

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 NOVEMBER 2010, AT 8:00 P.M.

PRESENT:

Cllr. Mr. Mort Stevenson (Chairman)
Cllr. Mrs. Ann Sharman (Vice Chairman)
Cllr. Mrs. Eileen Bent
Cllr. Mrs. Ann Sleath
Cllr. Mrs. Susan Swann
Ms. A. M. Davies (Clerk)

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

1. APOLOGIES

Apologies from Cllr. Mr. Peter Duke, Cllr. Mr. William Scott and District Cllr. Mrs. Amanda Burrell had been received and accepted

Apologies for possible lateness 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 6th OCTOBER 2010

The Minutes of the Meeting of the 6th October 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 03/11/10).

5. CORRESPONDENCE

1. LRALC October 2010 Newsletter. - *Noted.*

(*Cllr. Mrs. Ann Sleath arrived at 20:05, just prior to the consideration of Correspondence 2.*)

2. LRALC - Invitation for two PC representatives to attend Informal Workshop Re: Total Place Programme, Access to Service Theme - How best to engage Parishes. Venue: Jubilee Hall, Anstey. Date: Tuesday 23/11/10, 6:30pm - 8:30pm. It is hoped that the views from this informal workshop will form the basis of a wider consultation to all parishes in early 2011. - *Noted and considered.* Council agreed to wait for the wider consultation to all parishes in early 2011

3. Voluntary Action South Leicestershire – Invitation to attend Harborough District Locality Workshop to be held on 12/11/10 at the Evangelical Church in Market Harborough. - *Noted.*

4. E-mail from Clive Howe, Highways Area Team Manager, in reference to procedures governing the enforcement of restriction of heavy goods vehicles passing through Houghton without calling at or delivering to a premises within the area. - *Noted and to be considered under Agenda Item 8.* Enforcement of restriction of HGV, exceeding 7.5 tonnes, passing through Houghton.

5. HDC “ Notification of Road Closure – Temporary closure of Main Street, Houghton on the Hill”. The closure will be in effect from 10:00am to 11:30 am on Sunday 14th November 2010. *Noted.*

6. Copy of “Harborough District – Core Strategy Publication Version October 2010” plus covering letter and accompanying explanatory CD. *Noted and to be considered under Agenda Item 16.* Verbal Reports of Representatives in respect of: HDC Planning.

7. Letter from Parklife stating that sufficient funds have now been raised to apply for Lottery funding and requesting that the PC might support Parklife's application for Lottery funding. Noted and to be considered under Agenda Item 16. Verbal Reports of Representatives in respect of: Parklife.

8. E-mail from LRALC giving notice of a free training session to be held by the Vinolved team (Leicestershire & Rutland) with Voluntary Action Leicestershire (VAL). The training session is particularly for groups & organisations in Leicestershire & Rutland involved with Youth Volunteering or involving 16-25 year olds, and will focus upon: "Identifying, planning and writing funding applications". Date: Thursday 18/11/10. Venue: Parklands Leisure Centre, Wigston Road, Oadby, Leicester. - Noted.

6. FINANCIAL MATTERS

1. Accounts presented for payment:

*RGM, re-staining of village seats	£ 158.63
*RGM, Parish Council contract grass cutting (£1,610.00 + 17.5% VAT)	£ 1891.75
RBL Poppy Appeal, Remembrance Day Sunday wreath	£ 18.50
Houghton Methodist Church, Community Room maintenance Grant 2010/11	£ 400.00
Supplies Team (ESPO contract)	
2 ink cartridges, 5 reams paper, 1 Verbatim 2.5" 500GB external hard drive	£ 97.79
*To be taken as one cheque for £2,050.38	

- ***It was RESOLVED that all accounts presented for payment 03/11/10 be paid in full.***

2. Clerk's presentation of PC Budget 2010/11 Update.

The clerk presented the PC Budget 2010/11 Update - Spreadsheet giving analysis of estimated expenditure, income and balance to 31st March 2011 and analysis of actual expenditure, income and balance as of 31st October 2010. A copy of the spreadsheet had also been included in the Meeting Pack for this PC Meeting and is filed with Council's records.

See Appendix 1, Chairman's Report to the Parish Council 03/11/10 - Clerk's Presentation of PC Budget 2009/10 Update.

7. PARISH COUNCIL SERVICE CONTRACT 2011 - GRASS CUTTING

- ***It was RESOLVED that RGM continues to be approved as contractor for the 2011 grass cutting season and that the submitted estimate, £1,642.20 NET, be approved and accepted as best value for Houghton Parish Council service contract work, beginning 01/04/2011, 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.***

8. ENFORCEMENT OF RESTRICTION OF HGV, EXCEEDING 7.5 TONNES, PASSING THROUGH HOUGHTON

Having considered written advice from Mr. Clive Howe, LCC Highways Area Team Manager, see Appendix 1, Chairman's Report to the Parish Council 03/11/10, Council agreed to place a short article in the December Issue of Houghton News informing parishioners of advice received from LCC Highways.

9. ALLOCATION OF VILLAGE/COMMUNITY ACHIEVEMENT PRIZE AWARD 2010

Vice Chairman Cllr. Mrs. Ann Sharman reported that the RCC Achievement Awards Working Party had met 19/10/10. Present were: Vice Chairman Cllr. Mrs. Ann Sharman, Cllr. Mr. Peter Duke and Mrs. Francesca Wall-Bray, Houghton Tree Warden. Cllr Mrs. Eileen Bent had been

unavailable on 19/10/10, but had forwarded her input to Vice Chairman Cllr. Mrs. Ann Sharman in advance of the Working Party Meeting.

The Working Party had met to deliberate how the RCC Competition winner's cheque, £150, might most appropriately be spent and then to present their recommendations for the consideration of full Council at this PC Meeting 03/11/10.

Vice Chairman Cllr. Mrs. Ann Sharman distributed a written report of the Working Party's recommendations to all Councillors and then presented a verbal report as follows:

Discussion 19/10/10: Proposals for use of RCC Competition winner's cheque, £150.

Having considered this matter, all Working Party members agreed that it would be most appropriate to use this prize money for specific "cleaner and greener" purposes.

Therefore, the Working Party proposes the following:

1. To purchase two Oak trees: one for St Catharine's Green and one for Chapel Close Open Green Space
2. To purchase various nesting boxes* to be placed in appropriate sites around the village (*we will take advice regarding which types of boxes)
3. To purchase albums (and CDS) to create ongoing or permanent records of:
 - I) Houghton village environmental efforts.
 - II) The Houghton on the Hill Village Tree Project
 - III) A specific account of the RCC Cleaner and Greener Competition 2010.

These would be seen as beginning efforts, in line with the Parish Plan, to conserve and archive the history of Houghton on the Hill

4. Any remaining balance of the RCC Competition prize money to be utilised to purchase bulbs. Hopefully this prize money will cover all these suggestions; we will certainly endeavour to gain best possible prices to achieve this end.

- ***It was RESOLVED that all recommendations, presented by the RCC Achievement Awards Working Party for full Council consideration 03/11/10, be approved in principle.***

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

10. TREE MAINTENANCE PROGRAMME

- ***It was RESOLVED that, pending written confirmation of the balance of the cost being paid by Harborough District Council, the payment of £100.00 towards the cost of dredging Chapel Close Open Space stream be approved.***

11. HOUGHTON ON THE HILL PARISH COUNCIL WEBSITE

Council was not presented with any new issues for consideration.

12. HOUGHTON ON THE HILL PC STANDING ORDERS

Cllr. Mrs. Ann Sleath reported that the Standing Orders Working Party, comprised of Cllr. Mrs. Ann Sleath herself and Cllr. Mr. William Scott, had met once for 1hr. 30mins.

Cllr. Mrs. Ann Sleath presented the Working Party's recommendations for pages 85 -93 of "PART TWO Model Standing Orders for Local Councils".

The Working Party's recommendations were considered by Council, but Council agreed that final decisions in respect of the content of any new Standing Orders for Houghton on the Hill PC would be reserved until Council had received the Working Party's recommendations for the whole document.

13. REMEMBRANCE DAY SUNDAY

In the absence of Cllr. Mr. Peter Duke, the Chairman reported that all aspects of the necessary arrangements for Remembrance Day Sunday events have been successfully completed. The Chairman again thanked Cllr. Mr. Peter Duke for overseeing the co-ordination of Remembrance Day Sunday events. Council is confidently looking forward to the success of this traditional event.

14. CONSULTATION ON THE DRAFT THIRD LOCAL TRANSPORT PLAN (LTP3)

Council considered and agreed on Council's response to questions 1 - 6 of the online Leicestershire's Transport Plan (2011-2026) Questionnaire. The clerk was asked to respond to questions 7 -13 and instructed to complete the online questionnaire on behalf of the PC.

15. PLANNING APPLICATIONS

The clerk reported:

1. Planning Applications PERMITTED:

1. Planning Application 10/00913/PCD

Applicant: Corporate Architecture
 Proposal: Discharge of condition 3 (window details) of 09/01520/FUL and Condition 2 (materials)
 Location: Eaton House, 57, Main Street, Houghton on the Hill Leics. LE7 9GE
 Planning Application 10/00913/PCD permitted 5th October 2010

2. Planning Application 10/01249/TCA

Proposal: Work to tree
 Location: 31, Scotland Lane, Houghton on the Hill, Leics. LE7 9GH
 Planning Application 10/01249/TCA permitted 12th October 2010

3. Planning Application 10/01142/LBC

Proposal: Demolition of existing chimney and erection of replacement (false) chimney
 Location: Eaton House, 57 Main Street, Houghton on the Hill, Leics. LE7 9GE
 Planning Application 10/01142/LBC permitted 26th October 2010

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

1. Planning Application 10/01206A/FUL

Proposal: Erection of detached garage (revised scheme of 10/00831/FUL)
 Location: 77, Uppingham Road, Houghton on the Hill, Leics. LE7 9HL
 Date received by PC: 09/10/2010
 End of Consultation: PC had requested and received a date extension to 08/11/2010
 Having considered the plans, the Council instructed the clerk to inform HDC Development Control Team of the Council's reasons for objection to Planning Application 10/01206A/FUL.

2. Planning Application 10/01452/OUT

Proposal: Erection of residential care home (layout and access to be considered)
 Location: Ashgrove, Uppingham Road, Houghton on the Hill, Leics. LE7 9HG
 Date received by PC: 01/11/2010
 End of Consultation: 23/11/2010
 Having considered the plans, the Council instructed the clerk to inform HDC Development Control Team of the Council's reasons for strong objection to Planning Application 10/01452/OUT.

16. VERBAL REPORTS OF REPRESENTATIVES IN RESPECT OF:

- **School Governors**
- **Village Charities**
- **Village Hall**
- **Gardeners' Club**
- **LRALC**

- **Field Association**
- **Rural East “Have Your Say”**
- **HDC Planning**

Council had received a copy of “Harborough District – Core Strategy Publication Version October 2010” plus covering letter and accompanying explanatory CD. All Councillors present had received copy of the covering letter, “Policy 15: Leicester Urban Fringe”, pages 91-95, and “Policy 17: Countryside, Rural Centres and Rural Villages”, pages 104-106. The complete copy of the Harborough District – Core Strategy Publication Version October 2010 and the CD had been forwarded to Cllr. Mr. William Scott and both are to be circulated in this month’s black bag. Although absent at this PC Meeting, Cllr. Mr. William Scott had prepared a written report, for Council consideration, on the HD Core Strategy Publication Version October 2010. The publication date of this document was 15/10/10; it is followed by a ten-week consultation period ending 23/12/10. Cllr. Mr. William Scott had forwarded his written report to Vice Chairman Cllr. Mrs. Ann Sharman who, in the absence of Cllr. Mr. William Scott, presented the report to full Council. A copy of the report is to be filed with Council’s records.

Council agreed that, since the deadline for response is 23/12/10, Council will consider any submission of a response from the PC to the HD Core Strategy Publication Version October 2010 at the PC Meeting 01/12/10.

- **CASCET**

Cllr. Mrs. Eileen Bent reported that she will be unavailable to attend the next CASCET Committee Meeting scheduled for Wednesday 08/12/10 at 7:30pm, venue Great Glen Parish Office.

There will be three main matters for discussion:

1. CASCET response to the Core Strategy
2. A brief current financial update
3. Any further communication with the Co-op

Council agreed that Cllr. Mr. William Scott, PC Representative to HDC Planning, would be asked to deputise for Cllr. Mrs. Eileen Bent at the CASCET Committee Meeting 08/12/10. Confirmation of Cllr. Mr. William Scott’s acceptance remains to be confirmed at the PC Meeting 01/12/10.

