton.org.uk | Little Lane Willow Lane (to Bridge)  |
| VACANT | VACANT |  |
| Mike BarhamGHPFA, NPSG, PLR, CSWG, ADAG | 01604 760758mike.barham@greathoughton.org.uk | Lime Farm Way, Keats Close, Wymersley Close |
| Mike BillinghamParish ClerkResponsible Financial Officer | 07936 187566clerk@greathoughton.org.uk | Clerk to the Council |

PAG = Planning Advisory Group – DSAG = Design Statement Advisory Group – ICM = Internal Control Monitor NPSG = Neighbourhood Plan Steering Group – PLR = Police Liaison Representative - FPW = Footpath Warden GHPFA = Great Houghton Playing Field Association – CSWG = Community Speed Watch Group – ADAG = Asset Development Advisory Group

**West Northampton Unitary Council**

Phil Larratt 07770637160 phil.larratt@westnorthants.gov.uk

Johnathan Nunn 07947019491 jonathan.nunn@westnorthants.gov.uk

Elizabeth Bowen 07740176037 Lizzy.Bowen@westnorthants.gov.uk

**MP** Dame Andrea Leadsom 01327 353124 andrea.leadsom.mp@parliament.uk

**Local Police** Sgt Nick Paul   07557 778871     nick.paul@northants.police.uk

 PC David Okere 07557 778 678 David.Okere@northants.police.uk

**Neighbourhood** Angela McNeil neighbourhoodwardens@northampton.gov.uk

**Wardens** Elizabeth Newbery neighbourhoodwardens@northampton.gov.uk