

HOUGHTON CONQUEST PARISH COUNCIL

Affiliated to Bedfordshire Association of Town & Parish Councils

Clerk of the Council – Jo Graves

7th May 2026

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Jo Graves

I hereby give notice that the Annual Meeting of Houghton Conquest Parish Council will be held in Houghton Conquest Village Hall Committee Room on 14/05/26 at 7.30pm. All Parish Councillors are summoned to attend.

- 01:05/26 Appointment of Chair and Vice Chair**
- 02:05/26 To receive apologies for absence.**
- 03:05/26 To receive declarations from members in relation to any new Pecuniary Interests* Members are reminded that a new declaration of interest form must be submitted within 28 days of taking office.**
- 04:05/26 Public questions and comments (maximum of 15 minutes in total, with 5 minutes allocated per person)**
- 05:05/26 Minutes of Meeting**
To confirm and adopt the minutes of the meeting of Houghton Conquest Parish Council held on Thursday 9th April 2026.
- 06:05/26 Clerk's report and reports upon matters from the last meeting (for info only)**
- 07:05/26 Unitary Councillor Report**
- 08:05/26 Appointment of Representatives (circulated with Agenda)**
- 09:05/26 Dates of Meetings 2026/2027**
a) To agree Full Council meeting dates 2026/27.
- 10:05/26 Correspondence (circulated with agenda)**
a) To consider a response to CBC Local Plan scoping consultation.
- 11:05/26 Planning Matters**
Applications received for comment:
a) **CB/26/00968/OUT** – Outline Application: Demolition of buildings and erection of new buildings for Use Class E(g)/B2/B8 with associated access, parking, landscaping, drainage, service infrastructure and other ancillary works. All Matters Reserved – **Reddings Wood, Hazelwood Lane, Amphill, MK25 2HD**
b) **CB/25/04024/RM** – Reserved Matters: following Outline Application CB/11/02182/VOC (Variation of Condition: Variation of Condition 20(i) on planning permission MB/99/01694/OUT dated 2 June 2006 to read 'the total net retail sales floor area of the foodstore hereby permitted shall not exceed 5,500sqm provided that no more than 2,500 sqm of the net retail sales area is to comprise comparison goods floorspace.) Approval of Access, Appearance, Landscaping, Layout and Scale for the car park – **Land and buildings at Elstow storage dept and associated land – now Wixams development, Amphill Road, Houghton Conquest.**
c) **Tree Application – CB/TRE/26/00171** – Works to Trees Protected by Tree Preservation Order MB/25/2002/W1, W2 and G1: Remove Elm (T1). Reduce height to 8m to Ash (T455). Crown lift to 4m to Oak (T450). Remove large hanging limb from upper crown to Ash (T3). Reduce height by 6m to Ash (T458). Reduce height to 9m to Ash (T309). Remove basal epicormic growth and reduce back lower crown growth encroaching property to give 2m clearance to Field Maple (T456). – **Reddings Wood, Hazelwood Lane, Amphill, MK45 2HD**
d) **Planning Decisions –**
CB/25/03090/FULL – Erection of a two storey dwelling with a detached double garage – **Land to the rear of 41 The Grove, Houghton Conquest MK45 3JU. Granted**
- 12:05/26 Financial matters and accounts for payment (circulated with Agenda)**
Bank reconciled 30/04/26 - £233,888.09
a) To approve accounts for payment.

- b) Insurance Renewal – to agree insurance schedule and consider renewal quotations – new long-term agreement to be considered.
- c) To note receipt of first instalment of 2026/27 precept from Central Bedfordshire Council in the sum of £58,768.50.
- d) To note receipt of updates to LGPS pension scheme as circulated 21/04/26.
- e) To note that Cllr Ross completed a bank reconciliation check on 9/04/26.
- f) Amended budget – taking account of year end balances and litter picker recruitment.

13:05/26 Community Fund

- a) To consider the Community Fund application received from Willow Grove Primary School for their outdoor learning space.

14:05/26 Policy Document Approval

- a) Code of Conduct
- b) Standing Orders
- c) Financial Regulations
- d) Scheme of Delegation
- e) Vexatious Complaints Policy.
- f) To agree that other policies and procedures will be reviewed throughout the year.

15:05/26 To consider and approve Internal Audit and External Audit Return (AGAR) for year ending 31/03/25
(circulated with Agenda)

- a) Internal Auditors Report 31/03/26 – no issues raised.
- b) External Auditors Return 31/03/26 – Governance Report
- c) External Auditors Return 31/03/26 – Accounting Statement, together with note of significant variances and bank reconciliation.
- d) Notice of Exercise of Public Rights – Wednesday 3rd June 2026 Tuesday to 14th July 2026.

16:05/26 Approval of Direct Debits and Standing Orders (circulated with Agenda)

17:05/26 Approval of Memberships/Subscriptions (circulated with Agenda)

18:05/26 Play Area and Skate Park

To receive an update and consider any items requiring action.

- a) To consider quotations for removal of skate park.
- b) To consider quotations for installation of music equipment.
- c) To consider quotations for accessible play equipment.

19:05/26 Highways Matters – Cllr Ross

To receive report and consider any items requiring action.

- a) To consider notice received from Central Bedfordshire Council to install a disabled bay on Broadway, Houghton Conquest.
- b) To consider quotations for SIDs.
- c) To consider whether to start a SpeedWatch group.

20:05/26 Sports Field/Football Pitches (to be circulated by PCllr Lovell)

To receive update and consider any items requiring action.

- a) Update on FA Grant.
- b) To approve Warners to cut the football pitch during June and July at a cost of £60.00 per cut.
- c) To consider quotations for goalposts for the rear football pitch.

21:05/26 Wixams

- a) To consider response from CBC regarding tree planting on Wixams verges and parking on verges.
- b) To consider response to continued construction traffic using Meadow Road, despite the traffic restrictions.

22:05/26 Youth Engagement

- a) Update on ideas for youth activities during summer 2026.
- b) To consider youth activity proposal received from Amplius Housing Youth Officer.

23:05/26 Representatives' reports

To receive reports and consider any items requiring action.

- a) Allotments Cllr Lovell – allotment track update. To reconsider quotations for allotment track as previously chosen contractor advised that he could not complete the work for the price quoted. CBC have confirmed S106 application can be amended. To consider pest control quotations.
- b) Outdoor Gym Equipment – Cllr Lovell

- c) Jubilee Orchard – Cllr Lovell
- d) Village Hall – Cllr Ashcroft
- e) Newsletter – Cllr Sharpe
- f) Social Media – Cllr Sharpe and Clerk
- g) Police – Cllr Ashcroft
- h) East West Rail – Cllr Taylor
- i) Any other representatives reports

24:05/26 To set the date and time of the next meeting of the Parish Council 11/06/26, 7.30pm Village Hall.

25:05/26 Exempt Business

To exclude members of the public and press from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business on the grounds this business relates to:

Agenda item 26:05/26 – this item relates to labour relations.

Agenda item 27:05/26 – this item relates to legal matters

26:05/26 Recruitment of litter picker/ranger

a) To discuss vacancy for a litter picker.

b) To consider pension arrangements for future employees.

27:05/26 Correspondence Received

a) To note correspondence received regarding CCTV in Wixams.

** Any new Pecuniary Interests should be declared. They must then be added to the register within 28 days. Existing pecuniary interests already registered do not need to be declared. Members cannot take part in any discussions or vote on matters in which they have a pecuniary interest.*