

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Annual General Parish Council Meeting** held on Wednesday 1 July 2020,
7:00pm.

This was the second remotely held meeting of the Parish Council under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 Using Zoom.

Present: Cllr R Baxendale (Chair) Cllr P Boothman
 Cllr D Bonny Cllr N Elborn
 Cllr B Gilmour Cllr D Keane
 Cllr C Spearing

Staff present: Lois Dale, Parish Clerk, Lane Thompson, Timebank Co-ordinator

There were four members of the public present, including C Cllr Bates.

ACTION

<p>1. APOLOGIES FOR ABSENCE There were no apologies for absence.</p>	
<p>2. ELECTION OF CHAIR AND VICE CHAIR RESOLVED: Cllr Baxendale be elected as Chair for 2020-21. Proposed: Cllr Spearing, Seconded: Cllr Boothman. All in favour. RESOLVED: Cllr Boothman be elected Vice chair for 2020-21 Proposed: Cllr Gilmour; Seconded: Cllr Bonny. All in favour.</p>	
<p>3. VOLUNTARY POSTS Internal Auditor – this appointment will be deferred to the next meeting. Memorial Hall Committee Representative – No councillors volunteered for this role. Current Committee members will be asked to provide updates as necessary. Tree Warden –In view of the volume of work, it was decided that this post should be reinstated to the right candidate. The role description will be updated and the post will be advertised.</p>	RB
<p>4. DECLARATIONS OF INTEREST Cllr Gilmour made a declaration of interest in item 10.2 as the tree in the application is opposite his house.</p>	
<p>5. PUBLIC COMMENT The Timebank co-ordinator asked the councillors to read the latest Timebank update and hoped for their support in some of the initiatives. Cllr Gilmour thanked the Timebank and its members for their time and input, especially over the past few months. A member of the public expressed his support for the proposed work to the Oak tree outside 15-17 Victoria Crescent.</p>	
<p>6. MINUTES RESOLVED: The minutes of the Houghton & Wyton Parish Council meeting of 4 March 2020 were approved with the following amendment: Item 8.3, Cllr Keane also attended the DMC meeting. Proposed: Cllr Spearing; Seconded: Cllr Gilmour. All in favour.</p>	
<p>7. MATTERS ARISING The discussions on staff salaries and the future management of the Timebank will be deferred to a future meeting. Cllrs Elborn and Keane have started work on publicising councillor vacancies and the work of the Parish Council. They were thanked for this and it was agreed that material prepared by Cllr Keane should be posted and published. The post will be advertised officially as soon as possible.</p>	DK & NE

<p>8. DISTRICT AND COUNTY COUNCILLORS REPORTS</p> <p>D Cllr Keane reported that HDC officers have put a lot of work in to opening the Town Centres safely now that non-essential shops are allowed to open. Parking is still free in the HDC car parks and the situation is being monitored. There is a lot of information about the help available and changes to regulations and guidelines during the COVID-19 pandemic on the We Are Huntingdonshire portal at https://www.wearehuntingdonshire.org/</p> <p>C Cllr Bates reported that changes have been made to the road layout in many town centres to enable pedestrians to distance safely. These are made possible by temporary Traffic Regulation Orders that are in place for six months. Cllr Bates will look into the progress with double yellow lines at and around Victoria Crescent.</p> <p>The Highways and Transport Committee of CCC will discuss the management of highways verges at their meeting on Tues 7 July at 10am. The proposal is to reduce the areas that are cut to improve biodiversity and to plant two trees for any one tree that has to be removed.</p> <p>In response to a question about the loss of disabled car parking spaces in towns due to reorganisation of parking and roads, Cllr Bates replied that the situation is being monitored.</p>	<p>IB</p>
<p>9. RESPONSIBLE FINANCIAL OFFICER'S REPORT</p> <p>9.1 To authorise payments due RESOLVED: All payments due be authorised. Proposed: Cllr Bonny; Seconded: Cllr Gilmour. All in favour</p> <p>9.2. Log of action taken in the emergency procedures The only delegated action reported was for the Clerk to purchase bark for the Play Area surface. This was needed for the safety of the area should the Play Area reopen soon.</p> <p>9.3. Report from the Trustees of the Houghton & Wyton Community Fund A report on the use of and donations to this Fund has been received and circulated to Councillors. This report is appended to these minutes. The trustees will be asked if they have a website which gives relevant information. If not, they will be asked if this report and their constitution can be posted on the Parish Council website.</p> <p>9.4. Sports Club Invoices The charges for the Sports Clubs use of the Pavilion 2020-21 have been calculated. The Parish Council is aware that due to the coronavirus pandemic all the clubs have had their seasons curtailed or postponed, and this may affect their ability to meet their financial obligations. It was agreed that the invoices should be prepared and sent to the clubs with an appropriate covering email and spreadsheet showing the complete cost and revenue transactions, so they are aware of how the charges have been calculated. A meeting will be arranged with the clubs to discuss their situations and any payments due if they require.</p> <p>9.5. Registration of Common Land The Clerk has this in progress.</p> <p>9.6. Opening of the Pavilion and Play area under COVID secure practices Risk Assessments have been completed for the reopening of these areas following the most recent Government guidance. The Parish Council reviewed these and further guidance available.</p>	<p>Clerk</p> <p>Clerk</p>

<p>RESOLVED: taking into account the Risk Assessment and guidance available there will be no change to the access allowed to the Pavilion for any of the Sports Clubs. The Bowls Club will continue to be allowed access to the toilets only. All Clubs will be allowed access to other areas of the premises in an emergency only. This decision will be reviewed as guidance changes.</p> <p>All Clubs will be informed of this decision and told that if they require regular access they must put this in writing and carry out their own risk assessment of the activity. The Bowls Club have requested access to the kitchen to make drinks during distanced social meetings on the Bowls Green and patio. They will be informed that this access is not granted at the moment, but the decision will be reviewed in line with guidance.</p> <p>Proposed: Cllr Spearing; Seconded: Cllr Gilmour. All in favour.</p> <p>RESOLVED: taking into account the Risk Assessment and guidance available the Play Areas will remain closed to the public. NALC has advised that they are engaging with the government on the impractical nature of the guidance and financial implication for local councils. The Parish Council therefore felt that at present opening the Play Areas presented an unacceptable risk and would review this decision when further information is available.</p> <p>The signs, barriers and tape at the Play Area will be renewed by the Clerk.</p> <p>Proposed: Cllr Spearing; Seconded: Cllr Gilmour. All in favour.</p>	<p>Clerk</p> <p>Clerk</p>
<p>10. PLANNING MATTERS</p> <p>10.1. <u>T1 Oak: reduce lower branches to clear phone lines, telegraph pole and corner of house by 1-2 metres</u> 7 Ansley Road Houghton Huntingdon PE28 2DQ Ref. No: 20/01036/TREE</p> <p>RESOLVED: Houghton & Wyton Parish Council recommend that this application be APPROVED as necessary work.</p> <p>Proposed: Cllr Gilmour; Seconded: Cllr Boothman. All in favour</p> <p>10.2. <u>Oak (T1) - Crown lift to 3m above ground level. Reduce lateral branches encroaching property by 2m. To allow sufficient distance from ground level and adjacent property - constitute good practice.</u> Land In Front Of 15 And 17 Victoria Crescent Wyton Ref. No: 20/00951/TREE</p> <p>RESOLVED: Houghton & Wyton Parish Council recommend that this application be APPROVED to allow the tree to remain in this location without damaging property. The Parish Council would request that a survey of the tree is completed to ensure its health and safety.</p> <p>Proposed: Cllr Bonny, Seconded: Cllr Gilmour. All in favour</p> <p>10.3. <u>Huntingdon Third River Crossing.</u></p> <p>The Cambridgeshire and Peterborough Combined Authority have announced that the proposal for the Third River Crossing has been scrapped. This follows several feasibility studies and pressure from local Parish Councils and other organisations, including the Wildlife Trust and the Great Ouse Valley Trust. The Parish Council applauded this decision. Other options for improving traffic flow will now be considered. A full report is available at: https://cambridgeshirepeterborough-ca.gov.uk/news?start=10</p> <p>The final relocation site of Marshall Aerospace from Cambridge is yet to be decided. There was discussion about the advantages of the Cranfield or the Wyton sites.</p> <p>10.4. <u>Other Planning Matters</u></p> <p>The Parish Council will contact HDC about concerns over a mobile home sited in a garden of a recently refurbished dwelling.</p>	<p>Clerk</p> <p>Clerk</p> <p>PB</p>

<p>11. REPORT ON MEETING WITH MICK GEORGE TO DISCUSS LAND AND LANDSCAPE ISSUES</p> <p>Transfer of land at Thicket Road/Meadow Lane – paths that have been created by Mr George, and he has agreed to transfer this land to the Parish Council. This is delayed due to legal issues, but there is an assurance that this land will be transferred and until then he will continue to maintain the land.</p> <p>Cemetery Extension – the Parish Council wanted to ask Mr George for help in preparing the land and hedges needed. He is happy to do this, and has also put forward another proposition to allow the cemetery to be extended further and to include a car park and a new access from the A123 for the cemetery. However, this would be done as part of a development of two dwellings adjacent to the cemetery. This needs to be discussed further.</p> <p>Application to Grantscape – An application to the Mick George Community Fund has been submitted and Mr George will be kept informed of progress.</p> <p>Work to trees at the pond on A1123 – Mr George has maintained the area around the pond and applied for permission to work on some trees that lie within the Conservation Area. The Parish Council are responsible for this Common Land and he is aware that the Parish Council need to give permission. The Parish Council will work with Mr George to ensure that this and future work is carried out in a sensitive manner and in accordance with a Parish Council plan for this area. Such a plan needs to be confirmed. It was also agreed that a meeting will be held on site in due course.</p> <p>Trees on land west of Pumping Stations off Thicket Road – A lot of work is needed to make trees (mainly willows) in this area safe. Planning permission is awaited. A planning application is being prepared for land off Thicket Road, Mr George confirmed he is aware that his developer agreed to public consultation on their designs.</p>	Clerk
<p>12. RIPARIAN RIGHTS</p> <p>There have been several recent issues with ownership of water courses around the parish. The Environment Agency has told many residents that they are responsible for the maintenance of some of these areas. Cllr Baxendale suggested that the first step is to establish ownership and responsibility for each watercourses based on a plan showing all locations. Cllr Spearing, as a landowner affected by this issue, outlined some of the explanations that he received.</p> <p>A stretch of ditch on Ware Lane has become very overgrown, it is not clear who is responsible for this. In recent years Cambs County Council have cleared this area, although they deny ownership.</p> <p>It was agreed that the Environment Agency will be asked to look at this and possibly attend a Parish Council meeting to explain the ownership to the public, or possibly at an Annual Parish Meeting.</p> <p>Investigations will be made involving the various agencies that have had or may still have knowledge or responsibility for this.</p> <p>Cllr Keane is looking at producing a map to show the ditches etc that could be involved to help clear up the issues. Cllr Bates suggested the County Council may have some records that might help. The names of two residents that used to be involved in the now dissolved Internal Drainage Board, were put forward as useful contacts.</p>	DK
<p>13. PARISH COUNCIL COMMUNICATION STRATEGY</p> <p>It was agreed that the Parish Council will set up a Facebook page. Cllr Keane will</p>	DK &

set this up with the Parish Clerk.	Clerk
<p>14. PARKING ISSUES</p> <p>While no direct communication has been received by the Parish Council on this issue, it is obvious that due to the COVID-19 lockdown and recent relaxation of regulations, people are looking to get out and visit local areas. Recent weekends have seen more cars than usual in the village and some reported parking has been illegal and dangerous. The National Trust Car Park is only open via booking and for restricted numbers. It may be possible to ask them to increase the numbers there. It was agreed that while the Playing Field Car Park is not closed, it could not be promoted as a solution.</p> <p>Parking problems and anti-social behaviour are a police matter, but it is recognised that they are not able to monitor or enforce in all areas. It was acknowledged that the reduction of spaces at the National Trust Car Park is a likely cause for more parking in the village and as restrictions ease the problem should ease. The Parish Council has no ability to enforce the matter.</p>	
<p>15. PROJECTS IN THE PIPELINE</p> <p>Local Highway Initiative application 2021-22 – Mill Street</p> <p>Cambs County Council has repainted some of the double yellow lines in Mill Street; the work had to stop before the end of the road as the road surface needs some remedial work first.</p> <p>C Cllr Bates will meet Cllr Keane with the highways officer to look at the work that has been done, what more needs to be done and the how this will affect the LHI application from the Parish Council.</p>	IB & DK
<p>16. CORRESPONDENCE</p> <p>CAPALC is offering Councillor Training courses. There was no interest in any of these.</p> <p>The Scout Hut Committee is concerned that the land at the front of the hut has not been cut this year. The grass leading to their bike racks is overgrown. It has been agreed that the Parish Clerk will arrange for the grass along the path and up to the hut to be cut. The rest of the land will be allowed to flower to provide wildlife habitat and cut back in the autumn. Subsequently the Scouts will take responsibility for the land immediately around the hut and its access. They were offered the opportunity to manage the land to the front as a project for the members; this was declined due to lack of interest. The Scouts do not pay any ground rent for this building and there is no record of an agreement for the management of the area. It was agreed that a simple agreement could be put forward.</p> <p>There is some grass cuttings and vegetation dumped behind the Scout Hut. The Clerk will look into who has left this there and, if they can be identified, asked to clear this up. It was pointed out that there are a few other areas where vegetation has been dumped and this should be cleared up.</p> <p>NALC new Model Code of Conduct – this is being consulted on until 17 August. Councillors agreed that they had no comments to submit.</p> <p>NALC advice on co-option – this paper was discussed. Other co-option policies from local parishes were discussed and will be produced by the Clerk.</p> <p>Houghton Lock follow-up meeting – due to recent anti-social behaviour at Houghton Lock it has been suggested that a second meeting of the local parties should be arranged. The Environment Agency have started to install CCTV at the lock. It was suggested that more signage or more clear signage was needed.</p> <p>Cllr Keane suggested contacting the local cycling clubs to ask them to make</p>	<p>Clerk</p> <p>PB & CS</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>their members aware of the restriction on the bridleway through Houghton Mill.</p>	
<p>17. ANY OTHER BUSINESS Cllr Bonny has been looking at updating the Parish Council website to comply with accessibility requirements by 22 September 2020. He has carried out analysis of the current website. There are several options and companies offering a service, but they can be expensive. Cllr Bonny will continue to look at the options. The Clerk will print and display up to date posters about the Countryside Code and littering. Cllr Keane suggested that HDC are using large waste bins to deal with the extra use that is currently being seen. Overflowing rubbish bins can be reported directly to HDC via their website. ENGIE, who had proposed a development at RAF Wyton, had suggested coming to speak to the Parish Council in the future. There has been no further contact. There was a spate of thefts and attempted thefts from cars earlier this week. The police have been informed and supplied with residents' CCTV.</p>	<p>DB Clerk</p>
<p>18. DATE OF NEXT MEETING The next meeting of the Parish Council, will be on Wednesday 12 August 2020, 7:00pm, via Zoom.</p>	

Signed:..... Date: