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## HISTON PARISH COUNCIL

PARISH OFFICE  
NEW ROAD  
IMPINGTON  
CAMBRIDGE  
CB24 9LU



9<sup>th</sup> September 2009

### 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 14<sup>th</sup> SEPTEMBER 2009** 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 MEETING HELD 13 JULY 2009 - minutes attached **For decision**
- 5 MATTERS ARISING FROM PREVIOUS MINUTES (for information only) **See Page 3** **To note only**
- 6 CO-OPTION TO COUNCIL – 1 vacancy – any application attached (**PINK**) **For decision**
- 7 MERGER REPORT – deferred from last meeting
- 8 DISTRICT COUNCILLORS' REPORTS – attached if received
- 9 COUNTY COUNCILLORS' REPORTS - attached
- 10 RECENT CORRESPONDENCE RECEIVED **See attached Page 3**
- 11 TO RECEIVE RECREATION GROUND MANAGEMENT COMMITTEE REPORT – Minutes attached 22 June, Half yearly minutes (draft and unconfirmed) attached. Meetings held 3 August, 3 September, next meeting due 16 September 2009 (extra ordinary) and 28 September
- 12 TO RECEIVE PLANNING COMMITTEE REPORT – Minutes attached 23 July, 10 August, 27 August 2009. Next meetings due 10 and 24 September 2009
- 13 TO RECEIVE HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT – Minutes attached 3 September 2009

14 TO CONSIDER OTHER MATTERS:

- (a) ST ANDREWS CENTRE – Up-dating brief from Communications and Fundraising Team
- (b) GATEKEEPERS HUT – Proposal **to contribute £500 towards the cost of initiating the reconstruction of the gatekeepers hut at The Copse/Guided Bus stop area**. Proposed Cllr A J Eade **For decision**
- (c) YOUTH ADVISORY BODY REPORT – Minutes attached 29 July 2009
- (d) MOBILE WARDEN SCHEME – Contribution request £750 **For decision**
- (e) CROSS COUNCIL MEETING held 5 August - report

15 FINANCE AND ADMINISTRATION REPORTS

- (a) To confirm payment of retrospective accounts **see attached Page 3** **For decision**
- (b) **To approve** payment of outstanding accounts due **see attached Page 3** **For decision**
- (c) To report on amounts Paid In **see attached Page 3**
- (d) Clerk's report August/September – attached
- (e) Committee meeting held 27 July, minutes attached Next meeting due 26 October 2009
- (f) External Auditor's Report – Certificate received

- 16 DATE AND PLACE OF NEXT MEETING: **MONDAY 12<sup>th</sup> OCTOBER 2009** at St Audreys Community Centre, St Audreys Close, Histon due to commence **7.30 p.m.** **For decision**

17 DATES OF CONFIRMED COMMITTEE MEETINGS:

Recreation Ground Management Extra Ordinary Committee – Wed 16 September 7.15 p.m.  
Environment Committee – Thursday 24 September 7.30 p.m. (may be swapped with Planning 1 October)  
Recreation Ground Management Committee – Monday 28 September 6.30 p.m.  
Planning Committee – Thursday 1 October 7.30 p.m. (may be swapped with Environment Committee 24 September)

Other meetings / events:

Library awards – Tuesday 15 September – Cllr Cleaver to attend 4 p.m.  
Design Brief – Wednesday 16 September 8 p.m.  
SLCC Meeting Peterborough – Cllr Thurman to attend  
Training Session for Councillors booked in – Wednesday 23 September at Milton 7.30 p.m.  
SLCC Regional Conference at Chilford Hall – Clerks to attend  
ACRE AGM St Ives Tuesday 29 September  
Anti Social Behaviour Event SCDC Tuesday 29 September  
Friends of the Rec QUIZ at the Recreation Ground – Friday 2 October - teams welcome  
Youth Committee – Monday 5 October  
Website review meeting – Thursday 8 October 7.30 p.m.

