

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 7 October 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 P Boothman
Cllr N Elborn Cllr B Gilmour
Cllr D Keane Cllr C Spearing

Staff present: Lois Dale, Parish Clerk,
There were six members of the public present

	ACTION
1. APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Bonny.	
2. DECLARATIONS OF INTEREST There were no declarations of interest.	
3. PUBLIC COMMENT There was no public comment.	
4. MINUTES RESOLVED: The minutes of the Houghton & Wyton Parish Council meeting of 9 September 2020 were approved. Proposed: Cllr Elborn, Seconded: Cllr Spearing. All in favour	
5. MATTERS ARISING Cllr Keane, the Clerk and a Wyton on the Hill Parish Councillor will meet with a representative of Stagecoach on Friday to discuss the recent changes to bus services and lack of service to Wyton on the Hill and Pine Hill Park. The Clerk is still trying to arrange a meeting with the Environment Agency about maintenance of ditches and waterways in the parish. A meeting will be arranged between the two applicants for the Tree Warden post, with Cllr Boothman and the Clerk. A meeting will be arranged with Campbell Buchanan George to discuss proposals for the cemetery extension.	DK & Clerk Clerk PB & Clerk RB
6. CO-OPTION OF NEW PARISH COUNCILLORS There were two applicants for the two councillor vacancies. Following a brief interview with each candidate council members voted on co-option of each candidate. Both candidates received a majority vote in favour, so both were co-opted to the Parish Council. The new Parish Councillors are: Alison Skinner and Robert Guinea. The Clerk will arrange to meet with both new councillors to allow them to sign a Declaration of Acceptance of Office and other papers. The Parish Council noted that a previous applicant had withdrawn and he was thanked for his interest.	Clerk
7. DISTRICT AND COUNTY COUNCILLORS REPORTS D Cllr Keane noted that there has been a small regional increase in COVID-19 cases. An application has been made to move Huntingdon Fire Station to St John's Business Park; the current town centre site will be available for future redevelopment. The District Council budget for the next Financial Year is being discussed and will	

<p>need to take account of the impact of COVID-19.</p> <p>County Councillor Bates congratulated the two new Parish Councillors and introduced himself.</p> <p>It was confirmed that Marshalls Aerospace have signed an option agreement on land at Cranfield, Bedfordshire which indicates a strong preference for this location, over RAF Wyton. The current Marshall's site in Cambridge has permission for 15,000 homes plus business and education space.</p> <p>The deadline for objections to the proposed yellow lining at Victoria Crescent was 7 Oct. The Clerk will check if there are any objections and the next process. The Parish Council has agreed to contribute £1,000 to this project. The County Council is going through its budget process, and will also be affected by COVID-19.</p> <p>All committee meetings are being held virtually, and will be for the foreseeable future.</p> <p>In response to a question, there has been no movement yet on discussions about local government devolution. A White Paper will be issued, delayed until early 2021.</p>	Clerk
<p>8. CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT</p> <p>8.1 To authorise payments due</p> <p>RESOLVED: All payments due be authorised.</p> <p>Proposed: Cllr Boothman; Seconded: Cllr Gilmour. All in favour</p> <p>A Budget update and bank balances were also noted.</p> <p>8.2. Insurance Renewal</p> <p>The Parish Council insurance has been renewed with Pen Insurance through Came and Co. on a three-year contract. This was endorsed by the Parish Council.</p> <p>8.3. A1123 Bus shelter maintenance</p> <p>Some quotes have been obtained to clean these shelters. It was suggested that local window cleaners might be willing to clean these regularly on a contract. This will be followed up. It was noted that the Litter Picker has agreed to clean the seating and sweep debris from inside the shelter.</p> <p>8.4. Annual Governance and Accountability Report 2019/20</p> <p>This AGAR has been approved with a minor amendment due to human error.</p> <p>8.5. Precept/Budget 2021/22</p> <p>It was agreed that Cllrs Bonny, Spearing and Guinea be appointed as a working party to carry out an initial budget setting exercise.</p> <p>8.6. Grant applications</p> <p>8.6.1. St Mary's Church for Wyton Churchyard</p> <p>It was clarified that the churchyard at St Margarets Church was closed in 1888 and the new cemetery was opened in 1903. The cemetery is closed to burials, but does allow ashes to be interred.</p> <p>The clerk will ask the contractor who cuts the Playing Field and Houghton Cemetery for a cost to maintain the vegetation at Wyton Cemetery. If this is a comparable cost and acceptable service, this will be added to the current contract. This would not confer any responsibility to the Parish Council for maintenance in perpetuity or responsibility for anything other than the routine maintenance of the soft vegetation at ground level to an acceptable standard, complementary to that maintained by the War Graves Commission inside the cemetery walls.</p> <p>8.6.2. Cambs Search and Rescue</p> <p>RESOLVED: a grant of £300 be made to Cambs Search and Rescue.</p> <p>Proposed: Cllr Gilmour; Seconded: Cllr Spearing. All in favour.</p>	<p>Clerk</p> <p>Clerk</p> <p>DB, CS & RG Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>9. PARISH COUNCIL COVID-19 RESPONSE</p> <p>Cambridgeshire County Council Chairman's Commendation for Lane Thompson, Timebank Co-ordinator – Thanks were expressed to a resident and Cllr Bates for this nomination. The Parish Council expressed its gratitude to Ms Thompson for all her hard work and that of the volunteers. It was agreed this should be publicised on Facebook and local press.</p> <p>Parish Council feature at Cambridgeshire Local Council's Conference 2020 The Parish Council was asked to be involved in making a short film for this conference to highlight its response to Covid-19, due to its vibrant community and excellent response to residents' needs. The film was professionally produced and rightly focusses mainly on the work of the Timebank and the efforts of the volunteers. The film will be shown at that conference and a copy made available to the Parish Council for its website. It was suggested that a copy of the film could be put in the planned St Ives Time capsule. Thanks were expressed to Elaine Matthews, village resident and County Council employee, Cambridgeshire and Peterborough Think Communities Manager, who organised this film.</p> <p>C Cllr Bates left the meeting.</p>	<p>PB, BG & Clerk</p>
<p>10. PLANNING MATTERS</p> <p>10.1. <u>Rear replacement single storey extension, first floor build over side extension and front entrance infill extension</u> Tall Trees Houghton Hill Houghton Huntingdon PE28 2BS Ref. No: 20/01487/HHFUL</p> <p>RESOLVED: Houghton & Wyton Parish Council recommend that this planning application be APPROVED. This dwelling is in the Built Up-Area and Conservation Area, but is not in a designated Character Area. Although the alterations are quite substantial they are not visible from the road or neighbouring properties. Proposed: Cllr Keane; Seconded: Cllr Boothman. All in favour</p> <p>10.2. <u>Demolition of existing garage with replacement studio workshop outbuilding</u> Wayside Huntingdon Road Wyton Huntingdon PE28 2AD Ref. No: 20/01859/HHFUL</p> <p>RESOLVED: Houghton & Wyton Parish Council recommend that this planning application be REFUSED.</p> <p>The Parish Council question whether the garage building is classed as a Heritage Asset within the curtilage of a listed building. Policy 17 of the Houghton & Wyton Neighbourhood Plan applies. The design of the proposed building should mirror the architectural vocabulary of the surrounding buildings. The proposal does not seem to be in keeping with any of the neighbouring building styles, as shown by the first photograph in the Design and Access statement. Its proximity to the road makes the design very important.</p> <p>The change of this building from a garage to a workshop would lead to the loss of a potential parking space in an area where vehicle parking on the road is already an issue.</p> <p>The extra height of the proposed building and roof design would be out of keeping with the street scene and given its position adjacent to the narrow pavement.</p> <p>Any building here should respond positively to the heritage of the site and its features.</p> <p>Proposed: Cllr Gilmour; Seconded: Cllr Boothman. For: 4, Abstentions:2</p>	<p>Clerk</p> <p>Clerk</p>

<p>10.3. Homes England – update and next steps</p> <p>The Clerk will inform Homes England that a meeting on 15 Oct, 11:30-1pm will be suitable. This will be a remote meeting to learn more about the objectives, content and timetable for their pending planning application.</p> <p>The Parish Council survey distributed to the residents in the village magazine and online has elicited a good response. Responses to date will be analysed. The survey is still active and responses are welcomed.</p> <p>HDC have confirmed that they will not meet with the Parish Council to discuss this development on the grounds that there is no application yet from Homes England. However, they are obliged to talk to the developers if they ask for pre-application advice. D Cllr Dew is fully supportive of a meeting between all stakeholders.</p> <p>RESOLVED: initially up to £2,000 be allocated for legal advice on the position of the Parish Council and how to proceed.</p> <p>Proposed: Cllr Boothman, Seconded: Cllr Spearing. All in favour</p> <p>An initial review of the Parish Council position and history of the site has been received and Terms of Engagement will be signed with Richard Buxton LLP. Talks have been initiated with Morris Homes, the appointed developers of Houghton Grange, phase 1. They hope to be awarded the contract for the BBSRC field. They appear to be happy to talk to the Parish Council and it was agreed that this was a good way forward and that the Parish Council objectives for this area should be shared with them.</p> <p>It was agreed that an approach is made to Clara Kerr, Service Manager – Growth, to initiate a conversation with HDC and come up with a mutually acceptable .</p> <p>It was agreed that a discussion with members of St Ives Town Council and the Parish Councils in the Hemingfords would also be beneficial to share the Parish Council objectives and seek support. Best endeavours will be made to meet with these neighbouring councils.</p> <p>10.4. The Russets – update</p> <p>HDC Enforcement tell us they are “liaising with the owner and will be preparing a Planning Contravention Notice to formally have their intentions regarding the caravan documented before we consider any action.”</p>	<p>Clerk</p> <p>PB</p> <p>PB & RB</p> <p>Clerk</p> <p>PB & RB</p>
<p>11. PROJECTS IN THE PIPELINE</p> <p>11.1. Cemetery Lych Gate and War Memorial</p> <p>Obtaining quotes has been difficult; the Clerk will ask Grantscape if the deadline for final submission can be delayed. Quotes for the gate and memorial are being sought.</p> <p>11.2. A1123 Speed Reduction initiative</p> <p>Following the support shown by the residents for a speed reduction along the A1123 over many years the Parish Council feels it needs to pursue this initiative.</p> <p>RESOLVED: SLR Consulting be appointed on the basis of their submission to carry out a survey of the suitability for reduction of the speed limit on the A1123 to 40mph throughout the Parish. An initial amount of £5,000 will be allocated for this work. The consultants will be asked if they can look at the effect of the speed reduction on pollution.</p> <p>Proposed: Cllr Baxendale; Seconded: Cllr Spearing. All in favour.</p> <p>D Cllr Dew left the meeting</p>	<p>BG, CS & Clerk</p> <p>RB & Clerk</p>

<p>11.3. Bowls Club fence</p> <p>A quote has been obtained for replacing the fence between the Bowls Green and the Playing Field. This is to replace the current chain link fence with a panel, security fence. This would be more difficult to climb and easy to replace if damaged. This will be given priority but quote was also obtained to replace and repair the fence between the Bowls Green and the resident to the south. Cllr Gilmour will speak to the resident about responsibility for this boundary fence.</p> <p>The Clerk will attempt to get two more similar quotes. The Clerk will look at the ownership of the fence to the south. It was suggested that shrubs could also be planted along the fence to minimise damage.</p> <p>11.4. Ouse Valley way signage</p> <p>Cllr Elborn's suggestions for signage in this parish was sent to GOVT. It has been suggested that the signage should be uniform along the length of the path. GOVT will co-ordinate this and look for funding.</p>	<p>BG</p> <p>Clerk</p>
<p>12. NATIONAL TRUST HOUGHTON MILL CUSTODIAN</p> <p>It has been confirmed that the current custodian at Houghton Mill is to made redundant. Concerns were expressed that this could leave the property and area vulnerable. It was agreed that the Parish Council write to the National Trust to ask what their proposals are for future management of the site, including the campsite.</p>	<p>Clerk</p>
<p>13. CORRESPONDENCE</p> <p>A resident in Laughtons Lane has asked the Parish Council to look at the trees near the small Play Area which are overgrowing and causing some problems. The Parish Council Tree Survey identifies the plum as needing work carried out, the sycamore is healthy, but could be trimmed back, following professional advice. As this area is in a Conservation Area permission would be needed from HDC for any work. The Clerk will start this action and the resident will be informed.</p> <p>CAPALC have sent round a list of training sessions which may be of interest to councillors.</p> <p>St Ives Transport Study – This includes details of possible changes to the A141 as it runs past the parish. There was concern this could have an impact on the A1123. Money has been allocated by the Combined Authority for a strategic study of transport. Cllr Boothman asked if it would be possible to have a representative on the committee to represent more local views.</p>	<p>RB & Clerk</p> <p>All Cllrs</p>
<p>14. ANY OTHER BUSINESS</p> <p>Cllr Boothman has started drafting a response to the Planning White Paper. He has incorporated the views expressed in the CPRE response, which challenges the Government housing targets. Various other responses will be incorporated and the draft circulated to councillors.</p>	<p>PB</p>
<p>15. DATE OF NEXT MEETING</p> <p>The next meeting of the Parish Council, will be on Wednesday 4 November 2020, 7:00pm. The meeting will be held remotely using Zoom.</p>	

Signed:..... Date: