

d HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 5 February 2020, 7:30pm

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

There were eight members of the public present.

ACTION

<p>1. APOLOGIES FOR ABSENCE Apologies were received from Cllr Gilmour and C Cllr I Bates.</p>	
<p>2. DECLARATIONS OF INTEREST Cllr Boothman declared an interest in item 9.2, as he is a neighbour of the applicant.</p>	
<p>3. PUBLIC COMMENT A resident of Pine Hill Park, Sawtry Way expressed concern about the potential changes to the Busway route B. The proposed change will mean that the current bus stop outside Pine Hill Park will no longer be on the route and residents from here and Wyton on the Hill will have to walk about half a mile with no paved footpath to the RAF Wyton main gate stop. As many of the residents of Pine Hill Park are elderly and some do not have cars this will restrict their access to bus services. He suggested a temporary bus stop be installed at the top of Mere Way, which would be on the new route; and that Dews be asked if the route 45A that serves the village could alter their route slightly to stop at Pine Hill Park. A resident of Banks End, Wyton also pointed out that the changes to the B route would miss out the stops at Banks End and Hartford Marina entirely, giving residents here a minimum of half a mile walk to a guided bus stop. He also pointed out that holiday makers at the nearby caravan park often use the buses from here. The current route 45A will still serve these stops, but is less frequent, runs between approximately 9:30am and 3pm on weekdays only and only runs between Huntingdon Bus Station and St Ives town and Morrisons. To access other destinations, including Hinchingsbrooke Hospital, another bus will have to be used from Huntingdon or St Ives Bus Stations. It was also noted that residents of Hartford Marina had also expressed their shock and disappointment at these proposals. Many residents here are also elderly and do not have access to private cars, thereby relying on the bus service. The Parish Council Chair advised that the Parish Council has asked questions about the planned changes and sought clarification of the route. It will contact Stagecoach to represent residents' views, but this B route is not subsidised by the County Council and all decisions on the route are purely commercial and made by Stagecoach. Residents with concerns or queries are encouraged to contact Stagecoach at 01223 433250 or cambridge.enquiries@stagecoachbus.com</p>	
<p>4. MINUTES RESOLVED: The minutes of the Houghton & Wyton Parish Council meeting of 8 January 2020 were approved. Proposed: Cllr Boothman; Seconded: Cllr Keane. For: 4; Abstentions: 2</p>	
<p>5. MATTERS ARISING Discussion on the Communications survey is deferred due to more urgent business. The initiative to install electric vehicle charging points is currently on hold as the suggestion to access power from lampposts is not feasible. Installation of</p>	

<p>separate power bollards is more expensive and creates more 'clutter' on the streets. It is not possible to install a bollard in the Playing Field car park as the land has to be in the ownership of the local authority and this area is only leased by the Parish Council.</p>	
<p>6. DISTRICT AND COUNTY COUNCILLORS REPORTS The HDC portion of next year's Council Tax will be increased by 2.6% or £3.70 per Band D property. There have been reports that this is more than the increase in wages in Huntingdon, but the amount is less than Cambridgeshire or national wage increases.</p>	
<p>7. RESPONSIBLE FINANCIAL OFFICER'S REPORT</p> <p>7.1 To authorise payments due RESOLVED: All payments due be authorised. Proposed: Cllr Bonny; Seconded: Cllr Spearing. All in favour</p> <p>7.2. CAPALC affiliation fee increase 2020-21 It is estimated that the annual fee for CAPALC membership next financial year will be about £500; a potential increase of 12%. It was agreed that the benefit of membership would be reviewed and not automatically renewed.</p> <p>7.3. Investment Strategy in connection with Parish Council deposit accounts – to make decisions on moving reserves to a higher interest account. RESOLVED: The security of proposed investments will be verified. No investment will be longer than 1 year in term. With these adjustments the proposed Investment Strategy will be approved. Proposed: Cllr Bonny; Seconded: Cllr Boothman. For: 5; Abstentions: 1 RESOLVED: The Investment Policy be approved and combined with the Reserves Policy for clarity. This will be published on the Parish Council website. Proposed: Cllr Bonny, Seconded: Cllr Boothman. All in favour</p> <p>7.4. Parish Council telephone and internet provider – To make a decision on switching provider to reduce costs It was agreed that the Clerk's recommendation to switch telephone and internet supply to Vodafone be accepted. This is to reduce expenditure. To improve communications a new mobile phone contract will also be initiated with Vodafone.</p> <p>7.5. Operation London Bridge – to discuss procedure on the death of the monarch It was agreed that it would be most efficient to direct residents to Huntingdon or St Ives if they wish to sign condolence books. If necessary, transport could be arranged. Other groups within the parish and nearby will be consulted to coordinate other actions.</p> <p>7.6. Renewal of contract for grass cutting at Playing Field and Cemetery This will be deferred until the next meeting. The Clerk will arrange for the moles on the football pitch to be dealt with.</p> <p>7.7. Provision of litter picking equipment – to make a decision on buying litter picking equipment for use by volunteers in the parish. It has been recognised that many residents collect litter while walking throughout the parish. Some residents have also helped to clear larger items, and items in ditches. It was agreed that £100 be allocated to purchase equipment that can be used by volunteers. The Timebank will be asked if they can help with volunteers. The Timebank are organising a Spring Clean in March which is supported by HDC who provide equipment and bags and will collect the rubbish. If there is interest, they will be asked if this can be carried out more regularly.</p>	<p>Clerk</p> <p>Clerk</p> <p>DB Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>A Risk Assessment will be produced to cover volunteers and ensure they have read this before they are involved.</p>	
<p>8. TIMEBANK REPORT A written report presented by the Timebank co-ordinator is attached as an appendix to these minutes. It was noted that membership is still increasing. An effort will be made to increase membership among the 20-50 year old age group, as they are very underrepresented. As a consequence of the membership age, most activities are geared towards older people with some children's activities. It is hoped that different events will attract younger residents and they will find that they can contribute to and benefit from Timebank membership. Fundraising and grant applications are in progress. Look out for publicity about Timebank fundraising events, including a Night at the Pub and a Quiz Night. New members are always welcome and more information about how you can get involved contact Lane on 01480 467209, 07484 524180 or houghtonwytontimebank@gmail.com. Or pop into the Parish Council Office at the St Mary's Centre where Lane works on Tues, Weds and Thurs.</p>	
<p>9. PLANNING MATTERS</p> <p>9.1. G1 Elm: remove 3 smaller trees- Larger remaining tree: crown lift to 5m over garden; reduce remaining laterals over garden by 3 metres This is a group of 4 Elm trees, 3 of which are smaller shoots which grow low over the track at the rear of the garden. They have minimal amenity value and only block light from the garden. T2 Sycamore: Remove 4 lowest branches over track to rear - reduce lateral growth over garden by 3 metres to improve light levels, up to approx. 10 metres. This mature tree has been heavily reduced in the past and has some relatively thick regrowth. A lateral reduction will have minimal visual impact on the tree whilst improving light levels in the garden 5 Ansley Road Houghton Huntingdon PE28 2DQ Ref. No: 20/00064/TREE RESOLVED: Houghton & Wyton Parish Council recommend that this application is APPROVED as this work will improve the health of the trees and reduce hazards on the bridleway behind this property. Proposed: Cllr Boothman; Seconded: Cllr Bonny. All in favour</p> <p>9.2. Removal of existing chimney breasts and internal alterations to dwellinghouse Sweet Briar Thicket Road Houghton Huntingdon PE28 2BQ Ref. No: 20/00053/HHFUL & 20/00054/LBC RESOLVED: Houghton & Wyton Parish Council recommend that this application is APPROVED as there is no negative impact on external views of the property and this will improve the living space. Proposed: Cllr Keane; Seconded: Cllr Spearing. For: 5; Abstentions: 1</p> <p>9.3. Proposed extensions and remodel Greyborough Green Lane Wyton Huntingdon PE28 2AP Ref. No: 19/02592/HHFUL RESOLVED: Houghton & Wyton Parish Council recommend that this application is APPROVED for the following reasons: The proposals will have no impact on the neighbouring listed buildings. The extensive remodelling will modernise the dwelling and improve the accessibility by increasing the width of internal doors. Large trees screen the property from views from the rear. We ask that any trees removed are at least replaced. The proposed design will improve parking. In general, it is vital that garaging and parking are retained in alterations as this road has very limited availability for on-</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

street parking.

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

9.4. Remodelling and alterations to dwelling, widening and replacing vehicular access gate and partial rebuilding boundary wall. Whympers The Green Houghton Huntingdon PE28 2AX Ref. No: 19/02562/HHFUL

RESOLVED: Houghton & Wyton Parish Council recommend that this application is **APPROVED** for the following reasons:

The proposed works will return the house closer to its original form and appearance, which will benefit the centre of the village and the Conservation Area.

Widening the vehicle access on Mill Street will improve road safety and traffic flow on this narrow and very busy road.

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

9.5. Conversion of garage to annexe, and replace window and door to side elevation with sliding doors. Erection of timber shed with felt roof. 5 Thatched Cottages Mill Street Houghton Huntingdon PE28 2BB Ref. No: 19/02359/HHFUL

RESOLVED: Houghton & Wyton Parish Council recommend that this application is **APPROVED** for the following reasons:

The conversion is sympathetic to the original building.

With the loss of a garage for the property it is important that the parking area associated with this house is retained as there is very limited on street parking on this narrow and very busy road.

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

9.6. Replacement of single glazed rear timber windows to the dormers on first floor with double glazed white timber units to match existing. Demolition of the brick chimney to the rear single storey extension. 5 Thatched Cottages Mill Street Houghton Huntingdon PE28 2BB Ref. No: 19/02360/LBC

RESOLVED: Houghton & Wyton Parish Council recommend that this application is **APPROVED** for the following reasons:

Removal of the chimney will improve the appearance of the property.

Installation of double glazing will improve the energy efficiency of the property. It is important that they match existing windows to retain the character of the building.

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

9.7. Combined Authority Board meeting / Third River Crossing

Several representatives from local parishes and concerned organisations attended a Board meeting of the Cambridgeshire and Peterborough Combined Authority to ask questions on the Local Transport Plan and The Huntingdonshire Transport Strategic Study. The questions appear to have made an impact on the members and the Mayor of the CPCA recognised the representation and opposition to the plans for the Third River Crossing and need to take environmental concerns seriously at a subsequent Working Group meeting. It was agreed that these issues need to be followed persistently to maintain momentum and pressure maintained as necessary.

9.8. To discuss status of the following planning permission. Temporary siting of a mobile home during demolition and rebuild of dwelling. The Russetts Thicket Road Houghton Huntingdon PE28 2DB Ref. No: 16/01962/CLPD.

There is concern about the length of time the mobile home has been on site at this property and its perceived permanence. Application was made for the duration of the rebuild of the dwelling here and granted as Permitted

Clerk

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Clerk

<p>Development; it is not clear if the rebuild is complete yet. It was agreed that the residents would be contacted in the first instance to clarify the situation. HDC may be contacted also.</p> <p>9.9. Other Planning Matters/Decisions</p> <ul style="list-style-type: none"> • Marshall Aerospace and Defence Ltd have recently announced that they are no longer looking at Duxford as a potential relocation site. This leaves Wyton Airfield and Cranfield as possible sites. • Following the Parish Council's recommendation for refusal of the application to develop the Old Photo Factory site on Sawtry Way a meeting was held with the developer who has since provided some photographs to show potential visual impact from Sawtry Way and the top of the footpath 24 on Sawtry Way. The Parish Council agreed that it would acknowledge these and accepts that there does not appear to be a visual impact from the views given. They will not make a change to the comments already submitted. • The agent has responded to the objections raised to the proposed storage area and animal shed at New Manor Farm. There has been no further contact from HDC. • It is noted that the application for housing at Wyton Airfield by Engie has been withdrawn. • The condition to allow demolition of Dormy House at Houghton Grange will be discussed at the Development Management Committee on 17 Feb. Parish Council will be reinforcing its comments at that meeting. • Concern was expressed that the Parish Council was not consulted on the tree work and removal carried out on the National Trust site recently. Although this area is within the Conservation Area, the trees are not covered by Tree Preservation Orders. HDC have been asked about the procedure for consultation on tree work applications. They will also be asked if the Neighbourhood Plan is taken into consideration when making decisions on these applications. It was noted that several Public Rights of Way run through or close to the Caravan site and the area is very visible to and valued by the community. 	<p>RB</p> <p>PB</p> <p>Clerk</p>
<p>10. PROJECTS IN THE PIPELINE</p> <p>10.1. Local Highway Initiative application to reduce speed limit on A1123 Cllr Keane presented the Parish Council bid to the LHI Committee as we are in competition with other bids. He reported that elected members appeared to be in favour of the speed reduction but CCC officers opposed as not in line with their policy and recommend that a 40mph speed limit be introduced to a 700m stretch of the A1123 between Wyton and Hartford Marina. Cllr Keane confirmed the PC would not agree to contribute to funding if this restriction was applied. The Parish Council agreed that if the County Council accepts the full bid at a marginally increased cost it would accept a small increase in its contribution. This will be confirmed and Cllr Keane will write to the Highway Projects and Road Safety Manager to reinforce the support that this initiative had from the community.</p> <p>10.2. Cemetery Extension An article will be written for the village magazine to ask for residents' opinions on the development of the extension as a Green Burial site, to enable the appropriate work to be undertaken.</p> <p>10.3. War Memorial, Cemetery Lych gate and entrance gates Cllr Spearing reported that quotes would be sought and grants applied for to</p>	<p>DK</p> <p>NE</p> <p>CS & BG</p>

<p>progress this project.</p> <p>10.4. Trees – Churchyard Tree Survey</p> <p>This will be progressed by obtaining quotes for the work and discussing the possibilities with the District Council Tree Officer.</p>	Clerk
<p>11. SCHOOL PARKING ISSUES</p> <p>Following concerns expressed by residents of Victoria Crescent a meeting was held involving the school, pre-school, residents, police and County Council road safety officers. Parish Councillors facilitated and attended and the meeting was chaired by C Cllr Bates. Options for addressing the current parking issues were discussed and actions decided. The minutes will be circulated to all attendees.</p>	Clerk
<p>12. PARISH COUNCIL VACANCIES</p> <p>Following the resignations of two Parish Councillors the legal notices will be circulated and the process followed.</p>	Clerk
<p>13. CORRESPONDENCE</p> <p>The minutes of the St Ives and District Road Safety Committee were noted. The Memorial Hall Committee asked if the Parish Council would like to reappoint a representative. This will be given consideration. It was also suggested that if there is a vacancy for a school governor that the Parish Council should consider if they can appoint a representative.</p> <p>The Feast Week committee would like to progress the installation of a chiller in the compound. Work to repair the fence is still awaited. An agreement will be drafted between Feast Week and the Parish Council which will include proof that the Sports clubs and residents that back onto the compound have been consulted on the chiller installation and there are no objections. Cllr Elborn suggested that Feast Week should ensure that the chiller they purchase is as quiet as possible. Parish Council insurance will need to be informed and Feast Week will also need to provide proof of their own insurance and risk assessment for the use of this equipment in this compound.</p>	Clerk
<p>14. ANY OTHER BUSINESS</p> <p>Cllr Spearing will write an article for the village magazine to warn residents about various scams that are being perpetrated.</p> <p>It has been noticed that the surface of The Lanes is in a bad state of repair, particularly after wet weather. The County Council are responsible for the surface of Rights of Way and will be contacted. It was noted that work has been carried out on this path by the Parish Council and more recently residents which led to some improvements.</p> <p>A Parish Council response was sent to the County Council draft strategy on Climate Change and the Environment.</p> <p>A consultation will be launched shortly on the Cambridge Metro system proposed by the Mayor of the Combined Authority.</p> <p>It was agreed that future Parish Council meetings will start at 7pm.</p>	CS
<p>15. DATE OF NEXT MEETING</p> <p>The next meeting will be on Wednesday 4 March 2020, 7:00pm, St Mary's Centre, Chapel Lane, Houghton.</p>	

Signed:..... Date:

Appendix:

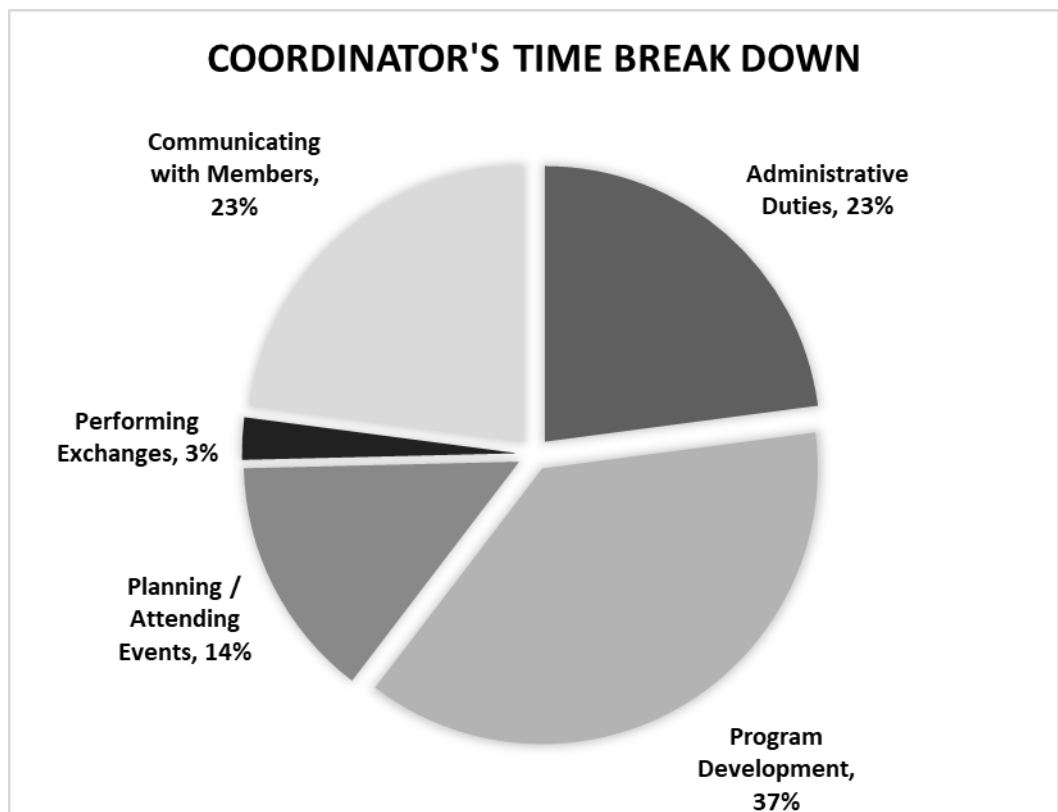
Houghton & Wyton Timebank Update Report to the Parish Council, 5 February 2020

Presented by H&W Timebank Coordinator Lane Thompson

1. **MEMBERSHIP:** As of 2/1/2020, 208 members (up a net of 34 members, or 20%, over this time last year). *But we are still missing some Councillors on our roll. Please join.*

2. ACTIVITIES

- **Continuing:** Coffee mornings (2x monthly), health walks (1x monthly), crafting activities with the school (occasional); and village spring clean, Feast week involvement, holiday party (all annual events). At the core of our activity are the individual exchanges of help between members, facilitated by the Timebank.
- **New since last year:** Games afternoon (1x monthly) in partnership with the Shop, Night at the Pub fundraiser (2x yearly), Adopt-a-tree program (new, ongoing)
- **In the (planning) works:** Intergenerational interviewing project, intergenerational arts & talents project, Repair Café.
- **Timebank coordinator training and networking activities:** Numerous meetings with community group partners and potential partners, gave presentation re: Timebanking to community, attended Let's Talk Loneliness conference hosted by Cambs County Council and Peterborough City Council



3. OBJECTIVES FOR COMING YEAR:

- Broaden membership base and provide opportunities attractive to younger generations
- Deepen commitment and activity levels of existing membership
- Identify 2-3 individuals who are capable and willing to volunteer as sub-coordinators, who can operate Timebank programs in the coordinator's absence or as a delegated task

4. FINANCIALS (March 2019 to March 2020):

Income: Grant Money: £5,000 (CCF)
Fundraising: £100+ (Three Jolly Butchers)
Parish Council budgeted: £8,000
TOTAL: £13,100

Expenditures: TOTAL: £9,928.54

Grant Applications:

- **June 2019 – Huntingdonshire District Council Community Chest Application, £2,500. Result: Failed bid. No reason provided by HDC in their denial letter.** The application asked for funding to continue works for elderly and isolated local residents.
- **Oct 2019 – Cambridgeshire Community Fund, Innovate and Cultivate, £10,000. Result: Failed bid.** This was a reapplication for funds, and as such we were required to demonstrate that the money would be used for new projects distinct from anything previously funded by CCF. We requested funding for three projects focused on intergenerational activity. The denial reason given was that the reviewers believed our projects wouldn't sufficiently reduce the need for/dependence on county council services.
- **Dec 2019 – National Lottery Fund Celebrate 25, £1,000. Result: Pending decision** by end of Feb 2020. Application for staffing costs and supplies for intergenerational focused projects.
- **Planned:** Woodward (up to £3k), Allen Lane Foundation (up to £15k), Cambridgeshire Community Fund (up to £10k), Tesco Bags of Help (up to £2K). *And always looking!*

Planned Fundraising:

- Two pub takeovers – with lessons learned – goal of £400 total.
- A sales item – goal of £600.

5. REQUESTS TO PC: I kindly ask for your continued support towards our events and programs, with many thanks for everything done thus far! I would especially like to ask that you support my goal of having 100% membership participation from the Parish Council.