

## HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 9 January 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 Mr C Spearing

There were also four members of the public present.

### ACTION

<p><b>1. APOLOGIES FOR ABSENCE</b>                  Apologies were received from Cllrs Ms M Curley and Ms E Leach.</p>	
<p><b>2. DECLARATIONS OF INTEREST</b>                  There were no declarations of interest.</p>	
<p><b>3. PUBLIC COMMENT</b>                  The Parish Magazine has submitted an informal grant request. This is for a laptop to support their work. It is believed that this has already been purchased (which has depleted their funds available for publication) and so is ineligible for a grant. This will be explained to them and if a grant is required a form will be submitted to comply with guidelines. For information: grant forms and guidelines are available on the Parish Council website at: <a href="https://sites.google.com/a/houghtonwytonpc.co.uk/houghton-wyton-parish-council/home/parish-council/document-library">https://sites.google.com/a/houghtonwytonpc.co.uk/houghton-wyton-parish-council/home/parish-council/document-library</a> or from the Parish Clerk.</p>	RB
<p><b>4. MINUTES</b>  <b>RESOLVED:</b> The minutes of the Houghton &amp; Wyton Parish Council meeting of 5 December 2018 were approved.                  Proposed: Cllr Spearing, Seconded: Cllr Gilmour. All in favour</p>	
<p><b>5. MATTERS ARISING</b>                  The Clerk has nominated five properties as Assets of Community Value with HDC. These are the Three Horseshoes Public House, the St Mary's Centre and green areas at Loxley Green, Warren Close and Hill Estate. HDC will notify the Parish Council the results of these nominations in February. A nomination for the land at Splash Lane has been withdrawn on the advice of HDC.                  The precept request has been sent to HDC.                  Bikeability – The County Council have confirmed that they were hoping for a 25% contribution from Parish Councils towards this scheme. They will be in touch when all responses have been received.                  It was confirmed that the increase in Cemetery fees will not apply until the new financial year.                  Cllr Hodgson has looked at the state of the War Memorial and reported that there are some cracks and pointing in the base that need repairs as well as cleaning. Costs for this will be investigated with a view to getting this work done in the spring.</p>	Clerk  SH
<p><b>6. DISTRICT AND COUNTY COUNCILLORS REPORTS</b>                  D Cllr Keane reported that HDC are currently setting their budget for 2019/20. A small increase in the Council Tax is likely.                  There is a consultation open on the modifications to the HDC Local Plan to 2036. This is open until 29 Jan 2019.                  HDC were disappointed that their government funding will be cut by £600,000 next year, this is due to a cut in the new homes bonus.                  Permission has been given for 304 houses to be built on a site between St John's Street and St George's Street in Huntingdon, this is allocated in the Local Plan.</p>	

<p><b>7. RESPONSIBLE FINANCIAL OFFICER'S REPORT</b></p> <p><b>7.1 To authorise payments due</b>  <b>RESOLVED:</b> All payments due be authorised.  Proposed: Cllr Bonny; Seconded: Cllr Hodgson. All in favour  It was agreed that the Clerk will report the bank balances monthly.</p> <p><b>7.2. Final Parish Council budget 2019/20</b>  The prepared budget for 2019/20 was noted with spend to date on 2018/19 budget.</p> <p><b>7.3. Financial Regulations Review</b>  Cllrs Gilmour and Spearing have started this review and are awaiting answers to some queries from the Clerk. A Financial Risk Assessment will be reviewed at the next Parish Council meeting. The Clerk will see if the Model Financial Regulations from NALC can be obtained. LCPAS will be asked to review the current Parish Council Regulations. It was noted that a review of the Sports Club Agreements is needed.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>8. PLANNING MATTERS</b></p> <p><b>8.1. Demolition of existing boathouse and erection of a replacement houthouse with internal viewing area. The Boathouse, Green Lane, Wyton. Ref: 18/02624/FUL</b>  <b>RESOLVED:</b> Houghton &amp; Wyton Parish Council recommend that this application be <b>APPROVED</b> for the following reasons:  The existing boathouse is in a poor state of repair.  This application does not contravene Neighbourhood Plan policies. This complies with the Neighbourhood Policy 8 on quiet tourism.  There are no commercial objectives to this property.  However, it is requested that all deliveries and large vehicle movements are restricted to outside of school hours as Green Lane is the main entrance to the primary school and pre-school. There is also no footpath on this narrow road.  Proposed: Cllr Hodgson; Seconded: Cllr Spearing. All in favour  It is noted that no public notice of this development was seen to be displayed and the residents of Green Lane were not informed.</p> <p><b>8.2. Planning decisions</b>  There are no updated decisions from HDC</p> <p><b>8.3. HDC Local Plan</b>  A meeting of councillors will be held on 23 January 2019 to discuss the modifications proposed in response to the Inspectors report. This will allow the Parish Council to respond to the Local Plan consultation.</p> <p><b>8.4. Meeting with HDC – Neighbourhood Plan</b>  A meeting has been arranged in conjunction with Godmanchester and St Neots Town Councils and HDC to discuss the experience of using Neighbourhood Plans in the determination of planning applications. Cllr Baxendale and Mr Boothman will attend.</p>	<p>Clerk</p> <p>RB &amp; PB</p>
<p><b>9. GUIDED BUS STOP</b>  Construction work started on the lights, stops and crossing on 7 Jan. The Bus service is scheduled to start using these stops on 28 Jan. and timetables will be updated.  The loan form will be completed and returned to Public Works Loan Board by 18 January. Residents have suggested that an opening event should be organised. It was agreed this was a good idea to celebrate the achievement and persistence of the community to bring this project to conclusion. Stagecoach need to be contacted to involve them in this initiative.  A report will be completed for the A14 fund that gave a grant of £10,000 to this project.</p>	<p>Clerk DK</p> <p>Clerk</p>

<p><b>10. THE GREEN</b></p> <p>Graham Campbell, the architect, has responded in consultation with the Parish Council, to County Council Highways and Road Safety comments on the proposal and a response to this is awaited. None of the comments raised fundamental objections to the illustrative proposals submitted.</p> <p>HDC Conservation Team have been contacted for their observations.</p> <p>It was noted that the vehicle modelling by CCC used a 12 metre vehicle, this length would be a very rare occurrence and would struggle to negotiate the current layout.</p> <p>Utility locations still need to be confirmed.</p> <p>The next stage will be to review all the initial comments received and to adjust the illustrative proposals accordingly. It is estimated that it will be at least six months until a public consultation can be carried out.</p> <p>The Community Shop are keen for bicycle racks to be installed as soon as possible. It was agreed that the plan must be considered as a whole, before implementing any particular element.</p>	
<p><b>11. TREE SURVEY</b></p> <p>This will be deferred to the next meeting as Cllr Curley could not attend.</p>	MC
<p><b>12. PROJECT PLANNING 2019/20</b></p> <p>Pavilion refurbishment: A schedule of work needs to be drawn up and the Sports Clubs need to be consulted on the proposals. Quotes will then be requested.</p> <p>Path from Victoria Crescent to the Car Park: Specialist advice and quotes are needed.</p> <p>Cemetery maintenance: It may be possible to use the same contractor for this project to refurbish the path. Work will be detailed for the War Memorial. (It was noted that a tile has fallen off the shelter at the centre of the cemetery, this will be looked at for repair)</p>	RB & SH DB & BG DB, BG & SH
<p><b>13. ELECTRIC VEHICLE CHARGEPOINTS SCHEME</b></p> <p>Cllr Elborn reported on a meeting she attended at CCC. They would like parishes to apply for this grant funding as a joint submission.</p> <p>This funding is for 75% of eligible costs of on-street chargers to enable residents with no off-street parking to use electric vehicles. Individual grants are available for residents with off-street parking. Any on-Street Charging point needs to be within a 10 minute walk of the properties that need the charger. If in a car park there needs to be continual access and free parking available overnight.</p> <p>To qualify for a grant the parish council needs to prove a need for on-street charging. This could include a future need, as lack of a charge point would prevent people buying an electric vehicle at present. Suitable sites would need to be identified.</p> <p>It was agreed that a survey would be included in the February edition of the village magazine so that all residents can be included in a response.</p> <p>Cllr Elborn will attend a follow up meeting.</p>	NE
<p><b>13. CORRESPONDENCE</b></p> <p>The Parish Council have been copied into a complaint to CCC about a barbed wire fence alongside footpath 3. This was erected before a new path was cut through vegetation at some points forcing people to walk close to the fence. The path has at points now been made very close to the river bank and there are concerns that it will become impassable at times due to flooding. It was noted that the landowner is responsible for ensuring that the path is open. Other verbal complaints have also been received. It was agreed that attempts should be made to contact the landowner and the tenant.</p>	Clerk

<p>A survey from CCC on their business planning is available to parish councils until the end of January. The Clerk will look at this.  A brochure was received from Larkfleet Homes who build social housing and on rural exception sites. Cllr Keane will look at the possibilities in the parish.</p>	<p>Clerk DK</p>
<p><b>14. ANY OTHER BUSINESS</b>  Cllr Keane offered to paint the roof of the telephone box library.  The wall at Holme Cottage on Huntingdon Road is in a bad state of repair and the Parish Council has contacted the letting agents for this dwelling. It is not known if the owners have taken any action yet. A resident has informed HDC Conservation Team. The Clerk will contact relevant parties again.</p>	<p>DK  Clerk</p>
<p><b>15. DATE OF NEXT MEETING</b>  The next meeting will be on <b>Wednesday 6 February</b> 2019, 7:30pm, St Mary's Centre, Chapel Lane, Houghton.</p>	

The meeting ended at 9:10pm

Signed:..... Date: .....