

HISTON PARISH COUNCIL**Unconfirmed minutes**

Minutes of Meeting held at St Audrey's Community Centre, St Audrey's Close, Histon, Monday 13 July 2009 at 7.30 p.m.

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

Dist Cllr J P Chatfield IPCllr P Nudds, Mrs J A Diplock (co-opted during meeting)

Clerk: A J Young

Power Action

1 APOLOGIES FOR ABSENCE

57.1 Cllrs Jones (holiday), Emmines (holiday), Cty Cllr Jenkins; Dist Cllr Mason.

2 MEMBERS' DECLARATIONS OF INTERESTS

57.2 Item 13b) Cllr Eade, wife Secretary, Feast Committee (personal); Cllr Davies, Treasurer, Feast Committee (personal)

3 OPEN SESSION FOR PUBLIC

58.1 Chairman suspended standing orders, all in agreement. Pene Nudds outlined progress with re-siting of gatekeepers hut from Histon Station site to Copse. Impington PC had ringfenced an amount of underspend from Environment Committee 2008-09. PN wished to flag up issue of future costs with Histon PC and ask for consideration of funding. Hut currently stored, Architect engaged, grant funding being sought, and planning application pending for August

58.2 PN outlined discussions and ideas for usage shared with the community, including Early Years Centre and intention for Enviro Volunteers to work with them on projects. Siting of hut considered very carefully to ensure good view from Histon and Impington guided bus stops and Public House, Railway Vue. PN also answered questions on timing, known costs and services available to the site

58.3 All agreed September agenda item to consider a contribution towards overall costs, and noted that assistance in grant funding applications would be much appreciated. Standing orders re-instated **Sept agenda LG(MP) 1976 s19**

4 MINUTES OF MEETING HELD ON 8 JUNE 2009

59 Proposed Cllr Foster, sec Cllr Cleaver, all in favour, approved and signed

5 MATTERS ARISING FROM PREVIOUS MINUTES

60.1 Item 42 Cllr Legge wishes to formally record his thanks for the good wishes

60.2 Item 46.1 Police Up-date Any reports received forwarded to all on email. Next Panel meeting due 14 July. PCSO Martin a regular visitor to Parish Office, with up-dates and exchange of information. New PCSOs on beat at present all helping to achieve a positive action

60.3 Item 46.2 Premier Foods information and up-date from Site Manager on application for Environmental Permit supplied to all, and on website. Communication channels good

60.4 Item 46.5 CPALC Parish Forum June postponed. Now 23 September or 8 October, Cllr Thurman to attend **DJT**

60.5 Item 46.6 Open Gardens Over £6,000 had been raised, congratulations sent.

60.6 Item 49.2 Housing Futures Copy of letter to tenants from Leader of SCDC held on file

60.7 Item 50.1 Matt Bradney passes on thanks to Chairman and Parish Council for his time as County Councillor

60.8 Item 54.3 SCDC Car Park Draft lease being drawn up for consideration. Lands officer at SCDC writes to request acceptance of offer in writing of lease:- A lease term of 99 years; nominal rent; lessee to be responsible for site maintenance include a fair proportion of the cost of repair and maintenance of access road; lessee to be responsible for payment of annual National Non-Domestic rates; site to be used for vehicle parking by the general public, free of charge. Agreed Chairman and Clerk to reply with a letter of intent (subject to contract). Queries to be raised on how much SCDC have spent on their proportion of access road costs in the past and whether is regarded as being satisfactory condition at present. Issue of possible additional use in future queried **IMP**

60.9 Item 54.4 Website Review Impington Cllrs Abdullah and Ing joining Cllr Payne and Histon PC for the review.

60.10 Item 55.1 Reading Scheme donation Letter of thanks. Cllr Cleaver to investigate reports of volunteer readers **MCC**

60.11 Item 55.5 Items from Chairman's Meeting HI Courier had requested sponsorship of delivery bags, see Clerk's report

6 CO-OPTION TO COUNCIL

61 2 vacancies remained on Parish Council. Chairman suspended standing orders, with agreement of Council, for Mrs Janet Diplock of Oates Way to speak to Council members of her interest in becoming a Parish Councillor. Prop Cllr Parish, sec Cllr Foster, all in favour, to co-opt Mrs Diplock to Parish Council. Acceptance of Office declaration signed, with Register of Interests Form to be completed within 28 days. Standing orders re-instated

7 DISTRICT COUNCILLORS' REPORT

62.1 Cllr Chatfield reported on extra ordinary meeting called at SCDC on Housing Futures and on-going discussion on efficiency issues.

- 62.2 Cllr Davies outlined recent concerns over a £261,000 grant being discussed for Milton Country Park and issues surrounding the handling of this compared to other facility improvements needed in South Cambs. Cllr Davies had submitted a question on this at meeting due at SCDC

8 COUNTY COUNCILLORS' REPORT

- 63.1 Written report from Cty Cllr Jenkins copied to all and accepted. Also written report from Cllr Gymer from previous month. Each would alternate for future
- 63.2 Cllr Gymer up-dated Parish Council on her role concerning the Fire Authority; Scrutiny; Environmental and Area Joint Committee. She encouraged all Cllrs to contact her or Cllr Jenkins with any concerns regarding County Council issues
- 63.3 NIAB application and A14 changes. Up-date on draft papers with report due late 2009. Cllr Gymer spoke on proposed build to start 2012, impact on the A4 junction a concern. Parish Council's response to NIAB planning application to be provided to Cllr Gymer for information
- 63.4 AJC meeting 13 July Cllr Gymer reported. Clarification that any petitions with over 50 signatures would be given representation at AJC in future. Cyclepaths between Cottenham and Histon and Histon and Cambridge had been on agenda and agreed to proceed following confidential negotiation with landowners on part of route to enable widening. Alex Alexander, County Council, to attend Highways Traffic & Transport meeting due 3 September to up-date Parish Councils. Need for lighting in footpath to be emphasised. A cyclepath also proposed for Impington to Milton, and history of that reviewed by HPC members. Cyclepath not to extend to over the A14 junction. Money also available for secure cycle parking, with Parish Council support welcomed and helpful for favourable consideration.
- 63.5 Next Cabinet meeting due 29 September, input welcomed
- 63.6 Cllr Legge had question for County and Dist Cllrs on use of national phone numbers for call centres and high cost involved for public. Cllr Gymer understood a movement pending from 0845 to 0345 numbers
- 63.7 Congestion Charging Cllr Gymer encouraged views and submissions. Parish Council's submission to Traffic Commission to be provided

9 RECENT CORRESPONDENCE

- 64.1 Circulating Files. Available on request
- 64.2 SCDC Community Liaison Support Assistant letter of introduction
- 64.3 CPALC Summary of Service and support for member councils, copied for all
- 64.4 Rural Community Network invitation to join mailing list
- 64.5 IVC Pool letter from parent following incident at pool referred to Police and Pool staff

10 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 65.1 Minutes 27 April, 20 May provided for all and accepted. Meetings held 22 June (including Half Yearly). Meeting due 3 August.
- 65.2 Cllr Davies reported on positive meeting held 22 June and updated Council on grant funding opportunities followed up for play area project. No plans to progress drainage work this Autumn, possibly Spring 2010

11 PLANNING COMMITTEE REPORT

- 66.1 Minutes 18 June provided for all and accepted. Next meetings scheduled 23 July, 6 August, 27 August and 10 Sept
- 66.2 Moor Drove Response received from Greg Harlock, Chief Executive SCDC, regarding Planning Committee voting. Agreed Planning Committee to work on a further response **Planning Committee**
- 66.3 Sec 106 payments Agreed to copy Open Space SPD (adopted Jan 09) to all. Planning Committee to work on a standard phrase to use for Sec 106 related applications in future. Agreed that should Parish Council input on specific use of Sec 106 funds be required, would normally go to Full Council unless timing an issue, when Planning Committee would consider and respond

12 ENVIRONMENT COMMITTEE REPORT

- 67.1 Minutes 24 June provided for all and accepted
- 67.2 Quotes from Site & Maintenance for urgent or emergency work highlighted by ROSPA report considered and agreed, due to proven competitive rates and standards, to proceed immediately. Additional painting works on swings and rocket to also be ordered as part of same pricing structure. Total value of orders £420 + £396
- 67.3 Christmas Lights Chairman and Clerk to meet lighting contractor 14 July for advice. War Memorial Rose Mr Scott indicated work required to replace bush and was willing to undertake if Council so required **IMP**
- 67.4 Allotment 8b Agreed not to proceed with attempts to obtain further quotes as work urgently required. Mr Unwin had been unable to undertake work himself on this part, and Site & Maintenance to be instructed to proceed as work now urgent and as discussed with Allotment Officer at cost of £250
- 67.5 Community Noticeboard Idea Members noted discussions and in general supported need. Ideas include extra boards next to new boards on order at School Hill and War Memorial; board on Village Green itself; board around tree at Building Society. Impington PC to be asked to consider similar board at Guided Bus site at Copse

13 OTHER MATTERS

- 68.1 a) Youth Advisory Body No meeting held
- 68.2 b) Feast Market Cllrs Eade and Davies declared personal interests. Chairman thanked all involved. Some questions left at tent, to be dealt with. Copied to all for information and input. 2 residents had agreed to log comments on bus service Citi7 and report back to Highways Traffic & Transport Committee
- 68.3 Feast Flowers Thanks recorded to Mr Robert Craft for this year's display at Festival
- 68.4 Feast Committee to be congratulated on another excellent year's events
- 68.5 c) Merger Issues Deferred to next meeting **September agenda**
- 68.6 d) 21 Orchard Rd, Histon – Request to SCDC for purchase by resident of Spring Close. Council to comment. Agreed to suggest licence agreement more sensible approach as future tenants of 21 Orchard Road may prefer larger garden
- 68.7 e) Highways Traffic & Transport Meeting due 2 July cancelled. Next meeting due 3 September. Committee Chairman and Clerk to meet 21 July to review outstanding actions **CJF**

14 FINANCE and ADMINISTRATION

- 69.1 To confirm payment of accounts Proposed Cllr Thurman, sec Cllr Stonham , all in favour.
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| PWLB Freehold loan 8 of 50 £1,479.51 | £1,479.51 |
| British Telecom Phone Bill (split on formula) £104.43 + VAT £14.98 = | £119.41 |
| Wyntok Limited Health & Safety Manual for Councils (split on formula) £116 | £116.00 |
| Administration M3 £1,513.75 | £1,513.75 |
| CPALC Subscription £607.25 | £607.25 |
| Barclaycard Tiscali and H&S Law posters (split on formula) £35.84 + VAT £5.27 = | £41.11 |
- 69.2 To approve payment of outstanding accounts:
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| Adam Scott 1 of 2 payments for War Memorial and Sec 52 land maintenance £210 | £210.00 |
| NALC Local Council Review Subscription £13.50 | £13.50 |
| Roger Hovells Office clean (split on formula) £40 | £40.00 |
| D W Payne Domain payment (split on formula) £8.89 + VAT £1.33 = | £10.22 |
| Danwood Financial Services Limited Photocopier reading (split on formula) £66.09 + VAT £9.91 = | £76.00 |
| Print Out Paper £16.99 + VAT £2.55 = | £19.54 |
| Ron Seaton Internal Audit services end of year £45 | £45.00 |
| ESPO Stationery (split on formula) £4.89 +VAT £0.73 = | £5.62 |
| Print-Out Community Centre Appraisal posters (split on formula) £31.50 +VAT £4.73 = | £36.23 |
| SLCC new edition Charles Arnold Baker (split on formula) £55.60 | £55.60 |
| Buchans Landscapes Grasscutting – June £642.00 +VAT £96.30 = | £738.30 |
- 69.3 Paid in: VAT Refund 08-09 £4,803.01; Co-Operative Group Risk & Insurance Dept. Settlement of insurance claim made re bollards on The Green £203.00; H & I Recreation Ground reimbursement of Barclaycard purchase (ink cartridge) £49.63
- 69.4 Clerks report detailed: Queries answered in detail from Moore Stephens on PWLB payments, Rec Ground request and increases to staff payroll last year. Annual Return altered; Queries raised with County Council on extent of grass maintenance contract with regard to footpaths; Clerk met with Whyatts and obtained copies of insurance certificates for Fair; Mr Smith organised access to Green and electricity provision; Further 3 bollard costs claimed from Dairy Insurers of Britain; Duplicate Guided Bus information sorted and ready for recycling; County Council Cycleway Officer had called at office and would arrange to attend next HT&T meeting to up-date Council on improvements; Scottish Widows new business account 2% interest on 7 days notice to be opened; Litter Picker unavailable for work at present; stand in person to empty bins, litter pick certain key areas secured for three weeks pending possible return to work; agreed to fund affordable delivery bags for Courier, following approach for sponsorship, £3 each maximum of 60; New Internal Auditor identified by Finance Committee, with first visit due 15 July

15/16 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS

- 70.1 Agreed no meeting in August and next meeting Monday **14 SEPTEMBER** 2009 commencing at 7.30pm at St Audreys Community Centre, St Audreys Close, Histon. Any urgent matters to be delegated to Planning Committees held in August.
- 70.2 Dates for forthcoming Committee meetings noted.

Meeting closed 9.40 p.m.