Great Houghton Parish Council

**Minutes of the Ordinary Council Meeting of Great Houghton Parish Council held on Tuesday 20 February 2024 at the Village Hall, Leys Lane commencing at 7.30pm.**

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| **In Attendance**: Cllr S Williams, Cllr R Shaw, Cllr M Barham, Cllr J Havard, Cllr J Russell, Cllr J Browett | **Also, in Attendance**: M Billingham PC, R & N Freeman |

**The business to be transacted is as follows:**

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| **338/24. Opening Procedures**1. To receive and approve apologies for absence:
2. To approve the minutes of the Ordinary Parish Council Meeting held on Tuesday 16 January 2024
3. To receive declaration of interests related to the business on the agenda.
 | 1. Apologies were received from E Lane
2. The minutes of the ordinary council meeting held on Tuesday 16 January 2024 were **APPROVED.**
3. There were no declaration of interests relating to 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*)  |
| **339/24. Public Participation Section**  |  Rod & Natasha Freeman spoke on their planning application for the Manor House. It is their intention to retain character of house within the conservation area but need to develop as family home. It was confirmed that the development would not impede the public footpath through the property. |
| *Members of the public are invited to address the council. limited to 15 minutes maximum with individual contributions limited to 3 minutes****)*** |
| **340/24. To receive following Reports**1. To receive report from West Northamptonshire Councillors
2. To receive reports from Police / PLR
3. To receive report from Great Houghton Playing Field Association
4. To receive Speed/Traffic Report
 | 1. There were no reports received from any WNC councillors. No response has been received from them regarding request for meeting. Clerk did get opportunity to speak to Cllr Larratt at a recent workshop. Advised that he is seeking to establish meeting with responsible officer. The meeting was referred to correspondence with NCALC and advice offered. **ACTION** Clerk to write to MP seeking assistance.
2. There was no police crime report received.
3. The meeting was referred to report previously circulated.
4. The meeting was referred to report previously circulated.
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| **341/24. To receive and adopt the Finance & Administration Report** 1. To approve the Receipts and Payment Accounts to end of Jan 2024
2. Payments to be approved.
3. Renewal of Insurance Policy
 | 1. The accounts to end of January 2024 were **APPROVED** with a balance of £32,600.60
2. The following payments were **AUTHORISED**.

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| Parish Clerk | T00299 | Salary | 232.20 |
| HMRC | T00300 | PAYE | 232.20 |
| Rogers Quickprint | T00301 | Parish News | 307.00 |
| Ashby Computer | T00302 | IT Support | 144.00 |
| M Browett | T00303 | Distribution | 30.00 |
| Parish Clerk | T00304 | Expenses | 33.50 |
| Gallagher | T00305 | Insurance | 3276.88 |
|  |  |  |  |
|  |  |  | **4255.78** |

1. **ACTION** Clerk to write to GHPC advising of the renewal of the insurance and the amount required to be refunded by them.
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| **342/24 To receive and consider Planning Matters**1. The Annual Planning Report
2. Receive report from PAG.
3. Update on Development at The Green – request for disclosure of traffic data.
4. Report on Parish Council’s Planning Forum
 | 1. 2024/0799-0043-0044 The Manor House. The council had no objection to these applications subject to Listed Buildings Consent and any advice and guidance from the Conservation Officer. 2024/0400 22 The Green. The council had no objection to this application. 2024/0495 18 Lime Farm Way. The council was concerned that this is an over development of the site, would result in loss of light or overshadowing of neighbouring property, the design was not in keeping with street scene. Adverse effect that side wall of workshop would have on alleyway linking Keats Close. Further details should be sought regarding use of the proposed workshop.
2. There was a PAG report relating to above applications.
3. The meeting considered and **APPROVED** the request from Developer to share with them Data from the GHPC Traffic Surveys.
4. Cllrs Williams & Russell reported on their attendance at the planning forum of neighbouring parish councils (notes previously circulated) It was **RESOLVED** that GHPC should join the proposed combined body. It was further **RESOLVED** that joint funding be provided, subject to being pro-rata based on individual councils Precept levels and costs being agreed by combined body**. ACTION** Clerk to write to WPC
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| **343/24 To receive the Clerk’s Report**1. Update on external and internal traffic surveys – Consider quote from NDC.
2. To consider draft Biodiversity Policy
3. To consider Emergency Plan
4. To consider and determine quote for full colour Parish News
5. Report on WNC Local Cycling & Walking Plan (LCWIP)
 | 1. The meeting was referred to quote received from NDC for ANPR survey and their terms and conditions relating to GDPR. It was **RESOLVED** that the quote of £2,250 + VAT be accepted**. ACTION** Clerk to instruct NDC to go ahead with survey.
2. The meeting was referred to the draft Biodiversity Policy, previously circulated, which was **APPROVED**.
3. The meeting was referred to the draft Emergency Plan, previously circulated. **ACTION** councillors to provide further contact details and proposals. **ACTION** Clerk to write to other groups to seek support and approval for inclusion in plan.
4. The meeting was referred to quote received for full colour printing of Parish News. It was **RESOLVED** to continue with current layout for now.
5. The Clerk reported on the recent LCWP workshop that he had attended and referred to the presentation previously circulated. **ACTIONS** Councillors to submit comments to Clerk. Clerk to respond on behalf of council by Friday 23 February.
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| **344/24. To receive Report on village maintenance/Highway matters**1. Update on Leys Lane Turning
2. Update on Maintenance of disused railway/cycleway/footpath.
3. Update on reduction of speed limit through village to 20mph.
4. To consider Litter-Pick Leys Lane
5. To further consider issue with footpath KU1
6. Update on Pocket Park Maintenance and replacement of bench.
 | 1. As per minute 340/24 (a) above no further response other than WNC Cllr Larratt seeking meeting with appropriate Officer.
2. Meeting referred to response from Marc Nightingale KIER seeking Ecology Survey relating to removal of trees.
3. Unfortunately, Helen Howard currently off-work. 20mph signs will be delivered on her return.
4. It was **RESOLVED** that a litter pick be carried out on Sunday 3 March from 10am. **ACTION** Clerk to write to volunteer group and arrange equipment.
5. The meeting was referred to response received from Farmer regarding use of footpath. The council noted his expressed concerns relating to problems with use of the right of way by the general public and that of drainage and lay-by rubbish. **ACTION** Clerk to further pursue drainage issue with WNC.
6. The matter of the replacement of bench in the pocket park deferred to next meeting due to lack of time.
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| **345/24. To consider the monthly public messages** | The council expressed its thanks to all residents that have submitted a response to the Traffic Survey  |

**Meeting Closed at 9.40pm**