

HOUGHTON AND WYTON PARISH COUNCIL

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

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

Staff present: Lois Dale, Parish Clerk.

There were also five members of the public present, including D & C Cllr Dew

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

Cllr Boothman declared an interest in item 13. Cllr Goodger declared an interest in item 9.1.

3. PUBLIC COMMENT

The chair of the Community Flood Group reported that they have been in touch with other agencies to progress improvements in the local flood defences. He also asked if they can attend the next Parish Council meeting to discuss future funding and storage issues. Cllr Boothman confirmed that the Flood Group is fundamental to the village and therefore a high priority for funding and will be on the October agenda. **(LD)**
A resident was reassured that a letter he had sent to the Parish Council about the effects of increasing energy bills and cost of living on individuals and businesses in the parish would be addressed by various items throughout the agenda.

4. MINUTES

RESOLVED: The minutes of the Parish Council Meeting of 13 July 2022 be agreed as a correct record.

Proposed: Cllr Hunter; Seconded: Cllr Elborn. For: 8, Abstentions: 1

5. MATTERS ARISING

Field Maintenance – The Football and Cricket Clubs will be asked if they have made any progress with finding advice or contractors to carry out improvement work on the field surface. Cllr Goodger offered to help to get quotes for this work. **(LD & TG)**
Other Planning Matters: Arkady Planning Application – A further letter will be sent to HDC, including the Council Leader, about the lack of process in the decision making.
Budget – Cllrs Baxendale and Elborn will meet with the Clerk to start the budgetary process for 2023-24. **(RB, NE & LD)**

6. DISTRICT AND COUNTY COUNCILLORS REPORT.

C Cllr Dew reported that the Highway Committee is keen to get more projects to completion. The project to improve local cycle routes would be ideal. Cllr Keane is progressing this.
The County Draft Transport Strategy is to be consulted on soon and can be accessed at <https://consultcambcs.uk/engagementhq.com/>. The introduction of a congestion charge in Cambridge is being considered.
Houghton & Wyton currently have two successful LHI projects waiting to start. The Council is frustrated that the project for Mill Street no longer includes proposals for parking. The Council was never consulted on this change and feels it is important to residents.
The LHI bid to reduce the speed limit on the A1123 has been approved, but little detail was included in the feedback.

Cllr Gilmour asked Cllr Dew to follow up the response to the report he submitted about the faded double white lines on Houghton Hill. It has been put on a list for work this financial year and therefore marked as completed even though the work is not done. Cllr Gilmour was advised to submit the complaint again. **(BG)**

Cllr Dew asked for any information about the theft of drain covers in Home Farm Road and Hill estate to be sent to him. Highways quickly placed traffic cones on the open drains while they source new covers.

D Cllr Keane reported that the Draft Market Town Strategy is to open for public consultation.

District Council meetings are to live streamed.

Work is due to start soon on improvements to the A428 between the Black Cat roundabout and Caxton Gibbet.

South Cambs District Council is to trial a 4-day working week for staff.

The District Council is administering the cost-of-living grants available to those on lower incomes. D Cllr Keane was asked to investigate the possible grants to support the parish initiative for a Warm Room over winter. **(DK)**

7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT

7.1. To authorise payments due

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

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

The budget report to date and bank balances were noted.

7.2. Insurance Renewal

The Clerk completed a pre-renewal information form, but no renewal premium has been received yet. As this is on a three-year deal the premium should be similar to the previous year and will be paid on receipt for renewal on 1 October 2022. **(LD)**

7.3. Code of Conduct and Register of Interests.

Councillors were reminded to complete this form and return to the Clerk. **(All cllrs)**

8. REPORTS AND RECOMMENDATIONS

8.1. Meeting with Scout Hut Committee Representative

The Scout Hut have asked if they can create a garden in front of the hut; a design has been submitted. There is no formal agreement between the Scouts and Council for the siting of their hut on Council controlled land; this is an ideal time to implement this.

RESOLVED: the Council agree to the creation of the garden in the area between the car park and the Scout hut to the north of the path. If any trees are to be removed or reduced advice will be needed from HDC as they are covered by the Tree Preservation Order 004/68; any work may be the subject of a Planning Application to be submitted by the Parish Council. The Committee will be asked to sign a Heads of Agreement document before the work can start. **(RG, PB, LD)**

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

8.2. Meeting with the licensee of the Three Jolly Butchers – community projects

RESOLVED: The Parish Council will write a letter in support of the principle of rebuilding on the original footprint of a previous building to create a produce shop and community room. The Parish Council will ask that visitors are encouraged to park in the existing car park, not on the road. The letter of support does not constitute recommendation of approval of any forthcoming planning application.

Proposed: Cllr Boothman; Seconded: Cllr Elborn. All in favour. **(PB)**

8.3. Timebank Steering Group / Warm Hub for winter 2022-23

A steering group has been formed and met twice. An AGM will be arranged in October. The Timebank would like to set up a 'Warm Room' during the winter to provide a

meeting place to help reduce the pressure to heat individual homes. Our Shop will be asked to help provide food. Cambs ACRE will be able to offer support and advice. **(RW & LD)** The Parish Council expressed concern over the energy efficiency off the St Mary's Centre as a venue for this initiative and will discuss ways to improve this with the Parochial Church Council.

9. PLANNING MATTERS

9.1. Erection of single storey rear and side extensions (Part Retrospective) Four Winds

Houghton Hill Houghton Huntingdon PE28 2BS Ref. No: 22/01750/HHFUL

Cllr Goodger declared a non-pecuniary interest.

RESOLVED: Houghton & Wyton Parish Council cannot make a recommendation on this application as there are apparent inconsistencies between the application and what is reported happening on site by neighbours. Work in this area was started nearly a year ago and concerns were reported to the Enforcement Team in April 2022.

22/00135/ENOTH – The Oaks, and 22/00123/ENOTH – Four Winds. There has been no resolution of these issues.

Following reports from several neighbours and an on-site visit the Parish Council has the following concerns:

- The complete removal of a number of trees from this and the neighbouring site, The Oaks, which is in the same ownership. These sites are within the Conservation Area and no application for any tree work can be found.
- Substantial excavation works appear to have been undertaken leading to level changes within the area. It is not clear if the new levels of ground have been designed to be stable under the modified drainage works.
- Despite installation of drainage pipes we have concerns about where these might discharge and the possibility of water draining into gardens below in Hill Estate and Meadow Lane, and into the Back Brook which could lead to wider flooding issues. The applicant confirmed to a councillor that these pipes will drain into the existing ponds. It is not clear if these ponds are capable of accommodating extra water to act as SUDS. There are also substantial new areas of hard surfacing, such as driveways and patios, which will exacerbate this issue. The Houghton & Wyton Community Flood Action Group is also concerned about this issue.
- The applicant confirmed to a councillor that there was an ecological assessment for the area, including ponds. This is not on the HDC Planning website.

We feel there should be no determination of this application until the enforcement case investigation has been completed and the completeness and accuracy of the application is confirmed.

The Parish Council would like to see confirmation of:

- the enforcement investigation
- evidence that any effects on drainage and water movement have been investigated on site and the Environment Agency is satisfied there will be no adverse effects on surrounding properties and the wider area.

9.2. Replacement of an existing rear conservatory with a single storey garden room Rose Cottage Thicket Road Houghton Huntingdon PE28 2BQ Ref. No:

22/01694/HHFUL

Replacement of an existing rear conservatory with a single storey Garden

Room Rose Cottage Thicket Road Houghton Huntingdon PE28 2BQ Ref. No: 22/01688/LBC

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

This application fits with HWNP policy 17, as the materials proposed are sympathetic to the local character area, including the use of an oak frame. The single storey design is in keeping with the Conservation Area and Character Area. It is also in line with Section 12. The use of the oak frame is also respectful to the Listed Building status. The view of the front of the building is important in the character of the village; this design will not compromise that.

This proposal will improve and maintain the existing housing stock.

Proposed: Cllr Gilmour; Seconded: Cllr Hunter. For: 8, Against: 1

9.3. Subdivision of existing property 'Fernleigh' into two properties (historically known as 'Fernleigh' and 'Small House'). Proposed internal works include blocking up an existing opening and insertion of acoustic stud wall. Fernleigh Huntingdon Road
Wyton Huntingdon PE28 2AU Ref. No: 22/01672/LBC

RESOLVED: Houghton & Wyton Parish Council recommend that this application is **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 Hunter. All in favour.

9.4. Demolition of existing single storey rear extension and new double storey and single storey rear extensions. 22 Manor Close Wyton Huntingdon PE28 2AG Ref.
No: 22/01539/HHFUL

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

This is a large plot and the extension will not look out of place or be overbearing. The extension should not cause any problems with blocking light or overlooking neighbouring houses.

This proposal does not conflict with Neighbourhood Plan policies

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

9.5. T1 - Oak Crown lift to 4m above ground level. Remove epicormic growth to 6m above ground level. Crown reduce to give 2-3m clearance to the property. Crown reduce to give 50cm clearance around BT cables removing secondary branches only. 15 Victoria Crescent Wyton Huntingdon PE28 2AL Ref. No:
22/01632/TREE

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

This old and valued tree has been regularly trimmed for safety reasons, the health of the tree and to prevent interference with utilities.

Proposed: Cllr Hunter; Seconded: Cllr Skinner. For: 8, Abstentions: 1

9.6. Houghton Grange phases 1 & 2 updates

Cllrs Baxendale and Boothman met with the Regeneration and Housing Delivery Manager at HDC. She has agreed to help the Parish Council with an Affordable Housing

Needs Survey via Cambs ACRE and by talking to other Development Management team officers.

It is not clear yet whether Morris Homes have appointed a partner to manage the affordable housing on their site. The Parish Council would like this housing to be earmarked for those with a local connection first.

It was noted that the brochure for the houses on Houghton Grange phase 1 from Shelbourne Homes makes no mention of Houghton & Wyton. Contact will be made. The Parish Council is hoping to produce Welcome Packs for Parish residents. **(RB)**

An application is still awaited for Houghton Grange phase 2. The legal team and land assessor are in place for when this is received.

9.7. Other Planning Matters

Councillors are advised to read the Draft Market Town Strategy from HDC in preparation for a formal response to be agreed at the next meeting. Proposals for both Huntingdon and St Ives will affect residents. **(All Cllrs)**

To underpin the external and internal walls of both East and West Lodge. West And East Lodge To Houghton Poultry Station Houghton Grange Houghton Ref. No: 22/01795/LBC

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

This work is necessary to protect these listed buildings so that no more historic buildings are lost.

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

10. LOCAL HIGHWAY PROJECTS

10.1. Mill Street LHI

Cllr Baxendale will contact the Highways officer who visited the site for an update on progress and for more information about the parking areas that were discussed.

HDC are likely to take on the authority for parking enforcement in 2023. **(RB)**

10.2. A1123 Speed Limit Reduction LHI

The plan received for this project only shows the length of road that will be included in the work. There is no detail of the signs, including vehicle active speed signs, or the legal and consultation work. Cllr Keane will contact the relevant officer. **(DK)**

10.3. Layby on A1123 – overnight parking restrictions

A work order has been raised by CCC.

11. PROJECTS

11.1. Cemetery Extension

Hedging plants will be ordered from the Woodland Trust or Conservation Trust to be planted between November and March. **(NE)**

Costs for repairs to the existing fence will be obtained. **(LD)**

RESOLVED: £2,000 be allocated to complete an ecological assessment of the area before further work starts.

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

11.2. Tree Survey.

Information for quotes is being prepared. **(LD)**

11.3. Playing Field Compound

Following meetings with the Football and Cricket clubs and Feast Week it is suggested that the compound be extended by 1.7m to the north, the gates moved to the north

side and the entire area by hard surfaced. This would allow a 3m x 5m shed to be installed for use by the Football Club, Parish Council and Flood Group.

Advice will be sought from Planning. **(LD)**

Quotes will be sought for the surfacing and moving the fence and gates. **(TG, RG & LD)**

RESOLVED: The Parish Council agrees that it can part-fund the shed with the Football Club, the cost of the shed is not yet known.

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

11.4. Community Infrastructure Levy round 2022/23

An application has been made to this fund for the rethatching of the Clock Tower. The decision should be heard in October.

12. PARISH COUNCIL VISION

This meeting will be on Sat 10 September. About 27 residents are attending. Any available councillors are asked to help with set up on Fri 9 Sept at 7:30pm.

NOTE: This workshop meeting was cancelled following the death of Queen Elizabeth II on 8 September.

13. CORRESPONDENCE

- Those requesting Memorial trees will be contacted when a scheme is in place. **(LD)**
- More planks were reported missing on the large bridge on footpath 3. These were reported to CCC Highways. **(LD)**
- The waste bins placed by the landowner near footpath 3 were reported to the Clerk as overflowing by several people. The landowner was contacted and eventually emptied them. **(LD)**
- The results of the stakeholder consultation on the CCC Transport Strategy were released and circulated. The consultation is now open to the public until 7 Nov and can be accessed at <https://consultcambs.uk.engagementhq.com/>
The following events are also available for the public to view the consultation:
Ramsey Market: Saturday 1 October, from 10am until 1pm
Tesco superstore Huntingdon: Saturday 1 October, from 2pm until 5pm
St Neots Market: Thursday 6 October, from 10am until 1pm
Waitrose St Ives: Thursday 6 October, from 2pm until 5pm
March Market: Wednesday 12 October, from 9am until midday
Tesco superstore Chatteris: Wednesday 12 October, from 2pm until 5pm
Whittlesey Market: Friday 14 October, from 9am until midday
Wisbech Market: Friday 14 October, from 12.30pm until 3pm
Grafton Centre, Cambridge: Wednesday 19 October, from 10am until 3pm
Ely Market: Thursday 27 October, from 10am until 3pm
- A communication about office rental was received from the PCC. The Parish Council agree in principle with the suggestion that an initial rent be calculated based on current energy use at the St Mary's Centre with the option to increase this should prices increase. However, the Council is keen to work with the PCC to improve the energy efficiency of the building, especially single glazed windows and the inefficiency of heating the whole ground floor when only the office is in use. The Clerk will inform the PCC of this decision. **(LD)**
- The Great Ouse Valley Trust would like to establish a Rivers Trust for the Great Ouse. This will be independent from the GOVT. They have asked if they can use the Parish Council office address until this is established. This was agreed. **(LD)**
- A resident wrote to the Parish Council asking if they had considered providing help and support to anyone struggling with the increased cost of living, especially

heating utilities. The Parish Council is addressing this with the Warm Rooms initiative and will work with the Community Fund if needed. The Parish Council has been made aware of the limitations on its powers to fund individuals or businesses.

14. ANY OTHER BUSINESS

There was no other business to discuss.

15. DATE OF NEXT MEETING

The next scheduled meeting of the Parish Council is Wednesday 5 October, 7pm in the St Mary's Centre.

16. RESOLUTION TO CLOSE THE MEETING TO PUBLIC AND PRESS

RESOLVED: The meeting be closed to the public and press for the following items in accordance with The Public Bodies (Admissions to Meetings) Act 1960 as confidential information may be discussed.

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

17. SALARIES AND WAGES REVIEW

RESOLVED: a one-off payment equivalent to 50% of one month's take-home pay be made to all staff as a non-consolidated payment. This payment would be subject to PAYE and NI as appropriate, but not pensionable. This payment will be made in September. **(LD)**

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

RESOLVED: All staff be awarded pay increases of two to three scale points on the NJC Pay Scales 2021-22. This will be implemented from September. Any pay scales changes made for 2022-23 will be implemented in retrospect taking into account the two different scale points across the financial year. **(LD)**

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

18. ACQUISITION OF THE PLAYING FIELD

The efforts made by the Parish Council to either acquire the freehold of the eastern part of the Playing Field or to have it put in trust as a Playing Field in perpetuity were discussed. Efforts will continue.

RESOLVED: An additional £1,500 be allocated to pay for legal advice and fees for this project.

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

19. COMMUNITY GOVERNANCE REVIEW

It was agreed to postpone requesting a Community Governance Review.

Signed:..... Date: