

**MEETING OF HOUGHTON & WYTON PARISH COUNCIL**  
**WEDNESDAY 11 OCTOBER 2023 7.00PM**  
**Sports Pavilion, Laughtons Lane Houghton**  
Parish Councillors are hereby summoned to this meeting  
**All meetings are open to the public. Please join us.**

**AGENDA**

**1. APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

**2. DECLARATIONS OF INTEREST**

To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any agenda item.

**3. PUBLIC COMMENT**

To hear any comments or observations on any item on the agenda. To hear any other issues raised. Limited to 3 minutes per speaker, maximum 20 minutes, at Chair's discretion.

**4. MINUTES**

To approve as a correct record the Minutes of the Parish Council meeting, 6 September 2023.

**5. MATTERS ARISING**

To review matters from previous meetings on the action list and not included on this agenda. No decisions to be made under this item.

**6. DISTRICT AND COUNTY COUNCILLORS' REPORTS**

To receive reports from the District and County Council representatives

**7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT**

- 7.1. To authorise payments and note financial reports and bank balances
- 7.2. Budget and Precept request 2024/25
- 7.3. Clerk's Assistant recruitment update
- 7.4. Councillor vacancy recruitment update
- 7.5. Insurance - policy renewal and pavilion flood risk cover
- 7.6. Barclays Bank account – change of accounts status and mandate.

**8. REPORTS and RECOMMENDATIONS**

- 8.1. Playing Field
  - 8.1.1. Play Area – repair work needed
  - 8.1.2. Suggestion for new item of play equipment
  - 8.1.3. Grass cutting for clubs
- 8.2. Office hire agreement renegotiation.
- 8.3. Clocktower and pavilion fire risk assessments
- 8.4. Meeting with Houghton School governor.
- 8.5. LHI 2024-25
- 8.6. Policy statement on use of Parish Council assets.
- 8.7. Make a decision on tree work needed on Parish Council land

## 9. PLANNING MATTERS

- 9.1. **Retention of operations comprising the laying of an engineered hard pad with paint-lining applied to demark parking bays and access clearance, on existing rough surfaced and grassed car park area serving the east bank of the marina campus.** Hartford Marina Banks End Wyton Huntingdon PE28 2AA  
Ref. No: 23/00586/FUL – receipt of updated information
- 9.2. Enforcement actions – updates on any actions from HDC. To receive notification of any potential enforcement issues.
- 9.3. Houghton Grange phase 2 update
- 9.4. Other Planning Matters, including planning applications received after the agenda was published
  - 9.4.1. White Poplar Tree on Hill Estate
  - 9.4.2. Bellway Homes development proposal to north of A1123
  - 9.4.3. HDC Development Management Training

## 10. PROJECTS

To receive updates on the following projects and make decisions as needed in relation to these projects

- 10.1. Clock Tower phase 2
- 10.2. Playing Field storage sheds
- 10.3. Defibrillators in the parish
- 10.4. Cemetery extension fencing, trees and works
- 10.5. Playing field – hedging, fencing & vegetation in SE corner of field.
- 10.6. 20mph speed limit initiative

## 11. CORRESPONDENCE

To note Parish Council correspondence and make non-financial decisions on any future actions.

## 12. ITEMS TO BE CONSIDERED AT FUTURE MEETINGS, DELEGATED ACTION OR FOR INFORMATION ONLY

Reminder – no decisions can be made under this item

## 13. DATE OF NEXT MEETING

The next meeting will be the Parish Council meeting on Wed 1 November 2023

## 14. MOTION TO EXCLUDE PUBLIC AND PRESS

The meeting will be closed to the public and press for item 15 in accordance with The Public Bodies (Admissions to Meetings) Act 1960 as confidential information may be discussed.

## 15. PLAYING FIELD LEASE



Lois Dale,  
Parish Clerk, Houghton & Wyton Parish Council, 3 October 2023