

MINUTES OF THE MEETING OF HOUGHTON-ON-THE-HILL PARISH COUNCIL,
HELD IN THE METHODIST CHURCH SCHOOLROOM,
MAIN STREET, HOUGHTON-ON-THE-HILL,
WEDNESDAY 2nd DECEMBER 2009, AT 8:00 P.M.

PRESENT:

Cllr. Mr. M. Stevenson (Chairman)
Cllr. Mrs. A. Sharman (Vice Chairman)
Cllr. Mr. P. Duke
Cllr. Mr. W. Scott
Cllr. Mrs. Ann Sleath
Cllr. Mrs. S. Swann
Ms A. M. Davies (Clerk)

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

1. APOLOGIES

Apologies from Cllr. Mrs. Eileen Bent 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 NOVEMBER 2009

The Minutes of the Meeting of the 4th November 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 presented for payment:

P. H. Duke - Remembrance Sunday Refreshments	£ 14.76
E. A. Sleath - Remembrance Day Flowers	£ 22.00
James Coles & Sons Nurseries Ltd. - 5 x 25kg sacks Daffodil Bulbs	£ 143.75
Supplies Team (ESPO contract), PC Office consumables – ink cartridges	£ 28.08
Post Office Ltd. - Stamps	£ 9.56
The Old Black Horse – 2 days victuals for volunteer tree planting team	£ 59.00

- *It was RESOLVED that all accounts presented for payment 02/12/09 be paid in full.*

6. PARISH COUNCIL SERVICE CONTRACT

1. Grass cutting

- *It was RESOLVED that RGM continues to be approved as contractor for the 2010/11 grass cutting season and that the submitted estimate, £1,610.00 NET, be approved and accepted as best value for Houghton Parish Council service contract work, beginning 01/04/2010, providing the following services:*
 1. *Grass Cutting of Houghton Field Association field, maximum 14 cuts per growing season.*
 2. *Grass Cutting of Houghton Village Hall field, maximum 14 cuts per growing season.*
 3. *Grass Cutting of St. Catharine's churchyard, maximum 14 cuts per growing season.**and that this contract be subject to annual review.*

2. Dog waste bin emptying

- ***It was RESOLVED that the estimate submitted by FOCSA/HDC for £130.00 NET be approved and accepted as best value for Houghton Parish Council service contract work 2010/11, beginning 01/04/2010, providing the following service:***
 - 1. Once per week emptying of 2 dog-waste bins, located on Houghton Field Association field, for the financial year 2010/11***
and that this contract be subject to annual review.

7. CORRESPONDENCE

1. E-mail from the HFA Chairman requesting/instructing the Parish Council not to include all members of the HFA Committee in official correspondence from the PC and to restrict circulation of this correspondence merely to the HFA Chairman and Vice Chairman. Council confirmed the Council's agreement 04/11/09 that until further notice, by the Council, all HFA Committee Members be copied into official written communication from the Parish Council to the HFA.
2. E-mail from Mr. Iain Munroe, 10, Main Street, requesting that consideration be given to the replacement of the modern streetlights on Main Street and Scotland Lane with streetlights which are more in keeping with the Conservation Area. The clerk had forwarded Mr. Munroe's request for consideration and comment of Mr. Peter Hosking Environmental Works Manager, Leicestershire Highways. Noted.
3. E-mail reply from Mr. Peter Hosking Environmental Works Manager, LCC Highways, to Mr. Munroe and the PC – potential cost, to the PC, of replacement lanterns:
“The street lights in Main Street and the conservation area section of Scotland Lane were replaced during 2003/4 as the existing street lights were becoming structurally unsound. Prior to these replacement works officers from the County Council met with Parish Councillors and attended the Parish Council meeting on 2nd October 2002 to discuss this matter. Due to the costs associated with heritage lighting it was agreed that the County Council would proceed with the replacement of the old unsound lights with standard equipment. This standard equipment included the use of a High Pressure Sodium light source - being an industry standard white light recommended for conservation areas. The lighting columns were also painted. The County Council could remove the existing standard street lighting lanterns and replace them with an LCC specification heritage lighting lantern if the Parish Council is prepared to pay for the capital cost of these works. The costs of this work is likely to be in the region of £850.00 per lantern. Please let me know if the Parish Council would like to pursue this option.”
There are 20 streetlights on Main Street, 13 streetlights on Scotland Lane, the potential cost of replacement lanterns being £19,550.00 to the Parish.
Following deliberation, Council agreed not to pursue the matter at this time.
4. NALC November Newsletter. Noted.
5. Houghton on the Hill website (Leicestershire Villages) Progress Report, received from Mr. Dave Kirkwood, website administrator. Noted.

The Chairman temporarily adjourned the meeting to allow Mrs. Francesca Wall-Bray to give a verbal report on the progress of the Tree Maintenance Programme and Phase III of the Village Tree Planting Scheme. Having thanked Mrs. Francesca Wall-Bray for her report, the Chairman re-opened the formal PC Meeting.

8. TREE MAINTENANCE PROGRAMME & PHASE III OF THE VILLAGE TREE PLANTING SCHEME

Council agreed to approve three Village Volunteer Planting Team days.

9. HOUGHTON ON THE HILL PARISH COUNCIL WEBSITE

Cllr. Mrs. Ann Sleath gave a verbal report on the PC website annual MOT performed by Tim Heeley, LCC Parish Website Content Co-ordinator.

An e-mail invitation had been received for attendance at the Annual Parish Website User Group Event to be held at Beaumanor Hall, Woodhouse on Tuesday 23rd February 2010.

- ***It was RESOLVED that, in the event that Cllr. Mrs. Ann Sleath is available to attend the Annual Parish Website User Group Event 23/02/10, travel expenses be paid at 40p per mile upon the presentation of an expenses claim form.***

10. PLANNING APPLICATIONS

The Clerk reported:

1. Planning Application PERMITTED:

1. Planning Application 09/01194/FUL

Proposal: Erection of two storey detached dwelling and detached garage (revised scheme of 08/00935/REM)

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

Date received by PC: 09/10/2009

Planning Application 09/01194/FUL permitted 23rd November 2009

2. Planning Applications TO BE CONSIDERED BY PC:

1. Planning Application 09/01339/FUL

Proposal: Erection of a two storey side extension and single storey extensions to front and rear

Location: 11, Forsells End, Houghton on the Hill, Leics. LE7 9HQ

Date received by PC: 14/11/2009

End of Consultation: 17/12/2009

Having considered the plans the Council instructed the Clerk to inform HDC Development Control Team that the Council has no comment to make on this application.

2. Planning Application 09/01374/FUL

Proposal: Erection of agricultural building and vehicular access, to supersede unimplemented planning permission 08/00473/FUL

Location: Land North of Uppingham Road Houghton on the Hill Leics.

Date received by PC: 20/11/2009

End of Consultation: 11/12/2009

Having considered the plans, the Council instructed the Clerk to inform HDC Development Control Team that the Council has no comment to make on this application.

11. VERBAL REPORTS OF REPRESENTATIVES IN RESPECT OF:

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

Cllr. Mrs. Sue Swann gave an extensive verbal report on the Village Hall Committee Meeting 16/11/2009 and also distributed a written report on the VHC Meeting to all Councillors and the clerk. The report is to be filed with Council's records. The next meeting of the VHC is scheduled for Monday 8th February 2010.

- **Gardeners' Club**

Vice Chairman Cllr. Mrs. Ann Sharman gave an extensive verbal report on HGC Committee Meeting 17/11/09. Minutes of the HGC Committee Meeting 17/11/09 have been received and are filed with Council's records. The next HGC Committee Meeting is scheduled for Tues. 07/12/2009, 29 Forest Rise, Thurnby, at 7:30pm.

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

Cllr. Mr. William Scott reported that the next Quarterly Meeting of the HFA Committee is scheduled for Monday 14/12/2009, Houghton Pavilion, at 7:30pm.

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

- **HDC Planning**
- **CASCET**

12. SETTING OF PRECEPT 2010/11

Prior to the PC Meeting, the clerk had distributed copies of the following financial spreadsheets and chart to all Councillors:

Spreadsheet 1: Analysis of Budget 2009/10 - estimated expenditure, income and balance to 31st March 2010 and analysis of actual expenditure, income and balance as of 30th November 2009

Spreadsheet 2: Analysis of Precept 2009/10 compared with an analysis of a possible proposed Budget and Precept 2010/11.

Spreadsheet 3: For ease of reference, a larger copy of an analysis of a possible proposed Budget and Precept 2010/11..

Chart: “Current Tax Base Figure for Houghton on the Hill = 648.9”. This chart illustrates the effect of a range of precepts on the actual annual Parish Council Tax paid on a Band D House.

The chart also gives the respective annual increase/decrease in PC Tax that these various precepts would have on a Band D House. The slight increase/decrease would be respectively, fractionally higher or lower for the other Bands.

Copies of these spreadsheets and chart are filed with Council’s records.

The Spreadsheets, in combination with the chart, were to enable Council’s well informed decisions on the setting of Precept 2010/11.

After lengthy discussion and debate on each financial sub-heading, and individual item under each sub-heading, on the spreadsheet of the Clerk’s detailed analysis presented for Council consideration as “Precept Proposal 2010/11”:

- ***It was RESOLVED that a Precept of £19,500.00 be set for the financial year 2010/11.***

The clerk reminded the Council that having set the Budget and Precept 2010/11, Council still has the right to vire funding between the various financial sub headings during the financial year 2010/11. A copy of the resolved budget and precept calculation is to be filed with Council’s records as a working document.

Council agreed that Park Life Committee members be invited to attend an informal meeting with as many PC members as available on a date to be confirmed by both the PC and Park Life.

The purpose of the proposed meeting is to enable Park Life to update the PC on proposals for the financing and maintenance of the new playground and for the PC to clarify the qualifying criteria which enable the PC to release public money in accordance with current legislation and Houghton on the Hill Policy on Grants. One of the basic qualifying criteria being PC sight of Park Life audited accounts for the previous year. Although Park Life is a sub-committee of the HFA, before Council consideration can be given to a grant application from Park Life it will be necessary for Park Life to open a separate bank account. This will enable Council, should Council so wish, to release cheque/s directly to Park Life.

13. SCHEDULE FOR PARISH COUNCIL MEETINGS 2010/11

- ***It was RESOLVED that the 2010/11 schedule for PC Meetings be approved as follows: The August ‘rest’ month be retained, the January PC Meeting date be retained as Wednesday of the second week in January, the date of the February PC Meeting be scheduled for Tuesday of the first week in February and that all other monthly PC Meetings be scheduled for Wednesday of the first week of the relevant month.***

There being no further business to transact the meeting was closed at 9:40 pm.

SIGNED.....

CHAIRMAN

DATE.....