HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 7 April 2021, 7:00pm. This meeting was held remotely held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 Using Zoom.

Present: Cllr R Baxendale (Chair)

Cllr P Boothman Cllr B Gilmour Cllr D Keane Cllr C Spearing Cllr D Bonny Cllr N Elborn Cllr R Guinea Cllr A Skinner

Staff present: Lois Dale, Parish Clerk

There were four members of the public present, including D Cllr D Dew.

	ACTION
1. APOLOGIES FOR ABSENCE	
There were no apologies for absence.	
2. DECLARATIONS OF INTEREST	
There were no declarations of interest.	
3. PUBLIC COMMENT	
A resident who is working on a Parish Disaster Plan for the Parish Council	
provided an update and hopes to have a draft plan by the Autumn.	
The Chair thanked a resident for carrying out repairs to the fence around the	
Pavilion. This volunteer help is much appreciated.	
A resident commented on potential plans for a car park at Houghton cemetery.	
They feel this is a good idea to allow safe and easy access, but are concerned	
about security in the area in the evenings and requested that consideration be	
given to locking the car park overnight.	
4. MINUTES	
RESOLVED: The minutes of 3 March 2021 be agreed as a correct record.	
Proposed: Cllr Spearing; Seconded: Cllr Gilmour. All in favour	
5. MATTERS ARISING	
The replacement fence between the Bowls Green and Playing Field is in place.	
It is noted that full Risk Assessments of the Parish Council assets will be	
completed later in the year.	AS &
The Clerk met with the new manager at the National Trust Houghton Mill and	Clerk
campsite. The National Trust are thinking about preventing access to the river	
opposite the Mill, this is to discourage swimming near the Mill, (which is illegal)	
and address large gatherings and anti-social behaviour. They are also keen to	
promote biodiversity by increasing the natural planting areas on their land. The	
school is still using their car park for drop-off and pick up time. The campsite will	
hopefully be open from 17 May. They are also keen to work with groups such as	
the Great Ouse Valley Trust. There are also volunteer marshals at the car park to	
assist with careful parking, social distancing and welcoming visitors. The Parish	
Council is supportive of the efforts to increase visitor safety, address anti-social	
behaviour and promote conservation and biodiversity.	
6. DISTRICT AND COUNTY COUNCILLORS REPORT.	
D Cllr Dew reported that the gyms and swimming pools at Huntingdonshire	
Leisure centres will be reopening on 12 April and other facilities will open in line	
with government guidance.	
Grants that are available for pocket parks in Market Towns will be applied	

where appropriate. The Combined Authority has also made money available	
to regenerate town centres.	
The Combined Authority are looking at rerouting of the A141, they are also	
considering the routes around St Ives as part of this project. This will take several	
years to conclude and will not have an influence on currently approved	
housing projects.	
District Council staff have mainly been working remotely where possible; it is	
hoped that staff can begin to return to their offices soon. Public access to	
Council services via Pathfinder House is also hoped to return when possible.	
The next Development Management Panel in April should be the last one to be	
held on Zoom; subsequent meetings will be held in person.	
D Cllr Keane reported that the deadline to complete this year's census has	
been extended and District Council staff are helping to encourage people to fill	
in their return.	
Digital workshops have been held to help local businesses. Any ideas for	
helping local businesses recover from the effects of the pandemic are	
welcomed and can be sent to <u>news@huntingdonshire.gov.uk.</u>	
It was noted that John Davies, the Chair of HDC has died. He was a District	
Councillor for 29 years and also served as Mayor of St Ives Town three times.	
In response to questions, it was confirmed that the parking restrictions	
implemented during the pandemic in St Ives will be reviewed, but it is likely that	
some will remain.	
C Cllr Bates confirmed that the Local Highways Initiative application for	
improvement to Mill Street were still in consideration for funding and a decision	
will be made at the Highways and Transport Committee meeting in May.	
C Cllr Bates announced that he will not be standing for re-election in May. The	
Chair thanked him his work for this parish and particularly his responsiveness to	
communications.	
7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT	
7.1.To authorise payments due	
RESOLVED: The payments be approved.	
Proposed: Cllr Guinea, Seconded: Cllr Boothman. All in favour.	Clerk
The end of year bank balances were noted.	
7.2. Grant Application: Feast Week 2021	
RESOLVED: A grant of £400 be paid to Houghton & Wyton Feast Week	
Proposed: Cllr Boothman; Seconded: Cllr Skinner. All in favour	Clerk
7.3. Sports Club Invoices 2021/22	
It was agreed that the invoices cannot be issued as in the contracts due to the	
disruption to the clubs and pavilion use during the pandemic and for the	
coming season. The clubs will be informed that the invoices will be delayed	Clerk
while decisions are made.	
7.4. Financial Year End and Councillor responsibility for finances	
The end of year bank balances stand at approximately $\pounds 86,000$. A number of	
examples were given to account for the underspend which was largely due to	
many projects being delayed and running into the new financial year.	
It was agreed to review the budget for 2021-22.	
	DB
Cllr Bonny confirmed he is happy to continue to assist with internal budget	טט
controls and financial management. 7.5. Operation London Bridge - final protocol	

The Clerk will make final refinements to the protocol for the death of a senior royal. This will be sent to other relevant organisations in the parish. Clerk 7.6. Future meetings while still under COVID-19 restrictions The next meeting of the Parish Council will be the Annual Council Meeting to be held on 5 May; this will take place on Zoom. It was agreed that the June Parish Council meeting will be held in person, regulations permitting. This may be held in the Pavilion as this may be a more suitable shape to allow for social distancing. A trial 'hybrid' meeting will be arranged for later in April. This will be to trial technology and systems to allow individuals to remotely join or access an in-person meeting. Clerk 7.7. Clerk's Year Planner BG & Clerk The Clerk will discuss this with Cllr Gilmour as part of her Annual Appraisal. Clerk 7.8. Code of Conduct training - CAPALC 18/20 May Clerk Clirs Guinea and Skinner will be booked onto the session run by CAPALC on 18 Clerk May. The Clerk will attend a training session run by SLCC in April. Clerk 8. COMMUNITY FLOOD ACTION GROUP The next meeting of the Flood Action Group will be held on 26 April. The group was congratulated on and thanked for its works of ar. Clerk 9. PLANNING MATTERS 9. PLANNING MATTERS Clerk Nyton Parish Council recommend this application be APROVED for the following reasons: It is a single storey building which will not be obtrusively visible from Thicket Road. Clerk No trees will be remo		
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The sizes of the trees in question are not mentioned.	·	
9.3. Houghton Grange Phase 2		
9.3.1. Homes England/AECOM – public consultation response	•	
A response to the official consultation will be drafted and sent before the	· ·	
deadline on 14 April 2021. Despite the consultation still being in progress It was PB		РВ
noted that Homes England had submitted a formal application for an opinion		
on whether an Environmental Impact Assessment is needed for Houghton	on whether an Environmental Impact Assessment is needed for Houghton	

Grange field. HDC have decided that an EIA is not needed as the application	
is for less than 150 houses.	
A resident wrote to the Parish Council with various concerns, especially with	
regard to traffic flows. They will be encouraged to send this to HDC and Homes	
England also.	
9.3.2. Postcard analysis – actions arising	
At the time of the meeting 193 of the Parish Council postcards on this subject	
have been returned. Of these 168 (87%) agree with all the statements, the rest	
have some comments or reservations about the statements. The response and	
comments will be considered in preparing the Parish Council's response to the	
Homes England consultation. Furthermore, a more comprehensive analysis of	
the responses would be carried out with a view to a separate communication	
to Homes England and HDC to demonstrate the results of our own consultation.	
9.3.3. Community Land Trust start up grant application and next steps	
The CLT start-up grant application to the Combined Authority was withdrawn by	
the Combined Authority shortly before the meeting following concerns from	RB
HDC. Further enquiries in to this intervention will be made by the Parish Council.	
This grant application cannot be resubmitted until after the elections in May.	
The officers at the Combined Authority are confident it will be agreed. This	
should not stop progress being made with the setting up of the Trust.	
The Parish Council needs to capitalise on the on the momentum generated by	
the Parish Council postcard and leaflets to promote the CLT. More public	
engagement is needed.	
In terms of looking at how a CLT can be involved at the Houghton Grange site,	
it was noted that for development to be viable on this site the revenue must	
cover its original cost. A Freedom of Information request has been submitted to	
ask for the costs. The response is due by 13 April.	
9.3.4. Parish Council Briefing leaflet	
This leaflet, which has been distributed to all houses in the parish, will be shared	
with Clara Kerr at HDC Planning Department and also sent to the Hunts Post.	
The Hunts Post published an article about the Houghton Grange development	
recently. More leaflets will be left in Our Shop.	
9.4. Other Planning Matters	DK
Cllr Keane will check for any updates on the enforcement action at The Russetts 10. PROJECTS IN THE PIPELINE	DR
10. PROJECTS IN THE PIPELINE 10.1. Land West Of Houghton Cemetery – report	
As the draft plans for this proposal do not meet with planning policy, the	
applicant will need to demonstrate that the benefits to the community cannot be achieved any other way and that the Parish Council is in favour of the	
proposal. The Parish Council is able to confirm that the benefits of the cemetery	
extension, car park and pathway connecting the cemetery with the crossing	
point could not be afforded by the Parish Council and they already have a Public Works Loan Board for previous work.	
This information, representing the 'needs case' will be prepared by the Parish	
Council and sent to Campbell Buchanan George. Andy Girvan of CBG will	
provide further advice and costs The applicant has confirmed that he sees the permission to move the right of	
The applicant has confirmed that he sees the permission to move the right of	
way through the field (Footpath 25) as essential to the development. Should this alteration to the definitive footpath route be applied for, all interested	
parties would be consulted and public notices would be displayed. Cllr	

Boothman asked Mr Girvan to explain to the PC the reason for the path	
diversion. He will return with this information.	
The Parish Council is keen to not pre-determine its response to the final	RB &
application; advice will be sought.	Clerk
10.2. A1123 Speed reduction initiative	
Mr Lumley at the County Council has not responded to either the Parish Council	
or Ms Read from SLR Consulting. Ms Reed has also contact Mr Hobbs at CCC to	
get a response to our report.	
10.3. HDC CIL application for Pedestrian Cycle way A1123	
The Parish Council will plan to resubmit this proposal for the next round of	
funding. There is support for extension of the pedestrian/cycle way from St Ives	DK &
to Hartford and it fits with all policy to encourage active transport. Further	Clerk
funding and advice is needed to progress.	
10.4. Parish Tree Work	
The contractors will start work on 12 April to trees on the Playing Field and St	
Mary's churchyard. This work has been recommended by a Tree Survey and is	
vital for the health of the trees and public safety.	
10.5. Lych Gate at Houghton Cemetery	
The Lych Gate is being re-built and should be installed at the cemetery	
entrance by the end of April. The Clerk will check the deadline for claiming	Clerk
reimbursement from Grantscape.	CIOIR
11.BIENNIAL REPORT April 2019-March 2021	
	RB, DB
It was agreed that a biennial report to cover April 2019 – March 2021 would be	KD, DD
produced. This will be published in autumn 2021.	
12.CORRESPONDENCE	
NALC have advertised a seminar on 'How to get young people involved in	<u>.</u>
Local Councils'. Cllrs Baxendale and Boothman will attend.	Clerk
Correspondence has been received from the MD of Community Roadwatch	
(UK)CIC with reference to their application for Local Highway Initiative funding	
for reduction of the speed limit on the B1090, Sawtry Way. A decision on this	
application will be made at the Highways and Transport Committee meeting in	
May. It is noted that no residents or businesses in the parish have contacted the	
Parish Council in regard to this project.	
13. ANY OTHER BUSINESS	
Cllr Bonny asked whether any maintenance plan was in place for the gateways	
and planters at the entrances to the village. There is no formal policy; the	
planters had been planted and maintained initially by members of the	
Gardening Club; this may continue.	
County Council Highways have been informed of the problems of parking on	
the verges opposite The Elms, Thicket Road and in Love Lane footpath. They will	Clerk
be asked for an update.	
Ray Baxendale gave notice that he would not be standing for re-election as	
Chair at the Annual Parish Council Meeting. He referred to the Standing Orders,	
which states term of office for a chair should be no more than 3 years.	
14. DATE OF NEXT MEETING	
14. DATE OF NEXT MEETING	
14. DATE OF NEXT MEETING The next meeting of the Parish Council, will be on Wednesday 5 May 2021,	
14. DATE OF NEXT MEETING	

Signed:..... Date: