

## HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Annual Parish Council Meeting** held on Wednesday 3 May 2023, 7:00pm.

**Present:** Cllr P Boothman - Chair  
Cllr R Guinea  
Cllr D Keane  
Cllr Baxendale  
Cllr Z Hunter  
Cllr A Skinner

There were also four members of the public present.

### 1. ELECTION OF PARISH COUNCIL CHAIR

**RESOLVED:** Cllr P Boothman be elected as Parish Council Chair for 2023-24.

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

### 2. ELECTION OF PARISH COUNCIL VICE-CHAIR

**RESOLVED:** Cllr R Baxendale be elected as Parish Council Vice-Chair for 2023-24.

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

### 3. VOLUNTARY POSTS AND REPRESENTATION ON OTHER BODIES

**Tree Wardens:** Both current Tree Wardens were away. Their willingness to continue will be confirmed

**CAPALC:** Cllr Keane will represent the Parish Council at CAPALC meetings when needed

**Memorial Hall:** As the committee is quite large it was decided that the Parish Council would not ask to have a member, but will endeavour to attend the AGM

### 4. APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Elborn, Gilmour and Goodger.

### 5. DECLARATIONS

There were no declarations of interest.

### 6. PUBLIC COMMENT

A resident commented that the rethatched Clock Tower looked much improved. The Chair of the Cricket Club attended to explain to the Parish Council a grant they are applying for from the 'Welcoming Environment' strand of ECB funding. This will be for items that will benefit most users of the Pavilion in addition to the Cricket Club. These could include a baby changing unit, external seating, table, gazebos and awnings, and a water heater. The Cricket Club would like more refrigeration and several solutions were discussed how this could be provided without reducing the size of the hall or rearranging the kitchen. There is no storage space available in the pavilion; this is yet to be decided. Responsibility for the equipment is yet to be agreed. The Parish Council agreed that these suggestions could help to improve the facilities at the Pavilion and it was happy for the Cricket Club to proceed with the application.

### 7. MINUTES

**RESOLVED:** The minutes of the Parish Council Meeting of 5 April 2023 were agreed as a correct record.

Proposed: Cllr Baxendale; Seconded: Cllr Guinea. For: 4, Abstentions: 2

### 8. MATTERS ARISING

- The Chair attended the Nobles Field Trust AGM and the Great Ouse Valley Trust AGM. Both groups expressed support to the Parish Council to obtain an acceptable development at Houghton Grange phase 2. The Chair will also attend the St Ives Mayor making on 10 May. **PB**
- Defibrillators: Advice has been received from AED Donate about the support they can provide for an additional AED in the village. They can donate £400 and help with fundraising and management of the device. It was agreed to get more information. The Community Heartbeat Trust was suggested as a possible partner and the Clerk will contact them. **Clerk**

- The Timebank is holding an Eco-popup event on Sat 13 May, 930-12:30. Some councillors will attend to support and promote the activities of the Parish Council.

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

D Cllr Keane reported that HDC are consulting on their Local Plan update and are hosting two events for Parish Councillors. See item 9.2

HDC are administering the energy support scheme for those who do not qualify for other schemes; this runs until the end of May.

An Ox-Cam partnership has been formed' this seems to have similar aims to the Ox-Cam Arc.

Refuse collections scheduled for a Monday will still take place on Bank Holidays. There is currently no plan to make a charge for Green bins.

Photo-id is now needed to vote in all local and national government elections. This can be a driving licence, passport or similar. Or photo-id can be obtained from HDC.

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

### **10.1. To authorise payments due**

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

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

The budget report to date and bank balances were noted.

### **10.2. Investment/Savings Accounts for reserves update**

A 95-day notice account with Redwood Bank has been opened and funds will be transferred. Other accounts that were applied for are still pending.

## **11. REPORTS AND RECOMMENDATIONS**

### **11.1. Playing Field**

#### **11.1.1. Field maintenance**

A resident has asked the Parish Council to intervene about damage caused to their fence which borders the Playing Field. Damage has been caused by footballs and cricket balls both during club matches and from casual use on the field.

**RESOLVED:** the Parish Council will meet with the resident and discuss solutions. It is felt the best solution is for the Parish Council to erect a chain link fence on their land and plant a hedge on the field side to increase biodiversity and protect the resident's wooden fence. **Clerk and RG**

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

**RESOLVED:** a wall mounted noticeboard with glazed doors will be purchased and erected on the east wall of the Pavilion. This will be available for use by Bowls, Cricket, Football and Tennis Clubs, as well as the Parish Council. Up to £750 is allocated for this purchase. **Clerk**

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

#### **11.1.2. Field Lease**

Agreement has been reached with the landowners of the eastern part of the field to buy-out the current lease and initiate a new 125-year lease. Solicitors will be instructed to draft a new lease for agreement. **RB & PB**

### **11.2. Report on application for a 20mph zone throughout the village area of the parish**

A resident, with the help of the Parish Council, has put in an initial application to CCC for funding to introduce a 20mph limit within the village. An initial survey gained over 120 responses, the majority in favour of the lower limit. Further evidence and consultation would be needed if the application progresses, before a final decision is made.

## **12. PLANNING MATTERS**

### **12.1. Use of land as open storage and repair of commercial vehicles and marine engineering equipment and storage of containers. Willow Walk Farm Banks End**

**Wyton Ref. No: 22/02555/CLED**

**RESOLVED:** Houghton & Wyton Parish Council have the following response to this application:

We have no evidence to contradict or support this application and therefore cannot make a recommendation on a decision. We would request the following conditions are introduced:

- Screening from the main road to be maintained, including retention and protection of existing trees. Restrict expansion of storage space with no expansion into the field to the east or southwards and limiting the height of any storage by not double stacking containers.
- The goods vehicle operating licence currently allows 2 lorries and a trailer to be based at this site and that should be maintained as the limit.
- Light pollution from the site to be restricted to protect wildlife, the environment and reduce energy use.
- We strongly suggest that conditions be introduced to restrict further industrialisation in this site

The Parish Council does not want to restrict the current business, but want to protect the environment, countryside views, particularly of the meadows on the approach to the village and agricultural land use.

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

**12.2. Parish Council response to the application to re-designate the Thicket Footpath as a Bridleway**

A response has been submitted in line with the response to the public inquiry about a Cycle Track order in 2019.

**RESOLVED:** an application will be submitted to CCC for a Definitive Map Modification Order to correctly show the width of the current footpath.

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

It was noted that several trees along the Thicket footpath have been marked in some way. The Clerk will ask HDC the reason for this, and if they can attend a meeting to explain their management plan for the area. D Cllr Keane was also asked to look into this. **Clerk/DK**

**12.3. Parish Council response to the HDC Local Plan outline stage consultation**

HDC is holding meetings to provide further information to Parish Councillors on 24 May and 5 June. Councillors will let the Clerk know which dates they can attend and the Clerk will also attend a meeting.

**12.4. Enforcement Actions**

The landing stage erected off the Thicket footpath: HDC cannot determine a landowner. No complete application was submitted for the development. HDC will take an enforcement action of the removal of trees in this area. The Environment Agency will have power to take action against the subsequent bank erosion. It is noted that several councils, and organisations have contributed to the opposition to this development.

**12.5. Other Planning Matters**

The application for 120 dwellings on the Houghton Grange field has been received and sent out for consultation. It is noted that HDC received the application on 6 April, and consultation started on 3 May 2023. The Clerk will ask HDC for an extension to their consultation period until 30 June 2023 to allow for full consultation and consideration of this large application. Legal planning advice has been taken and they will be advised of the application. Information will be disseminated to residents and interested parties

and appropriate meetings arranged.

### **13. PROJECTS**

#### **13.1. Playing Field Compound Extension and storage sheds**

The football club have put up a shed in the compound.

The storage needs of the Parish Council and Timebank will be estimated and suitable options explored.

**RESOLVED:** up to £5,000 be allocated to purchase, install and fit out up to two sheds (or similar) for storage for the Parish Council and Timebank.

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

The Clerk has verbally given the Bowls Club permission to thinly scatter grass cuttings among the rough vegetation at the edges of the Playing Field. They were told they must not leave this in piles on the field or surrounding area or allow it accumulate in a way that prevents it from rotting down easily. This is to prevent large amounts of grass clippings having to be stored prior to moving off site. If this becomes a problem, this will be more formally reviewed.

#### **13.2. LHI – Mill Street improvements**

White road lining and double yellow lines have been replaced or installed. A parking sign has been erected to direct drivers to the National Trust car park, instead of the parking along Mill Street. However, some residents have suggested that it is not in keeping with the street scene. Alternative locations are being looked at.

#### **13.3. LHI – A1123 speed limit within the parish and St Ives**

Although the speed limit change has been implemented the illuminated sign that was originally included in the plan is not yet available.

**RESOLVED:** up to £500 be allocated to cover the extra cost of a potential solar powered sign from CCC.

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

#### **13.4. Clock Tower refurbishment**

The thatching is nearly complete, and the scaffold should be removed this week.

Cllr Baxendale and the Clerk will meet with architect Chris McCrea on 11 May to discuss a proposal and designs for further refurbishment and improvements.

#### **13.5. Cemetery Extension**

A chart to show the timeline of the work needed on the extension was circulated. The Conservation Volunteers will provide dates for the work and local volunteers encouraged.

#### **13.6. Future projects – next actions.**

Feedback on progress will be prepared and sent out to consultees.

### **14. CORRESPONDENCE**

- The Bowls Club had asked if they could put a banner on the wooden fence around the Playing Field car park. The Cricket Club have already put one up. It was agreed that these banners would be allowed. The owners must ensure the safety of the banners and keep the area tidy. Banner should only be displayed during their playing season.
- Following a complaint that a public notice had been repeatedly removed from the village notice boards, it was agreed that a policy would be produced and displayed with contact details. **AS & Clerk**
- A resident informed the Council that the 20mph flashing sign in the vicinity of the school was not working correctly. This has already been reported to CCC Highways, who will ask their contractors to address this. Houghton School were also contacted and agreed to ask for this to be fixed.
- A fallen tree was reported in the Back Brook. The Clerk will report this to the

Environment Agency, or have it removed if they cannot act. **Clerk**

- The Clerk will publish details on the local community transport scheme. **Clerk**
- HDC Asset Land Management have circulated details of a scheme to reduce grass cutting in some areas to allow wild flowers to grow. There do not appear to be any areas in this parish, and they have restrictions on the areas this scheme can apply to. It was agreed that the Clerk would contact the HDC team to ask if some of the triangle of land at the Wyton entrance would be suitable and open discussion about other areas that wild flowers could be encouraged or planted. **Clerk**

**15. ANY OTHER BUSINESS**

The Welcome Pack for new residents has been mostly assembled. Thanks were expressed to the Timebank coordinator for her help.

It was noted that the vegetation on the verge at the junction of St Ives Road and the A1123 may be obstructing drivers' vision. Highways will be contacted. **Clerk**

The Council was reminded that a biennial report is due to be produced this year.

**16. DATE OF NEXT MEETING**

The next scheduled meeting of the Parish Council is **Wednesday 7 June 2023**, 7pm in the St Mary's Centre.

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