

HISTON PARISH COUNCIL**Unconfirmed minutes**

Minutes of meeting held at St Audreys Community Centre, St Audreys Close, Histon, Monday 14 April 2008 at 7.30 p.m.

Present:

Councillors: I M Parish (Chairman), R K Wynn (Vice Chairman), M P Barrett, M C Cleaver, N S Davies (also District), A J Eade, J P Emmine, C J Foster, C L Jones, I A Levitt, M J Mason (also District), F J Munnelly

Clerk: Mrs A J Young Dist Cllr J Chatfield Cty Cllrs Jenkins and Bradney (in part)

Power Action**1 APOLOGIES FOR ABSENCE**

1 Cllrs Taylor (personal); Rose (personal); Ruel (personal). PCSO Diana Neill

2 MEMBERS' DECLARATIONS OF INTERESTS

2 None

3 OPEN SESSION FOR THE PUBLIC

3 None present

4 MINUTES OF MEETING HELD ON 10 MARCH 2008

4 Final, more amplified draft minutes available at meeting. All Cllrs given time to read and after some minor alterations prop Cllr Munelly, sec Cllr Eade, all in favour, minutes approved and signed. Final set to be produced, circulated and signed as correct

5 MATTERS ARISING FROM PREVIOUS MINUTES

5.1 Item 191.2 Station House Design Brief No up-date

5.2 Item 191.5 Informal Session held 7 April, see item 10c)

5.3 Item 195 Environment Committee – report of damage to War Memorial trees – Cllr Emmine attended site and confirmed no danger. To be kept under watch. Cllr Eade reported sign of weeping canker to tree near Notice Board; advice on replacement for Horse Chestnut on The Green – Advice received from Richardsons Tree Surgery on replacements. Agreed to request funds from Roz Richardson at SCDC and progress via next Environment Committee 19 June; Rospa check due April 2008; up-date on Bollards installation on the Green – Cllr Mason confirmed legal position and would advise Matt Pickering of same. Agreed to put response to any concerns from Highways Department in writing; “Our Wild Neighbours” Conference workshop 1 May details. Next meeting due 19 June

Environment Committee / MJM

5.4 Item 199 Burial Ground No decision yet made on fees review. Chairman had not yet spoken with Cllr Payne regarding representation on Committee

IMP

5.5 Item 200 Community Centre opportunities Notes from meeting with County Farms held on file. Cllr Davies reported on plans to meet with Highways Department and set up a Project Group. Next agenda “In Committee” with (confidential) summary from Cllr Davies to be provided. Council discussed idea received regarding possible purchase of the Poplars for letting purposes. All agreed not an option for the Parish Council

NSD / May agenda

5.6 Item 201 APM would commence at 7pm, at St Audreys Community centre

5.7 Item 203 Paid accounts Danwood Group Toner P&P £9.99 was not paid – credit note received

6 RECENT CORRESPONDENCE

6.1 Circulating Files. Available on request

6.2 County Councillor written reports accepted. No County Cllrs present. Deferred to later in agenda (item 8.5)

6.3 SCDC Corporate Governance Inspection Executive Summary of report received; Bulletins emailed to all, noted Electoral Arrangements Committee 16 April, Cllrs Parish and Mason to attend. Implications discussed. Due at SCDC Full Council in May.; SCDC Parish Council Member Vacancy on Standards Committee Election 12 of 15 vacancies filled. Co-Option of 3 vacancies can commence after 5 May. Agenda item AGM 12 May

May agenda

6.4 CALC Cambs County Council – details of Liaison Committee due 17 April

6.5 Cambs County Council Integrated Plan for 2008 (copy in Circulating File); Post Office Closures in Cambridgeshire (briefing); Cambridgeshire’s Registered Trader Scheme details

6.6 Histon Feast Invitation to book a stall on Feast Market 5 July (agreed to hold jointly with Impington Parish Council); take part in Feast Parade 29 June; display at the Flower Festival 28 June – 30 June (accepted offer from Mrs Linda Munnelly to organise display for Council). Agreed to write to Whyatts regarding bollards if fitted by June

6.7 Police/Crime & Disorder Sgt Webb confirmed Arbury Park recommended as a priority. Panel meeting due 15 April. Cllrs Parish and Foster to attend. Profile up-date emailed to all. New PCSOs appointed for Histon and Impington and Inspector Ormerod had moved on, with a new Inspector Chris Savage now at Histon Sector South Cambs Crime & Disorder Reduction Partnership Conference 14 July. 2 representatives invited
Cty Cllr Bradney arrived at meeting

7 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 7.1 Minutes 13 February copied to all and accepted. Further meeting held 9 April. Next meeting due 21 May
- 7.2 Cllr Davies reported on meeting held 9 April including item on ditch; play area fencing; roof repairs to groundsmans house; cricket sight screen
- 7.3 Following discussion on drainage issues, including Histon Football Club and Guided Bus discharge, confirmed South Cambs to be contacted by Rec Ground Management Committee to programme in work to clean out culvert under Fieldstead Farm Road. Recreation Ground Management Committee (Cllrs Wynn and Mason to provide wording) to write to Guided Bus team regarding a maintenance contribution as Condition 7 (Drainage) of Guided Bus application had not yet been discharged

MJM / RKW / Rec ground Management Committee

8 PLANNING COMMITTEE REPORT

- 8.1 Minutes 20 March and 3 April copied for all and accepted. Further meeting due 24 April
Cty Cllr Jenkins arrived
- 8.2 S/0466/08 Taylor, 29 Burkett Way – Conservatory. Prop Cllr Parish, sec Cllr Barrett, all in favour, to
RECOMMEND APPROVAL
- 8.3 Histon Football Club – Removal of trees Chairman confirmed permission had not been necessary for removal of the scrub and saplings. Concern widespread on the loss of amenity and exposure of Recreation Ground. Following discussion on possible ways of mitigating the impact, and difficulties with new width of embankment, and possible destabilisation following work carried out; nesting season and Environmental Study queries, agreed to write to County Council, copying in Trees & Landscapes at SCDC, requesting clarification and an overview of the position now arrived at
- 8.4 JAG received grant of £5,000 from Horizons and were considering match funding for member Councils. Histon's percentage £670.32, prop Cllr Parish, sec Cllr Mason, all in favour to pay if requested, precepted £1,540 **LGRA 1997**
- 8.5 Cty Cllrs reports (deferred 6.2) Scrutiny Committee re Guided Bus Cty Cllr Jenkins commented on meeting and noted the assistance given on taking down lights so Fun Day could proceed 12 April. 3 further weeks road works expected School Terms Cty Cllr Bradney agreed to query decision in 2008 and 2009 to end summer term on a Tuesday IVC School Bus (Girton and Oakington) Both Cty Cllrs had written in strenuous opposition to loss of route. Lengthy discussion on possible affect on Histon and Impington and hazards and danger to children; need for proper, good cycling facilities in the region; and County Council decision making processes
Both County Councillors left the meeting

9 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT

- 9.1 Minutes 10 April provided for all and accepted
- 9.2 Noted delay to Traffic Survey
- 9.3 IVC proposal for earlier finishing time. Cllr Davies clarified reasons, being largely educational, and formal consultation proceed to be followed
- 9.4 CCC Traffic Congestion in Cambridgeshire 6 May. Cllr Cleaver to attend **MCC**

10 OTHER MATTERS

- 10.1 a) Youth Advisory Body No Minutes available March or April. Next meeting due 1 May
- 10.2 b) Guided Bus Issues Cllr Mason reported on recent developments and correspondence regarding disclosure of work programme, timetabling and costings to date, and issues affecting SCA Packaging and Trust Court. Cllr Mason to keep Parish Council informed. Cllrs Parish and Foster had attended last Liaison meeting and reported on gantry issues particularly for residential areas in Histon and Impington and Arbury Park. Cllr Davies voiced concern over long term viability of the Northstowe project and affect of delays on Guided Bus. Speculation on future of City 7 service raised
- 10.3 c) Informal Session 7 April useful session outlined, covering wide variety of issues, including merger. Long discussion followed on various ways forward on the question of merger and agreed a matter for the new Council due to take office 5 May to pursue. Arbury Park new parish was a factor in timing, and it was felt the proposals for a new community centre were also relevant to any debate. Concerns of Impington Parish Council were acknowledged
- 10.4 d) Mobile Warden Scheme Minutes 12 March copied to all and noted. Noted new representative required on retirement of Malcolm Ruel. Next agenda **May agenda**

