

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

Minutes of meeting held St Audreys Community Centre, St Audreys Close, Histon, Monday 12 November 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, I A Levitt, F J Munnely, M J Mason (also District), C A Rose, M J Ruel, V A Taylor

Clerk: Mrs A J Young                      Dist Cllr Chatfield (in part) Mr Rob Campbell, Principal IVC (in part)

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

116 Cty Cllr Bradney; Cty Cllr Jenkins. Cllr Wynn was absent

**2 MEMBERS' DECLARATIONS OF INTERESTS**

117 Cllr Foster Prejudicial interest 13b) Expenses claim

**3 OPEN SESSION FOR THE PUBLIC**

118 No questions

**4 MINUTES OF MEETING HELD ON 8 OCTOBER 2007**

119 Prop Cllr Munnely, sec Cllr Barrett, all in favour, approved and signed, including "In Committee". With agreement of Council Chairman brought forward item 11 and suspended standing orders

**11 IVC – Presentation by Mr Rob Campbell, Principal**

120.1 Mr Campbell introduced himself and gave a brief background to his career. Handout provided (Appx 1) outlined the "Inclusive, international, inspirational" ethos and aims of the college, celebration of past achievements of note and mission statement covering Impington Sports Centre

120.2 Mr Campbell stressed an intention to establish the college at the heart of the community and detailed plans to expand the sports centre, enhancing facilities for the good of the community and for curriculum use, creating a hub for community sports and leisure and recreation. Current costs indicated £1.2 million spend, with applications to SCDC for £3/4m, £300,000 from County Council and £200,000 IVC. Mr Campbell sought support of the community in the project and funding application. Dist Cllr Davies urged Parish Council to support the project. Mr Campbell gave assurances he would ensure the project was a community facility, being imperative community-wise and for diversity

120.3 Questions followed on:

- Anti Social Behaviour Mr Campbell confirmed citizenship was a key part of IVC's curriculum, assemblies and tutorials. PCSO Page's work in the college had helped enforce this. IVC wished to know if any pupils were identified as needing help in this area of citizenship
- Access to Fitness & Health Suite Older IVC students would be able to use the suite as part of the curriculum. Some concern voiced over block-booking problems in the past
- Targets for extra usage of the sports centre. Mr Campbell confirmed the business plan outlined all detail. Currently 100,000 people per annum used the facilities. The business was non-profit making, "communal rather than commercial"
- Application Status Full Business Plan to be presented to SCDC 21 November for application to be presented 13 December. Mr Campbell detailed the Project Management structure
- Adult Learning continuing at college, with IVC now administering it following withdrawal by CRC this year
- Education Focus Mr Campbell was requested by a Councillor to keep education as a prime importance
- Fundraising If the project came over-budget an element of community fundraising would be required, it was felt this process may be a bonus for re-engaging with the community
- Recreation ground Felt synergies with facilities provided by Recreation Ground and IVC could be explored
- Lettings Policy to be explored

All thanked Mr Campbell warmly for attending and for the interesting presentation. Agreed the Parish Council formally to write to District Council and IVC supporting the project to provide proof of community support. Standing orders re-instated and Mr Campbell left the meeting. Chairman returned to agenda order

**5 MATTERS ARISING FROM PREVIOUS MINUTES**

121.1 Item 102.4 Police reports emailed to all as received. Reports of Anti Social Behaviour in Clay Street/Winders Lane area. Sgt Webb at Histon Police Station had requested consideration be given to moving a seat in Narrow Lane following reports of ASB in Church Street. Parish Council to seek meeting between Police and residents to discuss ASB problems. Agreed to send a note to the Police acknowledging successful actions Halloween and Bonfire Night

121.2 Item 106.5 Safer Routes to School Approaches made to County Council for meeting, see HT&T minutes

***Power Action***

- 121.3 Item 112.1 Joint Parishes Group up-date. Cllr Parish reported on meeting between members of Group, James Paice and Andrew Lansley MPs. Cllr Mason had attended and further reported on issues raised surrounding travellers and infrastructure issues surrounding Northstowe
- 121.4 James Paice MP to meet Histon and Impington Parish Councillors 22 November, an agenda had been drawn up

**6 RECENT CORRESPONDENCE**

- 122.1 Circulating Files. Available on request. Cllrs urged to take interest in reading
- 122.2 County Councillor reports copied from Cty Cllrs Jenkins and Bradney. Agreed to request Cty Cllrs Bradney and Jenkins to jointly address the Parish Council at the December meeting on TIF and LAA matters **Future agenda**
- 122.3 SCDC Bulletins Code of Conduct Factsheet; Parish Charter issues; Naming or Re-Naming of Streets within the District; Standards Committee 14 November to discuss cessation of dispensations for H&I Recreation ground Committee members
- 122.4 CPALC Agenda 21 November at Cambourne; Training workshop on allotments 8 March 2008; Joint Planning workshop with SCDC 10 January 2008 (Cottenham VC) or other choices; Cllr Professional Development programme available in 2008, interested Cllrs to contact Clerk
- 122.5 Histon & Impington Climate Change meeting details 23 November
- 122.6 Car Park, High Street Lights reported as not working in SCDC car park. County Council to be contacted and asked to investigate. Noted no payment requested for street lighting previously owned by SCDC, amounts to be accrued, despite requests for invoice between December 2006 and March 2007

**7 RECREATION GROUND MANAGEMENT COMMITTEE REPORT**

- 123.1 Minutes 10 October supplied for all and accepted. Next meeting due 14 November, AGM 5 December
- 123.2 Members of Management Committee clarified reasons for budgets to be increases for fencing round Play Area. Parish Council asked that cricket club public liability be checked for sufficient cover
- 123.3 Cllr Davies confirmed a sign for the car park covering liability was in hand
- 123.4 Homefield Park Cllr Parish advised Impington PC had voiced an interest in taking on responsibility for Homefield Park. Following full discussion on management requirements for the site, ownership and funding, agreed to ask Rec Ground Committee to put on AGM agenda, and ask Impington PC to write with a proposal to be discussed at AGM. As an aside, Cllrs Parish and Davies confirmed had met to work on proposals for Joint Committees, report to follow

**8 PLANNING COMMITTEE REPORT**

- 124.1 Minutes 11 October and 1 November copied to all and accepted. Next meeting 15 November
- 124.2 Save Our Station group representatives had met with reps of Histon and Impington Parish Councils, site owner, District Council Officers and others to discuss ideas for the station site and surrounds, now an even more important gateway site to the 2 villages. Cllr Barrett to provide written report to Planning Committee. A development brief had been suggested specifying how the Parish Councils would like to see any development go forward, within current policy guidelines, required within the next 3 months. District Council Officers prepared to help put together, but needs to be Parish Council led or devolved by Parish Council. This brief could then be adopted as supplementary planning document.
- 124.3 All Cllrs indicated a willingness to commit to this, noting financing may be required
- 124.4 Mereham Cllr Mason reported on Inquiry progress and issues surrounding report to the Inspector on B1049 overload. D Cllr Chatfield left the meeting

**9 LEGAL & PROPERTY COMMITTEE REPORT**

- 125.1 Minutes 22 October copied to all and accepted.
- 125.2 Noted Data Protection Act registration cost £35 p.a.; Stopping Up Order plan; conditions for Village Green use; agreed suggestion to meet same night as Finance in future

**10 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT**

- 126.1 Minutes 8 November copied to all and accepted.
- 126.2 Cllr Rose confirmed walkabout list now complete, dates awaited **CAR**
- 126.3 Committee confirmed objection to Guided Bus design of Park Lane junction had not been withdrawn, but clarified
- 126.4 Mill Lane Police to be requested to visit area and move on cars parked dangerously, particularly at junctions

**11 OTHER MATTERS**

- 127.1 a) Youth Advisory Body Notes 1 October copied to all. Minutes 30 October to follow
- 127.2 Cllr Davies outlined proposals for After School Club at IVC, Mr Campbell to attend next meeting

- 128.1 b) Guided Bus Agents for Chivers Farms had written to Parish Council and others asking for support in getting security fencing erected adjacent to fruit picking area. Cllr Mason reminded Parish Cllrs this had been raised

**Power Action**

previously at forums. Agreed to confirm PC would follow up with Cty and Dist Cllrs to arrange a meeting to include the Guided Bus team representatives and asked Cllrs Mason and Jenkins to arrange such a meeting as soon as possible

**MJM/JDJ**

- 128.2 Forums and Road Closures covered at Planning Committee and HT&T
- 129.1 c) Environment Committee Next meeting due 3 December. Dist Council Litter and Dog Bins confirmation that District Council to be responsible for litter and dog bins other than on Parish Council owned land in future. PC had written to resident regarding household waste in bin on Village Green
- 129.2 Christmas Lights, Trenching and Tree Trenching not possible for second set of looms for 2007 lights. Agreed Environment Committee to put in order for work to be carried out as soon as possible in Spring 2008 from current budget. Second loom to be purchased from 2008-09 budgets. Tree still planned, next to pump. Rules for Feast Committee outstanding
- 129.3 Northstowe Rights of Way written details of improvements to Histon and Impington area. Agreed to ask for map
- 129.4 Budget increase/virement Bollards Village Green – previously empowered Environment Committee to spend up to £2,000. Agreed to increase to £3,000 as 18 bollards instead of 12. Railings at Manorial Waste - previously empowered Environment Committee to spend up to £2,000. Agreed to increase to £2,300 (all including insurance claim). Painting work may also be required. Noted insurance premium may be affected by bollard installation
- 129.5 Council of Churches Christmas Carols on the green 12 December. Agreed to erect lights by 10<sup>th</sup> December, to be lit for 12 December, including tree. Noted Jaggard Electricals had confirmed same price as last year for erection of PC lights and dismantling, accepted
- 129.6 WI Wood Cllr Taylor had been liaising with Council Council over work carried out on improvement work
- 129.7 Allotments Plot holder wished to relinquish half of plot, or wished to sell infrastructure if whole plot. Rules indicated plot holder must remove any structure

