

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Annual Parish Council Meeting** held on Wednesday 11 May 2022, 7:00pm.

Present: Cllr R Baxendale
Cllr B Gilmour
Cllr D Keane
Cllr N Elborn
Cllr P Boothman
Cllr R Guinea
Cllr A Skinner

Staff present: Lois Dale, Parish Clerk.

There were 2 members of the public present.

<p>1. ELECTION OF PARISH COUNCIL CHAIR RESOLVED: Cllr Paul Boothman be elected Chair of Houghton and Wyton Parish Council. Proposed: Cllr Gilmour; Seconded: Cllr Skinner. All in favour</p>
<p>2. ELECTION OF PARISH COUNCIL VICE-CHAIR RESOLVED: Cllr Ray Baxendale be elected Vice-Chair of Houghton & Wyton Parish Council. Proposed: Cllr Guinea; Seconded: Cllr Gilmour. All in favour</p>
<p>3. APOLOGIES FOR ABSENCE There were no apologies for absence.</p>
<p>4. VOLUNTARY POSTS AND REPRESENTATION ON OTHER BODIES RESOLVED: The following posts are appointed: Tree Wardens: John Fisher and Hank Sweet CAPALC: Cllr Keane (Cllr Keane is a member of the CAPALC Board)</p>
<p>5. DECLARATIONS OF INTEREST There were no declarations of interest.</p>
<p>6. PUBLIC COMMENT There was no public comment.</p>
<p>7. MINUTES RESOLVED: The minutes of the Parish Council Meeting of 6 April 2022 be agreed as a correct record. Proposed: Cllr Gilmour; Seconded: Cllr Guinea. For: 6, Abstentions: 1</p>
<p>8. MATTERS ARISING The Action List was reviewed and will be updated. Recycling options with HDC will be investigated. Action: Clerk</p>
<p>9. ADOPTION OF NEW CODE OF CONDUCT RESOLVED: the LGA Model Code of Conduct 2020 be adopted. This is in line with HDC adoption of the same code. Proposed: Cllr Skinner; Seconded: Cllr Gilmour. All in favour The Clerk will put the code on the Website and ensure each councillor has a copy. The Clerk will also send councillors forms to complete to register their Disclosable Pecuniary Interests. ACTION: Clerk</p>
<p>10. DISTRICT AND COUNTY COUNCILLORS REPORT. D Cllr Keane reported that approximately £6.5 million will be distributed as a rebate on council tax to those in Band A-D properties. Following the District Council elections no one political party has overall control and the decision on how the council will be run will be announced on Wed 18 May when the Council will elect its chair and make appointments to committees. The council is likely to retain a cabinet system, at least initially. It was noted that D Cllr Julie Kirk now represents St Ives West, which borders Houghton & Wyton. The Parish Council would like to meet with her in relation to development at Houghton Grange and to the east.</p>

C & D Cllr Dew was unable to attend this meeting, but a meeting will be arranged with him to discuss various issues he has been involved in for this council.

12. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT

12.1. To authorise payments due

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

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

The annual budget report to date was noted.

It was noted that the Internal Audit had been carried out and a report was awaited. Cllr Elborn agreed to take the role of internal financial control to work with the Clerk

12.2. Grant Applications

12.2.1. Houghton & Wyton Toddler Group

The Toddler Group will be asked to provide their accounts and confirm amount received from the Community Fund. **ACTION: Clerk**

12.2.2. Donation to Citizen Advice

RESOLVED: a donation of £200 be made to Citizen Advice. **ACTION: Clerk**

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

12.2.3. To make a decision on funding the village Christmas Tree

RESOLVED: The Parish Council will pay for a Christmas Tree to be erected next to the Clock Tower at The Green, (or suitable agreed location) for the next four years (2022-25) with a maximum cost of £1,300 each year. This agreement will be reviewed after each Parish Council elections and will only be valid as long as there is a Christmas Lights Committee to be responsible for its erection, decoration and removal.

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

12.3. Community Infrastructure Levy monies received – investment and priorities for use

Research is needed to ensure the safest, most effective and ethical investment or deposit account for the CIL money received and due. **ACTION: Clerk & NE**

12.4. Report from Houghton & Wyton Community Fund.

A report from this Fund was noted.

The Parish Council hope that this fund will continue and people will be able to access this.

13. PLANNING MATTERS

13.1. Building of a small stable block, to include 2 stables, tack room and feed store/lambing shed. This would also include an area of hard standing used to park a car. This will be built within the boundaries of a 5.15 acre field. The land will be used to keep horses and grazing sheep. The development will be constructed of a brick based (yellow Cambridgeshire brick) with black feather board and corrugated bitumen roof, which will be consistent with other single storey buildings in the immediate area of Splash Lane. Land North Of Ruddles Lane Off Splash Lane Wyton Ref. No: 22/00527/FUL

RESOLVED: Houghton & Wyton Parish Council recommend that this application is

APPROVED for the following reasons: Changing this land to pasture will allow it to remain as a rural land use and be used by a local family.

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

13.2. Replace 13 of the flats existing modern single-glazed sash windows with double-glazed versions within the existing frames. Rot found in each unit is to be repaired with necessary draught-proofing carried out. 19 The Elms Thicket Road Houghton Huntingdon PE28 2FQ Ref. No: 22/00886/LBC

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

There will be no visible change to the appearance of the windows.

There will be no impact on the character of the Grade II listed building.

The method will use a minimum amount of new material.

This work will reduce the carbon footprint of the building.

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

13.3. Houghton Grange phases 1 & 2 – updates

Cllrs Boothman and Baxendale met with HDC Planning Officers. Concerns were expressed that the affordable/social housing would not be ring-fenced for local people, a contact for Housing Strategy at HDC will be forwarded. It was suggested that a housing needs survey might help with this.

The entire development here will lead to a 25% increase in the population of the parish; the Parish Council feels that it is important that further funding in the form of Community Infrastructure Levy or Section 106 money is available to improve the infrastructure and facilities for the parish residents. The advice was to make sure that strong proposals for funding were available and costed.

Advice was given on the Compulsory Purchase process and this will be followed up on.

13.4. Other Planning Matters

It is noted that the appeal for application for the development of the Old Photo Factory off Sawtry Way has been rejected.

Planning Enforcement will be asked to look at building work and alterations to land levels at two houses on Houghton Hill and a development in Church Walk. **ACTION:**

Clerk

14. RISK ASSESSMENT AND ASSET MANAGEMENT

RESOLVED: £1,000 be allocated for Fire Risk Assessments of the Pavilion, Clock Tower and potentially the Office if this is not covered by the St Marys Centre Risk Assessment. £1,500 be allocated for urgent work at the Pavilion.

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

ACTION: AS & Clerk

15. TIMEBANK

A report from the Timebank co-ordinator, Rose Williams, was noted. A vote of thanks was recorded for the excellent start that she has made in her job. Her enthusiasm and use of social media to generate interest was noted. The Clerk will make sure that any extra hours worked are recorded. **ACTION: Clerk**

A Steering Group will be set up. This will include the Timebank Co-ordinator, Parish Clerk, Cllrs Skinner and Boothman and one or two members from the Timebank. Cllr Skinner will meet with Rose to initiate this. **ACTION: AS**

It was suggested that Parish Councillors could record the time they spend on Parish Council work (outside of meetings) to their Timebank account. This will be clarified.

16. PLAYING FIELD

16.1. Discussion on the future use/management of Playing Field

RESOLVED: £1,650 be allocated to cover professional fees to produce a 3-D design and hard copy drawings of a potential community/sports building for the village.

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

This is to be used as a concept to initiate discussions and aid consultation to help secure the future of the playing fields and community facilities to meet the expanding population.

ACTION: RB

16.2. Scout Hut

A meeting will be arranged with the Scout Hut Management Committee when there is progress on the above.

17. QUEEN'S PLATINUM JUBILEE

17.1. Events planning

Final plans are being made for a community picnic and entertainment on the Playing Field on Sat 4 June. This will include a Fancy Dress competition for adults, children and pets, live music, a silent disco, photography, races and a nostalgia display.

In addition there will be

a flower display in the church along with refreshments on Thursday 2 and Friday 3 June in the St Mary's Centre

a competition for decorated houses and gardens and red, white and blue planting, organised by the Gardening Club

A Big Lunch event on Sunday 5 June supported by Our Shop, registered gatherings can receive a goody bag and voucher.

A 'Musicals & Majesty' concert in the church, tickets can be purchased from the Post Office

A pre-jubilee clean up organised by The Timebank.

17.2. Commemorative trees

Planting will be planned for the autumn. Action Clerk.

17.3. Re-thatching of the Clock Tower

Three quotes and advice have been obtained. These vary from repairs and renewal of the ridge, to a full re-thatch. This will be put on a list of projects to be considered during the year.

18. PARISH COUNCIL VISION

Cllr Guinea has pulled together the notes and actions from previous discussions and will circulate to all councillors. A meeting will be arranged for 25 May to discuss. **ACTION: All Cllrs and Clerk**

19. PROJECTS IN THE PIPELINE

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

This project has been approved for funding from CCC.

19.2. Mill Street Local Highway Initiative 2021/22

C Cllr Dew will be asked to confirm the scope of the project. **ACTION: DK**

19.3. Pedestrian / Cycle way on A1123

A survey needs to be carried out, costings obtained and funding sourced. **ACTION: DK**

19.4. Layby on A1123 – parking restrictions

CCC will be asked to restrict parking during the hours 9pm-7am. A consultation will be issued.

19.5. Cemetery Extension

The type of fencing needed will be investigated. Funding and grants will be looked at.

ACTION: NE & Clerk

20. CORRESPONDENCE

A request for a memorial tree was received. This is supported in principle and will be actioned in the autumn.

A request was received for volunteers to be involved in Cambridgeshire Crimestoppers. The Cambridgeshire Matters newsletter was circulated. This contained an article on helping Ukrainian refugees. While there is no central point here, it was suggested that any help requested could be co-ordinated and a place for people to meet might be set up if a need was identified. The Timebank will be asked if they can help. **ACTION: Clerk**

The Think Communities newsletter was circulated.

A meeting will be arranged with the new Volunteering and Community Officer at Houghton Mill, this will be attended by Cllr Boothman, the Clerk and Timebank Co-ordinator. **ACTION: Clerk**

Councillors were encouraged to respond to the CCC Highways survey which had been circulated.

An email was received from a Wyton on the Hill resident asking for support in improving cycle access on the B1090, A1123 and A141. Cllr Keane will make contact. **ACTION: DK**
The Tennis Club have made a request to carry out several improvements. While the Parish Council is supportive in principle, they will be asked for more information before a full decision can be made.

It was noted that there is a Police roundtable to local councils; there were no volunteers to attend.

There has been no action on the promised restoration of a Highways verge in Thicket Road. The Clerk has contacted them again and included C Cllr Dew in an effort to progress this.

A resident had reported individuals on a boat cutting branches from trees on the island south east of Houghton Mill. This was reported to the Environment Agency, who acknowledge ownership of the island, but have not been able to contact those involved.

21. ANY OTHER BUSINESS

Wyton on the Hill are arranging for a Bouncy Castle to be available for Jubilee celebrations on Sun 5 June and residents are invited.

There will be an open day at RAF Wyton on 25 June which is Armed Forces Day. Entrance is by ticket only which can be obtained from 0148052451 ext 5783 or Email wyt-armedforcesday@mod.gov.uk

A coding Dojo is running at Wyton on the Hill for children, Houghton residents have been invited to attend.

22. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Wed 8 June 2022, 7pm.

Signed:..... Date: