

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 OCTOBER 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. S. Swann
Ms A. M. Davies (Clerk)

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

1. APOLOGIES

Apologies from Cllr. Mrs. Ann Sleath had been received 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 SEPTEMBER 2009

The Minutes of the Meeting of the 2nd September 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 07/10/09).

5. CORRESPONDENCE

1. Reply from Houghton Field Association 13/09/09 to PC letter 03/09/09 requesting that the HFA provides the PC with clear evidence that the 2007/08 PC grant of £2,300.00 was expended on maintenance. The receipt of this evidence, in accordance with the Council's Policy on Grants, would enable the PC to release the 2008/09 PC grant to the HFA.

The HFA reply 13/09/09 proposes that in future, for the sake of clerical expediency, this evidence is presented in the form of copies of receipts for expenditure on maintenance. However, the HFA has not provided the PC with copies of receipts for expenditure on maintenance of the 2007/08 PC Grant and requests that the PC allow the HFA insurance to be paid by the PC Grant.

Council considered the presentation of copies of receipts for expenditure on maintenance to be acceptable but also needs to have sight of such receipts for the expenditure of the 2007/08 PC grant. Without this evidence the Council is unable to release the 2008/09 PC grant to the HFA.

Council considers insurance, cleaning, gas, electricity and water bills to be part of HFA in house running costs and not part of maintenance. The Council's definition of "maintenance" was given verbally by the PC Deputy Representative to the HFA at the HFA Quarterly Meeting 09/03/2009 and in written form in the PC letter 13/09/09. Council considers "maintenance" to be structural repair to the fabric of the building and maintenance of the grounds. The Council's definition of "maintenance" is also recorded in the PC Minutes 14/01/09.

The clerk was instructed to inform HFA accordingly.

In view of the numerous complaints Council has received in respect of the standard of HFA maintenance, Council agreed to form an HFA Working Party to consider this issue and how the Parish Council can ensure that the annual PC grant to the HFA is expended on maintenance.

Council agreed that this working party would consist of any number of available Councillors, fewer than full Council. Cllr. Mrs Eileen Bent, Vice Chairman Cllr. Mrs. Ann Sharman and Cllr. Mr. William Scott offered to be part of this working party. Cllr. Mrs. Ann Sleath, absent at this PC Meeting, is also to be invited to join the HFA Working Party. The HFA Working Party will report back to the Parish Council at a subsequent PC Meeting.

2. E-mail from Mr. David Wood alerting the Council to graffiti on two Seven Locks Housing garages to the rear of Field Close.

The clerk reported that Seven Locks Housing and HDC Cleansing and Waste Department had already been notified and that remedial action is imminent. Although in this instance the clerk had notified the relevant authorities, the tenants of the garages should have notified the landlord, Seven Locks Housing, directly.

3. E-mail from Mr. David Wood requesting that the Council notifies HDC that the recycling bins having been left out of position by HDC collection service resulted in the loss of "5 to 10 parking spaces causing congestion all around Weir lane, Field Close etc."

The clerk had already notified HDC accordingly. However Council considered that the HFA should contact HDC directly since the HFA have been given the direct contact tel. no. at HDC and the bins are on land managed by the HFA on behalf of the parishioners of Houghton for the benefit of the parishioners of Houghton. This contact number was also published in the Houghton News last year.

2. Invitation to attend "A Vision of Rural Harborough" Event - Wednesday 14th October at The Three Swans, Market Harborough from 6:30pm - noted.

3. NALC 2009/10 National Salary Award for Local Council Clerks - noted.

4. Letter from Houghton Methodist Church thanking the PC for the 2009/10 PC Grant - noted.

6. FINANCIAL MATTERS

1. Accounts presented for payment:

A. M. Davies, clerk's NALC Salary Award 2009/10 back pay, April – October 2009	*£25.80
RBL Poppy Appeal, Remembrance Day Sunday wreath	£18.50

- ***It was RESOLVED that all accounts presented for payment 07/10/09 be paid in full.***

2. Clerk's presentation of PC Budget 2009/10 Update.

The clerk presented the PC Budget 2009/10 Update - Spreadsheet giving analysis of estimated expenditure, income and balance to 31st March 2010 and analysis of actual expenditure, income and balance as of 30th September 2009. 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 07/10/09 - Clerk's Presentation of PC Budget 2009/10 Update.

7. REMEMBRANCE DAY SUNDAY

Cllr. Mr. Peter Duke reported that all aspects of arrangements for Remembrance Day Sunday events are well in hand and nearing successful completion.

The Council is grateful for the contribution of time and effort willingly given by various small groups of parishioner volunteers. This volunteer help is recognised as being indispensable to the success of the event. Councillors attending the Remembrance Day Sunday events will warmly thank these volunteers during the course of the morning of Sunday 8th November.

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.

8. VERBAL REPORTS OF REPRESENTATIVES IN RESPECT OF:

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

Vice Chairman Cllr. Mrs. Ann Sharman reported on the Houghton Gardeners' Club Committee Meeting 29/09/09. The minutes of the HGC Committee Meeting 29/09/09 are filed with Council's

records. The next HGC Committee Meeting is scheduled for Tuesday 17th November, 7:30pm in the 'Olde Black Horse' Houghton.

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

Cllr. Mr. William Scott presented a verbal and written report on the Houghton Field Association AGM and Quarterly Meeting 07/09/09. Cllr. Mr. William Scott's written report had been circulated to all Councillors in the Meeting Pack and is filed with Council's records.

The next Quarterly Meeting of the HFA Committee is scheduled for Monday 14/12/09, Houghton Pavilion at 7:30pm.

- **Rural East "Have Your Say"**
- **HDC Planning**
- **CASCET**

Cllr. Mrs. Eileen Bent reported that the work of CASCET is not yet finished. The Co-op owned land still remains under threat of development.

The next CASCET Committee Meeting is scheduled for Wednesday, 14th October 2009 - Great Glen Parish Office, 7:30pm.

When received, the minutes of the CASCET Meeting 14/10/09 will be filed with Council's records. Up to date information can be accessed at: www.stopthecoopecotown.org

9. COUNCILLORS' VILLAGE WALK 26/09/09

In attendance at the Councillors' Village Walk were:

Vice Chairman Cllr. Mrs. A. Sharman

Cllr. Mrs. E. Bent

Cllr. Mr. W. Scott

Cllr. Mrs. A. Sleath

Cllr. Mrs. S. Swann

Mrs. Francesca Wall-Bray, Houghton Tree Warden

Apologies from Chairman Cllr. Mr. Mort Stevenson and Cllr. Mr. Peter Duke had been received and accepted.

At the request of the Chairman, Cllr. Mrs. Ann Sleath's had submitted a written report on the Councillors' Village Walk 26th September 2009. The report had been included in the Meeting Pack and is filed with Council's records.

The findings of the Councillors' Village Walk are as follows:

1. The installation of an additional village litter bin near the village bench situated on the A47 LCC verge to the South-East of Ingarsby Lane would be desirable.

- ***It was RESOLVED that the purchase of one Glasdon UK Ltd. "Topsy Jubilee" litter bin @ £242.73 Gross, to match the existing village litter bins, be approved as best value for the purchase of this additional bin.***

The Clerk was instructed to order the "Topsy Jubilee" litter bin, to apply for the LCC Highways license for installation and to make arrangements with HDC for the installation and emptying of the bin.

Cllr. Mrs. Susan Swann offered to come out on site to confirm the precise location of the new bin.

2. The small patch of land around the base of the tree at the top of Field Close is completely overgrown and unsightly.

- ***It was RESOLVED that, pending the receipt of written confirmation of permission from HDC/ Seven Locks Housing, the planting of shallow rooted shrubs and daffodils around the base of the tree at the top of Field Close be approved as part of the Village Tree Planting Scheme Phase III.***

3. The metal post supporting the security light on the access to the Seven Locks Housing garages behind Field Close is in dire need of maintenance or replacement.

The clerk was instructed to inform Seven Locks Housing accordingly.

4. Council expressed concern about the state and maintenance management of Houghton Field, particularly the dangerous state of the car park. The area to the left of the gate on the Field car park

is covered with nettles. This could be cleared to provide additional parking. The HFA Committee are complaining that the recycling bins take up parking space and may ask for the recycling bins to be removed. The clearing of the currently unused area covered by nettles would give the Field more parking spaces. Cllr. Mr. William Scott, the PC Representative to the HFA was asked to pass on this suggestion at the December Quarterly Meeting of the HFA Committee.

5. Concern was again expressed for the safety of pedestrians between the two garages on the A47. LCC Highways has on frequent occasions, over at least the last three years, assured the PC of action on this issue. Still no action. The clerk was instructed to pursue this issue again.

6. The question of the possibility of installing a kerb on Scotland Lane by the short new boundary fence alongside 10/21 St. Catharine's Terrace was raised again. It was thought that the soil below the fence slopes down to the road and would be washed away with heavy rain. The clerk reminded the Council that the request for this had been made last year and LCC Highways is not willing to expend resources in the event of something that might happen.

7. Concern was expressed that the height of the leylandii hedge of No.1 Forsells End was restricting the line of sight for motorists leaving Forsells End and joining St. Catharine's Way. Sight of oncoming traffic from the bend to the right of Forsells End is obscured by the hedge.

The clerk had already notified LCC Highways and HDC Planning Enforcement of this issue.

8. Council reported on the unacceptably overgrown verge on Scotland Lane and the fly tipping of concrete builder's waste which had dislodged the salt bin on this verge.

The clerk had already reported this to LCC Highways and HDC - the rubble had been removed since the Councillors' Village Walk, the salt bin re-instated and LCC Highways has assured the Council that the verge would be trimmed and tidied prior to the next LCC grass cutting session.

9. Council considered the planting of shrubs along the side wall of No. 8 Scotland Lane, on Seven Locks Housing land, but agreed that this could cause damp problems to the house. Council agreed that if the house owner still wanted these shrubs planting then the house owner could make this request of Seven Locks Housing.

10. The Council had received on site advice from Mrs. Francesca Wall-Bray, Houghton Tree warden, on all of the Tree Warden's proposals for Phase III of the Village Tree Planting Scheme. These proposals will be deliberated by Council under Agenda Item 10, Tree Maintenance Programme & Phase III of the Village Tree Planting Scheme.

The Chairman temporarily adjourned the meeting to allow Mrs. Francesca Wall-Bray to make any additional comments on the progress of the Tree Maintenance Programme and her written report on proposals for Phase 3 of the Village Tree Planting Scheme. This report had been distributed to all Councillors before the Councillors' Village Walk, 26/09/09. A copy of the report is filed with Council's records.

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

10. TREE MAINTENANCE PROGRAMME & PHASE 3 OF THE VILLAGE TREE PLANTING SCHEME

Council agreed to approve two general tree maintenance days.

Houghton Tree Warden's proposals for Phase III of the Village Tree Planting Scheme are as follows:

Part 1: Daffodils in the village

Main areas proposed:

- a. Banks along Scotland Lane
- b. Around the Water Pump
- c. Chapel Close Open Green Space – various
- d. A47 verge, inner verge where the line of lime trees are planted
- e. Miscellaneous other areas dotted through village

Part 2: Chapel Close Open Green Space

- a. For a registered tree surgeon to cut down two large Ash trees growing out over the stream-bed; miscellaneous small overhanging branches to be cut back; all wood and waste to be taken away.
- b. Two poor condition cockspur thorn trees in the green to be cut down. Two small autumn interest maples to be planted slightly forward but not to impinge upon the main area of the green.

Part 3: The Orchard (Ingarsby Lane and A47)

Three of the old fruit trees need to be cut down: two due to old age and one because the builders of the house next door damaged it with a truck. It is suggested that these trees be replaced in keeping with the 'Orchard': one pear and two plum trees.

Volunteers will cut down the old fruit trees and replant new ones; LCC to grind out stumps and provide metal cages.

Part 4: Parker Farms Hedgerow, hedgerow behind the line of lime trees planted on the A47 verge.

The first part of this hedgerow is now bare of any trees for a considerable length. Parker Farms has given verbal permission to plant trees back into this hedge line. Peter Kenyon, LCC Forestry, has suggested a reasonable number and species that LCC and Highways would be happy with. Peter Kenyon has suggested 6 large trees in the first length and two further on, where Parker Farms cut down two old trees. It is proposed to plant 4 Sweet Chestnuts and 4 English oaks. These trees will enhance this approach to the village and help to screen any dwellings which are likely to be built here.

Trees to be planted by volunteers

The clerk reported that all necessary written permissions from LCC and HDC have been received for Parts 1, 2 & 3 of the Houghton Tree Warden's proposals for Phase III of the Village Tree Planting Scheme.

Written permission for planting and written confirmation of the responsibility for maintenance has not yet been received from Parker Farms Ltd. in respect of the proposals for Part 4 of the Houghton Tree Warden's proposals for Phase III of the Village Tree Planting Scheme.

- *It was RESOLVED that Part 1, 2 & 3 of the Houghton Tree Warden's proposals for Phase III of the Village Tree Planting Scheme be approved.*
- *It was RESOLVED that, pending receipt of written permission for planting and written confirmation of responsibility for tree maintenance from Parker Farms Ltd., Part 4 of the Houghton Tree Warden's proposals for Phase III of the Village Tree Planting Scheme be approved.*
- *It was RESOLVED that, pending receipt of written permission for planting and written confirmation of responsibility for tree maintenance from Parker Farms Ltd., the expenditure for tree planting on Part 4 of the Houghton Tree Warden's proposals for Phase III of the Village Tree Planting Scheme be coded to S.137.*
- *It was RESOLVED that a maximum total of £1,500.00 Gross be approved for the purchase of tree planting supplies and professional labour for Phase III of the Village Tree Planting Scheme.*
- *It was RESOLVED that of the three estimates considered, James Coles & Sons Nurseries Ltd., supplier for Phase I and Phase II of the Village Tree Planting Scheme, continues to be approved as best value supplier for Phase III of the Village Tree Planting Scheme.*
- *It was RESOLVED that of the three estimates considered for professional tree surgery work at Chapel Close Open Green Space as part of Phase III of the Village Tree Planting Scheme, pending written confirmation of a currently verbal estimate, the estimate of £230.00 Gross from Jason Tearne Tree Surgery Ltd. be approved as best value.*

11. PLANNING APPLICATIONS

1. Planning Applications PERMITTED:

1. Planning Application 09/00815/FUL

Applicant: Mr. D. Mence
Proposal: Erection of single storey side extension
Location: 17 Deane Gate Drive, Houghton on the Hill, Leics. LE7 9HA
Planning Application 09/00815/FUL permitted 11th September 2009.

2. Planning Application 09/00907/FUL

Applicant: Mrs. E. Compton
Proposal: Installation of replacement flat roof and two glazed atrium lanterns.
Location: 15A, Scotland Lane, Houghton on the Hill, Leics. LE7 9GH
Planning Application 09/00907/FUL permitted 18th September 2009.

3. Planning Application 09/00768/LCC

Applicant: Leicestershire County Council
Proposal: Retention of mobile classroom. (County Planning Application No. 2009/L085/03)
Location: Houghton on the Hill Primary School, Main St., Houghton on the Hill, Leics. LE7 9GD
Planning Application 09/00768/LCC permitted 3rd September 2009.

2. Planning Appeals DISMISSED

1. Planning Appeal APP/F2415/E/09/2105419/NWF

Application 09/00194/CON, Refused 9th April 2009, demolition of front wall and outbuilding (revised scheme of 08/00993/CON)
Location: Land Rear of 49 And 51 Main Street, Houghton on the Hill Leics. LE7 9GE
Planning Appeal APP/F2415/E/09/2105419/NWF dismissed 18th September 2009.

2. Planning Appeal APP/F2415/A/09/2105418/NWF

Application 09/00193/FUL, Refused 9th April 2009, erection of 4 detached dwellings and triple garage including demolition of front wall and outbuilding (revised scheme of 08/00992/FUL)
Location: Land Rear of 49 And 51 Main Street, Houghton on the Hill Leics. LE7 9GE
Planning Appeal APP/F2415/A/09/2105418/NWF dismissed 18th September 2009.

3. Planning Application TO BE CONSIDERED BY PC:

Prior to Council consideration of Planning Applications 09/01115/FUL, Vice Chairman Cllr. Mrs. Ann Sharman, having declared a prejudicial interest in this planning application, withdrew from the PC Meeting and the room.

Chairman Cllr. Mr. Mort Stevenson and Cllr. Mrs. Susan Swann declared a personal interest in Planning Application 09/01115/FUL.

1. 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

Having considered the plans the Council instructed the clerk to inform HDC Development Control Team of Council's reasons for objection to Planning Application 09/01115/FUL.

There being no further business to transact the meeting was closed at 9:25 pm.

SIGNED.....
CHAIRMAN

DATE.....

Appendix 1

CHAIRMAN'S REPORT TO THE PARISH COUNCIL 07/10/09

Agenda

The agenda for this PC Meeting has been structured to enable Councillors to be fully informed and updated on all matters relevant to any Council decisions which may be made under Agenda Item 10. Tree Maintenance Programme and Phase 3 of the Village Tree Planting Scheme.

Clerk's Presentation of PC Budget 2009/10 Update.

Please see "Spreadsheet Budget 2009/10" included in this Meeting Pack

Estimated expenditure, income and balance to 31st March 2010 and analysis of actual expenditure, income and balance as of 30th September 2009.

The clerk is presenting this budget update merely for the Council's information and reference; it is intended to assist the Council's decision making in respect of possible expenditure on Phase 3 of the Village Tree Planting Scheme at this PC Meeting and the deliberation of PC grants and the precept setting at the November and December PC Meetings respectively.

Please keep this spreadsheet for future reference.

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

Planning Applications

"Planning Applications to be considered by Council" is the last agenda item.

This will allow Vice Chairman Cllr. Mrs. Ann Sharman to declare a prejudicial interest in Planning Application 09/01115/FUL prior to Council consideration of the application and to withdraw from the room and PC Meeting without the necessity to return for further items on the agenda.