

## HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 3 July 2024, 7:00pm.

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

There was four members of the public.

### 1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Gilmour and Rodgers. Cllr Hunter was absent.

### 2. DECLARATIONS OF INTEREST

Cllr Guinea declared an interest in item 7.4 as a friend of the applicant.

### 3. PUBLIC COMMENT

A resident complimented the Parish Council on the recent Parish Meeting that was held in the form of a community fair. The Assistant Clerk was thanked for organising this. A member of the Community Shop Committee asked if the Parish Council could recommend a surveyor or architect with experience in flood protection. He was advised to contact the Chair of the Flood Group or Building Control at HDC.

A resident who had emailed the Parish Council asked if anything could be done to tackle the problem of dog fouling, particularly near the school, but also throughout the village. The Clerk will look to put up posters and use other publicity material initially to educate people. Ther resident agreed to write to the Village Magazine, and has spoken to the school. It was also suggested that biodegradable coloured spray could be used to highlight the problem. The Clerk will contact the Dog Warden at HDC and other parishes to ask to advice or best practice. Installation of more bins and cameras was discussed, but it was recognised that these all have other costs, permissions and legal implications and that education should be the first action. **Clerk**

### 4. MINUTES

**RESOLVED:** The minutes of 5 June 2024 were approved as a correct record.

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

### 5. MATTERS ARISING

- Thanks were expressed to the Assistant Clerk for organising the Parish Meeting and to the clubs, societies and individuals that attended or contributed.
- Policy Review – A meeting will be organised to start this process.
- The 20mph zone proposed within the village – CCC will publish details of the consultation on this on 10 July. This will be publicised.
- Hartford Marina Bus Stop – there is no update from CCC
- Speed monitoring on A1123 – Solar signs have been ordered. CCC have informed the Parish Council that they have ordered some signs, this will be investigated. **DK**
- New Rights of Way – It is hoped that the land for Rights of Way off Thicket Road will be transferred to the Parish Council by the landowner. Hewitsons LLP have been appointed to handle this.
- Vegetation in front of the benches at the lock was trimmed back as part of the Big Clean Up weekend.
- Energy audit at St Mary's Centre – A local contractor will report on separating the office heating system from the rest of the building. A company that could carry out an energy efficiency survey has been identified and this will be discussed with St Mary's PCC with a view to sharing the costs of this.
- A1123 active travel route – despite the obvious reasons for continuing the route on the southern side of the A1123 between Wyton and Hartford, CCC are putting forward the route on the northern side for further assessment. A meeting

will be arranged between interested parties to query this with CCC.

- Assets of Community Value – HDC have requested some extra information, this will be dealt with. **CLERK**
- Neighbourhood Plan Review – Interest has been expressed by several residents so a meeting will be arranged in August or September to start the process.

## 6. DISTRICT & COUNTY COUNCILLORS REPORTS

District Councillor report:

Removal of Green bins begins 8 July for those registered. If you want to have your Green bin removed go to <https://www.huntingdonshire.gov.uk/bins-waste/garden-waste-subscription-service/removal-of-garden-bins/> If not registered for removal residents may keep the bins for other uses, such as a compost bin.

Residents who register for Active for Health will be able to access a 12 week usage of One Leisure <https://www.huntingdonshire.gov.uk/leisure/active-for-health/>

Future Grants are available

<https://www.huntingdonshire.gov.uk/council-democracy/grants/huntingdonshire-futures-grant-scheme-criteria>

County Councillor Doug Dew did not attend the meeting or send a report.

## 7. CLERK & RESPONSIBLE FINANCIAL OFFICERS REPORT

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

**RESOLVED:** Payments now due, including the amount for the grant to St Mary's PCC for the screen and stand, are authorised:

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

Payee	Description	Amount (*inc vat)
J & S Gardening	Green Area Maintenance	195.00
H & W PC Doctor	IT advice	50.00
Neil Craig	Maintenance	120.00
Red Shoes Accounting	Payroll	340.20*
HDC	Playing Field Bin	232.90
Clare Anderson	Expenses	15.09*
Netwise UK	Gov.uk domain	357.60*
St Mary's Church	Office hire	226.47
Mrs M Anderson	Playing Field Lease Jan-May 24	347.22
Mrs Pegg	Playing Field Lease Jan-May 24	347.22
Mr Wattiez	Playing field Lease Jan-May 24	347.22

The budget report and bank balances were noted.

7.2. Appointment of a Vice-Chair for 2024-25

There were no candidates for this position. It was agreed that councillors do support the Chair where needed and the position will not be filled.

7.3. Playing Field and Cemetery Maintenance

Further information will be sought from the companies that have quoted and a decision made at the August Parish Council meeting. **CLERK**

7.4. To consider making a donation to the Huntingdonshire Volunteer Centre

**RESOLVED:** A donation of £500 will be made to the Huntingdonshire Volunteer Centre, following virement of this amount to the budget cost code. **CLERK**

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

The Parish Council was impressed with the support they offer residents, it was noted this is probably due to the lack of bus service in the village. It was suggested that The Huntingdonshire Volunteer Centre be invited to speak at a Timebank Coffee morning, and to other village groups and invited to write an article for the village magazine.

## 8. PLANNING MATTERS

### 8.1. Demolition of existing conservatory and erection of proposed two storey side extension. 6 Hill Estate Houghton Huntingdon PE28 2BX Ref. No: 24/00811/HHFUL

**RESOLVED:** Houghton & Wyton Parish Council recommend this application is APPROVED as to the original application. The changes to the roof layout will improve the appearance of the extension and still allow for installation of solar panels.

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

### 8.2. Internal repair and alterations. The Old Rectory Rectory Lane Wyton Huntingdon PE28 2AQ Ref. No: 24/00941/LBC

**RESOLVED:** Houghton & Wyton Parish Council recommend this application is APPROVED. All the work is internal and is to improve the layout, safety and integrity of the building. This is a high quality design. If the Conservation Officer is satisfied we believe the work should be carried out as suggested to preserve the important historic Listed building in the Conservation Area

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

### 8.3. Extension and conversion of an existing out-building to a garden room/storage space with part retrospective works. Allanby Cottage Thicket Road Houghton Huntingdon PE28 2BQ Ref. No: 24/01053/HHFUL & 24/01054/LBC

**RESOLVED:** Houghton & Wyton Parish Council recommend that this application be APPROVED. We note that the application is partly retrospective as the work was started before planning permission was sought; this means that some of the original material has been lost so it might not be possible to replace existing material in all cases. There is a minor change to the existed roof and the street scene will not be much altered. This will lead to more usable accommodation in this important dwelling house.

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

### 8.4. Houghton Grange update and S106 agreements

Following the meeting on 12 February 2024 with Homes England and HDC planning officers, Homes England have now requested a follow up meeting to discuss revised proposals. Cllr Boothman, Baxendale, Keane and Skinner will meet with them on 30 July 2024. The legal team will be updated.

## 9. REPORTS & RECOMMENDATIONS

### 9.1. Sports Clubs

Following a mediation meeting with Mr Spearing, there is still no universal acceptance of a charging formula. It was suggested that the charges should be based on use of the Pavilion and Field by the clubs. This led to charges similar to at present, but they would be fixed in the first year and have a percentage increase annually for several years. This will allow the clubs to plan their future expenditure. The Cricket Club do not accept this proposal so further talks will be needed.

It was felt that having a fixed rent with annual increase would be preferable, the calculation for this will need to be worked out. It is hoped that an acceptable formula can be found to allow the clubs to plan for their future and increase membership. It is noted that as a long-term lease has been signed for the Playing Field, the budget can now be spent on maintenance and other investments considered.

### 9.2. Biodiversity Policy

This will be deferred to the next meeting.

