

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 6 February 2019, 7:30pm

Present: Cllr Mr R Baxendale (Chair) Cllr Mr D Bonny
 Cllr Ms M Curley 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 three members of the public present, including C Cllr Mr I Bates.

ACTION

<p>1. APOLOGIES FOR ABSENCE No apologies were received.</p>	
<p>2. DECLARATIONS OF INTEREST The following declarations of interest were made: Cllr Gilmour, item 12, member of Scout Hut Committee and therefore has an interest if the new path from Victoria Crescent to the car park is discussed Cllr Keane, item 8.1, neighbour of applicant.</p>	
<p>3. PUBLIC COMMENT There was no public comment.</p>	
<p>4. MINUTES RESOLVED: The minutes of the Houghton & Wyton Parish Council meeting of 9 January 2019 were approved. Proposed: Cllr Spearing, Seconded: Cllr Curley. All in favour</p>	
<p>5. MATTERS ARISING Electric vehicle survey: so far 54 surveys have been returned. It was agreed this survey needed to be available electronically. Wall at Holme Cottage, Huntingdon Road: HDC Planning and Conservation have been made aware that this wall is dangerous and is still of concern. The letting agent has been helpful in passing on the concerns of the Parish Council. The most dangerous structure, a brick gate pillar, has been removed and the bricks retained on the property. The Green: a response to the reply to comments from Highways is awaited. The architect has met informally with HDC Conservation department and they had no adverse comments at this stage. Listed building applications will need to be made for any work around the Clock Tower and the Telephone Kiosk. The Clerk had asked Highways if they had any comments on the bike racks in the submitted drawings. Comments are awaited.</p>	MC & NE
<p>6. DISTRICT AND COUNTY COUNCILLORS REPORTS C Cllr I Bates reported on the County Council budget 2019-20, which has now been set. There will be an increase of 2.99% precept and 2% adult social care precept to the County Council portion of the Council Tax. The Guided Bus Stop on the A1123: It appears that the retiring Managing Director of Stagecoach, who had been involved in the design of the stops, did not convey all the information to his successor. Cllr Bates confirmed that what has been constructed is what Stagecoach agreed to and has been safety audited by the Highways department. The Stagecoach Health and Safety Officer will</p>	

<p>inspect the area on 7 Feb and then meet with County Council officers. Real Time Information boards still need to be installed, but this should not prevent buses stopping here.</p> <p>The Parish Council expressed the resident's frustration over the delay, and concern that the budget should not be affected by the variations.</p> <p>D Cllr D Keane reported that the District Council have proposed an increase to their portion of the Council Tax of 2.6%; this will go to full council at the end of February. Car Parking charges will increase in 2019, but there will be flexibility in time paid for after one hour. Charges have not been increased for several years.</p>	
<p>7. RESPONSIBLE FINANCIAL OFFICER'S REPORT</p> <p>7.1 To authorise payments due RESOLVED: All payments due be authorised. The Clerk will check the spend under several categories in the budget and send detail to councillors. The Clerk was authorised to top up the pre-paid debit card to £200 Proposed: Cllr Bonny; Seconded: Cllr Curley. All in favour</p> <p>7.2. Grant Application from Village Magazine The Magazine has decided to not ask for a grant. The Parish Council confirmed its support for the magazine and invited grant applications in the future.</p> <p>7.3. Financial Regulations Review Cllrs Gilmour and Spearing have met with the RFO and this is still in progress. Cllr Spearing will ask all councillors to input ideas to the Financial Risk Assessment. It was agreed that the Job description for the Timebank co-ordinator needed reviewing as it is out of date and there are financial duties involved. The Clerk is still looking for the Model Financial Regulations. LCPAS will be asked to review the current Parish Council Regulations.</p>	
<p>8. PLANNING MATTERS</p> <p>8.1. Demolition of existing conservatory with new rear extension, new link corridor and roof and window works. Cheriton House, Mill Street, Houghton Ref: 19/00077/HHFUL RESOLVED: Houghton & Wyton Parish Council recommend that this application be APPROVED for the following reasons: The footprint of the dwelling will not be altered substantially. There will be no visual impact on neighbouring properties. These alterations will make this large building into a more suitable family home. While there is no reference to the Houghton & Wyton Neighbourhood Plan in the application, these changes are in keeping with HWNP17 – Design of New Development. Proposed: Cllr Bonny; Seconded: Cllr Leach. All in favour Concern was expressed whether the property should have applied for change of use from bed and breakfast to residential. An application to approve change from dwelling to dwelling with bed and breakfast accommodation was approved in 2003. The applicant, who attended the meeting, confirmed he had purchased the property as a private residential dwelling.</p> <p>8.2. Planning decisions The Parish Council application for an extension to Houghton Cemetery has not been determined yet. This will be monitored.</p> <p>8.3. HDC Local Plan The Parish Council responses to the consultation on modifications to the HDC</p>	Clerk

