

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 2 December 2020, 7:00pm.
This meeting was held remotely held 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 D Bonny
 Cllr P Boothman Cllr N Elborn
 Cllr B Gilmour Cllr R Guinea
 Cllr D Keane Cllr A Skinner
 Cllr C Spearing

Staff present: Lois Dale, Parish Clerk; Lane Thompson, Timebank

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

	ACTION
<p>1. APOLOGIES FOR ABSENCE There were no apologies for absence.</p>	
<p>2. DECLARATIONS OF INTEREST There were no declarations of interest.</p>	
<p>3. PUBLIC COMMENT It was agreed that two members of the public could comment on the specified items within the agenda.</p>	
<p>4. MINUTES RESOLVED: The minutes of the Houghton & Wyton Parish Council meeting of 4 November 2020 were approved. Proposed: Cllr Boothman, Seconded: Cllr Guinea. All in favour</p>	
<p>5. MATTERS ARISING The Environment Agency responded to queries with a comprehensive email. However, there was no clarification on the ownership of some of the land. It was agreed that the Clerk will continue to push for a meeting. The video celebrating the parishes response to the COVID pandemic was copied to a memory stick and sent to St Ives Town council to go into a time capsule; a donation was made to the Mayor's charities. The Great Ouse Valley Trust have asked for any feedback on information boards along the path. Cllr Elborn will respond. The Common Land registration is still to be completed.</p>	Clerk NE Clerk
<p>6. DISTRICT AND COUNTY COUNCILLORS REPORTS D Cllr Keane reported that now the lockdown has ended Huntingdonshire is now in Tier 2 of the COVID restrictions. All shops, gyms etc are opening and HDC are encouraging people to shop locally and support local businesses. C Cllr Bates reported that CCC are concentrating on their budget for 2021. The recent lorry fire in London Road, St Ives has caused a lot of damage to the road and infrastructure which is being repaired and the area made safe. The new CCC offices at Alconbury are almost completed; Shire Hall is now almost empty and will be repurposed.</p>	
<p>7. CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT 7.1. To authorise payments due RESOLVED: All payments due be authorised. Proposed: Cllr Spearing; Seconded: Cllr Skinner. All in favour Payments made in November were also noted.</p>	Clerk

<p>7.2. Budget and precept 2021/22 RESOLVED: The draft budget be accepted. A precept of £73,800 be requested from HDC. This represents a 2.5% increase on the precept for 2020/21. Proposed: Cllr Bonny; Seconded: Cllr Spearing. All in favour</p>	Clerk
<p>7.3. Risk Assessment Reviews Cllrs Bonny, Skinner and Spearing will look at the current Risk Assessments to ensure they are up to date and amend as necessary.</p>	DB, AS & CS
<p>7.4. Donation request – Citizens Advice Bureau RESOLVED: a donation of £200 be made to the Cambridgeshire Citizens Advice Bureau. Proposed: Cllr Guinea; Seconded Cllr Gilmour. All in favour</p>	Clerk
<p>7.5. Innovate and Cultivate funding – Timebank The Innovate and Cultivate fund from the County Council is promoting its funding for digital inclusion. The maximum funding is £5,000 and will only be for this project and cannot cover any salary costs. The Timebank will apply to encourage more residents to use online services. This application round closes on 1 February 2021.</p>	LT
<p>7.6. To make decisions on approval of funding for Christmas Bells and remote meeting equipment RESOLVED: The Clerk is authorised to spend up to £350 to buy Christmas Bells for the children of the Parish. Proposed: Cllr Elborn; Seconded: Cllr Skinner. All in favour.</p>	Clerk
<p>It was agreed that the Clerk can purchase a meeting-room speaker/microphone to enable remote meetings. Any further equipment to enable hybrid or broadcast meetings will be discussed in the future.</p>	Clerk
<p>8. MEETING WITH NATIONAL TRUST REGIONAL MANAGER Several councillors joined a remote meeting with Sarah Smith from the National Trust. She was understanding of the Parish Council concerns about Houghton Mill when the current custodian leaves. She explained the proposed staffing structure and will pass emergency contact details to the Clerk in case there are any problems when the site is unstaffed. It is planned that the Mill will only be open for booked guided tours which should give a better visitor experience and the mill will be run more often. She is very aware of the environmental impacts and problems that often arise on their site, particularly along the river. It was suggested that she could be invited to speak at the Annual Parish Meeting in 2021.</p>	
<p>9. PLANNING MATTERS</p>	
<p>9.1. Meeting with Homes England – Phase 2 Houghton Grange A meeting with representatives from Homes England and AECOM will be arranged for 14 December to discuss plans. An agenda will be produced.</p>	RB, PB & Clerk
<p>9.2. Update and next steps on Parish Council initiatives on Homes England Phase 2, Houghton Grange The Parish Council agreed to the appointment of an architect to produce an alternative Masterplan for this site. This can be used to get the support of neighbouring councils and enable discussions with HDC. RESOLVED: a total of £3,000 be allocated to fund the work of the architect and his attendance at a meeting with HDC planning officers. Proposed: Cllr Boothman; Seconded: Cllr Bonny. All in favour</p>	RB, PB & Clerk

<p>A draft masterplan has been produced and he will now be asked to produce a final version. A formal submission of the plan and associated application forms will now be submitted. A pre-application meeting will be requested from HDC Planning to discuss this plan. They have previously declined to discuss the Parish Council views on development on this site.</p> <p>The Parish Councils in Hemingford Grey and Abbots have agreed to meet. St Ives Town Council will also be asked to meet. Cllr Keane will arrange a meeting with Wyton on the Hill Parish Council.</p> <p>Cllr Boothman has looked at help available from the Community Land Trust and its local hubs. They may also be able to provide some funding. They have helped other groups in Cambridgeshire to take control of land and provide development led on a local scale. A meeting will be arranged as soon as possible.</p> <p>The pre-application and master plan will be copied to all the councillors.</p> <p>9.3. Houghton Grange – street naming</p> <p>The names put forward by the Parish Council for use on the Houghton Grange Phase 1 site were related to the history of the site and the parish. HDC are considering Edith Coote Drive (the original owner of the site), Ransome Avenue (the original architect of the Grange), Dormy Way (Dormy House was a model farmhouse on the site due to be demolished) and The Avenue. Interested parties, including emergency services, will be consulted and the final decision made by HDC.</p> <p>9.4. London Luton Airport and NATS consultation</p> <p>A new holding area for aeroplanes arriving at Luton Airport has been proposed. National Air Traffic control are holding webinars for councillors in December and January. Concern was expressed about the noise and pollution that would be generated. The general agreement was that HDC would be able to respond more comprehensively on behalf of local residents.</p> <p>9.5. Other Planning Matters</p> <p>There has been no further news on enforcement action on the caravan at The Russetts.</p>	<p>RB, PB & Clerk</p> <p>DK</p> <p>PB</p>
<p>10. PROJECTS IN THE PIPELINE</p> <p>10.1. Cemetery Extension</p> <p>Campbell Buchanan George have taken the comments from the Parish Council on their proposal for an extension to the cemetery and two new dwellings. They have agreed to include a pathway from the cemetery to the bus stop and crossing to the north of the A1123. The land for a car park and its entrance will be transferred into Parish Council ownership. The current ownership of the land needs to be established. We now await the updated plan and notification of the pre-application consultation meeting being requested from HDC.</p> <p>10.2. Cemetery Lych Gate and War Memorial</p> <p>Contracts have been issued for both these works. Initial deposits for the work require invoices from the contractors which will allow us to start drawing down the grant.</p> <p>10.3. A1123 Speed Reduction initiative</p> <p>A comprehensive report was received from SLR Consulting. This gave strong arguments in favour of reducing the speed limits, but also suggested infrastructure was needed to enable this. We will confirm that we are happy with the report and await the final invoice.</p>	<p>CS, BG & Clerk</p> <p>Clerk</p>

C Cllr Bates recommended that the report can be sent to the executive Director, Steve Cox or the Highways Director, Richard Lumley. At a recent Highways and Transport meeting a member-led working party was formed to review Local Highways Initiatives. This contains six members, who will conduct a review to adjust the process.

Some residents had contacted the Parish Council with concerns about cycle and pedestrian safety in the parish, especially along the A1123. There have been two recent fatalities involving pedestrians/cyclists and vehicles. Currently the recommended cycle route is on a shared foot/cycle way on the A1123 and on the road through the village. The route from Wyton to Huntingdon involves crossing the road twice as the path from Hartford Marina could not be extended all the way to the village. These paths are narrow and therefore can themselves cause conflict and some cyclists will prefer to not use them. The Parish Council have been asked to push for a complete route between St Ives and Huntingdon.

There is also the issue that the village lies in the school catchment area for St Peters School in Huntingdon. Children cannot easily and safely cycle from the village to the school.

C Cllr Bates stated that CCC have installed the pathway from Old Houghton Road part of the way along the A1123 and improved the Thicket footpath surface. The resident asked for the County Council to take responsibility to provide clear and safe access to cycle or walk from Huntingdon to St Ives. HDC have opened a funding round for Community Infrastructure Levy funding which may be available for this work. Cllr Keane will complete this application for funding works for improvements to pedestrian/cycle connectivity before the closing date of 14 December.

The installation of on-road cycle paths was mentioned, but this would also depend on the width of the road. It was pointed out that the CCC Carbon Reduction Policy needs to be brought in to play and viable alternatives to motor vehicles offered; encouraging cycling and walking would help towards this aim. It was agreed that the priority should be to get a continuous path between Huntingdon and St Ives.

10.4. Bowls Club fence

Two quotes have been received for the replacement of this fence. They vary slightly; the Clerk will ask one firm to re-quote to make them more comparable.

10.5. Tree Work Priorities

Two Tree Wardens have been appointed and will work with the Clerk to get updated quotes for all the urgent work. Quotes will be obtained for work to the Parish Council trees and those in St Mary's churchyard.

DK

Clerk

11. TRIBUTE TO JOY BELL

The Parish Council wanted to express its sadness at the recent death of Joy Bell. A long-term resident, Joy was heavily involved in the work of the church and other village organisations, and was well known to many residents. Recently, she was a regular visitor to the Parish Office as the custodian of the St Mary's Centre. The Parish Clerk, Lane Thompson and the councillors will miss these chances for a chat, reminiscence and 'a bit of gossip'. Joy's ashes will be interred, along with her husband and daughter in St Mary's churchyard.

12. CORRESPONDENCE

<p>Carbon Neutral Cambridgeshire – this is a new initiative that needs further investigation. There is a carbon footprint toolkit workshop in January that would be worth attending. The clerk has looked at the costs of solar panels for the pavilion. This is currently not cost-effective, but needs to be looked at further. It was agreed that the Parish Council can encourage people to make even simple changes, such as light bulbs.</p> <p>Census 2021 – the next census will be carried out next March. It will be mainly online where possible. The Parish Council has been asked to help publicise the census and identify any needs for help to complete the forms.</p>	<p>PB,NE & Clerk</p>
<p>13. DATE OF NEXT MEETING</p> <p>The next meeting of the Parish Council, will be on Wednesday 6 January 2021, 7:00pm. The meeting will be held remotely using Zoom.</p>	

Signed:..... Date: