

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 5 November 2025, 7:00pm.

Present: Cllr Baxendale Cllr N Rowe
 Cllr Boothman Cllr A Skinner
 Cllr Gilmour Cllr R Guinea
 Cllr D Keane Cllr J Rodgers

There were two members of the public.

1. APOLOGIES FOR ABSENCE

There was an apology from Cllr R Southworth.

2. DECLARATIONS OF INTEREST

Cllr Keane declared an interest in item 7.3 due to his position as a councillor for Huntingdon District Council.

3. PUBLIC COMMENT

Residents of 5 Manor Close PE28 2AG would like to apply for a dropped kerb to be installed to allow vehicular access to their property. They have previously contacted HDC who advised that bog matting could be installed to create a driveway. The property is in a character area according to the Neighbourhood Plan. Cllr Boothman will visit the property to discuss potential options.

4. MINUTES

RESOLVED: The minutes of 3 September were approved as a correct record. Thanks were expressed to Cllr Skinner for chairing the meeting.

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

The minutes of 18 September will be approved at the meeting on 5 November.

5. MATTERS ARISING

- The newly appointed Timebank Coordinator, David Anderson, attended the meeting. The Parish Council are delighted to welcome David into his new role. David expressed thanks to Rose and Jenna, the previous coordinators. The next village litter pick will take place on Saturday 25th October.
- Thanks were expressed to Steve Jones who recently refurbished the church gate on a voluntary basis.
- Land for sale south of A1123 – Cllrs Boothman and Baxendale attended the auction on 24th September, placing the agreed bid of £75,000. The PC was outbid early on. Residents have expressed their appreciation for the PC's involvement and it was agreed that the PC should be proactive in looking for potential land for similar community projects, and potentially set up a Community Land Trust for this purpose.
- Housing Needs Survey – a link to the online survey will be shared on Facebook. The closing date is 17th October.
- Meeting with the National Trust – The Assistant Director of Operations at the National Trust will now attend the meeting. A meeting date is awaited.

(Subsequent to the meeting, this date has been arranged for 11th November.)

- Houghton Grange Heritage Noticeboards – Cllr Rowe will seek an update in the next few weeks.
- Defibrillator at Manor Close – Anglian Water have prepared the electrical wiring. A British Heart Foundation Grant has been applied for to fund the new defibrillator and case.
- Standing Orders – the link between paragraphs 3i and 3m was clarified and the Standing Orders have been adopted and uploaded to the website.
- Three Horseshoes Pub – Cllr Baxendale will contact HDC to ensure they have notified to the correct owners that the building is listed as an Asset of Community Value.

6. DISTRICT AND COUNTY COUNCILLOR REPORTS

District Council report

Local Government Reorganisation & Engagement

- The Council Leaders issued a joint letter and thanked communities for helping shape the future of local government, following the recent reorganisation survey results (22 September).
- A proposal was published to explore a standalone unitary authority for Huntingdonshire, reinforcing the geographies of Peterborough, Cambridge and the Fens (25 September).

<https://www.huntingdonshire.gov.uk/news/huntingdonshire-to-explore-standalone-unitary-authority/>

<https://www.huntingdonshire.gov.uk/news/council-leaders-thank-communities-for-helping-shape-the-future-of-local-government/>

Environment, Nature & Biodiversity

- Cabinet signed leases securing an extension of Paxton Pits Nature Reserve (17 September).
- The 'Happens in Hunts' campaign officially launched (11 September), celebrating the district's identity and raising awareness of local natural, cultural, and community assets.

<https://www.huntingdonshire.gov.uk/news/paxton-pits-nature-reserve-extension-approved/>

<https://www.huntingdonshire.gov.uk/news/district-council-launches-new-happens-in-hunts-campaign-to-celebrate-huntingdonshire/>

Civil Parking Enforcement Now Active

- Penalty notices will now be issued.

[Civil Parking Enforcement Now Active in Huntingdonshire - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk/news/civil-parking-enforcement-now-active-in-huntingdonshire/)

Food Waste Collection - April 2026

- Tips and guidance to make the most of your food at home.

<https://www.lovefoodhatewaste.com/>

<https://www.huntingdonshire.gov.uk/news/food-waste-collections-coming-in-2026/>

7. PLANNING MATTERS

7.1. Erection of greenhouse. Whympers The Green Houghton Huntingdon PE28 2AX Ref. No: 25/01626/HHFUL (RG)

RESOLVED: The Council recommends that this application is approved. However, protection of the Matterhorn monument located in the garden of the property will

be sought. This was built to commemorate Edward Whymper, the first man to climb the Matterhorn.

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

The Council agreed to support the history society in applying for the Matterhorn monument to be listed with Historic England and investigating the installation of a Blue Plaque.

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

7.2. Change of use from dwelling (Use Class C3) & agricultural land to a wellness centre (Class E) and wedding and events venue (Sui Generis) with guest sleeping accommodation and parking Hemingford Park Common Lane Hemingford Abbots Ref. No: 25/01248/FUL (PB)

The application was rejected by Hemingford Parish Council. It was subsequently removed from the agenda of the next Development Management Committee (DMC) meeting. Houghton and Wyton Parish Council have submitted comments to this application twice in the past. It was agreed that Cllr Boothman would reiterate previous comments when the application goes to the DMC on 20 October.

7.3. G1 (all the trees on the front boundary): 4 x Field Maple, 2 x Elm, 2 x Sycamore, 1 x Ash: fell and remove stumps. Green Acre Houghton Hill Houghton Huntingdon PE28 2BS Ref. No: 25/01849/TRCA (TW/LD)

RESOLVED: The Council recommends that this application is approved, with the following conditions:

- The current trees are mature so replanting must take place subject to the approved plan. Trees should be surveyed individually to determine whether any can be saved.
- A plan should be produced showing the extent of the proposed scrub clearance.

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

7.4. Houghton Grange Phase 2

The application is on the agenda for the DMC meeting on 20 October. The PC's lawyer from Richard Buxton Associates will represent the parish council.

The PC expressed thanks to St. Ives Town Council for their continued support and welcomed the agreement by HDC to re-run the meeting properly. The PC have also written to the District Council requesting they seek independent legal planning advice regarding interpretation of planning policy prior to the meeting, in order to minimise the risk to tax payers funds being wasted on un-necessary court action.

If necessary, the lawyer will issue late representations following the publication of a new Officer's Report. The DMC meeting will be advertised on the Parish Council website and Facebook page.

7.5. Other planning matters

7.5.1. Legal transfer of land to form new Right of Way between Thicket Road and Meadow Lane

The landowner has created and shared a map which shows the location of the footpath that is to be transferred. A letter will be sent to the PC's lawyer with contact details for landowner's legal team in order to proceed with the transfer. It

will be requested that access to the river next to the path should remain. **ACTION: CLERK**

RESOLVED: A budget of £1,500 will be allocated to legal fees for the transfer.
Proposed: Cllr Baxendale, Seconded: Cllr Keane. All in favour.

8. REPORTS AND RECOMMENDATIONS

8.1. Traffic and Highway Issues

8.1.1. Local Highway Initiative round 26/27 – discuss potential projects

Potential measures to reduce the density of traffic on Mill Street will be explored, including cross-hatching at the river end of Mill Street and bollards to prevent parked vehicles from blocking the entrance/exit to the church pathway. Cllr Southworth suggested a marked footpath on the right-hand side of Mill Street from the church to the bollards at the end.

These measures will be discussed at the meeting with the National Trust with the aim of submitting a joint LHI application.

8.1.2 Bus Shelter at Manor Close

HDC have confirmed the bus stop belongs to them but have given the PC permission to remove it. HDC estates department will be contacted to request support with removal, including costs. If there has been no reply by the meeting on 5 November, the PC will arrange for the glass to be removed, following the remaining structure at a later date.

8.2. Playing field and pavilion

8.2.1. Playing field maintenance contract

The PC and sports clubs continue to be very pleased with condition of the playing field over the past year. The total fee for the current year (Dec 24 – Dec 25) was £14,474.

HDC have provided a quote of £15921.40 for the coming year (Dec 25 – Dec 26). The assistant clerk will enquire as to whether HDC would offer a 3-year fixed contract. Maintenance of the cemetery extension will also be added to the schedule.

8.2.2. Request from resident to replace damaged fence

A quote for the replacement of the entire fence has been obtained (£4,428).

RESOLVED: As a gesture, The PC has agreed to contribute up to £1,000 towards the replacement of the section of fence adjacent to the junior football pitch. This would be paid to the contractor on completion of the work, and before the end of the financial year (31 March 2026).

Following this, the PC will arrange for a chain link fence to be installed adjacent to the junior football pitch.

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

8.2.3. Playing Field CCTV

Contractors who previously quoted have been contacted in order to provide an up-to-date quote which includes the storage compound. The Clerk / Assistant Clerk will also meet with the contractors on site. **ACTION: Clerk/Asst. Clerk**

8.3. Houghton and Wyton Timebank – Coordinator appointment

See item 5.

8.4. Community Facilities Working Party

A working party has been formed in order to carry out a strategic review of the community facilities in the Parish to determine whether they are meeting the needs of residents. Members of the working party are Cllrs Boothman, Baxendale, Rodgers and the Parish Clerk. Cllr Baxendale will produce a draft brief for the working party.

ACTION: Cllr Baxendale

8.5. Communication Policy

A working party has been formed in order to review draft communication and IT policies. Members are Cllrs Skinner, Rowe, Boothman and the Assistant Clerk. A meeting will be arranged and a final draft prepared for the meeting on 5 November.

8.6. Local Government Reorganisation

See item 6.

8.7. Trees under the control of the Parish Council. Work needed and commissioning a full tree survey.

A resident of Victoria Crescent has been advised to contact their insurer regarding an Elm Tree adjacent to their property. The PC's insurer has been briefed and is awaiting contact from the resident's insurer.

There have been two recent requests from residents regarding overhanging trees to be pruned. Residents will be advised that they have permission to cut trees back to within their property boundary. A survey of all trees within the Parish will be commissioned in order to determine what work is required. **ACTION: Clerk**

9. PROJECTS

9.1 Clock Tower phase 2 – grants for remedial work

Details of remedial work have been circulated by Cllr Baxendale. A listed building application has been prepared for submission within the next two weeks. The architect is arranging a site visit in order to review the options for paving and kerb stones. Councillors will be invited to attend this visit. **ACTION: Cllr Baxendale**

10. CLERK, ASSISTANT CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT

10.1 To authorise payments due and paid and note financial reports and bank balances

RESOLVED: The payments now due were authorised.

Proposed: Cllr Southworth, Seconded: Cllr Guinea

The PC's insurance policy will be renewed with Gallagher on a 3-year fixed contract.

10.2. To note receipt of the Annual Governance and Accountability Return 2024/25

The receipt was noted.

10.3. Grant application – Cricket Club Nets

This application is suspended until the cricket club have provided details of their annual accounts and detailed quotes. The club are also encouraged to research other possible grants to contribute to the total cost of the new nets.

10.4. Monthly budget forecast

Nothing to report.

10.5. CAPALC Update

The Assistant Clerk reminded Cllrs about the Code of Conduct training on Tuesday 7th October. Details of any upcoming New Councillor training will be shared.

10.6. Parish Council Website Refresh

It was agreed that the website requires updating in order to be more user-friendly and to meet accessibility requirements.

Quotes will be obtained for the design of a new website.

RESOLVED: A budget of £500 has been approved for the initial site-build cost.

10.7. Youth Engagement Event, 8 October

The event will take place at the Clocktower from 3:30pm – 6pm. Posters have been shared via Facebook and on noticeboards. Cllrs are invited to come and support with the event and talk to the young people who attend.

11. CORRESPONDENCE

Cllr Rodgers attended the recent Memorial Hall meeting. There are no actions to report.

12. ITEMS TO BE CONSIDERED AT FUTURE MEETINGS, DELEGATED ACTIONS OR FOR INFORMATION ONLY (Reminder – no decisions can be made under this item)

DATE OF NEXT PARISH COUNCIL MEETING

The next Parish Council meeting will be Wednesday 5 November 2025 at 7pm.

Signature Date.....