

HOUGHTON AND WYTON PARISH COUNCIL

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

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

There were two members of the public.

1. ELECTION OF PARISH COUNCIL CHAIR

Cllr P Boothman stands for position of Parish Council Chair. There were no other candidates.

RESOLVED: Cllr P Boothman was elected as Parish Council Chair for 1 year.

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

2. ELECTION OF PARISH COUNCIL VICE-CHAIR

There were no candidates for the position of Parish Council Vice Chair. It was agreed that a Vice Chair would be voted in for individual meetings when required.

3. VOLUNTARY POSTS AND REPRESENTATION OF OTHER BODIES

- Tree Wardens Hank Sweet and John Fisher will continue in their posts.
- Clare Anderson, Assistant Clerk will act as CPALC liaison for the Parish Council.
- Cllr Rodgers will represent the Parish Council on the Memorial Hall committee. Contact the Chairperson to find out details of upcoming meetings. **ACTION: Cllr Rodgers**

4. APOLOGIES FOR ABSENCE

There were no apologies for absence.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. PUBLIC COMMENT

A resident reported that there is black tape over the speed roundels at the entrances to the village. This was added by HDC as a temporary measure before they install the new 20mph roundels. Contact HDC to find out when this work will be carried out.

ACTION: Asst. Clerk

7. MINUTES

Correction to numbering.

Spelling of 'Berman Park' to be corrected.

Proposed: Cllr Southworth; Seconded: Cllr Guinea. For 6, Abstentions: 2 All in favour

8. MATTERS ARISING

- Village groups / organisations have been invited to attend the Annual Parish Meeting on Saturday 14th June. 7 groups are currently confirmed. More details will be shared over the next 2 weeks. **ACTION: Asst. Clerk**
- The council expressed their thanks to Rowan Boddington who has repainted the telephone box. Thanks are also expressed to Jessica Williams, Lesley Craig and Jean Foad for running the book swap in the telephone box.
- Cllr Gilmour will arrange to meet the landlord of the Three Jolly Butchers to discuss installing a defibrillator at the site. Anglian Water will also be contacted to find out if the defibrillator could alternatively be installed at the pumping station at the end of Manor Close, Wyton. **ACTION: Cllr Gilmour**
- There is no update on the transfer of land off Thicket Road to form rights of way. The bins along the Thicket are not emptied regularly and are often overflowing. **ACTION: Cllr Boothman.**

- There is no update on the application to register the St Mary's Centre as an Asset of Community Value. **ACTION: Clerk**
- The Cricket, Bowls and Tennis clubs have signed the new Parish Council / Sports Club agreements. Asst. Clerk will contact the football club to remind them to return the signed agreement. **ACTION: Asst Clerk**
- A meeting with the Headteacher of the school and representative of Junior Football will be arranged to explore opportunities to utilise the school playing field to free up capacity on the village sports field. **ACTION: Asst Clerk**
- It was reported that the detachable bollard at the entrance to back brook from the Thicket would be replaced forthwith. **ACTION: Asst Clerk**

9. CO-OPTION OF NEW PARISH COUNCILLOR

Resident Nick Rowe made a statement explaining that he wishes to stand as Parish Councillor.

RESOLVED: Nick Rowe was co-opted as Parish Councillor.

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

10. DISTRICT AND COUNTY COUNCILLORS' REPORTS

Congratulations were expressed to Cllr Keane who has been voted in as County Councillor.

- The local elections took place on 1 May and it was felt they went smoothly. Turnout was around 33%.
- Due to local government reorganisation the Huntingdon District Council elections may not take place next May. This could incur increased costs for the Parish Council elections.
- The previous Traffic and Highways Officer has left post. The Traffic and Highways team will be contacted to find out our new point of contact. **ACTION: Cllr Keane**

11. PLANNING MATTERS

11.1 Houghton Grange

11.1.1 Amendment to planning application

- The Parish Council's comments on amendment 8 of the planning application were submitted.
- An additional amendment Transport Assessment has been added: [23/00627/OUT | Outline planning permission with all matters reserved for the construction of up to 120 homes \(Use Class C3\) with associated public open space, landscaping, play areas, surface water attenuation, roads, car parking, pedestrian and cycle routes, utility infrastructure and associated works | Land Between Houghton Grange And The How Houghton Road Houghton \(huntingdonshire.gov.uk\)](https://www.huntingdonshire.gov.uk/23/00627/OUT). The link to the website was initially not working so 2 additional days have been added for the Parish Council to respond.
- Houghton Grange Phase 2 is due to be discussed at the DMC meeting on 16 June, 7pm. Councillors and residents are encouraged to attend. The Parish Council will have 3 minutes to speak at the meeting.
- The Parish Council will publicise this to residents via the village magazine, Annual Parish Meeting and posters around the Parish. **Action: Cllr Boothman / Cllr Southworth**

11.1.2 S106 Funding

- The Parish Council has not had a response regarding when the S106 funding for Phase 1 will be released.

- A response from the Strategic Sports Development Officer will be sought following the meeting regarding S106 Phase 2 funding. **ACTION: Clerk**
- Sports Clubs will be contacted to encourage them to request that the funding should be used for long-term solutions such as a survey of the playing field layout. **ACTION: Asst Clerk**

11.2 Local Plan – additional sites consultation 23 April – 4 June

Two additional proposed sites within the Parish have been added as part of this consultation.

- 28ha Solar Farm in field north of A1123. Although this is on grade 2/3 agricultural land, it has been passed as suitable for further assessment
- Housing development of 450 dwellings on land between Huntingdon Garden Centre and Splash Lane. Coalescence and increased urbanisation have been listed as potential reasons for rejection.

Cllr Boothman displayed a map produced from linking all of the individual parcels of land offered to the council for development in the surrounding area through the District Council's recent Local Plan call for sites and land availability assessment. This showed that sufficient land had been offered and assessed as suitable for development such that Huntingdon, St.Ives, Godmanchester, and a new town formed by joining RAF Wyton with land opposite at Hungary Hall could all increase significantly in size, linking together to form one conurbation with up to 40,000 total dwellings as part of the new local plan.

Councillors felt that Huntingdonshire was being unfairly targeted for development compared with other surrounding districts, without the necessary infrastructure in place. It was felt that our particular part of the District was especially vulnerable. There is a need to raise awareness of the extent of the potential development and to challenge those in authority to act on our behalf.

Cllr Boothman reported that having sent a letter to Ben Obese-Jecty MP about this subject he had received no reply.

It was agreed to insert an article about the potential for over development in the forthcoming village magazine and to include a copy of the letter sent to our MP. It was also agreed to consult residents at the Annual Parish Meeting on 14 June. **ACTION: Cllr Boothman**

Contact Ben Obese-Jecty MP to suggest setting up a seminar to discuss local plan. **ACTION: Cllr Keane**

The property developer Crest Nicholson had requested a meeting with the Parish Council to discuss the development at RAF Wyton but had suddenly cancelled.

Another suitable date will be sought. **ACTION: Cllr Boothman**

12. REPORTS AND RECOMMENDATIONS

12.1 Traffic and highway issues

The Council met a representative from HDC to discuss the LHI (Local Highway Improvement) bid for the relocation of the bus stop at Hartford Marina. A feasibility study will be conducted before the bid is presented to the committee in August. Following this, a safety analysis will be carried out at the potential new location. Additional readings will be taken from the MVAS equipment to gain evidence for the safety analysis.

Referring to applying for a possible extension to the new yellow lines laid on the St.Ives Road, it was agreed to pause until the Autumn and review the effect of these new lines first.

12.1.1 Parking on Mill Street - The National Trust has requested a curved mirror to be installed at the end of Mill Street to increase safety for visitors entering and leaving the Houghton Mill car park. Clerk will provide a contact for the police / emergency services to support with the application. It will also be suggested that this is combined with an application for cross-hatching and double yellow lines at the end of Mill Street. There is concern that the grassed area of the National Trust car park is being overused and will be prone to flooding. National Trust will be contacted to discuss this. **ACTION: Clerk**

12.1.2 20mph speed limit

It is felt that an extra roundel is required along Huntingdon Road between Rectory Lane and the junction for the A1123 as there is a long gap with no reminder of the speed limit. Houghton Grange is also part of the Parish so it is felt this should be included in the 20mph speed limit. Residents have noticed contractors speeding around this area. Contact HDC to request this. **ACTION: Asst. Clerk**

12.2. Playing Field and Sports Clubs

12.2.1 Use of storage compound

It was agreed that the storage compound should be retained for Parish Council and Sports Club use. Christmas Lights committee will be provided with a contact for suitable storage of their stage. **ACTION: Cllr Boothman**

12.2.2 CCTV over compound and playing field

Clerk will seek additional quotes for a new CCTV system. An article will be submitted to the village magazine to discourage playing field users from climbing over the fence into the bowls green. Incident involving a person climbing over and leaving broken glass on the bowls green was reported to the police with no further actions.

12.2.3 Play Area maintenance & inspection reports

There is discrepancy between the outcomes of the quarterly inspections (Safeplay) and annual inspection (RoSPA) reports. Safeplay reports come in the form of a maintenance quotation so may be biased. Asst. Clerk has arranged for an alternative company (Online Playgrounds) to carry out a free quarterly inspection to find out if this is more reliable.

The treehouse climbing frame has been identified as medium risk due to decay of timber planks. Quotations for replacement of platforms will be sought. There are also three loose timber posts on the trim trail which require re-concreting into the ground.

RESOLVED: £2,500 will be allocated for full replacement of timber platforms and loose timber posts on trim trail.

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

12.2.4 Refurbishment of Jesse Anderson plaque

RESOLVED: A quote of £258.33 + VAT to restore the plaque was approved.

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

12.3 Village banner and advertising protocol

A draft 'Village Banner Advertising Protocol' has been produced to ensure the use of banners and advertisements in the village is regulated. It was suggested that the title

should be changed to 'guidance' rather than 'protocol'. The document will be reviewed and a final draft circulated. **ACTION: Cllr Skinner**

13. PROJECTS

13.1 Cemetery Extension

The sapling trees are doing well. A 100m hosepipe has been ordered to allow watering. HDC have cleared and seeded the ground with a grass and wildflower mix.

13.2 St Mary's Centre Green Energy Improvements

CIL (Community Infrastructure Levy) applications open on 2 June. It was suggested that the PC would offer to complete the application on behalf of the PCC for all works, including heat pump and insulation to the building. **ACTION: Cllr Baxendale**

13.3 Clocktower Phase 2

The Parish was 67th on the waiting list for Traffic Regulation Orders (at time of meeting). Seek an update on this. **ACTION: Cllr Keane**

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

14.1 To authorise payments due and paid and note financial reports and bank balances.

The invoice from HDC for playing field maintenance was higher than expected. Clerk will query this.

RESOLVED: Payments now due are authorised.

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

Payee	Description	Amount (inc vat)
SafePlay Playground Services Ltd	Quarterly Play Area Inspection	£115.20
Huntingdon District Council	Playing Field Grass Cutting	£4,341.60
Clare Anderson	Pavilion Maintenance	£10.60
Lois Dale	Pavilion consumables	£40.44
Lois Dale	Stationery	£13.49
Lois Dale	Parish Asset Maintenance	£24.00
Neil Craig	Pavilion Maintenance	£120.00

The budget report and bank balances were noted.

The 1 year fixed-investment account is maturing. Options for re-investment will be considered and projection of cash flow will be produced. **ACTION: Clerk**

14.2 Annual Governance and Accountability Return 2024 – 25

The value of assets is currently set at £685,862. The Asset Register will be reviewed and updated. **ACTION: Clerk & Cllr Southworth**

The internal audit will take place on 13 May.

14.3. Parish Council Policies, Guidelines and Procedures

14.3.1 Code of Conduct

RESOLVED: The Code of Conduct has been reviewed and no changes will be made. Proposed: Cllr Rodgers; Seconded: Cllr Guinea.

14.3.2 Standing Orders

The current standing orders will be reviewed against the new NALC 2025 Model Standing Orders for adoption at the Parish Council meeting on 4 June.

14.3.3 Asset Risk Management

This policy will be renamed 'Financial Risk Management' and reviewed for adoption at the Parish Council Meeting on 4 June.

15. CORRESPONDENCE

- A member of St. Ives Civic Society is looking to set up a Friends of the Thicket group to raise awareness of and improve the condition of the Thicket. The member will be invited to attend the Annual Parish Meeting. **ACTION: Asst. Clerk**
- There is a drop in the ground next to the gate between the lock and Hemingford Meadow which is dangerous. Report this to Hemingford Abbots Parish Council. **ACTION: Clerk**

16. DATE OF NEXT PARISH COUNCIL MEETING

The next Parish Council meeting will be **Wednesday 4 June 2025 at 7pm.**

Signature Date.....

DRAFT