

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 6 January 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 five members of the public present.

	ACTION
<p>1. APOLOGIES FOR ABSENCE There were no apologies for absence. D Cllr Dew and C Cllr Bates were both unable to attend.</p>	
<p>2. DECLARATIONS OF INTEREST There were no declarations of interest.</p>	
<p>3. PUBLIC COMMENT It was agreed that members of the public could comment on the specified items within the agenda.</p>	
<p>4. MINUTES RESOLVED: The minutes of 2 December 2020 be agreed as a correct record. Proposed: Cllr Spearing; Seconded: Cllr Gilmour. All in favour</p>	
<p>5. MATTERS ARISING It was noted that the Common Land in the parish still needs to be registered. A tree is yet to be planted in memory of a previous Tree Warden. It is noted that the National Trust has not provided any emergency contacts in case of problems at Houghton Mill, they will be asked for these. Cllr Elborn reported that the suggestions for signage has been passed onto the Great Ouse Valley Trust.</p>	Clerk Clerk
<p>6. DISTRICT AND COUNTY COUNCILLORS REPORTS D Cllr Keane reported that with a new lockdown the District is administering the grants available for businesses and will have to revisit their budget in light of more closures to One Leisure etc.</p>	
<p>7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT 7.1. To authorise payments due RESOLVED: The payments be approved. Proposed: Cllr Gilmour, Seconded: Cllr Skinner All in favour The Clerk will circulate the up to date bank balances and budget report. 7.2. Risk Assessment Reviews Cllrs Bonny, Skinner and Spearing have started this review and will arrange a meeting again before the February meeting where they will report their recommendations. 7.3. To make a decision on the Clerks attendance at the online SLCC conference, Feb 2021 It was agreed that if the Clerk thought this was worthwhile she should book to attend the conference.</p>	Clerk Clerk DB, SS, CS Clerk

<p>7.4. Update councillors Register of Disclosable Pecuniary Interests The forms and accompanying notes will be circulated again.</p>	Clerk
<p>8. MEETING WITH ENVIRONMENT AGENCY A meeting was arranged with a representative of the Environment Agency prior to the recent potential flooding events. This was to discuss riparian rights and responsibilities of land owners, it will probably be expanded to include the flood problems, pollution and water management. It was agreed that Cllr Keane will lead this meeting and Cllrs Boothman, Gilmour and Spearing will attend. The Clerk will arrange this meeting over Zoom. A resident with knowledge of this subject suggested that discussions were needed about the state of the floodbanks and involving other agencies with relation to flood risk and management. He has offered to attend the meeting on 18 Jan if this is helpful.</p> <p>A meeting was held on 6 Jan organised by HDC and including CCC, EA and Hemingford Abbots, Hemingford Grey and Houghton & Wyton Parish Councils. This was mainly an exercise to gather local information and feedback on flooding in the area. This is being carried out in all areas that were affected. Notes from these meetings will go to the Overview & Scrutiny Panel at HDC. It was agreed that the parish flood plan needs to be completed and include information for residents on how to prepare themselves and up to date contacts.</p> <p>There was a call for specific information on the floods, depths, sites, timings etc will help the agencies to improve their modelling and predictions. Some residents have already provided details of some problems they have encountered. Any information can be passed to the Parish Clerk.</p> <p>It was noted that there were problems with sewage coming up from the drains, that had been overwhelmed with runoff and surface water. This would indicate that the pipes are 'leaky' and letting run off water into the foul-water pipes. It is recognised that the flood defences and the work of the EA have prevented flooding in the parish, and it is important to work with them.</p> <p>Cllr Keane will collate the questions and issues we have for the EA and let the current representative have advance notice of these for the meeting on 18 Jan.</p> <p>Information and concern provided by the public to date has been noted. It was noted that any development can exacerbate the problems, and change the behaviour and scale of the flooding; therefore, the defences need to be maintained up to date.</p> <p>It was noted that Wyton on the Hill had localised flooding due to the overwhelming of the drains. The runoff from the high ground is also a concern for this parish and also into St Ives.</p> <p>It was also noted that the pumping station at the end of Thicket Road is inoperable and a concrete pad was installed there to site a temporary pump if needed. This was not used on this occasion.</p>	<p>DK, PB, BG, CS Clerk</p> <p>DK</p>
<p>9. PLANNING MATTERS 9.1. Houghton Grange Phase 2 9.1.1. Parish Questionnaire The responses to this have been analysed, and will be circulated to Homes England in due course and also to neighbouring Parish and Town Councils as appropriate. However, it was agreed that a more specific questionnaire for parish residents was required to assess housing needs, with particular reference</p>	

<p>to affordable housing. A representative from the Community Shop asked if any questions about Community Need and Cohesiveness could be included on that questionnaire. Cllr Baxendale will liaise with the Shop Committee.</p> <p>9.1.2. Consultations with neighbouring councils A Meeting with Hemingford Grey and Abbots was held to share the details of the Masterplan commissioned by the Parish Council for the Houghton Grange site. They are supportive of these principles, particularly the environmental proposals. A meeting was also held with two representatives of St Ives Town Council. They have asked for the alternative masterplan and development objectives to be presented to their Planning Committee on 27 Jan. Cllr Baxendale will speak to Wyton on the Hill Parish Council on Thurs 14 Jan to share these details.</p> <p>9.1.3. Pre-application enquiry response from HDC The Mayor of the Combined Authority and the leader of HDC have been briefed about the lack of engagement from HDC Planning and the interest in a Community Land Trust and a housing project on the Houghton Grange phase 2 site. Replies will be awaited before further requests for a meeting with HDC are made.</p> <p>9.1.4. Formation of Community Land Trust Membership of the Community Land Trust will be applied for. Councillors will meet to discuss the formation of a CLT in the parish.</p> <p>9.2. Other Planning Matters There has been no further update on the enforcement action at The Russetts.</p>	<p>RB</p> <p>RB, PB, Clerk</p> <p>RB</p> <p>Clerk</p> <p>DK</p>
<p>10. PROJECTS IN THE PIPELINE</p> <p>10.1. Cemetery Extension There has been no further update to this pre-application enquiry. If a full application is submitted, the Parish Council will ensure that it is not in the name of the Parish Council, as they did not initiate the action and do not support the moving of the footpath. The only aspect of this application that involves the Parish Council is a further extension to the current cemetery and the offer of further land for a car park. Community benefit is offered in the form of the construction of the car park and the footway along the A1123 from the cemetery to the bus stop and crossing; this benefit would only relate to this application for two dwellings.</p> <p>10.2. HDC CIL funding application – A1123 pedestrian/cycleway Following the submission of this application more information was requested by 4 Jan. This was impossible to provide. There will be a chance to submit the application again with the further information in the next six months. It was pointed out that this extra time would allow for gathering of more information and a fuller consideration of the scope of the application.</p> <p>10.3. A1123 Speed Reduction initiative The report commissioned by the Parish Council has been forwarded to the appropriate officers at the County Council and they have been asked what next steps they recommend and how the Parish Council can support this.</p> <p>10.4. Bowls Club fence RESOLVED: the contract for the fencing between the Bowls Green and the Field will be let to Huntree Fencing. The timescale for the work will be checked and carefully monitored.</p>	<p>DK</p> <p>DK</p> <p>Clerk</p>

<p>Proposed: Cllr Guinea; Seconded: Cllr Skinner. All in favour. The fencing on the other side of the Bowls Green has also been examined and the advice of local tradesman will be taken on its replacement. The Parish Council is aware that some goods are in short supply at the moment. Land registry details will be checked for ownership.</p>	Clerk
<p>10.5. Parish Tree Work A quote for the most urgent work to trees on Parish Council land has been received. This will be forwarded to the Tree Wardens for confirmation.</p>	Clerk
<p>RESOLVED: the quote for this work will be accepted. Proposed: Cllr Elborn; Seconded: Cllr Spearing. All in favour The Clerk will contact HDC as some of the work will require permission for work within the Conservation Area. The Parochial Church Council will be made aware of the work to trees in the churchyard.</p>	Clerk
<p>10.6. Lych Gate and War Memorial at Houghton Cemetery It is hoped that work on the Lych Gate will start in February. The work on the War Memorial should start in early February. The initial payments have been made to the contractors and this has been reclaimed from Grantscape. A resident has pointed out that the ditch at the front of the cemetery is quite silted up and may need to be cleared out. The Clerk will look at this.</p>	Clerk
<p>11. CORRESPONDENCE Highways Service Stakeholder Survey The Clerk will respond to this survey Carbon Footprint Tool workshop Cllrs Boothman and Elborn and the Clerk will attend this meeting on 12 January. Bowls Club MacMillan Quiz The Club have asked if they can use the Parish Council Zoom account to host this fundraising quiz. It was agreed that this might encourage other clubs to ask for access and could be a security risk to the Parish Council. The Parish Council does support this initiative and will help in any other way it can.</p>	Clerk PB, NE Clerk Clerk
<p>12. ANY OTHER BUSINESS The yellow lining around the junction of Victoria Crescent has been completed. It was noted that work has been underway in the Thicket footpath, it is confirmed that the Cambridge Water company have been working on a water main. It was noted that the warning sign stated the 'Cycleway' was suspended. The Rights of Way officer at CCC has been contacted, but there has been no reply. Thanks were expressed to the Parish Council staff for their work over the past year and the Timebank volunteers for making this parish a better place to live. The Timebank is planning on joining with some other local Timebanks to apply for Innovate and Cultivate Funding for digital inclusion.</p>	
<p>13. DATE OF NEXT MEETING The next meeting of the Parish Council, will be on Wednesday 3 February 2021, 7:00pm. The meeting will be held remotely using Zoom.</p>	

Signed:..... Date: