

MINUTES OF THE MEETING OF HOUGHTON-ON-THE-HILL PARISH COUNCIL,  
HELD IN THE METHODIST CHURCH SCHOOLROOM,  
MAIN STREET, HOUGHTON-ON-THE-HILL,  
WEDNESDAY 4<sup>th</sup> NOVEMBER 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. 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

None received

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 7<sup>th</sup> OCTOBER 2009

The Minutes of the Meeting of the 7<sup>th</sup> October 2009 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 04/11/09).

5. FINANCIAL MATTERS

1. Accounts presented for payment:

Glasdon U.K.Ltd. - 1 Topsy Jubilee Litter Bin	£242.73
RGM - Parish Council contract mowing and weekly emptying of 2 dog waste bins	£1,851.50
The Old Black Horse – 4 days victuals for volunteer tree maintenance team	£113.40

- ***It was RESOLVED that all accounts presented for payment 04/11/09 be paid in full.***

2. HFA Working Party

The HFA Working Party comprised of four available Councillors, (Cllr. Mrs. Eileen Bent, Cllr. Mr. William Scott, Cllr. Vice Chairman Mrs. Ann Sharman and Cllr. Mrs. Ann Sleath) deliberated the relevant issues of PC concern at their meeting 19/10/2009. A copy of the HFA Working Party Report had been included in the Meeting Pack for this PC Meeting.

Cllr. Mr. William Scott, who had chaired the working party meeting, presented the HFA Working Party Report to full Council for further deliberation.

After extensive full Council consideration and deliberation the entire content of the report was approved by full Council.

Council agreed that:

- Until further notice, all HFA Committee Members be copied into official written communication from the Parish Council to the HFA.
- A copy of the HFA Working Party Report be sent to the Chairman of the HFA and all HFA Committee Members for HFA Committee comment.

A copy of the full Council approved HFA Working Party Report is filed these minutes. See page 6, Appendix 2, HFA Working Party Report.

### 3. Parish Council Grants

#### 1. Houghton on the Hill Parish Council Policy on Grants

After lengthy debate:

- ***It was RESOLVED that Houghton on the Hill Parish Council Policy on Grants 08/11/07 be amended, as of 04/11/09, to include the following two additional conditions:***
  - 1. In the event that the Parish Council does not consider presented documented evidence to be satisfactory, i.e. in accordance with the Parish Council's Policy on Grants, or if such documented evidence is not received by the 14<sup>th</sup> of February of the current financial year, the relevant grant will be withheld. The final decision on the eligibility of presented documented evidence rests with the Parish Council.***
  - 2. Parish Council grants that have not been released by the end of the current financial year, i.e. 31<sup>st</sup> March, will not be paid.***

Chairman Cllr. Mr. Mort Stevenson signed the Council approved amended "Houghton on the Hill Parish Council Policy on Grants 04/11/09".

The clerk was instructed to forward a copy of "Houghton on the Hill Parish Council Policy on Grants 04/11/2009" to all relevant village organisations. A copy of "Houghton on the Hill Parish Council Policy on Grants 04/11/2009" is filed with these minutes. See page 7, Appendix 3, Houghton on the Hill Parish Council Policy on Grants.

#### 2. Parish Council Grant Applications

Applications for PC Grants for 2010/11 had been received from the following village organisations:

- a) Houghton Village Hall
- b) Houghton Field Association
- c) Houghton Field Association on behalf of "Park Life", application for PC grant towards new playground.
- d) St. Catharine's Church application for PC grant towards restoration of significant historic building.
- e) Houghton Methodist Church, application for PC grant towards maintenance of community room.

All councillors had been circulated with of copies of the received application letters.

At the PC Meeting 07/10/09 the clerk had presented the PC Budget 2009/10 Update - Spreadsheet giving analysis of estimated expenditure, income and balance to 31<sup>st</sup> March 2010 and analysis of actual expenditure, income and balance as of 30<sup>th</sup> September 2009. A copy of the spreadsheet had also been included in the Meeting Pack for the PC Meeting 07/10/09.

Council discussed and deliberated all PC grant applications.

No formal decisions in respect of grant applications were made at this PC Meeting. See page 5, Appendix 1, Chairman's Report to the Parish Council 04/11/09, sub-heading "Parish Council Grant Applications".

### 6. CORRESPONDENCE

1. LRALC October 2009 Newsletter - noted.
2. Minutes of CASCET Committee Meeting 14/10/2009 - noted.
3. Letter and flyer from Leicestershire Constabulary Harborough, giving names and contact details of the North Neighbourhood Team - noted..

Copies of the flyer have been posted on the three village notice boards.

4. Letter from RCC, invitation to submit forms giving details of Houghton village events and guided walks to be included in the RCC published "2010 Diary of Village Walks and Guided Walks" - noted.
5. Letter from Voluntary Action Leicestershire, introduction from and contact details of the Voluntary Action Leicestershire District Development Teams - noted.

6. Copy of “HDC Core Spatial Strategy: Towards a Final Draft” – noted.

A copy of “HDC Core Spatial Strategy: Towards a Final Draft - Summary” was distributed to all Councillors at the PC Meeting.

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 3 OF THE VILLAGE TREE PLANTING SCHEME

Council agreed to approve two Village Volunteer Planting Team days.

8. REMEMBRANCE DAY SUNDAY

Cllr. Mr. Peter Duke reported that all aspects of the necessary arrangements for Remembrance Day Sunday events have been successfully completed.

The Chairman 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.

9. PLANNING APPLICATIONS

The Clerk reported:

1. Planning Application REFUSED:

Planning Application 09/01115/FUL

Proposal: Erection of extension to workshop building (revised scheme of 06/00406/FUL)

Location: Houghton Garage, 71 - 73 Uppingham Road, Houghton on the Hill Leics. LE7 9HJ

Date received by PC: 17/09/2009

End of Consultation: 12/10/2009

Planning Application 09/01115/FUL refused 30<sup>th</sup> October 2009

2. Planning Applications TO BE CONSIDERED BY PC:

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

End of Consultation: PC had been granted a date extension to 18/11/2009

Having considered the plans the Council instructed the clerk to notify HDC Development Control Team of the Council’s reasons for objection to Planning Application 09/01194/FUL.

2. Planning Application 09/01245/FUL

Proposal: Erection of single detached garage

Location: 22, Main Street Houghton on the Hill Leics. LE7 9GD

Date received by PC: 24/10/2009

End of Consultation: 16/11/2009

Having considered the plans the Council instructed the clerk to notify HDC Development Control Team of the Council’s comments on Planning Application 09/01194/FUL.

10. VERBAL REPORTS OF REPRESENTATIVES IN RESPECT OF:

- **School Governors**
- **Village Charities**
- **Village Hall**
- **Gardeners’ Club**

Vice Chairman Cllr. Mrs. Ann Sharman reported the receipt of the Agenda for the next HGC Committee Meeting scheduled for Tuesday 17<sup>th</sup> November, 7:30pm in the ‘Olde Black Horse’.

- **LRALC**
- **Field Association**
- **Rural East “Have Your Say”**

Cllr. Mrs. Ann Sleath gave a verbal report on the Rural East “Have Your Say” Meeting 14/09/2009.

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

Cllr. Mrs. Eileen Bent gave a verbal report on the CASCET Committee Meeting 14/10/09. Minutes of the CASCET Committee Meeting 14/10/09 are filed with Council’s records.

HDC Core Spatial Strategy:

Details have been disclosed by Harborough District Council in its draft findings from a summer consultation exercise determining how the district should grow over the next 20 years.

Two sites have been earmarked for potential developments:

Up to 900 homes will be provided on a new strategic development area north of the A6 between the border with Oadby & Wigston and Great Glen in the Glen Rise area. This will be a single sustainable community.

Some 1000 of these homes will be located in a new strategic development, or ‘linked village’, to the north west of Harborough (in vicinity of Airfield Farm site off the A6).

Harborough Council is set to release its final draft in January which will be followed by a six-week consultation period.

The acronym CASCET now represents **C**ampaign **A**gainst **S**toughton **C**o-op **E**xpansion **T**hreat

The next CASCET Committee Meeting is scheduled for Wednesday, 20<sup>th</sup> January 2010 - Great Glen Parish Office, 7:30pm.

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

SIGNED.....

CHAIRMAN

DATE.....

## Appendix 1

### CHAIRMAN'S REPORT TO THE PARISH COUNCIL 04/11/09

#### **LCC Highways issues**

1. The damaged section of metal railing in front of Houghton primary school has been replaced.
2. Maintenance of the LCC verge adjacent to 14, Scotland Lane.

The fly tipped concrete builder's waste has been removed and the salt bin has been re-instated in its original position. LCC Highways has assured the Parish Council that the unacceptably overgrown verge will be trimmed and mowed. This remedial maintenance work is imminent. Following this remedial work LCC Highways will consider if the re-seeding of the verge is necessary.

#### **HDC issues**

1. The spelling of the replacement street-name sign for St. Catharine's Way has been corrected.

#### **Seven Locks Housing issues**

Seven Locks Housing has assured the Parish Council that the following remedial work is imminent:

1. The removal of graffiti on two garages behind Field Close.
2. The maintenance or replacement of the metal post supporting the security light on the access to the Seven Locks Housing garages behind Field Close.

#### **Village Litterbins**

As resolved at the PC Meeting 07/10/09, an additional village litterbin has been installed near the village seat situated on the A47 LCC verge adjacent to the junction with Ingarsby Lane.

