

## HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 5 October 2022, 7:00pm.

**Present:** Cllr P Boothman - Chair  
Cllr T Goodger  
Cllr Z Hunter  
Cllr A Skinner  
Cllr B Gilmour  
Cllr R Guinea  
Cllr D Keane  
Cllr N Elborn

Staff present: Lois Dale, Parish Clerk.

There were also three members of the public present.

### 1. APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr R Baxendale and C & D Cllr D Dew.

### 2. DECLARATIONS OF INTEREST

Cllrs Elborn and Skinner declared a non-pecuniary interest item 9.1

### 3. PUBLIC COMMENT

A resident expressed concern that the drain covers that were stolen from Home Farm Road and Hill Estate had not yet been replaced. The cones placed over the drains were being moved and could be dangerous. The Flood Group are also concerned as the cones are blocking the drains and could cause surface flooding if there was heavy rain. CCC Highways will be contacted,

A resident thanked the Parish Council for organising the 'Shaping our Future Workshop in 1 Oct 22 and described it as 'excellent', suggesting this would be a good format for an Annual Parish Meeting. He also suggesting amendments to the draft Parish Council mission statement.

### 4. MINUTES

**RESOLVED:** The minutes of the Parish Council Meeting of 7 September 2022 be agreed as a correct record.

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

### 5. MATTERS ARISING

White lining on Houghton Hill – there is no progress, C Cllr Dew and CCC Highways will be reminded. **(LD)**

Scout Hut – there is no response to the request for a meeting and agreed Heads of Agreement.

Timebank – There is a Steering Group meeting planned for 6 Oct. The church, Our Shop and Community Fund are happy to help with the Warm Room initiative. The Parochial Church Council have agreed to look at installing temporary double glazing and will not charge for the use of the room. The extra heating costs will have to be apportioned. Christmas Lights have donated an extra fridge to the St Mary's Centre that will be useful for this too. It was suggested that all councillors should join the Timebank so they receive the newsletter regularly. The Timebank AGM will be held on Thurs 27 Oct to launch the Warm Room. Timebank held a Green-meet up on Sun 2 Oct which was attending by 16 people. A lot of ideas have been generated which it is hoped can be progressed.

Cemetery extension – a quote for a preliminary ecological assessment has been received, two more will be sought. It is hoped that a group of volunteers can be organised to help with the hedge planting once the fence is repaired. **(RW & Steering Committee)**

Cemetery hedge and ditch – A specification will be prepared and Mick George Ltd will be asked to quote for this work. They have indicated they may be able to access funding towards the cost of this work. **(NE & LD)**

It was noted that other ditches may be in need of clearing. These will be investigated. **(ZH)**

Pavilion – Electrical and plumbing work has been completed. Roofing is still to be finished. An annual service on the CCTV and Fire extinguishers has been carried out and some further work may be needed. Other work in the changing rooms will be progressed. **(LD)**

Fire risk assessments – these will be progressed. **(LD & BG)**

## **6. DISTRICT AND COUNTY COUNCILLORS REPORT.**

C Cllr Dew could not attend the meeting but did send his apologies and said that CCC is 'looking to work constructively with the CPCA Mayor regarding the present bus problems with Stagecoach'.

D Cllr Keane reminded the meeting about the draft Market Town Masterplans consultation.

Council meetings will be streamed online from next week.

## **7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT**

### **7.1. To authorise payments due**

**RESOLVED:** The payments be approved and paid. **(LD)**

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

The budget report to date and bank balances were noted.

### **7.2. Draft Budget 2023-24**

A draft budget for the coming financial year has been compiled by Cllrs Baxendale and Elborn and the Clerk. Councillors were asked to look at this for discussion at a meeting on 19 October.

The Clerk confirmed the Insurance premium had been paid.

A poppy wreath has been bought for Remembrance Sunday.

Councillors were reminded to complete their Declaration of Interest forms and return to the Clerk. **(All Cllrs)**

## **8. REPORTS AND RECOMMENDATIONS**

### **8.1. Vision Workshop**

An email will be sent to all attendees to thank them for coming and give initial feedback. **(PB & LD)**

The Parish Council is pleased that so many residents and stakeholders within the village could attend. Cllrs Hunter and Skinner are looking at the data and compiling the notes from councillors. **(AS & ZH)**

It was suggested that the exercise could be repeated with an emphasis on younger members of the community.

### **8.2. Flood Group**

While the Parish Council is organising additional storage at the compound the CFAG would like to see if there is anywhere else they can store the equipment they have.

Timebank will be asked to look for temporary help. **(RW)**

Anglian Water has surveyed the sewer system and reported that they cannot see any problems in the village. This would appear contrary to information given to residents. The Environment Agency has confirmed the pump at the Back Brook pumping station is not operational and if needed a standby pump will be brought from elsewhere; it is not known how quickly they could do this. A flood incident test will establish how well the system would perform in the event of an incident. The EA is also assessing the floodbank between Hartford Marina and the Back Brook pumping station.

Members attended a Flood Group conference at Alcolnbury Weald. Grants are available for managing watercourses and also to individuals to improve flood proofing of homes. The take up of grants is low and will be encouraged.

The formation of a new Internal Drainage Board for the area was discussed; this might

give more control over the management of the watercourses and be eligible for funding. It was noted that flood prevention was a high priority at the recent workshop. As surface water is a large threat to the area it was suggested that residents could be encouraged to install waterbutts and soakaways, rather than add water to the sewer system. It is possible that Anglian Water will be able to help or a group buying discount could be organised.

### **Playing Field**

#### **8.2.1. Compound and storage**

A quote for extending the compound and surfacing it with concrete has been obtained. Further quotes will be sought. Grants for this work will also be investigated. It was also suggested that a lockable shipping container could be a solution and would not need the extension of the compound. **(PB & LD)**

#### **8.2.2. Field maintenance**

The Football and Cricket Clubs will be asked if they have made any progress with agreeing the specification of work. **(LD)**

#### **8.2.3. Legal costs**

**RESOLVED:** £1,250 be allocated for further legal fees in connection with the lease for the eastern part of the Playing Field.

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

## **9. PLANNING MATTERS**

**9.1. [Erection of single storey extension to dwelling.](#)** The Schae Church Walk Wyton Huntingdon PE28 2AH Ref. No: 22/01978/HHFUL

**[Erection of single storey extension to dwelling.](#)** The Schae Church Walk Wyton Huntingdon PE28 2AH Ref. No: 22/01981/LBC

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

The house is Grade 2 listed, site is in a Conservation Area and is also within a character area of the Neighbourhood Plan; this proposal does not fit well with these areas. The site also neighbours a Grade 1 listed building and a cemetery with War Graves.

The proposal will not fit with the street scene.

There are several inconsistencies in the application such as stating there are no trees within falling distance (section 7) and the distances between the proposed extension and an existing building already on site within the curtilage of the listed building, but not clear on the plans. It is also not clear how the proposed extension would relate to this existing building.

This site is also the subject of an enforcement case that is still under investigation.

Proposed: Cllr Keane; Seconded: Cllr Gilmour. For: 6, Abstentions: 2

**9.2. [Existing outbuilding in car park to be removed and replaced with new outbuilding](#)** Public House Three Jolly Butchers 3 Huntingdon Road Wyton Huntingdon PE28 2AD Ref. No: 22/01865/FUL

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

There is no impact on the street scene

There is no loss of parking spaces

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

**9.3. [Subdivision of existing property 'Fernleigh' into two properties \(historically known as 'Fernleigh' and 'Small House'\)](#)** Fernleigh Huntingdon Road Wyton Huntingdon PE28 2AU Ref. No: 22/01671/FUL

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

This will increase the housing stock in the village without development. The internal work will not affect the external appearance of the building.

However, we have concerns about the width of the proposed vehicle entrance to the new Fernleigh property. The gateway is quite narrow and cannot be widened. It is also situated near a blind bend in the road and across a narrow pavement. We are concerned that it will not be used and lead to more on-road parking in the area. Proposed: Cllr Guinea; Seconded: Cllr Keane. All in favour.

#### **9.4. Houghton Grange**

HDC proposed undertaking a housing needs survey using ACRE for the parish and surrounding area. Confirmation will be sought this has been requested and for the Parish Council to see the proposal before it is commissioned.

A meeting with Laragh Homes has suggested that a scheme for Houghton Grange phase 2 could be put forward with fewer homes than currently proposed and with an emphasis on affordable homes for local people. ACRE will be asked if they could provide a workshop for HDC councillors to promote Community Land Trusts. **(PB, DK & RB)**

#### **9.5. HDC Market Towns Programme**

Councillors had been asked to look at this draft for consultation. Following discussion, it was agreed that Cllr Boothman would circulate his response for others to add to as appropriate. It was agreed that any changes to the towns needed to fit with the transport strategies also being discussed and should encouraged active and public transport. **(PB & All)**

#### **9.6. Enforcement Actions**

There is no update on reported enforcement issues.

#### **9.7. Other Planning Matters**

The CFAG letter to the Parish Council about the development at Four Winds, Houghton Hill will be forwarded to HDC Planning officers. **(LD)**

Following comments from residents some councillors had looked at the new boathouse being built at the small boatyard at the end of Green Lane. This appears to fit with the approved application, but is unfinished and looks quite brutal. This will be reassessed once it has been clad as proposed and screening with planting may be suggested. It was emphasised that the public can access planning applications in the area via the HDC website and can comment on them. All planning applications are also advertised by yellow signs usually fixed to posts near the site, and give details of how to view and comment on the application.

### **10. PROJECTS**

#### **10.1. New Housing Welcome packs**

The Parish Council is looking to produce 'Welcome packs' for new residents, especially on the Houghton Grange site, it is hoped that Morris Homes will contribute to the initial costs. It is envisaged this would provide details of all the businesses and organisations within the parish as well as other information.

The Village magazine is also looking at producing a similar directory for circulation with the magazine. It was agreed to work in conjunction with the magazine. **(RG)**

#### **10.2. CIL Grant Application**

There is no update on this application.

### **11. CORRESPONDENCE**

- HDC have circulated details of changes to the planning service. This includes introduction of a new pre application advice form, no longer accepting amendments to applications and not routinely granting extensions for response

time to Parish Councils.

- An application for a memorial bench has been received. It was agreed that the applicants can be asked if they would be willing to repair one or both of the benches near Houghton lock and put plaque(s) on as appropriate. **(LD)**
- It was noted that a resident whose fence borders the Playing Field has complained about damage to the fence by users of the playing field. It is hoped they can attend the next meeting to discuss this further. **(LD)**
- It is also noted that there are gaps in the hedge bordering St Ives Road and residents have reported that children will climb through the hedge to retrieve ball. This means they exit onto the road with no warning to traffic. This will be addressed. **(LD)**
- The Cricket Club asked if they could put up some photos in the Pavilion. It was agreed this would be a good idea and the all clubs should be encouraged to do so. Equal spaces will be allocated to each club and they will be asked if they would use them to promote their clubs and achievements. **(LD)**
- HDC Active Lifestyles team will be contacted to see if they can provide a Parish Sports programme session in the village during the February 2023 half term. Cllr Hunter will contact the school to gain their support and encourage interest. This will be funded by the Parish Council. **(ZH & LD)**
- The Tennis Club asked if they could erect a shed near their hut to store playing equipment. It was agreed that they be told that space may be available in the compound when work there is completed. **(LD)**

**12. ANY OTHER BUSINESS**

There was no other business to record.

**13. DATE OF NEXT MEETING**

The next scheduled meeting of the Parish Council is Wednesday 2 November, 7pm in the St Mary's Centre.

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