

HISTON PARISH COUNCIL**Annual Parish Meeting****Unconfirmed minutes**

Minutes of the meeting held at St Audreys Community Centre, St Audreys Close, on Monday 12 May 2008 7.00 p.m.

Present:

Councillors: I M Parish (Chairman), M C Cleaver, N S Davies (also District), A J Eade, J P Emmines, C J Foster,
C L Jones, I A Levitt, R S Plumbly, E W Stonham, D J Thurman Clerk: A J Young

Dist Cllrs J P Chatfield, M J Mason; Cty Cllr M Bradney

Mr Rob Campbell, Principal IVC, 3 members of the public, Mrs J Hart, Ms K Hemingway, Mr F Munnelly

1 Welcome by the Chairman

15 The Chairman welcomed all to the 114th Annual Parish Meeting

2 Apologies for Absence

16 PCSOs Diana Neill and Barry Cleet; Cty Cllr David Jenkins; Impington PC Chairman Denis Payne

3 Minutes of the Annual Parish Meeting held on 14 May 2007 and Matters Arising

17 All in agreement to accept Minutes as a true record. No matters arising

4 Chairman's Report of the Year to March 2008

18 The Chairman's report was given by Cllr I M Parish and is attached as Appendix 1 to these Minutes.

5 Presentation of Accounts 2007 – 08

19 An unaudited summary of accounts for the previous year had been provided to all showing a balance brought forward of £75,668 and carried forward of £95,218. Confirmation the Precept request for 2008-2009 was £134,000. All in favour Chairman's report and accounts be accepted

6 Open Forum

20.1 Rob Campbell, Principal at IVC thanked the Parish Council for their approaches and support for safe routes for young people over the bus route campaign for Oakington/Girton. He re-iterated his commitment to work with whoever necessary in the communities of Histon and Impington to make sure it was as pleasant and safe a place as possible. He outlined work within the school on underlining the importance of behaviour within the community

20.2 Mike Mason gave details of a further drainage problem reported that week in Kay Hitch Way, as yet unsolved. Work by him and others to counteract this problem continued

There being no further matters raised, this part of the meeting was closed at 7.22pm

HISTON PARISH COUNCIL**Unconfirmed minutes**

Minutes of Annual General Meeting held St Audreys Community Centre, St Audreys Close, Monday 12 May 2008, immediately following Histon Annual Parish Meeting, at 7.25 p.m.

Present: Councillors: I M Parish (Chairman), M C Cleaver, N S Davies (also District), A J Eade, J P Emmine, C J Foster, C L Jones, I A Levitt, R S Plumbly, E W Stonham, D J Thurman. Mrs J Hart, Ms K Hemingway (co-opted during meeting)
Dist Cllrs J P Chatfield, M J Mason; Cty Cllr M Bradney Clerk: A J Young

Power Action**1 APOLOGIES FOR ABSENCE**

21 PCSOs Diana Neill and Barry Cleet; Cty Cllr David Jenkins; Impington PC Chairman Denis Payne

2 SIGNATURE ACCEPTANCE OF OFFICE FORMS and MEMBERS' DECLARATIONS OF INTERESTS

22 None. All Councillors signed Declaration of acceptance of office and to check and would return Register of Interests form within the next 28 days. **All Councillors**

3 ELECTION OF CHAIRMAN

23 Prop Cllr Foster, sec Cllr Eade, all in favour, that Cllr Parish be elected Chairman. No other nomination and AGREED. Declaration of Acceptance of Office (Chairman) signed by Cllr Parish

4 CO OPTION OF NEW COUNCILLORS AND NEW RESIGNATION FROM COUNCIL

24.1 2 applicants had come forward for 3 co-option vacancies following Parish Council election. AGREED to co-opt Kathleen Hemingway of Impington and Joan Hart of Histon to Parish Council. Declaration of Acceptance of Office forms signed. One co-option deferred to June meeting

24.2 Colin Rose resigned from Parish Council with effect 6 May. Resignation would be advertised as normal procedure with a view to co-option for this casual vacancy

5 ELECTION OF PROPER OFFICERS AND COMMITTEES

25.1 Proposed Cllr Parish, seconded Cllr Eade, all in favour that Cllr Emmine be elected as Vice Chairman

25.2 All in favour that the other officers and Committee members now listed be elected for the year 2008-2009
Responsible Financial Officer Mrs A J Young; Internal Auditor Mr Ron Seaton (employed); Tree Warden Cllr A J Eade (shadowed by Cllr Foster); Allotments Officer Cllr A J Eade; Footpaths Officer Cllr D J Thurman (to be assisted by V Taylor); Childrens Playground Inspectors Cllrs I A Levitt and J Emmine; Environment Committee Cllrs Emmine, Eade, Levitt, Thurman, Plumbly; Highways, Traffic & Transport Committee Cllrs Parish, Jones, Foster, Stonham; Youth Committee(advisory body) Cllr Davies, Plumbly; Planning Committee All Councillors would be members of the Planning Committee; Finance & Legal Committee Cllrs Parish, Davies, Jones, Thurman, Plumbly; Employment Working Group Cllrs Cleaver and Jones to act ad hoc until Joint Committee formed

6 ELECTION OF REPRESENTATIVES TO VARIOUS COMMITTEES/BODIES

26.1 All in favour, that representatives as listed be elected 2008-2012: Early Years School Governor. M J Ruel; Trustees to Poor's Land Charity Cllrs I M Parish (as Chairman) and M C Cleaver (M J Ruel had resigned but would have considered staying if no interest from any other Councillor); Histon & Impington Recreation Ground Management Sub Committee. Proposed Cllr Parish, seconded Cllr Jones that Cllrs M C Cleaver, N S Davies, K A Hemingway and E W Stonham be elected, all in favour; Health & Safety Officer Cllr J P Emmine (shadowed by Cllrs J Hart and K A Hemingway); Police Committee Representatives Cllrs J P Emmine and C J Foster; IVC Liaison Cllrs C L Jones and J Hart; Representative to Day Centre Mrs P Harris; Representative to Community Minibus Mr G B Waters (Cllr Davies declared personal interest as Treasurer); Representatives to Mobile Warden Link Group Cllr M C Cleaver and Mrs P Harris; CPALC Cllr D J Thurman; JAG Cllrs I M Parish and C L Jones (as stand in).

26.2 Council were reminded that all Councillors were members of the Recreation Ground Full Committee and expected to attend meetings in June and December

7 MINUTES OF MEETING HELD ON 14 APRIL 2008

27 Proposed Cllr Cleaver, sec Cllr Emmine, all in favour, approved and signed. "In Committee" minutes not yet available, next meeting

8 MATTERS ARISING FROM PREVIOUS MINUTES

28.1 Item 4 Final signed minutes copied for all

28.2 Item 5.1 Station House Design Brief As per Chairman's report it was felt Planning Committee had an obligation to put forward proposals. Next Planning agenda 29 May **Planning Committee**

Power Action

- 28.3 Item 5.3 Bollards at Green Permission gained. Messrs. Munnely and Mason liaising with Site & Maintenance
- 28.4 Item 5.4 Burial Ground Committee discussions pending with Impington PC, clarified a “watching brief” would be sought with no voting rights
- 28.5 Item 6.7 Police/Crime & Disorder – Cambs Police Authority independent members posts; Notes of panel 15 April forwarded to all; Introduction email from PCSOs received; copy letter from resident to Chief Constable noted
- 28.6 Item 8.3 Tree removal Histon Football Club. Cllr Davies reported a planting programme had been agreed.
- 28.7 Item 9.4 CCC Traffic Congestion report from Cllr Cleaver of meeting held 6 May 2008. All information available on County website, although no conclusions drawn in the documents
- 28.8 Agenda items 14 “In Committee” All Employment/Pension matters deferred to June agenda **June agenda**
With agreement of Council Chairman brought forward item 11

11 ANNUAL REPORTS FROM COUNTY COUNCILLORS

- 29.1 Reports received from County Cllrs Bradney and Jenkins, plus monthly report from Cllr Jenkins, copied for all
- 29.2 Cty Cllr Bradney updated: New Leader of Council elected Mark Lloyd; Cllr Bradney appointed Portfolio Holder for “Growth & Infrastructure”; TIF to be discussed again at Cabinet in June; County’s opposition to Eco-Town proposals; progress with Central Library re-opening dates; Home to School Transport Appeal due 21 May; Road closures
- 29.3 Cty Cllr Bradney undertook to chase County Council on provision of sign for SCDC Car Park in High Street
Chairman returned to agenda order and Cllr Bradney left meeting

