

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Annual Parish Council Meeting** held on Wednesday 1 May 2024, 7:00pm.

Present: Cllr P Boothman - Chair
Cllr Gilmour
Cllr D Keane
Cllr R Southworth
Cllr Baxendale
Cllr R Guinea
Cllr J Rodgers

There was one member of the public.

1. ELECTION OF PARISH COUNCIL CHAIR

RESOLVED: Cllr Boothman be elected Chair of the Parish Council for the following year.
Proposed: Cllr Keane, Seconded: Cllr Southworth. All in favour

2. ELECTION OF PARISH COUNCIL VICE-CHAIR

There were no candidates for this post and this will be reconsidered at the next meeting.

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Skinner; Cllr Hunter was absent.

4. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. VOLUNTARY POSTS AND REPRESENTATION ON OTHER BODIES

The holders of the voluntary posts of Tree Warden and Clock Winder have confirmed they are happy to continue in these roles for another year.

No representative to the CAPALC committee would be put forward.

It was decided that no representative on the Memorial Hall Management Committee would be put forward. However, the Committee will be asked if the Parish Council can be copied into the circulation of their minutes and meeting agendas. **Clerk**

6. PUBLIC COMMENT

There was no public comment.

7. MINUTES

RESOLVED: The minutes of 10 April 2024 were approved as a correct record.
Proposed: Cllr Southworth; Seconded: Cllr Rodgers. All in favour

8. MATTERS ARISING

- Playing Field Lease: Copies of this have been signed by all parties and the lease fee for distribution to the leases has been transferred to the solicitors. They are progressing the payments. The rent that has already been paid for this calendar year will need to be proportioned and adjustments paid.
- Parish Meeting: A date to hold this meeting has been set as 29 June. This will take the form of a showcase for local groups and the Parish Council.
- A meeting has been arranged for 16 May with the Head and a governor of Houghton Primary School to discuss shared issues and news.
- The registration of Assets of Community Value is yet to be completed.
- Neighbourhood Plan review: Cllr Boothman will include this in an article for the village magazine.
- The How development: There has been no response to a request for information from St Ives Town Council.

9. DISTRICT & COUNTY COUNCILLORS REPORTS

There is / was an election on May 2nd

Changes to Voting. <https://www.huntingdonshire.gov.uk/elections/postal-vote-changes/>

There will be a limit on the number of postal votes a person can hand in at a polling station - they will not be allowed to hand in more than five postal ballot packs for other electors plus their own.

Anyone handing in postal votes will need to complete a postal vote return form. The person handing in the postal vote(s) will need to complete the form with their name, address and the reason for handing in other people's postal votes. They will also need to complete a declaration that they are not handing in more than the permitted number and that they are not a political campaigner.

Political campaigners will be banned from handling postal votes, except where the postal vote is their own, that of a close family member, or someone they provide regular care for.

There are no changes to the bin collections over the May bank holiday. Some residents reported problems getting extra bins. This was due to an error in the online system which has now been resolved.

Staying Active: a new 9-week activity programme to help you become more active and move more.

<https://www.huntingdonshire.gov.uk/leisure/staying-active/>

The programme will include a range of activities to help you improve your mobility, socialise and ultimately improve your overall wellbeing.

There are many benefits of staying active as we grow older including: maintaining strength to help with daily activities, improved sleep at night, keeping muscles strong and joints supple.

Council Partners with Police and Fire in Renewable Fuel Trial

<https://www.huntingdonshire.gov.uk/news/council-partners-with-police-and-fire-in-renewable-fuel-trial/>

Huntingdonshire District Council (HDC) has teamed up with Cambridgeshire Police and Cambridgeshire Fire to conduct a trial using hydrotreated vegetable oil (HVO) fuel.

New Grant Scheme starting 15th May up to £2,500

<https://www.huntingdonshire.gov.uk/council-democracy/grants/>

10. CLERK & RESPONSIBLE FINANCIAL OFFICERS REPORT

10.1. To authorise payments due and paid and note financial reports and bank balances

RESOLVED: Payments now due are authorised:

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

Payee	Description	Amount (*inc vat)
Bannold	Bark for Play Area	£547.20*
Mr J Parsell	Annual honorarium for clock winder	£104
T&S Gardening & Grounds maintenance	Playing Field and Cemetery grass cutting	£675
Glasdon	Litter bin fixings	£129.97*
Neil Craig	Electrical work at Pavilion	£80.00

The budget report and bank balances were noted.

10.2. Annual Governance and Accountability Return 2023-24

The report from the Internal Auditor is awaited. Approval can then be sought at the June Parish Council meeting.

10.3. Grant Application – Feast Week

RESOLVED: a grant of £550 be paid to Feast Week to fund the band for the finale in 2024.

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

The Parish Council currently holds funds for Feast Week which it would like to return if this is not going to be used for installing a pétanque court in the village.

10.4. Review of all policies

The assistant clerk is reviewing the policies held by the Parish Council. Cllrs Gilmour and Southworth volunteered to help with this.

11. PLANNING MATTERS

11.1. Proposed addition of a WC/En-suite area to the first floor, accessed via the principle bedroom for East and West Lodge.

Houghton Grange Houghton Hill
Houghton Huntingdon PE28 2BZ Ref. No: 24/00292/LBC

RESOLVED: Houghton & Wyton Parish Council recommend this application is APPROVED as it is a logical addition and will have no effect on the external appearance of the buildings or the street scene.

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

11.2. Place gate in boundary wall, demolish shed, alter roof, metal stairs to first floor.

Holme Cottage Huntingdon Road Wyton Huntingdon PE28 2AD Ref. No: 24/00452/LBC

RESOLVED: Houghton & Wyton Parish Council recommend this application is APPROVED as this will enhance the appearance. Replacement of the wall has been well planned and will restore the street scene. We ask that the large pine tree near the southern curtilage is afforded protection from damage as this is a well-established tree.

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

11.3. Proposed works: 3 x Leylandii - Fell to ground level Reason: Trees have recently lost several limbs, including one which damaged neighbouring property. Trees have minimal amenity value and block light from properties on Ansley Road

The Elms Thicket Road Houghton Ref. No: 24/00763/TREE

RESOLVED: Houghton & Wyton Parish Council recommend this application is APPROVED for safety reasons. This will also allow more appropriate/native species to be planted and enhance the grounds.

Proposed: Cllr Rodgers: Seconded: Cllr Gilmour. All in favour

11.4. Houghton Grange update and S106 agreements

In relation to application Ref: 24/00048/NMA for changes to the access drive by East and West Lodge, we have been informed that the developers, Morris Homes will be submitting a full planning application for a temporary change during the next stage of construction.

Details of a policy compliant conceptual masterplan commissioned by the Parish Council have been shared with Morris Homes for comment.

There has still not been any response from Homes England following a meeting with them at HDC earlier in February. A further meeting will be requested to discuss the plans again.

1.1. Other Planning matters

Definitive Map Modification Orders for The Thicket are still being processed. These are a proposed redefinition as a bridleway by the British Horse Society and the retention as a footpath of a defined width by the Parish Council.

A new footpath from Houghton Grange down to the Thicket footpath has been agreed. This should be a steep path running to the east of The Grange building and following the eastern boundary of the County Wildlife Site.

A landowner who created paths around a field to the south of Thicket Road will be contacted to ask if any progress has been made in gifting these to the Parish Council as agreed over seven years ago. **Clerk**

Concern was expressed about work being carried out at Allenby Cottage, Thicket Road. Planning Enforcement will be asked to investigate. **Clerk**

2. REPORTS & RECOMMENDATIONS

2.1. Bus stop at Hartford Marina

There has been no further contact from Highways on this initiative. C Cllr Dew will be asked to look into this. **Clerk**

2.2. Parking in the village and speed control

There is no further update on the applications submitted. C Cllr Dew will be asked to look into this. **Clerk**

It is noted that the National Trust have rearranged their on-site parking to form a one-way system and allow about 50 cars to park. There was concern that this removes green space which contributes to the setting of the Mill as well as damaging the ridge and furrow with the risk that the route will be worn down leading to it being gravelled. RESOLVED: up to £3,600 be allocated to purchase a solar Speed sign and convert the existing one sited on the A1123 to run on solar power. Both these will be sited on the A1123 to monitor and remind drivers of the 40mph limit.

