

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

Minutes of meeting held St Audreys Community Centre, St Audreys Close, Histon, Monday 8 October 2007 7.30 p.m.

**Present:**

Councillors: I M Parish (Chairman), M P Barrett, M C Cleaver, N S Davies (also District), A J Eade, J P Emmines, C J Foster, C L Jones (in part), I A Levitt, F J Munnely, M J Mason (also District), C A Rose, M J Ruel, R K Wynn  
 JClerk: Mrs A J Young                      Cty Cllr Jenkins (in part)

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

98 Cllr Taylor (illness) Cty Cllr Bradney, Dist Cllr Chatfield

**2 MEMBERS' DECLARATIONS OF INTERESTS**

99 None

**3 OPEN SESSION FOR THE PUBLIC**

100 No public present

**4 MINUTES OF MEETING HELD ON 10 SEPTEMBER 2007**

101 Prop Cllr Ruel, sec Cllr Rose, all in favour, approved and signed, including "In Committee"

**5 MATTERS ARISING FROM PREVIOUS MINUTES**

102.1 Item 83.2 Letter to Crier submitted

102.2 Item 83.3 James Paice had offered dates. Agreed to seek site date for late November, Cllrs Davies and Parish to work up ideas for agenda and ask Impington PC to organise as a joint meeting. Noted Joint Parishes Group had a meeting planned with James Paice and Andrew Lansley **NSD/IMP**

102.3 Item 83.4 Excelcare Cllr Foster declared personal interest (resident Clay Street). Copy letter to resident from Gareth Jones SCDC copied for information, answering various points raised on built height, lighting, fencing (drainage not covered). Cllr Foster reported on latest work to fencing and lighting. Agreed to seek site meeting, Cllrs Foster and Mason to organise date and agenda and invitation list. Noted the open day for the home 25 October **CJF/MJM**

102.4 Item 83.5 Police reports emailed to all as received. Cllr Emmines reported on Crime Reduction Workshop attended; Sgt Burns had written regarding possible ways of police working within the parish office to access systems showing incidents, crimes recorded etc. No response as yet. Police Panel meeting 16 October. Cllrs Parish and Emmines to attend, with special concern voiced over Halloween and Bonfire Night policing **IMP/JPE**

102.5 Item 84.3 IVC Cllr Jones arranging to meet Mr Campbell, now on circulation list for Parish Council minutes **CLJ**

102.6 Item 87.5 Letter re Brook now received and forwarded to SCDC

102.7 Item 94 Working Together Cllrs Davies and Parish due to discuss. Cllr Davies queried need for a succession plan for Parish Council if a number of current Councillors not to stand for election May 2008. Discussion on raising profile of the Council followed. Cllr Parish to meet IPCllr Payne to discuss issues surrounding working closer together **IMP**

**6 RECENT CORRESPONDENCE**

103.1 Circulating Files. Available on request

103.2 County Councillor reports copied from Cty Cllrs Jenkins and Bradney. Cllr Jenkins arrived at meeting and reported on Histon Station A reprieve had been received on demolition. Talks taking place with owner to see how retention could be best achieved. Gatehouse Road closure Cty Cllr Jenkins continued to seek answers from County Council on reasons for planned closure TIF Funding Bid Cty Cllr Jenkins took questions on the affect of this on Sec 106 funding and the procedure for decisions on any introduction of congestion charging and would pursue these issues **JDJ**

103.3 SCDC Bulletins received

103.4 Big Wild Read Cllr Cleaver reported on presentation of medals and certificates to children at Histon Library.

**7 RECREATION GROUND MANAGEMENT COMMITTEE REPORT**

104.1 Minutes 12 September supplied for all and accepted. Next meeting due 10 November

104.2 Cllrs Davies and Wynn confirmed acoustics problem in Recreation Centre being investigated with quotes expected. Good bookings could be lost if no action taken. Following Health & Safety walkabout Committee again looking at possibilities of a higher fence round Play Area

**8 PLANNING COMMITTEE REPORT**

105.1 Minutes 20 September copied to all and accepted. Next meeting 11 October

**9 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT**

106.1 Cllr Jones arrived at meeting. Minutes 13 September copied to all and accepted. Next meeting due 8 November

**Power Action**

106.2 Noted items for Next Agenda: Minor Highways Improvement Schemes 2008/09. Bids due in by 26 November (£15,000 maximum). Parish Council to match funding £1 per elector to maximum of 25%. All ideas to HT&T members. Mill Lane Letter requesting consideration to traffic calming measures.

**HT&T Agenda**

106.3 Mereham (Campaign Against) Signs to be placed at exits and entrances. Thanks to IPCllr Abdullah for organising

106.4 Somerset Road, request for bollards withdrawn by resident

106.5 Safer Routes to School Matthew Grout advised Histon Junior School had "signed off" scheme. Agreed Cllr Parish to request sight of all safety audit correspondence for Histon High Street. Cllr Mason expressed disappointment that over 2 years of meetings, site visits, sketches, Governor involvement had resulted in little action. Cty Cllr Jenkins agreed to seek an explanation and move forward a meeting to resurrect the plans for the Building Society corner. No further up-date on Infant School SRTS plans received

**IMP / JDJ**

106.6 Car Park, High Street SCDC were chasing Highways regarding sign indicating the car park

**10 ENVIRONMENT COMMITTEE REPORT**

107.1 Minutes 1 October copied to all and accepted. Next meeting due 3 or 12 December

107.2 War Memorial Cllr Mason met with Rattee & Kett and trial lettering had been passed. Clean to commence w/c 15 October, lettering w/c 22 October. Clerk had advised British Legion of the position

107.3 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). Proposed Cllr Rose, sec Cllr Wynn, all in favour. Cllr Munnelly to supply route for second Christmas light looms. Cllr Jenkins left meeting

**FJM / WM(LAP)Act 1923 s1**

**11 OTHER MATTERS**

108.1 a) Youth Advisory Body Notes 3 September copied to all. Noted were to be altered following meeting held 1 October

108.2 Skatepark £8,000 grant returned to the Youth Bank. Committee working on any proposals for the £12,500 capital funding ringfenced by Parish Councils, noting virement of ringfenced funding was a Council decision

109.1 b) Guided Bus Council again discussed success of SOS as County Council now said no longer any need to knock the building down. Confirmed Histon PC would continue to look at any planning application affecting the site on planning aspects only. Noted canopy still to be removed although smaller one could replace it

109.2 Road Closures Gatehouse Road had been advertised and likely date for commencement currently 29 October

109.3 Guided Bus Forum Cllr Foster attended 4 October and reported to Council

110 c) Arrangements Remembrance Sunday All agreed to purchase wreath, Cllr Parish to lay **IMP / LGA Sec 137**

111 d) Electoral Arrangements Committee Cllr Parish outlined decision made at SCDC 5 October to put the review on hold for Arbury Park, pending possibility of a review of City and District boundaries. Dist Cllrs to meet Impington PCllrs 9 October to discuss a response

112.1 e) Joint Parishes Group Cllr Parish provided information packs on work carried out by the Group. Joint Group shared 2 common interests, drainage and traffic and had been formed originally to discuss Northstowe issues and designed to enhance the Parish Councils' work. Milton and Willingham had recently joined Group taking membership to 10. High level meetings planned in for October/November

112.2 The Group had responded to Traffic Assessment Scoping Study and Cllr Parish working with Highways Traffic & Transport members to provide a separate response for Histon PC. Cllr Davies had continuing concerns over traffic impact on Histon and Impington of Northstowe.

**HT&T Committee**

112.3 Document provided outlining funding issues and Cllr Parish undertook to come back to the Parish Council with any proposal for payment to a fund

**IMP**

112.4 Cllr Mason stressed the good work being carried out by David Norman of Cottenham as driving force for the group and in preparation of an excellent powerpoint presentation to the new Northstowe Development Control Committee. Agreed to write to him accordingly

**12 FINANCE and ADMINISTRATION**

113.1 a) To confirm payment of accounts Proposed Cllr Mason, seconded Cllr Jones, all in favour:

<b>Administration M6</b>	<b>£1,042.86</b>	£1,042.86
<b>BT plc</b> Telephone bill (formula)	<b>£95.70</b> + £15.96	£111.66
<b>Histon &amp; Impington Recreation Ground</b> second half payment	<b>£18,340.58</b> + Litter picking sub contract	
2 of 2	<b>£1,825</b> + admin sub contract 2 of 2	<b>£1,185.81</b>
		£21,351.39

113.2 b) To approve payment of outstanding accounts Proposed Cllr Mason, seconded Cllr Jones, all in favour:

<b>Roger Hovells</b> Office clean (formula)	<b>£40</b>	£40.00
<b>Roger Hovells</b> Bus Shelter clean	<b>£17.50</b>	£17.50
<b>Site &amp; Maintenance Services</b> Remove cradle swing and shackles	<b>£40</b> Bin empty <b>£30</b> + VAT £12.25 =	£82.25
<b>Wicksteed Leisure Ltd</b> Cradle seat	<b>£77</b> + Carriage £11.50 + VAT £15.49 =	£103.99

<b>Moore Stephens</b> Audit fee <b>£550</b> + VAT £96.25 =	£646.25
<b>L Munnelly</b> Cllr Munnelly declared a personal interest. Expenses Flower Festival <b>£11.20</b>	£11.20
	<b>LGA1972 s144</b>
	<b><u>Power Action</u></b>
<b>Danwood Group Limited</b> Photocopier meter reading <b>£31.81</b> + VAT £5.57 =	£37.38
<b>D W Payne</b> Website Backup renewal <b>£40.85</b> + VAT £7.15, 400 Hosting renewal <b>£23.79</b> + VAT £4.16 =	£75.95
<b>Buchans Landscapes</b> Grass cutting 9 July, 1 August, 24 August, 13 September <b>£340</b> + VAT £59.50 =	£399.50
<b>Petty Cash</b> , imprest account <b>£9.54</b>	£9.54

- 113.3 Paid In: SCDC Precept £60,000; Allotment fees £67; Allotment fees £43; Allotment fees £19
- 113.4 Clerk's report Clerk attended Code of Conduct Training course with Cllr Cleaver. Overheads and short Ethical Framework Training Questionnaire available; All Pooresland papers had been handed over to a new Clerk to work with the Trustees following resignation from that post; Any overtime claimed had been spent organising filing cabinets and desks; Staff appraisal took place 5 October
- 113.5 Finance Committee meeting due 22 October to include half yearly financial report, copied to all. No questions
- 113.6 Audit certificate received, unqualified

### **13/14 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS**

- 114.1 Agreed next meeting Monday 12 November 2007. St Audreys Community Centre, St Audreys Close, Histon
- 114.2 Dates for forthcoming Committee meetings noted

This part of the meeting closed at 9.30 p.m. Under standing order 67, in view of the confidential nature of business about to be transacted, any public and Clerk were asked to leave.