

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 8 June 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.
D & C Cllr D Dew was also present.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

Cllr Boothman declared an interest in item 8.5 as he is a neighbour.

3. PUBLIC COMMENT

A presentation was made to Lane Thompson, who left the post of Timebank Co-ordinator earlier in the year. She was thanked for her work, especially her response to the challenges that arose due to the COVID pandemic. She was wished all the best on her return to the United States.

4. MINUTES

RESOLVED: The minutes of the Annual Parish Council Meeting of 11 May 2022 be agreed as a correct record.

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

5. MATTERS ARISING

A1123 cycleway funding – expert comment and costings are being sought. A survey/petition to support this will be developed to be distributed in the next village magazine. **ACTION: DK**

Risk assessments – A plumber and an electrician have been contacted to quote for essential work at the Pavilion. Cllr Gilmour will help with organising Fire Risk Assessments of the Pavilion and Clock Tower. **ACTION: AS, BG & Clerk**

Timebank - The co-ordinator has agreed to record her working hours. She will also look at whether any support is needed locally for Ukrainian refugees. The initial meeting of the Timebank Steering group will be held on 9 June. **ACTION: RS, PB & AS**

6. DISTRICT AND COUNTY COUNCILLORS REPORT.

C Cllr Dew reported that the County Council is still struggling to recruit highways officers. As a result, projects, especially private funded initiatives, are not being undertaken. Money from the Combined Authority to fund Active Transport projects is occasionally available, but the projects need to be ready to start. It is important to involve local interest groups and Parish Councils, but if there are not enough officers at County level to provide support the projects cannot progress.

Cllr Dew agreed to set up a meeting with C Cllr T Sanderson the chair of the newly renamed Communities, Social Mobility and Inclusion Committee.

Cllr Dew is also on the Scrutiny Panel of the Combined Authority.

D Cllr Keane reported that following the May elections new councillor training is still ongoing and some meetings have been cancelled.

The £150 rebates on Council Tax for properties Band D and below have been made.

The drains in Thicket Road have been cleared by CCC Highways they have also cut the verge along here and put up bollards to prevent parking in a small area. Unfortunately, the bollards are not the rural design that was agreed. It was agreed that little could be done now and replacements would be considered if necessary.

There has not yet been a response from Planning Enforcement to two queries made recently. Cllr Keane agreed to find out why there was a traffic survey on the A1123.

ACTION: DK

7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT

7.1. To authorise payments due

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

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

The annual budget report and bank balances to date was noted.

7.2. Annual Governance and Accountability Return

7.2.1. Approval of the Annual governance Statements 2021-22

RESOLVED: all statements are approved.

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

7.2.2. Approval of the Accounting Statements 2021-22

RESOLVED: the accounts for 2021-22 be approved.

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

ACTION: Clerk

7.3. Date for Annual Parish Meeting

This meeting was delayed as it was to be used a vehicle to inform the parish of the plans for Houghton Grange phase 2. It was agreed that if no application is received by 31 July, a meeting will be organised.

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

It was agreed to move some funds to the Barclays account to spread the risk and look at other saving accounts and investments. **ACTION: Clerk**

7.5. Decision on the appointment of a Parish Maintenance Person.

It was agreed to ask a local Gardening and Handyman service to carry out some work. If their work is satisfactory, more work will be offered to them. **ACTION: Clerk**

8. PLANNING MATTERS

8.1. Replace 8 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. 20 The Elms Thicket Road Houghton Huntingdon PE28 2FQ Ref. No: 22/00878/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

8.2. Single storey side and rear extension with roof overhang beyond front elevation, garage conversion and replacement windows. 6 Leslie Green Road Houghton

Huntingdon PE28 2DF Ref. No: 22/00956/HHFUL

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

APPROVED for the following reasons:

The finished extension will be no wider than the garage and is similar to extensions to neighbouring properties.

However, we request a condition is included to retain the current off-road parking to prevent excessive on-road parking.

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

8.3. To remove existing stove and raise existing fireplace opening; create new opening on other side of chimney breast and remove small portion of wall in-between;

install new double-sided stove using existing flue; install flue liner. 2 Chapel Lane
Houghton Huntingdon PE28 2AY Ref. No: 22/00996/LBC

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

The proposed works will ensure compliance with regulations and increase the safety of the stove.

The work will not affect the character of the listed building.

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

8.4. To carry out works as described on the Tree Survey attached. The Elms Thicket Road Houghton Ref. No: 22/01070/TREE

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

The proposed work is the result of a comprehensive professional assessment

The trees in this historic area need to be maintained.

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

Cllr Elborn left the meeting

8.5. For the removal of medium hornbeam to ground level. Major cavity in main stem very hollow. Majority of tree over hanging garage and wall. Root system having effect on listed boundary wall. The Millers House Thicket Road Houghton Huntingdon PE28 2BQ Ref. No: 22/01155/TREE

RESOLVED: Houghton & Wyton Parish Council have the following comments:

There is no report on the state of the tree in the application.

We would require supporting evidence from an independent specialist before we could support this application.

We do not believe the wall is listed as this is part of the curtilage of Cherry Trees.

Proposed: Cllr Baxendale; Seconded: Cllr Gilmour. For: 5; Abstentions: 1

8.6. Other Planning Matters

Houghton Grange phase 2: A landscape assessor has had initial discussions and visit to the site. A meeting has been held with D Cllr J Kerr, District Councillor for St Ives West and it is hoped a meeting can be arranged with D Cllr T Sanderson.

RESOLVED: A budget of £5,000 be allocated to provide Parish Council legal representation for the Houghton Grange planning decisions.

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

9. CAMBS COUNTY COUNCIL DRAFT TRANSPORT STRATEGY

Cllr Boothman had circulated a proposed response. This was agreed and will be submitted. **ACTION: Clerk**

10. PAY REVIEW

It was agreed that appraisals and salary reviews would be carried out in August.

11. PARISH COUNCIL VISION

The next stage in progressing a vision is to hold a public consultation. It is hoped this can be on the morning of Sat 16 July and that representatives of the community and groups can attend. Cllrs Boothman and Skinner will plan an agenda and format for this event.

ACTION: PB & AS

In relation to the vision:

progress on negotiations with the owners of the eastern part of the Playing field was reported.

The progress of registration of Common Land will be chased with the Land Registry.

A report was given on the meeting with the Community and Volunteer officer at the National Trust Houghton Mill. They will be working with Feast Week to host the picnic. Their car parking management is currently working well. The Mill House will be developed to provide a staff and volunteer rest area and offices. Issues with access to the river from their land are still being worked on.

The Parish Council recognise the need to include the environment in its vision. To this end the Council agreed to adopt an environmental statement based on the HDC statement:

'To reflect the urgency of the climate crisis and ecological emergency, all decision making by Houghton & Wyton Parish Council will consider environmental, ecological and sustainability limits as well as effects on future generations.'

12. PROJECTS

12.1. Cemetery Extension

This is still in progress. **ACTION NE & Clerk**

12.2. Tree Survey – recommendations for work.

Quotes will be obtained for urgent works as identified in the survey and by Tree Wardens.

ACTION: Clerk

13. QUEENS'S PLATINUM JUBILEE

The Parish Council records its thanks and appreciation to the committee that organised the village celebration on 4 June; and also for the other events organised by the Church, Gardening Club, Our Shop, Timebank and to all the residents who decorated the village.

14. CORRESPONDENCE

Sawtry Way speed limit change – The Council was in favour of reducing the speed limit to 40mph where justified on this busy road. CCC will be informed. **ACTION: Clerk**

A resident had let the Parish Council know about a problem with laurels planted in The Lanes, behind his property. CCC highways have now dealt with this and the resident has applied for a planting licence for the area.

Gigaclear are planning to install ultra-fast broadband in the parish. Plans are not yet available and they plan to hold a community meeting. No further action will be taken.

At their request the invitation to sign the Armed Forces Covenant was discussed again. The Council confirmed that it was not willing to sign this and would judge any requests etc on its own merits at the time.

The Scout Hut Committee have submitted a draft plan for a garden in front of the Scout Hut. The Parish Council are happy for them to improve this area, but need to make them aware that it may be on a short-term basis. Any work to be done will need to be agreed by the Parish Council and relevant Risk Assessments provided, as well as a guarantee the Scouts would maintain the area. A meeting will be arranged in July.

ACTION: RG, PB & Clerk.

It was agreed that the Timebank co-ordinator could pursue the offer of a second-hand laptop to replace one that is no longer working. The reported cost is £200. **ACTION: RW & Clerk**

Cllr Baxendale and the Clerk met with a representative of the Tennis Club. It was confirmed that they have about 70 members and are financially sound, including provision for the maintenance of their courts. They have a professional youth coach and research by the Lawn Tennis Assoc. shows that membership is increased and retained in clubs that can provide flexible playing times. To this end it was agreed that the Club could install two recycled plastic benches to the east side of the courts for spectators, a windbreak screen can be erected on the southern fence and

removeable, low level lighting can be used on the eastern court to allow games until 10pm.

CAPALC are offering a fully funded carbon literacy course with Groundworks East. Councillors were invited to attend and the Clerk will book a course.

15. ANY OTHER BUSINESS

The Flood Group will have a stall at Feast Week and is organising a visit from the Floodmobile. Flood warning training is to be organised.

It was noted that there is a 'camp' on the train lines on Hemingford meadows.

Hemingford Abbots Parish Council will be informed. **ACTION: Clerk**

Meetings will be arranged with the Cricket and Football clubs to discuss relevant issues.

ACTION: Clerk

16. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Wed 13 July 2022, 7pm.

Signed:..... Date:

DRAFT