

HISTON PARISH COUNCIL

Minutes of meeting held St Audrey's Community Centre, St Audrey's Close, Histon,
Monday 14th February 2011 7.30 p.m.

Present:

Councillors: I M Parish (Chairman), J P Emmine (Vice Chairman), J A Diplock, C J Foster,
M C Cleaver, N S Davies, D N Legge, C L Jones, D V Marston, R S Plumbly, D J Thurman.
Cty Cllrs J D Jenkins (in part). Dist Cllrs M J Mason, J Chatfield Clerk: Mrs A J Young

Steve Wilkinson Chairman Quality Council Panel; Diane Bayliss Project Officer Quality Scheme; Paul Glass, St Andrews Parochial Church Council; Gillian Berry Age UK and Histon & Impington Mobile Warden; Rev Janet Glover; 2 residents Parlour Close; Impington PCllr D W Payne (all in part)

Power or Action

Steve Wilkinson and Diane Bayliss presented the Council with a Quality Council certificate following successful application for Quality Council status. Mr Wilkinson, as former chairman of Histon Parish Council had taken no part in the assessment but had great pleasure in being able to address the Council and congratulate the members, Clerk and staff on the achievement

136 APOLOGIES FOR ABSENCE

10/136 Cllr J J Dover (work), A J Eade (illness), I A Levitt (illness), E W Stonham (illness)
Cty Cllr S Gymer

137 MEMBERS' DECLARATIONS OF INTERESTS

10/137 Cllr C J Foster 149.2 Winders Lane nearby resident (personal)
Cllr N S Davies 149.3 Trustee and Treasurer of Histon & Impington Minibus, and representative on HIAFOP (personal)

138 OPEN SESSION FOR THE PUBLIC

10/138.1 Mr Steve Wilkinson of Manor Park had written to the Council regarding the threat to the 110 bus to Ely Thursday service. Council and Cty Cllrs were asked to support retention of the bus which many retired and older people especially used weekly. Cty Cllr Jenkins confirmed receipt of letter from Mr Wilkinson and intention to fight any threat of withdrawal

138.2 Mr Roger Wright of Parlour Close presented photographs and details of overhanging trees from presumed highway. Council advised Mr Wright Cllr Eade, Tree Warden will be taking action to investigate ownership/responsibility. Mr Wright outlined problems with responsibility dating back to 1980's and additional problems with tree roots lifting car parking areas on Greenleas Estate. Cty Cllr Jenkins also agreed to follow through with Cty Cllr Tree Officer.

At this point with agreement of Council, Chairman suspended standing orders to bring forward item 141.5 and 149.3. Standing orders were reinstated after these items and Paul Glass, Gillian Berry, Steve Wilkinson, Diane Bayliss and Rev Janet Glover let the meeting

139 MINUTES OF MEETING HELD 13 December 2010

10/139 Prop Cllr Thurman, sec Cllr Cleaver, all in favour, **approved** and signed including "In Committee" minutes

140 MATTERS ARISING FROM PREVIOUS MEETING

10/140.1 Item 124.1 Crossing Keepers Hut First community use in December for "Santa's Grotto"
140.2 Item 124.4 Police Up-date any emails copied to all. Cllr Emmine attended Local Liaison meeting 11 January

Power or Action

- 140.3 Item 133.3 Street Light Maintenance and Energy response received, no details of costs yet available. Cllrs Parish and Thurman had raised issue with SCDC Chief Executive Jean Hunter at Parish Liaison 19 January. Possibilities of all Parish Councils combining to get best deal discussed. Concerns over replacement costs, responsibility of SCDC raised
- 140.4 Item 133.7 Car Park Re lining work completed. SCDC to cover costs. Finance and Legal and Property Committee to look at removal of height barrier remains **Finance L&T Committee**

141 RECENT CORRESPONDENCE RECEIVED

- 10/141.1 Circulating file available for all
- 141.2 Cambs County Council – Localism Bill Briefing; Briefing from Michael Oakman on winter service problems; draft Parish Charter discussions
- 141.3 SCDC – Invitation to Parish Liaison meeting 29 March, notes from meeting held 18 October. Cllr Parish to attend **IMP**
- 141.4 IVC – details of public meeting held 18 January. Invitation to all to attend Sports Centre opening 23 March
- 141.5 St Andrews Church Hall – request for letter of support for grant application to SCDC for Community Facilities. Standing Orders suspended to allow Mr Paul Glass, St Andrews Parochial Church Council to address the Council. Application would be for up to £40,000. Following discussion standing orders re-instated. Prop Cllr Emmines, sec Cllr Foster, all in favour and **agreed** to provide support. Specifically on statement of support, prop Cllr Parish, sec Cllr Jones 10 in favour 1 abstention to state “The Parish Council feel this proposed facility shows promise of being a very useful increase in amenity for all the village”
- 141.6 Royal British Legion – Great Poppy Weekend details forwarded to Open Garden organisers
- 141.7 Cambs Community Services NHS Trust – consultation on proposals to form an NHS Foundation Trust. No response agreed

