

HISTON PARISH COUNCIL

Minutes of meeting held St Audrey's Community Centre, St Audrey's Close, Histon,
Monday 11th October 2010 7.30 p.m.

Present:

Councillors: I M Parish (Chairman), J P Emmines (Vice Chairman), M C Cleaver, N S Davies, J A Diplock, C J Foster, C L Jones, D N Legge, I A Levitt, D V Marston, R S Plumbly, EW Stonham (also District), D J Thurman Clerk: Mrs A J Young
Dist Cllrs M J Mason; Cty CllrJ D Jenkins (In part)
St Andrews Church: Mr Tromans and Mr Waiter (in part), 1 member of Public

Power or Action

89 APOLOGIES FOR ABSENCE

10/89 Cllr J J Dover (personal), A J Eade (personal), Cty Cllr Gymer, Dist Cllr Chatfield

90 MEMBERS' DECLARATIONS OF INTERESTS

10/90 None

91 OPEN SESSION FOR THE PUBLIC

10/91 No questions or comments

92 MINUTES OF MEETING HELD 13 SEPTEMBER 2010

10/92 Prop Cllr Thurman, sec Cllr Emmines, all in favour, **approved** and signed including "In Committee item"

93 MATTERS ARISING FROM PREVIOUS MEETING

10/93.1 Item 77.1 Police Update Minutes of Panel held 13 July copied to all. Meeting due 12 October, Cllr Emmines to attend and request information on investigations to fire reported at Moor Drove. Neighbourhood Policing Profile Update September 2010 provided for all **JPE**

93.2 Item 77.2 Elderly Person Forum Cllr Davies reported on initial meeting held 7 October with 17 attendees. Clerk attended as observer for Parish Councils. Notes to follow. Useful forum identifying 3 key issues: need for employed co-ordinator; Communications; Care for Carers. First meeting of newly formed Committee due 2 November 5:15pm at Recreation Ground Centre. All interested parties and volunteers welcome. Funding package over a number of groups required. Parish Council thanked Neil Davies for his efforts to date

93.3 Merger/Grouping Letter to NALC not yet complete. Cllr Parish had discussed item with Denis Payne, IPC Chairman at Chairmen's Meeting held 21 September. Outlined discussion and his offer to stand aside on grouping issue, not taken up. Max Parish felt Cllr Payne saw grouping as the end of the process, contrary to his own thoughts. Following lengthy debate, noted a meeting with 6 group members and Ian Dewar, CPALC as an independent advisor/facilitator was to be requested to gain information from open discussion. Ian Dewar to be asked to get responses to all concerns in order to crystallise all concerns/arguments, then report back to Parish Council. Urgency stressed. Initial concerns/comments:

- Grouping was reversible, with concerns are risk management, particularly with large loans in place
- Noting identity issues for both Councils had to be considered
- Position with Kings Meadow may not be solved by grouping arrangement
- Could warded arrangements help
- Perhaps consultation should be undertaken before Parish Councils come to a view

At this point Chairman suspended standing orders at the arrival of 2 Representatives from St Andrews Church, Histon and brought forward item 99

93.4 Item 78.4 AGM Cams ACRE IPCllr Denis Payne had attended. Feedback to follow

93.5 Item 83.1 Environment Committee Minutes 9 September provided for all and accepted Parish Council alerted to change of tenant to set-aside land in Histon and possible impact on public access. Parish Council to write to current tenant to thank him for allowing open public access to date. Noted "In Committee" item due November 2010 on land issues

Power or Action

- 93.6 Item 84.1 Excelcare Manager requires list of items to be discussed at meeting requested: confirmed to be Boundary issues; Winder Lane access; environmental health issues (mattress, bins)
- 93.7 Item 85.4 Playground Inspectors Training Report from Cllr Emmine copied for all

94 RECENT CORRESPONDENCE RECEIVED

- 10/94.1 Circulating file available for all
- 94.2 SCDC Standards Committee election of Parish member – 4 nominations received, vote invited. Agreed not to vote. Extract news brief on abolition of Standards Board regime noted
- 94.3 CPALC AGM Agenda Saturday 13 November at Bluntisham – Resolutions invited. Agenda to include presentations on “Engaging with Youth in your community”, and “Promoting and encouraging sports and physical activity at all levels across all age groups” Cllr Thurman to attend. NALC Code of Practice on Local Authority Publicity Consultation 13 November details noted. No response to be made
- 94.4 Neighbourhood Watch Association Request for assistance with venue for trial meeting for local group. Agreed to ask Recreation Ground Management Committee to offer meeting venue at Recreation Ground Centre as a one-off as to community benefit
- 94.5 Cambridgeshire Together Report on Working Together to Improve our Quality of Life: The Big Society and Changing Roles – emailed to all
- 94.6 Tree Wardens Forum Meeting 14 October. Cllrs Foster and Eade due to attend **CJF/AJE**
- 94.7 Cambs County Council Response on Library Services consultation response by Histon & Impington Parish Councils clarifying use of volunteers. Public meeting dates throughout October noted