### 13 FINANCE and ADMINISTRATION

- 130.1 a) To confirm payment of accounts Proposed Cllr Mason, seconded Cllr Jones, all in favour:
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|--|-----------|
| <b>Administration M7</b> <b><u>£1,122.86</u></b>   | £1,122.86 |
| <b>Barclaycard</b> Tiscali payments August and October (3) <b><u>£19.14</u></b> <b><u>£19.14</u></b> <b><u>£25.13</u></b> all subject to VAT and for formula |           |
- 130.2 b) To approve payment of outstanding accounts Cllr Foster declared prejudicial interest and left the meeting. Proposed Cllr Mason, seconded Cllr Jones, all in favour:
- |  |          |
|--|----------|
| Print Out JSC (formula) <b><u>£6.81</u></b> Stationery/stamps HPC <b><u>£59.51</u></b> + VAT £4.30 =           | £70.62   |
| Glasdon UK Limited Salt bin for Infant School <b><u>£126</u></b> + VAT £22.05 =                                | £148.05  |
| <b>Highways Act 1980 ss 43 50</b>  |          |
| Site & Maintenance Services Work on swings at The Play Area on the Green <b><u>£46</u></b> + VAT £8.05 =       | £54.05   |
| Site & Maintenance Services Replace post on Green <b><u>£42</u></b> + VAT £7.35 =                              | £49.35   |
| Cedric Foster Mileage expenses <b><u>£15.20</u></b>  | £15.20   |
| Rattee & Kett Ltd Work on War Memorial (IPC to make contribution) <b><u>£3800</u></b> + VAT £665 =             | £4465.00 |
| Royal British Legion Wreath <b><u>£16.50</u></b> + donation agreed at <b><u>£23.50</u></b> Section 137 payment | £40.00   |
| <b>LGA S137</b>  |          |
| Roger Hovells Office cleans (formula) <b><u>£40</u></b>  | £40.00   |
| Danwood Group Limited Photocopier meter reading <b><u>£41.52</u></b> + VAT £7.27 =                             | £48.79   |
| South Cambridgeshire District Council Trade Refuse <b><u>£117.15</u></b> + VAT £20.50 =                        | £137.65  |
| Petty Cash, imprest account <b><u>£42.01</u></b>   | £42.01   |
| PWLB Payment 4 of 50 Parish office <b><u>£328.51</u></b>   | £328.51  |
| Acacia Tree Surgery Work at Narrow Lane/Windmill Lane amenity area <b><u>£197</u></b> + VAT £34.47             | £231.47  |
- 130.3 Paid in: £480 Donation J Woodbridge; IPC Half yearly expenses £228.61; Allotment rents £36
- 130.4 Audit Half Year inspection being carried out, not yet complete
- 130.5 Clerks Report Problems with broken glass on edge of Green; Frequently Asked Questions up on the website; Pat Matthews SCDC Land Drainage Manager advised silt in Brook would not be removed at present as levels would fall as a result; Clerk attended Excelcare Open Day with Cllrs Foster and Cleaver; Chairman visited office to advise on use of Journals in Quickbooks; Review of Effectiveness of Internal Audit outstanding, Cllr Davies and Cllr Ing working on this; List of dates for meetings in 2008 had been drafted and published on the calendar on [www.hisimp.net](http://www.hisimp.net); Office closed on Thursday 6 and Friday 7 December
- 130.6 Finance Committee Minutes 22 October copied to all and accepted
- 130.7 Informal meeting 7 January arranged to discuss vision and succession issues for Histon Parish Councillors.
- 130.8 Precept meeting due 19 January. All welcome. Any budget requests to Clerk by Christmas

### 14/15 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS

- 131.1 Agreed next meeting Monday 10 December 2007. St Audreys Community Centre, St Audreys Close, Histon  
Histon Parish Council

131.2 Dates for forthcoming Committee meetings noted

This part of the meeting closed at 10.08 p.m. Under standing order 67, in view of the confidential nature of business about to be transacted, any public were asked to leave. None present