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

2.3. Drainage and Flooding Issues.

2.3.1. Meeting with Anglian Water

A meeting was held with representatives from Anglian Water, the Flood Group and Parish Council. The problems being experienced by residents, especially during high rainfall were emphasised and it was noted that there is uncertainty over the reports being logged on the online system.

Anglian Water agreed to:

- Review data for flood events since Sept 2023
- Consider installing monitors in the sewers at key points
- Investigate how their online reporting system logs reports and ensure that all customers can report problems. Compensation is available for when a foul sewage system is out of action. Details can be found on their website or by contacting Anglian Water.
- Provide information for a future village magazine article
- Provide a programme of reviews and investigations carried out recently and due in the next six months.
- Provide maps of their assets
- Look at problems with sewage discharges and spills from the sewage treatment works below Wyton on the Hill.

The Parish Council encourages all residents to report problems so that a true picture can be established.

The Parish Council will aim to inform Anglian Water of any developments in the area that might affect their systems as they are not statutory consultees on most planning applications. They have been informed of the potential increase in workers at RAF Wyton and associated development.

2.4. Village Photographs

In 2020 photographs were taken of residents, buildings and village groups to celebrate the Millennium. It was agreed that it could be repeated 25 years later and it could be ensured that the existing material was held in the most up-to-date digital form. It was agreed to promote this at the Annual Parish Meeting and ask for volunteers to form a group to organise the project.

2.5. Sports Clubs

A resident has agreed to mediate with the Sports Clubs to reach an agreement on the split of the annual costs between them.

A meeting will be held between the Sports Clubs and Parish Council to discuss updates to the agreements. They have been asked for feedback on the Parish Council suggestions.

3. PROJECTS

3.1. LHI bid 2024

A bid had been submitted to create a path running east from the bus stop on the northern side of the A1123 to Houghton Cemetery. Costings from CCC have returned and are considered prohibitive to the Parish Council.

RESOLVED: the LHI application 2024 will be withdrawn due to prohibitive cost.

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

3.2. Clock Tower phase 2

CCC Highways have responded to a proposal from the chosen architect. Following a meeting to discuss this response it was agreed that traffic consultants should be appointed for a professional assessment. The architect will be asked to arrange this. Grant funding for the project will be sought.

3.3. Village Defibrillators

The application to site an external defibrillator in a cabinet on the northern wall of the Three Jolly Butchers has been resubmitted as required by HDC.

An external cabinet for the defibrillator at the pavilion has been fitted and the unit will be moved into here and registered with the ambulance service.

3.4. Play Area repairs

New swing sets have been installed and repairs carried out to the toddler climbing frame. Costs to install a rubberised safety surface to the entire area, or even specified equipment was considered to be prohibitively expensive without grant funding. This may be considered in the future.

An informal survey via QR code displayed at the Play Area returned useful feedback. Extra seating will be considered. When a survey is conducted to update the Neighbourhood Plan a more formal survey will be included to gauge interest in new or extra equipment.

The gate at Laughtons Lane will be replaced on a like for like basis.

10.4. Migrate emails and website to gov.uk domain

Further work is needed to establish if the current Parish Council website can be migrated to a gov.uk domain

10.5. CCTV system on Pavilion

The current system is quite old and not fit for purpose. Quotes will be sought for an updated and extended system. **Clerk**

10.6. Cemetery Extension

Cllr Rodgers will meet with a local contractor about installing a fence and quotes obtained for preparing the ground more thoroughly. **JR**

11. CORRESPONDENCE

A useful meeting was held with a representative of the National Trust, Houghton Mill. It was felt that meetings should be held about 3-4 time a year to exchange information and investigate ways to work together and for mutual benefit.

Fenstanton Parish Council have organised a meeting of local Parishes on 22 May. It is unlikely a representative from this parish can attend, but hope to attend future meetings.

An officer from CCC Transport Team asked to meet to discuss the school bus to/from St Peters following complaints from residents. Cllrs Southworth and Gilmour agreed to join this meeting which will be arranged. **Clerk**

The Handyman will be asked to fix a loose kerb stone at The Green. **Clerk**

CAPALC are offering training courses that might be useful but are held at times that councillors cannot attend. The Clerk will ask if recordings of these online courses are available. **Clerk**

12. DATE OF NEXT MEETING

The next Parish Council meeting will be **Wednesday 5 June 2024 at 7pm.**

Signature Date.....