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HISTON PARISH COUNCIL

PARISH OFFICE
NEW ROAD
IMPINGTON
CAMBRIDGE
CB24 9LU



3rd October 2007

To members of the Council:

You are hereby summoned to attend a meeting of **HISTON PARISH COUNCIL** at St Audrey's Community Centre, St Audrey's Close, Histon on **MONDAY 8th OCTOBER 2007** commencing at 7.30 p.m. for the purpose of transacting the following business.

FULL COUNCIL AGENDA

Please Note: Minutes and supporting notes may only be supplied to Councillors. Available on request from Clerk

- 1 APOLOGIES FOR ABSENCE
- 2 MEMBERS' DECLARATIONS OF INTEREST for items on the agenda
- 3 OPEN SESSION FOR THE PUBLIC standing orders to be suspended for 15 minutes if any public or press wish to speak
- 4 TO SIGN AND APPROVE MINUTES OF MEETING HELD 10 SEPTEMBER 2007 – minutes attached **For decision**
- 5 MATTERS ARISING FROM PREVIOUS MINUTES (for information only) To accept
- 6 RECENT CORRESPONDENCE RECEIVED To accept
- 7 TO RECEIVE RECREATION GROUND MANAGEMENT COMMITTEE REPORT – Minutes attached 12 September. Next meeting due 10 October To accept
- 8 TO RECEIVE PLANNING COMMITTEE REPORT – Minutes attached 20 September. Next meeting due 11 October To accept
- 9 TO RECEIVE HIGHWAYS, TRAFFIC & TRANSPORT COMMITTEE REPORT – Minutes attached 13 September 2007 To accept
- 10 ENVIRONMENT COMMITTEE REPORT - Minutes attached 1 October 2007. Next meeting due 12 December To accept
Agreement of delegation to Environment Committee for acceptance of quotes and ordering of necessary work for trenching and Stage II of Christmas Lights, up to maximum of £6,000 (against budgeted figure of £4,000) **For decision**
- 11 TO CONSIDER OTHER MATTERS:
 - (a) YOUTH ADVISORY BODY REPORT – Minutes attached 3 September, further meeting held 1 October To accept
 - (b) GUIDED BUSWAY Issues including Station Building issues; Liaison Forums; Road Closures
 - (c) ARRANGEMENTS FOR REMEMBRANCE SUNDAY 11 NOVEMBER 2007
 - (d) ELECTORAL ARRANGEMENTS COMMITTEE – report on meeting held 5 October 2007
 - (e) JOINT PARISHES GROUP – report from Cllrs Parish and Mason

12 FINANCE AND ADMINISTRATION REPORTS

- a) To confirm payment of retrospective accounts
- b) To approve payment of outstanding accounts
- c) To report on amounts Paid In
- d) Clerk's report October – attached
- e) Finance Committee – due 22 October
- f) Half Yearly Financial Report
- g) Audit certificate received

**For
decision**

13 DATE AND PLACE OF NEXT MEETING: Proposed **MONDAY 12th NOVEMBER 2007** at St Audreys Community Centre, St Audreys Close, Histon, due to commence 7.30 p.m.

**For
decision**

14 DATES OF CONFIRMED COMMITTEE MEETINGS:

To note

Recreation Ground Management Committee – Wednesday 10 October
Planning Committee – Thursday 11 October
Finance Committee – Monday 22 October
Legal & Property Committee – Wednesday 24 October
Planning Committee – Thursday 1 November
Highways Traffic & Transport Committee – Thursday 8 November

Other meetings:

Northstowe Members Briefing – 9 October
Police Panel – 16 October
CALC AGM Conference 10 November

15 EMPLOYMENT REPORT “In Committee”

A J YOUNG - CLERK/PROPER OFFICER 03.10.07

OCTOBER 2007 AGENDA

Item 5 MATTERS ARISING

Item 83.3 James Paice had offered some dates

Item 83.5 Police reports emailed to all as received;

Item 84.3 IVC Cabinet decision. Cllr Jones in contact with IVC to arrange appointment with Principal

Item 87.5 Letter re Brook now received and forwarded to SCDC

Item 94 Working Together any up-date from Cllrs Parish and Davies

Item 6 RECENT CORRESPONDENCE

Circulating Files. Available on request

County Councillor reports copied from Cty Cllrs Jenkins and Bradney

SCDC Bulletins

Item 11 FINANCE and ADMINISTRATION

b) To confirm payment of retrospective accounts:

BT plc Telephone bill (formula) **£111.66**

Administration M6 **£1,042.86**

Histon & Impington Recreation Ground second half payment **£18,340.58** + Litter picking sub contract 2 of 2 **£1,825** + admin sub contract 2 of 2 **£1,185.81**

c) To approve payment of outstanding accounts:

Roger Hovells Office clean (formula) **£40**

Roger Hovells Bus Shelter clean **£17.50**

Site & Maintenance Services Remove cradle swing and shackles **£40** Bin empty **£30** + VAT £12.25 = £82.25

Wicksteed Leisure Ltd Cradle seat **£77** + Carriage £11.50 + VAT £15.49 = £103.99

Moore Stephens Audit fee **£550** + VAT £96.25 = £646.25

L Munnely Expenses Flower Festival **£11.20**

Danwood Group Limited Photocopier meter reading **£31.81** + VAT £5.57 = £37.38

D W Payne Website Backup renewal **£40.85** + VAT £7.15, 400 Hosting renewal **£23.79** + VAT £4.16 = = £75.95

Buchans Landscapes Grass cutting 9 July, 1 August, 24 August, 13 September **£340** + VAT £59.50 = £399.50

Petty Cash, imprest account

c) Paid in: SCDC Precept £60,000; Allotment fees £67; Allotment fees £43