

HOUGHTON AND WYTON PARISH COUNCIL

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

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

There were also three members of the public present.

<p>1. APOLOGIES FOR ABSENCE There were apologies for absence from Cllr Z Hunter.</p>
<p>2. DECLARATIONS There were no declarations of interest.</p>
<p>3. PUBLIC COMMENT A resident thanked the Parish Council for the work they have done to date to reach an acceptable solution to the potential development of the Houghton Grange field.</p>
<p>4. MINUTES RESOLVED: The minutes of the Parish Council Meeting of 3 May 2023 were agreed as a correct record. Proposed: Cllr Baxendale; Seconded: Cllr Guinea. For: 6, Abstentions: 2</p>
<p>5. MATTERS ARISING</p> <ul style="list-style-type: none">• It was agreed that the hedge and trees on the eastern boundary of the Playing field need some attention. The Clerk will check if they are causing a problem with the road, although they are a standard maintenance item for the contractor. Clerk• The status of the progress with Fire Risk Assessments will be checked. Clerk• Anglian Water will be contacted again to progress the proposed meeting on ground water flooding. A resident will provide photographs of flooding on St Ives Road. Clerk• The proposed DMMO for the width of the Thicket footpath has been submitted. Landowners in the area will be contacted. Clerk• Progress on the 20mph restriction on the village will be checked. PB
<p>6. DISTRICT AND COUNTY COUNCILLORS REPORT. D Cllr Keane reported that HDC are consulting on sites for charging points for electric vehicles. HDC are running a competition for children to design an illustration to go on the side of the recycling collection trucks. For more details see the HDC website.... Or Facebook page. D Cllr Keane encouraged other councillors to attend the upcoming Town and Parish Council meeting.</p>
<p>7. CLERK AND RESPONSIBLE FINANCIAL OFFICERS REPORT</p> <p>7.1. To authorise payments due RESOLVED: The payments be approved and paid. Clerk Proposed: Cllr Baxendale, Seconded: Cllr Goodger. All in favour. The budget report to date and bank balances were noted.</p> <p>7.2. Annual Accountability and Governance Return 2022-23</p> <p>7.2.1. Approval of the Annual Governance statements 2022-23 RESOLVED: all statements are approved. Proposed: Cllr Boothman, Seconded, Cllr Baxendale. All in favour</p> <p>7.2.2. Approval of the Accounting statements 2022-23 RESOLVED: the accounts are approved.</p>

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

7.3. Statement to clarify the status of houseboats at Hartford Marina. With reference to Parish Council minutes, April 2023, item 9.5

In light of new information received by the Parish Council we wish to clarify the statement made at the Parish council meeting of 5 April 2023, item 9.5

This should read: A houseboat at Hartford Marina, consisting of a caravan on a concrete float, has been held by the Upper Tribunal to meet the statutory definition of a caravan. *Tingdene Marinas Ltd v Jaffe (2023) UKUT 16 (LC)*

8. REPORTS AND RECOMMENDATIONS

8.1. Playing Field

8.1.1. Field maintenance

The Cricket Club have secured a £5,000 grant from the ECB that will be used for equipment for use at the Sports Pavilion by the club and other users. Exact items and maintenance will be agreed with the club.

It was agreed that quotes for the playing field and cemetery maintenance contract will be sought in the autumn. This is ensure the best service and value is obtained.

8.1.2. Field Lease

A draft lease has been circulated to all leaseholders for initial agreement. Once this is received the lease will be completed and signed by all signatories and the Parish Council.

8.2. To consider actions to address and reduce damage to residential fence

Cllr Guinea and the Clerk had met with a resident who complained their property boundary fence had been damaged by users of the playing field over the past few years. This has been from organised sports as well as casual use and is mainly from footballs being kicked against the fence or cricket balls hitting the structure. This has also led to instances of trespass on their property and deliberate damage to the fence to retrieve the balls.

The property owners will obtain quotes for the repair and replacement of the fence. The Clerk will look at costs of erecting a separate fence and hedging. The football club will be consulted about moving the junior football pitch to the area by the tennis courts and ask the contractor to move a 'No ball games' sign to near the fence.

Cllr Guinea will ask the primary school about the potential use of the school field by the junior football team. **RG & Clerk**

8.3. Bus shelter, Manor Close: to consider asking CCC to remove this shelter

A resident has complained that the currently redundant bus shelter at Manor Close is an eye-sore and a focus for anti-social behaviour; they have asked if it can be removed. Another resident has written asking that it be kept in the hope that a bus service will be resumed. It was agreed that options to restore the transparency of the Perspex structure will be investigated before a consideration to ask for it to be removed. The clerk will contact CCC for advice. **Clerk**

9. PLANNING MATTERS

9.1. [Outline planning permission with all matters reserved for the construction of up to 120 homes \(Use Class C3\) with associated public open space, landscaping, play areas, surface water attenuation, roads, car parking, pedestrian and cycle routes, utility infrastructure and associated works](#) Land Between Houghton Grange And The How Houghton Road Houghton Ref. No: 23/00627/OUT

The Parish Council will hold a meeting on 21 June to discuss and make a response to this application. An agenda will be issued nearer the time and the meeting will be open to the public.

A letter has been prepared by the appointed solicitor to Homes England to ask them to consider amendments to their plan and to meet the Parish Council to discuss their objections. This will be copied to HDC planning officers.

A meeting will be held with St Ives Town Councillors on 16 June.

Current and predicted costs for legal advice are covered by approved budgeted amounts.

RESOLVED: Up to £5,000 be allocated for potential costs of a barrister to represent the Parish Council at the HDC Development Management Committee in relation to a development at the land between Houghton Grange and the How.

Proposed: Cllr Baxendale, seconded: Cllr Gilmour. All in favour

HDC planning will be contacted about S106 contributions that might result from a development in this area.

Parish Council response to the HDC Local Plan outline stage consultation

Cllrs Boothman and Skinner and the Clerk attended a meeting hosted by HDC to explain the current consultation on the updating of the HDC Local Plan. This is at an early stage and will take several years to complete. The consultation is open to all residents and can be accessed at Local Plan Update - Huntingdonshire.gov.uk.

9.2. Enforcement Actions

An update on enforcement action taken by HDC in relation to a fence at a property in Wyton has been received. This will be monitored.

9.3. Other Planning Matters

There were no other Planning Matters to discuss.

10. PROJECTS

10.1. Playing Field Compound Extension and storage sheds

Cllr Guinea will look at suitable storage sheds for the Parish Council and Timebank. **RG**

10.2. LHI – Mill Street improvements

The sign proposed to go at the junction by the Three Horseshoes was objected to and a new site on the corner of Thicket Road was suggested. The officer brought the sign for the Council to see, it is 180x70cm. It was agreed that this sign was too large for either site; it was inappropriate for within the Conservation Area of the village and should not be used. **Clerk**

10.3. LHI – A1123 speed limit within the parish and St Ives

It was felt that the speed limit reduction had been successful and traffic was slowing down in general. There has still been no news about the MVAS from CCC. **DK**

10.4. Clock Tower refurbishment

A meeting has been held with the architect to discuss the work proposed for the area and obtain tenders for this work. He advised that Listed Building Consent and a Planning Application will be needed for the proposed work and this will involve consultation with Highways. The proposed work is to extend the pedestrian surface to the east and to move the phone box library and noticeboard to this location to make the area more attractive and safer for pedestrians. There will be no reduction in parking area and the socket for the Christmas Tree will be retained in its current position.

Investigation work is needed to confirm the stability of the base of the posts of the Clocktower.

10.5. Cemetery Extension

The Conservation Volunteers led two days of clearance work at the site and have made good progress. Fencing around the site needs to be installed and hedging at the right time of year. It is proposed to lay the hedge at the junction between the current cemetery and extension. This will regenerate the hedge here.

An onsite meeting will be organised to review progress and grants investigated for further work. **NE & Clerk**

10.6. Defibrillators in the parish

Cllr Gilmour has been in touch with AEDdonate about help with installing a defibrillator at the Three Jolly Butchers. They will contribute £400 towards the equipment, set up a fund raising site and help with organisation and management. **BG**

Moving the defibrillator at the Pavilion outside in a locked cabinet is also in progress.

11. CORRESPONDENCE

- HDC Town and Parish Council forum: The Clerk and Cllr Skinner will attend this meeting **Clerk & AS**
- Police Community meeting: Councillors will attend online if available. Concern was expressed about the illegal use of electric scooters through the village.
- Ivy from the Playing field: A project plan will be put together for this area. **Clerk**
- Play equipment: It was agreed that if the resident who made this suggestion could source a suitable container and equipment, the Parish Council would be happy for this to be trialled during the school summer holidays. All equipment would need to be deemed safe and if there were any unresolvable problems the equipment would be removed. **Clerk**
- D Cllr Lara Davenport will be invited to the next Parish Council meeting to explain the work that is planned to trees in The Thicket. **DK**
- It was noted that an amendment has been submitted to the National Trust Alcohol Licence application. The solicitor for the NT has spoken to the Clerk. The licensing Committee meeting to make a decision on the application will be held on 29 June and all respondents will be informed of any amendments and invited to the meeting.

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

- The Parish Council would demonstrate its support for Pride Month by displaying the Pride flag on the Parish Council noticeboard, Facebook and website. **Clerk**
- The clerk will ask the handyman to trim the nettles in the wildflower garden. **Clerk**
- It was reported that a new landing stage has been constructed near to the Black Bridge in Hemingford Abbots; this has been done by the landowners and is believed to be within permitted development.
- Hemingford Abbots Parish Council have expressed concern about swimming at Houghton Lock from the bank in their parish. It was suggested that a regular joint meeting be organised to discuss issues that affect both councils.

13. DATE OF NEXT MEETING

The next scheduled meeting of the Parish Council is **Wednesday 5 July 2023**, 7pm in the St Mary's Centre.

Signed:..... Date: