

# Houghton on the Hill Parish Council

## MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE METHODIST CHURCH SCHOOLROOM, MAIN STREET, HOUGHTON ON THE HILL, ON THURSDAY 11<sup>th</sup> July 2013, AT 7.30 PM

### PRESENT:

**Members:** Cllr. Mr. H. Francis (Chairman), Cllr. Mrs. A. Sleath (Vice Chairman), Cllr. Mrs. R. Hamilton, Cllr. Mrs. H. McSweeney, Cllr. Mr. S. Sims.

**Clerk:** Mr. S. Derry

**Members of the Public:** There were 2 members of the public present.

**Guest:** Sam Howlett, Senior Community Development Officer, Rural Community Council

		ACTION
01-07/13	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Cllr. Mrs. S. Swann.	
02-07/13	<b>NOTIFICATION OF DECLARATIONS OF INTEREST</b> None was received.	
03-07/13	<b>CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13 JUNE 2013</b> It was <b>resolved</b> that the minutes be confirmed. The minutes were duly signed by the Chairman.	
04-07/13	<b>NEIGHBOURHOOD PLAN</b> Sam Howlett, Senior Community Development Officer, Rural Community Council, attended to assist the Parish Council in its consideration of this item.  Having agreed in principle at its meeting on 13 June 2013 to organise a public meeting, It was <b>resolved</b> :  a) That a public meeting would take place at 7.30 p.m. on Tuesday 24 September 2013 in the Methodist Church Schoolroom in order to determine whether members of the public were enthusiastic about the concept of adopting a Neighbourhood Plan.  b) To submit an article for inclusion in the August edition of Houghton News to explain the background to the process, what a Neighbourhood Plan comprised and an invitation to attend the public meeting.	Cllr. HF
05-07/13	<b>INFORMAL PUBLIC PARTICIPATION SESSION</b> Ian Hill, Chairman – Houghton Village Hall, thanked the Parish Council for its support in respect of Lottery ‘Awards for All’ and Shire ‘community buildings’ grant applications.	
06-07/13	<b>PLANNING APPLICATION</b> 13/00927/FUL – Erection of a detached garage (25 Uppingham Road, Houghton)  <b>Resolved</b> to submit a ‘has <b>NO COMMENTS</b> ’ response.	Clerk

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07-07/13	<b>CLERK'S REPORT</b> The Clerk's report was received and accepted.	
08-07/13	<b>HOUGHTON GAMES</b> Councillor McSweeney reported that a schedule of events had been drawn up and helpers had volunteered to assist. Jan Knox, Head Teacher, Houghton Church of England School, had agreed to include a note in the school newsletter to advertise the event on 26 August 2013. It was <b>resolved</b> to request Nurture Landscapes to cut the grass at Houghton Field between 19 <sup>th</sup> and 21 <sup>st</sup> August in readiness for the games.	Clerk
09-07/13	<b>BYELAW SIGNS</b> Signs were in place at the side of the Village Hall and at a gate to Houghton Field although the legality and relevance of these signs was now being queried. Councillor Sleath had carried out initial investigative work although her findings were inconclusive. If further exploratory work was to continue and external advice was sought in order to clarify the status of the signs, this was likely to take several months to complete.  It was <b>resolved</b> to purchase, at a cost not exceeding £50, stickers for existing litter bins indicating that they could be used for both litter and bagged dog waste. The stickers would be delivered to Councillor Sims.	Clerk, Cllr. S. Sims
10-07/13	<b>PARISH COUNCIL MINUTES 1998 TO 2006</b> The minute books had been deposited at the Records Office for Leicestershire, Leicester and Rutland in Wigston Magna although, in accordance with the Records Office's policy, individual sheets had been removed from their existing folders. It was <b>resolved</b> :  a) That, as the minutes had to be kept in perpetuity, they should be suitably bound.  b) That more information covering colour of binding, number of books and cost etc. be established.  c) That before the books were temporarily removed from the Records Office for binding, clarification be sought as to whether the resident who had recently requested sight of old records had yet examined them.  d) To prepare a letter of authorisation so that the records could be temporarily removed for binding.	Cllr. AS  Clerk  Clerk, Cllr. AS
11-07/13	<b>CAR PARKING AND TRAFFIC MANAGEMENT</b> Cllr. Francis reported that all questionnaires had been delivered and that the return rate was satisfactory. John Siddons and Mike Hearn, who had undertaken a broadband survey, were checking that the spreadsheet, which had originally been prepared for that purpose, would provide an appropriate analysis for Car Parking and Traffic Management information. Arrangements to input the data were in hand although further assistance might be required in respect of textual elements which the public had included on their completed forms. It was <b>resolved</b> to hold a further public meeting, possibly in October, when the analysis was expected to have been completed.	

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**12-07/13** **REPORTS FROM VILLAGE REPRESENTATIVES ON EXTERNAL BODIES**  
Cllr. Sleath reported on her attendance at the Leicestershire County Council Annual Parish Council Conference on 9 July 2013.

**13-07/13** **CORRESPONDENCE**

The list of correspondence, as circulated by the Clerk with the agenda, was received and accepted. The following issues for action were considered:

- a) A letter had been received from Glenfield Hospital enquiring as to whether the Parish Council would be interested in placing a public access AED (Automated External Defibrillator) in the community. The cost of the cabinet and device is £2,125 although for a short period of time, the defibrillator could be donated if the Parish Council was able to raise £1,500 for the cabinet. It was **resolved**:
  - i. To agree in principle to the installation of an AED.
  - ii. To write to the following organisations to enquire as to whether they would be agreeable to the AED being sited on their premises and an appropriate electricity connection being made:
    - Houghton Village Hall
    - Methodist Church Schoolroom
    - The Old Black Horse Public House
    - Co-op Store, Main Street
  - iii. To write to Harborough District Council to enquire as to whether Conservation Area permission was required to install the AED at any of the locations as at minute 13-07/13a (ii)
  - iv. To write to Glenfield Hospital to enquire as to the period of time for which it would be possible to purchase the cabinet for £1,500 and to establish the dimensions of the cabinet.
  - v. To invite external organisations to contribute to the cost of purchasing and installing the cabinet.

Clerk

Clerk

Clerk

Cllrs AS  
and RH

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- b) On 5 May 2013 a resident had complained as to the state of the field at the back of the Old Black Horse Public House which had allegedly been damaged by horses and had become uneven and dangerous.

The complaint had been referred to Leicestershire County Council whose inspector had reported that the hoof marks were no worse than he would expect following a wet winter and spring. He explained that the County Council had limited powers although a reasonable passage through the area had to be maintained. With the landowner's permission, the County Council could roll the footpath or, ultimately, provide a hard surface although there would have to be a bid for funds.

The County Council's observations had been passed to the complainant who remained concerned as to the safety of the right of way. It was **resolved** to:

- i. Write to Everards Brewery (the landowner) enclosing correspondence for its comments.
- ii. To advise the complainant as to the action being taken.

Clerk

Clerk

- c) LRALC's June 2013 newsletter contained information that the Woodland Trust was offering 4000 free tree packs to groups including parish and community councils. Applications had to be submitted before 13 September 2013 for the chance to receive a free tree pack to plant in November 2013. Each pack was worth £30, £105 or £420 for 30, 105 and 420 saplings respectively. Applicants had only to find a suitable site and supply the volunteer planters and tree protection. It was **resolved** to forward this information to Craig Bollard, Chairman, Houghton Field Association.

Cllr. AS

## 14-07/13 FINANCIAL MATTERS

### a) Invoices received and approval of payment.

It was **resolved** to approve the payments detailed in the Schedule of Payments as circulated by the Clerk with the agenda.

Clerk

### a) Quarterly Financial Progress Report

It was **resolved** that the report, comprising details of expenditure, income and bank reconciliations for the period from 1 April to 30 June 2013 be accepted.

## 15-07/13 ITEMS FOR INCLUSION IN THE NEXT AGENDA

It was **resolved** to include the following in the agenda for the Parish Council meeting to be held on 8 August 2013:

- a) Councillor Vacancy
- b) Neighbourhood Planning
- c) Houghton Games
- d) Car Parking and Traffic Management
- e) Automated External Defibrillator
- f) Binding of Parish Council minutes from 1998 to 2006

Clerk

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**16-07/13 | DATE OF NEXT MEETING**

The next meeting will be held on Thursday 8 August 2013, commencing at 7.30 p.m. in the Methodist Church Schoolroom, Houghton.

The meeting closed at 9.16 p.m.

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Chairman  
8 August 2013