

**MEETING OF HOUGHTON & WYTON PARISH COUNCIL**  
**WEDNESDAY 3 JULY 2024 7.00PM**  
**St Mary's Centre, Chapel 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, 5 June 2024.

**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**

6.1. To receive reports from the District and County Council representatives

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

- 7.1. To authorise payments due and paid and note financial reports and bank balances.
- 7.2. Appointment of a Vice Chair for 2024-25
- 7.3. Playing Field and Cemetery maintenance
- 7.4. To consider making a donation to The Huntingdonshire Volunteer Centre

**8. PLANNING MATTERS**

- 8.1. [Demolition of existing conservatory and erection of proposed two storey side extension.](#) 6 Hill Estate Houghton Huntingdon PE28 2BX Ref. No: 24/00811/HHFUL ss
- 8.2. [Internal repair and alterations.](#) The Old Rectory Rectory Lane Wyton Huntingdon PE28 2AQ Ref. No: 24/00941/LBC
- 8.3. [Extension and conversion of an existing out-building to a garden room/storage space with part retrospective works.](#) Allanby Cottage Thicket Road Houghton Huntingdon PE28 2BQ Ref. No: 24/01053/HHFUL & 24/01054/LBC

8.4. Houghton Grange phases 1 & 2

8.5. Other Planning Matters, including planning applications received after the agenda was published

## **9. REPORTS and RECOMMENDATIONS**

9.1. Sports Clubs – Annual Agreements and invoices

9.2. Biodiversity Policy

9.3. Parking issues

## **10. PROJECTS**

10.1. Clock Tower phase 2

10.2. Village Defibrillators

10.3. Migrate emails and website to 'gov.uk' domain

10.4. Playing Field and Pavilion

10.4.1. To make a decision on appointing a contractor for quarterly inspections of the Play Area

10.4.2. To discuss charges for hire of Pavilion and Playing Field

10.4.3. To discuss introducing recycling facilities

10.4.4. Updating the CCTV system at the Pavilion

10.5. Cemetery Extension

## **11. CORRESPONDENCE**

To note Parish Council correspondence and make decisions on 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. 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.

## **14. STAFFING MATTERS**

## **15. DATE OF NEXT MEETING**

The next Parish Council meeting will be on Wed 7 August 2024



Lois Dale, Parish Clerk, Houghton & Wyton Parish Council, 28 June 2024