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HISTON PARISH COUNCIL

PARISH OFFICE
NEW ROAD
IMPINGTON
CAMBRIDGE
CB24 9LU



29th August 2008

To members of the Council:

You are hereby summoned to attend a meeting of **HISTON PARISH COUNCIL** at St Audrey's Community Centre, St Audrey's Close, Histon on **MONDAY 8th SEPTEMBER 2008** commencing at 7.30 p.m. for the purpose of transacting the following business.

FULL COUNCIL AGENDA

Please Note:

Minutes and supporting notes may only be supplied to Councillors. Available on request from Clerk

- 1 APOLOGIES FOR ABSENCE
- 2 MEMBERS' DECLARATIONS OF INTEREST for items on the agenda
- 3 OPEN SESSION FOR THE PUBLIC standing orders to be suspended for 15 minutes if any public or press wish to speak.
- 4 TO SIGN AND APPROVE MINUTES OF MEETING HELD 14 JULY 2008 – minutes attached **For decision**
- 5 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)
- 6 CO-OPTION TO COUNCIL – 1 vacancy **For decision**
- 7 DISTRICT COUNCILLORS' REPORTS
- 8 COUNTY COUNCILLORS' REPORTS - attached
- 9 CHAIRMAN'S MONTHLY REPORT – attached if available
- 10 RECENT CORRESPONDENCE RECEIVED
- 11 TO RECEIVE RECREATION GROUND MANAGEMENT COMMITTEE REPORT – Minutes attached 9 July. Half Yearly meeting held 18 June. Next meeting due 10 September **To accept only**
- 12 TO RECEIVE PLANNING COMMITTEE REPORT – Minutes attached 17 July, 7 August, meeting held 28 August. Meeting due 25 September **To accept only**
- 13 TO RECEIVE HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT – Meeting due 4 September **To accept only**
- 14 TO CONSIDER OTHER MATTERS:
 - (a) YOUTH ADVISORY BODY REPORT – Minutes attached 7 July

15 FINANCE AND ADMINISTRATION REPORTS

- a) To confirm payment of retrospective accounts
- b) **To approve** payment of outstanding accounts
- c) To report on amounts Paid In
- d) To receive minutes of Committee meeting held 1 September. Next meeting due 6 October
- e) Clerk's report July/August – attached

**For
decision**

- 16 DATE AND PLACE OF NEXT MEETING: Proposed **MONDAY 13th OCTOBER 2008** at St Audrey's Community Centre, St Audrey's Close, Histon, due to commence **7.30 p.m.**

**For
decision**

17 DATES OF CONFIRMED COMMITTEE MEETINGS:

To note

Recreation Ground Management Committee – Wednesday 10th September 7.30 p.m.
Environment Committee – Thursday 18 September 7.30 p.m.
Planning Committee – Thursday 11 (TBC) and 25 September 7.30 p.m.
Chairmen's meeting Tuesday 30 September 5 p.m.
Finance & Legal Committee – Monday 6 October 7.30 p.m.
Recreation Ground Management Committee – Wednesday 8 October 7.30 p.m.

Other meetings:

South Cambs Crime & Disorder Reduction Partnership, Marshalls 5.30pm – 8.30pm Cllrs
Emmines and Thurman - Wednesday 10th September
JAG Thursday 11 September 7.30 p.m.
Guided Bus Forum – Tuesday 16 September 7.30 p.m. / Thursday 18 September 7pm
Library Presentations Cllr Cleaver – 16 OR 18 September
Mobile Warden Scheme – Monday 13 October 6 p.m.

A J YOUNG - CLERK/PROPER OFFICER 29.08.08

SEPTEMBER 2008 AGENDA

Item 5 MATTERS ARISING

Items 58 and 60.2 Police and PCSOs New PCSO for Histon and Impington Tony Martin had visited office frequently for feedback; Speeding & Traffic Summit report made to HT&T 4 September; Cllrs Emmines and Thurman to attend CDRP Conference 10 September; Neighbourhood Newsletter forwarded for all; letter regarding Police attendance at Remembrance Day forwarded to British Legion organisers

Item 60.1 In Committee April attached for Councillors only

Item 61.1 Register of Interests to be obtained from Cllr Dover together with email address details

Item 62 Terms of Reference provided to all for Planning and Highways. Other Committees putting together Terms also

Item 64.4 Post Office Closures Histon Parish Council had fully supported submission made by Impington Parish Council regarding planned closure of Impington Post Office

Item 67.2 Trenching now in hand

Item 68 Community Services and Facilities Up-date from Cllr Davies following meeting due 3 September

Item 69.4 Phone Box Closures Response made to BT

Item 69.6 Merger New Councillors copied with previous papers

Item 10 RECENT CORRESPONDENCE

Circulating Files. Available on request

Folk Museum had given display panels on the village for use by local groups, libraries, schools

SCDC Funding Fair 13 September, invitation for all

Cambs ACRE Rural Service Survey 2007 now downloadable www.cambsacre.org.uk/news/latest.htm

CPALC papers received including Training Schedule - attached

Item 15 FINANCE and ADMINISTRATION

a) To confirm payment of retrospective accounts:

Administration M4 £1,459.86

Barclaycard Tiscali & Fax machine Ink **£15.99/35p**+ VAT £2.80; **£14.46/35p** + VAT £2.53 = £36.48

ESPO Office requirements (formula) **£18.50** + VAT £3.25 = £21.75

Moore Stephens Audit fee **£550** + VAT £96.25 = £646.25

Cambs County Training Partnership Development Stage II 5 July **£40**

ESPO Stationery (formula) **£70.20** + VAT £12.29 = £82.49

Site & Maintenance Services Roundabout removal and store **£521** + VAT £91.17 = £612.17

Greenhams Heras fencing CPA **£409.12** + VAT £71.60 = £480.72

SLCC Regional Conference 3 places **£115** + VAT £20.12 = £135.12

L Munnely Feast Flowers **£8.85** + VAT £1.54 = £10.39

C Foster Mileage CGB Tour and Police Seminar **£16**

Cambs County Training Partnership 1 x Stage 3 19 July, 3 x 23 July **£100**

Roger Hovells Office clean x 2 (formula) **£40**

Site & Maintenance Services Installation of bollards on green **£1,330** + VAT £232.75 = £1,562.75

Administration M5 £1,405.86

Danwood Group Limited Photocopier meter reading and quarterly rental (formula) **£124.85** + VAT £21.85 = £146.70

Site & Maintenance Services Emergency work on broken off bollard (removed from site by unknown person) **£70** + VAT £12.24 = £82.24

Buchans Landscapes Grass cuts **£170** + VAT £29.75 = £199.75

Print Out Stationery **£28.90** + VAT £5.06 = £33.96

Roger Hovells Office cleans x 2 (formula) **£40**

b) To approve payment of outstanding accounts:

Petty Cash, imprest account

Any new accounts received

c) Paid in: Impington Parish Council quarterly expenses claim £855.42; CoOperative Insurance payment for seat on Green £605