

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 3 February 2021, 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 Coordinator
There were three members of the public present, including D Cllr D Dew.

	ACTION
<p>1. APOLOGIES FOR ABSENCE There were no apologies for absence. C Cllr Bates was unable to attend.</p>	
<p>2. DECLARATIONS OF INTEREST There were no declarations of interest.</p>	
<p>3. PUBLIC COMMENT There was no public comment.</p>	
<p>4. MINUTES RESOLVED: The minutes of 6 January 2021 be agreed as a correct record. Proposed: Cllr Boothman; Seconded: Cllr Elborn. All in favour</p>	
<p>5. MATTERS ARISING Councillors were reminded to check and revise their Register of Disclosable Pecuniary Interests if necessary. Cllrs Boothman and Elborn and the Clerk attended a workshop run by the Centre for Sustainable Energy on a toolkit for monitoring the carbon footprint of a parish. It was felt that this was of some use and could feed into the environmental policy of the Parish Council. A small group of councillors will meet to discuss an environmental policy and it was also noted that more can be done to encourage recycling of waste from the pavilion and the playing field.</p>	PB, NE & BG
<p>6. DISTRICT AND COUNTY COUNCILLORS REPORT. HDC are still working on the budget; they are still not sure about the financial support they will receive from central Government. They are still supporting work to help those affected by the COVID pandemic. Reopening of the Council facilities and the towns will involve some work and extra funding. HDC have responded to the consultation on changes to the holding patterns for Luton Airport. HDC have also taken a lead role in the management of the response to recent floods. They are involved in reviewing the response to the floods and drainage problems. The new riverside park in St Ives is due to be handed over from the developers, which will provide a long stretch of open space in the area, from the former Golf course west along the Thicket footpath.</p>	
<p>7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT 7.1. To authorise payments due RESOLVED: The payments be approved.</p>	

<p>Proposed: Cllr Spearing, Seconded: Cllr Gilmour. All in favour. The bank balances were noted and all banks will be reconciled when up to date statements are received from the banks.</p> <p>7.2. Quote for Tree Work The Tree work that is required has been ordered and the Clerk will chase HDC planning for approval to carry this out.</p>	<p>Clerk Clerk & DB Clerk</p>
<p>8. TIMEBANK REPORT Reports have been circulated on the work that the Timebank has been involved in and is planning, such as a craft club and book club. Their work has been affected by the COVID pandemic and restrictions on meeting. A group of local Timebanks have applied for a joint grant of £5,000 to run a digital inclusion programme. The aim being to help people to connect online with activities and each other. The Timebank has a project making face masks that are sold in Our Shop; this has raised about £1,000 so far. The coordinator asked for all councillors to support the activities where possible and promote these in the parish.</p>	
<p>9. RISK REGISTER REVIEW The current documents were reviewed and have been amended as necessary. The actions generated from the previous update have been reviewed. Risk assessments of assets still need to be reviewed and updated. Recommendations for updates and changes have been highlighted. Some changes are needed to improve and standardise the layout of the assessments and registers. Suggested changes include improvements to the financial reporting, external factors, ensuring backups are done and these are available to the council. Security of data and compliance with ICO Regulations need to be confirmed. The Clerk will check the Parish Council insurance covers the risk of action 'by or against a councillor'. A draft year plan of council activity and Clerk's work has been produced and will be updated as the year progresses to capture all items. It was suggested that this should be available to all councillors and maybe a shared area could be set up to allow access to files. The Clerk will circulate the list of files in the office and ensure that information and access is made available in a regulated manner. It was agreed that councillors should be assigned responsibilities within this Risk policy and on the above reviews to bring matters to a conclusion. The actions will be reviewed at the next meetings. Concern was raised about storage of paper records and particularly the Burial Records, digitalisation will be investigated.</p>	<p>AS AS & Clerk Clerk Clerk Clerk AS Clerk</p>
<p>10. FLOODING 2020-21 Following the recent flood events in the area a joint review is being coordinated, and information collected from residents has been passed on to all agencies; the Environment Agency, Anglian Water and District and County Councils. HDC have circulated a flow-chart providing details of who to contact in the case of flooding and its implications. Councillor Keane is organising the formation of a Flood Action Group and will arrange an initial meeting. The Parish Council is happy to set up this group and retain a link and will develop a Flood Plan, it is hoped that other residents can take a lead and active role in this group</p>	<p>DK</p>

<p>There are many reports in this and neighbouring parishes of problems caused by overflowing foul water sewers and toilets that cannot be flushed. This is of great concern as it affects many elderly people in bungalows. The Parish Council will write to Anglian Water to express its concerns in addition to the reports that residents have made themselves.</p> <p>There is still a need to organise a meeting with the Environment Agency on riparian rights and beyond when the current situation is resolved.</p>	<p>DB & RB</p> <p>DK & Clerk</p>
<p>11. OPERATION LONDON BRIDGE</p> <p>This matter was discussed in February 2020 and has been brought forward for discussion. At the time other relevant groups within the village were contacted, but no progress was made. It was agreed that a condolence book and portraits suitably framed of the Queen and Duke of Edinburgh be sought. The church will be contacted again to allow coordination of activities. A website page will be set up to be ready when needed.</p>	<p>Clerk</p> <p>DB</p>
<p>12. PLANNING MATTERS</p> <p>12.1. <u>First floor extension over garage, in line with existing first floor existing building. Ground floor extension to front, between garage and main entrance, under existing flat roof line.</u> 5 Warren Close Wyton Huntingdon PE28 2AW Ref. No: 20/02510/HHFUL</p> <p>RESOLVED: Houghton & Wyton Parish Council recommend this application be APPROVED for the following reasons:</p> <p>No increase in footprint is proposed.</p> <p>The area is not a defined Character Area in the Neighbourhood Plan.</p> <p>The proposed side extension will be in-keeping with other recently extended houses with cladding applied across the whole of the first floor. Brickwork and windows will match the existing.</p> <p>The additional windows will not have a detrimental impact on neighbouring properties.</p> <p>No trees are affected by the proposals.</p> <p>Car parking will be slightly affected with the loss of the car port but there will still be space for two cars on the drive, in addition to the garage.</p> <p>The house overlooks the green of Warren Close but this proposal will not have a detrimental effect upon it.</p> <p>Relevant Neighbourhood Plan policies</p> <p>Policy HWNP1 - Houghton & Wyton Built up area</p> <p>Policy HWNP5 - Greens & Verges</p> <p>Policy HWNP14 - Flooding and drainage</p> <p>Proposed: Cllr Elborn; Seconded: Cllr Gilmour. All in favour</p> <p>12.2. <u>Residential occupancy of houseboat number 4 (east pontoon) on a sole residence occupancy in excess of 10 years. The houseboat is securely moored to land leased from Hartford Marina</u> Houseboat 4 East Pontoon Hartford Marina Banks End Wyton Huntingdon PE28 2AA Ref. No: 20/02376/CLED</p> <p>Houghton & Wyton Parish Council have no evidence of the length of occupancy of this dwelling by the resident. The Parish Council can therefore make no objections or support to this application.</p>	<p>Clerk</p> <p>Clerk</p>

<p>12.3. <u>residential occupancy of houseboat number 9(East Pontoon) on a sole residence occupancy in excess of 10 years. The houseboat is securely moored to land leased from Hartford Marina</u> Houseboat 9 East Pontoon Hartford Marina Banks End Wyton Huntingdon PE28 2AA Ref. No: 20/02419/CLED</p> <p>Houghton & Wyton Parish Council have no evidence of the length of occupancy of this dwelling by the resident. The Parish Council can therefore neither support or object to this application</p>	Clerk
<p>12.4. <u>S.73 application to vary condition 2 (approved plans) of consent ref: 18/01742/FUL dated 21/06/2019</u> New Manor Farm Sawtry Way Wyton Huntingdon PE28 2DY Ref. No: 20/02420/S73</p> <p>RESOLVED: Houghton & Wyton Parish Council have no objections to the variation to this approved application</p> <p>However, we will point out that, contrary to the officer's report, the building and work do NOT comply with HWNP Policy 15 or its justification, or with Objective 9. The Parish Council still stands by its original comments on this application Ref 18/01742/FUL and submitted on 28/09/2018, 12/11/2018 and 07/06/2019. Proposed: Cllr Boothman; Seconded: Cllr Gilmour. All in favour</p>	Clerk
<p>12.5. Houghton Grange Phase 2</p> <p>12.5.1. Consultations with neighbouring councils and Homes England</p> <p>Meetings with Homes England and the neighbouring parishes have been positive. St Ives Town Council have written to HDC in support of the proposals and objectives developed by this Parish Council. A similar response from Wyton on the Hill and the Hemingfords Parish Councils will be progressed.</p>	RB & PB
<p>12.5.2. Pre-application enquiry response from HDC</p> <p>HDC have agreed to meet with the Parish Council, Homes England and a representative from the Combined Authority to discuss Community Land Trust involvement and overarching planning policies. The outcome of this meeting will help to determine the future Parish Council action plans and priorities. D Cllr Dew stressed that the plans need to ensure that all the resulting open space can join up and be managed in a coordinated manner. There are, as yet, no details of the features, management and style of the St Ives Park; HDC are running a public competition to find a name for this area.</p>	RB & PB
<p>12.5.3. Formation of Community Land Trust</p> <p>Draft objectives and proposals have been produced; councillors were asked to submit any comments on this to Cllr Elborn over the next few days. Cllr Elborn and Skinner were thanked for their work on this.</p> <p>These aims and objectives can be used to apply for a grant to start up the Trust. The housing needs of the community need to be assessed. Cllrs Boothman, Guinea, Skinner and Spearing agreed to form this group.</p> <p>A meeting will be set up with Charles Roberts, deputy mayor of the Combined Authority and member of Streatham and Wilburton CLT, to obtain more information. It was agreed that relevant expertise is needed to make the CLT a success. The trustees of the Trust can be defined to allow residents of neighbouring areas to join in limited numbers; this will increase the expertise and breadth of knowledge.</p>	RG PB
<p>AECOM have announced that the public consultation on the proposals for Houghton Grange phase 2 will start on 3 March. The Parish Council has been invited to a pre consultation workshop on the evening of 2 March. Ten printed</p>	All Cllrs

<p>copies of the plans have been requested.</p> <p>12.6. Other Planning Matters</p> <p>There has been no further update on the enforcement action at The Russetts. The Clerk will check whether a weekly list of new applications can be regularly obtained from the HDC Planning website; this service used to be available but has not been available recently.</p>	<p>DK Clerk</p>
<p>13. PROJECTS IN THE PIPELINE</p> <p>13.1. Cemetery Extension – pre-application enquiry</p> <p>The applicant for this has been changed to Campbell Buchan George and the relevant fee for the pre-application meeting paid. A date is awaited from HDC.</p> <p>13.2. HDC CIL funding application – A1123 pedestrian/cycleway</p> <p>All the CIL funding requests will go the Overview & Scrutiny Panel at HDC and then to the Cabinet. Several other parties are showing interest in this application.</p> <p>13.3. A1123 Speed Reduction initiative – next steps</p> <p>The report from the consultants was sent to the Executive Director of County Council Highways. The response was simply to recommend an LHI bid and explain the process. C Cllr Bates suggested the current LHI bid for Mill Street be withdrawn and to resubmit this project with the report. It was agreed to retain the current LHI bid and consider submitting the A1123 Speed Reduction at the next round and question the County Council as to why our evidence-based report cannot be considered on its merits.</p> <p>13.4. Parish Tree Work</p> <p>Several trees have been removed from over the Back Brook by the Environment Agency; there are several others leaning across the ditch in this area and they will be monitored.</p> <p>13.5. Lych Gate and War Memorial at Houghton Cemetery</p> <p>Work is due to start on the Lych Gate on 12 February. The structure will be dismantled and be built in new timber in a workshop and constructed on site later. The Clerk will ensure that the cemetery is closed during this.</p>	<p>DK RB Clerk</p>
<p>14. CORRESPONDENCE</p> <p>Email from Community Roadwatch – Making Sawtry Way safer in 2021-22</p> <p>This is the first contact from this Community Interest Company in relation to an LHI bid they have submitted to reduce the speed limits along the B1090, asking for the Parish Council to support this bid. This Parish Council have had no contact about concerns or this initiative from residents of this parish. The Parish Council supports authorised safety improvements on all roads within its parish. In light of the ongoing work on the A141 Huntingdon Capacity Study and the St Ives Area Transport Study, both of which will affect the B1090, Houghton & Wyton Parish Council will take a view on the specific speed limits when this study is concluded.</p>	<p>Clerk</p>
<p>15. ANY OTHER BUSINESS</p> <p>There is a vacancy for a school governor at Houghton School. Cllr Keane is now a member of the Cambridgeshire and Peterborough Association of Local Councils board.</p>	
<p>16. DATE OF NEXT MEETING</p> <p>The next meeting of the Parish Council, will be on Wednesday 3 March 2021, 7:00pm. The meeting will be held remotely using Zoom.</p>	

Signed:..... Date: