

MEETING OF HOUGHTON & WYTON PARISH COUNCIL
WEDNESDAY 7 MAY 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. ELECTION OF PARISH COUNCIL CHAIR

2. ELECTION OF PARISH COUNCIL VICE-CHAIR

3. VOLUNTARY POSTS AND REPRESENTATION ON OTHER BODIES

Tree Wardens, CAPALC, Memorial Hall committee

4. APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

5. 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.

6. 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.

7. MINUTES

To approve as a correct record the Minutes of the Parish Council meeting, 2 April 2025.

8. 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.

9. CO-OPTION OF NEW PARISH COUNCILLOR

To consider filling one councillor vacancy by co-option from any who have expressed an interest.

To receive any 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 from the co-opted councillor(s).

10. DISTRICT AND COUNTY COUNCILLORS' REPORTS

To receive reports from District and County Council representatives

11. PLANNING MATTERS

- 11.1. Houghton Grange
 - 11.1.1. Amendment to planning application
 - 11.1.2. S106 funding
- 11.2. Local Plan – Additional Sites consultation 23 April – 4 June

12. REPORTS and RECOMMENDATIONS

- 12.1. Traffic and highway issues
 - 12.1.1. Parking on Mill Street – extension of yellow lines
 - 12.1.2. 20mph speed limit
- 12.2. Playing Field and Sports Clubs
 - 12.2.1. Use of storage compound
 - 12.2.2. CCTV over compound and playing field
 - 12.2.3. Play area maintenance & inspection reports
 - 12.2.4. Refurbishment of Jesse Anderson plaque
- 12.3. Village banner advertising protocol

13. PROJECTS

- 13.1. Cemetery Extension – update on ground preparation
- 13.2. St Mary's Centre Green Energy Improvements – CIL Funding application
- 13.3. Clocktower phase 2 – Experimental Traffic Regulation Order

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

- 14.1. To authorise payments due and paid and note financial reports and bank balances.
- 14.2. Annual Governance and Accountability Return 2024-25.
- 14.3. Parish Council Policies, Guidelines and Procedures
 - 14.3.1. Code of Conduct
 - 14.3.2. Standing Orders
 - 14.3.3. Asset Risk Management

15. CORRESPONDENCE

To note Parish Council correspondence and make decisions on future actions.

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

17. DATE OF NEXT MEETING

The next Parish Council meeting will be on Wed 4 June 2025



Lois Dale, Parish Clerk, Houghton & Wyton Parish Council, 1st May 2025