

MINUTES OF THE MEETING OF HOUGHTON-ON-THE-HILL PARISH COUNCIL,
HELD IN THE METHODIST CHURCH SCHOOLROOM,
MAIN STREET, HOUGHTON-ON-THE-HILL,
WEDNESDAY 3rd MARCH 2010, AT 8:00 P.M.

PRESENT:

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

District Cllr. Mrs. Amanda Burrell

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

1. APOLOGIES

Apologies from Cllr. Mrs. Eileen Bent and Cllr. Mr. William Scott 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 2nd FEBRUARY 2010

The Minutes of the Meeting of the 2nd February 2010 were confirmed and signed.

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

The Chairman's report was presented primarily as an update for the Councillors' benefit. Issue arising out of this report that requires a decision from the Parish Council will be raised as agenda items as necessary (See Appendix 1, Chairman's Report to the Parish Council 03/03/10).

5. CORRESPONDENCE

1. E-mail, 11/02/10, from Mr. Ian Stanley, LCC Highways, confirming LCC provisional approval for the re-location of the proposed salt and grit bin site from outside 15 North Way to the footpath outside 9 Winckley Close. - Noted.

See Appendix 1, Chairman's Report to the Parish Council 03/03/10.

2. Written confirmation of agreement for the re-location of the LCC approved salt and grit bin, to the footpath outside 9 Winckley Close, from residents of the six properties on Winckley Close that are within line of sight of the new location. - Noted.

3. E-mail from Prof. Alan Wells, 10 Winckley Close, on behalf of residents of Winckley Close, thanking the PC for the much appreciated timely action on the installation of the salt and grit bin. - Noted.

4. E-mail from Mr. A. Pearson, 25/02/10, 7, Winckley Close, thanking Houghton PC for the prompt installation of the Winckley Close salt & grit bin and for all the Council's "sterling work in making Houghton a better place to live".

5. Houghton Village Hall Annual Report and audited accounts 2009. - Noted

6. Letter and *pro forma* questionnaire from HDC Standards Committee in reference to Standards for England Code of Conduct. - Noted and considered.

The *pro forma* questionnaire was completed by Council and the Clerk was asked to return the completed questionnaire to HDC Standards Committee.

7. Letter from RCC. Invitation to attend Rural Community Council Community Action Seminar 2010. The Sparkenhoe Suite, County Hall, Leicester on Thurs. 4th March 2010 at 7: 00pm. – Noted and considered.

Council expressed concern that RCC had given unacceptably short notice of this meeting. Cllr. Mrs. Ann Sleath offered to try to attend the meeting.

8. Letter from RCC. Invitation to enter the New RCC Village/Community Achievement Awards 2010. - Noted and considered.

Council agreed that Houghton village fully meets the qualifying criteria for entry into Category 3. “Cleaner and Greener” of the RCC Village/Community Achievement Awards 2010.

Vice Chairman Cllr. Mrs. Ann Sharman volunteered as a member of an “RCC Village/Community Achievement Awards 2010 Working Party”. In response to Vice Chairman Cllr. Mrs. Ann Sharman’s request for other Councillor working party volunteers, Cllr. Mr. Peter Duke confirmed his acceptance of the invitation. Vice Chairman Cllr. Mrs. Ann Sharman reported that, although absent at this PC Meeting, Cllr. Mrs. Eileen Bent had also confirmed her willingness to be part of any RCC competition working party that might be formed. Council felt that Houghton Tree Warden, Mrs. Francesca Wall-Bray, could make a valuable contribution to the working party and should therefore also be invited. Mrs. Francesca Wall-Bray, present as a member of the public, nodded her acceptance of the invitation.

The purpose of the working party is to prepare a proposed submission for entry into Category 3.

“Cleaner and Greener” of the RCC Village/Community Achievement Awards 2010. This proposed submission is to be presented for full Council consideration at the PC Meeting 07/04/10.

The deadline for submissions to RCC is Monday, 19th April 2010.

9. E-mail from Wendy Martin, Community Safety Partnership, requesting permission to speak to the PC in order to inform the PC of the work of the Community Partnership and to ask if information about the partnership could be given some space on the PC website. - Noted and considered.

Council agreed that Wendy Martin, Community Safety Partnership, be invited to address the PC at a future PC Meeting.

10. E-mail, 09/02/10, from Mr. Craig Bollard, HFA Chairman, offering suggested dates for an informal meeting of three HFA representatives with three Councillors. It is understood that the three HFA representatives are to be the HFA Chairman, the HFA Vice Chairman and the Park Life Representative on the HFA Committee. Mr. Bollard also asks to be advised where the PC would like to meet. Noted.

This issue had been addressed under Agenda Item 4.

See Appendix 1, Chairman’s Report to the Parish Council 03/03/10, sub-heading “Informal meeting of PC Representatives with HFA Representatives”. The three appropriate Councillors, for attendance at the proposed informal meeting with HFA, are considered to be the PC Chairman, the PC Vice Chairman and the PC Representative to HFA.

Cllr. Mrs. Ann Sleath asked to be included in the proposed informal meeting with HFA.

Chairman Cllr. Mr. Mort Stevenson, having agreed to liaise with Mr. Craig Bollard, HFA

Chairman, to establish a mutually convenient date and venue for all concerned, also agreed to ask Mr. Craig Bollard if the inclusion of a fourth PC Representative would be acceptable to HFA.

6. FINANCIAL MATTERS

1. Accounts presented for payment:

Houghton Village Hall, Grant 2009/10	£2,000.00
Supplies Team (ESPO), memory stick, staple gun, 2 boxes staples, 5 reams A4	£ 38.53
A. M. Davies, replacement used office printer, HP Photosmart C6280	£ 50.00
S. Clark, bus shelter cleaning (7 x £6.50) + £20.00(bus shelter roof)	£ 65.50
LCC Highways, installation of HFA footpath/car park streetlight	£1,762.50
LCC Highways, installation of 1 salt & grit bin for Winckley Close/North Way	£ 200.00
Houghton Methodist Church, Committee room hire	£ 110.00
E. A. Sleath, Councillor travel expenses. Claim form submitted	£ 14.40

- ***It was RESOLVED that all accounts presented for payment 03/03/10 be paid in full.***

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.

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

Weather conditions had made it impossible for previously Council approved tree planting and maintenance days to be used in February.

Council agreed that:

1. The two previously Council approved, but unused, tree planting/maintenance days be carried over into March.
2. Council agreed to approve an additional tree planting/maintenance day in March.
3. In accordance with Council's Standing Orders, the signing of a cheque between PC Meetings by two Councillors, as settlement of invoices presented for previously Council approved payment of sustenance for the volunteer village tree planting/maintenance team, be approved.
4. In accordance with Council's Standing Orders, the signing of a cheque between PC Meetings by two Councillors, as settlement of invoices presented for previously Council approved tree planting related supplies, be approved.
5. Settlement of these accounts is to be included in expenditure for the financial year 2009/10.
6. The exact amount of any payments, numbers and issue of cheques is to be approved by resolution at the PC Meeting 07/04/10.

8. HOUGHTON ON THE HILL PARISH COUNCIL WEBSITE

Cllr. Mrs. Ann Sleath gave a verbal report on the Annual Parish Website User Group Event held at Beaumanor Hall, Woodhouse, Tuesday 23rd February 2010. The meeting had been exceptionally well attended, was very informative and had also allowed for useful inter change of ideas between attendees. Cllr. Mrs. Ann Sleath reported that some reference had been made at the IT meeting that funds in addition to the Parish precept might be available for Parish Councils' IT needs.

Cllr. Mrs. Sleath was unable to provide further details of such funding, therefore the Chairman temporarily closed the formal PC Meeting in order to allow District Cllr. Mrs. Amanda Burrell to give Council any information that she might have on the matter.

District Cllr. Mrs. Amanda Burrell had no knowledge of the availability of such additional funding. Having thanked District Cllr. Mrs. Amanda Burrell for her comments the Chairman re-opened the formal PC Meeting.

- ***It was RESOLVED that the unconfirmed "Chairman's Report to Councillors", part of Houghton on the Hill PC Meeting minutes, be approved for posting under "Current Issues" on the PC website prior to the posting of the confirmed minutes of the relevant PC Meeting containing the confirmed "Chairman's Report to Councillors".***

Council agreed to accept Cllr. Mrs. Ann Sleath's offer to form a PC website Working Party to consider potential improvement and/or additional uses of the PC website. Council agreed that this working party would consist of any number of available Councillors, fewer than full Council, and that the Working Party would report back to full Council at a subsequent PC Meeting.

9. RISK ASSESSMENT

Council discussed insurance cover for volunteers.

Although Council agreed that the Council's insurance adequately covers volunteers, Cllr. Mrs. Susan Swann offered, if required, to draft a PC policy document for volunteers.

Council agreed that the Houghton Parish Council insurance policy with Allianz Insurance Plc. adequately covers all current potential risks.

