

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 4 September 2019, 7:30pm

Present: Cllr R Baxendale (Chair) Cllr D Bonny
 Cllr P Boothman Cllr M Curley
 Cllr N Elborn Cllr B Gilmour
 Cllr S Hodgson Cllr C Spearing

There were also seven members of the public present including C Cllr I Bates.

ACTION

<p>1. APOLOGIES FOR ABSENCE Apologies were received from Cllr D Keane.</p>	
<p>2. DECLARATIONS OF INTEREST There were no declarations of interest.</p>	
<p>3. PUBLIC COMMENT There was no public comment.</p>	
<p>4. MINUTES RESOLVED: The minutes of the Houghton & Wyton Annual Parish Council meeting of 7 August 2019 were approved. Proposed: Cllr Spearing; Seconded: Cllr Boothman. All in favour</p>	
<p>5. MATTERS ARISING It is unlikely that the Bowls Club will be progressing the grant they were applying for this year. The cycling sign for the end of The Thicket footpath will be collected and put up. Following several complaints from residents, a letter will be written to Houghton School to ask them to encourage parents to park legally and considerately. The landowner will be contacted about completing the registrations and transfer of the paths around meadows south of Thicket Road.</p>	PB RB Clerk
<p>6. TIMEBANK A presentation was made to Vickie Graham who left the post of Timebank co-ordinator on 16 August 2019. She was thanked for the work she did in setting up the Timebank, recruiting so many members and the contribution made to the community.</p>	
<p>7. DISTRICT AND COUNTY COUNCILLORS REPORTS C Cllr Bates also thanked Vickie Graham for her input into other timebanks in the county. Several Timebanks have been set up and are running successfully in Cambridgeshire and have received financial support from CCC. The County Council is starting its budgetary process for the next financial year. C Cllr Bates pointed out that a large proportion of the budget is spent on social care; much of this a legal responsibility for the County Council. A lot of their income is from land developer consultations and contributions. In response to a question, C Cllr Bates confirmed that he would follow up on the awaited installation and operation of the Real Time Information Boards at the new bus stops.</p>	
<p>8. RESPONSIBLE FINANCIAL OFFICER'S REPORT 8.1 To authorise payments due RESOLVED: All payments due be authorised. Proposed: Cllr Boothman; Seconded: Cllr Gilmour. All in favour It was noted that the Annual Return from the external auditors has been completed and no issues were found. The Parish Clerk was thanked.</p>	Clerk

<p>8.2. Financial Regulations Revision The Financial Regulations have been updated in line with the model Financial Regulations from NALC. The Clerk's contract will be checked to ensure it is in line with the new regulations.</p>	Clerk
<p>RESOLVED: The updated Financial Regulations be approved. Proposed: Cllr Bonny; Seconded: Cllr Gilmour. All in favour</p>	
<p>8.3. Insurance renewal The Parish Council insurance is on a three-year rolling contract that expires in Sept 2020. The renewal documents for 2019-20 have been checked and the premium will be paid. It was agreed that comparisons for renewal need to be sought before the next renewal date.</p>	Clerk
<p>8.4. Compound fencing and storage RESOLVED: the quote for repairing the fence at the compound from Huntree fencing be accepted.</p>	Clerk
<p>Proposed: Cllr Hodgson; Seconded: Cllr Elborn. All in favour. It was noted that the compound is quite untidy. This area has always been primarily for the use of Sports Clubs and it was agreed that the clubs that use it should be asked to keep this area tidy, including facilitating access for the repair to the fence. The Handy man will be asked to move anything of his from this area. The Sports Clubs will be informed that the Parish Council expects them to keep the compound tidy and free of unwanted equipment etc. Feast Week have made a request to install a permanent, standalone cold room in the compound for use during Feast Week. This would be plugged into the Pavilion electricity supply when in use. As the Sports Clubs pay a large proportion of the Pavilion utility bills and are the main users of the compound, the Parish Council feels they should make the decision on this request. The Sports Clubs will be contacted about this, and then Feast Week Committee needs to approach the clubs for discussions.</p>	Clerk & RB
<p>8.5. Women's Institute Donation The Houghton & Wyton Women's Institute have made a donation to the Parish Council to spend on a community facility. It was agreed with them that this could be used to fulfil the need to install a picnic table near the play area. After research it was recommended that a sustainably harvested wood table would be the best option.</p>	
<p>RESOLVED: an eight-seater round wooden picnic table will be purchased to be sited near the Play Area. The recommended supplier is Mick George. The sustainability certificate for the product will be checked before purchase. The Parish Council will top-up the donation to cover the full cost and delivery. Proposed: Cllr Gilmour; Seconded: Cllr Bonny. For: 5. Against:1, Abstentions: 2</p>	Clerk
<p>8.6. Bi-ennial Report Thanks were expressed to Cllrs Bonny and Spearing for the editing and proof reading of the document. This has now been sent to the printers and will be ready within a week. Volunteers will then be sought to deliver this throughout the Parish.</p>	Clerk
<p>9. PLANNING MATTERS</p>	
<p>9.1. Marshall relocation Cllrs Baxendale and Boothman attended a presentation about the potential move of Marshall Defence and Aerospace Group to Wyton. A report on the meeting and the notes and prospectus from the meeting have been circulated to councillors. There are pros and cons for all three sites being considered. A</p>	

<p>decision will be made by mid-2020, with the relocation being completed by 2030. Marshall confirmed that the decision on the relocation would not be influenced by the presence or lack of another river crossing to Wyton.</p> <p>9.2. Third River Crossing scoping document. The Cambridgeshire and Peterborough Combined Authority are commissioning a Transport Study to include looking at a Third River Crossing. Town and Parish councils will meet with Rowland Potter from the Combined Authority on 18 Sept to discuss this. Responses to the consultation are needed by 26 September; Cllr Boothman will develop a recommended response and circulate to all councillors for approval.</p> <p>9.3. Planning update from Campbell Buchanan & George This group had informed the Parish Council of prospective plans for a small development on Thicket Road. They have a pre-application meeting with HDC and will update the Parish Council after that. The group are also in the process of putting together plans for re-development of the former Photographic Lab off Sawtry Way. They hope to share these with the Parish Council and public soon.</p> <p>9.4. Update on representations to HDC Planning The Planning Service Manager at HDC was contacted about the lack of consultation on Permitted Development applications. The Parish Council would like to be informed and feels it can contribute local knowledge to aid decisions. An answer is still awaited. Today the Clerk was informed by a resident that there was a householder full planning application for 31 Home Farm Road that HDC had not consulted the Parish Council on. The deadline for responses is Friday 6 Sept. The Planning Department were immediately contacted; it is hoped that a re-consultation will be required to allow statutory consultation with the Parish Council. Concern was expressed about the number of mistakes of this sort that have been made at HDC recently.</p> <p>9.5. Other Planning Matters The developers of Houghton Grange have informed the Parish Council of some small changes to their plans. They plan to replicate details of the Dormy House architecture in some new buildings, in the hope this will compensate for the loss of Dormy House. The Parish Council will respond that it still stands by its comments against the demolition of Dormy House and the statement that it has been allowed to unlawfully fall into disrepair. The Parish Council would like the developers to offer a public presentation of their plans. A consultation had just been received for an alteration to the approved planning application on the former St Ives Golf Course. It was noted that this only affected a small area and did not border the Parish or have any impact. No response will be submitted.</p> <p>9.6. Planning decisions Concern was expressed about the decision to allow work to be carried out on trees at The Elms. The response and decision will be checked.</p>	<p>RB & PB</p> <p>Clerk</p> <p>Clerk</p>
<p>10. PROJECT UPDATES A budget review has been carried out and the Clerk advised that the Parish Council should still have a reserve of approximately £69,000 at the end of the Financial year. This enabled decisions to be made on planned projects and additional work that is required.</p>	

<p>Trees: The initial work recommended in the Tree Survey has been completed and will be paid for. There is still funds in the budget for tree work.</p> <p>RESOLVED: Scrub and brambles growing by the Tennis Courts to be cleared by Shire Trees. They will also be asked to quote for removal of a tree in the Playing Field Compound and Phase 2 of the Tree Survey work.</p> <p>Proposed: Cllr Hodgson; Seconded Cllr Boothman. All in favour</p> <p>Paths: Cobb and Sons have been asked to do the work to the footpath from Victoria Crescent to the Scout Hut. They will let us know when they can start work.</p> <p>Footpath 16: The County Council have not replied to confirm if they will do work to level the ends of this path behind the school.</p>	Clerk
<p>Cemetery path:</p> <p>RESOLVED: the quote from Mick George Ltd to relay the cemetery path in compacted hoggin be accepted. They will be asked to complete before Remembrance Sunday. Proposed: Cllr Gilmour, Seconded: Cllr Bonny. All in favour.</p>	Clerk
<p>War Memorial: Mick George Ltd provided a quote to repair and clean the steps around the War Memorial. Cllr Hodgson agreed to look at more competitive options.</p> <p>RESOLVED: a budget of £2,500 be allowed for repairs to the steps of the War Memorial. Proposed: Cllr Bonny; Seconded: Cllr Boothman. All in favour.</p>	SH
<p>Pavilion refurbishment: The schedule of works devised covered many trades and it was proving difficult to get quotes and coordinate the number of contractors required. A general builder has been recommended that can carry out all the work and is available almost immediately.</p> <p>RESOLVED: The quote from Acorn Construction to carry our refurbishment at the Pavilion be accepted on the basis that it was an open book tender showing that it represented good value for money. A contract time of 3-4 weeks is required and an ideal time is approaching when the least overall disruption will be caused to Sports Clubs. Subject to clarifications on specifications and a successful pre-contract meeting they will be instructed to start work as soon as possible.</p> <p>Proposed: Cllr Hodgson; Seconded: Cllr Spearing. All in favour.</p>	Clerk RB & SH
<p>11. ELECTRIC VEHICLE CHARGING SURVEY UPDATE</p> <p>The Investment Unit at CCC are liaising with UK Power Networks to look at suitable sites for electric vehicle charging points.</p> <p>Standalone chargers will need a supply and supply cabinet costing about £5,000 per site. If the charger can be attached to or run from a lamppost it will be cheaper, but a car would have to charge overnight.</p> <p>CCC is keen to put in a combined grant application for several parishes; however, most want to install the charger in a car park which is not an option for this parish as we do not own the land the car park is on. The Parish Council can apply individually. Any grant awarded has to be spent in the financial year it was awarded, but grants are available this year and next year.</p> <p>The cost for a bollard charger running from a lamppost would be about £4,000, of which 75% is available from a grant.</p> <p>Cllr Elborn will look at some suggested sites and make a recommendation for the best site.</p>	NE
<p>12. ANTI-SOCIAL BEHAVIOUR AT MILL AND LOCK</p> <p>A meeting was held with representatives from police, fire and rescue, Environment Agency, Houghton Mill, Hemingford Abbots and Houghton & Wyton Parish Councils and Houghton Boats. The problems caused and potential</p>	

<p>solutions were discussed.</p> <p>The police will look at placing a dispersal order on the lock area at busy times. The Environment Agency will look at cameras at the lock in conjunction with HDC and methods to deter climbing on the bridge and lock guillotine.</p> <p>Fire and Rescue already give Water Aware presentations to schools and these will continue. They also have lockable throwline cabinets that can display water safety messages. This maybe something that could be provided at the lock and/or Mill funded by educational fundraising events.</p>	
<p>13. TIMEBANK</p> <p>The new Timebank Co-ordinator, Lane Thompson, was introduced and welcomed to the post. She is looking forward to taking the Timebank onwards and invited all to contact her if needed.</p>	
<p>14. CLERK'S LINE MANAGER</p> <p>RESOLVED: Cllr Gilmour will act in the role of line manager to the Parish Clerk. Proposed: Cllr Gilmour; Seconded: Cllr Boothman. All in favour</p>	BG
<p>15. CORRESPONDENCE</p> <p>The Parish Council was saddened to learn of the recent death of Mrs Molly Gilbert. Mrs Gilbert had lived in the village for some years and had served on the Parish Council and as parish Tree Warden for many years. She had made a great contribution to the village including planting many trees and hedges throughout the parish, monitoring their well-being and helping to preserve and maintain the rights of way around the parish. It was agreed that it would be appropriate to plant a tree in her memory. Suitable sites and species will be looked at for discussion later.</p> <p>The Clerk will attend a consultation event on Healthy Open Spaces organised on behalf of HDC.</p> <p>The Parish Council will not pursue the voluntary Gritting Scheme run by CCC.</p> <p>Wyton on the Hill Parish Council asked if this parish would consider either sharing a large waste bin and its costs or allow them to put another large bin in the car park for their handyman to deposit waste collected from their area. There is no land owned by Wyton on the Hill Parish Council on which to store this and changes to the permitted use of household waste recycling centres will make it difficult to dispose of waste frequently. The Parish Council had only just received this request and felt it did not have enough information. It is hoped that a further report will be received after the next Wyton on the Hill Parish Council meeting.</p>	Clerk Clerk
<p>15. ANY OTHER BUSINESS</p> <p>The final version of a Communications Survey, including a printable version, is needed to coincide with the delivery of the Bi-ennial report.</p> <p>Cllr Boothman agreed to remove a fallen tree on Love Lane. CCC Highways had been informed but no action had yet been taken.</p>	DB, DK & Clerk PB
<p>16. DATE OF NEXT MEETING</p> <p>The next meeting will be on Wednesday 2 October 2019, 7:30pm, St Mary's Centre, Chapel Lane, Houghton.</p>	

Signed:..... Date: