

**All Parish Councillors are duly summoned to attend
the Annual Meeting of Houghton Parish Council to be held
on Tuesday 5th May 2026 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. Apologies for Absence**
- 5. Declarations of Interest**
To declare an interest in any items of business on this agenda.
- 6. Annual confirmation of Declaration of Pecuniary Interest forms**
Cllrs to declare any changes to their DPI forms.
- 7. To agree the accuracy of the minutes of the meeting held on 3rd March 2026**
- 8. Borough and County Councillor Reports**
To receive Borough and County Cllr reports.
- 9. Planning**
To propose a response to be submitted to TVBC in relation to planning applications:
 - a) 26/00698/TREES - T1, T2 - Ash - Fell - Mead House, Horsebridge Road, Houghton.
 - b) 26/00774/VARS - Variation of condition 3 of 16/03196/VARS (To Vary Condition 21 of 16/01343/VARS (Variation of Conditions 2, 3, 13 and 18 of 15/00094/FULLS) to alter to the wording of Condition 21 (colours) to match other consented Solar Farms within the Borough) to allow for the extension of the permission term of the installation by a further 15 years to 40 years in total - Eveley Solar Farm Photovoltaic Installation, Eveley Farm, Stevens Drove, Houghton.
 - c) 26/00784/FULLS - Replacement of South Boundary with timber fence and rebuilding of wall to South East corner (Retrospective) - Beam Cottage, Houghton.
 - d) 26/00858/AGNS - Application to determine if prior approval is required for an agricultural building for machinery storage - Bossington Estate, Horsebridge Road, Broughton.
 - e) Any other planning applications recently received.
- 10. Insurance**
To review the quotations received for insurance cover - due 1st June 2026:
Ansvar Insurance - £720.65
Zurich Insurance - £666.00
- 11. Internal Audit Report 2025/26**
To receive the Internal Auditor's Report and agree any actions required.
- 12. Annual Governance and Accountability Return 2025/26**
 - a) To approve the Annual Governance Statement for 2025/26
 - b) To approve the Accounting Statements for 2025/26
 - c) To approve the Certificate of Exemption for 2025/26
 - d) To agree the dates for the Period for the Exercise of Public Rights - Tuesday 3rd June - Monday 14th July 2026.
- 13. Finance**
 - a) To propose acceptance of the financial statements for the periods 1st to 31st March and 1st to 30th April 2026.
 - b) To approve the Annual Statement of Accounts for 2025/26.
 - c) To consider a grant to Pan Parish River Pollution Forum, if required, - £330.00
 - d) To approve the Schedule of Payments.

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14. Updates

- a) To receive an update on Flooding/HCC.
- b) To receive an update on Play Area Refurbishment Project.
- c) To receive an update on Pan Parish River Pollution Forum.

15. Council policies, documents and meeting dates:

- a) *To be reviewed and 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 2025/26 - £51.00*
- c) *To agree a Schedule of Meeting Dates for 2026/27*

16. Councillor Representatives

- a) To confirm Cllrs Dougall and Ellwood as HPC representatives for the Pan Parish Planning Forum.
- b) To confirm Cllr Ellwood as HPC representative for Houghton Community Benefit Fund.

17. Next Meeting

Full Council Meeting – Tuesday 7th July 2026 at 19.00