<p>Local Plan have been submitted and acknowledged.</p> <p>8.4. Workshop with HDC – Neighbourhood Plan HDC have suggested holding a workshop to educate their planning officers. This will be on Monday 11 Feb at 3pm and will be attended by Cllrs Baxendale and Keane and Mr Boothman.</p> <p>8.5. Houghton Grange – update Homes England were asked about activity that had been seen on site. They have a preferred developer and they are carrying out 'due diligence' work. We have reiterated our desire to be in contact pre-application, with the appointed developer so we can help shape the development in our Parish in line with our Neighbourhood Plan. The timescales for CIL money also need to be monitored.</p>	<p>RB, DK & PB</p>
<p>9. GUIDED BUS STOP</p> <p>9.1. Loan The loan money has been received and transferred to an interest earning account. This loan is for £40,000 EIP basis on a fixed rate of 1.95% over 10 years.</p> <p>9.2. A14 grant A meeting will take place with the grant funders on 25 February.</p> <p>9.3. Public relations This is in hand with the County Council.</p> <p>9.4. Speed Restrictions Opportunity The Parish Council is keen to take steps to get the Speed limit reduced on the A1123 in light of the Bus Stop and potentially all the way to Hartford. As the buses are not yet operating, this will be deferred to the next meeting.</p>	
<p>10. TREE SURVEY Cllr Curley has received three quotes and will review these with Cllr Hodgson. The survey will cover all trees owned by the Parish Council on the Playing Field, Cemetery and Common Land on both sides of the A1123.</p>	<p>MC & SH</p>
<p>11. COMMUNICATIONS STRATEGY A few changes were suggested to the proposed survey. These will be incorporated and recirculated. It was agreed that the survey is not urgent, and date of issue will be decided. It was discussed that a resurvey will be needed to ensure that changes made in response to this are effective.</p>	<p>MC</p>
<p>12. PROJECT PLANNING 2019/20 Pavilion refurbishment: Meetings are being arranged with the Sports Clubs to get their input to the works needed. Path from Victoria Crescent to the Car Park: This is in hand.</p>	<p>RB & SH DB & BG</p>
<p>13. CORRESPONDENCE A resident has reported a broken fence to HDC as it on their land. This has not been actioned yet. D Cllr Keane agreed to bring this up, along with the vegetation removal that has been agreed at the junction of Loxley Green and Ware Lane and the broken gate/fence at the end of Ware Lane on the A1123. C Cllr I Bates had reported that Openreach have completed surveys of the village to enable fibre Broadband to be installed by the end of March 2019. C Cllr Bates had reported on a call from a resident about the lack of light at her property since the reduction in street lighting a few years ago. She was now</p>	<p>DK</p>

<p>nervous following an attempted burglary. The Parish Council responded that no new lights could now be installed. The Timebank has agreed to help her protect her property and install external lighting.</p> <p>A letter from Curtin and Co was received inviting the Parish Council to attend a seminar at HDC on Future Mobility and Energy. It was not clear who was organising the meeting and D Cllr Keane agreed to get more information. Cllr Hodgson agreed to attend the seminar.</p> <p>Following the Secretary of State for Transport's refusal to allow a Cycle Track Order to be placed on the Thicket footpath, the local branch of the British Horse Society have officially applied for the footpath to be converted to a bridleway which would allow cyclists and horse riders to use the path. The County Council have not responded to their request and the Secretary of State has now directed CCC to respond within 18 months. The BHS have asked the Parish Council to ask CCC to process the application in line with the direction. It was agreed that this action should be taken.</p> <p>A meeting is to be held in St Ives to promote the Campaign Against Living Miserably (CALM) on 13 Feb. Information was distributed.</p> <p>An email was received from a young resident requesting the Parish Council to consider installing a skatepark. The Clerk will reply asking if he, and his friend and parents, would like to meet with some councillors to discuss this.</p> <p>In light of this, it was suggested that a closer interaction with the primary school would be beneficial.</p>	<p>DK</p> <p>SH</p> <p>Clerk</p> <p>Clerk</p>
<p>14. PARISH CLERK'S TERMS AND CONDITIONS</p> <p>The Parish Clerk and members of the public left the meeting temporarily whilst the Clerk's terms and conditions of employment were discussed by the Council. The Council discussed the potential for an increase to the Clerk's weekly working hours. Current set hours per week are 25 which it was considered are no longer sufficient to cover the requirements of the role.</p> <p>RESOLVED: The Council decided to increase the set hours from 25 to 30 hours per week. In conjunction with this it was decided that the job description would be updated to cover additional elements of the role, including those already being performed by the Clerk, and appropriate skills required for the role. It was also decided that the Clerk's contract should be updated to incorporate elements such as GDPR.</p> <p>For: 8; Abstentions: 1</p>	<p>EL</p>
<p>15. ANY OTHER BUSINESS</p> <p>Information about recent scams and incidents within the village was discussed. It is noted that a lot of information is disseminated online, often making it inaccessible to older and vulnerable people.</p> <p>The Timebank are organising a Village Clean Up on Saturday 23 March, everyone is welcome to join in. Meet at 9am at the Clocktower or contact Vickie on 07484 524180.</p>	
<p>16. DATE OF NEXT MEETING</p> <p>The next meeting will be on Wednesday 6 March 2019, 7:30pm, St Mary's Centre, Chapel Lane, Houghton.</p>	

The meeting ended at 10:10pm

Signed:..... Date: