HOUGHTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 4th November 2025 at 19.00
at Houghton Village Hall

Present: Parish Councillors: A Dougall (Vice Chairman), P Chant, K Ellwood, P Page, J Coombes.

Members of the Public: 4
Minutes**:** Mrs C L Cotterell (Parish Clerk/RFO)

The meeting started at 19.00

Item Minute

1. Chairman's Welcome and Public Participation
The Chairman welcomed all to the meeting and asked if there were any comments or questions from members of the public present. No comments or questions were raised.

2. Apologies for Absence – Apologies were received from Parish Cllrs Young and Broomfield, Borough Cllr Johnston and County Cllr Drew.

3. Declarations of Interest
To declare an interest in any items of business on this agenda. – **None**.

4. To agree the accuracy of the minutes of the meetings held on:
a) 9th September 2025 – Full Council Meeting – **Resolved** – Proposed Cllr Chant, seconded Cllr Page.
b) 16th October 2025 – Extraordinary Meeting - **Resolved** – Proposed Cllr Page, seconded Cllr Coombes.

5. Borough and County Councillor Reports
To receive Borough and County Cllr reports.
Both Cllr Johnston and Cllr Drew were not present at the meeting but had sent their reports. It was agreed to email the village email group with the link to the reports on the website.

Borough and County Cllr reports are published and available to view on the website: https://www.houghton-pc.gov.uk/community/houghton-parish-council-13622/borough--county-reports/

6. Planning
To propose a response to be submitted to TVBC in relation to planning applications:
a) 25/02516/LBWS - Regularisation application - Concrete and gravel drain – Hunters Cottage, Houghton – **Resolved - No Objection** – Proposed Cllr Dougall, seconded Cllr Page.
b) Any other planning applications recently received – **None**.

7. Updates
a) To receive an update on Flooding/HCC – Cllr Young had circulated an update – *"2 days work was carried out, the main reason for the request for work was for the drain outside Cherry Tree to be unblocked, on close inspection it appears to have been attended to, plus full drainage clearance between the silt ditch down to Willow House this also appears to be done, also clearing the drains up from Orchard Cottage, needed because the top estate spilt a load of chalk and soil over the road, not certain if this bit is done. As usual we have not been informed of the work done, despite emailing David Drew about our concerns."*
b) To receive an update on the Play Area refurbishment – Cllr Coombes provided an update – Cllr Broomfield has agreed to join the play area working group. As previously advised a grant application was submitted to the Community Benefit Fund (HCBF). HCBF have queried the cost and the supplier has been approached to provide a revised proposal, this will need to be approved by Council at a meeting before submitting another grant application to HCBF.
c) To receive an update from the Pan Parish Planning Group (PPPG) – Cllr Ellwood gave an update - Hampshire County Council (HCC) have refused to sell the playing fields for development. It is not clear where the proposed access may be

and the date of Test Valley Borough Council Local Plan is still not known. The PPPG will have another meeting next week. The constitution for the group will need approval from Parish Council at a future meeting.

d) To receive an update from the Pan Parish River Pollution Forum (PPRP Forum) – Cllr Dougall updated – the forum met in October. Environment Agency has a monitor in the Test near the HPC owned monitor, the HPC monitor is a portable one and is due a service or recalibrating.
Southern Water are funding 14 monitors in the Test which should be in place by the end of the year. Data should be published on PPRP Forum website.
Project White Hart is identifying where salmon are in the river.

8. Finance

a) To propose acceptance of the financial statements for the period 1st September to 31st October 2025 - **Resolved** – Proposed Cllr Ellwood, seconded Cllr Coombes.
b) To consider a grant application for the PCC maintenance of churchyard - £1000.00 - **Resolved** – Proposed Cllr Dougall, seconded Cllr Chant.
c) To consider D Robins grass cutting quotation for 2026 - £1000.00 - **Resolved** to accept this quotation for 2026 – Proposed Cllr Ellwood, seconded Cllr Dougall.
d) To approve the following Schedule of Payments – **Resolved** – Proposed Cllr Coombes, seconded Cllr Dougall.

Payee	Amount	Payee	Amount
Payroll/HMRC	£966.85	Clerks/Office expenses	£75.76
Cllr Training x 2	£256.80	Clerk Training	£64.20
Grant Application PCC	£1000.00	ICO Annual subscription	£47.00
D Robins Grass Cutting 2025	£1000.00	D Robins Hedge cutting 2025	£50.00
HCC Street Lighting Apr-Sep 25	£32.34		

Closing bank balance as at 31st October 2025 - £78,700.83

9. To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion regarding staff matters. Resolved – Proposed Cllr Dougall, seconded Cllr Page.

The Clerk's salary and hours were reviewed and Cllrs **resolved** to increase the hourly rate of salary by 7% with effect from 1st April 2026, no changes were made to the contracted hours. If additional hours were deemed necessary the Clerk would approach the Council for consideration. Proposed Cllr Ellwood, seconded Cllr Dougall.
A discussion was held about replacing the Council laptop as the current laptop isn't compatible for the upgrade to Windows 11 – it was agreed that the Clerk would investigate offers under the Black Friday deals and confirm purchase price with the Chairman under the Financial Regulations.

10. Next Meeting

Full Council Meeting – Tuesday 13th January 2025 at 19.00

Meeting closed at 19.55

These minutes were approved and signed at the meeting held on 13th January 2026