

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 4 December 2024, 7:00pm.

Present: Cllr R Baxendale

Clr B Gilmour

Cllr R Guinea

Clr D Keane

Cllr J Rodgers

Cllr R Southworth

There were two members of the public.

1. ELECTION OF CHAIR FOR THIS MEETING

RESOLVED: Due to the absence of the Chair of the Parish Council, it was agreed Cllr Guinea would chair the meeting.

Proposed: Cllr Keane, seconded: Cllr Southworth. All in favour

2. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr P Boothman and Cllr A Skinner.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PUBLIC COMMENT

There was no public comment.

5. MINUTES

RESOLVED: The minutes of 21 October 2024 were approved as a correct record.

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

RESOLVED: The minutes of 6 November 2024 were approved as a correct record.

Proposed: Cllr Keane; Seconded: Cllr Rodgers. For: 5, Abstentions: 1

RESOLVED: The minutes of 26 November 2024 were approved as a correct record.

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

6. MATTERS ARISING

- Due to an introduction by the Parish Council, an arrangement has been made whereby National Trust volunteers will be able to park at Houghton School out of school hours and the school will have access to visit local National Trust properties.
- Trees in the churchyard: Quotes are being obtained to pollard two trees in the churchyard and for a full tree survey of the land owned or maintained by the Parish Council. **CLERK**
- Posters have gone up to encourage applications for the vacancy on the Parish Council.
- A meeting has been requested with Anglian Water about the flooding and water ingress from drains in the village. A response with a potential date is awaited.
- Keys for the bollards at Meadow Lane have been ordered, and a policy on their use will be written. **CLERK & A.CLERK**

7. DISTRICT & COUNTY COUNCILLORS REPORTS

HDC are encouraging residents to apply for Pension Credit as those who are in receipt of this may also be eligible for other benefits. This needs to be claimed by 21

December to be able to claim the Winter Fuel Payment. [Check if You Are Eligible for Pension Credit - Huntingdonshire.gov.uk](http://Huntingdonshire.gov.uk)

Hangers have been attached to bins with the collection dates over Christmas and New Year They can also be viewed here: [Christmas and New Year Bin Collections - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk)

Residents can renew their Garden Waste bin subscription for 2025-26 from now on. Subscribers will be contacted or you can visit [Garden Waste Subscription Service - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk/garden-waste)

D Cllr Keane met with a resident and representative of HDC to discuss potential damage caused by tree roots. Advice was given to progress the complaint and allow a full investigation.

8. PLANNING MATTERS

8.1. Lawful development certificate for proposed erection of garage block within residential curtilage. Four Winds Houghton Hill Houghton Huntingdon PE28 2BS
Ref. No: 24/02058/CLPD

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 Baxendale, Seconded: Cllr Gilmour. All in favour

8.2. Demolition of existing conservatory and replacement with single storey flat roof extension 18 Ware Lane Wyton Huntingdon PE28 2AJ Ref. No: 24/02055/HHFUL

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

There is no impact on the street view. No objections have been submitted by neighbours.

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

8.3. Renovation and partial re-building of the southern and eastern boundary walls, including new pedestrian gated access and re-instatement of gated vehicular access. Holme Cottage Huntingdon Road Wyton Huntingdon PE28 2AD Ref. No: 24/02004/LBC & Ref. No: 24/02003/HHFUL

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

The materials to be used in the wall are a re-use of previous bricks or sources to match. The large trees on the site will be protected.

The Parish Council is pleased that after many years, this wall will be made safe.

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

8.4. Erection of one and a half storey side extension with dormers and rooflights. Relocation of entrance and gable frontage to side elevation with external insulated cladding to all facades and new windows and doors throughout. Conversion of existing storage barn and renovation into guest suite. Erection of greenhouse. Alteration to existing summer house with re-cladding and re-roofing and associated soft and hard landscaping works and drainage to site.

Arkady Thicket Road Houghton Huntingdon PE28 2BQ

Ref. No: 24/02002/HHFUL

RESOLVED: Houghton & Wyton Parish Council recommend this application be approved as it is more appropriate and in keeping with the property than the previously application approved by HDC. The Parish Council is pleased that there are also no objections from neighbours to this application.

A neighbour is concerned about the gate which will be situated near their house. They would like assurance that the gate operation will not be a nuisance to them.

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

8.5. Houghton Grange phase 1 & 2

This application will not be discussed at the December DMC. 21 days notice should be given if it is to be heard at the January meeting. The barrister retained by the Council will be informed.

8.6. Other Planning Matters

The Clerk will try to establish more information about some building work being carried

out at Whympers. **CLERK**

An electrical unit has been put up on the campsite at Houghton Mill and electrical cabling work is scheduled along the footpath between Love Lane and Thicket Road, leading to a temporary closure of this path. Concern has been expressed about the damage this work could cause to nearby large trees and that the unit is intrusive in this area of open green area. The unit is sited in the Conservation Area and visible from two public footpaths. The National Trust has been asked about the unit, but have not responded with an explanation. The Clerk will contact the National Trust again. **CLERK**

9. REPORTS & RECOMMENDATIONS

9.1. Local Highway Initiative 2025/26

RESOLVED: The Parish Council will look into submitting an LHI application to relocate the bus stop at Hartford Marina for safety reasons. **RB & CLERK**

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

It was agreed that the extension of the double yellow lines at the junction of Victoria Crescent and Huntingdon Road could be dealt with outside of this scheme.

9.2. Traffic and highway issues

9.2.1. Capitally Funded Highways Maintenance Scheme

CCC have asked for proposals for projects to be funded for their Capitally Funded Highways Maintenance Scheme. The following projects will be submitted:

- Work to improve the pavement and road surface at Hill Estate
- Improvements to the surface of the pavement along Huntingdon Road
- Repairs to the road surface in Manor Close
- Repairs to the road surface and drainage in Thicket Road
- Repairs to the road surface in Chapel Lane
- Repairs and improvements to the road and drainage issues and pedestrian access in Mill Street

9.2.2. Capital Maintenance Prioritisation Process – stakeholder briefing

The Clerk will attend this meeting and the email has been circulated to all councillors if they also wish to join.

9.3. Policy Review

9.3.1. Draft Equality and Biodiversity Policies

The Equality Policy will be amended as discussed and brought back for approval. The Biodiversity Policy and Action Plan will be brought to a meeting for approval by March 2025.

9.3.2. Policy Review Schedule

It was agreed that a schedule should be produced and that policy review dates should be spread throughout the year. This will be finalised and circulated.

9.4. Flooding

Despite not having a lot of rain in this area, water moving through from upstream has caused flooding. Some residents are still having problems with sewage and unable to use ground floor toilets.

It was agreed that it would be worth investigating, in conjunction with the village Flood Group, the purchase of a pump for the pumping station at the end of Thicket Road. This would need technical details, costs and a search for available funding. **PB & CLERK**

9.5. Sports Clubs

9.5.1. Potential purchase of wheeled football goals

The football club will be approached about applying for a grant towards these goals. **Asst Clerk**

9.5.2. Sports Club fees 2025

A proposal for fees based on recent negotiations with the clubs will be produced. The wording for revised agreements will be circulated to the clubs to progress approval.

Asst Clerk & RG

9.6. Wildlife boxes in the churchyard

This will be discussed with the PCC for earliest implementation. **CLERK**

10. PROJECTS

10.1. Clock Tower phase 2

The retained consultant and architect will be asked to produce a draft brief for the application for an Experimental Traffic Regulation Order. **RB**

10.2. Pavilion: update on repairs and refurbishment

A date for the refurbishment of the benches is being agreed. The date for installation of flooring and repainting can then be arranged. **Asst Clerk**

10.3. Cemetery Extension

The tree whips and equipment to plant the hedging has been delivered. A community planting event will be arranged for early 2025, the Timebank will be asked to help. The RFO has been given authority to authorise spend up to the budget limit. **JR**

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 Southworth, Seconded: Cllr Baxendale. All in favour

Payee	Description	Amount (*inc VAT)
H&W PC Doctor	Professional fees	£50.00
Safeplay Playground services	Safety inspection	£102.00*
Graham Leggett	Cemetery Extension	£360.00
St Marys Church	Office rent	£156.73
Brench plumbing	Pavilion maintenance	£168.00*
Richard Buxton LLP	Legal fees	£3,395.40*

Bank balances and budget update were noted.

11.2. Parish Council Budget and Precept Request 2025-26

An estimate of the tax base for 2025/26 has been received and is lower than expected. HDC will be asked for further information on how this is calculated. **CLERK**

11.3. Clerk's working hours.

The Council is generally agreed that the Clerk should discuss further a reduction in working hours from April 2025.

11.4. Authorise Clerk's training – cemetery memorials

RESOLVED: It was agreed that the Clerk should attend training on cemetery memorial safety in April 2025 at a cost of £155 plus VAT

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

11.5. New Parish Council email addresses

Advice on accessing the email through Outlook is being sought.

12. CORRESPONDENCE

The local Royal British Legion had asked if the War Memorial in Houghton Cemetery could be moved to a village location. This will be discussed at the next meeting and more information on a potential site and the cost of removal and reinstallation investigated. Funding for this project would also need to be sourced. **BG**

A resident has asked if resident parking can be implemented in Manor Close due to lack of parking areas. This is not in the power of the Parish Council and will need more

evidence of need and discussion with CCC. **CLERK**

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

The PCC will be asked to confirm various arrangements for when work is carried out on the Church in 2025.

14. DATE OF NEXT PARISH COUNCIL MEETING

The next Parish Council meeting will be **Wednesday 8 January 2025 at 7pm.**

Signature Date.....