- ***It was RESOLVED that the Parish Council insurance policy with Allianz Insurance Plc. be renewed for 2010/11.***

10. VILLAGE SEATS MAINTENANCE

Chairman Cllr. Mort Stevenson expressed concern that some of the village seats are in need of being cleaned.

Cllr. Mrs Ann sleath offered to accompany the Chairman on a village walk to ascertain which and how many of the seats are in need of this treatment. Both Councillors agreed to report their findings to full Council at a subsequent PC Meeting.

HDC had suggested power washing of the seats and had forwarded estimates for this work.

Council considered that this might be an inappropriate cleaning method.

The clerk was asked to establish, with the suppliers of the seats, if there is a recommended cleaning method and to inform Council accordingly.

11. SPEED CONTROL OF VEHICLES USING THE STRETTON LANE APPROACH TO THE VILLAGE

Council discussed the historic issue of speed control not only of vehicles using the Stretton Lane approach to the village, but also speed control within the village in general.

Council agreed that the clerk would continue the ongoing dialogue on this issue with LCC Highways. Council's requests to LCC Highways are to include:

- Arrangements for further LCC Highways site visit/s to the known speeding problem areas in the village.
- Temporary installation of a speed camera to monitor and record the speed of vehicles using the Stretton Lane approach to the village.
- The possibility of laying warning dragons teeth on either side of the Stretton Lane approach to the village.
- LCC Highways advice/recommendations for any other possible, effective speed control implementations for the Stretton Lane approach to the village.
- LCC Highways advice/recommendations for any possible, effective speed control implementations for other known speeding problem areas in the village.
- Repeated request for the relaying of the white triangle warning markings on the speed humps in Main Street. These markings are significantly and dangerously eroded.

For several years Council has been concerned about the provisions made for the safety of pedestrians adjacent to the A47 in the area fronting the two service stations and the Rose & Crown public house. As recorded in numerous PC Meeting minutes, for at least the last two years, LCC Highways has assured the PC that that action to be taken is imminent and that the delay in action is owing to the complexity of the location. The clerk was asked remind LCC Highways of this assured action and to request that this long overdue action be implemented as a matter of urgency.

Clerk's note: Last year all Councillors had been circulated with a copy of "Criteria for joining the Speed Watch Scheme" and a copy of "Background to the Scheme". The Community Speed Watch Scheme can only operate in locations subject to a speed limit of 30mph or 40mph. Therefore, Main Street does not comply with the main qualifying criterion stipulated for applying to join the Speed Watch Scheme.

12. PLANNING APPLICATIONS

The clerk reported:

1. Planning Applications PERMITTED:

1. Planning Application 09/01585/FUL

Proposal: Erection of conservatory to rear
 Location: 7, Freer Close, Houghton on the Hill, Leics. LE7 9HU
 Date received by PC: 09/01/2010
 Planning Application 09/01482/FUL permitted 19th February 2010

2. Planning Application 09/01590/FUL

Proposal: Erection of extension to workshop building (revised scheme of 09/01115/FUL)

Location: Houghton Garage, 71 - 73 Uppingham Road, Houghton on the Hill Leics. LE7 9HJ
 Date received by PC: 09/01/2010
 Planning Application 09/01590/FUL permitted 24th February 2010

2. Planning Application/s TO BE CONSIDERED BY PC:

1. Planning Application 10/00203/FUL

Proposal: Erection of two storey side extensions and single storey rear extension
 Location: 3 Ingarsby Lane, Houghton on the Hill, Leics. LE7 9JJ
 Date received by PC: 20/02/2010
 End of Consultation: 13/03/2010

Having considered the plans the Council instructed the clerk to inform HDC Development Control Team that the Council wishes to comment on this application as follows:

The Council has no objection to the design of the building proposals. However, Council is concerned that the mass of the building proposals may result in an unacceptably overbearing house within the existing street scene. Council considered that the building proposals may result in overdevelopment of this plot.

2. Planning Application 10/00181/FUL

Applicant: Edge Retail Ltd.
 Proposal: Installation of two rear facing dormer windows and single storey rear extension
 Location: 5, Stretton Lane, Houghton on the Hill, Leics. LE7 9GL
 Date received by PC: 27/02/10
 Date of End of Consultation: 21/03/10

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.

13. VERBAL REPORTS OF REPRESENTATIVES IN RESPECT OF:

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

Cllr. Mrs. Susan Swann reported that she had been unavailable for attendance at the Village Hall Committee Meeting 08/02/10. The next Village Hall Committee Meeting is scheduled for 20/05/10.

- **Gardeners' Club**

Vice Chairman Cllr. Mrs. Ann Sharman reported on the HGC Committee Meeting 09/02/10. Although unavailable for attendance at the Houghton Gardeners' Club AGM 11/02/10, Vice Chairman Cllr. Mrs. Ann Sharman reported on the meeting from minutes of the AGM.

Minutes of both HGC Meetings are filed with Council's records.

The next HGC Committee Meeting is scheduled for Tuesday 23rd March, 7:30pm at 10, Firs Rd. Houghton.

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

In the absence of Cllr. Mr. William Scott at this PC Meeting and his unavailability for the Quarterly HFA Committee Meeting 08/03/2010, Council agreed that Cllr. Mrs. Ann Sleath would deputise as PC Representative to the HFA at the Quarterly HFA Committee Meeting 08/03/2010, Houghton Pavilion, 7:30pm.

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

Cllr. Mrs. Ann Sleath reported that the next Rural East "Have Your Say" Meeting is scheduled for Wednesday, 24th March 2010 - Tugby Village Hall, 7:00pm.

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

In the absence of Cllr. Mrs. Eileen Bent, the clerk reported that the next CASCET Committee Meeting is scheduled for Wednesday, 19th May 2010 - Stoughton Village Hall, 7:30pm.

14. CONSIDERATION OF POSSIBLE CHANGE OF VENUE FOR PARISH COUNCIL MEETINGS

Having considered a possible change of venue for Parish Council Meetings, Council agreed that the venue for these meetings would continue to be the Methodist Church Schoolroom.

There being no further business to transact the meeting was closed at 9:30 pm.

SIGNED.....
CHAIRMAN

DATE.....

Appendix 1

CHAIRMAN’S REPORT TO THE PARISH COUNCIL 03/03/10

Installation of additional HFA footpath/car park streetlight

The additional HFA footpath/car park streetlight was installed by LCC on 3rd February 2010. As requested by HFA, the Parish Council funded the installation of the light but the choice of precise location for the light was entirely that of HFA with LCC approval.

The PC and Houghton Field Association had expected the lantern of the new footpath/car park light to match the wattage and design of the existing HFA footpath streetlight lanterns. Within two weeks of installation, at the request of HFA, Leicestershire County Council replaced the new streetlight lantern and upgraded the wattage of the lantern to match the wattage of the existing HFA footpath streetlight lanterns.

At the request of HFA, Leicestershire County Council has also slightly re-aligned the angle of light provided by the existing HFA footpath streetlights.

The lantern replacement, wattage upgrade and re-alignment of the existing lights was undertaken by LCC without any additional charge to the Parish Council.

Installation of salt and grit bin to serve Winckley Close/North Way

Leicestershire County Council’s provisional approval, 21/01/10, for the location of a salt and grit bin on the corner of Winckley Close and North Way, on the footpath adjacent to 15, North Way, was withdrawn as the result of the PC having received an objection to this location.

Following an additional site visit by LCC, Wednesday 10/02/10, the Parish Council received written confirmation from LCC, 11/02/10, of provisional approval for the re-location of the proposed bin site from outside 15 North Way to the footpath outside 9 Winckley Close. One of the main reasons for the original location was that it would be a more central point for the residents of Winckley Close and North Way. However, the fact that the new location is further away from North Way in no way prevents the resident of North Way from using the bin should they choose to do so.

The Parish Council is in receipt of written agreement for the new LCC approved location, on the footpath outside 9 Winckley Close, from residents of the six properties on Winckley Close that are within line of sight of the new location.

The approved salt and grit bin, to serve Winckley Close and North Way, was installed 18/02/10. The Parish Council has received an e-mail, 19/02/10, from Prof. Alan Wells, 10 Winckley Close, on behalf of residents of Winckley Close, thanking the PC for the much appreciated timely action on the installation of the salt and grit bin.

Informal meeting of PC Representatives with HFA Representatives

The PC has received an e-mail, 09/02/10, from Mr. Craig Bollard, HFA Chairman, offering suggested dates for an informal meeting of three HFA representatives with three Councillors. Mr. Bollard also asks to be advised where the PC would like to meet.

It is understood that the three HFA representatives are to be the HFA Chairman, the HFA Vice Chairman and the Park Life Representative on the HFA Committee.

The three appropriate Councillors, for attendance at the proposed meeting, are the PC Chairman, the PC Vice Chairman and the PC Representative to HFA.

Since this is to be an informal meeting, as PC Chairman, I will liaise with Mr. Craig Bollard HFA Chairman to establish a mutually convenient date and venue for all concerned. I will keep Council updated on progress made.