

## HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 6 April 2022, 7:00pm.

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

Staff present: Lois Dale, Parish Clerk.

There were 2 members of the public present, and also Cllr C Spearing.

<p><b>1. APOLOGIES FOR ABSENCE</b> Apologies were received from Cllrs Bonny and Elborn.</p>
<p><b>2. DECLARATIONS OF INTEREST</b> There were no declarations of interest.</p>
<p><b>3. PUBLIC COMMENT</b> The applicant of item 8.1 spoke on support of the application A resident informed the Parish Council that the headteacher of Houghton School, Georgina Young, had retired. The Parish Council wishes her well and appreciates her work at the school over her long service. An article will be written for the village magazine. <b>ACTION: CS</b></p>
<p><b>4. MINUTES</b> <b>RESOLVED:</b> With an amendment the minutes of the Parish Council Meeting of 2 March 2022 be agreed as a correct record. Proposed: Cllr Gilmour; Seconded: Cllr Guinea. All in favour</p>
<p><b>5. MATTERS ARISING</b> The Action List was reviewed and will be updated. There is no progress with the proposed development near the cemetery so this will be removed from the list until there is an update. The maintenance of footpaths is technically a County Council responsibility. This will be reviewed with the need for a village handyman. Homes England/AECOM have informed the Parish Council that an application will be submitted for the BBSRC field site, so a meeting will not take place. The Playing Field gate has been accepted as functional and can be closed as required so this is not urgent. Cllr Gilmour was asked to prepare a paper for the next meeting. <b>ACTION: BG</b> A pdf of the Parish Flood Plan has been supplied and will be uploaded to the Parish Council website. <b>ACTION: DB</b></p>
<p><b>6. DISTRICT AND COUNTY COUNCILLORS REPORT.</b> D Cllr Keane reported that the council is now in a pre-election period, pending the District Council elections on 5 May.</p>
<p><b>7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT</b> <b>7.1. To authorise payments due</b> <b>RESOLVED:</b> The payments be approved and paid. <b>ACTION: Clerk</b> Proposed: Cllr Boothman, Seconded: Cllr Guinea. All in favour. The annual budget report to date and bank balances were noted. <b>7.2. Grant Applications</b> <b>7.2.1. Feast Week</b> <b>RESOLVED:</b> a grant of £400 to pay for the Feast Week finale band be approved and paid. <b>ACTION: Clerk</b> Proposed: Cllr Baxendale, Seconded: Cllr Gilmour. All in favour <b>7.2.2. St Mary's PCC</b> <b>RESOLVED:</b> a grant of £288 To St May's PCC to pay for maintenance of Wyton Cemetery</p>

be approved and paid. **ACTION: Clerk**

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

**7.3.** To appoint Internal Auditor for 2021-22

**RESOLVED:** To confirm the decision from 28 June 2021; Internal Audit services will be provided by CAPALC for the 2021-22 AGAR.

Proposed: Cllr Skinner; Seconded: Cllr Guinea. For: 5, Abstentions: 1

**7.4.** Parish and District Council Elections

There were only seven nominations for Parish Councillors for the 2022 elections. All seven will be elected unopposed and will take their seats on 9 May 2022.

Cllrs Bonny and Spearing will be leaving the Parish Council.

Cllr Spearing thanked all the councillors for their work and support during his year as Chairman, and will be happy to support the Parish Council if needed in the future.

The Parish Council thanked Cllrs Bonny and Spearing for their service and contributions to the Parish Council and the community.

## **8. PLANNING MATTERS**

**8.1.** [Proposed construction of a restaurant, spa, two guest suites and associated parking](#) Eagle Mill Country Boutique Rooms Houghton Hill Houghton Huntingdon PE28 2BS Ref. No: 22/00371/FUL

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

The application complies with Policies 8, 9 & 15 in the Houghton & Wyton Neighbourhood Plan while providing quiet tourism, business expansion and increased employment opportunities.

However, the Parish Council is concerned about ingress and egress from the site and road safety around the current entrance, and that visitors may resort to parking on the verge. We ask that these issues are addressed and conditions to mitigate problems are included.

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

**8.2.** [Demolition of modern detached garage and extension, new ground floor replacement extension and associated alterations.](#) Soma House Post Office And Wayside Huntingdon Road Wyton Ref. No: 22/00461/HHFUL

[Demolition of modern detached garage and extension, new ground floor replacement extension and associated alterations.](#) Soma House Post Office And Wayside Huntingdon Road Wyton Ref. No: 22/00462/LBC

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

The single storey extension is subservient to the main house, and more cohesive.

The removal of the garage and extension will improve the street scene.

We would ask that a condition is made that the remaining area of land released by the garage demolition is not built on to retain the open aspect and character. This should also provide enough space for sufficient off-road parking.

We suggest that consideration should be given to the installation of an electric vehicle charging point if there is not already one on-site.

Proposed: Cllr Boothman, Seconded: Cllr Guinea. For: 5, Abstentions: 1

**8.3.** [Proposed Single Storey Rear Extension](#) 11 Townsend Close Wyton Huntingdon PE28 2AR Ref. No: 22/00558/HHFUL

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

The extension will not be visible from the front or side of the house and provides more practical accommodation.

The materials will match existing.

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

#### **8.4. Houghton Grange phases 1 & 2 – updates**

An application for the phase 2 development is expected soon. This will probably be for 120 dwellings and a smaller gap than this Parish Council would like.

**RESOLVED:** Peter Radmall Associates be appointed to carry out a Landscape Assessment of the Phase 2 site and application and also provide a technical note on the contribution the site makes to protecting the green gap between Houghton/St Ives; and prepare a statement of representation to support the PC's objection. This is estimated to cost £3,750 plus VAT.

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

Work continues with the appointed lawyer to formulate legal statements.

Comprehensive information will be put together to distribute to District Councillors, residents and neighbouring town and parishes.

It is hoped to have a meeting with HDC Planning officers to discuss affordable housing conditions and the community benefit that should lead from this potential development.

#### **8.5. Other Planning Matters**

Permission has been granted for the Elm tree on the Playing Field behind 46 Victoria Crescent to be trimmed back over the garden.

### **9. RISK ASSESSMENT AND ASSET MANAGEMENT**

A recommended Risk Management Policy will be updated for agreement at the next meeting. This will include assets, employees, volunteers and users of the assets.

Management of risk in the closed St Mary's churchyard will be discussed with the PCC.

Assets will be recorded on Parish Online and relevant documents can be uploaded.

All necessary training and inspections will be logged and updated as needed.

User guidelines for assets, especially the Pavilion, will be produced or updated.

Action lists will be produced to record repairs and control measures.

Pavilion: Items that have been identified as in need of work will be costed and prioritised.

Professional Fire Risk Assessments for the Pavilion, Clock Tower and Office will be arranged.

Users of the Pavilion and Playing Field will be asked for their risk assessments for their activities and they will be provided with a copy of the Parish Council Risk Assessment as relevant.

The list of work that can be completed by a handyman will be scrutinised to prioritise and allocate as appropriate.

Cllr Skinner was thanked for her work on this project.

#### **ACTION: AS & Clerk**

### **10. TIMEBANK**

A new Timebank Coordinator has been appointed and took up post on 21 March. Following a handover she is settling into the role.

### **11. PLAYING FIELD**

#### **11.1. Discussion on the future use/management of Playing Field**

Discussions with the owners of the eastern part of the Playing Field are ongoing.

#### **11.2. Scout Hut**

A meeting will be arranged with the Scout Hut Management Committee

#### **11.3. To make a decision on a proposed storage shed for the Football Club**

The Football Club have put in a request with a sketch plan to install a storage shed in the Playing Field compound. While the Parish Council is supportive in principle the size and position will need to be looked at in more detail. Should the Club require funds a grant

application to the Parish Council would be accepted. **ACTION: Clerk**

## **12. QUEEN'S PLATINUM JUBILEE**

### **12.1. Events planning**

The Committee are progressing with plans for an event on 4 June. Publicity is regularly updated and volunteers to help on the day will be requested. Ideas for decorating the village, particularly The Green will be passed onto the committee.

### **12.2. Commemorative trees**

Planting will be planned for the autumn. **ACTION: Clerk**

### **12.3. To discuss marking the Jubilee with refurbishment of the Clock Tower**

A report and quote for any necessary work will be obtained from a local thatcher. **ACTION: RB & Clerk**

## **13. PARISH COUNCIL VISION**

Cllr Guinea was thanked for his work on distilling the research and reports from all councillors into a single document. All councillors were asked to respond with suggestions to allow any changes to be made in time for circulation and discussion at the next meeting. **ACTION: All Cllrs**

## **14. PROJECTS IN THE PIPELINE**

### **14.1. A1123 Speed Reduction Local Highway Initiative 2022/23- update**

There is no update on this project.

### **14.2. Mill Street Local Highway Initiative 2021/22**

CCC have sent a schematic of the work planned in this project. Councillors were disappointed to see that it only included road markings and some new signs; the original feasibility study from CCC included levelling and surfacing the area opposite the Tea Shop and Gallery as a parking area. C Cllr Dew will be asked to confirm the scope of the project. **ACTION: DK**

### **14.3. Pedestrian / Cycle way on A1123**

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

### **14.4. Layby on A1123 – parking restrictions**

CCC will be asked for a progress report. **ACTION: Clerk**

### **14.5. Cemetery Extension**

Some of the scrub has been removed from the site of this project.

## **15. CORRESPONDENCE**

The Hunts Football Association: The Football Club have been invited to submit a pitch inspection and apply for funding to improve the pitch. The Parish Council will be informed if this progresses.

CCC Flood Risk Management Strategy: The documents for this are now available on NALC Smaller Councils Committee: This committee will be asked to consider the following subjects: help and advice on our responsibilities and how to get effective representation and respect at District and County Council level.

CAMSAR: This organisation is collecting clothes and similar items for donation to Ukrainian refugees via Ukraine Lifeline. They ask that any donations are taken to their head office at Pymoor, Ely. In the future they are hoping to place collection bins for unwanted clothing and bedding in suitable car parks. It was thought that there is already a collection bin at the Three Horseshoes; this will be checked. **ACTION: Clerk**  
Damaged Bridge on footpath 3: a resident reported a missing plank on a large bridge between the campsite and the river. They have reported this to CCC who have installed a temporary cover.

Houghton School: The new head teacher will be invited to attend a meeting or arrange a meeting with councillors to establish a relationship. It is hoped they can become part of the community. **ACTION: Clerk**

A request for funding was received from Citizens Advice Bureau. This will be discussed at the next parish Council meeting. **ACTION: Clerk**

**16. ANY OTHER BUSINESS**

- The Clerk asked for Parish Council support to look into organising a 'Love Where You Live Week' in conjunction with the Timebank. **ACTION: Clerk & Timebank**

**17. DATE OF NEXT MEETING**

The next meeting of the Parish Council will be on Wed 11 May 2022, 7pm.

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