

MINUTES OF THE ANNUAL MEETING OF HOUGHTON-ON-THE-HILL PARISH
COUNCIL, HELD IN THE METHODIST CHURCH SCHOOLROOM,
MAIN STREET, HOUGHTON-ON-THE-HILL,
WEDNESDAY 5th MAY 2010, AT 8:00 P.M.

PRESENT:

Cllr. Mr. Mort Stevenson (Chairman)
Cllr. Mrs. Ann Sharman (Vice Chairman)
Cllr. Mrs. Eileen Bent
Cllr. Mr. Peter Duke
Cllr. Mr. William Scott
Ms. A. M. Davies (Clerk)

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

1. ELECTION OF CHAIRMAN

Chairman, 2009/10, Cllr. Mr. Mort Stevenson called for nominations for the election of Chairman 2010/11.

Having been proposed and seconded:

- ***It was RESOLVED that Cllr. Mr. Mort Stevenson be elected Chairman for 2010/11.***

Cllr. Mr. M. Stevenson signed his Declaration of Acceptance of Office as Chairman.

2. APPOINTMENT OF VICE CHAIRMAN

The new Chairman called for nominations for the appointment of Vice-Chairman.

Having been proposed and seconded:

- ***It was RESOLVED that Cllr. Mrs. A. Sharman be appointed Vice-Chairman for 2010/11.***

Cllr Mrs. A. Sharman signed her Declaration of Acceptance of Office as Vice-Chairman.

It was moved by Vice Chairman Cllr. Mrs. Ann Sharman that a vote of thanks be given to Chairman Cllr. Mr. Mort Stevenson for his services as Chairman for 2009/10.

- ***It was RESOLVED that a vote of thanks be given to Chairman Cllr. Mr. Mort Stevenson for his services as Chairman for 2009/10.***

3. CHAIRMAN'S WELCOME

The new Chairman welcomed the Councillors and members of the public to this Annual Meeting of the Parish Council.

4. APOLOGIES

Apologies from Cllr. Mrs. Susan Swann had been received and accepted.

Apologies from Cllr. Mrs. Ann Sleath, for lateness or possible absence, had been received and accepted.

5. DECLARATION OF INTEREST

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

6. MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON THE 7th APRIL 2010

The Minutes of the Meeting of the 7th April 2010 were confirmed and signed.

7. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2010/11

The Parish Council maintains a number of representations to outside bodies and the appointment of these representatives was made to identify their involvement.

The bodies, with the appointed Councillor Representative, are as follows:

Village Charities - Cllr. Mr. Peter Duke

Village Hall - Cllr. Mrs. Susan Swann (acceptance of appointment to be confirmed)

Gardeners' Club - Cllr. Mrs. Ann Sharman

LRALC - Cllr. Mrs. Ann Sleath

Field Association - Cllr. Mr. William Scott

Rural East "Have Your Say" - Cllr. Mrs. Ann Sleath

HDC Planning - Cllr. Mr. William Scott

CASCET - Cllr. Mrs. Eileen Bent

School Governors - School Governor Representatives to the PC, appointed by the school, may wish to attend and report at monthly PC Meetings.

8. 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 05/05/10).

9. FINANCIAL MATTERS

1. Annual Return 2009/10

All councillors had been circulated with a copy of Houghton on the Hill Financial Statement 2009/10 and a copy of the Internal Auditor's Report 2009/10, dated 21/04/10. The Financial Statement 2009/10 is verified and confirmed as accurate by independent internal audit 21/04/10.

Copies of the Financial Statement 2009/10 and the Internal Auditor's Report 2009/10 are to be filed with Council's records.

- ***It was RESOLVED that, having received and considered the Internal Audit Report 2009/10, the Financial Statement 2009/10 of the accounts of Houghton on the Hill Parish Council be approved by full council and be signed by the Chairman and the clerk.***

The Financial Statement 2009/10 of the accounts of Houghton on the Hill Parish Council was signed by the Chairman and the Clerk/RFO.

- ***It was RESOLVED that Section 1, the Statement of Accounts, of the Annual Return 2009/10 of Houghton on the Hill Parish Council be approved by full council and be signed by the Chairman and the Clerk.***

Section 1, the Statement of Accounts of the Annual Return 2009/10 of Houghton on the Hill Parish Council, was signed by the Chairman and the Clerk/RFO.

- ***It was RESOLVED that, full council having answered "yes" to questions 1-8 and "N/A" to question 9 of Section 2 of the Annual Return 2009/10, full council approval be given for the Chairman and the Clerk to sign the Annual Governance Statement of the Annual Return 2009/10.***

Section 2, the Annual Governance Statement of the Annual Return 2009/10, was signed by the Chairman and the Clerk/RFO.

The clerk advised the Council that the "Notice of Inspection Period" and the "Summary of Public Rights" will be displayed from Monday, 10th May 2010. The Inspection Period will be from Wednesday, 26th May 2010 to Friday, 25th June 2010.

2. Accounts presented for payment:

Supplies Team (ESPO contract), PC Office consumables - ink cartridges	£ 29.22
*Aon Ltd., PC insurance policy renewal	£ 619.37
Mr. C. V. Bagshaw, internal audit fee 2009/10	£ 150.00
Post Office Ltd., postage stamps	£ 4.92

- ***It was RESOLVED that all accounts presented for payment 05/05/10 be paid in full.***

*The administration of the PC Local Council Insurance policy has been transferred from Allianz Insurance Plc to the Local Council Team within Aon. There have not been any changes to the PC insurance cover and Allianz Insurance Plc remains the Council's Insurer.

10. CORRESPONDENCE

1. Notification from LCC - Reduction in Leicestershire Street Lighting.
LCC advises that from April 2010 the County Council is starting a four year programme to reduce street lighting. The County Council will be reducing street lighting in villages to save money and reduce carbon emissions into the atmosphere. Streetlights will be off from midnight to 05:30. Bright lights will be dimmed at non-peak hours. Lights in rural areas will be switched off where LCC deems that road safety will not be compromised. - Noted.
2. E-mail from Park Life offering proposed dates for an informal meeting, originally proposed by the PC, of some PC members with members of the Park Life Committee. The purpose of the meeting is to discuss the playground project in more detail, including funding and sustainability. See Appendix 1, "Chairman's Report to the Parish Council 05/05/10". - Noted and considered. Council agreed that the proposed date Monday 7th June 2010 at 8pm - Houghton Field Pavilion is mutually convenient. Council agreed that as many Councillors as available, but fewer than full Council, will attend the informal meeting, 07/06/10, with Park Life Committee members. No decisions will be made at this informal meeting, attending Councillors will report back to full Council. Any decision issues will be presented for the consideration of full Council at a subsequent PC Meeting.
3. E-mail from Christine Barrett, Financial Management Development Officer Voluntary Action South Leicestershire to Steve McCue, Park Life Committee. Re: Funds and Figures Meeting 19/4/10 with Park Life. Forwarded to the PC by Steve McCue. - Noted.
4. LRALC April 2010 Newsletter. - Noted.
5. Letter from Clive Howe, LCC Highways Area Team Manager. Re: Parish Council's five points of concern regarding speed control within the village and approaches to the village. See Appendix 1, "Chairman's Report to the Parish Council 05/05/10". - 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 the Village Tree Planting Scheme.

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

11. TREE MAINTENANCE PROGRAMME & THE VILLAGE TREE PLANTING SCHEME

Council agreed that individual letters of appreciation be sent to Mrs. Francesca Wall-Bray and all members of the volunteer village tree planting/ maintenance teams for a fourth year of dedicated, selfless hard work. This willing contribution of time and hard work is recognised as having been indispensable to the realisation of all three phases of the Village Tree Planting Scheme. The results of this work will be enjoyed by present and many future generations of villagers.

A letter of appreciation is also to be sent to Mr. Peter Kenyon, LCC Forestry, for his continuous support and valuable expert advice throughout the last four years of the Village Tree Planting Scheme.

Council agreed that Mrs. Francesca Wall-Bray would be notified of, and consulted on, tree related issues of any planning application received that involves work on trees.

12. HOUGHTON ON THE HILL PARISH COUNCIL WEBSITE

In the absence of Cllr. Mrs. Ann Sleath, Houghton PC website administrator, no new issues were presented for Council's consideration.

13. WAR MEMORIAL MAINTENANCE

Vice Chairman Cllr. Mrs. Ann Sharman reported that Elizabeth Blood, LCC War Memorial Project Co-ordinator, and John Sharpe, LCC Principal Historic Buildings Officer, had visited the village, 23/04/10, to conduct an inspection of the condition of Houghton War Memorial. Present at the site visit were herself, Cllr. Mrs. Eileen Bent, Cllr. Mr. Peter Duke and the clerk.

John Sharpe, LCC Principal Historic Buildings Officer, carried out a risk assessment of the War Memorial and confirmed that there are not any significant structural issues that need to be

addressed. The War Memorial could however benefit from cleaning and the re-pointing of any open and/or defective joints in the War Memorial steps. Upon completion of cleaning it can be ascertained if any of the worn inscriptions are in need of redefinition, particularly on the base flank facing the A47.

Estimates for expert professional cleaning of the War Memorial had been received from:

James Toone & Sons Stonemasons	£395.00 + VAT
Harborough Stone	£1,086.00 + VAT
P. D. Timms Monumental Mason	£2,350.00 + VAT

Each of the three companies proposed a different cleaning method.

These estimates had been forwarded to LCC War Memorial Project Administrators.

LCC approved the cleaning method proposed and estimate submitted by Harborough Stone and has, in principle, agreed that a grant of 50% of the cost will be donated to the PC upon LCC satisfaction with the completed work and PC agreement that, if considered necessary after the cleaning process, worn inscriptions around the base of the memorial would, in due course, be redefined.

- ***It was RESOLVED that the estimate of £1,086.00 + VAT, submitted by Harborough Stone, be approved as best value for the cleaning and re-pointing of Houghton War Memorial.***

Council agreed that, if considered necessary after the cleaning process, the Council will commit, in due course, to undertake the redefinition of any worn War Memorial inscriptions.

14. HOUGHTON ON THE HILL VILLAGE DIRECTORY

Cllr. Mr. Peter Duke gave a progress report on the updating of the Houghton Village Directory.

Council considered three estimates for the printing of the Village Directory:

1. Bosprint Limited - Qty: 800, including artwork from text and photo supplied,	£202.00
2. Hamilton Forms - Qty: 800, including artwork from text and photo supplied,	£ 65.00
3. Mooncie Printing Service - Qty: 800, including artwork from text and photo supplied,	£225.00

Submitted estimates are filed with Council's records.

- ***It was RESOLVED that the estimate of £65.00, submitted by Hamilton Forms, be approved as best value for the printing of the 2010 Houghton on the Hill Village Directory and that costs be coded to S.137.***

15. HOUGHTON ON THE HILL PARISH PLAN

Cllr. Mr. Peter Duke reported that several members of the original Houghton Village Parish Plan Committee, John Chapman, Michael Hearn, Richard Keal, John Siddons and Margaret Wright have expressed interest in being part of the current Parish Plan Working Party. Invitation to join this working party has also been extended to Parish Councillors and interested members of the public.

Cllr. Mr. Peter Duke volunteered to host the first Parish Plan Working Party Meeting in his home, on Wednesday, 16th June at 7:30pm

Council agreed to the formation of a Parish Plan Working Party, to be co-ordinated and hosted by Cllr. Mr. Peter Duke. The purpose of the working party is to revisit Houghton Village Parish Plan, published 2004, with a view to identifying possible new projects, additions and/or revisions.

16. HOUGHTON ON THE HILL PARISH COUNCIL MEETING MINUTES

This agenda item had been at the request of Cllr. Mrs. Ann Sleath.

In the absence of Cllr. Mrs. Ann Sleath the agenda item was deferred to a future PC Meeting.

17. PLANNING APPLICATIONS

The clerk reported:

1. Planning Applications PERMITTED:

1. Planning Application 10/00203/FUL

Proposal: Erection of two storey extensions to form granny annex and single storey rear extension

Location: 3 Ingarsby Lane, Houghton on the Hill, Leics. LE7 9JJ

Date received by PC: 20/02/2010

Planning Application 10/00203/FUL permitted 8th April 2010

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

Planning Application 10/00181/FUL permitted 15th April 2010

3. Planning Application 10/00263/FUL

Proposal: Erection of first floor side and single storey rear extension

Location: 5, Chapel Close, Houghton on the Hill, Leics. LE7 9HT

Date received by PC: 06/03/2010

Planning Application 10/00263/FUL permitted 22nd April 2010

4. Planning Application 10/00232/VAC

Proposal: Removal of condition 3 of 09/01374/FUL to allow the importation of crops from other holdings

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

Date received by PC: 13/03/2010

Planning Application 10/00232/VAC permitted 26th April 2010

5. Planning Application 10/00369/TCA

Proposal: Work on trees

Location: 13, Scotland Lane Houghton on the Hill Leics. LE7 9GH

Date received by PC: 27/03/2010

Planning Application 10/00369/TCA permitted 30th April 20102. Planning Application/s REFUSED:

1. Planning Application 10/00267/FUL

Proposal: Erection of two storey detached dwelling

Location: Land Adj. 37, Scotland Lane, Houghton on the Hill, Leics.

