

## HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 6 November 2024, 7:00pm.

**Present:** Cllr B Gilmour  
Cllr D Keane  
Cllr A Skinner  
Cllr R Guinea  
Cllr J Rodgers  
Cllr R Southworth

There were three 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 Skinner, seconded: Cllr Rodgers. All in favour

### 2. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr P Boothman and Cllr R Baxendale.

### 3. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 4. PUBLIC COMMENT

Several members of the public expressed their disappointment at the proposals in the consultation on the new A141 and St Ives Improvement Scheme. Of particular concern was the lack of any prior consultation with residents who would be directly affected by some of the suggested active travel routes through land that is currently open fields. There was also confusion among the consultation staff about the definition of 'scooters' and 'wheeling' and the types of vehicles that would be included in active travel use. They felt the title of the consultation was confusing and did not provide any benefits to St Ives.

### 5. MINUTES

**RESOLVED:** The minutes of 2 October 2024 were approved as a correct record.

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

### 6. MATTERS ARISING

- Defibrillator at the Three Jolly Butchers: The planning application for this has not been validated. Cllr Gilmour intends to ask management if the unit can be fitted to a brick outbuilding, this building does not currently have an electricity supply. **BG**
- CCTV at the Pavilion: The Clerk will look for another quote and also attempt to get a definitive answer on the safety of running electric cables along the top of the fences. **CLERK**
- Trees in the churchyard: The Clerk will arrange for quotes to pollard two trees in the churchyard and for a full tree survey of the land owned or maintained by the Parish Council. **CLERK**
- Recruitment of a new Councillor: there has been no response to previous adverts. The Clerk will advertise the vacancy again without a deadline to co-opt a candidate at a future meeting. **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](https://www.huntingdonshire.gov.uk/pension-credit)

HDC have updated the Climate change information on their website and are striving towards Net Zero. [Environmental Issues - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk/environmental-issues)

Several residents have received texts claiming to be from HDC and warning people that they have parking tickets/fines. HDCF is keen to let residents know that they will not send texts to claim fines.

The deadline to comments on the current consultations on the HDC Local Plan review in 27 Nov. [New Local Plan for Huntingdonshire - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk)

## 8. PLANNING MATTERS

**8.1. Erection of a single storey rear extension following demolition of existing detached garage & existing rear single storey garden room REVISED SCHEME TO THAT APPROVED UNDER HUNTINGDONSHIRE DISTRICT COUNCIL PLANNING REFERENCE 23/02156/HHFUL** White Gables Chapel Lane Houghton Huntingdon PE28 2AY Ref. No: 24/01846/HHFUL

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

There are only slight changes to the fenestration

We are pleased the new design will incorporate a green roof

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

**8.2. Replacement of windows and external front door.** 4 St Ives Road Houghton Huntingdon PE28 2BJ Ref. No: 24/01919/HHFUL

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

The replacement work is to be managed sustainably and the new materials will be long lasting and well insulated.

The design will maintain the look of the original windows

Proposed: Cllr Southworth, Seconded: Cllr Keane. For: 4, Abstentions: 2.

**8.3.** Houghton Grange phase 1 & 2

An objection has been submitted to HDC by the Parish Council legal representatives. There have been a large number of comments from local residents and neighbouring councils. Some comments from statutory consultees need further work so the application will likely go the Development Management Committee in Dec 2024 or Jan 2025.

The Council thanked Cllrs Boothman and Baxendale for their work and persistence on this matter.

**8.4.** Other Planning Matters

The Parish Council is working on a coordinated response to the consultations on the Local Plan and changes to the A141 and transport options. These are quite closely linked and have a deadline of 27 Nov. An additional meeting will be arranged to formally agree a response.

Bellway have issued a pre-application consultation on potential development in east Wyton on the Hill.

**RESOLVED:** This Parish Council will submit a response objecting to the Bellway proposal based on valid planning reasons to include anti-coalescence, traffic issues, lack of infrastructure, flooding and road safety. **RG**

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

## 9. REPORTS & RECOMMENDATIONS

**9.1.** Local Highway Initiative 2025/26

It was suggested that this funding was applied for to extend the double yellow lines at the top of Victoria Crescent further west along Huntingdon Road. Applications can be made until 10 Jan 2025.

**9.2.** Traffic and highway issues

20 mph limit – The Parish Council has been verbally informed that this application has been approved by the County Council. Further details are awaited. The Parish

Council thanks the resident that initiated this project and all residents who participated in the consultations.

Parking at the school – The Head of the school has agreed to talk the National Trust about allowing their volunteers to park at the school at the weekends and school holidays to allow more visitor parking at the Houghton Mill site. The National Trust has offered to provide access to their sites to the school.

### **9.3. Policy Review**

The new Biodiversity policy is nearing completion and will be presented for approval at the meeting in December. Councillors are reminded to look at the policies they have been allocated for review.

### **9.4. Flooding**

#### **9.4.1. Meeting with Anglian Water**

Attendees of the meeting in April will be contacted to arrange a follow up meeting as soon as possible. **CLERK**

#### **9.4.2. Meadow Lane bollards**

The Clerk will arrange for a handyman or locksmith to look at the bollards at either end of Meadow Lane near The Orchards. **CLERK**

Cllr Rodgers holds a key to these and will look at getting some more copies cut. **JR**

The Clerk will write a short policy for the use of these keys to allow access to this stretch of bridleway. **CLERK**

### **9.5. Sports Clubs: potential purchase of wheeled football goals**

The Football Club have stated that they would be happy to have new, wheeled goal posts to reduce the nuisance and danger caused by members of the public using their existing goals. The club would be obliged to move and secure the goals before and after each match. A grant may be available to the club towards these goals. It was felt that further discussion about the payment arrangement is needed. **RG/CA**

## **10. PROJECTS**

### **10.1. Clock Tower phase 2**

The Highways officer has confirmed that Policy and Regulation would be happy to consider an application for an Experimental Traffic Regulation Order (ETRO) here. The work could be funded either by a PFHI (Privately Funded Highways Improvement) or an LHI bid. Consideration will be given to the best method to progressing this project. The Clerk will get further costs and details of the ETRO. **CLERK**

### **10.2. Pavilion maintenance.**

Two broken tiles on the Pavilion roof have been replaced. The lining under the roof had been damaged letting in water which has caused damage to the ceiling of the disabled toilet and a light fitting. These will be repaired and consideration given to prevention of future damage.

A quote has been received to refurbish and repair the existing wooden seating/storage in the changing rooms. There is also a quote for their replacement with recycled plastic units. These quotes will be compared to decide the best solution to improve the changing rooms. **CLERK/ACLERK**

### **10.3. Cemetery Extension**

Trees to plant as hedging have been ordered and Cllr Rodgers will look after these until planting can be arranged. The best way to prepare the ground is still being considered. **JR**

## **11. CLERK, ASSISTANT CLERK & RESPONSIBLE 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 Gilmour, Seconded: Cllr Southworth. All in favour  
Bank balances and budget update were noted. It is noted that the second payment of the precept has been received

**11.2. Parish Council Budget and Precept Request**

Cllrs, Baxendale, Boothman and Southworth and the Clerk will meet to produce a draft budget to present for approval at the meeting in December. A precept request will be made after this is decided. **RB/PB/RS/Clerk**

**11.3. Meeting Dates 2025**

Meeting dates for regular Parish Council meetings in 2025 will remain as the first Wednesday of each month. Extra meetings will be organised as needed. The Assistant Clerk will look at a date to organise the Annual Parish Meeting.

**11.4. Assistant Clerk's working hours**

RESOLVED: The Assistant Clerk's working hours will be increased by 5 hours a week, back dated to Sept 2024.

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

**11.5. Repayment of monies held for Feast Week**

£2,500 held for the Feast Week Committee will be returned to them. They will be asked to confirm they have received the funds. **Clerk**

**11.6. New Parish Council email addresses**

The Assistant Clerk will get professional advice on setting up the new email addresses with Outlook.

**12. CORRESPONDENCE**

The Assistant Clerk will attend the HDC event Pride in Place on 14 Nov.

Opportunities for application to the Combined Authorities Climate Act Fund will be investigated.

Councillors were asked to respond to the government consultation on remote meetings individually.

Councillors were urged to read the newsletters from HDC and CCC for information on opportunities and news.

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

A suggestion was made that the Parish Council consider installing bird and bat boxes in the churchyard.

Appraisals have been carried out for the Clerk and Assistant Clerk and further information will be circulated to all councillors

A suggestion was made to consider moving the War Memorial from the cemetery. Cllr Gilmour was asked to make further investigations. **BG**

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

The next Parish Council meeting will be **Wednesday 4 December 2024 at 7pm.**

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