

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 6 October 2021, 7:00pm.

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

Staff present: Lane Thompson, Timebank Coordinator

There was 1 member of the public present.

1. APOLOGIES FOR ABSENCE

Apologies were received from D Cllr Dew. The Parish Clerk was unable to attend.

2. DECLARATIONS OF INTEREST

Cllr Boothman declared a non-pecuniary interest in item 8.2 as a neighbour of the applicant.

3. PUBLIC COMMENT

A resident asked if there had been an appointment of new handyman. This has not been discussed by the Parish Council.

It has been sadly announced that the editor of the village magazine has passed away. Condolences from the Parish Council were passed on to her family.

4. MINUTES

RESOLVED: The minutes of the Parish Meeting of 8 September 2021 be agreed as a correct record.

Proposed: Cllr Gilmour; Seconded: Cllr Baxendale. For: 7 Abstentions: 2

5. MATTERS ARISING

The Action List was reviewed and the following updates noted.

Memorial Tree to be planted within the next eight weeks.

Common Land – information gathered and forms completed, to be sent as soon as possible.

Risk Assessments – Pavilion and Clock Tower are the major assets to be assessed. Minor assets will have condition reports carried out initially. The Pavilion will be covered while looking at the entire Playing Field and the Clock Tower Risk assessment will be progressed. It was noted there is a recent condition report on the Clock Tower.

Footpaths to be cut: this needs to be progressed. Thanks were expressed to a resident for cutting the path in the wildflower garden.

Queens Jubilee: following publicity there have been a few volunteers and a meeting will be arranged.

Queen's Green canopy: Tree Wardens have highlighted some sites and a meeting will take place to discuss these sites. It has been suggested that every household in the parish be asked to plant a tree or suitable plant in their own garden. The provision of trees through the Woodland Trust will be investigated. It was suggested that it might be worth finding out how many trees have been felled in the past few years. Cambs ACRE are hosting an online briefing on this subject with on 26 Oct; Cllrs Elborn and Skinner and the Clerk will attend. **ACTIONS: NE & Clerk**

Electricity supply at the Clock Tower: ongoing

Stagecoach bus timetables: a response has been received, but is not entirely satisfactory.

Vehicle use on Thicket path: no response from the CCC officer.

Cemetery Hedge: Money remaining from a grant is available for this. Quotes will be obtained.

LHI Mill Street– the Parish Council contribution needs to be included in the budget.

6. DISTRICT AND COUNTY COUNCILLORS REPORT.

D Cllr Keane: HDC is running a 'Welcome Back' fund to get people back to the towns, and a photographic competition 'Capture what captures you'. Photo entries should be submitted to welcomedback@huntingdonshire.gov.uk, with the subject line "Capture What Captures You photo competition" in the subject line by midnight on 31st October.

The roof at Pathfinder House is being improved to prevent heat loss

Huntingdonshire is in the top quartile for recycling in the country for District Councils.

There is an investment plan for save over 400 tonnes of CO2.

The waste team is looking at ways to increase recycling and make sure that residents are aware of what can go in each bin. It was suggested that more could be done to encourage home composting and reduce waste.

The refuse collection team has responded well to the recent challenges; increased collections and training of managers in operating on the streets when needed.

Planning: D Cllr Keane agreed to ask if there was any update on a proposed meeting with HDC Planning about the Neighbourhood Plan and updates to the HDC Local Plan.

7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT

7.1. To authorise payments due

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

Proposed: Cllr Guinea, Seconded: Cllr Gilmour. All in favour.

7.2. Make a decision on Contractor for Tree Survey 2021

The three quotes obtained vary vastly in cost. The contractors will be contacted to clarify the scope of the survey and the reasons behind the difference in costs. **ACTION:** Clerk

7.3. Make a decision on cancellation of Zoom annual subscription

RESOLVED: The annual subscription will be cancelled.

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

ACTION: Clerk

7.4. Make a decision on ordering bark for play area surface

RESOLVED: Up to £500 be allocated to top up the bark at the Play Area. The surface will be reviewed as a project for next year.

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

ACTION: Clerk

8. PLANNING MATTERS

8.1. [Proposed demolition of existing single storey covered store and replacement thereof with single storey extension to improve kitchen sitting area, utility and wc. Black weatherboarding on dwelling to be replaced with render to match the cottage](#) Thatched White Cottage
Huntingdon Road Wyton Huntingdon PE28 2AD Ref. No: 21/02115/HHFUL

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Huntingdon Road Wyton Huntingdon PE28 2AD Ref. No: 21/02116/LBC

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

Footprint is slightly smaller and the design simpler than the previous application.

The new design reduces the width of the extension and makes the roof symmetrical. The extension will be rendered to match the existing and in keeping with the style of the existing building.

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

8.2. T1) - Willow tree. To remove to ground level due to size, position and has negative lean over driveway. Removing this tree will allow more light and room for the tree behind. The Millers House Thicket Road Houghton Huntingdon PE28 2BQ Ref. No: 21/02104/TREE

RESOLVED: Houghton & Wyton Parish Council recommend that this application be **APPROVED**

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

8.3. to Pollard / Reduce crown to previous level to 10 off weeping Willows to rear of Houghton Hill House Houghton Hill House Houghton Hill Houghton Huntingdon PE28 2BS Ref. No: 20/02289/TREE

RESOLVED: Houghton & Wyton Parish Council recommend that this application be **APPROVED** as repollarding is beneficial for the health of the trees

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

8.4. Houghton Grange phase 1

Groundworks and demolition have been started and the building program will follow.

8.5. Homes England – update

The refusal of the Freedom of Information request has been referred to the Information Commissioner's Office. There has been another communication from Homes England saying there will be a response by 20 Oct. Community Liaison at Homes England have been asked again for a meeting, a response is awaited. The timetable for the planning application is not known and it is hoped that a further consultation will be made before a formal application is received.

8.6. Community Land Trust (CLT)

More information is needed before a committee is formed. It is noted that CLTs and similar organisations are being very successful nationally.

9. LAYBY ON A1123

RESOLVED: Up to £2,000 be allocated to fund an application for a Traffic Order, administration and signage. The police will be asked for comments to progress the application.

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

ACTION: RB & Clerk

10. HOUGHTON CEMETERY

Councillors are asked to review the proposed regulations.

Fees at local cemeteries have been compared to ensure any increases are in line with these. A decision will be made at a future Parish Council meeting.

Cemetery Extension: The Planning application requires a landscaping plan. Cllr Elborn has produced a suggestion for this and will work with the Clerk to respond to the Planning Department. Quotes will be obtained for this work.

ACTION: NE & Clerk

11. FORMATION OF ENVIRONMENT AND CLIMATE CHANGE WORKING GROUP

RESOLVED: the terms of reference for the Environment and Climate Change Working Group be approved, and will form an over-arching strategy to inform future Parish Council decisions. These will be a working document that will develop over time.

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

An area on the website could be developed to provide relevant information to the community. It was agreed that when the Neighbourhood Plan is revised these principles need to be included. Work will be started on an audit of the emissions etc for the Parish Council and even the Parish as a whole.

12. TIMEBANK

A report from the Timebank was received.

It was noted that it is the fifth anniversary of the Timebank. The coordinator confirmed that she intends to follow the care aims of the Timebank, but also hopes to meet further needs, such as the digital inclusion initiative. The coffee mornings at the St Mary's Centre on the second and fourth Weds have restarted. Numbers attending are currently lower than pre-pandemic, and ideas to increase numbers or refresh the event are being looked at.

A survey of members pre-pandemic showed most were generally happy with the events and programme of Timebank. It may be time to carry out a new survey in light of the pandemic and new members.

The coordinator agreed it would be good to keep watch on the numbers of people who may still be isolating or isolated.

It is important to retain and engage the new volunteers that were gained during the pandemic.

The Community Flood Action Group is looking for volunteers for activities and hope to organise this through the Timebank.

The Timebank was thanked for all its help to the community during the pandemic. But it is important to not lose the impetus and new members and develop in the community.

It was suggested that maybe the village groups could work with Timebank to encourage and help develop the membership of these groups.

A program of 'befrienders' in the community was suggested, potentially linking neighbours to encourage social interaction. There are many resources available.

It was agreed that the Timebank Constitution needed to be reviewed. Cllr Skinner and Boothman agreed to help. **ACTION: LT, AS & PB**

13. CONSULTATION ON "CREATING A VISION FOR THE OXFORD-CAMBRIDGE ARC"

D Cllr Keane was not aware of any response from HDC or if this links to the HDC Local Plan. If this response is available, it will be shared with councillors. The Parish Council will not make a response to this consultation.

14. PROJECTS IN THE PIPELINE

14.1. Land West of Houghton Cemetery

There is no update on this proposal.

14.2. A1123 Speed Reduction Local Highway Initiative 2022/23- update

This has been submitted to CCC and the next stage of the application is awaited. Cllr Baxendale recommended that the representative of SLR, who helped with the application, be involved in any ensuing meetings with CCC.

14.3. Mill Street Local Highway Initiative 2021/22

This project is going ahead. C Cllr Dew will be asked to provide information on the next stage. **ACTION: DK**

14.4. HDC CIL application for Pedestrian Cycle way A1123

An application is being prepared for a future submission date. Extra funding will be needed to help progress this project. **ACTION: DK & RG**

15. CORRESPONDENCE

- Yellow lines on Huntingdon Road – a request had been made that the new restrictions be extended further west as parked cars often restrict the width of the road, preventing large vehicles passing. Although the problem was acknowledged, it was recognised that the cost and procedure involved in this is restrictive, especially if CCC would only consider this under an LHI bid. The

Council also felt that an increase in road markings would further urbanise the village. **ACTION: Clerk**

- St Mary's Churchyard trees – These lime trees were surveyed in 2019 and will be assessed again in a forthcoming survey, and work carried out as necessary. **ACTION: Clerk**
- CLT AGM 20 November – Cllr Boothman will attend if possible. **ACTION: PB**
- Disabled Access to the Pavilion – While it is appreciated that access should be available for all, concern was expressed that outdoor mobility scooters should not be entering the building as the flooring and threshold could be damaged. The use of wheelchairs designed for internal use would be acceptable. It was noted that ramps are provided at all access and egress points. **ACTION: Clerk**
- Trees on Meadow Lane, behind Home Farm Road – Some trees have been severely cut back from the boundary of properties and the undergrowth cleared. The land here is registered Common Land and has been maintained by the Parish Council for many years. The Parish Council is applying to register ownership of this land. These trees are covered by a Tree Preservation Order TPO 004/68. The Clerk will discuss this with the HDC Tree Warden. It was felt that residents should be informed that many trees are protected by TPOs and cannot be cut without permission from HDC. **ACTION: Clerk and NE**
- Vegetation on footpaths – A resident had complained about vegetation from gardens growing over pavements and preventing pedestrians or wheelchairs etc from using the path. Any incidents can be reported to Cambs County Council on 0345 045 5212 or www.cambridgeshire.gov.uk. This will be mentioned in the next article for the village magazine.
- Bowls Club fee – The Bowls Club have responded to the reduced invoice for 2021 season by only paying part of the amount owed. Councillors will arrange a meeting with representatives to attempt to resolve any outstanding issues. It was unanimously agreed that no further reductions to the current invoices would be given. **ACTION: CS, AS & RG**

16. ANY OTHER BUSINESS

- The Street Naming team at HDC have informed us of the street names and numbering at Houghton Grange.
- The Great Ouse Valley Way has a Partner Members workshop on 27 November; Cllr Boothman will attend if possible.
- Several cars were seen using The Thicket footpath at a weekend. It is thought this maybe in connection with a dog training club. A query will be raised with HDC as to whether this activity needs planning permission. **ACTION: Clerk**

17. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Wed 3 November, 7pm.

18. RESOLUTION TO CLOSE THE MEETING TO PUBLIC AND PRESS

RESOLVED: That the meeting be closed to the public and press for the following item due to the confidential nature of the item. (The Public Bodies (Admissions to Meetings) Act 1960)
Proposed: Cllr Keane **Seconded:** Cllr Skinner. All in favour.

19. PLAYING FIELD AND PAVILION

The future options for the Playing Field were discussed. Further meetings are required before recommendations can be taken to a Parish Council meeting.

Signed:..... Date: