

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 2 June 2021, 7:00pm.

Present: Cllr C Spearing
Cllr D Bonny
Cllr N Elborn
Cllr R Guinea
Cllr A Skinner
Cllr R Baxendale
Cllr P Boothman
Cllr B Gilmour
Cllr D Keane

Staff present: Lois Dale, Parish Clerk,

There were 3 members of the public present in the room and 5 members of the public joined remotely.

1. APOLOGIES FOR ABSENCE

There were no apologies.

2. DECLARATIONS OF INTEREST

Cllr Boothman declared a non-pecuniary interest in item 9.4 as a neighbour.
Cllr Gilmour declared a non-pecuniary interest in item 11 as a neighbour.

3. PUBLIC COMMENT

A resident queried why there was no follow up to the comments from the public and responses from the National Trust at the June Parish Council meeting.

4. MINUTES

RESOLVED: The minutes of the Annual Parish Meeting of 5 May 2021 be agreed as a correct record.

Proposed: Cllr Elborn; Seconded: Cllr Gilmour. For: 8 Abstentions:1

5. MATTERS ARISING

Bench at Houghton Mill: Cllr Spearing has spoken to the National Trust and the resident who is working on behalf of a lat resident's family to place a memorial bench on the National Trust site. There is no further action from the Parish Council.

Internal Auditor: The Clerk has not had a response from CAPALC on their charges. This will be followed up. **ACTION: Clerk**

Footpath 3 on National Trust land: Three Councillors and the Clerk met with County Council Rights of Way officers and the National Trust; they are happy that a route will be kept open.

Houghton Grange phase 1: Cllr Boothman has asked the developers for an update on the progress including details of the build out program and restrictions on traffic, noise, lighting etc.

Trees in Wyton cemetery: The church has applied to HDC to fell two ash trees and as they have not had a response have applied to Ely diocese for a faculty to carry out the work. A notice of this should be displayed on the front door of St Mary's Church and any objections need to be lodged by 4 July. The church will be asked to provide a statement of need for this work and asked if the response date can be delayed to allow this to be discussed at the next Parish Council meeting. The Tree Warden at HDC has been asked what their view is on this and a response is awaited. **ACTION: Clerk**

Thicket Road verge: There has been no response from the highways and rights of way officers to the Parish Council query on this matter. It was agreed to contact C Cllr Dew for help.

Following anti-social behaviour on Thicket footpath a notice will be issued to state that the Thicket Path is a footpath only and that all users need to show respect to other users. Vehicle access is permitted to the properties and to land off this path. **Action: Clerk**

CCC Highways will be contacted again to address the problem of parking on the Thicket Road verges and Love Lane footpath. It is believed that the verges are under the

management of CCC Highways. **Action: Clerk**

The Clerk and Tree Wardens have procured a tree in memory of Molly Gilbert and will arrange its planting. **Action: Clerk**

6. DISTRICT AND COUNTY COUNCILLORS REPORT.

The Parish Council congratulated our new County Councillor, Doug Dew on his election last month. Mr Dew also remains a District Councillor with HDC.

D Cllr Keane reported that HDC are:

- Supporting the national Spring Clean initiative running throughout June.
- Now allowing up to 40 people in the One Leisure gyms.
- In receipt of a grant from the Government to help rough sleepers in the area.
- Promoting the use of washable/reusable nappies to reduce waste, this includes a scheme offering discounts.

Cllr Baxendale expressed his disappointment with the HDC Planning department and their lack of knowledge in some areas. D Cllr Keane confirmed there was an on-going reorganisation and he would investigate. **ACTION: D Cllr Keane**

7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT

7.1. To authorise payments due

RESOLVED: The payments be approved and paid. **Action: Clerk**

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

It was noted that the Clock Tower electricity cost had increased. This may be due to the lights on the Clock Tower being left on. This will be investigated. **ACTION: Clerk**

7.2. Annual Governance and Accountability Return 2020-21

Thanks were expressed to Cllr Bonny, the Clerk and the Internal Auditor for their work on this. The Internal Auditor is retiring; a letter of thanks will be sent to him. **ACTION: Clerk**

7.2.1. Approval of the Annual Governance Statement 2020-21

RESOLVED: The Annual Governance Statement for 2020-21 was approved.

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

7.2.2. Approval of the Accounting Statements 2020-21

RESOLVED: The Annual Accounting Statements for 2020-21 were approved.

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

8. COMMUNITY FLOOD ACTION GROUP

The Action Group have arranged to have a stall at Feast Week.

The next meeting will be on 21 June via Zoom.

The Action Group has built a good relationship with contacts at Anglian Water and found them to be very responsive. They have plans to clear drains throughout the area. The group is willing to take any queries for Anglian Water. Further efforts will be made to engage more with the Environment Agency.

It was suggested the Ox-Cam Arc flood mobile could be asked to visit the parish. This can show residents many practical ways they can prepare for flood events.

9. PLANNING MATTERS

9.1. [Conversion of existing garage structure to habitable accommodation](#) The Barn Rectory Lane Wyton Huntingdon PE28 2AQ Ref. No: 21/00819/HHFUL

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

This is a sympathetic restoration of an old building, while giving it a modern use.

The footprint will not be changed.

There is no impact on the street scene.

Proposed: Cllr Bonny; Seconded: Cllr Elborn All in favour

9.2. Mounting new air conditioning units on an external wall Houghton And Wyton Memorial Hall 1A St Ives Road Houghton Ref. No: 21/00872/FUL

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

The units will be sited on the south wall of the building which already has the kitchen extraction; neither are visible from the road.

This will also provide heating for the hall, to provide safe and comfortable use of the community building all year round.

Propose: Cllr Skinner; seconded: Cllr Boothman. All in favour

9.3. Proposed single storey extension replacing existing garage and utility. 42 Home Farm Road Houghton Huntingdon PE28 2BN Ref. No: 21/00920/HHFUL

RESOLVED: Houghton & Wyton Parish Council recommend this application be **REFUSED** for the following reasons:

This proposal does not meet Houghton & Wyton Neighbourhood Plan Objectives 10 & 12, particularly Policies 16 & 17 and their associated justifications, and the Character Area of Home Farm Road.

The massing of the extension on the plot in relation to the current property and the neighbouring properties is inappropriate. It leaves a garden that will be disproportionately small in relation to the dwelling and also includes a separate garden building.

The increase in parking at the front of the house and the extension forwards from the current line of the garage will both impact on the street scene and the Character Area. The application states no trees or hedges will be removed. Photographic evidence from neighbours shows existing trees that will need to be removed to allow the extension. The removal of trees and vegetation in the garden will impact negatively on neighbouring properties and the Character Area.

The north wall of the extension will negatively impact on neighbouring properties as it will form a high wall in place of current vegetation on these boundaries. This will be overbearing and reduce light and amenity. Huntingdonshire Local Plan to 2036: 5.24 and LP14.

Concerns have been expressed about the increased pressure on the foul and surface water disposal infrastructure resulting from the proposed extension. The village was affected by overflowing drains during the flood events of Dec 2020-Jan 2021.

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

9.4. Proposed external works and alterations to house and detached garden room including new garden gates /garage doors , external lights and other external alterations. The Millers House Thicket Road Houghton Huntingdon PE28 2BQ Ref. No: 21/00966/HHFUL

Proposed external works and alterations to house and detached garden room including new garden gates /garage doors, external lights and other external alterations. The Millers House Thicket Road Houghton Huntingdon PE28 2BQ Ref. No: 21/00967/LBC

Cllr Boothman declared a non-pecuniary interest in this item as he is a neighbour.

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

The proposed changes will either improve or have no impact on the current property.

None of the changes will be visible from the road.

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

9.5. Other Planning Matters

It was noted that some residents who were interested in various planning application were not aware of the process of application, commenting and approval. It was agreed that this process should be made more obvious to residents and the applications to be considered could be published in a central area on the website.

ACTION: Cllr Bonny

The application for permanent siting of an originally temporary caravan at The Russetts, Thicket Road is still pending consideration by HDC.

It was noted that there is an application for work to trees at a property in Rectory Lane. As this is for work to trees in a Conservation Area the Parish Council had not been consulted. No comment will be submitted on the application.

10. PROJECTS IN THE PIPELINE

10.1. Land West of Houghton Cemetery – report

The developer's agents are still producing cost values for the community benefits proposed to include in the needs case in the application. This will be followed up.

ACTION: Cllr Baxendale

10.2. A1123 Speed reduction initiative – LHI 2022/23 and appointment of SLR Consulting

The next application round for LHI funding is awaited. **ACTION Cllr Keane**

10.3. HDC CIL application for Pedestrian Cycle way A1123 – next steps

The next application round for CIL funding is awaited. **ACTION: Cllr Keane**

10.4. Lych Gate replacement – update

The work to the Lych gate is complete. The Parish Council are very pleased with the work and several compliments have been received from residents. It was agreed that the Cemetery Regulations and policy should be reviewed along with the charges.

ACTION: Clerk & Cllr Elborn

11. ELM TREE ON PLAYING FIELD

Councillors have inspected the tree and agreed that although the tree is large and dominates the garden it is essentially a healthy elm tree. The Parish Council agreed that it will not submit an application for any work on this tree at present. The residents will be informed.

12. BIENNIAL REPORT April 2019-March 2021

Initial work has begun and councillors have been asked to produce drafts of their articles by the end of July, with the aim to publish the report in September. **ACTION: All Cllrs.**

The Clerk will circulate the last report to all councillors and contact printers for costs and lead times. **ACTION: Clerk**

13. ANNUAL PARISH MEETING

It was agreed to postpone this meeting until 22 Sept 2021 due to the uncertainty about the size of meetings permitted and ability to secure a venue. It is still hoped to have speakers from Anglian Water and the Environment Agency. The Parish Council feels it is important to hold this meeting in person without restriction on numbers.

14. HEAVY COMMERCIAL VEHICLE ACTION GROUP

The work of this group was looked at and while the Parish Council is sympathetic to its objectives, membership will not be pursued at present. Any costs involved in joining will be investigated and membership will be considered if this becomes relevant in the future.

15. PARISH COUNCIL STALL AT FEAST WEEK

The Parish Council will not have a stall at Feast Week. It is believed the Community Flood Action Group have arranged a stall and Timebank will be asked if they want to arrange one. **ACTION: Clerk**

16. CORRESPONDENCE

Damage to a bridge on footpath 3 was reported to the Clerk. The information and further photographs were passed to CCC via their website for action. It is noted that all Rights of Way are the responsibility of CCC and the landowners. Problems with all highways, including roads, potholes and rights of way can be reported to CCC on their website at [Report a highways fault - Cambridgeshire County Council](#) or by telephone 0345 045 5212

In response to comments from a resident the Parish Council confirmed that minutes of the Parish Council meeting would not be published in draft form, but should be published as soon as possible after they are approved.

17. ANY OTHER BUSINESS

Following the meeting with the Rights of Way officers and National Trust staff on the Mill site it was felt that while there is little the Parish Council can do to influence the management of the private land, it would be good to build a relationship with the team at Houghton Mill. This will help the Council to be aware of any plans the Trust have, have meaningful involvement in discussions and represent the community. It is recognised that the NT sites are governed by the Trusts national policies, but that in a situation where the site is so close to a village, their land use policy and changes implemented can also affect the community they are part of. The Parish Council will attempt to identify the areas where it can influence or work with the NT and initiate talks.

Cllr Baxendale reported on a webinar he attended on encouraging involvement of younger people in the Parish Councils. Several ideas will be taken forward including the production of a Welcome Pack for new residents, holding informal drop-in sessions and the ability to provide expenses for childcare etc.

Cllrs Guinea and Skinner and the Clerk attended a webinar on the proposed new Model Code of Conduct. The slides and Model Code of Conduct will be circulated. **ACTION: Clerk**

Cllr Boothman asked if the 'no cycling' signs along Love Lane can be replaced if missing; the Clerk will source these. **ACTION: Clerk**

A card and gift of thanks was presented to Cllr Ray Baxendale in appreciation of his term as Chair.

Cllrs Boothman, Elborn and Gilmour and the Clerk will meet on 4 June to discuss the objectives of an environmental Working Group to be set up. **ACTION: Cllrs Boothman, Elborn & Gilmour & the Clerk**

18. DATE OF NEXT MEETING

The next meeting of the Parish Council, will be on **MONDAY 28 JUNE 2021**, 7:00pm. Location will be announced.

Signed:..... Date: