

**All Parish Councillors are duly summoned to attend
the Meeting of Houghton Parish Council to be held
on Tuesday 13th January 2026 at 19.00
Venue: Houghton Village Hall**

AGENDA

- 1. Chairman's Welcome and Public Participation**
- 2. Apologies for Absence**
- 3. Declarations of Interest**
To declare an interest in any items of business on this agenda.
- 4. To agree the accuracy of the minutes of the meetings held on:**
 - a) 4th November 2025 – Full Council Meeting
 - b) 25th November 2025 – Extraordinary Meeting
- 5. Clerk Report**
To receive Clerk's report.
- 6. Borough and County Councillor Reports**
To receive Borough and County Cllr reports.
- 7. Broughton Drove**
To discuss condition of Broughton Drove.
- 8. Planning**
To propose a response to be submitted to TVBC in relation to planning applications:
 - a) 25/02512/LBWS - Regularisation application - Re-painting of internal timbers – Hunters Cottage, Houghton.
 - b) 25/02917/FULLS - Change of use and conversion of Building B from estate office and agricultural storage to C3 dwellinghouse, and erection of single and two storey extensions following demolition of redundant storage barn (Building C), Conversion of threshing barn (Building A) to provide additional living accommodation. Site clearance and other associated works including hard and soft landscaping – Bossington Estate Office, Houghton.
 - c) 25/02918/LBWS - Internal and external alterations to former estate office and agricultural storage building (Building B), internal and external alterations to threshing barn (Building A) to provide additional living accommodation, and demolition of redundant storage barn (Building C) – Bossington Estate Office, Houghton.
 - d) Any other planning applications recently received.
- 9. Council Policies and Asset Register**
 - a) To review and adopt council policies.
 - b) To approve updated Asset Register.
- 10. Budget and Precept**
 - a) To review and approve the budget for 2026-27.
 - b) To review and approve the precept for 2026-27.

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11. Updates

- a) To receive an update on Flooding/HCC
- b) To receive an update on the Play Area refurbishment.
- c) To receive an update from the CCTV Working Group.
- d) To receive an update from the Pan Parish Planning Group.
- e) To receive an update from the Pan Parish River Pollution Forum.

12. Finance

- a) To propose acceptance of the financial statements for the period 1st November to 31st December 2025.
- b) To consider grant application for Houghton Village News - £750.00
- c) To consider council subscription to CPRE - £36.00.
- d) To consider annual membership fee to Society of Local Council Clerks (SLCC) for the Clerk - £158.00.
- e) To approve the dog bin emptying quote from TVBC for 2026 to 2027 - £248.63.
- f) To approve the Schedule of Payments.

13. Next Meeting

Full Council Meeting – Tuesday 3rd March 2026 at 19.00