

Wyton on the Hill Parish Council

Parish Clerk – Ms Nykki Webber, 2 Anderson Drive, St Ives, Cambs. PE27 6AF
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A meeting of Wyton on the Hill Parish Council was held on Tuesday 9th September 2025 at 7.00pm at: Wyton on the Hill Primary School. Wyton on the Hill. Cambs.

Present: Councillor Mark Looker (Chair), Councillor Emma Bladen (Vice Chair), Councillor David Keane and Councillor Martin Gill.

In Attendance: Ms. N. Webber (Clerk) and 2 MOP

MINUTES

253-09/25 The chair welcomed everyone to the meeting.

254-09/25 To receive and approve apologies for absence.

Apologies have been received from Councillor Wacławj as she is on holiday.
Councillor Keane proposed acceptance of these apologies, and this was seconded by Councillor Bladen.
Apologies have been received from Councillor Pammenter as she was at another meeting.
Councillor Keane proposed acceptance of these apologies, and this was seconded by Councillor Bladen.

255-09/25 To receive declarations of interest.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Wyton on the Hill Parish Council Code of Conduct for Members and by the Localism Act 2011.
There were no declarations of interest.

256-09/25 To receive and approve the minutes of the Parish Council meeting held on 8th July 2025.

The minutes of the meeting of Wyton on the Hill Parish Council held on 8th July 2025 had been circulated in advance following their informal approval by the Vice Chairman as the Chair did not attend the July meeting.
Councillor Keane proposed acceptance of the minutes and Councillor Bladen seconded the proposal. All were in favour, and it was resolved to do so. The Vice Chairman signed the minutes.

257-09/25 Public participation.

To allow up to 10 minutes (2 minutes per person) for any members of the public and councillors declaring the existence and nature of a prejudicial interest to address the meeting in relation to the business on this agenda.
No MOP wanted to talk.

258-09/25 To consider the co-option of a parish councillor (one vacancy).

There have been no new applications. The post will continue to be advertised.

259-09/25 Matters arising or carried forward from the previous meeting:

- SID Update and purchase of posts – The clerk read out an email from CCC saying that the post installation is still with the design team who will be in touch when they are ready.
- Cambridge Innovation Foundation – STEM evening – Councillor Keane will call them as the clerk is having no response to emails.
- Halloween – the annual competition to decorate houses will run again. 1st, 2nd and 3rd prizes will be available as in previous years. £50 will be spent on prizes from either Cuckoo Bridge or Blue Diamond Garden centres. This was proposed by Councillor Keane and seconded by Councillor Bladen. All were in favour and it was resolved to do so. The clerk will post the competition on social media on 1st October 2025.
- Remembrance Day – Councillor Bladen will try and arrange a wreath again. A volunteer to attend the service will be decided in the October meeting. The H&W service is on the 9th November. The set-up day for the remembrance display on the estate will be Sunday 2nd November 2025.

- Updating of policies – The clerk has updated the Financial Regulations and the Model Stading Orders. These have been sent to all councillors prior to the meeting. The council read through the policies and agreed on all updates. The clerk will update the website with the updated policies.
- Items from Internal Audit – the policies as above and the VAT return have been actioned as per the internal audit.

260-09/25 To discuss any updates for events and activities on Station – Gill attended the meeting and reported the following:

Leaflets will be distributed to all the houses near the nursery car park in the next few weeks regarding parking.

The lights in the car park are to be checked soon.

The annual meeting was held last week which Councillor Keane attended.

A spitfire will fly over on Thursday evening – time to be confirmed.

There are plans at the station for Remembrance Day but they are to be confirmed.

261-09/25 To receive an update from the Estate Caretaker Tony reported that the parish was generally quite clean though there seems to be an increase in dog waste bags in the bins as they are filling up very quickly. He will be off work for approximately 1 week whilst having an operation and will report to the clerk when he will be back. The bins will be emptied the day before and should be ok for the week he is off.

262-09/25 To receive an update from the local District Councillor/s on matters at HDC – Councillor Keane reported the following:

Civil Parking Enforcement is now active - so after the initial period of handing out warnings, penalty notices will now be issued.

Food Waste Collection - April 2026 - some simple hacks, 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 PHV

The aim of taxi and private hire legislation is to ensure the public have reasonable access to the services.

There is a primary focus on public safety, safeguarding and wellbeing for all.

In line with Department for Transport guidance and discussion during the last Licensing and Protection committee, it was agreed to carry out a consultation 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-taxiprivate-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. This can feel unfair to those who follow the correct procedures and may discourage legitimate trade. In addition, local residents and businesses have occasionally raised concerns about noise, litter, congestion, and damage to public spaces. Without clear oversight, there is also a missed opportunity to develop vibrant, well-managed trading areas that bring value to both traders and the wider community.

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

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

263-09/25 Notification of planning items:

Proposal: Conversion of former organ hall to 2no dwellings. Close existing driveway and create new access onto existing track. Site Address: Wyton House Sawtry Way Wyton

Reference: 25/01307/FUL

This was discussed and it was proposed to recommend approval because there is no negative impact. Councillor Looker proposed the approval, and it was seconded by Councillor Keane. All were in favor and it was resolved to do so.

264-09/25 Finance264-09/25.1 To approve accounts for payment: 12th August 2025

Date	Ref. No.	Payee	Description	Amount
01/08/25	131518562	HMRC	PAYE (Month 04)	£204.85
01/08/25	257682021	Mr A Savage	Caretaker Services (July 2025)	£262.76
01/08/25	257682021	Mr A Savage	Caretaker mileage expenses – July 2025	£9.00
01/08/25	190479325	Ms N Webber	Parish Clerk/RFO Services. 30 hours, July 2025	£460.80
01/08/25	190479325	Ms N Webber	Working from home allowance and expenses Jul 25	£10.00
01/08/25	557113374	Enviroplantcare	Maintenance of the front of the estate – July 2025	£110.00
01/08/25	87559097	CCC	Stay & Play (July 2025)	£135.00
01/08/25	702134770	Viking Direct	Caretaker Supplies	£90.79
01/08/25	-	WOTH Primary School	Room Hire	£54.00

264-09/25.2 To approve accounts for payment: 9th September 2025

Date	Ref. No.	Payee	Description	Amount
01/09/25	128086922	HMRC	PAYE (Month 05)	£255.72
01/09/25	992921199	Mr A Savage	Caretaker Services (Aug 2025)	£313.52
01/09/25	992921199	Mr A Savage	Caretaker mileage expenses – Aug 2025	£9.00
01/09/25	214158354	Ms N Webber	Parish Clerk/RFO Services. 30 hours, Aug 2025	£548.80
01/09/25	214158354	Ms N Webber	Working from home allowance and expenses Aug 25	£10.00
01/09/25	454070665	Enviroplantcare	Maintenance of the front of the estate – Aug 2025	£110.00
01/09/25	754523650	Vision ICT	Email Accounts Oct 25 – Oct 26	£24.00

265-09/25 Finance265-09/25.1 To approve accounts to be paid on 12th August and 9th September 2025

The vice chair approved and signed the invoices.

Balance on accounts:

Current: £1,785.62 August & £442.42 September

Instant: £49,994.57 August & £49,994.57 September

Payments to go out of current account: £1,337.20 (August) £1,271.04 (September)

265-09/25.2 To note any income received: No income was received in July or August

265-09/25.3 To authorise bank reconciliations dated 1st August and 1st September 2025
 The vice chair approved and signed the bank reconciliations for July and August.

265-09/25.4 VAT Return – the clerk sent off the VAT return which was for £4,163.85

265-09/25.5 The annual pay awards were sent through from NALC and the clerk has adjusted the Caretakers and Clerks salaries to reflect the new scale there are on. These have been backdated to April 2025 and the back pay added to September salaries. Councillor Keane proposed to accept these changes, these were seconded by Councillor Bladen – all were in favour and it was resolved to do so.

266-09/25 Personnel matters

266-09/25.1 To receive an update from Ms Webber (Clerk).

The clerk completed the VAT return and sent off a paper copy. The next return will be online. The Standing Orders and Financial Regulations were updated as per the internal audit and these have been approved at the meeting (259-09/25). The clerk suggested a date for the budget and precept meeting to be after the November meeting. The clerk handed out training dates to councillors for their councillor training. As there was only 1 date available neither councillor who attended the meeting could make that date so the clerk will look for alternative dates and bring these to the October meeting. The clerk will look at adding the register of interests to the website as picked up in the internal audit. The clerk has updated the Caretaker and Clerks salaries as above (265-09/25.5).

The stay and play figures for July were:

Date	Adults	Children	Total
2/7/25	8	12	20
9/7/25	5	9	14
16/7/25	5	7	12
Total	18	28	46

267-09/25

Correspondence and Communications

An email has been received from RAF Wyton regarding the Battle of Britain Commemoration service on 14th September.

An email has been received from CCC regarding an Aurora Teams Presentation.

An email has been received from CCC regarding an engagement survey

An email has been received from HDC regarding a waste minimisation meeting on 25th September

An email has been received from CCC regarding community food initiatives small grant opportunities.

268-09/25

To receive verbal reports from Parish Councillors on matters arising.

No decisions can be made under this item.

There were no matters arising.

269-09/25

Matters for future consideration.

No decisions can be made under this item.

The election in 2026 and the chairs deployment.

Christmas lights

270-09/25

Date of next meeting: Tuesday 14th October 2025

Close of meeting 20.14