11 FINANCE and ADMINISTRATION

- 11.1 To confirm payment of accounts Proposed Cllr Munnelly, sec Cllr Emmines, all in favour:
Before 1 April 2008:

Administration M12	£1,107.13	£1,107.13
H& I Recreation Gd	Salary re-imburement overtime Asst Clerk April 07 – March 08	£319.35
Print Out	Photocopying £50.75 + VAT £8.88 = `	£59.63
The Information Commissioner	Data Protection fee £35	£35.00

	<u>Power</u>	<u>Action</u>
Roger Hovells Office clean (formula) and Bus Shelter £40 + £17.50 =		£57.50
Site & Maintenance Services Installation bins £190 Railings £585 + VAT £135.62 =		£910.62
BT plc Phone bill (on formula) £80.93 + VAT £13.37 =		£94.30
Cambs County Council Street lights maintenance 2006-07 £1,173.96		£1,173.96
Richardson Tree Surgery The Green £725 + VAT £126.87 =		£851.87
Barclaycard payments Jan: Stationery £39.31 + VAT £6.82; Tiscali £6.57 + VAT £1.09 (including adjustment for antivirus refund) Feb: Tiscali £16.25 + VAT £2.89; March: Tiscali £16.25 VAT £2.89 + Annual fee £20 =		Total of £112.07
<u>Paid after 1 April:</u>		
Danwood Financial Services Quarterly photocopier payment for payment 1 April £91.09 = vat £15.95 =		£107.04
(previously listed in March)		
PWLB 5 of 50 Pavilion loan £6495.51 3 of 48 Completion loan £864.13 =		£7,359.64
11.2 <u>To approve payment of outstanding accounts</u> Proposed Cllr Munnelly, sec Cllr Emmine, all in favour:		
CALC £608.77 less discounts £584.41 Paperwork to be sent electronically in future		£584.41
Histon & Impington Recreation Ground 1 st half payment £15,638.03 + 1 st half litter pick £1860.50 + 1 st half Asst Clerk £1285.50 =		£18,784.03
SCDC Rates for parish office (formula and subject to rebate) £2,240.70		£2,240.70
Danwood Financial Services Photocopier May – August £66.09 + VAT £11.57 =		£77.66
Island Fire Protection (formula) Annual fire extinguisher checks for office £52.95 + VAT £9.26 =		£62.21
Petty Cash , imprest account £23.90		£23.90
11.3 Paid in: Impington Parish Council Quarterly expenses £240.80		
11.4 <u>Clerk's report</u> Insurance payment to Zurich not sent until 1 April and will appear in this year's accounts; Claim for railings continuing – comparative quotes requested; old flat screens to be advertised at £50; PAT Testing in office to be carried out 10 April; Fire Extinguisher checks carried out March 2008; Chairman has arranged reception for retiring Councillors 25 April, certain expenses claimable from Chairman's Expenses budget; Mr Smith to look at fitting lock or making metal grid for new bin at Manorial Waste; County Council contacted Clerk regarding plans to make Stopping Up Order at War Memorial – email to follow; Clerk liaising with County Highways regarding bollards planned for corner of Green; 12 nominations received for Histon Parish Council, leaving 3 vacancies		
11.5 <u>Internal Auditor and External Auditor</u> Mr Seaton to carry out internal audit week commencing 19 May. Audit due with Moore Stephens by 1 July. June agenda for acceptance by Council. Cllr Davies to work with IPCllr Ing on Internal Audit Review of Effectiveness for acceptance by Council also		June agenda /NSD
11.6 <u>Draft Budgets</u> Accepted by all for ratification at Finance Committee 28 April. Any queries to Chairman		Fin Comm
11.7 <u>Finance Committee</u> Next meeting due 28 April, to include Legal & Property items. Chairman and Clerk to review date as apologies for absence received		

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

- 12 Agreed next meeting Monday 12 May, being Annual Parish Meeting commencing at 7pm to be followed by Annual General Meeting immediately thereafter. St Audreys Community Centre, St Audreys Close, Histon. Agreed no guest speaker to be invited. Co-Option of 3 members to be considered
- 13 Dates for forthcoming Committee meetings noted

This part of the meeting closed at 9.35p.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 for first item. Chairman thanked all retiring members and wished all well for the future