9 RECENT CORRESPONDENCE

- 30.1 Circulating Files. Available on request
- 30.2 Chairman outlined plan to issue Chairman’s report as an agenda item each month. This to include a “for information” list of items received such as consultations, but not brought to Council’s attention via agenda or Committee **IMP**
- 30.3 Energy Saving Trust involvement in “Village Green” encouraged – reply by 23 May. Agreed to forward to HICCA
- 30.4 Water Cycle Strategy Stakeholder event 2 June
- 30.5 CPRE Agenda AGM 19 May Horningsea
- 30.6 SCDC Bulletins forwarded to all on email; Vacancy on Standards Committee; Homelessness Strategy, noted
- 30.7 CPALC Councillor Professional Development training – 3 stages June and July, £40 per stage, £105 for all 3 stages; Chairmans Professional Development training, 2 stages June, July, August, £45 per stage, £80 for both stages; Extraordinary General Meeting for proposed constitutional changes 31 May; SC Area meeting papers 5 June

10 ANNUAL REPORTS FROM COMMITTEES and REPRESENTATIVES

- 31 Appendix 1. To be read in conjunction with Chairman’s report to APM

12 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 32.1 No minutes available. Next meeting due 28 May, Half Yearly due 18 June
- 32.2 Cllr Davies outlined health and safety issue concerning access to ground by emergency services. Clarification for all parties required
- 32.3 6-8 June, Cllr Davies detailed music concert and Festival of Sports Fitness & Dance jointly with IVC Sports Centre

13 PLANNING COMMITTEE REPORT

- 33.1 Minutes 24 April and 8 May copied to all and accepted.
- 33.2 JAG meeting 15 May. Cllrs Parish and Jones to attend **IMP / CLJ**
- 33.3 Parish Plan Cllr Eade outlined meeting held 1 May, notes of which emailed to all. Discussion on Community Centre proposals; planning guidance opportunities; traffic improvements; Village Design Statements; Publicity at Feast Market; possible formation of a small Steering Committee; suggestion that a paid facilitator may be required. Agenda item next agenda for ideas and further discussion **June agenda**
- 33.4 Northstowe Sec 106 consultation process. SCDC invited requests for funds from surrounding parishes. Discussion on Guided Bus issues and affects of Northstowe on village life in Histon. Suggestions for requests included: Community Centre funding; offsite recreation facilities; bridleway/cycleway improvements. Agreed to delegate decision on request to be made to next Planning Committee 29 May, after consultation with Impington PC, and to advise SCDC that a bid will be provided in June **Planning Committee**
- 33.5 Developers at r/o 17 The Green had been asked to properly re-instate the road at The Green following complaints regarding tar

14 OTHER MATTERS

- 34.1 a) Youth Advisory Body Minutes 3 March noted
- 34.2 b) Feast Fair (S Whyatts) and Feast Market arrangements Letter provided to Whyatts setting out hire charges and dates for 2008, to exclude Sundays also advising possible location of bollards. New agreement to be drawn up by Environment Committee for 2009-11 inclusive **Environment Committee**

Power Action

- 34.3 Feast Market 5 July Clerk to draw up rota and circulate. Cllrs to advise if unable to attend or need to change time allocated. Subjects suggested: Promotion of youth activities; Police issues including ASB and speeding; Co-option; Home to school route issues, negative affect of cycleways on bus services; Parish Plan; Guided bus, with photos Chairman encouraged active participation from all Cllrs in preparing displays. Agreed Next agenda unless separate meeting could be held to progress **All Councillors / June agenda**
- 34.4 c) Guided Bus Liaison Forum 14 May Cllrs Parish, Foster to attend. Forum 19 May no attendee available **IMP/CJF**
- 34.5 d) Community Centre Project Group "In Committee" item attached

