

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 8 September 2021, 7:00pm.

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

Staff present: Lois Dale, Parish Clerk,

There were 4 members of the public present, including D & C Cllr D Dew.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bonny and Boothman.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. PUBLIC COMMENT

There was no public comment.

4. MINUTES

RESOLVED: The minutes of the Parish Meeting of 4 August 2021 be agreed as a correct record.

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

5. MATTERS ARISING

The Action List was reviewed and the following updates noted.

4/4 The Biennial report has been printed and distribution will be arranged.

6/3 Work has progressed on Cemetery fees and policy. Decisions will be made at the Oct. meeting.

6/5 The Environmental Working Group will be discussed at the Oct. meeting.

7/8 & 8/9 The Clerk will remind the contractors to complete cutting of footpaths and trees.

7/13 The Tree Warden will be asked to identify potential sites for tree planting.

8/4 The Playing Field lease makes no reference to the Scout Hut, only listing scouting as a valid activity.

8/7 The Stagecoach routes and communication have improved and will be monitored.

8/13 Quotes for cutting back the cemetery hedge will be sought.

6. DISTRICT AND COUNTY COUNCILLORS REPORT.

C Cllr Dew reported that Cambs County Council has now returned to monthly meetings and is beginning the budgetary process. The Transport Department has recruited a new leader and other staff. Initiatives to encourage residents to walk and cycle more are being developed.

Despite CCC being the lead flood authority, no committees have been dealing with this important issue. It is hoped that flooding can be dealt with in a holistic manner and innovative monitoring methods introduced. C Cllr Dew agreed to ask if anyone would be available to attend the Annual Parish Meeting on 22 Sept to discuss flood issues. C Cllr Dew is working with the Highways department to determine the processes that can be used to restrict overnight parking in the layby on the A1123 and this will be followed up.

Most of the District Councils will be taking on the parking enforcement duties in the towns. A review of the signage and road markings will be carried out to ensure that they are accurate and visible.

D Cllr Keane reported that HDC Leisure has run several summer sports clubs for children across the region.

HDC are promoting the app 'Go Jauntly' to encourage residents to explore and walk in the region.

HDC's planning department are still recruiting more staff. The process for dealing with S106 monies, especially in relation to the first stage of development at Houghton Grange, is unclear. D Cllr Dew offered to liaise with officers for an update.

7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT

7.1. To authorise payments due

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

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

Payments already made and bank balances were noted.

The bills for electricity at the Clock Tower will be interrogated as the bill seems quite high.

ACTION: AS & NE

The Clerk reported that the budget process for 2022/23 will start soon and she will work with Cllr Bonny initially to produce drafts. **ACTION: DB & Clerk**

7.2. Parish Council Insurance renewal

The current insurance renewal is for the second year of a three-year agreement. The asset status has been reviewed and the RFO is happy with the cover and service provided. The renewal will be processed. **ACTION: Clerk**

7.3. Pay Review 2021

Negotiations are still ongoing for an increase in the adopted national pay scales.

7.4. Annual Governance and Return 2020/21

The external auditor has approved the AGAR for 2020/21. The appropriate forms will be completed and displayed. **ACTION: Clerk**

7.5. The Queen's Platinum Jubilee

Notices will be prepared for Facebook and notice boards to ask for ideas and volunteers to run celebratory events. The Parish Council agreed that an amount could be budgeted for when the ideas were known.

8. PLANNING MATTERS

8.1. Demolition of existing conservatory and replacement with a single storey flat roof extension. 22 Ware Lane Wyton Huntingdon PE28 2AJ Ref. No: 21/01817/HHFUL

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

The extension is not visible from the road.

Although bigger than the current conservatory, the size is still acceptable.

The extension will be more energy efficient than the current conservatory.

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

8.2. a material change of use from agricultural land to create a facility for dog training (Use Class Sui Generis) to take place. No physical changes to take place. Land

Adjacent Manor Farm Splash Lane Wyton Ref. No: 21/01033/FUL – updated details

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

This application complies with the Houghton & Wyton Neighbourhood Plan policies and objectives as follows:

- **Policy HWNP7** – Protection of best and most versatile agricultural land
The site is currently an agricultural site of Grade 3 (good to moderate). The application states the land has not been used for the last 12 months but as no

material changes are proposed, this is not to say that it could not easily be used again for agriculture.

- **Objective 6** of the Neighbourhood Plan: to expand existing agricultural and rural visitor facilities and attractions and develop appropriate new opportunities.
- **Policy HWNP8** – Tourism development
- **Objective 7:** To provide accommodation for arts, crafts and leisure activities to meet the needs of the local community and visitors.
- **Objective 8:** To support the retention of existing local services and businesses in the parish and actively encourage the development of new, small-scale businesses which benefit the community and visitors.
- **Objective 9:** To encourage the appropriate development and diversification of agricultural and other land based rural businesses.
- The proposal seeks to develop the applicants fledgling solo business as a dog agility trainer. The business will bring a small number of day visitors to the parish and may also be of benefit to residents.
- The site is outside the built-up area and any changes to the site will be minimal and easily reversible.
- The application states that the site currently has 5 parking spaces which will be retained. There will most likely be a small increase in vehicle movements to and from the site, which is accessed from a bridleway. The bridleway status should be protected.
- The Parish Council recognises the Sui Generis classification and presumes that any permission granted under this application will only be for the purpose described within.

Proposed: Cllr Elborn; Seconded: Cllr Guinea All in favour

8.3. Proposed new single storey rear extension & reconfiguration of kitchen and dining room. 43 St Margarets Road Wyton Huntingdon PE28 2AN Ref. No: 21/01982/HHFUL

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

- This is a small extension in keeping with the property and neighbouring properties.
- The extension will not be visible from the road or by neighbours.
- There is no increase in flood risk.

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

8.4. Houghton Grange phase 1

There is still no update on if work here has formally started. The Parish Council is trying to contact Morris Homes, the developers, to discuss Community Land Trusts, affordable housing and to ensure that it is made clear in promotion that the site is in Houghton & Wyton parish. **ACTION: PB & RB**

8.5. Homes England - update

A second appeal has been submitted after the refusal of Homes England to disclose the sales values of the land at Houghton Grange under a Freedom of Information request. It is hoped that they will apply the same transparency to this site as to others as detailed in several government documents.

8.6. Community Land Trust (CLT)

A report detailing the need for and process of establishing a CLT was noted.

RESOLVED: The Parish Council support the intention to establish a Steering Group to form a Community Land Trust in Houghton & Wyton. This group will be formed of six individuals, including initially four parish councillors and two others. This group will report

regularly to the Parish Council. The Parish Council will allocate a budget of £1,000 to fund the establishment of the Community Land Trust. **ACTION: PB**
Proposed: Cllr Baxendale; Seconded: Cllr Gilmour. All in favour

8.7. Other Planning Matters

It was noted that there is a planning application regarding a Medical Waste Incinerator at Woodhurst. This Parish Council has not been consulted by CCC and does not feel it is in a position to discuss or comment on the application.

9. ANNUAL PARISH MEETING

The Annual Parish Meeting will be held on the evening of Wed 22 September 2021. The main item will be led by the Houghton & Wyton Community Flood Action Group. They will showcase the progress they have achieved, provide information to residents and host relevant guest speakers. Poster and agenda will be produced to publicise the event. **ACTION: DK, CS & Clerk**

10. PROJECTS IN THE PIPELINE

10.1. Land West of Houghton Cemetery

A planning application for development and community benefit in this area is still be produced. It is noted that the already approved cemetery extension requires submission of a planting and landscaping plan before work can begin. This will be produced. **ACTION: NE and Clerk**

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

The application has been drafted and reviewed by SLR Consulting. This will be completed and submitted prior to the deadline of 30 September. C Cllr Dew confirmed his support for this project. **ACTION: DK & Clerk**

10.3. Mill Street Local Highway Initiative 2021/22

This LHI has been approved for this year but there has been no update on this project yet. The budget will be amended to include the Parish Council contribution. **ACTION: Clerk**

10.4. HDC CIL application for Pedestrian Cycle way A1123

This will be submitted when the application process opens. **ACTION: DK & Clerk**

10.5. Councillor's suggestions for future projects

Councillors were asked to consider ideas for future projects and a meeting will be arranged to discuss these.

11. MEETINGS WITH SPORTS CLUBS AND SCOUT HUT COMMITTEE

Cllrs Guinea and Skinner met with representatives of the Sports Clubs to discuss payment of their fees for use of the pavilion 2021-22. After listening to their concerns about the utility costs and COVID-related issues, a review of the charges was carried out.

RESOLVED: The contribution towards energy bills and staff costs will be reduced for this year. A refund from a previous electricity supplier will be passed onto the clubs using the same method for calculating fees. The invoices for 2021-22 will be reissued taking these changes into account. Due to the extenuating circumstances, these amounts will not be used a comparator for future invoices. Currently it is intended that the invoices for pavilion use in 2022-23 will be calculated on actual costs as in the current Sports Club agreements. **ACTION: Clerk**

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

The Parish Council recognise the passion and commitment the members have for their clubs and sport and appreciate the contribution they make to the community. The meetings highlighted some improvements that are needed to the fabric of the pavilion and this will be progressed with the involvement of the clubs.

A meeting was also held with the Scout Hut Management Committee. They would like to make further improvements to the Scout hut to ensure it is viable, but were unsure of ownership. It was confirmed that the hut sits partly on Parish Council owned land, but mainly on land that is leased. It was noted that the hut was erected (second hand) on this site in 1965; a large amount of money was spent on the hut a few years ago including new toilets and repairs to the roof and walls. They have also asked if they can improve and manage the area of land in front of the hut. It was agreed that while this would be welcomed in the short term, that this area could have other uses in the future. It was felt that more information and further discussions were needed before decisions could be made on the future of the building and the area of land. A response will be sent to the Committee. **ACTION: Clerk**

12. MEETING WITH NATIONAL TRUST

The Clerk met with the site manager of the National Trust site to discuss the management of the Parish Council owned dog waste bins on their site. It was agreed that this and some other issues would be best covered when the National Trust considers car park improvement and site management later in the year. In the interim both sides will look at alternatives for removal of waste. **ACTION: Clerk**

13. CORRESPONDENCE

- A request has been received to plant a memorial tree in the village. The Tree Wardens will be asked to suggest suitable areas and the correspondent contacted to clarify some points. **ACTION: Clerk**

14. ANY OTHER BUSINESS

- Two councillors met with the Chair of Governors at Houghton School to discuss items of mutual interest.
- The Chair has presented a card and small gift to a village resident who has recently turned 102.

15. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Wed 6 October, 7pm.
The Annual Parish Meeting will be held on 22 September at the St Mary's Centre.

Signed:..... Date: