

Houghton on the Hill Parish Council

Clerk to the Council – Mr. S. Derry

66, Balmoral Road, Mountsorrel, Loughborough, Leicestershire, LE12 7EN

Tel: 0116 2303347

E-mail: clerk@houghtononthehillpc.org.uk

NOTICE OF ANNUAL PARISH COUNCIL MEETING

Parish Councillors are summoned to the **Annual Parish Council Meeting** to be held in the Methodist Church Schoolroom, Main Street, Houghton at 7.30 p.m., on Thursday 9th May 2013.

AGENDA

1. **ELECTION OF CHAIRMAN 2013/14**
2. **APPOINTMENT OF VICE-CHAIRMAN 2013/14**
3. **CHAIRMAN'S WELCOME**
4. **TO RECEIVE APOLOGIES FOR ABSENCE**
5. **TO HEAR DECLARATIONS OF INTEREST**
6. **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 11 APRIL 2013**
7. **APPOINTMENT OF REPRESENTATIVES TO/OF OUTSIDE BODIES 2013/14**
8. **INFORMAL PUBLIC PARTICIPATION SESSION (15 MINUTES)**
Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda and the period of time allowed for such representation shall not exceed **three minutes** and they shall only be allowed to speak once. Any changes to the time duration will be at the Chairman's discretion.
9. **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS RECEIVED**
 - a) 13/00269/FUL - Erection of extensions to rear and side (revised scheme of 12/00799/FUL) (61 Uppingham Road, Houghton)
 - b) 13/00368/FUL - Erection of single storey rear extensions (East Thorpe Cottage, 13A Main Street Houghton)
 - c) 13/00369/LBC - Erection of single storey rear extensions, internal alterations and demolition of 1960's conservatory and outhouse (East Thorpe Cottage, 13A Main Street Houghton)

Members of the public are welcome to attend any meeting of the Council

d) 13/00357/FUL - Erection of front and side single storey side extensions (7 Linwal Avenue, Houghton

10. COUNCILLOR VACANCY

To consider steps to fill the vacancy.

11. INSURANCE

To consider quotations to provide insurance from 1 June 2013.

12. FINANCIAL REGULATIONS AND STANDING ORDERS

To consider the Working Party's conclusions following provisional adoption of revisions at the Parish Council's meeting in March 2013.

13. GRANTS POLICY

To consider a report of the Working Party established on 14 February 2013.

14. NOTICE BOARDS

To further consider residual matters in respect of notice boards.

15. HOUGHTON VILLAGE DIRECTORY

To further consider the feasibility of publishing an updated directory.

16. REPORTS FROM VILLAGE REPRESENTATIVES ON EXTERNAL BODIES

17. VILLAGE ORGANISATIONS' CONTACT DETAILS

To consider whether the Parish Council should compile a directory of contact details (including email addresses) for village organisations.

18. TO RECEIVE CLERK'S REPORT

19. TO NOTE CORRESPONDENCE RECEIVED AND AGREE RESPONSES AS APPROPRIATE

20. FINANCIAL MATTERS

a) To receive notification of invoices received and approve payment

b) To consider matters relating to the Annual Return 2012/13

21. TO AGREE ITEMS FOR INCLUSION IN THE NEXT AGENDA

22. DATES OF MEETINGS – JUNE 2013 TO MAY 2014

To consider dates and whether to continue with the tradition of having no meeting in August.

Signed: 

Clerk to Houghton on the Hill Parish Council

Date: 4 May 2013

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