

## HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 7 April 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 four members of the public present, including D Cllr D Dew.

	ACTION
<p><b>1. APOLOGIES FOR ABSENCE</b>                      There were no apologies for absence.</p>	
<p><b>2. DECLARATIONS OF INTEREST</b>                      There were no declarations of interest.</p>	
<p><b>3. PUBLIC COMMENT</b>                      A resident who is working on a Parish Disaster Plan for the Parish Council provided an update and hopes to have a draft plan by the Autumn.                      The Chair thanked a resident for carrying out repairs to the fence around the Pavilion. This volunteer help is much appreciated.                      A resident commented on potential plans for a car park at Houghton cemetery. They feel this is a good idea to allow safe and easy access, but are concerned about security in the area in the evenings and requested that consideration be given to locking the car park overnight.</p>	
<p><b>4. MINUTES</b>  <b>RESOLVED:</b> The minutes of 3 March 2021 be agreed as a correct record.                      Proposed: Cllr Spearing; Seconded: Cllr Gilmour. All in favour</p>	
<p><b>5. MATTERS ARISING</b>                      The replacement fence between the Bowls Green and Playing Field is in place. It is noted that full Risk Assessments of the Parish Council assets will be completed later in the year.                      The Clerk met with the new manager at the National Trust Houghton Mill and campsite. The National Trust are thinking about preventing access to the river opposite the Mill, this is to discourage swimming near the Mill, (which is illegal) and address large gatherings and anti-social behaviour. They are also keen to promote biodiversity by increasing the natural planting areas on their land. The school is still using their car park for drop-off and pick up time. The campsite will hopefully be open from 17 May. They are also keen to work with groups such as the Great Ouse Valley Trust. There are also volunteer marshals at the car park to assist with careful parking, social distancing and welcoming visitors. The Parish Council is supportive of the efforts to increase visitor safety, address anti-social behaviour and promote conservation and biodiversity.</p>	AS & Clerk
<p><b>6. DISTRICT AND COUNTY COUNCILLORS REPORT.</b>                      D Cllr Dew reported that the gyms and swimming pools at Huntingdonshire Leisure centres will be reopening on 12 April and other facilities will open in line with government guidance.                      Grants that are available for pocket parks in Market Towns will be applied</p>	

where appropriate. The Combined Authority has also made money available to regenerate town centres.

The Combined Authority are looking at rerouting of the A141, they are also considering the routes around St Ives as part of this project. This will take several years to conclude and will not have an influence on currently approved housing projects.

District Council staff have mainly been working remotely where possible; it is hoped that staff can begin to return to their offices soon. Public access to Council services via Pathfinder House is also hoped to return when possible. The next Development Management Panel in April should be the last one to be held on Zoom; subsequent meetings will be held in person.

D Cllr Keane reported that the deadline to complete this year's census has been extended and District Council staff are helping to encourage people to fill in their return.

Digital workshops have been held to help local businesses. Any ideas for helping local businesses recover from the effects of the pandemic are welcomed and can be sent to [news@huntingdonshire.gov.uk](mailto:news@huntingdonshire.gov.uk).

It was noted that John Davies, the Chair of HDC has died. He was a District Councillor for 29 years and also served as Mayor of St Ives Town three times. In response to questions, it was confirmed that the parking restrictions implemented during the pandemic in St Ives will be reviewed, but it is likely that some will remain.

C Cllr Bates confirmed that the Local Highways Initiative application for improvement to Mill Street were still in consideration for funding and a decision will be made at the Highways and Transport Committee meeting in May.

C Cllr Bates announced that he will not be standing for re-election in May. The Chair thanked him his work for this parish and particularly his responsiveness to communications.

<p><b>7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT</b></p>	
<p><b>7.1. To authorise payments due</b></p> <p><b>RESOLVED:</b> The payments be approved.</p> <p>Proposed: Cllr Guinea, Seconded: Cllr Boothman. All in favour.</p> <p>The end of year bank balances were noted.</p>	Clerk
<p><b>7.2. Grant Application: Feast Week 2021</b></p> <p><b>RESOLVED:</b> A grant of £400 be paid to Houghton &amp; Wyton Feast Week</p> <p>Proposed: Cllr Boothman; Seconded: Cllr Skinner. All in favour</p>	Clerk
<p><b>7.3. Sports Club Invoices 2021/22</b></p> <p>It was agreed that the invoices cannot be issued as in the contracts due to the disruption to the clubs and pavilion use during the pandemic and for the coming season. The clubs will be informed that the invoices will be delayed while decisions are made.</p>	Clerk
<p><b>7.4. Financial Year End and Councillor responsibility for finances</b></p> <p>The end of year bank balances stand at approximately £86,000. A number of examples were given to account for the underspend which was largely due to many projects being delayed and running into the new financial year.</p> <p>It was agreed to review the budget for 2021-22.</p> <p>Cllr Bonny confirmed he is happy to continue to assist with internal budget controls and financial management.</p>	DB
<p><b>7.5. Operation London Bridge - final protocol</b></p>	



<p>Grange field. HDC have decided that an EIA is not needed as the application is for less than 150 houses.</p> <p>A resident wrote to the Parish Council with various concerns, especially with regard to traffic flows. They will be encouraged to send this to HDC and Homes England also.</p> <p><b>9.3.2. Postcard analysis – actions arising</b></p> <p>At the time of the meeting 193 of the Parish Council postcards on this subject have been returned. Of these 168 (87%) agree with all the statements, the rest have some comments or reservations about the statements. The response and comments will be considered in preparing the Parish Council's response to the Homes England consultation. Furthermore, a more comprehensive analysis of the responses would be carried out with a view to a separate communication to Homes England and HDC to demonstrate the results of our own consultation.</p> <p><b>9.3.3. Community Land Trust start up grant application and next steps</b></p> <p>The CLT start-up grant application to the Combined Authority was withdrawn by the Combined Authority shortly before the meeting following concerns from HDC. Further enquiries in to this intervention will be made by the Parish Council. This grant application cannot be resubmitted until after the elections in May. The officers at the Combined Authority are confident it will be agreed. This should not stop progress being made with the setting up of the Trust. The Parish Council needs to capitalise on the on the momentum generated by the Parish Council postcard and leaflets to promote the CLT. More public engagement is needed.</p> <p>In terms of looking at how a CLT can be involved at the Houghton Grange site, it was noted that for development to be viable on this site the revenue must cover its original cost. A Freedom of Information request has been submitted to ask for the costs. The response is due by 13 April.</p> <p><b>9.3.4. Parish Council Briefing leaflet</b></p> <p>This leaflet, which has been distributed to all houses in the parish, will be shared with Clara Kerr at HDC Planning Department and also sent to the Hunts Post. The Hunts Post published an article about the Houghton Grange development recently. More leaflets will be left in Our Shop.</p> <p><b>9.4. Other Planning Matters</b></p> <p>Cllr Keane will check for any updates on the enforcement action at The Russetts</p>	<p>RB</p> <p>DK</p>
<p><b>10. PROJECTS IN THE PIPELINE</b></p> <p><b>10.1. Land West Of Houghton Cemetery – report</b></p> <p>As the draft plans for this proposal do not meet with planning policy, the applicant will need to demonstrate that the benefits to the community cannot be achieved any other way and that the Parish Council is in favour of the proposal. The Parish Council is able to confirm that the benefits of the cemetery extension, car park and pathway connecting the cemetery with the crossing point could not be afforded by the Parish Council and they already have a Public Works Loan Board for previous work.</p> <p>This information, representing the 'needs case' will be prepared by the Parish Council and sent to Campbell Buchanan George. Andy Girvan of CBG will provide further advice and costs</p> <p>The applicant has confirmed that he sees the permission to move the right of way through the field (Footpath 25) as essential to the development. Should this alteration to the definitive footpath route be applied for, all interested parties would be consulted and public notices would be displayed. Cllr</p>	

<p>Boothman asked Mr Girvan to explain to the PC the reason for the path diversion. He will return with this information. The Parish Council is keen to not pre-determine its response to the final application; advice will be sought.</p> <p><b>10.2. A1123 Speed reduction initiative</b> Mr Lumley at the County Council has not responded to either the Parish Council or Ms Read from SLR Consulting. Ms Reed has also contact Mr Hobbs at CCC to get a response to our report.</p> <p><b>10.3. HDC CIL application for Pedestrian Cycle way A1123</b> The Parish Council will plan to resubmit this proposal for the next round of funding. There is support for extension of the pedestrian/cycle way from St Ives to Hartford and it fits with all policy to encourage active transport. Further funding and advice is needed to progress.</p> <p><b>10.4. Parish Tree Work</b> The contractors will start work on 12 April to trees on the Playing Field and St Mary's churchyard. This work has been recommended by a Tree Survey and is vital for the health of the trees and public safety.</p> <p><b>10.5. Lych Gate at Houghton Cemetery</b> The Lych Gate is being re-built and should be installed at the cemetery entrance by the end of April. The Clerk will check the deadline for claiming reimbursement from Grantscape.</p>	<p>RB &amp; Clerk</p> <p>DK &amp; Clerk</p> <p>Clerk</p>
<p><b>11. BIENNIAL REPORT April 2019-March 2021</b> It was agreed that a biennial report to cover April 2019 – March 2021 would be produced. This will be published in autumn 2021.</p>	<p>RB, DB</p>
<p><b>12. CORRESPONDENCE</b> NALC have advertised a seminar on 'How to get young people involved in Local Councils'. Cllrs Baxendale and Boothman will attend. Correspondence has been received from the MD of Community Roadwatch (UK)CIC with reference to their application for Local Highway Initiative funding for reduction of the speed limit on the B1090, Sawtry Way. A decision on this application will be made at the Highways and Transport Committee meeting in May. It is noted that no residents or businesses in the parish have contacted the Parish Council in regard to this project.</p>	<p>Clerk</p>
<p><b>13. ANY OTHER BUSINESS</b> Cllr Bonny asked whether any maintenance plan was in place for the gateways and planters at the entrances to the village. There is no formal policy; the planters had been planted and maintained initially by members of the Gardening Club; this may continue. County Council Highways have been informed of the problems of parking on the verges opposite The Elms, Thicket Road and in Love Lane footpath. They will be asked for an update. Ray Baxendale gave notice that he would not be standing for re-election as Chair at the Annual Parish Council Meeting. He referred to the Standing Orders, which states term of office for a chair should be no more than 3 years.</p>	<p>Clerk</p>
<p><b>14. DATE OF NEXT MEETING</b> The next meeting of the Parish Council, will be on Wednesday 5 May 2021, 7:00pm. This will be the Annual Meeting of the Parish Council. The meeting will be held remotely using Zoom.</p>	

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