

Neighbourhood
HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 2 October 2024, 7:00pm.

Present: Cllr P Boothman - Chair
Cllr B Gilmour
Cllr J Rodgers
Cllr Baxendale
Cllr D Keane
Cllr A Skinner

There were three members of the public.

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr R Southworth.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PUBLIC COMMENT

The Chair of Hemingford Abbots Parish Council thanked the Parish Council for their support and letter of opposition to the planning application at Hemingford Park. The Parish Council thanked the Village magazine for its promotion and encouraging residents to join the Parish Council.

4. MINUTES

RESOLVED: With the addition of updates to the discussion at item 9.2 about parking in Mill Street, the minutes of 4 September 2024 were approved as a correct record.
Proposed: Cllr Baxendale; Seconded: Cllr Rodgers. All in favour

5. MATTERS ARISING

- Hemingford Park Planning application Ref: 24/01218/P3MPA - Despite the objections received from residents and the parishes, just prior to the appeal hearing, HDC withdrew their recommendation for refusal and permission was granted. They also declined to apply for legal costs. The Parish Council will remain mindful of this action and asked District Councillors to inform them if a similar situation looked likely to occur with other planning issues. This lack of transparency in the decision making has led to public money being spent on the large costs incurred by Hemingford Abbots Parish Council. D Cllr Dew will be asked to take this to the Scrutiny Panel at HDC. It is noted that although the Planning Inspector found that the action was not illegal, it did not allow any involvement from the stakeholders in this issue.
- Cllr Boothman reported on a recent meeting of local Parish Council chairs. Flooding and drainage was a major topic of discussion and it is hoped that neighbouring parishes can work together to keep the pressure on Anglian Water and The Environment Agency to come up with solutions and provide support.
- A meeting to encourage formation of a group to review the Neighbourhood Plan was well attended. Several volunteers have come forward, and the next meeting will be held on 16 October. Cambs ACRE will be contacted about a Housing Needs survey. **PB**
- An energy survey, commissioned by the Parish Council and the PCC has been carried out at the St Mary's Centre. A report is awaited.

6. CO-OPTION OF NEW PARISH COUNCILLOR

No applications have been received. The post will be advertised again for co-option at the next meeting.

7. DISTRICT & COUNTY COUNCILLORS REPORTS

District Councillor report: HDC has been co-ordinating information on flooding. Information on responsibilities and assistance is available by calling 01480 388388 or from their website - [Flooding - Huntingdonshire.gov.uk](https://www.flooding-huntingdonshire.gov.uk)

Councillors have attended Meeting about the HDC update of their Local Plan. This will be reviewed and responded to by the Parish Council. The consultation will be publicised to residents. **CLERK**

C Cllr Dew apologised that he was absent as he had to attend another meeting.

8. PLANNING MATTERS

8.1. Proposed single storey rear extension, internal alterations & demolition of former family room Linden House Meadow Lane Houghton Huntingdon PE28 2FW Ref. No: 24/01660/HHFUL

RESOLVED: Houghton & Wyton Parish Council recommend this application be approved for the following reasons:

These proposals will improve the use and flow of the current dwelling.

There is no impact on neighbouring properties.

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

8.2. Lawful development certificate for proposed erection of garage block within residential curtilage. Four Winds Houghton Hill Houghton Huntingdon PE28 2BS Ref. No: 24/01554/CLPD

The applicant was advised by HDC to apply for the certificate of Lawful Development. If granted this will secure the development rights in perpetuity for the described building and use only.

The applicant informed the Parish Council that the new building will incorporate rain water harvesting, photovoltaic panels and be wood clad. The ridge height should not be visible from neighbouring properties.

RESOLVED: Houghton & Wyton Parish Council comment that as the property lies in a Conservation Area and this building is planned to be built about 42m from the house, we question if this is permitted as a Class E development under schedule 2 of the Town and Country Planning Order 2015. The site area is approximately 2 acres.

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

8.3. Houghton Grange phase 1 & 2

An amendment to the outline planning application 23/00627/OUT has been submitted by Homes England. This includes the buildings being set back slightly from the A1123, a marginally bigger 'gap' and an increased density of houses. There are still 120 houses on the application. Neighbouring parishes will be informed as they have been supportive in the past. The legal representatives and landscape architect already engaged will be updated to enable a response to be put together.

As an amendment HDC have only permitted 14 days to responses, they will be contacted to ask for an extension to this due to the importance and complexity of the plans. *NOTE: Although asked for at least 28 days, HDC planning only granted 21 days for consultation.*

8.4. Other Planning Matters

A meeting will be organised to compile a response to the current consultation on the HDC review of the Local Plan.

9. REPORTS & RECOMMENDATIONS

9.1. Local Highway Initiative 2025/26

The Clerk will complete an Expression of Interest survey and projects will be discussed. Highways have recently resurfaced the pavements on Home Farm Road and it was suggested that there are several other pavements that still need resurfacing, despite informing CCC of the issues. A users condition survey will be carried out and the results sent to Highways (*NOTE: CCC have confirmed that pavement resurfacing cannot be a subject of a LHI bid*). **RB/CLERK**

9.2. Sports Clubs – Annual Agreements and invoices

As the Sports Clubs were not happy with the division of the charges between the clubs for the use of the Sports Facilities the Cricket Club had been asked to try to get an agreement with the other clubs for the current season until March 2025. The Cricket Club has now responded to say they are in agreement with a different arrangement that was suggested to clubs earlier this year; the Parish Council has not discussed this arrangement yet and is looking to invoice the Clubs for the season under the current agreements. This season will be billed by the end of October based on the fees charged for the previous season, unless the Clubs inform the Council differently. This means that the Parish Council will take on a greater proportion of the actual costs. There will be no additional conditions accepted for this payment.

It is proposed to progress a new agreement for the coming years to include a reasonable fee that will be increase by a set percentage each year for a set number of years (unless there are extenuating circumstances). **CLERK/ACLERK**

9.3. Traffic and highway issues

20 mph limit – following objections a decision is still awaited.

Parking restrictions on St Ives Road – CCC have agreed to install the yellow lines as requested. The Council will make a decision about extending these as suggested when their effectiveness is assessed.

Parking for school drop off and pick up – The Head of the school does not seem keen on restrictions being placed on Green Lane or for the school to lead on this. The school has publicised alternative parking to parents. It is hoped that another meeting can be arranged to discuss alternative parking and walking arrangements.

9.4. Policy Review

The policies of the Parish Council have been reviewed and each allocated to a councillor to facilitate the updates. Councillors are asked to look at their responsibilities and take action as needed. Necessary reviews will be added to the agenda.

10. PROJECTS

10.1. Clock Tower phase 2

This proposal was discussed with the local highway officer. It was agreed that an Experimental Traffic Regulation Order would allow the layout to be tested. The Highways officer is happy to support in progressing the application and looking at funding options. A budget for the ETRO and further work will be needed.

10.2. Pavilion maintenance.

The flooring replacement has been agreed. This needs to co-ordinate with any work needed to the benches in the changing rooms. The Clubs agree that the storage provided currently is useful. Quotes were obtained to replace these with bespoke recycled plastic units. It was agreed that it would be more economical to refurbish and repair the existing units. **CLERK/ACLERK**

10.3. Play Area surfacing

RESOLVED: Up to £3,000 be allocated to supplement the grant for installing pads of safety surfacing (resin bound rubber 'bark') under high use areas of the play area and to install a bench in the area. **ACLERK**

Proposed: Cllr Guinea; Seconded: Cllr Gilmour All in favour

11. CLERK, ASSISTANT CLERK & RESONSIBLE FINANCIAL OFFICER'S REPORT

11.1. To authorise payments due and note financial reports and bank balances

RESOLVED: All payments presented be approved.

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

Payee	Description	Amount (*inc VAT)
HDC	Playing Field bins	£269.80
St Marys Church	Office rent	£150.81
Clare's Refills	Consumables	£42.75*
Redshoes Accountancy	Payroll	£340.20*
Campbell McCrea	Village centre improvements	£799.20*
HDC	Grass cutting	£1320.00*
Safeplay Playground Services	Safety inspection	£102.00*

Bank balances and budget update were noted. It is noted that the second payment of the precept has been received

11.2. Grant Applications

11.2.1. Pine Hill Park Residents Association

RESOLVED: The Parish Council will provide a grant for up to the cost of one defibrillator, at a stated cost of £1,500

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

11.2.2. Houghton & Wyton Football Club

No accounts were received so the application could not be considered in line with the Parish Council's grant policy

11.3. Appoint CAPALC to provide Internal Audit Service

RESOLVED: CAPALC be appointed to provide an internal auditor.

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

11.4. Parish Council Budget 2025/26

A working group will be set up to prepare a draft budget to present the council. This will comprise Cllrs, Baxendale, Boothman and Southworth and the Clerk.

11.5. New Parish Council email addresses

Due to important issues at present it was agreed that gmail addresses will not be removed yet, the.gov.uk emails for the staff and councillors will now 'go live' at the beginning of November.

11.6. Insurance

RESOLVED: The quote from Gallagher for a policy with Hiscox will be accepted.

Queries are still outstanding about the cover of the thatched clock tower.

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

12. CORRESPONDENCE

The Town and Parish Council Forum to be held on 23 Oct will be attended by Cllrs Boothman, Guinea and Southworth and the Clerk.

All councillors are asked to look at the Street Lighting survey that was circulated by CCC and provide feedback to Cllr Southworth who will complete the form.

There is concern that individuals are accessing the Bowls Green to retrieve footballs by climbing over the shed or chain link fence near the play area. Notices will be put up to discourage this. The assistant clerk will be asked to look at costs for replacing or repairing these fences. **ACLK**

A 'No Ball Games against this fence' notice will be put on the Bowls Green fence.

The Parish Council agreed that it would not be organising any formal events or a march for Remembrance Sunday in the parish. **CLERK**

A resident of the village reported that having spoken to new residents at Houghton Grange it would be useful to be able to access the Thicket footpath from the site. This is a part of the plans for the development and the developer or HDC will be asked about progress with it when the opportunity arises.

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

Cllr Skinner will look at the Consultation from the Combined Authority on the bus service in the area and franchise options. **AS**

14. DATE OF NEXT PARISH COUNCIL MEETING

The next Parish Council meeting will be **Wednesday 6 November 2024 at 7pm.**

Signature Date.....