

**HISTON PARISH COUNCIL****Unconfirmed minutes**

Minutes of Meeting held St Audrey's Community Centre, St Audrey's Close, Histon, Monday 14 September 2009 7.30 p.m.  
**Present:** Councillors: I M Parish (Chairman), M C Cleaver, N S Davies (also District), J A Diplock, A J Eade, J P Emmine, C L Jones, D N Legge, R S Plumbly, E W Stonham, D J Thurman.  
 Dist Cllrs J P Chatfield, M J Mason ; Cty Cllr D J Jenkins (in part)  
 Mr D Collins and Mr P Glass, St Andrews Church, Histon. Mr D Marston (co-opted during meeting) Clerk: A J Young

**Power Action****1 APOLOGIES FOR ABSENCE**

71 Cllr Foster (holiday), Mrs J Newman ( see item 6) Cty Cllr Gymer. Cllr Dover was absent

**2 MEMBERS' DECLARATIONS OF INTERESTS**

72 None

**3 OPEN SESSION FOR PUBLIC**

No questions

**4 MINUTES OF MEETING HELD ON 13 JULY 2009**

73 Proposed Cllr Cleaver, sec Cllr Eade, all in favour, approved and signed. With agreement of Council, Chairman brought forward item 6

**6 CO-OPTION TO COUNCIL**

74.1 Mr Derek Marston of Dwyer Joyce Close had written in application for co-option to Histon Parish Council. Prop Cllr Davies, sec Cllr Cleaver, all in favour to co-opt to Council. Declaration of Acceptance of Office signed. Register of Interests to be provided to clerk within 28 days. Cllr Marston then took part in rest of meeting

74.2 Chairman advised with regret the resignation of Jean Newman and thanks were recorded for all her work whilst on Council. South Cambs District Council would be advised of the vacancy. All in favour to bring forward item 14a)

**14 OTHER (1 OF 2)**

75 a) St Andrews Centre Mr Collins of St Andrews PCC presented current preliminary proposals for project (Appendix 1), planned as Church-led, Church based. He was able to answer questions on:

- Timing Likely to be 2 years before can go ahead; unlikely to be in phases; renovation, refurbishment, some demolition
  - Café Evening hours possible, but current Business Plan shows 9-5pm
  - Secondary means of escape need will be investigated
  - Parking No additional parking planned, bicycle provision front of site. Some discussion on possible alternatives to aid pedestrian access
  - Neighbours nearest had been consulted
  - Culvert careful attention to South Cambs Byelaws required, as building on flood plain
  - Dormer type windows design queried
  - Lateral thinking encouraged. Council felt some benefit may be possible in following up suggestion by Cllr Davies at looking at possible split ownership of another site
- Mr Collins and Mr Glass advised the wish to keep Parish Council in touch with progress and welcomed ideas or meetings. Chairman re-instated standing orders and returned to agenda order. Mr Collins and Mr Glass left meeting

**5 MATTERS ARISING FROM PREVIOUS MINUTES**

76.1 Item 60.2 Police Up-date reports received forwarded on email. CCTV locations in Histon and Impington held on file. Impington Cllr D W Payne's September report for IPC queried inaccuracies of Police figures. Cllr Emmine agreed

76.2 Item 60.4 CPALC Parish Forum Cllr Thurman to attend 23 September

**DJT**

76.3 Item 60.8 SCDC Car Park Letter of intent pending with issue over future charging possibilities to be worded

76.4 Item 60.9 Website Review meeting due 8 October. Cllrs Stonham and Davies confirmed their opinion that e-mail debate on future of website would not be productive and preference for "round table" meeting discussion

76.5 Item 60.10 Reading Scheme Cllr Cleaver to attend awards afternoon noting 140 children had taken part. Request for statistics on new readers. Cllr Cleaver confirmed a leader had been employed with Parish Council funds. Extra volunteers had also been sought

**MCC**

76.6 Item 61 Register of Interests Janet Diplock provided for SCDC

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

76.8 Item 67.3 Christmas Lights Chairman and Clerk looking at recommendations for Environment Committee due 15 October. Environment Committee to prepare a report on Christmas lights and send round to all. Special meeting of

**Power Action**

Environment Committee to be convened for this one item. Environment Committee delegated to decide on correct action. Possibility of trader sponsorship raised

**Environment Committee**

- 76.9 Item 67.4 Allotment clearance Quote received had been withdrawn. 2 other contractors now asked to quote. Agreed Cllr Eade and clerk to decide on best value quote and order in work **AJE**
- 76.10 Item 67.5 Notice Boards Parish Boards now received and in store at Site & Maintenance. Environment members discussing options for community noticeboards, if agreed. After full discussion agreed to site new noticeboards adjacent to existing at School Hill and War Memorial, leaving existing in place. Cllr Eade willing to refurbish old boards at no cost except materials, for community use, if Environment Committee agree at next meeting due 15 October **AJE**
- 76.11 Item 68.3 Feast Flowers expenses claim awaited
- 76.12 Item 68.4 Feast confirm £9,500 had been raised in 2009 with additional income from Open Gardens, total over £11,000
- 76.13 Item 69.4 Wisemans Milk Delivery request for further information on insurance claim

**7 MERGER REPORT**

- 77 No report yet finished. Impington PC Cllr Payne's monthly report for September referred to possible timings. Cllr Davies felt 2010 was too tight to aim for, 2011 more reasonable. Cllr Parish confirmed his belief of the importance of the debate and action on merging and was happy to devote hours necessary and understood the risks. Cllrs Davies and Parish to meet and propose a Resolution for October meeting to move the matter forward **IMP/NSD October agenda**

**8 DISTRICT COUNCILLORS' REPORT**

- 78.1 No written report. Cllr Chatfield spoke on Cabinet and Full Council dates; Warden scheme efficiencies; Orchard Park Scrutiny report
- 78.2 Cllr Mason advised next Scrutiny Committee due at Orchard Park 5 November. All welcome; Moor Drove Cllr Mason offered to take issue of failed voting system forward on behalf of Histon PC. Agreed HPC would investigate cost and practicalities of Judicial Review process and request a record of the discussion between officers at SCDC leading to response by Freedom of Information request; Guided Bus Cllr Mason expressed concerns to Cty Cllr Jenkins regarding information provided. Email to Melissa Reynolds requesting up-date on noise barrier and landscaping to be copied for Dist Cllrs

**9 COUNTY COUNCILLORS' REPORT**

- 79.1 Written report from Cty Cllr Jenkins copied to all and accepted. Up-dated verbally on Inspection of Childrens and Social Services started 14 September; press release made on Corporate Services; national phenomenon on school place shortage (Histon and Impington not affected at present); Cllr Gymer following up Stagecoach meeting dates for end of September; he continues to chase Richard Preston for site visits to Histon and Impington; recycling issues raised by IPC being followed up
- 79.2 Discussion on highways capital and maintenance budgets followed
- 79.3 Chairman brought forward correspondence received for Highways Traffic & Transport item on double yellow lines proposals from County Council. Lines were proposed by Cambs County Council in excess of Parish Council suggestions and would go to public consultation if Parish Council had no objection. Parish Council no longer required to provide £2,750 for lines as previously advised and budgeted for. Cambs County Council confirmed design had fully taken into account traffic flow issues and would not require signage. After full discussion, particularly regarding extra proposals for north of the petrol station and County Council practice to continue beyond desired area to cover dropped kerbs, all agreed the design was reasonable under the circumstances and should proceed to consultation. Cllr Jenkins left meeting

**10 RECENT CORRESPONDENCE**

- 80.1 Circulating Files. Available on request
- 80.2 CPALC Best Practice Guide "Agenda and Minutes" provided for Chairman. Available on request; Training sessions to be attended by Cllrs Parish, Legge, Diplock (except for September) – 23 September, 14 October, 11 November, plus clerks. AGM 21 November, Cllr Thurman to attend **IMP/DNL/JAD, DJT**
- 80.3 South Cambs District Council 3 day health & Safety qualification £250 21-22 October and 29 October; Emergency Planning Seminar 1 October SCDC; Volunteer Sector Fayre 26 November, Cllr Davies to attend **NSD**
- 80.4 HICCA Carbon Conversations course starting 6 October

**11 RECREATION GROUND MANAGEMENT COMMITTEE REPORT**

- 81.1 Minutes 22 June and Half Yearly minutes (draft and unconfirmed) provided for all and accepted. Meetings held 3 August and 3 September not yet available. Recreation ground Extra Ordinary meeting due 16 September.
- 81.2 Cllr Parish requested minutes of meeting due 16 September, to discuss play area funding, be published on website as soon as prepared (draft and unconfirmed) as a one-off. He would discuss this with Impington PC Chairman. **IMP**
- 81.3 Jean Newman's resignation caused vacancy on Management Committee. Next agenda **October agenda**

**Power Action**

- 81.4 Cllr Davies reported on emergency work required on groundsman's house, an asset of the Parish Councils and outlined impact on budget. Parish Council requested document setting out the issues regarding the house, plans and expected costs. Kitchen replacement proposals and requirement for redecoration to be included
- 81.5 Cllr Payne's September report referred to separate Recreation ground website. Cllrs Stonham and Davies explained this was an evolving work, introduced primarily to allow to proceed consultation work on the Play Area Project. All Cllrs reminded to ensure Council members are aware of new initiatives and actions

**12 PLANNING COMMITTEE REPORT**

- 82.1 Minutes 23 July, 10 August, 27 August and 10 September provided for all and accepted. Next meeting scheduled 24 September
- 82.2 10 September minutes Moor Drove voting letter from Greg Harlock, see Dist Cllrs report
- 82.3 Cycleway Provision Guided Busway Clarification sought from Cty Cllr Jenkins. Understood will be named National Cycle Route No 51, and tarmac
- 82.4 Nuttalls comments re lighting. Cllr Jones explained his suggestion for attempts to access Sec 106 moneys for bridge over A14 for lighting for guided Busway cycleway, essential if to be used. Legal position explained by Dist Cllr Mason. Agreed to write to Mike Davies County Council asking him to ensure lights provided, as standard. Agreed to also write to HICCA and Cycling Campaign group up-dating on actions taken
- 82.5 Gypsy & Traveller Community Strategy Agreed no response
- 82.6 Useful discussion with James Fisher, Sec 106 Officer at SCDC held 10 September, notes made and on file

**13 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT**

- 83.1 Minutes 3 September provided for all and accepted. Noted briefing from Alex Alexander and Mike Davies regarding proposed cycleway improvements. No official response made to consultation
- 83.2 Double Yellow Line Proposals see Cty Cllrs report

**14 OTHER MATTERS (2 of 2)**

- 84.1 b) Gatekeepers Hut After reference to Mins 58.1 – 58.3, proposed Cllr Eade, sec Cllr Thurman that Histon Parish Council **contribute £500 towards the cost of initiating the reconstruction of the gatekeepers hut at The Copse/Guided Bus stop area**, 9 in favour 2 abstentions and agreed to vire spend from Capital spend for HT&T (double yellow lines)  
**LG(MP)1976 s 19**
- 84.2 c) Youth Advisory Body Notes 29 July copied for all and accepted. Cllr Plumbly confirmed attendance at Connections Bus Project IVC good. No written proposal for siting at Recreation Ground received. Proposed shelter on play area discussed
- 84.3 d) Mobile Warden Scheme Cllr Cleaver updated Council on workings of scheme, administered by Age Concern. Meeting due November. Prop Cllr Davies, sec Cllr Jones, all in favour to send contribution of £750 for 2009-10
- 84.4 e) Cross Council meeting comprehensive notes contained in IPC's Chairman's report September noted

**15 FINANCE and ADMINISTRATION**

- 85.1 To confirm payment of accounts Proposed Cllr Davies, sec Cllr Cleaver, all in favour
- |                                                                                 |                                                                                |           |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-----------|
| <b>Administration M4</b>                                                        | <b><u>£1,485.75</u></b>                                                        | £1,485.75 |
| <b>Administration M5</b>                                                        | <b><u>£1,485.75</u></b>                                                        | £1,485.75 |
| <b>R Hovells</b> Office clean (formula)                                         | <b><u>£40</u></b> + Bus shelter clean and graffiti removal <b><u>£30</u></b> = | £70.00    |
| <b>Eon</b> Meter reading electricity The Green                                  | <b><u>£27.91</u></b> + £1.40 =                                                 | £29.31    |
| <b>Site &amp; Maintenance Services</b> Litter Bins and Picking 6.7.09 – 31.7.09 | <b><u>£240</u></b> + VAT £36 =                                                 | £276.00   |
| <b>ESPO</b> Leaflet dispensers (formula)                                        | <b><u>£44</u></b> + VAT £6.60 =                                                | £50.60    |
| <b>Arien Signs</b> 2 notice boards                                              | <b><u>£1,805</u></b> + VAT £270.75 =                                           | £2,075.75 |
| <b>Buchans Landscapes</b> Grass Cutting July                                    | <b><u>£642</u></b> + VAT £96.30 =                                              | £738.30   |
| <b>Moore Stephens</b> Annual Audit fee                                          | <b><u>£565</u></b> + VAT £84.75 =                                              | £649.75   |
| <b>SLCC</b> Cambs Branch meeting 18.9.09 (D Thurman)                            | <b><u>£20</u></b>                                                              | £20.00    |
| <b>Barclaycard</b> 30 7 09 Direct debit                                         | <b><u>£99.41</u></b> + VAT £4.76 =                                             | £104.17   |
| <b>Barclaycard</b> 1 9 09 Direct debit                                          | <b><u>£25.19</u></b> + VAT £3.68 =                                             | £28.87    |
- 85.2 To approve payment of outstanding accounts:
- |                                                                                            |                                                                                                                         |            |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Site &amp; Maintenance Services</b> Emergency Work on The Green (tree fallen on swings) | <b><u>£50</u></b> + VAT £7.50 =                                                                                         | £57.50     |
| Cllr Emmine commented on the good, prompt work                                             |                                                                                                                         |            |
| <b>Site &amp; Maintenance Services</b> Litter bin and litter picking 3.8.09 – 28.8.09      | <b><u>£358.80</u></b> + VAT £53.82                                                                                      | £412.62    |
| <b>Site &amp; Maintenance Services</b> Replace metal bollard on Green                      | <b><u>£96</u></b> + VAT £14.40                                                                                          | £110.40    |
| <b>R Hovells</b> Office clean (formula)                                                    | <b><u>£40</u></b>                                                                                                       | £40.00     |
| <b>Histon &amp; Impington Recreation Ground</b> Second payment 09-10                       | <b><u>£19,040</u></b> + Litter Picking 2 of 2 <b><u>£1,985.25</u></b> Admin assistance 2 of 2 <b><u>£1,789.50</u></b> = | £22,814.75 |
| <b>Danwood Group Limited</b> Photocopier meter reading                                     | <b><u>£57.43</u></b> + VAT £8.61 =                                                                                      | £66.04     |

	<b>Petty Cash</b> Imprest account <b>£24.30</b>	£24.30
	<b>Site &amp; Maintenance Services</b> Repair to spring closing gate on Play Area <b>£25</b> + VAT £3.75 =	£28.75
	<b>Site &amp; Maintenance Services</b> Litter bin and litter picking 1.9.08 to 10.0.09 <b>£132</b> + VAT £19.80 =	£151.80
	<b>SLCC</b> Regional Conference group member (formula) <b>£125</b> + VAT £18.75	£143.75
	<b>British Telecom</b> office telephone (formula) <b>£91.12</b> + VAT £12.99	£104.11
	<b>Print Out</b> A3 colour print, Transport Commission reports, stationery <b>£61.69</b> + VAT £9.27	£70.96
	<b>PWLB</b> Pavilion loan 8 of 50 £7046.81, completion loan 6 of 48 £935.79 <b>£7,982.60</b>	£7,982.60
85.3	Paid In: <b>Impington Parish Council</b> Quarterly payment to end June <b>£873.13</b> ; Cambs County Council Grass contract rebate <b>£1,350</b>	
85.4	<u>Clerks report</u> attached (Appendix 2)	
85.5	<u>Minutes 27 July</u> copied to all and accepted. Next meeting due 26 October	
85.6	<u>External Auditors report</u> Certificate of satisfactory audit received	

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

- 86.1 Agreed next meeting Monday **12 OCTOBER** 2009 commencing at 7.30pm at St Audreys Community Centre, St Audreys Close, Histon.
- 86.2 Dates for forthcoming Committee meetings noted.

Meeting closed 10.05 p.m.