

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 5 July 2023, 7:00pm.

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

There were no members of the public present. D & C Cllr Dew could not attend.

<p>1. APOLOGIES FOR ABSENCE There were no apologies for absence.</p>
<p>2. DECLARATIONS Cllr Elborn declared a personal interest in item 9.2 as a neighbour.</p>
<p>3. PUBLIC COMMENT There was no public comment.</p>
<p>4. MINUTES RESOLVED: The minutes of the Parish Council Meeting of 31 May 2023 were agreed as a correct record. Proposed: Cllr Boothman; Seconded: Cllr Elborn. For: 5, Abstentions: 3 RESOLVED: The minutes of the Parish Council Meeting of 7 June 2023 were agreed as a correct record. Proposed: Cllr Baxendale; Seconded: Cllr Skinner. For: 7, Abstentions: 1 RESOLVED: The minutes of the Parish Council Meeting of 21 June 2023 were agreed as a correct record. Proposed: Cllr Gilmour; Seconded: Cllr Elborn. For: 6, Abstentions: 2</p>
<p>5. MATTERS ARISING</p> <ul style="list-style-type: none">• Meeting with Anglian Water: No representative on the Flood Group are available for a meeting on 13 July as proposed by Anglian Water. Alternative dates will be proposed.• Cllr Guinea has asked Houghton School if they would host junior football matches; they do not want to upset nearby residents by with noise from children playing sport out of school hours. Cllr Guinea will arrange to meet the Head of Houghton School to form a working relationship. A Governor has also contacted the Parish Council and a meeting will be arranged with her. Clerk• Cllr Baxendale and the Clerk will meet with a representative of St Mary's PCC to discuss the office rental agreement. The use of digital zoning of the heating system will be suggested. RE & Clerk
<p>6. DISTRICT AND COUNTY COUNCILLORS REPORT. D Cllr Keane reported on HDC Key activities and updates</p> <ul style="list-style-type: none">• We are checking the electoral register and residents may receive and phone call, email or even a knock at the door. They can check themselves about their registration status https://www.gov.uk/electoral-register/view-electoral-register or can contact the electoral services team at 01480 388017 or email elections@huntingdonshire.gov.uk• HDC have launched a Pledge to Fight Food waste with a chance to win a £60 food voucher, sign up for tips at https://www.recap.co.uk/pledge-to-fight-food-waste• The EV Charging survey finishes July 9th can take the survey at https://emea.focusvision.com/survey/selfserve/212c/230505?ltype=digital#?• The Recycling poster competition deadline is Saturday 10th July

- The Local plan consultation Issues paper finished today 5th July
- The district council is providing a helping hand during the cost of living crisis with access to a number of different resources that can be found at <https://www.huntingdonshire.gov.uk/people-communities/helping-hand/> For example Council Tax support, discretionary housing payments, healthy start, etc
- The council has announced bringing a subscription for green bins that will be probably £56 a year for your bin that is currently included in HDC Council Tax. If you don't have the bin there is no reduction in Council Tax.
RESOLVED: Houghton & Wyton Parish Council will write to HDC to ask for a full consultation on the proposal to charge for residential green bins.
Proposed: Cllr Baxendale, Seconded: Cllr Hunter. All in favour.

7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT

7.1. To authorise payments due

RESOLVED: The payments be approved and paid. **Clerk**
Proposed: Cllr Baxendale, Seconded: Cllr Elborn. All in favour.

The Clerk will circulate the schedule of work for the Handyman and ask him to let her know when areas have been completed so they can be inspected. **Clerk**

In line with the council's environmental policy, alternatives to bleach for cleaning areas in the pavilion will be investigated.

The Legionella testing schedule for the Pavilion will be clarified. **Clerk**

Updated quotes will be obtained for Fire Risk Assessments of the Pavilion and Clock Tower. **Clerk**

The budget report to date and bank balances were noted.

7.2. Grant request Code Dojo at Houghton School

No application was received.

8. REPORTS AND RECOMMENDATIONS

8.1. Playing Field

8.1.1. Field Lease

The landowners have received the draft and are asking their own legal team to review before signing. The Parish Council will cover the costs for this, as in the lease which are estimated at £1,625-1,950.

RESOLVED: up to £1,950 be allocated to pay the costs of the landowners having the proposed Playing field lease checked by their legal team.

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

8.1.2. Scout Hut agreement and proposed garden

The Parish Council is disappointed that there has been no response to the request for a copy of a signed agreement from the Scout Hut Committee. This will be chased with the members. **PB**

8.2. Application for a definitive Map Modification Order for the Thicket footpath

CCC have confirmed receipt of this application to register the correct width of the path. The landowners will be informed by letter or posting a notice on land along the footpath. **PB & Clerk**

8.3. Cemetery extension and car parking

In 2020 Campbell Buchanan George proposed building 2 dwellings on land west of the cemetery. As Parish Council support for this would be a deviation from Neighbourhood Plan policies CBG offered to build a car park for cemetery use and extend the footpath on the north of the A1123 from the bus stop to the cemetery to provide community benefit. They are now proposing to submit the application with the amendment of removing the proposed footpath to the north of the A1123 and installing a pedestrian island near the entrance to the cemetery.

Following discussion, covering the recent consultations with residents and the current and proposed building at and near Houghton Grange, the Parish Council concluded that it would not support this application at this time.

9. PLANNING MATTERS

- 9.1. Change of position of the front door and replacement of this and the rear door with new ones. New canopy at the front door, replacing the existing one. Adjustments to position/size of two windows on the front ground floor elevation. Replacement of all existing UPVC windows with new, aluminium ones. Introduction of movable folding door at the rear new dining room. Landscaping alterations in the side and rear garden.** 4 Laughtons Lane Houghton Huntingdon PE28 2AT Ref. No: 23/01037/HHFUL

RESOLVED: Houghton & Wyton Parish Council recommend that this application be **APPROVED** as this will improve the layout and increase the natural light in the house, and improve the access.

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

- 9.2. Internal alterations and extension with replacement windows and doors.** The Old Rectory Rectory Lane Wyton Huntingdon PE28 2AQ Ref. No: 23/01016/HHFUL /Ref. No: 23/01015/LBC

RESOLVED: Houghton & Wyton Parish Council recommend that this application be **APPROVED**. The proposed internal work will strengthen and maintain the existing structure making it fit for future use. Most of the work is planned to replicate and replace existing features and be in keeping with the heritage of the property. The small extension at the rear is within a walled area and is not visible from other properties.

Proposed: Cllr Guinea, Seconded: Cllr Gilmour. For: 7, Abstentions: 1.

9.3. Parish Council response to HDC Local Plan outline stage consultation

Cllr Boothman has formed a response to this complex consultation on behalf of the Parish Council, which the Parish Council agreed to submit. **PB**

9.4. Enforcement Actions

There are no enforcement actions to report.

9.5. Other Planning Matters

It was reported that Local MP Jonathan Djanogly has forwarded a copy of the Parish Council letter about the lack of coordination between local and government authorities over the development at and around Houghton Grange to Homes England and MP Michael Gove, Secretary of State for Levelling Up, Housing and Communities.

The application for the development between Houghton Grange and The How is likely to be discussed at the Development Management Panel in September 2023.

It is noted that the amended alcohol licence application for the National Trust Houghton Mill was approved. This gives them a licence to serve alcohol from the Tea Room and within the Mill from 9am-5pm and also for up to 15 events (weddings) a year until 9pm. It was agreed that more regular meetings should be arranged with the National Trust to encourage a better relationship with the residents.

10. PROJECTS

10.1. Playing Field Compound Extension and storage sheds

Progress has been made with sourcing sheds for the compound. These and shelving will be purchased and installed. **RG & Clerk**

10.2. LHI – Mill Street improvements

A small sign to direct vehicles to parking at Houghton Mill will be provided for the top of Mill Street.

10.3. Clock Tower refurbishment – Architect's report

RESOLVED: Up to £5,000 be allocated to cover costs for architectural services up to submitting a planning application for the refurbishment and improvements around the Clock Tower.

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

10.4. Defibrillators in the parish

A planning application will be submitted to install a defibrillator in a locked cabinet on the north side of the Three Jolly Butchers. AEDDonate will be asked to set up a fundraising page to allow residents to donate to provide this life saving equipment in the village. A cabinet for the defibrillator at the Pavilion will be sourced. **BG**

11. CORRESPONDENCE

- A resident contacted the Parish Council chair to ask why draft minutes were not published, he was invited to attend this meeting to discuss this with councillors. It was noted that the Parish Council website made reference to draft minutes although these have not been issued for several years; this has been corrected. The Parish Council agreed to not change the current position and will issue approved minutes only, online and on the noticeboard at The Green. Agendas are published at least three clear days before each meeting both online and on the noticeboard. Dates of planned meetings are also published. It was confirmed that residents can contact the Clerk if they want information about decisions made at meetings.
- Several residents have pointed out recent cases of inconsiderate parking in the village. It was agreed to ask Highways to look at extending the yellow lines at the top of Victoria Crescent where a 'pinch point' is often created, and to look at the possibility of other measures along St Ives Road. **Clerk**
- A resident of Victoria Crescent who backs onto the Playing Field has complained about the height of vegetation growing behind her fence. The contractor responsible for cutting the Playing Field will be asked to cut this back as detailed in their contract and instructions will be strengthened to ensure this area is cut regularly. **Clerk**
- A contractor will be appointed to cut back a tree on the Playing Field that is growing over a resident's garage. The contracted handyman will be asked to quote for tidying soil and vegetation in areas on the Playing Field. **Clerk**
- It has been reported that the gate at the end of the bridge over Houghton Lock is broken and dangerous. This has been reported to Hemingford Abbots Parish Council as this is within their Parish. The Environment Agency were also informed.

12. ITEMS TO BE CONSIDERED AT FUTURE MEETINGS, DELEGATED ACTION OR INFORMATION ONLY

- Ongoing matters that will be included on the next agenda will include the cemetery extension fencing, resident's fencing on neighbouring the Playing Field, fire risk assessments and the Parish Council website.
- Cllr Keane reported that RAF Wyton have formed a community committee and he would like this Parish Council to be represented on this committee. The RAF base is likely to expand again in the future bringing different needs.
- Cllr Baxendale asked for help to produce the Biennial Report which is due this year. This will be discussed at the next meeting.
- It was noted that Cllr Goodger has resigned from the Parish Council for personal reasons. He was thanked for his service and it is hoped he will remain active within the village community. Adverts to co-opt a councillor for this vacancy will be prepared. **Clerk**

13. DATE OF NEXT MEETING

The next scheduled meeting of the Parish Council is **Wednesday 2 August 2023**, 7pm in the St Mary's Centre.

14. MOTION TO EXCLUDE PUBLIC AND PRESS

RESOLVED: The meeting will be closed to the public and press for item 15 in accordance with The Public Bodies (Admissions to Meetings) Act 1960 as confidential information may be discussed.

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

15. FUTURE RESOURCE PLANNING

RESOLVED: A working party comprising Cllrs Gilmour, Guinea and Skinner will put together a job description and advert for an administrative post within the Parish Council office to work with the Clerk.

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

Signed:..... Date: