

## HOUGHTON AND WYTON PARISH COUNCIL

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

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

There were two members of the public.

### 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 2. DECLARATIONS OF INTEREST

Cllr P Boothman declared an interest in point 8.2 regarding Great Ouse Valley Trust.

### 3. PUBLIC COMMENT

A resident reported on moving the War Memorial at the Cemetery, suggesting this would involve costs of around £1,400. A representative of the Local British Legion will attend the next Parish Council meeting to present ideas for November remembrance. The resident also presented an article on Houghton Cemetery from the Imperial War Museum, to be passed on to Clerk.

### 4. MINUTES

**RESOLVED:** The minutes of 5 February 2025 be approved with the addition of public comment from a resident regarding speed enforcement along the A1123 between St Ives and Houghton. Parish Council to analyse MVAS data for speed reduction. Resident to contact police and carry out survey of Houghton Grange residents.

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

**RESOLVED:** The minutes of 26 February 2025 be approved.

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

### 5. MATTERS ARISING

- MP Ben Obese-Jecty will hold a meeting at Westminster on 31 March with Parish Councils. He will no longer attend Joint Neighbourhood Meeting. Cllr Boothman will attend.
- Thanks are expressed to Cllrs who helped move bark/soil on playing field. The remaining will be used by HDC for the new wildlife area at the edge of the playing field.
- Cllr Boothman and Clerk attended meeting with Scouts to regularise the use of the playing field and car park by external organisations paying to hire the scout hut.
- There is still a vacancy for a Councillor on the Parish Council. Active recruitment will be started. Any residents who are interested can contact the Parish Clerk for more information.
- Timebank Co-ordinators will begin handover ready for return of Rose Williams at beginning of April. Cllr Skinner gave an update on Timebank Steering Committee meeting where it had been agreed not to renew the subscription to TEMU for time credits, but to use the funds elsewhere.
- Meeting with Anglian Water 12 Feb. They will provide info on drainage, locations of sewer monitors and condition and run-time of foul pumping stations. Cllr Southworth expressed a need for Parish Council to be notified of planned works so that residents can be informed. Parish Council also requested information on untreated sewage discharges, even if this discharge is legal.

- Flood Group are carrying out independent river water testing to find out the source of E-coli. This will be discussed at Flood Group meeting 10 March.
- Great Ouse Rivers Trust are campaigning for improved monitoring and consistency of water-quality data in the whole catchment.
- Black tape covering up signage along Thicket Path has been removed. Contact St Ives Town Council to report this. **ACTION: Clerk**
- 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. **ACTION: Clerk**
- Cllr Gilmour will revisit the installation of a defibrillator outside the Three Jolly Butchers Pub. **ACTION: Cllr Gilmour**

## 6. DISTRICT AND COUNTY COUNCILLORS REPORTS

District Council budgets – Council Tax will rise by 3.11% for Band D properties. There is money reserved for Local Government Reorganisation. Councils can put in separate bids for this funding.

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)

The latest Town and Parish Council Newsletter was published on 21 Feb. [Town & Parish Council Newsletter - February 2025](#)

Huntingdon District Council are encouraging residents to sign up for the 'Staying Active 9 Week Programme'. [Staying Active Programme - huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk/staying-active)

## 7. PLANNING MATTERS

### 7.1 Houghton Grange phase 2

The Parish Council's response to the latest planning application have been submitted. The Parish Council's solicitor will write a legal letter to express concern about the date for the next Development Management Committee meeting. St Ives Town Council have also asked for an extension to allow them to submit their comments.

The Parish Council's solicitor has recommended a barrister to represent the Parish Council. Cllr Baxendale and Cllr Boothman will meet the solicitor to discuss this at the end of March.

Cllr Boothman has circulated a list of possible projects for S106 funding. HDC have identified a need for improved sports facilities in the Parish. A meeting will be held with the new Strategic Sports Development Officer to discuss how to maintain / expand the capacity of our facilities. The Council agreed that the top priority would be to balance the sum between the S106 money due from Houghton Grange Phase 1 and the £100k payment made for the 125 year Playing Field lease. All Cllrs will now identify from the remaining list their top 3 projects for the S106 funding. **ACTION: All Cllrs**

### 7.2 Active Travel Consultation

Deadline for comments is 16 March. In line with our own council, St Ives town council have expressed a need to bridge the gap in the active travel route on the south side of the A1123 from leaving the village to the start of the pathway beyond Daylock Marina. Cllr Southworth expressed a need for better maintenance of combined cycle / footpaths. The Thicket is listed as a cycle path in the documents. Cllr Boothman will add this to our comments and will circulate a draft response to the consultation.

**ACTION: Cllr Boothman**

### 7.3 Transfer of land for footpath from Love Lane to Meadow Lane.

The landowners will organise for a map to be drawn out to show the location of the footpath. If the Parish Council approves, the landowner will send this to lawyers to arrange the transfer of deeds for the land.

#### **7.4 Assets of Community Value**

The following assets have been added to the list: Memorial Hall, Playing Field, Loxley Green, Warren Close, Hill Estate green, Three Horseshoes.

The following assets are not yet included in the list: Three Jolly Butchers, Our Shop, Beers garage, School Playing field. Contact HDC to find out if there is any more information that would supplement our application. **ACTION: Clerk**

#### **7.5 Other Planning Matters**

The most recent draft of the St Ives Neighbourhood Plan is available on the St Ives Town Council website: [St Ives Town Council](#)

Houghton and Wyton Neighbourhood Plan -Cambs ACRE has sent templates for a housing needs survey. Cllrs are asked to give their feedback on these templates.

**ACTION: ALL Cllrs**

A141 consultation – there has been no response to our comments submitted on 19 Feb. Cllr Boothman has contacted the Mayor of the Combined Authority for an update.

### **8. REPORTS AND RECOMMENDATIONS**

#### **8.1 Traffic and highway issues**

- Experimental Traffic Order at The Green – contact HDC for an update. **ACTION: Cllr Baxendale**
- 20mph speed limit –contact HDC for an update. **ACTION: Asst. Clerk**
- Residential parking signs for Mill Street are ready to be installed. **ACTION: Cllr Boothman**

#### **8.2 Walk the Ouse Valley Way event**

This event is being organised by the Great Ouse Valley Trust on 20<sup>th</sup> July 10am-4pm. It will involve walking the 26 miles from St Neots to Earith along the Great Ouse Valley Way.

Organisers are looking for communities / organisations to set up 'hubs' along the walk to provide support, signposting and refreshments.

Council agreed to set up a hub at St Mary's Centre with access to toilets and refreshments. Great Ouse Valley Trust will be in touch with more information closer to the time,

#### **8.3 Playing Field and Sports Clubs**

##### **8.3.1 Sports Clubs Agreements**

The Chairman of the cricket club has written a letter to the bowls and football clubs suggesting a meeting to negotiate the split of fees. Council has agreed to issue the new agreements as soon as possible, acknowledging this letter. **ACTION: Asst Clerk**

##### **8.3.2 Football goals – Football Foundation grant**

Cllr Boothman and Asst. Clerk to meet with representatives from Football Club to discuss the whether purchase of moveable goals is still a viable option.

#### **8.4 St Mary's Centre Net Zero Grant**

A further grant application has been submitted. A decision will be reached by Monday 10 March.

Cllr Baxendale proposed a budget of £5000 to carry out a tender analysis for the installation of an air source heat pump at the St Mary's Centre.

Proposed: Cllr Baxendale; Seconded: Cllr Rodgers. All in favour.  
*Note: On Friday 7 March the Parish Council received notification from the HDC Climate Team that the application had been unsuccessful.*

## **9. PROJECTS**

### **9.1** Clocktower Phase 2.

See item 8.1 above.

### **9.2** Cemetery Extension – update on ground preparation

Thanks are expressed to all who helped with planting over 500 sapling trees at the cemetery. Thank you also to I Dig Trees who donated the saplings.

HDC has provided a quote for the remaining work. Cllr Rodgers and Clerk will meet HDC at the cemetery to discuss this.

**RESOLVED:** £885 will be allocated for levelling ground and planting wildflower meadow in the new cemetery extension.

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

### **9.3** CCTV over compound on playing field

Two quotes have been obtained. One additional quote will be sought before a decision is made. **ACTION: Clerk**

## **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:** Payments now due are authorised:

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

Payee	Description	Amount (inc vat)
Peter Radmall Associates	Planning advice – Houghton Grange	£2,400
Clewlow Consulting Ltd	Consultancy work - Village Centre Improvements	£720
Clewlow Consulting Ltd	Consultancy work - Village Centre Improvements	£250
Online Playgrounds	Play area – new surfacing	£16,032

The budget report and bank balances were noted.

### **10.2** Grant Applications

#### **10.1.1** Feast week

**RESOLVED:** £550 is granted to cover costs of the band on Finale Day – or similar

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

### **10.3** Parish Council bank accounts, to update mandates

Cllr Southworth is arranging for all Cllrs to sign bank mandates.

### **10.4** Parish Council Emails

Cllrs and Clerks will begin using new gov.uk emails on 10 March. Posters have been put up on noticeboards / social media to inform residents. New email addresses can be found on the Parish Council website.

### **10.5** Parish Council Policies, Guidelines and Procedures

#### **10.5.1** Biodiversity Policy

**RESOLVED:** The new biodiversity policy has been approved and will now be adopted.

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

#### **10.5.2** Financial Regulations and Financial Risk Assessment

**RESOLVED:** The new financial regulations policy has been approved and will now be adopted.

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

**RESOLVED:** The new financial risk assessment has been approved and will now be adopted.

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

**10.6** Parish Clerk to carry over up to 3 days of leave

**RESOLVED:** Cllrs agreed that Clerk and Asst Clerk should be authorised to carry over up to 5 days of annual leave. These days must be used by the end of June of the next financial year.

## **11. CORRESPONDENCE**

- The Pidley Lorry Group (PLG) are applying to Cambridgeshire County Council for a 7.5 Tonne HCV Environmental Weight Limit to alleviate safety risks and improve environmental quality. They are obliged, under "Local Consultation" to notify other local parish councils of their plans. Councillors agreed to support this measure.
- Our Shop is looking for groups to contribute £45 to be part of the new village calendar. Profits will be donated to the community fund. The meeting heard that the Timebank Steering Group had agreed to participate.

## **12. DATE OF NEXT PARISH COUNCIL MEETING**

The next Parish Council meeting will be **Wednesday 2 April 2025 at 7pm.**

Signature ..... Dated.....