

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

Minutes of Meeting held St Audrey's Community Centre, St Audrey's Close, Histon, Monday 8<sup>th</sup> March 2010 7.30 p.m.

**Present:** Councillors: I M Parish (Chairman), J P Emmines (Vice Chairman), M C Cleaver, N S Davies (also District), J A Diplock, A J Eade, C J Foster, C L Jones, D V Marston, R S Plumbly, E W Stonham, D J Thurman

Dist Cllr M J Mason (in part); Cty Cllr Gymer

Clerk: A J Young

Mrs Diane Bayliss, Mr Steve Wilkinson, CPALC

**Power Action**

**1 APOLOGIES FOR ABSENCE**

162 Cllr Dover (holiday), Legge (personal), Levitt (work). Cty Cllr Jenkins; Dist Cllr Chatfield

**2 MEMBERS' DECLARATIONS OF INTERESTS**

163 None

**3 OPEN SESSION FOR PUBLIC**

164 No questions

**4 MINUTES OF MEETING HELD ON 8 FEBRUARY 2010**

165 Prop Cllr Cleaver, sec Cllr Foster, all in favour, approved and signed. Including "In Committee"

**5 MATTERS ARISING FROM PREVIOUS MINUTES**

166.1 Item 147.1 Police Up-date Any mails and reports forwarded to all. Up-date on PCSO coverage of recent ASB incidents, police had been proactive

166.2 Item 147.2 SCDC Cabinet Further invitation to attend Forum 23 March

166.3 Item 147.10 Community Facilities meeting not yet held

166.4 Item 153.2 Spring Animals now in storage. Environment Committee agenda

**Environment Committee**

166.5 Item 153.4 Brook Clearance Cllr Levitt yet to report on discussion with Environment Agency representative. Advice sought on brushing back. Cllr Emmines met with Land Drainage Manager SCDC and mindful of comments from Ecology Officer, recommend thistle clearance this time and setting up a regular annual clearance event in future. Environment Committee to discuss further

**IAL / Environment Committee**

166.6 Item 154.1 Merger / Grouping Working Party meeting 16 March

166.7 Item 154.2 Joint Insurance quote pending

166.8 Item 157.1 Choir 2000 booklet "The First 10 Years" received

166.9 Item 157.4 Clerk's Report – Elderly Persons Forum Cllr Davies reported on meetings planned with interested persons to look at the way forward. Forum date proposed in Autumn 2010

**6 RECENT CORRESPONDENCE**

167.1 Circulating Files. Available on request

167.2 CPALC Bulletin provided for all

167.3 NALC Consultation – future strategy deferred for future information

**April agenda**

167.4 Standards Committee Newsletter – including details of Parish Council member vacancy, any interest to Clerk

167.5 All Councils meeting notes 1 February provided for all. Next meeting 13 May

**7 DISTRICT COUNCILLORS' REPORT**

168 Written report accepted from Cllr Mason including items on: Council meeting; Scrutiny Committee; resignation of Chief Executive; Planning Committee re-arrangement; Portfolio re-organisation; Guided Bus Planning conditions; Environmental Health issues in Histon; Orchard Park issues, A14 Cycle Crossing proposals

**8 COUNTY COUNCILLORS' REPORT**

169.1 Written report accepted from Cty Cllr Jenkins including items on: Cabinet meetings; Environment, Children's, Adult & Community Services

169.2 Cty Cllr Gymer explained expected lack of Central Government funding over next few years would cause announced cuts at County Council; reported Citi7 showed no changes to route/timetable at present

**9 RECREATION GROUND MANAGEMENT COMMITTEE REPORT**

170.1 Minutes 25 January (draft) provided for all and accepted. Next meeting due 22 March

170.2 Cllr Davies confirmed capital budget of £9,000 in place for lighting/CCTV. Quotes obtained, clarity on specification sought with plans to install by Autumn

- 170.3 Cllr Davies outlined successful grant application to SCDC (£15,000) for improvements to Recreation Ground and plans for second round applications
- 170.4 Play Area Project should be completed by end March. Official opening event 13 June, with Community Fun Day. Cllr Davies outlined other special activity events and sport development planned  
Chairman brought forward item 12 and suspended standing orders at this stage

## 10 PLANNING COMMITTEE REPORT

- 171 Minutes 4, 18 February and 4 March provided for all and accepted. Next meeting due 25 March

## 11 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT

- 172.1 Draft minutes 25 February emailed to all but not yet published following issues raised by Cllrs not able to attend. Decisions and recommendations reviewed.
- 172.2 Traffic Commissioner re Citi7 application. HT&T had indicated a need to write to Traffic Commissioners. As now apparent no changes yet planned all **AGREED not to now write**
- 172.3 Andy Campbell Stagecoach HT&T had indicated a need to write to Mr Campbell regarding re-siting of bus stop in central Cambridge. Following discussion and input from Cty Cllr Gymer, confirmed Committee should write to Mr Campbell, copying in Glen Edge, asking what progress had been made or conclusions reached
- 172.4 A14 Cycle Crossing Study HT&T had indicated a letter should be sent to John Clough at County Council indicating opposition to toucan (option 5) and preference for option 4b or c, tunnels and cantilevers. Following lengthy discussion on status of informal briefing provided to Parish Councils (Histon, Impington and Orchard Park), opinions expressed to individual members by cyclists, and likelihood of further discussions yet, before any decision on options, HT&T members **AGREED Histon PC to write supporting the Option 5 for toucans as an interim measure**
- 172.5 Count On Us All agreed some copyright protection was required and sensible on access to figures by others
- 172.6 Crossing Proposals The Green/High Street Noted report to be prepared by Cllr Parish and Clerk which would be referred back to Council. Cty Cllr Gymer reminded Council of next AJC meeting due in April. Minutes would be headed with post-meeting note to clarify above items **IMP**  
Standing orders were suspended for item 12

## 12 QUALITY COUNCIL – Presentation by Diane Bayliss, CPALC

- 173.1 Diane Bayliss attended in company with Steve Wilkinson, Chairman of Accreditation Panel. She explained SCDC and ECDC were keen for Parish Councils to become Quality Status and were funding her post for CPALC. Up-date on scheme launched 2003, recently reviewed with some additional tasks. Noted Impington PC due for re-accreditation 2010. It appeared that all categories/criteria were met
- 700 Councils currently Quality Status across UK
  - Supported by NALC, setting a standard required
  - Voluntary scheme, accreditation panel met quarterly March, June, September and December
  - Seen to be good for both Councils and communities
- Mandatory and discretionary tests required. Main benefits seen to be ability to use logo as a tool to gain better funding opportunities and instillation of greater confidence in the community. CPALC organising Quality Status day in April
- 173.2 Council thanked both for the interesting presentation and information. Both left meeting, standing orders re-instated

## 13 OTHER MATTERS

- 174 a) Salt Bin Purchase Cllr Davies spoke in favour of purchase of discounted bins for key parts of the village, feeling the Council needed to be proactive in replacing a failing service. Insurance liability issues raised. Prop Cllr Jones, sec Cllr Eade, all in favour that Histon Parish Council fund and purchase 2 bins for use at the parish office/recreation centre and for a group of Cllrs to be formed to consider with the clerk a “salt bin plan” for any other areas in Histon to consider again in Autumn 2010. Noted discount not likely to be available at that time **LGA1972 Sec 101**
- 175 b) Arrangements for Annual Parish Meeting and Annual General Meeting of Council Agreed to hold both meetings 10 May from 7 p.m. at St Audreys Community Centre. No speaker to be included
- 176 c) Youth Notes 1 February provided and noted. Meeting due 29 March

## 14 FINANCE and ADMINISTRATION

- 177.1 To confirm payment of accounts Proposed Cllr Plumbly, sec Cllr Cleaver, all in favour
- |  |           |
|--|-----------|
| <b>Barclaycard</b> direct debit <b>£427.98</b> IPC to repay for HICCA purchases; Tiscali | £427.98   |
| <b>Administration M11</b> <b>£1,388.08</b>   | £1,388.08 |
- 177.2 To approve payment of outstanding accounts Prop Cllr Plumbly, sec Cllr Cleaver, all in favour
- |   |            |
|---|------------|
| <b>Cambridgeshire County Council</b> Street lighting maintenance and energy payment <b>£1,732.68</b>  | £1,732.68  |
| <b>H&amp;I Recreation Ground</b> Play Area Project funding as agreed Min 98 <b>£10,880</b>  | £10,880.00 |
| <b>Site &amp; Maintenance Services</b> Play Area The Green, fit notice; supply and fit stakes and wooden framework for chestnut paling fence <b>£140</b> + VAT £24.50 = | £164.50    |

	<u>Power</u>	<u>Action</u>
<b>Roger Hovells</b> Office clean x 2 (on formula) <b>£40</b>		£40.00
<b>Danwood Group Limited</b> Meter reading for photocopier <b>£56.55</b> + VAT £9.90 =		£66.45
<b>Print Out</b> Stationery <b>£16.99</b> + VAT £2.97 =		£19.96
<b>Denis Payne</b> Computer items (speaker, backup hardware, USB) on request <b>£78.80</b> + VAT £13.79 =		£92.59
<b>Gerry Whitfield</b> Independent Internal Audit, interim payment 3.75 hrs + travelling expenses <b>£67.45</b>		£67.45
<b>IRS Limited</b> 2 play area signs <b>£148</b> + VAT £25.90 =		£173.90
<b>Information Commissioner</b> Renewal of Data Protection Act registration expiring 3 April 2010 <b>£35</b>		£35.00
<b>Campaign to Protect Rural England (CPRE)</b> Subscription (all agreed to renew) <b>£29</b>		£29.00
<b>Petty Cash</b> Imprest account <b>£30.00</b>		£30.00
<b>P A Collacott &amp; Co</b> attend to light in office toilet (on formula) <b>£64.91</b> + vat £11.36 =		£76.27
<b>Impington Parish Council No.2</b> agreed Youth budget <b>£6,846</b>		£6,846.00
177.3 <b>Paid In:</b> Nil		
177.4 <b>Clerk's Report</b> including: Vandalism report; training for Cllrs and clerk; office equipment up-date, purchase and investigation; NALC new Model Standing Orders (deferred pending further information); Future Jobs Fund, explanation note copied to all		<b>April agenda</b>
177.5 <b>Internal Audit</b> Interim report accepted and approved. Report showed no items of concern		
177.6 <b>Insurance</b> Report provided ( <b>Appx 1</b> ). Prop Cllr Jones, sec Cllr Parish, all in favour, to delegate acceptance to Clerk, Cllrs Davies and Parish to transfer cover from Zurich to Came & Co, either independently or with Recreation Ground Committee if acceptable to the Committee		<b>NSD/IMP</b>
177.7 <b>Car Park – draft lease</b> Cllr Parish and Clerk reviewing draft lease following receipt from King & Co. Finance & Legal Committee next agenda to progress		<b>IMP</b>

## 15 ITEMS FOR NEXT AGENDA

178 None

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

- 179 Agreed next meeting Monday **12 APRIL** 2010 commencing at 7.30pm at St Audreys Community Centre, St Audreys Close, Histon.
- 180 Dates for forthcoming Committee meetings noted.

This part of meeting closed 9.25 p.m. Under standing order 67, in view of the confidential nature of business about to be transacted, any public were asked to leave.