

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 3 April 2019, 7:30pm

Present: Cllr Mr R Baxendale (Chair) Cllr Mr D Bonny
 Cllr Ms N Elborn Cllr Mr B Gilmour
 Cllr Mr S Hodgson Cllr Mr D Keane
 Cllr Ms E Leach Cllr Mr C Spearing

There were also six members of the public present.

	ACTION
<p>1. APOLOGIES FOR ABSENCE Apologies were received from Cllr M Curley and C Cllr I Bates.</p>	
<p>2. DECLARATIONS OF INTEREST There were no declarations of interest.</p>	
<p>3. PUBLIC COMMENT A resident of Meadow Lane (off the A1123) wanted to let the Parish Council know that they were intending to set up a Resident's Association for their road. They were offered help by councillors who are members of other Resident's Associations.</p>	
<p>4. MINUTES RESOLVED: The minutes of the Houghton & Wyton Parish Council meeting of 6 March 2019 were approved. Proposed: Cllr Spearing, Seconded: Cllr Gilmour. All in favour</p>	
<p>5. MATTERS ARISING Membership of CAPALC will be actioned when they send joining details for 2019/20. A report was circulated on the completed Electric Vehicle Survey. There were 99 responses, with 2% already using Electric vehicles. Only 4 responses were from those households with no off-street parking. Cllr Elborn will visit these houses to get more information as these are the dwellings that the funding is targeting. Cllr Elborn will also attend the next meeting at the County Council in June. The survey on the use of the new Bus Stops has been distributed and over 50 responses received to date. Reminders will be sent to residents. There have been over 120 signatures on the petition to reduce the speed limit on the A1123. Attempts will be made to increase this. A date will be set to meet young residents who want to discuss a skatepark in the village.</p>	<p>Clerk</p> <p>NE</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>6. DISTRICT AND COUNTY COUNCILLORS REPORTS C Cllr Bates had not sent a report. D Cllr D Keane reported that the District Council had issued the Council Tax bills with the wrong percentage increase on their portion, but the figures on the bills are correct. He has also been in touch with the Operations Division about the broken gate at the end of Ware Lane and the overgrown vegetation blocking visibility at the junction of Ware Lane and Loxley Green and the broken fence in Brookside.</p>	<p>DK</p>
<p>7. RESPONSIBLE FINANCIAL OFFICER'S REPORT 7.1 To authorise payments due RESOLVED: Houghton & Wyton Parish Council will take out annual membership of The Great Ouse Valley Trust at a cost of £30</p>	

<p>Proposed: Cllr Baxendale, Seconded: Cllr Hodgson. For: 6, Abstentions: 2 RESOLVED: All payments due be authorised.</p>	Clerk
<p>Proposed: Cllr Bonny; Seconded: Cllr Gilmour. All in favour</p>	
<p>7.2. Grant Application from Feast Week</p>	
<p>RESOLVED: A grant of £400 be awarded to Feast Week to cover costs of the band at the finale. A charge of £50 will be made for Feast Week's use of the Pavilion during their events as a contribution to its running costs.</p>	Clerk
<p>Proposed: Cllr Spearing; Seconded: Cllr Bonny. All in favour</p>	
<p>The Parish Council advised Feast Week that they will look closely at their reserves if a grant is applied for next year and suggested they set aside a fund for capital replacement of equipment.</p>	
<p>7.3. Reserves Policy and Financial Risk Assessment</p>	
<p>RESOLVED: The proposed Policy and Risk Assessment be adopted by the Parish Council (subject to minor wording amendments).</p>	
<p>Proposed: Cllr Spearing; Seconded: Cllr Gilmour. All in favour</p>	
<p>Five actions have been identified in the Risk Assessment that need to be addressed:</p>	Clerk and CS
<p>Item 2a A review of Insurance Policy is required to ensure that to ensure that the deductible is acceptable, there are no excessive exclusions and it covers all likely costs.</p>	
<p>Item 3a & 4c Condition Reports Needed on all our assets</p>	
<p>Item 4b Need to review HR policies</p>	
<p>Item 4d Review GDPR policy</p>	
<p>Item 6a Review computer back up policy</p>	
<p>7.4. Tree Survey Appointment</p>	
<p>Following attempts to get three quotes for this work, two acceptable quotes were obtained and Argenta Trees has been appointed within the costs agreed.</p>	
<p>7.5. Addition of new bus shelters to insurance policy</p>	
<p>The two bus shelters installed on the A1123 belong to the Parish Council and have been added to the Insurance Policy and asset register.</p>	
<p>7.6. Review of CCTV and Fire Safety at the Pavilion</p>	
<p>Cllr Baxendale and The Clerk met with the Accounts Manager for BusinessWatch who have taken over the contract for maintenance of the CCTV at the Pavilion. It was agreed to continue with the contract as the equipment is still in good working order. Other services offered by the company were discussed and it was agreed that they should be appointed to service the fire extinguishers at the Pavilion and be asked to carry out an annual test on the emergency lighting there.</p>	Clerk
<p>8. PLANNING MATTERS</p>	
<p>8.1. Proposed single storey rear extension to replace existing conservatory with internal alterations enlarged openings to first floor rear 10 Loxley Green Wyton Huntingdon PE28 2JN Ref 19/00417/HHFUL</p>	
<p>RESOLVED: Houghton & Wyton Parish Council recommend that this application be APPROVED as there is no change to the footprint or overall use of the dwelling. There is no visual impact to neighbours.</p>	Clerk
<p>Proposed: Cllr Hodgson Seconded: Cllr Spearing. All in favour</p>	
<p>8.2. Erection of a triple garage Green Garth. The Lanes Houghton Huntingdon PE28 2BW Ref: 19/00475/HHFUL</p>	
<p>RESOLVED: Houghton & Wyton Parish Council recommend that this application be</p>	

