

MINUTES OF THE MEETING OF HOUGHTON-ON-THE-HILL PARISH COUNCIL,
HELD IN THE METHODIST CHURCH SCHOOLROOM,
MAIN STREET, HOUGHTON-ON-THE-HILL,
WEDNESDAY 7th APRIL 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
Cllr. Mrs. Ann Sleath
Cllr. Mrs. Susan Swann
Ms. A. M. Davies (Clerk)

County Cllr. Mr. Simon Galton

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

Having welcomed the attending public, Chairman Cllr. Mr. Mort Stevenson addressed the Council as follows:

“Only agenda items are to be discussed, any additional subsequent issues will not be allowed. Personal issues are not to be raised and will be ruled out of order. If the unacceptable behaviour of recent meetings continues I shall have no hesitation in closing the meeting.”

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 3rd MARCH 2010

The Minutes of the Meeting of the 3rd March 2010 were confirmed and signed.

Cllr. Mrs. Ann Sleath requested that her objection to the above motion be recorded.

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 07/04/10).

5. FINANCIAL MATTERS

1. Accounts presented for payment:

LRALC Membership Renewal 2010/11	£297.06
RCC Subscription 2010/11	£40.00
Leicestershire Footpath Association, Subscription 2010	£5.00
Houghton Methodist Church, 2 hr. booking for Website Working Party Mtg. 16/03/10	£10.00

- ***It was RESOLVED that all accounts presented for payment 07/04/10 be paid in full.***

Vice Chairman Cllr. Mrs. Ann Sharman requested that her strong objection to the hire of rooms for small meetings of Councillors be recorded. She pointed out that only 4 Councillors attended the Website Working Party Meeting and that it was Council practice to hold such meetings in private houses, thus saving public money.

2. Accounts settled between PC Meetings

Two cheques were signed between PC Meetings. Each cheque was signed, in accordance with the Council's Standing Orders, by two Councillors. This expenditure is already noted in the minutes of the PC Meeting 03/03/10, Agenda Item 7.

This March 2010 expenditure needed to be approved by Council resolution and is included in expenditure for the financial year 2009/10.

- ***It was RESOLVED that cheque no. 100710 for £31.73, payable to James Coles & Sons Nurseries Ltd., 09/03/10, as payment for tree planting related supplies, be approved.***
- ***It was RESOLVED that cheque no. 100711, for £29.70 payable to The Old Black Horse, 25/03/10, as payment for 1 day's sustenance for the village volunteer tree planting/maintenance team, be approved.***

3. Internal Audit Plan

A copy of Houghton PC's Internal Audit Plan 2009/10, list of documentation defining the scope and terms of reference for the Internal Audit to be submitted to Mr. C. V. Bagshaw, Internal Auditor of Houghton on the Hill Parish Council accounts, had been circulated to all Councillors in the Meeting Pack for 07/04/10.

- ***It was RESOLVED that the Internal Audit Plan 2009/10, the list of documentation defining the scope and terms of reference for the Internal Audit, be approved by full Council.***

The Internal Audit Plan was signed by the Chairman and the Clerk.

6. CORRESPONDENCE

1. E-mail from Wendy Martin, Community Safety Partnership, accepting the PC's invitation to address the PC at the PC Meeting 02/06/10. - Noted.

2. LRALC March 2010 Newsletter. - Noted and considered.

- ***It was RESOLVED that the attendance of any Councillor at any of the dates for LRALC training and/or any other LRALC meeting listed in the LRALC 2010 March News Letter be approved, and that related travel expenses be paid at 40p per mile upon the presentation of an expenses claim form.***

3. Letter from Mr. Henry Whatley, Community Co-ordinator Harborough & Lutterworth Police, in reference to the booking of distraction burglary presentations. - Noted.

4. Notification, from Rural East Have Your Say Community Forum, of the Rural East workshop on 26th April, 6.00 – 9.00pm, at Coplow Centre, Uppingham Road, Billesdon, Leics.- Noted and considered.

Cllr. Mrs. Ann Sleath having attended the Rural Community Council Community Action Seminar 2010, 04/03/10, where information on the Rural East workshop on 26th April had been included, informed the Council in greater detail on the purpose of the Rural East workshop on 26th April 6.00 – 9.00pm, at Coplow Centre, Uppingham Road, Billesdon.

Cllr. Mrs. Ann Sleath volunteered, if available, to attend the Rural East workshop on 26th April. Council agreed that knowledge and details of the Rural East workshop 26/04/10 would be of direct relevance to HFA and should therefore be forwarded accordingly.

5. Letter from HDC inviting the PC Planning Representative to attend the HDC Annual Planning Liaison Meeting with Parish Councils, Thursday 13th May 2010, 6:00pm – 7:30pm, Harborough Council Offices in the Council Chamber. - Noted and considered.

Cllr. Mr William Scott, PC Planning Representative, volunteered to attend the HDC Annual Planning Liaison Meeting with Parish Councils 13/05/10.

6. Copy of PC Community Resilience Template, received from HDC on the morning of the PC Meeting 07/04/10. This template can be adapted as appropriate and will help the PC identify hazards, prioritise planning and focus resources. Copy is to be circulated, for Council's information, in this month's black bag.

7. Copy of draft Report on Inter Agency Working in Leicestershire, received from HDC on the morning of the PC Meeting 07/04/10. Deadline for any PC comments is 15th April 2010; a note of apology for the short timescale for reply is included in the covering letter. Received too late for

considered PC comments either at this PC Meeting or for a working party to report back to full Council at the next PC Meeting, Annual PC Meeting 05/05/10. A copy of the draft report is to be circulated, for Councillors' information, in this month's black bag.

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. Wall-Bray and her volunteer village tree planting/ maintenance teams for yet another year of dedicated, selfless hard work, the results of which would be enjoyed by present and many future generations of villagers, the Chairman re-opened the formal PC Meeting.

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

A copy of the cost analysis of Phase III Houghton Tree Planting Scheme 2009/10 had been included, for Councillors' information, in the Meeting Pack for this PC Meeting.

The tree planting/maintenance team had been available only for one day in March.

Council agreed that the two remaining Council approved days are to be carried forward.

8. RCC VILLAGE/COMMUNITY ACHIEVEMENT AWARDS 2010

Vice Chairman Cllr. Mrs. Ann Sharman, reported that the RCC Village/Community Achievement Awards 2010 Working Party, comprised of Houghton Tree Warden Mrs Francesca Wall-Bray, Cllr. Mrs. Eileen Bent, Cllr. Mr. Peter Duke, and herself, had met twice, 16/03/10 & 23/03/10.

Vice Chairman Cllr. Mrs. Ann Sharman presented the working party's proposed submission for the RCC competition for the consideration of full Council. A written copy of the proposed submission had also been circulated in the PC Meeting Pack.

- ***It was RESOLVED that the RCC Village/Community Achievement Awards 2010 Working Party's proposed submission for the RCC Village Achievement Awards Competition 2010 be approved, by full Council, as Houghton on the Hill Parish Council's submission for entry into category 3, "Cleaner & Greener" of the RCC Village Achievement Awards Competition 2010 .***

9. HOUGHTON ON THE HILL PARISH COUNCIL WEBSITE

Cllr. Mrs. Ann Sleath gave a verbal report on the PC Website Working Party meeting 16/03/10.

Council agreed to the following items being posted on the PC website:

- (i) Responsibilities of Parish Councils
- (ii) Services provided by Houghton on the Hill Parish Council.

Council agreed that the clerk is to have sight of these items before they are posted on the PC website.

10. VILLAGE SEATS MAINTENANCE

The clerk reported that Orchard Street Furniture UK, supplier of the village seats, recommends hand washing of the seats with soapy water and a hand brush.

Council agreed that all 9 village seats are to be cleaned.

Having considered estimates received for this recommended method of cleaning:

- ***It was RESOLVED that the estimate of £98.37 net of VAT, submitted by HDC contracted labour force, The Quick Response Team, be approved as best value for the cleaning of the 9 Houghton village seats.***

11. WAR MEMORIAL MAINTENANCE

Vice Chairman Cllr. Mrs. Ann Sharman and Cllr. Mr. Peter Duke volunteered to undertake research on the specialised professional cleaning of Houghton War Memorial and the possibilities of grant support funding for this work. Recommendations are to be presented for full Council consideration at a subsequent PC Meeting.

Council also considered a risk assessment of the War Memorial to be advisable.

12. HOUGHTON ON THE HILL VILLAGE DIRECTORY

The Village Directory has not been up-dated since January 2008.

- ***It was RESOLVED that the Houghton on the Hill Village Directory be updated ready for distribution in summer 2010.***

Cllr. Mr. Peter Duke volunteered to head this project and, with full Council approval, was appointed to do so. The clerk was asked to obtain three estimates for the printing cost of 800 copies of the Houghton on the Hill Village Directory 2010.

13. HOUGHTON ON THE HILL PARISH COUNCIL MEETING REPORT TO HOUGHTON NEWS

Cllr. Mrs. Ann Sleath requested that if any Councillor was to be mentioned by name in the PC Meeting Report to Houghton News, their permission for this should be sought prior to publication. The Chairman stated that he disagreed with this request and expressed complete support of, and confidence in, Cllr. Mr. Peter Duke as leader of the PC Meeting Report team. The Chairman invited the rest of the Council to indicate their confidence in Cllr. Mr. Peter Duke. The rest of the Council unanimously confirmed their confidence.

Cllr. Mrs. Ann Sleath's request was ruled out of order by the Chairman.

14. HOUGHTON ON THE HILL PARISH PLAN

Council agreed that Houghton Village Parish Plan, published 2004, would be revisited with a view to identifying possible new projects, additions and/or revisions.

Cllr. Mr. Peter Duke volunteered to gather names of potential Parish Plan Working Party members, including non-PC Councillors. Several non-Councillors had contributed hugely to the production of the 2004 Parish Plan. Cllr. Mr. Peter Duke agreed to present names of potential working party members at a subsequent PC Meeting and also offered to host such a working party.

15. PLANNING APPLICATIONS

The clerk reported:

1. Planning Applications PERMITTED:

1. Planning Application 10/00086/FUL

Proposal: Erection of tiled roof to rear extension (revised scheme of 09/00907/FUL)

Location: 15A, Scotland Lane, Houghton on the Hill, Leics. LE7 9GH

Date received by PC: 30/01/2010

Planning Application 10/00086/FUL permitted 9th March 2010

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

Prior to Council consideration of Planning Application 10/00263/FUL, Cllr. Mrs. Susan Swann made a declaration of personal interest.

1. 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

End of Consultation: HDC had granted a date extension to 12/04/10

Having considered the plans the Council instructed the clerk to inform HDC Development Control Team that the Council has no comment to make on Planning Application 10/00263/FUL.

2. 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

End of Consultation: HDC had granted a date extension to 12/04/10

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 10/00267/FUL.

3. 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
 End of Consultation: HDC had granted a date extension to 12/04/10
 Having considered the plans the Council instructed the clerk to inform HDC Development Control Team that the Council has no comment to make on Planning Application 10/00232/VAC.

4. 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
 End of Consultation: 16/04/2010
 Having considered the plans the Council instructed the clerk to inform HDC Development Control Team that the Council has no comment to make on Planning Application 10/00369/TCA.

16. VERBAL REPORTS OF REPRESENTATIVES IN RESPECT OF:

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

Vice Chairman Cllr. Mrs. Ann Sharman reported on the HGC Committee Meeting 23/03/10.

Minutes of the HGC Meeting 23/03/10 are filed with Council's records.

The next HGC Committee Meeting is scheduled for Tues. 22nd June at 7:30pm in the Black Horse.

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

Cllr. Mrs. Ann Sleath gave a verbal report on the HFA Quarterly Meeting 08/03/10.

The main issue of relevance to the Council would appear to be that HFA Committee members, although in receipt of extensive written clarification from the Council, still do not understand the procedural reasons that governed the release of the 2008/09 Grant from the PC to HFA.

Chairman Cllr. Mr. Mort Stevenson asked Cllr. Mrs. Ann Sleath if she had attempted to verbally clarify these reasons to the HFA at the HFA Quarterly Meeting 08/03/10.

Cllr. Mrs. Ann Sleath's reply was inconclusive.

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

Cllr. Mrs. Ann Sleath had been unavailable for the Rural East "Have Your Say" Meeting 24/03/10, but had attended the Rural Community Council Community Action Seminar 2010, 04/03/10. See Agenda Item 6. Correspondence 4.

- **HDC Planning**

See Agenda Item 6. Correspondence 5.

- **CASCET**

Cllr. Mrs. Eileen Bent, reported that the CASCET AGM is scheduled for Wednesday, 19/05/10.

Chairman Cllr. Mr. Mort Stevenson reminded all present that the Annual Parish Meeting is scheduled for Wednesday, 5th May 2010 at 7:00pm in the Methodist Church Schoolroom.

The Annual Parish Council Meeting is scheduled after the Annual Parish Meeting on Wednesday 5th May at 8:00pm in the Methodist Church Schoolroom.

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 07/04/10

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

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

“Further to your letter dated 7th March 2010 I would confirm the following:

Regarding the first five bullet points below I have forwarded these to Lee Quincey of the Traffic Scheme Design (TSD) section and he will respond to you directly.

- 1 Arrangements for a site visit to the known speeding problem areas in the village.
- 2 Temporary installation of a speed camera to monitor and record the speed of vehicles using Stretton Lane approach to the village.
- 3 The possibility of laying dragons teeth warnings on Stretton Lane approach into the village.
- 4 LCC advice/recommendations for any other possible, effective speed control implementations for Stretton Land approach into the village.
- 5 LCC advice/recommendations for any possible, effective speed control implementations for other known speeding problem areas in the village i.e. Scotland Lane, Weir Lane.

Ramp Triangles - we are in the process of putting together our first programme of work for white lining having hopefully stopped gritting the roads for this year. This work will be included in this programme.

A47 Pedestrian facilities - Petrol station & Rose and Crown. - I can only apologise that this has not been addressed sooner. It is in my programme of works for the coming year and it is high on the list. I will advise you when we are considering what can be done.”

Informal meeting of PC Representatives with HFA Representatives

The date of the informal meeting of three Councillors with three HFA representatives is scheduled for Monday, 12th April 2010 – HFA pavilion, 7:30pm

The three HFA representatives will be the HFA Chairman, the HFA Vice Chairman and the Park Life Representative on the HFA Committee.

The three Councillors will be the PC Chairman, the PC Vice Chairman and the PC Representative to HFA.

The proposed inclusion of a fourth Councillor was not acceptable to HFA.

Houghton on the Hill Annual Parish Meeting

The calling and the setting of the agenda for the Annual Parish Meeting is the responsibility of the Parish Council Chairman.

This is not a Parish Council Meeting.

Parish Councillors are invited to attend as members of the public.

I am calling the Annual Parish Meeting for Wednesday, 5th May 2010 at 7:00pm in the Methodist Church Schoolroom. The agenda, signed by the Chairman and giving the required number of days notice, will be posted on the village notice boards.

The agenda will include “The Chairman’s Overview of 2009/10”, “Guest Speakers” and “Any Questions”. County Cllr. Mr. Simon Galton, Mr. Henry Whatley, Community Co-ordinator Harborough & Lutterworth Police, and PCSO Matthew Kiff have been invited to attend as speakers.

The Annual Parish Council Meeting is scheduled after the Annual Parish Meeting on Wednesday 5th May at 8:00pm in the Methodist Church Schoolroom.