

MINUTES OF THE MEETING OF HOUGHTON-ON-THE-HILL PARISH
COUNCIL,
HELD IN THE METHODIST CHURCH SCHOOLROOM,
MAIN STREET, HOUGHTON-ON-THE-HILL,
WEDNESDAY 1st APRIL 2009, AT 8:00 P.M.

PRESENT:

Cllr. Mr. M. Stevenson (Chairman)
Cllr. Mrs. A. Sharman (Vice Chairman)
Cllr. Mrs. E. Bent
Cllr. Mr. P. Duke
Cllr. Mr. William Scott
Cllr. Mrs. S. Swann
Ms A. M. Davies (Clerk)

3 members of the public, including Houghton Tree Warden, Mrs. Francesca Wall-Bray

1. APOLOGIES

Apologies from Cllr. Mrs. Ann Sleath had been received and accepted.

2. DECLARATION OF INTEREST

Declarations of interest were to be made when agenda items were being discussed and recorded accordingly.

3. MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON THE 4th MARCH 2009

The Minutes of the Meeting of the 4th March 2009 were confirmed and signed.

4. TO RECEIVE A REPORT FROM THE CHAIRMAN ON PROGRESS OF DEBATED ISSUES

Chairman Cllr. Mr. M. Stevenson did not have anything new to report.

5. FINANCIAL MATTERS

1. Accounts to be settled:

Clerk's variable expenses, PC Office consumables

£28.56

LRALC Membership Renewal 2009/10

£265.45 RCC Subscription 2009/10

£40.00

Leicestershire Footpath Association, Subscription 2009

£5.00

- ***It was RESOLVED that all accounts presented for payment 01/04/09 be paid in full.***

Two cheques were signed between PC Meetings. In accordance with Council's Standing Orders, two Councillors signed each cheque.

This March 2009 expenditure needed to be approved by Council resolution and is included in expenditure for the financial year 2008/09.

- ***It was RESOLVED that cheque no. 100665, for £14.30 made out to A. M. Davies, 18/03/09, as back pay in accordance with the NALC Final National Salary Award 2008/09 for Local Council Clerks, be approved.***
- ***It was RESOLVED that cheque no. 100666, for £45.65 made out to The Old***

Black Horse, 23/03/09, as payment for 2 days sustenance for the village volunteer tree maintenance team, be approved.

2. Clerk's Salary and Standing Expenses (PC Office Expenses)

The "Clerk's Standing Expenses" (Council's approved monthly percentage contribution towards phone and internet provision and use thereof, space (HDC Council Tax), heating and light, all expenses incurred by the Council's employee, in the execution of work for the Council in the office of the Council located in the home of the employee) needed to be updated for 2009/10 in accordance with the Clerk's Contract of Employment and Terms of Service.

The Clerk's salary and standing expenses are paid by Council's Bank Standing Orders on the last working day of each month.

Council agreed that the Clerk/RFO should be enabled to make necessary updating amendments to Council's Bank Standing Orders in accordance with NALC National Salary Awards for Local Council Clerks and the Clerk's Contract of Employment and Terms of Service, including increases/decreases in standing expenses as they are incurred.

- ***It was RESOLVED that Ms. A. M. Davies, Parish Clerk/RFO, be authorised to make necessary amendments to update, in accordance with the Clerk's Contract of Employment and Terms of Service, Council's Bank Standing Orders for the monthly payment of the Clerk's salary and standing expenses, the latter being Council's approved monthly percentage contributions towards telephone and internet provision and use thereof, space, heating and light, all expenses incurred by the Council's employee, in the execution of work for the Council in the office of the Council located in the home of the employee.***

3. Internal Audit Plan

A copy of Houghton Parish Council Internal Audit Plan 2008/09, list of documentation defining the scope and terms of reference for the Internal Audit to be submitted to Mr. C. V. Bagshaw, Internal Auditor of Houghton on the Hill Parish Council Accounts, had been circulated to all Councillors in the Meeting Pack 01/04/09.

- ***It was RESOLVED that the Houghton Parish Council Internal Audit Plan 2008/09, the list of documentation defining the scope and terms of reference for the Internal Audit, be approved by full Council.***

The Internal Audit Plan was signed by the Chairman and the Clerk and is filed with the minutes of this meeting.

6. CORRESPONDENCE

1. LCC / LRALC offer of funding support, £750.00, towards the updating of Parish Council IT facilities and the purchase of related consumables. Offer being dependent on the PC acceptance, by resolution, of the terms of the Service Level Agreement Information Technology Project.

- ***It was RESOLVED that the LCC & LRALC grant, £750.00, towards the updating of Houghton on the Hill Parish Council IT facilities and the purchase of related consumables be accepted in accordance with the terms of the issued Service Level Agreement Information Technology Project.***
- ***It was RESOLVED that the adoption of a Parish Council website domain name and Parish Council e-mail address, at the cost of £40.00 + Vat for a two year period, be approved***

Council agreed that the clerk would research the most suitable model laptop for council business, and that the clerk present, for Council consideration, three quotes for

the specific model at the next PC Meeting. Council also agreed to the purchase of necessary laptop accessories, security related software, and installation peripheral.

- ***It was RESOLVED that any laptop computer bought by the Parish Council, for Parish Council business, be included in the Parish Council Insurance Policy with Allianz Insurance plc as of 1st June 2009.***

2. HDC invitation for Houghton Planning Champion/Planning Representative (Cllr. Mr. William Scott, see minutes PC Meeting 002/04/2008) to attend a training event for Parish Council Planning Representatives at the District Council Offices 21st April 6pm – 7pm or 28th April 4pm – 5:30pm.

- ***It was resolved that, in the event that Cllr. Mr. William Scott is available to attend the HDC training event for Parish Council Planning Representatives, 21/04/09 or 28/04/09, travel expenses be paid at 40p per mile upon the presentation of an expenses claim form.***

3. Letter from RGM confirming acceptance of Parish Council Service Contract 2009/10.

4. Notification from Houghton Methodist Church:

Hire of the Schoolroom (PC Committee room) has increased to £5.00 per hour for 2009/10.

5. E-mail from Leicestershire County Neighbourhood Watch Association. Invitation to attend the Annual General Meeting of the official Neighbourhood Watch Association for Leicester & Leicestershire to be held in the lecture theatre at Leicestershire Constabulary Force HQ Enderby on 30th April 2009. Noted

6. Letter from Mr. & Mrs. P. D. Adcock, 21, Uppingham Road: Unsatisfactory state of the surface of the footpath linking the A47 to Linwal Avenue and Scotland Lane. Council instructed the Clerk to write to LCC Highways requesting that the entire length of the footpath might be re-surfaced.

The Chairman temporarily adjourned the meeting enabling Mrs. Francesca Wall-Bray, Houghton Tree Warden, to give a verbal report on the progress of the Tree Maintenance Programme

Having thanked Mrs. Francesca Wall-Bray for her report, the Chairman re-opened the formal PC Meeting.

7. TREE MAINTENANCE PROGRAMME

Council agreed to approve two general tree maintenance days.

Council agreed that any proposals submitted by Mrs. Francesca Wall-Bray for Phase 3 of the Village Tree Planting Scheme must be received, for Council consideration, 3 months before the setting of the 2010/11 Precept in December 2009. This will enable Council on site consideration of these proposals during the course of the autumn Councillors' Village Walk and allow sufficient time for fully informed Council consideration, approval/amendment/refusal, of any proposals received. As usual, Mrs. Francesca Wall-Bray, Houghton Tree Warden, will be invited to attend the Councillors' Village Walk.

8. PLANNING APPLICATIONS

1. Planning Applications PERMITTED:

1. Planning Application 09/00251/TCA

Proposal: Works to trees (including the felling of a Beech tree)

Location: 10A, Elizabeth Close, Houghton on the Hill, Leics.
LE7 9GA

Date received by PC: 07/02/2009

End of Consultation: 24/02/2009 (Date extension granted to 09/03/09)

Planning Application 09/00251/TCA permitted 10th March 2009

2. Planning Application 09/00132/FUL

Proposal: Erection of two storey side extension and dormer windows to the front
(Revised scheme of 08/00331/FUL)

Location: 25, North Way, Houghton on the Hill, Leics. LE7
9HR

Date received by PC: 14/02/2009

End of Consultation: 09/03/2009

Planning Application 09/00132/FUL permitted 30th March 2009

3. Planning Application 09/00125/FUL

Proposal: Single storey front extension

Location: 35, Scotland Lane, Houghton on the Hill, Leics. LE7
9GH

Date received by PC: 14/02/2009

End of Consultation: 09/03/2009

Planning Application 09/00125/FUL permitted 30th March 2009

4. Planning Application 09/00101/TPO

Proposal: Works to trees including the felling of a LCC TPO
tree

Location: 10A, Elizabeth Close, Houghton on the Hill, Leics.
LE7 9GA

Date received by PC: 07/02/2009

End of Consultation: Date extension granted to 09/03/09

Planning Application 09/00101/TPO permitted 23rd March 2009

Council expressed disappointment that a letter of clarification from HDC, in reply to the Council's questions in reference to the handling of planning applications for this application site from conception to the present, has not yet been received. Council requested that this matter be put on the agenda for further Council discussion at the PC Meeting 06/05/09. This allows an additional month for the receipt of a letter of clarification from HDC.

3. Planning Applications TO BE CONSIDERED BY COUNCIL:

1. Planning Application 09/00234/FUL

Proposal: Erection of two storey rear extension

Location: 26 Main Street, Houghton on the Hill, Leics. LE7
9GD

Date received by PC: 06/03/2009

End of Consultation: 27/03/2009 (HDC had granted a date extension to
09/04/09)

Having considered the plans, the Council instructed the clerk to forward the Parish Council's comments on Planning Application 09/00234/FUL to HDC Development Control Team

2. Planning Application 09/00235/CON

Proposal: Demolition of garage and partial demolition of
boundary wall Location: 26 Main Street, Houghton on the Hill,
Leics. LE7 9GD

Date received by PC: 06/03/2009

End of Consultation: 27/03/2009 (HDC had granted a date extension to 09/04/09)

Having considered the plans, the Council instructed the clerk to forward the Parish Council's comments on Planning Application 09/00235/CON to HDC Development Control Team

3. Planning Application 09/00275/FUL

Proposal: Erection of a carport

Location: 8/8A St Catharine's Way, Houghton on the Hill, Leics. LE7 9HE

Date received by PC: 16/03/09

Date of End of Consultation: 06/04/09

Having considered the plans, the Council had no comment to make on Planning Application 09/00275/FUL. The clerk was instructed to inform HDC Development Team accordingly.

In accordance with the Council's adoption, 01/10/08, of additional clauses as part of the Standards Board's Model Code of Conduct for Parish and Town Councils 2007: The public has a right to make representations, ask questions or give evidence related to planning applications, environmental issues and controversial local issues at any meeting of the Council (and any of its Sub-Committees) where any of these matters are included on the agenda for the particular meeting.

Ms. A. M. Davies, Clerk/RFO, is the owner occupier of 23, Uppingham Road. Prior to Council consideration of Planning Application 09/00283/FUL, for 25, Uppingham Road, Ms. A. M. Davies confirmed that she has no wish, as a member of the public, to make verbal representation, ask questions or give evidence either in support or objection to the building proposals of Planning Application 09/00283/FUL.

4. Planning Application 09/00283/FUL

Proposal: Erection of first floor extension, porch to front and detached double garage

Location: 25, Uppingham Road, Houghton on the Hill, Leics. LE7 9HJ

Date received by PC: 27/03/09

Date of End of Consultation: 16/04/09

Having considered the plans, the Council instructed the Clerk to inform HDC Development Control Team of Council's reasons for strong objection to Planning Application 09/00283/FUL.

9. VERBAL REPORTS OF REPRESENTATIVES IN RESPECT OF:

- **School Governors**
- **Village Charities**
- **Village Hall**
- **Allotments**

Vice Chairman Cllr. Mrs. Ann Sharman reported on the Houghton Gardeners' Club Committee Meeting, Tues. 17th March 2009

A copy of the minutes of the Houghton Gardeners' Club Committee Meeting 17/03/09 is filed with Council's records.

Next Meeting of the HGC is scheduled for Saturday 25th April 2009, at the allotment site during "Bonfire Day"; a day scheduled for general maintenance and tidying-up of the allotment site by the members of the HGC. This meeting concerns purely

domestic matters, therefore the HGC considers the attendance of the Council's Representative to HGC to be unnecessary.

When received, the minutes of the HGC Committee Meeting 25/04/09 will be filed with Council's records.

- **LRALC**
- **Field Association**

Cllr. Mrs. Ann Sleath had attended the Quarterly HFA Committee Meeting 09/03/2009 and, in her absence at this PC Meeting, had submitted a written report on the HFA Meeting 09/03/2009.

The report is filed with Council's records and a copy had been circulated to all Cllrs. 25/03/09.

The Chairman presented the report to the Council.

When received the minutes of the Quarterly HFA Committee Meeting 09/03/2009 will be filed with Council's records.

Next Quarterly HFA Committee Meeting is scheduled for Fri. 8th June 2009 – Houghton Pavilion, 7:30pm.

- **Rural East "Have Your Say"**

Cllr. Mrs. Susan Swann had been unavailable for the Rural East Community Forum Meeting, Tuesday 31st March 2009. The confirmed minutes of Rural East Community Forum Meetings can be accessed on the Leicestershire Communities Forums website at: <http://www.leicestershireforums.org/rureast/news.html>

- **CASCET**

Minutes of the CASCET Committee Meeting 12/03/09 and various Eco Town related e-mail up-dates had been circulated to all Councillors.

Minutes of the CASCET Committee Meeting 12/03/09 are filed with Council's records.

Cllr. Mrs. Eileen Bent gave an extensive verbal report on the CASCET Committee Meeting 12/03/09, current CASCET issues, progress, potential legal actions to be undertaken and crucial forthcoming fund raising events.

End of public consultation for Phase 2 is currently still Thursday 30th April 2009.

A viability study of the Eco-towns Programme prepared by external advisers for CLG has been published and can be accessed at:

<http://www.communities.gov.uk/publications/housing/financialviabilitystudy>

An eco-town update article will be submitted for publication in the May Issue of Houghton News.

The next CASCET Committee Meeting is scheduled for Wednesday 15th April - Great Glen Parish Office, 7:30pm.

CASCET AGM is scheduled for Wednesday 13th May - Great Glen Parish Office, 7:30pm.

The Chairman reminded all present that the next PC Meeting will be the Annual Parish Council Meeting, 06/05/2009.

There being no further business to transact the meeting was closed at 9:20 pm.

SIGNED.....

CHAIRMAN

DATE.....