<p>APPROVED as this is well designed and uses good quality materials. It will sit well in a large plot and there will be no adverse impact on neighbours or views. Proposed: Cllr Hodgson, Seconded: Cllr Spearing. All in favour</p> <p>8.3. Extension to the existing sales building and installation of a new external ATM pod BP Garage Huntingdon Northern Bypass Hartford Huntingdon PE28 2DN Ref: 19/00362/FUL</p> <p>Houghton and Wyton Parish Council recognise that this application is outside the parish, but appreciate the chance to comment. In this case no comments will be submitted.</p> <p>8.4. Proposed small development in Thicket Road Campbell Buchanan George have had informal discussions with representatives of the Parish Council about a potential development on the Ex-Anglian Water site at the end of Thicket Road. The current design comprises two large and six two-bed dwellings. All of which take account of surrounding architecture and the Neighbourhood Plan. They plan to hold a public consultation if this progresses.</p> <p>8.5. Progress with Cemetery extension Permission has been granted for the Cemetery extension, with some planning conditions. Cllr Elborn will look at ideas for a Green Burial Ground or alternatives.</p> <p>8.6. Other Planning Matters Cllr Baxendale attended a board meeting of the Cambridgeshire and Peterborough Combined Authority on 29 March as an observer. At this meeting the Board decided to allocate a further £400K to feasibility studies for a third river crossing of the Great Ouse in Huntingdonshire. The Great Ouse Valley Trust have asked for details of the scope of this study and insisted that full stakeholder consultations take place. There has been media interest in this topic. It was noted that a public consultation meeting on potential development at Wyton Airfield is to be held at Wyton on the Hill School on Sat 6 April between 1-4pm. Another event is planned for 11 May.</p> <p>8.7. Planning decisions Decisions from HDC Planning were noted.</p>	<p>Clerk</p> <p>NE</p>
<p>9. MILL STREET PARKING ISSUES Following comments from residents on the above subject, Cllrs Keane and Baxendale met with the custodian of Houghton Mill. The National Trust car park at the end of Mill Street is now fully open. Most users are National Trust members, they also allow use of the car park during the 'school run' and have offered its use to Mill Street residents. He can provide data on traffic use on Mill Street. A meeting will be arranged with C Cllr Bates to discuss the state of the road, its classification and signage. It was felt that resident's only parking areas would be difficult to implement and police. Ownership of the area of land by the church used for parking is unclear.</p>	<p>RB</p>
<p>10. PROJECT PLANNING 2019/20 Pavilion – The Sports Clubs are content with the proposed improvements. Contractors need to be found and appointed. As this is a major spend for the Parish Council, it was felt prudent to wait for the final bill for the bus stops is issued to ensure finance is available. Paths – Four contractors were approached to quote for the paths at the car park and cemetery. One quote has been received. Others are expected, which will include quotes for lighting of the path from Victoria Crescent to the Car Park.</p>	<p>RB</p> <p>DB & BG</p>

<p>11. UPDATED STAFF JOB DESCRIPTIONS AND CONTRACTS Some updates have been made to the Job Descriptions. Letters to update the salaries of the Pavilion Housekeeper, Litter Picker and Canine Hygiene Operative will be issued. The Timebank co-ordinator's contract is complete and there is one point to address on the Clerk's contract. Annual appraisals will be carried out.</p>	<p>Clerk EL EL</p>
<p>12. ANNUAL PARISH MEETING Various topics for presentation at the Annual Parish Meeting were discussed. This is to be held on Wed 15 May, 7:30pm in the St Mary's Centre. This will be advertised to the community and an agenda issued nearer the time.</p>	<p>Clerk</p>
<p>13. CORRESPONDENCE A resident of Victoria Crescent expressed concern about parking in this road and speed of traffic through the village. A general debate took place on these issues. While the Parish Council is sympathetic to the problems in this area during the 'school run', it has no power to address this. County Council would need to be approached to assess the area and implement any possible solutions and to implement any change in speed limit through the village. Consultation with the wider community will be needed. A response will be drafted to the resident.</p>	<p>RB</p>
<p>14. ANY OTHER BUSINESS An update on the installation of broadband to Houghton was requested. It is noted that the promised operational date of March has been missed, but the problems are being worked on. It was mentioned that some residents may need help with accessing the new service. The issue with the Bowls Green fence and a neighbour in Victoria Crescent has now been resolved.</p>	
<p>15. DATE OF NEXT MEETING The next meeting will be on Wednesday 1 May 2019, 7:30pm, St Mary's Centre, Chapel Lane, Houghton. This will be the Annual General Meeting of the Parish Council.</p>	

The meeting ended at 9:40pm

Signed:..... Date: