

HOUGHTON AND WYTON PARISH COUNCIL

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

Present: Cllr R Baxendale (Chair) Cllr D Bonny
 Cllr Mr P Boothman Cllr M Curley
 Cllr B Gilmour Cllr D Keane
 Cllr C Spearing

There were also seven members of the public present.

ACTION

<p>1. APOLOGIES FOR ABSENCE Apologies were received from Cllrs N Elborn and S Hodgson and C Cllr I Bates.</p>	
<p>2. DECLARATIONS OF INTEREST Cllr Bonny declared an interest in item 12 as a contractor who has provided a quote has done work for him.</p>	
<p>3. PUBLIC COMMENT A resident spoke in support of a letter he had sent about parking issues in Victoria Crescent. The Parish Council had previously discussed and replied to this letter. The resident added that where people have been parking on the cobble verges, the area is starting to sink. The Chair of the Bowls Club mentioned that a resident of the village who has been very active in the sports clubs and other village groups will be 100 years old in 2020. She suggested that the Parish Council might like to send a birthday card to recognise his contributions. A representative of the Feast Week Committee asked if the Parish Council would consider letting them install a walk-in cold room in the compound on the Playing Field. This would be used to chill alcohol for Feast Week events. He confirmed they intended to plug this into the Pavilion. The Parish Council will consider this.</p>	
<p>4. MINUTES RESOLVED: The minutes of the Houghton & Wyton Annual Parish Council meeting of 3 July 2019 were approved. Proposed: Cllr Boothman; Seconded: Cllr Bonny. All in favour</p>	
<p>5. MATTERS ARISING Cllr Baxendale will look at getting a Human Resources Policy drafted with help from a local professional. The Clerk will look at reviewing the Data Protection Policies. A new sign has been ordered to urge careful cycling on the Thicket footpath.</p>	RB Clerk PB
<p>6. DISTRICT AND COUNTY COUNCILLORS REPORTS There have been some comments about the changes to parking charges in HDC Car Parks. D Cllr Keane explained that some car parks now have a minimum stay of two hours with a charge of £1.60. Other car parks will have an area for shorter stays from one hour for £1, with the option to increase the time by 15-minute increments. It was hoped that this would be more flexible.</p>	
<p>7. RESPONSIBLE FINANCIAL OFFICER'S REPORT 7.1 To authorise payments due RESOLVED: All payments due be authorised. Proposed: Cllr Gilmour; Seconded: Cllr Spearing. All in favour A budget report and bank balances were noted. 7.2. Churchyard Maintenance - conclusion In September 2018 the Parish Council agreed to pay the PCC of St Mary's Church</p>	Clerk

for the maintenance of the closed churchyard based on actual costs. The invoice submitted for these costs included an amount for volunteer labour; the Parish Council felt it could only pay for actual costs incurred. The PCC agreed to this and the reduced amount has been paid.

7.3. Bowls Club – replacement water tank/irrigation system

The Bowls Club are applying for a large grant to replace the irrigation system for the Green, plus other works to improve their playing area. The Club realised that they may not get the full amount asked for and hoped that, if this were the case, they may receive a smaller sum and would look at other sources of funding. The Parish Council has expressed its support for the application and works.

The Parish Council are responsible for the water tank and pump in the Bowls Green; plans had been made to replace the tank in the autumn. However, the Club has included this in the grant request.

RESOLVED: In principle the Parish Council will cover the cost of at least replacing the water tank. Either by giving a sum towards the 11% Third Party Contribution required by the grant, or by replacing the tank if the grant application is unsuccessful. However, further discussion will take place once the outcome of the grant application was known.

Proposed: Cllr Keane; Seconded: Cllr Boothman. All in favour

7.4. Village Christmas Tree

Following discussion with the Christmas Lights Committee, the Parish Council will give the committee £1,000 towards the cost of the Christmas tree. This will avoid any conflict with VAT regulations.

7.5. Financial Regulations

New model Financial Regulations have been issued by NALC. These will be reviewed and a report presented at the next meeting.

7.6. Donations Policy

The draft policy was discussed and slight amendments made. The agreed policy will be published on the website.

7.7. Donation Request - MAGPAS

RESOLVED: A donation of £100 will be made to MAGPAS. This complies with the Parish Council Donations policy.

Proposed: Cllr Boothman; Seconded: Cllr Bonny. All in favour

CS,
BG

Clerk

Clerk

8. PLANNING MATTERS

8.1. The conversion of East and West Lodge to form two dwellings, including demolition and replacement of rear extensions Houghton Grange Houghton Hill Houghton Huntingdon PE28 2BZ Ref. No: 19/01371/LBC

RESOLVED: Houghton & Wyton Parish Council recommend that this application be **APPROVED**.

The sections to be removed are later extensions to the original buildings and have little architectural value. The report states they are dangerous and need to be removed before they cause further damage to the historical buildings.

We would like to see any rebuilding or repair work done to be in keeping with the existing original buildings.

Proposed: Cllr Boothman; Seconded: Cllr Spearing. All in favour

8.2. Single story rear extension, removal of a chimney and removal of a conservatory. The existing property is a large detached house dating from circa the 1930s. The proposed works comprise of a single story rear extension

Clerk

and some minor alterations to the existing house. Works to the existing house are limited to: - enlarging the bathroom window, - adding a window to the ground floor en-suite, - removing a chimney, - removing the conservatory to make room for the proposed extension, Swanbourne Meadow Lane Houghton Huntingdon PE28 2BP Ref. No: 19/01414/HHFUL

RESOLVED: Houghton & Wyton Parish Council recommend that this application be **APPROVED.**

The property is not in the Conservation Area.

There is no visual impact on the neighbouring properties from this extension.

The materials proposed are in keeping with the existing property.

Internal changes will have no visual impact and will enhance the property.

There are no conflicts with the Houghton & Wyton Neighbourhood Plan.

Proposed: Cllr Gilmour; Seconded: Cllr Bonny. All in favour

8.3. Change of use of part of an agricultural building (extending to 296.64m2) to a single residential dwelling and associated garage. Agricultural Building Orchard On East Side Of Mere Way Wyton Ref. No: 19/01328/PMBPA

Houghton & Wyton Parish Council see no contravention of Class Q of the General Permitted Development Order.

Houghton & Wyton Parish Council will monitor all planning applications and development proposals within their parish and request that they are informed of all applications whatever class they fall into

The Parish Council will contact HDC Planning about the lack of consultation on certain types of Planning Application. The Parish Council is concerned as they feel HDC Officers have made errors in the past and are not aware of some circumstances that only local knowledge can bring.

8.4. Third River Crossing Scoping document

The Parish Council has asked that the potential relocation of Marshalls to Wyton should be included in the scoping document for this initiative. The brief for the scoping and assessment has come from the Cambridgeshire and Peterborough Combined Authority, but the work will be procured through the County Council. The Parish Council expressed concerns that the County Council has previously declined to approve the scheme due to residents concerns and environmental impact; now it is commissioning work on that scheme.

The Parish Council believes there are other options and would like to combine forces with other parishes to explore those and represent public opinion. They may consider asking the Overview and Scrutiny Panel of the Combined Authority to examine this issue.

8.5. Other Planning Matters

Cllrs Keane and Boothman met with the Planning Service Manager of HDC to discuss the recent decision of the Development Management Committee to approve the Proposed construction of a storage building, Equestrian Centre New Manor Farm Sawtry Way Wyton ref 18/01742/FUL. The HDC Officer defended himself by referring to incorrect policies, but did agree to some suggestions for changes, such as, ensuring that the Local Plan, NPPF and relevant Neighbourhood Plans are available to District Councillors during the committee meetings.

8.6. Planning decisions

No planning decisions from HDC or CCC were noted.

Clerk

Clerk

RB

<p>9. LOCAL HIGHWAY INITIATIVE FUNDING</p> <p>A proposal has been submitted to reduce the speed limit on the A1123 to improve road safety.</p> <p>This suggestion has received support from Houghton Mill, St Ives Cycling Club and several businesses on the A1123.</p> <p>The application has offered a £5,000 or 33% contribution from the Parish Council. The application will be assessed by Highways and is scored against their criteria.</p>	
<p>10. TIMEBANK COORDINATOR RECRUITMENT</p> <p>Interviews for this post will be held on Friday 9 Aug and the interview panel will make a decision on appointment and Terms and Conditions. It is hoped the appointment can be made as soon as possible.</p>	RB, MC, Clerk
<p>11. TREE SURVEY ACTION PLAN</p> <p>Two quotes have been received for the immediate work.</p> <p>Cllr Curley met all contractors and made a recommendation based on promptness of responses and quality of work.</p> <p>RESOLVED: Shire Trees be appointed to carry out the urgent work highlighted by the Tree Survey. They will be asked to spread chipped material on the nearby rights of way and remove this from the Playing Field. They will also be asked to carry out extra necessary work while on site.</p> <p>Proposed: Cllr Curley; Seconded: Cllr Boothman. All in favour</p>	Clerk
<p>12. PATH IMPROVEMENT PROJECTS</p> <p>Two quotes have been received.</p> <p>RESOLVED: Cobb and Sons be appointed to carry out the work to the path from Victoria Crescent to the Scout Hut.</p> <p>Proposed: Cllr Bonny; Seconded: Cllr Gilmour. All in favour</p> <p>A quote has been received for the repair to the path at Houghton Cemetery. More information is needed.</p>	Clerk BG
<p>13. BIENNIAL REPORT</p> <p>This is in progress and can be sent for publication soon.</p>	
<p>14. CORRESPONDENCE</p> <p>An outline planning application has been submitted to HDC for 1,500 dwellings at Alconbury Weald. This is included in the Local Plan and the Parish Council have no comment to make.</p> <p>A resident restated a letter sent in March asking for the problem parking at Victoria Crescent to be addressed. He also sent details of work done in Needingworth using Local Highway Initiative funding. It will be suggested to him that more evidence of residents' support would help. It may also be useful to contact CCC Highways, the police and HDC. The Parish Council agreed to write to the school to ask them to stress the need for legal and considerate parking to parents.</p> <p>Parish Council Chairs and Clerks have been invited to a presentation about the potential relocation of Marshall Aerospace to Wyton. A report will be given at the next Parish Council meeting.</p> <p>The Custodian of Houghton Mill contacted the police and interested parties about the recent incidents of anti-social behaviour at the mill and lock. A meeting will be arranged to discuss a way forward.</p> <p>HDC informed the Parish Council it was unsuccessful in a bid to secure some Community Infrastructure Levy monies towards the cost of the new Guided bus stops on the A1123.</p> <p>CCC Rights of Way are working with the Great Ouse Valley Trust to improve</p>	Clerk Clerk RB PB Clerk

<p>access to the Great Ouse Valley Way. They asked Parish Councils to let them know about any work that needs doing and encouraged them to carry out work themselves to maintain the Right of Way.</p> <p>The Definitive Map Officer at CCC informed the Parish Council that the claim submitted in 2011, for rights of way across the meadows south of Thicket Road, has now reached the top of their list. He asked for confirmation on whether the claim is still required. It was agreed that the landowner who had offered alternative land should be contacted again.</p>	Clerk
<p>15. ANY OTHER BUSINESS</p> <p>The Houghton & Wyton Women's Institute have made a donation to the Parish Council and it was agreed that a picnic bench near the children's play area would be purchased. Suitable and sustainable products will be researched. A vote of thanks was proposed for Vickie Graham who is leaving the post of Timebank co-ordinator after three very successful years. She has built the membership from scratch and developed one of the most successful Timebanks in the region.</p> <p>Cllr Keane suggested the Parish Council should consider its own Facebook page for disseminating information. This would allow comments to be more controlled but would allow sharing of information to the Community Page. It was agreed this should be looked at further.</p>	Clerk NE
<p>16. DATE OF NEXT MEETING</p> <p>The next meeting will be on Wednesday 4 September 2019, 7:30pm, St Mary's Centre, Chapel Lane, Houghton.</p>	
<p>17. MOTION TO EXCLUDE PUBLIC AND PRESS</p> <p>To make a resolution under The Public Bodies (Admission to meetings) Act 1960, Sec 1 Para 2 that Public and Press are excluded from the rest of the meeting due to the confidential and sensitive nature of the business to be transacted.</p>	
<p>18. LAND VALUATION</p> <p>It was agreed that a valuation would be commissioned for the land in question.</p>	

Signed:..... Date: