

**HISTON PARISH COUNCIL****Unconfirmed minutes**

Minutes of meeting held St Audreys Community Centre, St Audreys Close, Histon, Monday 10 September 2007 7.30 p.m.

**Present:**

Councillors: I M Parish (Chairman), M C Cleaver, N S Davies (in part, also District), A J Eade, J P Emmines, C L Jones, F J Munnely (in part), M J Mason (in part, also District), C A Rose, M J Ruel, R K Wynn (in part) Clerk: Mrs A J Young  
Dist Cllr J Chatfield, Cty Cllr Jenkins (in part) 2 members of the public (in part)

**Power Action****1 APOLOGIES FOR ABSENCE**

79 Cllrs Taylor (personal), Foster (holiday), Levitt (personal), Barrett (holiday). Cty Cllr Bradney

**2 MEMBERS' DECLARATIONS OF INTERESTS**

80 None

**3 OPEN SESSION FOR THE PUBLIC**

81 No questions or matters raised

**4 MINUTES OF MEETING HELD ON 9 JULY 2007**

82 Prop Cllr Eade, sec Cllr Davies, all in favour, approved and signed, including "In Committee"

**5 MATTERS ARISING FROM PREVIOUS MINUTES**

83.1 Item 66.1 Histon Club 20 to 30 Mr Jones had also attended Impington Parish Council

83.2 Item 66.2 Road Closures Mr Broad had also attended Impington Parish Council. A jointly signed letter to Cambridge Evening News had been suggested, and an on-line petition set up on [www.hisimp.net](http://www.hisimp.net) Cty Cllr Jenkins advised traders petition to be presented at County 11 September with evaluation of costs on offer. All agreed Parish Council Chairmen, Dist Cllrs and County Cllrs to join in submitting to the Histon Crier/press an open letter to residents of support for traders particularly over the Christmas shopping period **IMP**

83.3 Item 66.3 Suggested Joint meeting not progressed. Cllr Davies continued to believe inviting James Paice to a Parish Council meeting to discuss issues affecting our 2 villages, a good idea. Agreed to approach for possible dates, whether a Parish Council meeting (Histon or Impington) or special meeting

83.4 Item 68.1 Excelcare issues on all recent Planning agendas. District Cllrs to approach Greg Harlock for action

83.5 Item 68.2 Police reports emailed to all as received; Histon Neighbourhood Newsletter and Profile Up-date

83.6 Item 68.5 Kay Hitch Way Residents Association Cllr Emmines reported on a residents meeting attended when parking, traffic, poor state of hedgerow among issues raised

83.7 Item 68.8 Parish Boundary Review responses submitted. Cllr Davies left meeting

83.8 Item 68.9 Narrow Lane File returned. Matt Pickering confirmed not highway but footpath

83.9 Item 68.10 Joint Committee Status Not discussed at Joint meeting 5 September. To be followed up **IMP**

83.10 Item 68.11 Joint Parishes Group representatives to present at AJC 11 September. Cllr Mason to attend. Various other actions outlined and Cty Cllr Jenkins reported AJC had confirmed Jointly Funded Minor Improvements Scheme would recommence next year, without SCDC funding. Proposals shortly to be sought from Parish Councils. Discussion followed on papers provided by CCC on Minor Improvements and funding issues such as for parking outside and inside City. Cty Cllr Jenkins confirmed yellow lines in Station Road remained on list but if not carried out in this round of bids, Parish Council would need to reapply at cost. Cllr Parish agreed to contact Richard Preston regarding timing for yellow lines on Station Road. Cty Cllr Jenkins agreed to chase up provision of red cycle lane on B1049. Cllr Davies returned to meeting. Cllr Wynn arrived at meeting. Residents left meeting **IMP**

83.11 Item 69.4 Code of Conduct Planning Committee refers

83.12 Item 71.3 Beech Tree 49 Station Road TPO confirmed

83.13 Item 73 Assistant Clerk New terms accepted

**6 RECENT CORRESPONDENCE**

84.1 Circulating Files. Available on request

84.2 County Councillor reports copied from Cty Cllrs Jenkins and Bradney; Flooding Up-date

84.3 Press Release "SCSC Dual Use Community Sports Grants – IVC". Cabinet to consider recommendation from Portfolio holder 13 September. Clerk to arrange introduction meeting for Cllr Jones (IVC Liaison) with new warden. Any Councillor with items to be raised to let Cllr Jones know **All / CLJ**

84.4 SCDC Weekly Bulletin Feedback invitation; Funding Fair 15 September 2007 information; Annual Report Consultation (responses invited) – Agreed to indicate non-support; Draft Licensing Policy - Licensing Act 2003 (comments by 17 October) – to Environment Committee 1 October. All Environment Committee members to inspect papers on SCDC website in meantime **Environment Committee**

