

MEETING OF HOUGHTON & WYTON PARISH COUNCIL

WEDNESDAY 4 JUNE 2025 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 approve 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 Annual Parish Council meeting, 7 May 2025.

5. MATTERS ARISING

6. DISTRICT AND COUNTY COUNCILLORS' REPORTS

To receive reports from District and County Council representatives

7. PLANNING MATTERS

- 7.1. Houghton Grange phase 1 – s106 Agreement, facilities and infrastructure
- 7.2. Houghton Grange phase 2 – DMC meeting 16 June, S106 agreement
- 7.3. Local Plan – Call for Sites consultation
- 7.4. Potential developments surrounding the Parish – Bellway proposal, RAF Wyton etc

8. REPORTS and RECOMMENDATIONS

- 8.1. Traffic and highway issues
 - 8.1.1. 20mph – Monitoring effectiveness and feedback to CCC
 - 8.1.2. Local Highways Initiative 2025/26 – presentation day 4 July 2025
- 8.2. Playing Field and Sports Clubs
 - 8.2.1. Broken tiles on Pavilion roof – discuss culpability and prevention
 - 8.2.2. CCTV over compound and playing field
 - 8.2.3. Use of School Playing Field for Junior football
 - 8.2.4. Playing field surface improvement and maintenance - update

9. PROJECTS

- 9.1. St Mary's Centre improvements – CIL application
- 9.2. Clock Tower phase 2
- 9.3. Cemetery Extension – update on ground preparation

10. CLERK, ASSISTANT CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT

- 10.1. To authorise payments due and paid and note financial reports and bank balances
- 10.2. Annual Governance and Accountability Return 2024-25
 - 10.2.1. Approval of the Annual Governance Statement 2024-25
 - 10.2.2. Approval of the Accounting Statements 2024-25
- 10.3. Reinvestment of matured 1 year savings bond
- 10.4. Parish Council Policies, Guidelines and Procedures
 - 10.4.1. Draft Standing Orders
 - 10.4.2. Parish Council Asset Register
 - 10.4.3. Advertising Guidelines
 - 10.4.4. Communication policy
- 10.5. Annual Parish Meeting – 14 June

11. CORRESPONDENCE

To note Parish council correspondence and make decisions on future actions

12. ITEMS TO BE CONSIDERED AT FUTURE MEETINGS, DELEGATED ACTIONS OR FOR INFORMATION ONLY (Reminder – no decisions can be made under this item)

13. DATE OF NEXT MEETING

The next Parish Council meeting will be on Wed 2 July 2025



Lois Dale, Parish Clerk, Houghton & Wyton Parish Council, 29th May 2025