## SEPTEMBER 2009 AGENDA

### **Item 5 MATTERS ARISING**

Item 60.2 Police Up-date Any reports received forwarded to all on email.

Item 60.4 CPALC Parish Forum Cllr Thurman to attend 23 September

Item 60.8 SCDC Car Park Letter of intent pending

Item 60.9 Website Review meeting due 8 October

Item 60.10 Reading Scheme Cllr Cleaver to attend awards afternoon

Item 61 Register of Interests Janet Diplock provided for SCDC

Item 67.2 Play Area Painting Additional £70 agreed on painting work so that all items would be included

Item 67.3 Christmas Lights Chairman and Clerk looking at recommendations for Environment Committee due 24 September/1 October (TBC)

Item 67.4 Allotment clearance Quote received had been withdrawn, no answer to other request. Acacia Tree Surgery now to be asked to quote

Item 67.5 Notice Boards Parish Boards now received and in store at Site & Maintenance. Environment members discussing options for community noticeboards, if agreed

Item 68.3 Feast Flowers expenses claim awaited

Item 68.4 Feast confirm some £9,000 had been raised in 2009

Item 69.4 Wisemans Milk Delivery request for further information

### **Item 10 RECENT CORRESPONDENCE**

Circulating Files. Available on request

CPALC Best Practice Guide "Agenda and Minutes" provided for Chairman. Available on request; Training sessions to be attended by Cllrs Newman, Parish, Legge, Diplock (except for September) – 23 September, 14 October, 11 November, plus clerks. **Any other Councillor wishing to attend the 3 sessions, last chance to put name forward**

South Cambs District Council 3 day health & Safety qualification £250 21-22 October and 29 October;

Emergency Planning Seminar 1 October SCDC

HICCA Carbon Conversations course starting 6 October

### **Item 15 FINANCE and ADMINISTRATION**

a) To confirm payment of retrospective accounts:

**Administration M4** **£1,485.75**

**Administration M5** **£1,485.75**

**R Hovells** Office clean (formula) **£40** + Bus shelter clean and graffiti removal **£30** = £70.00

**Eon** Meter reading electricity The Green **£27.91** + £1.40 = £29.31

**Site & Maintenance Services** Litter Bins and Picking 6.7.09 – 31.7.09 **£240** + VAT £36 = £276.00

**ESPO** Leaflet dispensers (formula) **£44** + VAT £6.60 = £50.60

**Arien Signs** 2 notice boards **£1,805** + VAT £270.75 = £2,075.75

**Buchans Landscapes** Grass Cutting July **£642** + VAT £96.30 = £738.30

**Moore Stephens** Annual Audit fee **£565** + VAT £84.75 = £649.75

**SLCC** Cambs Branch meeting 18.9.09 (D Thurman) **£20**

**Barclaycard** 30 7 09 Direct debit **£99.41** + VAT £4.76 = £104.17

**Barclaycard** 1 9 09 Direct debit **£25.19** + VAT £3.68 = £28.87

b) To approve payment of outstanding accounts:

**Site & Maintenance Services** Emergency Work on The Green (tree fallen on swings) **£50** + VAT £7.50 = £57.50

**Site & Maintenance Services** Litter bin and litter picking 3.8.09 – 28.8.09 **£358.80** + VAT £412.62

**Site & Maintenance Services** Replace metal bollard on Green **£96** + VAT £14.40

**R Hovells** Office clean (formula) **£40**

**Histon & Impington Recreation Ground** Second payment 09-10 **£19,040** + Litter Picking 2 of 2 **£1,985.25**

Admin assistance 2 of 2 **£1,789.50** = £22,814.75

**Danwood Group Limited** Photocopier meter reading **£57.43** + VAT £8.61 = £66.04

**Print Out** Statement due for payment, for advice at meeting

**Petty Cash** to be advised

c) Paid In:

**Impington Parish Council** Quarterly payment to end June **£873.13**; Cambs County Council Grass contract rebate **£1,350**