15 FINANCE and ADMINISTRATION

- 35.1 To confirm payment of accounts Proposed Cllr Cleaver, sec Cllr Emmines, all in favour. Cllr Hart declared a prejudicial interest on a payment already made (admin cover March 08):
- | | |
|--|-----------|
| Administration costs M1 £1,195.21 | £1,195.21 |
| J Hart admin cover £25 | £25.00 |
| Barclaycard Tiscali and (Rec Ground re-imbursed below) stationery £57.81 + VAT £2.80 | £60.61 |
- 35.2 To approve payment of outstanding accounts Proposed Cllr Cleaver, sec Cllr Emmines, all in favour
- | | |
|---|-----------|
| NALC Local Council Review subscription £13.50 | £13.50 |
| A Young office requirements £20 | £20.00 |
| ESPO Office requirements (formula) £27.40 + VAT £4.80 = | £32.20 |
| Danwood Group Ltd Photocopier meter reading (formula) £17.49 + VAT £3.06 = | £20.55 |
| Roger Hovells Office cleaning (formula) £40 | £40.00 |
| Site & Maintenance Services Replace white post on green (emergency) £45 + VAT £7.87 = | £52.87 |
| Impington Parish Council Burial Ground expenses 2007/08 £3039.66 | £3,039.66 |
| PWLB Office loan 5 of 50 £324.93 | £324.93 |
| Playsafety Limited ROSPA Annual inspection £63 + VAT £11.03 | £74.03 |
| Buchans Landscapes April grass cuts (3) £255 + VAT £44.63 | £299.63 |
| ESPO Office requirements (formula) £44.07 + VAT £7.73 | £51.80 |
| Broxap Limited Manorial Waste railings (Insurance claim pending) £1,265.20 + VAT £221.41 | £1,486.61 |
| Petty Cash , imprest account £20.28 | £20.28 |
- 35.3 Paid in: SCDC Precept £67,000; Recreation ground Barclaycard reimbursement £41.12; E-On advise Council now £57.80 in credit (estimate). Chairman had written outlining events leading to celebration evening for retiring Councillors, who had served 102 years total. Sealed receipts supplied but Council was asked to consider making a contribution towards costs, with Cllr Parish declaring a prejudicial interest. Cllrs Parish and Mason left the meeting to enable the Council to discuss. Cllr Emmines took Chair. Cllr Emmines opened by thanking Cllr Parish for organising the excellent event to mark the dedicated service given and also noted attendance of a varied group of guests. 7 Cllrs had been in attendance and Clerk outlined precedents for retiring Cllrs or those reaching 25 years service in a position. Chairman's Expenses budget of £250 existed. Following full discussion and consideration, all AGREED prop Cllr Davies, sec Cllr Jones that costs up to £100 for frames and certificates be allocated to Admin budget. Further, all AGREED prop Cllr Jones, sec Cllr Davies that up to £500 be offered towards other costs of event, as a donation. Cllrs Parish and Mason returned to the meeting. Cllr Mason placed on record and on behalf of himself and all those honoured their thanks to all for the evening, which was greatly appreciated. The receipts subsequently revealed a cost of £86.99 for frames and paper (admin) and £388.46 all including VAT. Next agenda for payment and confirmation of powers to be used **June agenda**
- 35.4 Arrangements for Audit advertised from 20 May. Inspection available in June. Internal Auditor due w/c 19 May for final report. Audit due 1 July. Agenda item June 2008 for acceptance of Statement of Accounts **June agenda**
- 35.5 Finance & Legal Committee Minutes 28 April accepted. Items arising: Insurance review from Clerk accepted, agreed to implement changes but to increase War Memorial cover to £30,000 and ensure Village Mapboards insured at £600 each. Clerk to check ownership liability with SCDC for dog bins not on Parish Council land. All litter bins on Parish Council owned land. Risk Assessments Cllr Emmines had reviewed for April 08. Risk Management Cllr Parish yet to review, June agenda Part Time Filing Clerk Proposal and Brief from clerks accepted. Person to be appointed 4 hours weekly at agreed rate, for review **IMP**
- 35.6 Review of Effectiveness of Audit notes 1 May 2008 provided – proposed Cllr Davies "that Mr Ron Seaton be re-appointed for a further year and a letter of appointment setting out the scope, access arrangements and responsibilities in relation to fraud be forwarded to Mr Seaton", seconded Cllr Emmines. All AGREED

16/17 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS

- 36.1 Agreed next meeting Monday 9 June 2008 commencing at 7.30pm at St Audreys Community Centre, St Audreys Close, Histon.
- 36.2 Dates for forthcoming Committee meetings noted
- Meeting closed 10.20 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