

HOUGHTON AND WYTON PARISH COUNCIL

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

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

There were five members of the public.

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr R Guinea and Cllr R Southworth. Cllr Hunter was absent.

2. DECLARATIONS OF INTEREST

Cllr Gilmour declared an interest in item 11 as a member of the British Legion.

3. PUBLIC COMMENT

There was no public comment.

4. MINUTES

RESOLVED: The minutes of 7 August 2024 were approved as a correct record.

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

5. MATTERS ARISING

- A grant of £11,000 has been awarded by The National Lottery Community for safety surfacing at the Play Area. The Assistant Clerk is thanked for this successful application.
- There is no update from HDC on applications for Assets of Community Value.
- A Flood Group representative attended a meeting with the Environment Agency to discuss staunches in St Ives and local flooding concerns. It is hoped that funding will be made available to repair and maintain these defences.
- A number of Ash trees in The Thicket have been felled by HDC as part of their management regime. The trees are affected by Ash-dieback and removal is necessary for safety reasons. It is hoped other trees will be planted.
- Land transfer for right of way on ex-Anglian Water field– Hewitsons LLP will be asked to contact the landowner to progress the transfer. **CLERK**

6. DISTRICT & COUNTY COUNCILLORS REPORTS

District Councillor report:

HDC are running a 12-week Active Lifestyle program for those who meet certain criteria. Regular meetings and gym membership will be available.

As part of a consultation on the Gambling Act HDC will be renewing its Statement of Principles.

A consultation on the update to the Local Plan will run between 18 September-27 November. Briefing sessions for Parish Councillors will be held on 24 and 30 Sept; councillors are urged to attend in person or online.

County Councillor report:

Highways - The new Local Highways Officer is working very successfully with all of the Parish Councils in the Division.

The A1307 is finally in CCC ownership and control and works are taking place to improve junctions and surfaces along the route. The speed limit remains in place until the safety measures are completed. This is in regard to flooding and the safety barriers. Pot holes continue to be fixed at an improving rate, and although many still due to be done the position is better than last year. Additional funding is coming via Combined Authority.

The drainage and gully surveys have been completed and the teams working on these are using the surveys to plan their workloads.

The 20 MPH group is still meeting and seeking to resolve issues around this project. Cllr Dew is a member of the panel.

Cllr Dew is still pressing for progress regarding active travel projects in and around Fenstanton, Hilton and between St Ives Houghton and Huntingdon.

Cambridgeshire & Peterborough Combined Authority is working on bus franchising and have also launched the £1.00 Tiger fares for under 25's with a Tiger pass.

Weeds are finally being sprayed and removed from the road gutters and will be regularly treated going forward.

Communities Social Mobility and Inclusion (COSMIC) Committee reported that the Household support fund has ended. However, it would appear that the Government is looking to support a further round.

Old Shire Hall. The Council has agreed enter into an exclusivity agreement with a preferred bidder for the freehold of the site. This follows a previous preferred bidder pulling out.

Following Counsels legal advice CCC will not be contesting the decision of the Minister of State re the Envar site redevelopment.

A meeting with C Cllr Dew and the local Highways officer will be arranged.

It is noted that the pavements on Home Farm Road have been resurfaced.

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 are authorised:

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

Payee	Description	Amount (*inc vat)
PKF Littlejohn	External audit	£504.00*
CAPALC	Internal audit	£181.75
Hunts DC	Grass cutting	£780.00*
Scribe	Accounting software	£673.92*
SLCC	membership	£181.00
Clewlou Consulting Ltd	Professional fees	£480.00*

The budget report and bank balances were noted. It is noted that the external audit has been successfully completed.

7.2. Parish Council Vacancy

Cllr Hunter has taken advantage of an opportunity to travel and has not attended Parish Council meetings for over six months. This disqualifies him from the position and there is now a vacancy on the Parish Council. The Clerk will inform HDC and advertise the vacancy for recruitment in October. **CLERK**

8. PLANNING MATTERS

8.1. [Removal of existing UVPC conservatory and replacement with energy efficient conservatory including sedum green roof system](#) The Croft Thicket Road Houghton Huntingdon PE28 2BQ Ref. No: 24/00459/HHFUL

RESOLVED: Houghton & Wyton Parish Council recommend this application is **APPROVED** for the following reasons:

The Parish Council is now happy with the revised plans. There has been confusion with the quoted distances measured between the proposed structure and boundary fence with 5 Thicket Road. We ask that, if permission is granted it is based on the measurements from the boundary fence with No. 5 to the proposed building as shown on drawing TC-P-004.

The applicant has assured us that no live vegetation will be removed. We ask that if

approved, a condition is set that the vegetation is retained on the land of The Croft between the properties to ensure screening.

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

8.2. Houghton Grange phase 1 & 2

Phase 1: There is no news on forthcoming S106 payments. HDC will be asked for an update. **PB**

Phase 2: There is no reply to the Parish Council response to the updated plans from Homes England.

8.3. Review of Neighbourhood Plan

A public meeting is being held on 11 September to generate interest in reviewing the current Neighbourhood Plan. Issues already highlighted include a parish-wide survey on parking and traffic and the need to look at the housing need in the area with CambsACRE. **PB**

8.4. Other Planning Matters

There is no decision on the application for work to a number of trees at Houghton Grange phase 1.

Hemingford Park: Cllr Boothman will write a statement to provide context on the affects on the wider area and the Conservation Area.

An update on the Section 4 request on land in the parish will be requested. **PB**

8.5. HDC Town and Parish Councils Briefing. Local Plan Update

Several councillors and the Clerk will attend these meetings

9. REPORTS & RECOMMENDATIONS

9.1. Sports Clubs – Annual Agreements and invoices

There has been no update from the Sports Clubs on an agreement between themselves to apportion the annual fees due to the Parish Council.

Amendments to the Agreement based on earlier discussions will be circulated.

9.2. Traffic and highway issues

- 20mph limit – Highways are reviewing the information due to objections received. The roads on Houghton Grange will become 20mph when the developer hands these over.
- Speed indicator sign on A1123 – A solar panel has been fitted to the existing sign and a new solar powered sign for Wyton is expected.
- Bus Stop at Hartford Marina – An estimate of cost has been sent by Highways. This has no detail of the work included or indication of any survey or safety assessment. There is no indication if this estimate includes any modifications required to the pavement area or other work. This will be discussed with the Highways Officer.

RESOLVED: up to £2,000 be allocated to this project.

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

- Mill Street – Cllr Keane declared an interest in this item as a resident. 60% of the dwellings in Mill Street do not have off-road parking, there are double yellow lines along much of the length and the road is narrow. During the summer visitor parking in this street can make resident's lives difficult and parking restrictions are often ignored. Many residents park on the area of land to the east of the church, which the church regard as their land.

RESOLVED: The Parish Council contribute up to £500 to St Mary's PCC to erect signs on church land to ask that only residents of Mill Street and church goers use this parking space. **RB**

Proposed: Cllr Baxendale, Seconded: Cllr Gilmour, For: 5, Abstentions: 1
Note: The Clerk advised the Council that this land is designated as Highway land and Highways could ask that any sign erected or restriction placed on this land be removed. The Road Traffic Regulation Act 1984 allows Parish Councils to create off-street parking areas and make conditions associated with the parking, but with the permission of the County Council. The Act also allows Parish Councils to contribute to the cost of someone else providing these spaces, the landowner has the responsibility of obtaining the permission on the County Council.

NOTE: It has subsequently been discovered that St Mary's PCC is confident through recent research, that it does not own nor does it wish to own the land to the east of the churchyard wall.

CCC will be asked to advise on or provide a sign to indicate the footpath through the churchyard and ask for the access to be kept clear. *NOTE: CCC have agreed to look at this*

- School parking and road safety – Cllr Gilmour will progress following information from Highways
- Parking in Manor Close – a resident of Manor Close enquired about designating areas for residents only parking. The Parish Council has no authority to action these restrictions, however, the issue of parking across the parish will be covered under the surveys during the Neighbourhood Plan review.

9.3. St Mary's Centre appointment of energy consultant

The consultants are yet to arrange a date for the survey.

9.4. Hire charges for pavilion and playing field

This item is deferred to the next meeting

9.5. Pavilion capital improvements

Proposed: Hazell Flooring be contracted to replace the flooring in the corridor, toilets and changing rooms of the pavilion. **CLERK**

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

Arrangements will be made to remove the current lockers and replace with benching.

9.6. Active Travel update

Cllr Boothman met with CamCycle and a plan will be produced to show a route for a cycle/pedestrian path beside the floodbank to join with existing path opposite the Garden Centre. Discussions can then be held with CCC and EA and landowners. Highways will be asked about a sign at the St Ives end of The Thicket footpath that indicates that cyclists can use this route in addition to pedestrians. **CLERK**

9.7. Timebank

An appointment has been made for the maternity leave cover for the Timebank coordinator for the next six months.

10. PROJECTS

10.1. Clock Tower phase 2

Clewlow Consulting have been asked to act for the Parish Council if needed. Final changes to the scheme drawings have been made to allow an application for an Experimental Traffic Order to be submitted. The information will be discussed with CCC Highways officers to agree the way forward. Cost estimates will be done to allow funding to be sought. **RB**

10.2. Village Defibrillators.

There is no response from planning yet.

The Pine Hill Park Residents Association are hoping to provide one or two defibrillators for the mobile homes site and surrounding area. They have been advised they can apply for a Parish Council grant, but will also be given details of the East Anglian Ambulance Service and British Heart Society. **CLERK**

10.3. Migrate emails and website to gov.uk domain

There is no update on this.

10.4. Cemetery extension

The relatives of the name on the memorial bench at the end of the current path will be contacted about moving this to allow access and extension of the path. **CLERK**

Access through the existing fence will be made and the ground in the extension area levelled. Trees for hedging will be sought. **JR**

11. CORRESPONDENCE

- The local British Legion have asked if they can use the Clock Tower for a display in November. This was agreed in principle awaiting final details.
- The Combined Authority are holding a consultation on bus services in the area. This runs until 20 November and is available at cpca-yourvoice.co.uk or call 01480 277180 for a paper copy.
- A request has been made to place a plaque on an existing Parish Council owned bench by Houghton Lock. The Parish Council agreed to this request. When the bench is replaced, they will attempt to save the plaque. **CLERK**

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

11. DATE OF NEXT PARISH COUNCIL MEETING

The next Parish Council meeting will be **Wednesday 2 October 2024 at 7pm.**

Signature Date.....