Date received by PC: 06/03/2010

Planning Application 10/00267/FUL refused 23rd April 20103. Planning Application/s TO BE CONSIDERED BY PC:

1. Planning Application 10/00475/FUL

Proposal: Erection of two dwellings (existing bungalow to be demolished)
(Resubmission of 07/00570/FUL)

Location: 23, Ingarsby Lane, Houghton on the Hill, Leics. LE7 9JJ

Date received by PC: 23/04/10

Date of End of Consultation: 14/05/10

Having considered the plans the Council instructed the clerk to inform HDC Development Control Team of Council's reasons for objection to Planning Application 10/00475/FUL.

18. VERBAL REPORTS OF REPRESENTATIVES IN RESPECT OF:

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

The next Village Hall Committee Meeting is on Thursday, 20/05/10.

- **Gardeners' Club**

The next HGC Committee Meeting is on for Tuesday, 22/06/10, at 7:30pm in the Black Horse.

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

The next Quarterly HFA Committee Meeting is on Monday, 07/06/10, 7:30pm in the HFA Pavilion.

- **Rural East “Have Your Say”**
- **HDC Planning**
- **CASCET**

Cllr. Mrs. Eileen Bent, reported that the CASCET AGM is scheduled for Wednesday, 19th May 2010 - Stoughton Village Hall, 7:30pm.

The next Parish Council Meeting is scheduled for Wednesday, 2nd June 2010 at 8:00pm.

There being no further business to transact the meeting was closed at 8:45 pm.

SIGNED.....
CHAIRMAN

DATE.....

Appendix 1

CHAIRMAN'S REPORT TO THE PARISH COUNCIL 05/0510

Speed control of vehicles using the Stretton Lane approach to the village & speed control within the village in general.

In further response to the Parish Council Letter 7th March 2010, Mr. Clive Howe, LCC Highways Area Team Manager, has replied as follows:

“Thank you for your letter dated 7th March 2010 and the various points raised, as you will be aware concern issues have been passed on to colleagues in County hall who will respond to you directly.

I would now confirm the following:

The five points have been passed, together with a copy of your letter, to colleagues at County Hall Following from this regarding point 3, (*the possibility of laying dragons teeth warnings on Stretton Lane approach into the village*) I have been asked, and have agreed, to put 20MPH roundels adjacent to the 20mph signs as you enter Houghton from both Stretton Road and the A47.

White Triangles to traffic calming features - the marking of these triangles has been included in the first works programme for the white lining contractors for this year and should be done in the near future.

Pedestrian Issues in the area of the Garages and Public House Adjacent to the A47; I fully appreciate that this was looked at some years ago and no action taken. It is included in this year's programme of work as a priority.

I have also been asked to clarify a further issue:

Stretton Road verge parking; this issue has been raised previously regarding the provision of a formal lay-by. Whilst the highway authority appreciates that parents park on this area of verge when dropping off and picking up their children there is insufficient width, minimum required 2.5 metres, to construct a lay-by. The authority cannot construct a lay-by that does not comply with the relevant standards.”

Cleaning of village seats

The village seats were cleaned yesterday, 04/05/10, by HDC contracted labour force, the Quick Response Team. The standard of cleaning of some of the seats leaves room for improvement. The clerk will pursue this issue with HDC.

Informal meeting of PC Representatives with HFA Representatives

The informal meeting of three Councillors with three HFA representatives was held on Monday, 12th April 2010 - HFA pavilion, 8:00pm

The three HFA representatives were HFA Chairman, Mr. Craig Bollard, HFA Vice Chairman, Mr. Steven McCue, and Mrs. Julie Mitchell, Park Life Representative on the HFA Committee.

The three Councillors were PC Chairman, PC Vice Chairman Cllr. Mrs. Ann Sharman and Cllr. Mr. William Scott, the PC Representative to HFA.

There was a valuable constructive exchange of views, and a number of long-standing misunderstandings were clarified. All parties left the meeting assured that foundations had been laid to facilitate progression to a positive relationship between the two village organisations.

Informal meeting of PC Representatives with Park Life Committee Members.

At the invitation of the Parish Council, the Park Life Committee has proposed three possible dates for such an informal meeting:

Monday 17th May 2010 at 8pm - Houghton Field Pavilion

Monday 24th May 2010 at 8pm - Houghton Field Pavilion

Monday 7th June 2010 at 8pm - Houghton Field Pavilion

The purpose of the meeting is to discuss the playground project in more detail, including funding and sustainability.

Council consideration of these proposed dates will be under Agenda Item 10. Correspondence.