#### **Phase III of the Village Tree Planting Scheme**

The Parish Council is in receipt of the following:

1. Written permission for tree planting and written confirmation of the responsibility for tree maintenance from Parker Farms Ltd. in respect of the proposals for Part 4 of Phase III of the Village Tree Planting Scheme.
2. Written confirmation for planting, and written confirmation of the responsibility for maintenance, from Seven Locks Housing for the planting of shallow rooted shrubs and daffodils around the base of the tree at the top of Field Close as part of Phase III of the Village Tree Planting Scheme.
3. Written confirmation of the verbal estimate of £230.00 Gross received from Jason Tearne Tree Surgery Ltd. for professional tree surgery work at Chapel Close Open Green Space as part of Phase III of the Village Tree Planting Scheme

#### **Parish Council Grant Applications**

The purpose of Council deliberation of PC grant applications under Agenda Item 5. Financial Matters, is to enable preliminary discussions of grant applications prior to any decisions which may be finalised at the PC Meeting 2<sup>nd</sup> December 2009 when Council will be setting the 2010/11 Precept.

## Appendix 2

### HFA WORKING PARTY REPORT

The HFA Committee should be reminded that it manages the field on behalf of and for the benefit of the parishioners of Houghton on the Hill, and that the field is owned by the parishioners and is held in trust as a recreation ground for the whole village.

Since the field is owned by and is to be used for the benefit of all parishioners, the Parish Council, acting on behalf of the parishioners, should have sight of any proposed leases to clubs etc, before they are signed and reserves the right to consult their solicitors to ensure that these proposed leases are in the best interest of the parishioners.

It should be made clear to all members of the management committee that, although under no statutory obligation to do so, the Parish Council gives an annual grant to HFA. In addition, the Parish Council pays for grass cutting of the field and the purchase, installation and emptying of the dog waste bins, this amount is in excess of £3,000.00 a year of parishioners' money.

The Field Association is required to provide audited accounts of the previous year and proof (i.e. receipts) that the PC grant was spent on maintenance in accordance with PC policy on grants. The PC grant is for repairs and renovation of existing facilities on the field, which can be used by all parishioners and for the good maintenance of the grounds. Only audited accounts submitted with proof (i.e. receipts) that the previous year's PC grant was spent on maintenance in accordance with PC policy on grants will be acceptable.

Those facilities for club use only are not eligible. Running costs such as utility bills, cleaning, and insurance may not be paid for by the PC grant, nor do new projects qualify, although these may be considered for other grant money. The working party considers that running costs should be covered by rent and hire fees from those using the facilities.

The final decision on the eligibility of claims rests with the Parish Council.

The working party considers that audited accounts and receipts for maintenance work should be submitted by 14<sup>th</sup> February of the current financial year, and that grants that have not been paid by the end of the current financial year, i.e. 31<sup>st</sup> March, should not be paid, and that all applicants be made aware of this.

The Parish Council requires audited accounts and receipts before consideration can be given to the eligibility of requests for grants. The working party also wishes to know why the audited accounts sent to the Parish Council differ from the information published on the Charity Commission's website.

The working party is concerned at the apparent lack of information given to members of the HFA Committee, and therefore suggests the clerk be requested to send copies of all official correspondence from the PC to all HFA Committee members, until further notice.

*The HFA Working Party, comprised of four available Councillors, (Cllr. Mrs. Eileen Bent, Cllr. Mr. William Scott, Cllr. Vice Chairman Mrs. Ann Sharman and Cllr. Mrs. Ann Sleath) deliberated the relevant issues of PC concern at their meeting 19/10/2009.*

*This report was submitted for full Parish Council consideration at the PC Meeting 04/11/2009.*

*After full Council consideration and deliberation the entire content of the report was approved by full Council at the Houghton on the Hill Parish Council Meeting 04/11/2009*

# Houghton on the Hill Parish Council

## Policy on Grants

The Parish Council will consider each application on its own merit.

In order to be considered for inclusion in the following financial year, applications need to be received by the Clerk to the Council before October 1<sup>st</sup> of the current financial year.

The Parish Council reserves the right to impose conditions restricting the use of the grant to specific purpose/s stipulated by the Parish Council.

If the application is for more than £500.00 the Parish Council requires sight of:

**1. A copy of previous full year’s accounts.**

- These accounts to be presented fully audited, approved without reservation based on complete records and signed by a suitably qualified, independent person – a person independent of the body submitting the application.

**2. In the event of the repetition of a grant of over £500.00 the Parish Council also requires sight of:**

- Documented evidence giving clear indication of how the previous year’s grant was spent.
- Where applicable, documented evidence giving clear indication that the expenditure of the previous year’s grant was made for the funding of the specific purpose/s stipulated by the Parish Council.
- In the event that the Parish Council does not consider presented documented evidence to be satisfactory, i.e. in accordance with the Parish Council’s Policy on Grants, or if such documented evidence is not received by 14th February of the current financial year, the relevant grant will be withheld. The final decision on the eligibility of presented documented evidence rests with the Parish Council.
- Parish Council grants that have not been released by the end of the current financial year, i.e. 31<sup>st</sup> March, will not be paid.

**Houghton on the Hill Parish Council**

Signed ..... Date .....

**Chairman M. J. R. Stevenson**

**04/11/2009**