

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

Minutes of the meeting held at The Recreation Centre, Histon & Impington Recreation Ground, New Road, Impington, on Monday 11 May 2009 7.00 p.m.

Present:

Councillors: I M Parish (Chairman), M C Cleaver, N S Davies (also District), J J Dover, J P Emmines, C L Jones, D N Legge, J Newman, R S Plumbly, E W Stonham, D J Thurman Clerk: A J Young
Dist Cllrs J P Chatfield, M J Mason

1 Welcome by the Chairman

19 Chairman welcomed all to the 115th Annual Parish Meeting

2 Apologies for Absence

20 Cedric Foster, Matt Bradney, Lynda Marsh, Rob Campbell

3 Minutes of the Annual Parish Meeting held on 12 May 2008 and Matters Arising

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

4 Chairman's Report of the Year to March 2009

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

5 Presentation of Accounts 2008 – 09

23 An unaudited summary of accounts for the previous year had been provided to all showing a balance brought forward of £95,218 and carried forward of £122,831. Noted some budgets had been carried forward into current year. Confirmation the Precept request for 2009-2010 was £138,000. All in favour Chairman's report and accounts be accepted. No questions

6 Open Forum

24 Mike Mason up-dated the Parish meeting on issues being followed up with South Cambridgeshire District Council and Anglian Water regarding drainage and the Home Close pumping station failures.

There being no further matters raised, this part of the meeting was closed at 7.23pm

HISTON PARISH COUNCIL**Unconfirmed minutes**

Minutes of Annual General Meeting held The Recreation Ground, Histon & Impington Recreation Ground, New Road, Impington, Monday 11 May 2009, immediately following Histon Annual Parish Meeting, at 7.40 p.m.

Present: Councillors: I M Parish (Chairman), M C Cleaver, N S Davies (also District), J J Dover, A J Eade (in part), J P Emmine, C L Jones, D N Legge, J Newman, R S Plumbly, E W Stonham, D J Thurman.

Dist Cllrs J P Chatfield, M J Mason; Cty Cllr J D Jenkins (in part) 1 member of the public (in part) Clerk: A J Young

Power Action

1 APOLOGIES FOR ABSENCE

25 Cllr C J Foster (holiday), Cty Cllr Matt Bradney, Lynda Marsh, Rob Campbell

2 MEMBERS' DECLARATIONS OF INTERESTS

26 None. Councillors to ensure Register of Members' Interest forms held at office up to date **All Councillors**

3 ELECTION OF CHAIRMAN

27 Prop Cllr Dover, sec Cllr Cleaver, 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 ELECTION OF PROPER OFFICERS AND COMMITTEES

28.1 Proposed Cllr Parish, seconded Cllr Thurman, all in favour that Cllr Emmine be elected as Vice Chairman

28.2 All in favour that the other officers and Committee members now listed be elected for the year 2009-2010
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; Children's Playground Inspectors Cllr J Emmine; Environment Committee Clls Emmine, Eade, Thurman, Plumbly, Dover; 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; Community Facilities Working Group: Cllrs Davies, Stonham, Thurman, Newman, Eade Employment Working Group Cllrs Cleaver and Jones to act ad hoc

6 ELECTION OF REPRESENTATIVES TO VARIOUS COMMITTEES/BODIES

29.1 All in favour, that representatives as listed be confirmed for 2008-2012: Trustees to Poor's Land Charity Cllrs Parish (as Chairman) and Cleaver; Histon & Impington Recreation Ground Management Committee. Cllrs Cleaver, Davies, Newman and Stonham; Health & Safety Officer Cllr Emmine; Police Committee Representatives Cllrs Emmine and Foster; IVC Liaison Cllr Jones; Representative to Day Centre Mrs P Harris; Representative to Community Minibus Cllr N Davies (new representative, prop Cllr Cleaver, sec Cllr Emmine); Representatives to Mobile Warden Link Group Cllr Cleaver and Mrs P Harris; CPALC Cllr Thurman; JAG Cllrs Parish and Jones (as stand in).