- **Parklife**

Chairman Cllr. Mr. Mort Stevenson, PC Representative to Parklife, presented a letter received from Parklife. This letter is listed under Agenda Item 5.7. Correspondence.

Parklife has now raised sufficient funds to enable application for Lottery Grant funding. Applicants for this funding need the support of village organisations.

Parklife requests a letter of PC support for the application by Parklife for Lottery Grant funding

Council agreed that a letter pledging PC support for the application by Parklife for Lottery funding will be sent to Parklife.

Prior to the next and last agenda item, the Chairman temporarily adjourned the meeting to allow for the regularly scheduled informal session for public comment. This informal session usually follows the conclusion of Houghton PC Meetings.

On this occasion, members of the public did not have any issues or comments to bring to the Council’s attention.

Having thanked members of the public for their interest in the village, demonstrated by their attendance at the PC Meeting, the Chairman re-opened the formal PC Meeting.

The Chairman proposed that the public be asked to leave the room prior to the consideration of the last item on the agenda:

- ***It was RESOLVED that, under the provisions of the Public Bodies (Admission to meetings) Act 1960, the press and public be excluded during consideration of the following item on the grounds that discussions on the Terms of Service of an employee are of a confidential nature.***

The public left the room.

17. REVIEW OF CLERK’S SALARY

In accordance with the Terms of Service of the Contract of Employment of the Clerk/RFO, the clerk’s salary is subject to annual review.

The clerk’s salary had not been reviewed since 09/05/07.

- ***It was RESOLVED that the Terms of Service of the Contract of Employment of Miss A. M. Davies, Clerk/RFO be amended as follows:***
 1. ***Miss A. M. Davies, Clerk/RFO, continues to be paid at Spinal Column Point 17, SCP 17, and that as of 01/11/10 the Clerk’s working hours be increased from 11.538 hours per week (50hrs per month) to 15 hours per week (65 hours per month)***

Carried by majority vote 4:1

Cllr. Mrs. Ann Sleath requested that her objection be recorded.

- ***It was RESOLVED that, in recognition of the clerk’s overtime worked since 1st April 2010, the payment of 7 months overtime, April/October 2010, (7 x £131.21) to Miss A. M. Davies, Clerk/RFO, be approved.***

Carried by majority vote 4:1

Cllr. Mrs. Ann Sleath requested that her objection be recorded.

In accordance with Council’s Standing Orders a cheque for £918.47 was signed by two Councillors.

The next Parish Council Meeting is scheduled for Wednesday 1st December 2010, at 8:00pm in the Methodist Church Schoolroom.

There being no further business to transact the meeting was closed at 10:10 pm.

SIGNED.....

CHAIRMAN

DATE.....

Appendix 1

CHAIRMAN'S REPORT TO THE PARISH COUNCIL 03/11/10

Village War Memorial

The PC has gratefully received a grant of £543.00 from LCC War Memorial Project as contribution towards the recent cleaning and re-pointing of Houghton on the Hill War Memorial.

LCC Highways issues

1. The PC has notified LCC Highways of the third damaged section of protective metal railings fronting the Primary School.
2. The PC has asked LCC Highways how to enforce the restriction of heavy goods vehicles, exceeding 7.5 tonnes, using Main Street as a through route to other destinations.

Mr. Clive Howe, Highways Area Team Manager, has replied as follows:

“Houghton on the Hill is within a 7.5 tonne lorry control area and the enforcement of these areas is the responsibility of the Police. A lorry is allowed to enter a control area if it is calling at or delivering to a premises within the area. It is not allowed to just drive across an area.

In order to enforce these controls the Police need details, i.e.

Location

Direction of travel

Time seen

Date

Registration Number (if possible)

Company name (if possible)

If it is possible could the Parish Council gather such details and then forward them to this office where we can then take this up with the Police.”

Council will consider this issue under Agenda Item 8.

Clerk's Presentation of PC Budget 2010/11 Update.

Please see “Spreadsheet Budget 2010/11” included in this Meeting Pack

Estimated expenditure, income and balance to 31st March 2011 and analysis of actual expenditure, income and balance as of 31st October 2010.

The clerk is presenting this budget update merely for the Council's information and reference; it is intended to assist the Council's deliberation and decision making in respect of the setting of the 2011/12 Precept at the December PC Meeting.

Please keep this spreadsheet for future reference.

At this PC Meeting, the presentation of the spreadsheet merely needs to be noted.