

**All Parish Councillors are duly summoned to attend
the Annual Meeting of Houghton Parish Council to be held
on Tuesday 20th May 2025 at 19.00
Venue: Houghton Village Hall**

AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Chairman's Welcome and Public Participation**
- 4. To note Councillor resignation**
- 5. Apologies for Absence**
- 6. Declarations of Interest**
To declare an interest in any items of business on this agenda.
- 7. Annual confirmation of Declaration of Pecuniary Interest forms**
Cllrs to declare any changes to their DPI forms.
- 8. To agree the accuracy of the minutes of the meeting held on 4th March 2025**
- 9. Borough and County Councillor Reports**
To receive Borough and County Cllr reports.
- 10. Planning**
To propose a response to be submitted to TVBC in relation to planning applications:
 - a) 25/00737/FULLS - Air source heat pump to the north of the hall and new solar panels - Village Hall Stevens Drove Houghton.
 - b) 25/00810/FULLS - Replace Conservatory with single storey extension - Cherry Tree Cottage Houghton.
 - c) 25/01033/FULLS - Installation of 8 single element antennas forming loop array, ground equipment and associated works - Eveley Farm Stevens Drove Houghton.
 - d) Any other planning applications recently received.
- 11. Insurance**
To review the quotations received for insurance cover – due 1st June 2025:
Clear Councils - £762.58
Zurich - £570.00
- 12. Play Area Inspection**
To review the inspection report and agree any actions required.
- 13. Finance**
 - a) To propose acceptance of the financial statements for the periods 1st to 31st March and 1st to 30th April 2025.
 - b) To approve the Annual Statement of Accounts for 2024/25.
 - c) To approve the Schedule of Payments.
- 14. Internal Audit Report 2024/25**
To receive the Internal Auditor's Report and agree any actions required.
- 15. Annual Governance and Accountability Return 2024/25**
 - a) To approve the Annual Governance Statement for 2024/25
 - b) To approve the Accounting Statements for 2024/25
 - c) To approve the Certificate of Exemption for 2024/25
 - d) To agree the dates for the Period for the Exercise of Public Rights – Tuesday 3rd June – Monday 14th July 2025.

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16. Updates

- a) To receive an update on Flooding/HCC
- b) To receive an update on Pan Parish Group

17. Council policies, documents and meeting dates:

- a) *To be reviewed, amended, if required and adopted:*
Standing Orders, Financial Regulations, Internal Control Procedures, Risk Assessments and Management Schedule, Members' Code of Conduct, Register of Assets, Recording, Photography & use of Social Media, Freedom of Information and Data Protection Legislation, Employment Policies, Complaints Procedure, Media Policy and Grant Awarding Policy.
- b) *To review expenditure under the General Power of Competence in 2024/25 - £52.61.*
- c) *To agree a Schedule of Meeting Dates for 2025/26*

18. Councillor Co-option

To review and approve co-option of candidate to fill a vacancy.

19. Next Meeting

Full Council Meeting – Tuesday 1st July 2025 at 19.00