

## HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 3 March 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

There were three members of the public present, including D Cllr D Dew.

	ACTION
<p><b>1. APOLOGIES FOR ABSENCE</b>                      There were no apologies for absence. C Cllr Bates was unable to attend.</p>	
<p><b>2. DECLARATIONS OF INTEREST</b>                      Cllr Keane declared an interest in item 7.2 as a member of the CAPALC Board.</p>	
<p><b>3. PUBLIC COMMENT</b>                      A member of the public asked if the Parish Council had responded to the consultation on the A141 Huntingdon Capacity Study. The Council is discussing this later in the meeting.</p>	
<p><b>4. MINUTES</b>  <b>RESOLVED:</b> The minutes of 3 February 2021 be agreed as a correct record.                      Proposed: Cllr Spearing; Seconded: Cllr Boothman. All in favour</p>	
<p><b>5. MATTERS ARISING</b>                      The Clerk is working with the Tree Wardens to procure and plant a tree in memory of a former Tree Warden.                      The Clerk will register the Common Land in Parish Council ownership.</p>	Clerk  Clerk
<p><b>6. DISTRICT AND COUNTY COUNCILLORS REPORT.</b>                      D Cllr Keane reported that HDC have approved their budget for 2021/22. There will be no increase in the HDC proportion of the Council Tax.                      The cases of COVID in the area is stable.                      A regeneration of St Neots is planned with a budget of £12million, this will be funded from the CIL income and various other funding avenues.                      The report from the Overview and Scrutiny Panel on the flooding Dec 2020 – Jan 2021 is awaited.</p>	
<p><b>7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT</b>  <b>7.1. To authorise payments due</b>  <b>RESOLVED:</b> The payments be approved.                      Proposed: Cllr Elborn, Seconded: Cllr Gilmour. All in favour.                      The bank balances were noted. The Clerk will check the accuracy of the budget report in relation to some entries.</p>	Clerk  Clerk
<p><b>7.2. CAPALC – to make a decision on renewing membership</b>  <b>RESOLVED:</b> It was agreed to renew membership of CAPALC for the coming year at the cost of £500. Proposed: Cllr Gilmour, Seconded: Cllr Skinner. For: 8, Abstentions: 1</p>	Clerk
<p><b>7.3. Report on the Precept and tax base 2021/22</b>                      The precept has been confirmed by HDC at £73,800. The increase per household is approximately 4p per week.</p>	

<p><b>7.4. To agree meeting dates for 2021/22, including dates for the Annual Parish Meeting 2021 and Annual General Meeting of the Council 2021</b></p> <p>The Annual Meeting of the Council will be held on Wed 5 May, 7pm via Zoom. The Annual Parish Meeting will be provisionally held on 23 June. The Parish Council chose to delay the meeting in the hope that it can be held in person rather than remotely, as this will be more beneficial to the community. The agenda, hopefully will include representatives from the Environment Agency and Anglian Water to discuss the recent flood events and problems encountered.</p> <p><b>7.5. Replacement of fence to the south of the Bowls Green – to make a decision on contractor</b></p> <p><b>RESOLVED:</b> G Leggett will be asked to replace this fence at a cost of £2,450. The Parish Council was informed that materials may be in short supply due to the pandemic; Mr Leggett is happy to complete the work when he can and liaise with the resident to the South of the Bowls Green.</p> <p>Proposed: Cllr Bonny; Seconded: Cllr Guinea. All in favour</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>8. RISK REGISTER UPDATE</b></p> <p>The Risk Register has been amended as agreed at the February meeting. Risk Assessments of physical assets will be scheduled to take place when 'lockdown' rules allow.</p> <p>The Clerk is waiting for the insurance brokers to revert with some answers to questions posed.</p>	<p>Clerk</p>
<p><b>9. FLOODING 2020-21</b></p> <p>The Houghton &amp; Wyton Community Flood Action Group was formed at its first meeting on Sun 21 Feb, this will be a working group under the Parish Council, with Cllr Keane acting as liaison. The group has joined the National Flood Forum and appointed an interim Chair, Steve Hodgson and Secretary, David Keane. The group will focus on education, planning and preparation, and communication. The next meeting will be on Monday 22 March at 7pm and the group can be contacted at <a href="mailto:office.hwcfag@gmail.com">office.hwcfag@gmail.com</a> or via Facebook @hwcfag.</p> <p>It was agreed that a resident can write a draft Disaster Action Plan for the Parish Council in tandem with the above.</p>	
<p><b>10. OPERATION LONDON BRIDGE</b></p> <p>A draft protocol will be amended and has been agreed for the action to be taken on the death of the Sovereign or senior royal. Preparations will be made so that the actions can be taken as smoothly as possible after a death is officially announced. The protocol will be shared with the church and other groups in the village as deemed necessary. The necessary preparations for the website have been made with the help of the very efficient response from the developer of the Spanglefish software.</p>	<p>Clerk</p>
<p><b>11. PLANNING MATTERS</b></p> <p><b>11.1. <a href="#">Demolish existing log store &amp; construct utility/wc extension</a></b> Thatched White Cottage Huntingdon Road Wyton Huntingdon PE28 2AD Ref. No: 21/00177/HHFUL</p> <p><b><a href="#">Demolish existing log store &amp; construct utility/wc extension</a></b> Thatched White Cottage Huntingdon Road Wyton Huntingdon PE28 2AD Ref. No: 21/00178/LBC</p>	<p>Clerk</p>

**RESOLVED:** Houghton & Wyton Parish Council recommend this application be APPROVED for the following reasons:  
The oak frame extension will be in keeping with the rest of the house and make a practical, yet sympathetic addition.  
It was felt that HDC Conservation officers were best placed to ensure that the features were in keeping with the most relevant style.  
Proposed: Cllr Gilmour; Seconded: Cllr Boothman. For: 8, Abstentions: 1.

**11.2. [Application for removal of Condition 2 \(Plans\) following grant of planning permission reference 19/00279/FUL](#)** Eagle Mill Country Boutique Rooms Houghton Hill Houghton Huntingdon PE28 2BS Ref. No: 21/00131/S73

**RESOLVED:** Houghton & Wyton Parish Council recommend this application be **APPROVED** for the following reasons:  
This is for amendments to an application approved in 2019. The footprint is now smaller than original and will not affect any of the existing trees.  
Proposed: Cllr Keane; Seconded: Cllr Gilmour. All in favour.

**11.3. [Demolition of Existing Carport & Erection of Detached Two Bedroom Dwelling incorporating Revised Access, Parking & Turning + Associated Site Works.](#)** 1 Hill Estate Houghton Huntingdon PE28 2BF Ref. No: 20/02230/FUL

**RESOLVED:** Houghton & Wyton Parish Council recommend this application be **REFUSED** for the following reasons:  
This proposal is contrary to the following policies:  
Houghton & Wyton Neighbourhood Plan, Policy17 – Design of new developments – this proposal does not respect or respond positively to the distinctive features of the Character Area within which it would sit, ie Hill Estate, which are all sited on spacious plots. This also destroys the spacious plot of 1 Hill Estate  
within the HDC Local Plan:  
LP9 c: This development will have a negative impact on the immediate locality  
LP11 5.55 Design Context: The proposed development does not respond positively to its context or the surrounding area.  
LP14 5.23 Amenity: this proposal will negatively impact on both neighbouring properties as it is 'shoehorned' in between them. This leaves it with a small, impractical garden and a shared, narrow access alley between this and 1 Hill Estate  
Within the NPPF:  
Annex 2, Glossary, Definition of previously developed land – residential gardens within the Built-up area are defined as green space and therefore should not be built on.  
Section 11, 122, D: making effective use of land.  
Section 12, 127, C & D Achieving well designed spaces: this is not sympathetic to local character of the area.  
The infill nature of the proposed development and the close proximity to the neighbouring properties of 1 Hill Estate and The Oaks is contrary to both the character of the adjoining Hill Estate and the conservation area of Houghton Hill Road.

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The proposed development is sited forward of the original building line of 1 Hill Estate and well forward of The Oaks, leading to inappropriate massing and scale and significant impact on the outlook from the front of The Oaks. Two additional car parking spaces are proposed in the site, leading to more traffic movements at an already acknowledged accident black-spot on Houghton Hill.

The intensification of the use of the site would result in an increase in noise and disturbance to both adjoining properties.

There is insufficient information provided on the measurements of the plot, property or distances between buildings and neighbouring properties. The impact on the street scene and Character Area have not been assessed or shown diagrammatically. The Design and Access Statement focusses solely on the heritage aspects and Conservation Area.

There is a proposal to remove a tree that is not on this site, but in the neighbouring garden.

The Materials proposed, ie dark grey UPVC and cladding are not in keeping with other nearby buildings.

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

#### **11.4. Houghton Grange Phase 2**

##### **11.4.1. Community Land Trust - next steps.**

Full membership of the Community Land Trust Network is completed. An application has been made for a grant to setup the Trust to the Cambridgeshire and Peterborough Combined Authority which will be decided at their meeting on 15 March.

##### **11.4.2. Homes England/AECOM – preview/public consultation**

The consultation on this outline planning proposal runs from 3 March to 14 April. 4,000 households in the area will receive a postcard from Homes England to invite them to take part in the survey. This can be done online at [houghtongrangefield.consultation.ai](http://houghtongrangefield.consultation.ai) or a pack can be requested by calling 0800 0541 126.

The Parish Council will get more information to the residents within a matter of days to gauge the opinions of the residents and put across the Parish Council opinion. This will also be put on the Parish Council Facebook and website. This can also be shared with neighbouring councils.

A briefing newsletter will follow before the end of March to all residents to outline the proposals of the Parish Council including to set up a Community Land Trust.

##### **11.5. The Russetts, Thicket Road, Houghton, PE28 2DB - Breach of Planning Control Enforcement Case Ref 20/00240/ENURES**

HDC Planning has informed the Parish Council that the owners are planning to submit a Certificate of Lawful Development in relation to the 'caravan'. This will be monitored.

##### **11.6. Eastern Community Homes**

This is a group affiliated to Cambs ACRE that is involved in Community led housing locally. There are several webinars being held 16-18 March that could be useful to the Parish Council in relation to a Community Land Trust.

##### **11.7. A141 Consultation**

The Cambridgeshire and Peterborough Combined Authority are consulting on plans for potential improvements to the A141 and roads around Huntingdon. This can be accessed at <http://www.youra141.co.uk/> or by calling 08000487253

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<p>and closes on 15 March. There are six options they are consulting on. This has been publicised on the Community Facebook. The Parish Council will respond. There is also a study being carried out on options to improve the road network around St Ives.</p>	Clerk
<p><b>12. PROJECTS IN THE PIPELINE</b></p> <p><b>12.1. LHI Application Mill Street – outcome</b> Cllr Keane presented the Parish Council case for the HDC preferred options on this application. An update and decision is awaited.</p> <p><b>12.2. Land West Of Houghton Cemetery – report</b> HDC have declined the request for a pre-application meeting. It is now unclear when we will receive a response to the planned proposals. Campbell Buchanan George will report as soon as they receive further information from HDC.</p> <p><b>12.3. A1123 Speed reduction initiative</b> A reply is awaited from the County Council officers following their dismissal of this project. The Representative from SLR consulting, who carried out the Highways report, has offered to speak to them and a response will be awaited.</p> <p><b>12.4. Parish Tree Work</b> HDC has given no response or acknowledgement to the application to carry out this work. The contractor is happy to carry out work that does not need permission, but this may mean leaving other work until the autumn. The Clerk will contact the HDC Tree Officer again and negotiate with them and the contractor to get as much work as possible done soon.</p> <p><b>12.5. Lych Gate and War Memorial at Houghton Cemetery</b> The restoration and repair work to the War Memorial has been carried out to a high standard. This will be paid for and the amount reclaimed from Grantscape. The new Lych Gate should be erected in April.</p>	Clerk          Clerk  Clerk
<p><b>13. CORRESPONDENCE</b></p> <p>High Hedges complaint – resident. A resident has been in touch with HDC about trees and hedges on his neighbour’s land that are overshadowing and causing problems with the thatch on his house. He is not satisfied with the response and decision from HDC in relation to his property within the Conservation Area. He has kept the Parish Council informed on this issue and asked if the Parish Council has been consulted. The Clerk confirmed that HDC had not contacted the Parish Council. The Parish Council consider this to be a neighbour dispute.</p> <p>Houghton Mill Custodian –A new custodian has been appointed and a meeting will be arranged between her and the Clerk.</p> <p>St Ives Eco-Action – This group has contacted the Parish Council offering to help with the CIL application for an extended footpath/cycleway alongside the A1123. They will be thanked and their offers taken when appropriate.</p>	Clerk  Clerk
<p><b>14. ANY OTHER BUSINESS</b></p> <p>The Community Carbon Footprint Tool, from the Centre for Sustainable Energy has gone live and the link will be circulated to the other councillors.</p> <p>It was suggested that if there are any suppliers that will provide energy saving initiatives, such as LED lightbulbs, they could be invited to attend the APM or other events to promote their products.</p> <p>It was reported that there has been a lot of parking in Thicket Road opposite The Elms and at the entrance to Love Lane. This is causing damage to the</p>	Clerk  Clerk

<p>verges and path surface. The Clerk will contact County Council Highways with regard to legal methods to deter this before it gets out of hand.  The Chair will write a letter to the Chief Constable and Acting Police and Crime Commissioner to ask for more action and support following ongoing incidents in relation to one of the councillors and emphasising no positive action represents a threat to local democracy.</p>	<p>RB</p>
<p><b>16. DATE OF NEXT MEETING</b>  The next meeting of the Parish Council, will be on Wednesday 7 April 2021, 7:00pm. The meeting will be held remotely using Zoom.</p>	

Signed:..... Date: .....