### 9.3. Parking issues

A formal consultation on the parking restriction proposed for St Ives Road will be open from 10 July. Information will be circulated as widely as possible.

The recent good weather led to more people wanting to access the river. This has led

to parking, much of it inconsiderate and illegal, in Mill Street and possibly other nearby areas. Any dangerous or illegal parking or activity, such as jumping into the river and around the lock or mill, should be reported to the police.

## 10. PROJECTS

### 10.1. Clock Tower phase 2

**RESOLVED:** Up to £4,000 be allocated to cover costs of Highway consultants SLR to carry out work as detailed in their quote to include a technical review and swept-path analysis and a report to be used in a planning application for the work.

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

The architect has suggested that the area proposed to be paved could be zoned to restrict parking for a period of time to assess the impact. This will be considered if felt necessary. County Cllr D Dew will be asked to help identify the appropriate highways officer to discuss the proposal with.

### 10.2. Village Defibrillators

The defibrillator at the pavilion has been added to the regular Play Area inspections.

### 10.3. Migrate emails and website to gov.uk domain

The invoice for setting up the domain name will be paid and the new emails will be moved over to gradually.

Following advice on file sharing, it was agreed that the assistant clerk would register for Office 365 at a cost of £4.50 per month

### 10.4. Playing Field

#### 10.4.1. To make a decision on appointing a contractor for quarterly inspections of the Play Area

**RESOLVED:** Safeplay be appointed to carry out 3 operational inspection throughout the year at a cost of £240.

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

The gate at the end of Laughtons Lane has been replaced and made safe.

Further repairs to the play equipment will be carried out.

The Assistant Clerk has undertaken a Play Area Inspection training course.

#### 10.4.2. To discuss charges for hire of the pavilion and Playing Field

The Clerk and Assistant Clerk will look at the charging schedule and compare this to similar hire facilities.

#### 10.4.3. To discuss introducing recycling facilities

A 240l recycling bin will be requested from HDC at a cost of £4.40 per lift. This will be for use by the pavilion users initially. **A. CLERK**

#### 10.4.4. Updating the CCTV system at the Pavilion

**RESOLVED:** up to £2,000 be allocated to improve the CCTV cameras at the Pavilion.

This will include looking at the provision of a SIM card for remote access.

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

### 10.5. Cemetery Extension

Trees to plant as a hedge will be ordered for autumn delivery. **CLERK**

Cllr Rodgers will be asked to provide a full report on progress at the next meeting.

## 11. CORRESPONDENCE

Cllr Boothman is to meet the Chair of St Ives Civic Society to discuss protection of The Thicket woodland.

An email was received from the President of the Cricket Club complimenting the state of the Playing Field after appointment of the temporary replacement contractor.

Fly tipping on Huntingdon Road was reported by a resident and this was quickly cleared.

Damage was reported to a concrete bollard on Meadow Lane. It is believed this was caused by vegetation cutting on the path

CCC have circulated a list of areas they will be carrying out Highway weed control. It was disappointing that this parish is not on the list. They will be asked to treat weeds here, including around the Highways areas of The Green. If this does not provide results Timebank will be asked if they can organise volunteers to address certain areas

**12. ITEMS TO BE DISCUSSED AT FUTURE MEETINGS**

- Introduction of a Biodiversity Policy
- Cemetery Extension

**13. MOTION TO EXCLUDE PUBLIC AND PRESS**

**RESOLVED:** The meeting will be closed to the public and press for item 14 in accordance with The Public Bodies (Admissions to Meetings) Act 1960 as confidential information may be discussed.

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

**14. STAFFING MATTERS**

It was agreed that staff appraisals will be carried out soon.

It was agreed that the assistant Parish Clerk role has been very successful and councillors are pleased with the appointment. Additional duties and increased hours will be confirmed at the next meeting.

**15. DATE OF NEXT PARISH COUNCIL MEETING**

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

Signature ..... Date.....