

Houghton on the Hill Parish Council

	<p>c) 14/01139/PCD – Discharge of condition 4 (parking) of 14/00389/FUL (21 Ingarsby Lane, Houghton)</p> <p>Resolved to submit a ‘has NO COMMENTS’ response.</p>	Clerk
06-09/14	<p>NEIGHBOURHOOD PLAN</p> <p>The Chairman explained that the pamphlet had now been printed and distribution arrangements were being finalised.</p> <p>It was resolved to approve Cllr. Francis’s actions.</p>	Cllr. HF
07-09/14	<p>FINANCIAL MATTERS</p> <p>a) Invoices received and approval of payment.</p> <p>It was resolved to approve the payments detailed in the Schedule of Payments as circulated by the Clerk with the agenda.</p> <p>b) Village Hall Grant</p> <p>It was resolved that £2,000 of the 2014/15 grant relating to the discount on hire charges given to all local hirers be paid.</p>	Clerk Clerk

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c) Houghton Field Association

In accordance within the provisions of paragraph 2 of the Policy on Grants, Houghton Field Association had requested a transfer from the roofing grant to a newly created one for repair and refurbishment in respect of works to the pavilion and replacement of goal sockets. It had requested that three grant elements be paid. It was **resolved** that:

- i) the grant request of £214.32 in respect of works to the pavilion be paid.
- ii) the grant request of £160 in respect of plumbing repairs be paid.
- iii) the grant request of £160 in respect of replacing goal sockets be refused on the grounds that:
 - grant applications must bring direct benefit to a significant proportion of Houghton residents and the particular use did not achieve that.
 - payment of the requested grant was likely to benefit an individual sports group contrary to the Policy on Grants.
- iv) the sum of £214.32 be transferred from the grant element earmarked for roof work to a new one for Repair and Refurbishment.
- v) the Parish Council would endeavour to consider further requests to release grant monies favourably for appropriate schemes such as gutter repairs, improving security and works to toilets.

Clerk

08-09/14 SECTION 106 AGREEMENT - PLANNING APPLICATION 13/01641/OUT – ERECTION OF 16 HOUSES AND BUNGALOWS (2 UPPINGHAM ROAD, HOUGHTON)

It was reported that the Parish Council had submitted a summary of proposals to Harborough District Council. If further details in support of proposals were provided, these would also be submitted.

Clerk

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09-09/14 STANDING ORDERS

It was **resolved** to:

- a) Delete the existing paragraph 'Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.'
- b) Add the following paragraph:

A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

 - a) film, photograph or make an audio recording of a meeting;
 - b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

Clerk

10-09/14 COMPLAINTS PROCEDURE

It was **resolved** to:

- a) Add the following paragraphs:

The complainant will be asked at the outset to confirm if he wants the complaint to be treated confidentially. The complainant will receive confirmation that the complaint will be so treated.

The complainant will be informed as to who will be dealing with the complaint.
- b) Change the following existing paragraph by the addition of the italicised text:

The Clerk will, *as soon as practicable, acknowledge receipt of the complaint in writing (by email if appropriate) and will* notify the complainant of the date on which the complaint will be considered and the complainant (and representative if the complainant elects) will be offered an opportunity to explain the complaint to the Parish Council orally.

Clerk

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11-09/14	<p>REMEMBRANCE DAY It was resolved:</p> <ul style="list-style-type: none"> a) That Cllr. Hamilton will co-ordinate arrangements for Remembrance Day including writing an article for publication in Houghton News. b) That flowers be acquired by Cllr. Sleath at a maximum cost of £25.00 and that the expenditure be coded to s137. c) That total expenditure of £85.00 be allocated and be coded to s137. d) That the Royal British Legion Poppy Wreath be ordered by the Clerk and delivered to Cllr. Francis. 	<p>Cllr. RH Cllr. AS, Clerk Cllr. RH, Clerk Cllr. HF, Clerk</p>
12-09/14	<p>COUNCILLORS' VILLAGE WALK It was resolved that Cllr. Francis would co-ordinate arrangements. <i>Clerk's note:</i> <i>The walk was arranged for Saturday 27 September 2014.</i></p>	<p>Cllr. HF</p>
13-09/14	<p>HIGHWAY GRASS CUTTING A possible allocation of funds for the Parish Council to assume responsibility for the maintenance of grass areas currently undertaken by Leicestershire County Council had been provided and the Parish Council had also obtained an estimate from its existing contractor to undertake the maintenance. There was a significant deviation between the two and the Parish Council would continue to explore future options including collaborating with the Parish Councils of Scraftoft, Thurnby and Bushby and Stoughton. It might be necessary to make visits (e.g. to neighbouring Parish Councils) and paragraph 7.3 of the Parish Council's Financial Regulations provided for payment in respect of Councillors' travelling and subsistence which can arise at short notice without the prior approval of the Parish Council.</p>	<p>All Cllrs.</p>
14-09/14	<p>CLERK'S REPORT The Clerk's report was received and accepted.</p>	
15-09/14	<p>REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON EXTERNAL BODIES Councillor McSweeney reported on meetings of Houghton Field Association and Parklife which she had attended.</p>	

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16-09/14 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) An Email had been received from a resident requesting greater transparency, improved communication, the release of more detailed information about recommendations of the Working Party, the reporting of progress and possible actions that could be taken regarding the extremely important issue of potential s106 funding, and direct consultation with parishioners on any Parish Council proposed s106 project. It was **resolved** to thank the resident for the letter and to explain that details of the section 106 process had already been provided in a detailed report at the Parish Council meeting in August 2014, details of which were subsequently reported in Houghton News. Clerk
- b) An Email had been received from the Chairman of Houghton Hot Friends expressing a willingness to meet with the Parish Council at a mutually convenient date. It was **resolved** to:
- i) thank him for the letter and invite him to provide a verbal input about the group at the Parish Council meeting in November 2014 for which a 'one off' dedicated agenda item would be allocated.
 - ii) explain that the outlined approach would be for the benefit of the Parish Council and residents attending. Clerk
- c) An Email had been received from Jake Atkinson, Chief Officer, Leicestershire and Rutland Association of Local Councils requesting completion of the Member Support Questionnaire which had to be submitted by Friday 17 October 2014. It was **resolved** that Cllr. Francis would complete the questionnaire. Clerk, Cllr. HF
- d) An Email had been received from Hayley Cawthorne, Parish Liaison Officer, Harborough District Council (HDC) providing an update on three aspects around HDC's Local Plan process. It was **resolved**:
- i) to advertise the consultation process in Houghton News. Clerk
 - ii) that Cllr. Sleath would attend a demonstration of Electronic Consultation Tool Software and would be reimbursed for travelling. Clerk, Cllr. AS
- e) A letter had been received from Jon McGuinness, Senior Engineer, Leicestershire County Council informing the Parish Council of a Flood Fair. It was **resolved** that Cllr. Sleath would attend and would be reimbursed for travelling. Clerk, Cllr. AS

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	<p>f) An Email had been received from the Giving Time Project notifying the Parish Council of a free briefing event designed to help Parish Councils improve recruitment of candidates for elections in 2015. None of the Councillors was available to attend and it was resolved to request a summary of information.</p>	Clerk
	<p>g) An Email had been received from Francesca Wall-Bray, Tree Warden requesting the Parish Council to confirm that appropriate consultation is now fully understood by all members. It was resolved to thank the Tree Warden for her email, the contents of which had been noted.</p>	Clerk
	<p>h) An Email had been received from Hayley Cawthorne, Parish Liaison Officer, Harborough District Council providing notification of the Annual Parish Liaison Event. It was resolved that two Councillors would attend and would be reimbursed for travelling.</p>	Clerk
	<p>i) A copy of a letter from the Chairman of Houghton Bowls Club to a resident in respect of parking near to the Village Hall had been copied to the Parish Council. It was resolved that Cllr. Francis would speak to the chairman to indicate that the Bowls club should ensure that individuals attending bowls matches should park responsibly and to request that cones which had been financed by the Parish Council were used to assist.</p>	Cllr. HF
17-09/14	<p>CLERK'S HALF YEARLY APPRAISAL The Clerk's half yearly appraisal had been conducted in accordance with his Contract of Employment and there were no matters arising for which a decision of the Parish Council was needed.</p>	
18-09/14	<p>ITEMS FOR INCLUSION IN THE NEXT AGENDA The following items were agreed:</p> <ul style="list-style-type: none"> a) Councillor Vacancies b) Revised budget c) Village Walk d) Remembrance Day 	
19-09/14	<p>DATE OF NEXT MEETING The next meeting will be held on Thursday 9 October 2014, commencing at 7.30 p.m. in the Methodist Church Schoolroom, Houghton.</p>	Clerk

The meeting closed at 9.11 p.m.

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Chairman
9 October 2014