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HISTON PARISH COUNCIL



The Parish Office
New Road
Impington
CAMBRIDGE
CB24 9LU

NOTICE OF MEETING: **Full Council**
TIME: 7.30 p.m.
DATE: Monday 12th April 2010
VENUE: St Audrey's Community Centre, St Audrey's Close, Histon

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below

Mrs A Young - Clerk to Histon Parish Council
6th April 2010

MEMBERS: 15

QUORUM: 5

AGENDA

1/10-11	To receive and approve apologies for absence	
2/10-11	To receive declarations of interest a) Councillors to declare any personal interest in any items on the agenda b) Councillors to declare any personal and/or prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation	
3/10-11	Public Participation To allow up to 15 minutes for any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting	
4/10-11	To approve minutes of the meeting of 8th March 2010	For decision
5/10-11	Matters Arising - for Information only 5/10-11.1 Item 166.1 Police up-date 5/10-11.2 Item 166.2 IPC Cllr D Payne had attended SCDC Cabinet Forum 5/10-11.3 Item 166.6 Merger/Grouping – notes had been supplied to all and all given opportunity to input to on-going process 5/10-11.4 Item 172.1 Final Highways Traffic & Transport Committee <u>attached</u> 5/10-11.5 Item 174 Salt Bins on order 5/10-11.6 Item 175 – cutting on Annual Parish Meetings <u>attached</u>	To note only
6/10-11	Recent Correspondence Received 6/10-11.1 Circulating File available for all 6/10-11.2 NALC Consultation – proposal not to participate 6/10-11.3 Feast Week – invitation to take part Flower Festival (possible expenditure) Invitation to have stall at Feast Market 10 July and Feast Parade 4 July	For decision
7/10-11	To receive reports from County and District Councillors 7/10-11.1 County Councillor report <u>attached</u> 7/10-11.2 District Councillor report <u>attached</u>	

8/10-11	To receive Recreation Ground Management Committee Report 8/10-11.1 Draft minutes 22 March to be supplied to all 8/10-11.2 Meeting due 26 April to be followed by Full Committee and individual extraordinary Parish Council Meetings	
9/10-11	To receive Planning Committee Report 9/10-11.1 Meeting due 8 April	
10/10-11	To Receive Environment Committee Report 10/10-11.1 Minutes 18 March <u>attached</u>	
11/10-11	To Consider Application to be made for Quality Council Status 11/10-11.1 Application fee of up to £235 applies 11/10-11.2 To accept a draft Statement of Intent on Training for Staff and Members, for adoption by Council	For decision
12/10-11	To Consider Other Matters 12/10-11.1 a) War Memorial land at Water Lane – report from Cllr Parish on opportunity to obtain Licence from County Council 12/10-11.2 b) Mobile Warden Scheme – notes 17 March <u>attached</u> (BLUE) 12/10-11.3 c) Youth Advisory Body – minutes 29 March <u>attached</u> if available. Copy of Finance Report 2009-10 <u>attached</u> (YELLOW)	For decision
13/10-11	To accept Finance and Administration Reports 13/10-11.1 To confirm payment of retrospective accounts – <u>Appendix Page 3</u> 13/10-11.2 To approve payment of outstanding accounts due – <u>Appendix Page 3</u> 13/10-11.3 To report on amounts paid in and Correspondence – <u>Appendix Page 3</u> inc request for donation from Cambs County Council Library Reading Scheme 2010 13/10-11.4 To accept Clerks report April 2010 – <u>attached</u> including acceptance of Quote for maintenance to War Memorial and Sec 52 land gardens 13/10-11.5 Arrangements for Internal and External Audit 2009-10 13/10-11.6 To note Finance Committee due to meet 22 April to include final budgets	13.2 13.3 13.4 For decision
14/10-11	Matters for Next Agenda	
15/10-11	Date of next meeting (s) Finance Committee – Thursday 22 April Recreation Ground Management Committee – Monday 26 April Recreation Ground Committee – Monday 26 April Extra-Ordinary Full Council meeting – Monday 26 April Planning Committee – Thursday 29 April Annual Parish Meeting – Monday 10 May from 7 p.m. Full Council meeting – Monday 10 May, being Annual General Meeting following APM Other events / meetings: Police Liaison meeting – Tuesday 13 April Merger / Grouping Working Party – Tuesday 20 April	
	Close of Meeting	

Members of the public and press are welcome to attend the meeting
Minutes and supporting notes may only be supplied to Councillors. Available on request

Item 13 FINANCE and ADMINISTRATION

a) To confirm payment of retrospective accounts:

Before 1 April:

Administration M12 £1,388.08

BT Telephone (on formula) £96.47 + VAT £15.86 = £112.33

ESPO Office requirements (on formula) £33.25 + VAT £5.82 = £39.07

Roger Hovells Office clean x 2 (on formula) £40

Site & Maintenance Services clean/paint/sadolin street furniture £583.19 + VAT £102.06 = £685.25

CPALC Allotment training £55

Richardsons Tree Surgery War Memorial (50% reclaimed from IPC) £570 + VAT £99.75 = £669.75

A J Eade Expenses for notice boards / street name boards £30.11

Barclaycard expenses to 23 February (some on formula) £59.74 + VAT £10.27 = £70.01

Barclaycard expenses to 23 March (some on formula) £119.62 + VAT £2.80 = £122.42

After 1 April:

SCDC Parish office rates (on formula) £1,037.85

Histon & Impington Recreation Ground 1st half payment £20,444 Litter picker expenses 1 of 2 £2,043 Admin assistant expenses 1 of 2 £2,800.50 = £24,287.50

PWLB Pavilion loan £6,889.84 (9 of 50) Completion loan £914.38 (7 of 48) = £7,804.22

SCDC Trade waste £570.14 + VAT £99.77 = £669.91

Came & Co Premium for new policy – awaiting confirmation of amount awaited (in order of £1,244)

b) To approve payment of outstanding accounts:

Petty Cash TBC

c) Paid In: Impington PC War Memorial shared expenses £630.96 Quarterly charges £707.02; H&I Recreation Ground Barclaycard purchase re-imburement £66.09