29.2 Council were reminded all Councillors were members of Recreation Ground Full Committee and expected to attend meetings in June and December. Councillors interested in co-option to Committees to approach through Chairman

7 MINUTES OF MEETING HELD ON 6 APRIL 2009

30 Proposed Cllr Thurman, sec Cllr Plumbly, all in favour, approved and signed

8 MATTERS ARISING FROM PREVIOUS MINUTES

31.1 Item 5.1 Police Up-date Emails received forwarded to all; Neighbourhood Profile Up-date for Histon; Neighbourhood Panel notes 13 January held on file. E Cops email introduction from New PCSO Blewett

31.2 Item 5.2 Merger Cllr Parish to approach Impington Chairman for meeting with Cllr Davies to discuss drawing up discussion paper **IMP/NSD**

31.3 Item 5.6 Housing Futures newsletter received, ballot due in June

31.4 Item 8.2 Premier Foods further copy correspondence between Premier Foods, residents and SCDC held on file

31.5 Item 8.3 Training Sessions Wednesday 23 September (Milton) 14 October (Horningsea) and 11 November (Impington) 7.30 p.m. Interested Cllrs confirm with clerk. Briefing Note on Power of Well-Being received

31.6 Item 14 Community Centre Letter sent to Stephen Conrad County Council Strategic Land Manager. Review Group to visit other villages and report expected later in 2009

Cllr Eade, Cty Cllr Jenkins and member of public arrived at meeting

8 RECENT CORRESPONDENCE

32.1 Circulating Files. Available on request

32.2 Miller Sands Assistance offered for local events, not sponsorship

32.3 Cambs County Council Re Big Lunch campaign. Any request for road closures to be with County in short term

Histon Parish Council

- 32.4 CPALC Series of Parish Forum meetings including one in Impington 17 June 7pm. Interested Cllrs contact clerk as confirmation required
- 32.5 CPRE Agenda 20 May. Cllr Eade to attend AJE
- 32.6 Open Gardens 14 June - flyer

9 ANNUAL REPORTS FROM COMMITTEES and REPRESENTATIVES

- 33 Appendix 1. No questions. Chairman thanked all who had contributed

10 ANNUAL/MONTHLY REPORTS FROM COUNTY COUNCILLORS

- 34.1 2 reports received from Cty Cllr Jenkins and 1 from Cty Cllr Bradney
- 34.2 Questions raised on pothole treatment; funding for Highways for 2009 – 2010. Cllr Jenkins encouraged all to provide evidence, including photographs and let representative Cty Cllrs have the information. Budgets were declining.
- 34.3 Yellow lines in Station Road reported “in the queue” and Cllr Jenkins agreed to chase details and obtain copy of order
- 34.4 Comments made by County Council regarding scheme to provide crossing facilities at the Co Op corner were noted

11 ANNUAL/MONTHLY REPORTS FROM DISTRICT COUNCILLORS

- 35.1 Cllr Chatfield reported verbally on Housing Futures and the multi-stage process involved throughout the year. He confirmed 9 nominations had been made for Orchard Park Community Council election in June
- 35.2 Cllr Mason outlined a new model introduced at SCDC in April. Scrutiny Committee discussions on Floods Bill. Drainage Board concerns outlined
- 35.3 Cllr Davies outlined Community Development funding investigations at SCDC, with positive feedback received

12 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 36.1 Minutes 23 March copied to all. Meeting held 27 April, further meeting due 20 May. Half Yearly meeting 22 June
- 36.2 Cllr Davies reported roofing work agreed on groundsman’s house, and contractor appointed. Work identified for next financial year. A 3 year plan dividing revenue and capital expenditure planned.
- 36.3 Cllr Davies fully up-dated Council on the Cambridgeshire Play Pathfinder Scheme application process for Play Area improvements. 3 other funders had also been identified and consultation templates prepared by a working group set up. Council noted possibilities of Sec 106 funding from various developments. Cllr Davies felt a long term play area strategy was required for both villages and would be happy to assist in these other areas. Relocation of equipment discussed. All agreed this agenda item had allowed useful discussion on play area provision in Histon and Impington

13 PLANNING COMMITTEE REPORT

- 37.1 Minutes 16 April and 7 May copied to all and accepted with addition of “should be noted” in Guided Bus Noise Barrier planning application 16 April
- 37.2 Northstowe Forum now to be held 21 May

14 HIGHWAYS & TRAFFIC REPORT

- 38.1 a) Highways Traffic & Transport Committee Minutes 9 April copied to all and accepted.
- 38.2 NIAB Response Impington Cllr Kelly had provided details to all on possible changes to design and implications for Histon and Impington
- 38.3 B1049 Speeding Limit Petition Noted comments from resident of Histon on level of support and lack of evidence to support lower speed limit

15 OTHER MATTERS

- 39.1 a) Youth Advisory Body Minutes 30 March noted. Next meeting due 1 June
- 39.2 b) Feast Fair (S Whyatts) and Feast Market arrangements Agreed to attend Feast Market 11 July Clerk to draw up rota and circulate. Cllrs to advise if unable to attend or need to change time allocated. Subjects suggested: Play Area design; Improvement during year to pump; roundabout; Christmas lights
Chairman encouraged active participation from all Cllrs in preparing displays. Agreed Next agenda
All Councillors / June agenda
Flower Festival Cllr Newman to find arranger for Parish Council display. Budget agreed up to £50
Feast Parade Change of route noted

16 FINANCE and ADMINISTRATION

- 40.1 To confirm payment of accounts Proposed Cllr Cleaver, sec Cllr Thurman, all in favour.
Administration costs M1 £1,485.75 £1,485.75
Zurich Insurance plc Premium 09-10 £1,537.79 £1,537.79
- 40.2 To approve payment of outstanding accounts Proposed Cllr Cleaver, sec Cllr Thurman, all in favour

	<u>Power Action</u>
Print Out Paper and photocopying (part formula) £81.56 + VAT £12.23 =	£93.79
Danwood Financial Services Limited Photocopy contract (formula) £66.09 + VAT £9.91 =	£76.00
R Hovells Office clean (formula) £40	£40.00
R Hovells Bus shelter clean £30 including additional fee for graffiti removal	£30.00
Histon & Impington Recreation Ground Parish office insurance % £206.42	£206.42
D W Payne Hosting for website (formula) £3.43 + VAT 52p =	£3.95
Cllr Stonham reported agendas and minutes had not been posted to the website due to problems now being rectified	
E-On Electricity supply (standing charge) £25.13 + VAT £0.79p =	£26.39
Buchans Landscapes 3 cuts £963 + VAT £144.45 =	£1107.45
40.3 c) Paid in: SCDC Precept £69,000; Whyatts Amusements £243.40	
40.4 <u>Clerks report</u> detailed: PAT Testing in office; problems with spam to emails; New gazebos and notice boards purchased; need for Eight edition of Arnold Baker: Local Council Administration now on sale at £67, agreed; Grass cuts in Histon, contractors to be asked to leave Manorial Waste grass longer and to spray with selective herbicide; Roundabout play area – some H&S issues checked following installation and report made. Annual ROSPA report awaited; Connections Bus Project due to start at IVC on evening Friday 15 May. Part funded by Youth Committee; Clerk attending SLCC Meeting 15 May when Mark Lloyd, County CEO, due to speak on “matters of mutual concern”. Additionally, meeting due 18 September in Peterborough opened up to all Councillors as well as clerks with speakers from the Information Commissioners Office and Moore Stephens (Auditors)	
40.5 <u>Finance & Legal Committee</u> Minutes copied to all 27 April and accepted. Dist Cllr Mason outlined some issues surrounding Orchard Park precept finances affecting Histon Parish Council	
40.6 <u>Final Budgets</u> copied to all and accepted	
40.7 <u>Internal Auditors</u> report copied to all and accepted. No areas of concern	
40.8 <u>Formal acceptance by Council of Audit Statement and Accounts</u> Papers copied to all. Prop Cllr Parish, sec Cllr Davies, all in favour to approve accounts and annual governance statement	
40.9 <u>Risk Management Policy</u> prepared by Clerk and Cllr Emmines accepted for 2009, prop Cllr Parish, sec Cllr Davies. For review by June 2010	
40.10 <u>County Council 2009 Reading Scheme at Histon Library</u> Cllr Parish declared personal interest (wife a librarian). Following discussion on aims of the scheme and possibility of an application to Histon Feast next year, prop Cllr Davies, sec Cllr Dover, all in favour that that Histon Parish Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972 , should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:- “to donate £100 to Cambs County Council Reading Scheme”. Council to state wholehearted support for encouraging non-readers into the scheme	

17/18 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS

- 41.1 Agreed next meeting Monday 8 June 2009 commencing at 7.30pm at St Audreys Community Centre, St Audreys Close, Histon.
- 41.2 Dates for forthcoming Committee meetings noted

Meeting closed 9.10 p.m.