84.5 Cambs County Council Cambs Scrutiny: Working to Improve Service Cambridgeshire People

**Power Action**

84.6 CALC Training courses details

84.7 Choir 2000 2007/08 brochure and questionnaire

84.8 Open Gardens Press Release £5,000 raised. Another Day will be held in 2009

84.9 ACRE Conference 27 September on Sustainability emailed to all

## 7 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

85.1 Minutes 20 June (Management) and 11 July supplied for all and accepted. Next meeting due 12 September. AGM due 5 December

85.2 Some discussion on Youth Committee article in Cambridge Crier and Evening News on skatepark site

85.3 Histon Hornets Cllr Davies declared personal interest (HH manager). Noted in minutes 20 HH teams next year. Committee members explained groundsman has ultimate decision on how many matches played any one weekend.

85.4 Health & Safety Cllr Emmine had met with Recreation Ground H&S Officer Neil Davies and Steve Campin for overview. Report to be presented 12 September. Cllrs Mason and Munnely arrived during this item

## 8 PLANNING COMMITTEE REPORT

86.1 Minutes 26 July, 9 August, 23 August and 6 September copied to all and accepted. Next meeting 20 September

86.2 Guided Bus "Discharge of condition 3(a)(v) 4 & 8 Design and External Appearance of Acoustic Fencing, Landscaping and Noise in Histon" Mr Sanderson, Melvin Way, (RAGBUS Chairman) had written on behalf of some Melvin Way residents to advise a lower height barrier had been requested. Mr & Mrs Perera of Pease Way attended meeting 6 September to request a higher barrier at their property. Committee had discussed the need for County Council to adopt a flexibility of approach. HT&T Committee to look at application 13 September but all agreed Parish Council could only note the various requests and support any possible accommodation for all

86.3 Northstowe Stakeholders Event 20 September at Longstanton. Cllrs Foster and Cleaver due to attend

## 9 ENVIRONMENT COMMITTEE

87.1 Minutes 25 July copied to all and accepted. Next meeting due 1 October now to include Licensing Policy

87.2 War Memorial Proposed Cllr Mason, sec Cllr Wynn all in favour to confirm order with Mowlem for cleaning and re-lettering by 11 November at cost of £3,800 + 5% labour increase and to request contribution from IPC

**WM (LAP) Act 1923 s1 extended LGA 1948 s133**

87.3 Delegation to Environment Committee – Bollards All agreed to delegate any decision on design and extent of Bollards round west end of Green to Committee, at maximum cost of £2,000 **PHA 1987 s 164; OSA 1906 ss9&10**

87.4 Delegation to Environment Committee – Railings Costs obtained to date were disappointingly high. Agreed to delegate further investigation and decision on installation to Committee, at total cost of £2,000 (some £1,700 reclaimable on Insurance, less excess), say £300 net cost **PHA 1987 s 164; OSA 1906 ss9&10**

87.5 Brook Resident of Lawson Close was writing with concerns over state of Brook alongside Kortens site up to School Hill. Once letter received, agreed to send to SCDC Land Drainage in support of action as soon as possible. Problem with seasonal work and funding acknowledged.

## 10 OTHER MATTERS

88.1 a) Youth Advisory Body Meeting held 3 September, further meeting due 1 October. No minutes yet to hand

88.2 A new youth worker was to commence later in September

89 b) Highways Traffic & Transport Committee Meeting due 13 September. Planning Committee had dealt with request for comments on Parking Policy Review, no response made. Copy of response from IPC held on file

90.1 c) Guided Bus Copy of letter to go to residents regarding road works at Station Road received, together with various letters/emails of complaint at length of works

90.2 Kings Hedges Road junction amended drawings submitted and noted

90.3 Cambridge Rail Station Press coverage indicated station would be closed ever weekend until Christmas for works. Council voiced disappointment at notification given to public of this important information

90.4 Gatekeepers Hut now dismantled and stored

90.5 Station No further news. County Council had agreed to record the station before taken down

91 d) Mobile Warden Report copied to all and accepted. Noted surplus funds existed which could lessen call on Parish Council funding for 2007-08

92 e) Data Protection Act Recommendation from Clerk to register (£35 annual fee). Further information due from CALC, particularly on policy. Agreed to delegate to next Legal & Property Committee for decision **L&P Committee**

93 f) SCDC Homelessness Review response requested by 1 October, no response required

94 g) Joint meeting with IPC regarding working together Papers available for all outlining discussions at recent IPC meetings. Full review of meeting, with Histon PC understanding that IPC wished to see justification for a "tie up" and an explanation of how it would work, with various options discussed on how to achieve this, including outside consultant and Judge Institute students. Lengthy discussion on emotions involved and reasons put forward to oppose

any suggestion of possible merger. Also emphasis on better democracy for residents. Further discussion on Joint Committees followed, to include a truly joint Highways Committee, Planning Strategy, Employment and maybe

Financial Strategy. Finally agreed Cllrs Davies and Parish to work on proposals/suggestions for a paper and email round. Brainstorming event to be called in due course  
 Chairman with agreement of Council brought forward item 14 "In Committee"  
**Power Action**  
**NSD / IMP**

This part of the meeting closed at 10.10 p.m. Under standing order 67, in view of the confidential nature of business about to be transacted, any public were asked to leave. Clerk was invited to remain (see attached In Committee notes, item 97)

Chairman returned to agenda order

## 11 FINANCE and ADMINISTRATION

- 95.1 a) To confirm payment of accounts Proposed Cllr Mason, seconded Cllr Jones , all in favour:
- |   |           |
|---|-----------|
| <b>Barclaycard</b> April and July <b>39.14, £68.78, £19.14, £19.14</b>          | £146.20   |
| <b>Adam Scott</b> War Memorial/Sec 52 maintenance of land 1 of 2 <b>£190</b>    | £190.00   |
| <b>Administration M4 £1,075.97</b>  | £1,075.97 |
| <b>A Young</b> Stationery expenses claim (formula) <b>£60.71</b> + VAT £10.63 = | £71.34    |
| <b>Danwood Group</b> Meter reading (formula) <b>£44.76</b> + VAT £7.83 =        | £52.59    |
| <b>SCDC Trade Waste</b> <b>£117.15</b> + VAT £20.50 =                           | £137.65   |
| <b>D W Payne</b> domain expenses (formula) <b>£8.89</b> + VAT £1.56 =           | £10.45    |
| <b>R Hovells</b> Office clean (formula) <b>£40</b>                              | £40.00    |
| <b>Administration M5 £1,042.86</b>  | £1,042.86 |
| <b>CALC</b> Training Code of Conduct <b>£20</b>                                 | £20.00    |
| <b>Danwood Group</b> Meter reading (formula) <b>£31.07</b> + £5.44 =            | £36.51    |
| <b>R Hovells</b> Office clean (formula) <b>£40</b>                              | £40.00    |
| <b>Print-Out</b> JSC (formula) <b>£13.90</b> HPC <b>£32.38</b> + VAT £8.10 =    | £54.38    |
- 95.2 b) To approve payment of outstanding accounts Proposed Cllr Mason, seconded Cllr Jones , all in favour:
- |   |           |
|---|-----------|
| <b>Wicksteed</b> 2 swing seats CPA <b>£59.50</b> + VAT £10.41 =                               | £69.91    |
| <b>Petty Cash</b> , imprest account <b>£45</b>  | £45.00    |
| <b>Barclaycard</b> (6) Tiscali <b>£16.25</b> + VAT £2.89                                      | £19.14    |
| <b>Site &amp; Maintenance</b> Refit post on Green <b>£40</b> + VAT £7 =                       | £47.00    |
| <b>CALC</b> Code of Conduct advertisement <b>£24</b>  | £24.00    |
| <b>ESPO</b> Litter pickers and office requirements (some formula) <b>£147.05</b> + VAT £25.75 | £172.80   |
| <b>PWLB</b> Pavilion loan 4 of 50 <b>£7046.36</b> Completion loan 2 of 48 <b>£937.95</b>      | £7,984.31 |
- 95.3 Paid In: Impington Parish Council quarterly charges £1,235.13
- 95.4 Clerk's Report Accepted
- 95.5 Internal Auditor / Internal Auditors Role Cllr Davies outlined meeting held with Mr Ron Seaton, now appointed Internal Auditor for the Parish Council at £15 p.h. Observation from Cllr Davies that Balance Sheet and Income & Expenditure accounts are not externally audited but all acknowledged the good level of protection offered by the current regulations.
- 95.6 Risk Assessments Cllr Emmines had completed Risk Assessments for September 2007 and vote of thanks recorded. Cllr Emmines asked all Councillors to report any significant changes to him ready for next review due March 2008  
**All Councillors**

## 12/13 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS

- 96.1 Agreed next meeting Monday 8 October 2007. St Audreys Community Centre, St Audreys Close, Histon
- 96.2 Dates for forthcoming Committee meetings noted

Meeting closed 10.12 p.m.