

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 3 September 2025, 7:00pm.

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

There were five members of the public.

ELECTION OF CHAIR FOR THIS MEETING

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

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

1. APOLOGIES FOR ABSENCE

Cllr P Boothman - Chair
Cllr R Guinea

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PUBLIC COMMENT

A resident commented in relation to a piece of land for sale in the Parish (see item 7.5) and feels there is a potential opportunity to obtain this land as a village asset, which could be developed into a community garden or orchard. The resident will forward information to the Clerk on potential grants to support this type of project.

4. MINUTES

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

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

5. MATTERS ARISING

- Two additional quotes will be obtained for new CCTV at the Pavilion. However, questions were raised on the level of investment relative to the risks involved. **ACTION: Clerk / Asst. Clerk**
- The Community Shop is now listed as an Asset of Community Value.
- A volunteer from the Toddler group has submitted an application to the Community Fund to support with costs of hiring the Memorial Hall for the group. They currently pay £8 per hour for 3 hours per week (term time only).
- Civil Parking: Officers from HDC (Huntingdonshire District Council) have visited 90% of wards across Huntingdonshire and issued over 250 on-street warning notices. They have visited Houghton but it is unclear on which day the visit occurred.
- Parking officers at HDC have confirmed that they are open to the possibility of a local parking warden for the Parish but not immediately.
- Cllr Rowe has contacted Sherborne Estates to discuss the installation of heritage and notice boards at Houghton Grange. A response is awaited. Cllr

Rowe also confirmed that footpaths from the development to the Thicket path should have been in place before the first occupancy.

- Anglian Water have installed electrical wiring at the pumping station on Manor Close, ready for the installation of a defibrillator. The Assistant Clerk will seek quotes and grants for the new defibrillator and case. **ACTION: Asst. Clerk**

6. DISTRICT AND COUNTY COUNCILLOR REPORTS

District Council report

Civil Parking Enforcement

Following the initial period of handing out warnings, penalty notices will now be issued.

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

Food Waste Collection - April 2026

See links below for some simple 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/>

Consultation on CCTV in Licensed Private Hire Vehicles

A consultation is taking place in relation to mandating CCTV inside of taxi/private hire vehicles that are licensed by Huntingdonshire District Council (HDC).

The consultation period will run from 25 July 2025 until 24 September 2025

<https://www.huntingdonshire.gov.uk/consultations/cctv-in-licensed-taxi-private-hire-vehicles/>

Consultation on new Street Trading Policy

Unregulated street trading can present a number of challenges. Without proper consent, traders may operate without permission, raising health and safety concerns and making it harder for HDC to apply consistent standards.

The consultation period will run from 25 July 2025 until 24 September 2025

<https://www.huntingdonshire.gov.uk/consultations/new-draft-street-trading-policy/>

County Council Report

Local Government Reorganisation

Cambridgeshire County Council has launched a public engagement survey. This will seek specific feedback on 1 of the 3 currently preferred options being developed by councils, known as Option A. The survey closes on 3 October.

[Your Future Councils - Your Voice - Cambridgeshire County Council - Citizen Space](https://www.cambridgeshire.gov.uk/your-future-councils-your-voice)

7. PLANNING MATTERS

- 7.1.** [25/01595/TREE | T1 Beech to right of garden: reduce laterally to edge of patio - 3m lateral reduction. T2 Sycamore to right of garden: reduce 2x long branches to right by 2m to improve shape. T3 Lime at rear of house: remove basal and epicormic growth up to 5m and remove major dead wood. | Wychwood Rectory Lane Wyton Huntingdon PE28 2AQ](#)

The council will not comment on this application as it is felt that the Tree Maintenance Department at HDC are better placed to make a decision.

- 7.2.** [25/00198/HHFUL | Remove the window glass and window glass aluminium frame and rebuild new one in conservatory | The Coach House Rectory Lane Wyton Huntingdon PE28 2AQ](#)

RESOLVED: Houghton & Wyton Parish Council recommend that this application is approved.

This is necessary work to replace the conservatory on a like-for-like basis as far as practicable. Due to the nature of the work we would like to see the noise and disruption to neighbouring properties reduced as much as possible and within reasonable working hours.

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

7.3. [25/01137/FUL | Erection of storage building \(Use Class B8\) in lieu of open-air storage and change of use of part of the site from agriculture to B8 \(retrospective\). | New Manor Farm Sawtry Way Wyton Huntingdon PE28 2DY](#)

RESOLVED: Houghton & Wyton Parish Council recommend that this application be refused, for the following reasons:

The Council believes this is more than a title change and amounts to a brand new and different application. However, no further documents have been submitted to support the new application or offer any explanation as to why the additional land is required and justified for either outside or covered storage, why the site has expanded without permission and the tree belt removed breaching an earlier condition, or how the consequences of such an expansion in the countryside will be dealt with (e.g. BNG). The Council would expect to see it as a standalone, separate retrospective application with the justifications and details being referenced.

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

7.4. Houghton Grange Phase 2

There has been no response from HDC following the letter to inviting them to re-run the DMC meeting. HDC will be contacted for an update. **ACTION: Cllr Baxendale.**

7.5. Other planning matters

There is a piece of land for sale lying to the south side of Houghton Hill Road, Houghton, Huntingdon, PE28 2BP

<https://www.rightmove.co.uk/properties/166278671#/>

The land will be sold through auction on 24th September, with a guide price of £75,000. The Parish Council has put in an expression of interest, due to its location within the conservation area and proximity to the playing field.

A meeting will be held with Cheffins, the auctioneer, and the landowner in the week commencing 16 September.

An extraordinary council meeting will be held on Thursday 18th September to discuss the possibility of purchasing the land. Councillors are encouraged to visit the land and review the legal documents. **ACTION: All Councillors.**

8. REPORTS AND RECOMMENDATIONS

8.1. Traffic and Highway Issues

8.1.1. Cllrs met with the Duty Manager at Houghton Mill National Trust and discussed the following issues:

- Residents on Mill Street are having trouble accessing their properties due to traffic accessing the Mill. 243 cars/vans and 554 individuals accessed the car

park on August Bank Holiday Monday. There were 89 admissions to the Mill property.

- It is suggested that the car park should be pre-booked during weekends, on a pay-by-occupant basis.
- Other strategies will also be put forward to help kerb demand, particularly to the riverside beach area by day tourists which is creating pressure on the limited infrastructure of the village.
- The blue parking sign on Mill Street will be removed.
- A meeting between the Duty Manager and Risk Manager at Houghton Mill will be held on 16 or 17 September.

8.1.2 Local Highway Improvement (LHI)

Cllrs are asked to give suggestions for projects that could be funded by the next round of the programme. **ACTION: All Councillors.**

A decision on the relocation of the bus stop at Hartford Marina will be made in October by Cambridgeshire County Council.

8.2. Playing field and pavilion

8.2.1. Play area quarterly inspections

RESOLVED: Quarterly inspections will now be carried out by Online Playgrounds. They provided a free inspection which was clearer and more comprehensive than the reports provided by Safeplay.

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

8.2.2. Playing field and pavilion charges

RESOLVED: The charge for any business, or any organisation from outside the Parish to hire part of the playing field for their activities will be £5. The hourly hire charge for the Pavilion will be increased from £10 to £12.

An article will be submitted to the village magazine to explain these changes.

ACTION: Asst. Clerk

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

8.2.3. A resident has requested financial support from the PC to replace their garden fence which adjoins the playing field. When questioned, the property owner suggested the Parish Council contribute 50% towards the costs of replacement. Quotes will be obtained and a decision on whether the PC can provide any support will be made at the meeting on 1 October. **ACTON: Clerk**

8.3. St Mary's Centre Improvements

The application for Community Infrastructure Levy funding did not go ahead due to insufficient information and costings.

RESOLVED: A working party will be formed to carry out a strategic overview of the needs of the Parish in relation to community spaces. The working party will aim to give a recommendation for next steps by the end of the financial year (April 2026).

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

8.4. Standing Orders

RESOLVED: The Standing Orders were approved and will be adopted. The Assistant Clerk will contact NALC to clarify the link between two paragraphs (3i and 3m).

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

8.5. Neighbourhood Plan Housing Needs Survey

The survey will be delivered to all residents during the week commencing 15 September and closes on 17 October 2025. It will also be available to complete

online. A report will be prepared by Cambridgeshire ACRE (Action with Communities in Rural England) and will help inform the new neighbourhood plan. Details will be published in the village magazine. **ACTION: Asst Clerk**

9. PROJECTS

9.1 Clock Tower phase 2

The architect will obtain quotes for the remedial works, with the aim of completing the project by the end of the financial year. Two possible grant sources have been identified. A resident has offered to send details of heritage funds that may be suitable for the project.

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 Baxendale, Seconded: Cllr Southworth. All in favour

10.2. Grant request – MAGPAS Air Ambulance

RESOLVED: A donation of £250 will be granted

10.3. Monthly Budget Forecast

A sum of approximately £60,000 is instantly available. Additional funds are held in a 3 month notice account or will mature in December. Revenue of approximately £61,000 has been projected until the end of the year, including the balance of the precept which is due in October. Committed expenditure for the same period is projected at £50,000.

10.4. CAPALC Update

The online portal is currently unavailable. The Assistant Clerk will provide details of login details once it is back up and running.

Code of Conduct Training is available online on 7 October at 6:30pm. Cllrs Rodgers, Rowe, Keane and Southworth will attend. **ACTION: Asst. Clerk**

11. CORRESPONDENCE

A representative from the St Ives Civic Society has sent a summary of the meeting regarding the formation of a Thicket Wood Improvement Group, which will aim to coordinate volunteers to carry out tasks to improve the condition of the Thicket Wood. A public meeting will be held in the first week of October. **ACTION: Clerk**

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

The Clerk will ask HDC to confirm that correct procedures are being followed if assets of community value are being sold in relation to the Three Horseshoes Public House.

DATE OF NEXT PARISH COUNCIL MEETING

The next Parish Council meeting will be Wednesday 1 October 2025 at 7pm.

Signature Date.....