95 MONTHLY REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

- 10/95.1 Report from County Cllr Jenkins noted covering: Council and Cabinet meetings; Environmental Services; Childrens’ Services; Health and Adult Social Care; local issues
Further discussion on B1049 cycleway provision with plans showing completion due by end of March 2011. Cty Cllr Jenkins outlined concerns raised on:
- Crossing at Orchard Road not shown in scheme
 - Orchard Road (east side) narrow stretch being looked at again
 - Compulsory Purchase not yet complete, may mean work disjointed completion
 - Tree removal proposal at Ambrose Way/ Cemetery. Cty Cllr Jenkins had asked Cllr Pene Nudds be involved in discussion at Cambs County Council
- 95.2 District Cllr Mason provided report, copied for all. Covering: Council meeting; Planning Consultations; Strategic Flod Risk Assessment Stage 1; drainage issues; Training; Standard Committees
Discussion followed on:
- Blue Bin issues
 - Clarification that environmental contribution referred to in report was only a possibility
 - Culvert issues at School Hill
 - District Council looking at provision of a Pages Close street name sign at Green end

96 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 10/96.1 Management Committee Meetings due 25 October; November (budget setting only) date to be confirmed. Half Yearly Full Committee due 29 November
- 96.2 Cllr Davies reported on:
- Histon FC training discussions held
 - Planning application submitted for CCTV and Lighting at Recreation Ground
 - Sail Shelter alternatives under consideration. Questions followed on liability cover at new Play Area with younger children using equipment designed for older ones. Cllr Davies confirmed schedule of health and safety inspections checks carried out and plans to install

second notice board to cover liability issues under the Occupiers Liability Act, requiring Duty of Care by the Committee.

Power or Action

96.3 12 New Road Renovation to be complete end October, tenants to move in during November. Any additional costs over budget unidentifiable until finished and VAT contingency assessed

97 PLANNING COMMITTEE

10/97.1 Minutes 30 September 2010 provided for all and accepted. Meeting due 14 October.

98 HIGHWAYS TRAFFIC AND TRANSPORT COMMITTEE

10/98.1 Minutes 7 October to follow. Meeting had been inquorate

98.2 Food store Provision in North West Cambridge Cllr Parish to prepare response based on traffic concerns stated at start of process and recommend to Full Council. IPC to be invited to support. Cllrs Parish and Legge recommend a response be made indicating reconsideration of the entrance required because of traffic concerns. All agreed in principle submission to be circulated to all for comment and passed to IPC for support prior to submission **IMP**

98.3 Cycleway Milton to Impington Cllrs Legge and Parish briefed Council on proposals to part install cycleway, with confirmation that school bus will continue from Milton to IVC. Agreed in principle to support provision of this part if IPC minded to do so

98.4 Area Joint Committee Met 19 July. IPCllr Ing had attended. Some concern about future of Committee and funding

99 ST ANDREW'S CENTRE UPDATE

10/99.1 Standing Orders had been suspended for this item. Stephen Tromans (steering group chair) and Nigel Walter (architect), presented plans due to be submitted to SCDC for permission and artist impressions

Attention drawn to:

- Well used throughout week, but underused overall and in need of renovation, to become fit for purpose and fully comply with child protection element.
- Glass fronted entrance planned to form ancillary use coffee shop for all "open arms idea". Likelihood of synergy between hall users and coffee shop noted. Plans for coffee shop provision at Methodist Hall noted
- New dormer shown, had been a dormer near to it till 1930s
- Hall to cater for 150, with protected courtyard
- Culvert survey carried out with SCDC Land Drainage Manager Pat Matthews, noted need to discuss Bylaws with SCDC
- Roof room possible uses (youth?)
- Not a rebuild rather the same building "reborn"
- Some loss of courtyard space
- General information brochure to be sent out to affected nearby residents /neighbours
- Funding issues, pledges made and expected, external funding yet to be sought. Interim bridging may be an option
- Support for coffee shop element, some being concerned about fit in a Conservation area, Mr Walter justified glass frontage as providing a welcoming aspect to building
- Green flat roof noted, design having evolved in response to comments from Conservation officer.

Plans with Planning Chairman for information. Council thanked Mr Tromans and Mr Walter for taking time to present and preview the ideas. Standing Orders re-instated. Mr Walter and Mr Tromans left meeting

100 OTHER MATTERS

- 10/100.1 Chairmen's Meeting Noted from meeting held 21 September copied for all (**appx1**). Noted Employment Working Group agreed; share of hours for new Administration set to suit budgets available; Station design Group due to meet again
- 100.2 A14 Meeting Cllr Parish reported on meeting held with Chairmen/representatives from Girton, Impington and Orchard Park. Meeting due with local Noise Experts to look at specification and costs for a measurement survey in advance of A14 improvement decision.
- Power or Action**
- 100.3 Youth Advisory Body Draft notes meeting held 4 October provided for all and noted. Cllr Davies reported on funding issues with budget cuts of 1/3, now to focus on vulnerable with open access provision to suffer. Active youth organisations in Milton and Waterbeach noted
- 100.4 Christmas Lights 2nd Quote for lights erection awaited. Agreed Cllr Stonham to draw plan for lights as erected 2009 and site meeting to be arranged with Marcus Jaggard. Decision of acceptance of quote delegated to Planning Committee or special Environment Committee to enable timely work
- EWS / Planning / Environment Committee**
- 100.5 Remembrance Sunday **Agreed** to order wreath and Chairman to lay on behalf of the Parish Council
- LGA Sec 137/IMP**

101 FINANCE & ADMINISTRATION

- 10/101.1 To confirm payment retrospective accounts, prop Cllr Thurman, sec Cllr Davies, all in favour:
Impington Parish Council Office rates rebate (formula payment) **£239.09** £239.09
Administration M6 **£1,400.81** £1,400.81
- 101.2 To **approve** payment outstanding accounts, prop Cllr Thurman, sec Cllr Davies, all in favour:
Buchans Landscapes Grass cutting August **£658.06** + VAT £115.16 = £773.22
Roger Hovells Office cleans (formula) **£40** £40.00
Petty Cash **£23.23** £23.23
Buchans Landscapes Grass cutting September **£658.06** +VAT £115.16 = £773.22
Print-Out Office requirements (colour printing, plans) **£17.00** + VAT £2.98 = £19.98
Danwood Group Copier rental (formula) **£66.09** + VAT £11.57 = £77.66
- 101.3 Paid In: Cambs County Council Grass cutting grant £1,350; SCDC Office rates rebate £517.51; 2nd half precept £72,100. To pay in: Recreation Ground reimbursement for Barclaycard purchases £222.55
- 101.4 Clerks Report Provided for all and accepted, covering: Training opportunities; Quality Council application deferred to December; purchase of paint and materials for Brook fence work; meetings attendances; employment issues. Council had written to Tom Saunders on his valuable input during the summer.
- 101.5 Employment Working Group Agreed to suggest initial meeting Wednesday 3 November

102 EMPLOYMENT ISSUES

- 10/102 Formal Resolution of Histon Parish Council "to sanction the change of employer for Planning and Administration Clerk from Recreation Ground Committee to Histon Parish Council on a 6 month Fixed Term basis. Employee will receive variation of contract letter to explain that the continuous service with the joint committee will count as service with the council after October 2010". Proposed Cllr I M Parish, seconded Cllr M Cleaver. All in favour and **agreed**

103 RESOLUTION: Section 106 Contribution due to Histon Parish Council following development at land north east of 24 &26 Cottenham Road – S/1492/09/F

- 10/103 **Agreement** to enter into an indemnity on use of moneys in lieu of on-site provision of public open space – Cllrs Parish and Emmine to sign on behalf of the Parish Council. Proposed Cllr Parish, seconded Cllr C Foster. All in favour. Noted £3,104.38 to be paid.

104 RESOLUTION: Car Park Lease High Street, Histon –

- 10/104 **Agreement** for Cllrs Parish and Emmine to sign signature copy now received on behalf of Histon Parish Council. Proposed Cllr M Cleaver, seconded Cllr Thurman, all in favour

105 ITEMS FOR NEXT AGENDA

10/105 None

106 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS

10/106 Agreed next meeting **Monday 8 November 2010**, St Audrey's Community Room **7.30 p.m.**

Dates for forthcoming Committee meetings noted

Meeting closed 9.55 p.m.

DRAFT