142 MONTHLY REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

- 10/142.1 Reports from County Cllr Jenkins for December and January copied to all and accepted covering: Corporate Services; Environmental Services; Local Issues; Children and young people’s services; Adult and Community Services; Forthcoming Meeting and events. Cty Cllr Jenkins expanded reports on **Citi 7 service** set to change to every 20 minutes and change to Citi 8 service. Route not changing. Concern over the step-change perception for users although acknowledgement of over-frequency currently outside of some peak hours. Full discussion on commercial aspects of decisions; subsidy issues; real time signage
- 142.2 Dist Cllr reports January (Dist Cllr Mason) February (Dist Cllr Chatfield) provided to all covering: Chief Executive Jean Hunter; Budgets for 2011 onwards; Orchard Park S106 contributions – Cycle Crossing B1049/A14; Planning Enforcement issues – Histon Football Club; Scrutiny Committee; Full Council; Localism Bill; Green Infrastructure Strategy; Foodstore provision in North West Cambridge; Orchard Park Design Guidance SPD; Recycling; Children and Young People’s Plan; Training; Casework. Further update on:
- Informal group formed from Northstowe 3+3 group, now abandoned
 - Localism Bill – Parish Cllrs urged to read briefing forwarded to all
 - Plastics sent to China; confirmation that ships would normally be sailing back empty
 - Children and Young People Plan, Cllr Davies indicated opposition to SCDC becoming involved in County Council responsibility, now part of New Communities remit
 - Scrutiny and Overview Committee paper provided for all showing Council Tax freeze grants options. Recommendation noted to freeze SCDC council tax 11-12, rising by 3.5% thereafter, not yet agreed
 - Foodstore Provision North West Cambridge Noted option B selected for approval March meeting (2 medium sized supermarkets and small supermarket in Orchard Park). Cllr Parish outlined concerns of increased traffic, Parish Councils having preferred small foodstore on NIAB land

- Recycling at Donarbon. Cllr Parish raised concerns over odours. Dist Cllr Chatfield to investigate

JPC

Power or Action

143 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 10/143.1 Draft minutes 24 January copied to all and accepted, including "In Committee" notes. Appendices not supplied, available by request. Next meeting due 7 March
- 143.2 Cllr Davies advised sail shelter to be reinstated during February. Outdoor gym set to open officially May 2011 Bank Holiday Monday

144 PLANNING COMMITTEE

- 10/144.1 Minutes 23 December, 20 January and draft for 10 February provided for all and accepted

145 ENVIRONMENT COMMITTEE

- 10/145.1 Draft Minutes 16 December 2010 copied to all and accepted. Next meeting due 24 March
- 145.2 Clerk met with Stuart Buchan 14 February. Details of discussion to be documented. Tree works required on village green to raise to facilitate grass cuts. Application to be made to SCDC (2 trees on north bank) Buchans to carry out necessary work prior to cutting seasons
- 145.3 Noted Yesteryear Road Run 17 April to be last one
- 145.4 Cllr Emmines and Davies reported Family questionnaire going to Schools on play area on Green after half term

146 JOINT COMMUNITY FACILITIES REPORT

- 10/146 Draft minutes of first meeting dated 1 February, provided for all and accepted including "In Committee" minutes. Informal meeting due 28 February

147 EMPLOYMENT

- 10/147.1 Policy up-date next meeting due 2 March
- 147.2 Deferred to end of meeting "In Committee"

148 RESOLUTION: "Joining"

"To agree to accept proposal from Impington Parish Council to initiate public consultation and consult with Impington Parish Council on appropriate joining at the earliest opportunity"

- 10/148.1 Standing Orders suspended to allow Cllr D W Payne to take part in discussion. Cllr Davies stated opposition to the Resolution feeling the Working Party had not completed its initial work to provide information on grouping/merger options. Paper recently received from Ian Dewar at CPALC had not fully covered specific points raised in the detail of grouping. He therefore suggested Working Party reconvene and produce a report. Members considered the risk of not getting proper answers to concerns
- 148.2 Other Councillors spoke on methods available and processes. Letters from Eleanor Whitehead and Cty Cllr Jenkins read to all. Discussion took place on whether village residents should be asked to decide on technical mechanisms of joining together, or only on the principle itself of joining together, or to let status quo continue
- 148.3 Impington Parish Councillor Payne addressed points made by various members and outlined reasoning for Impington Parish Council's motion at January meeting and a willingness to move forward
- 148.4 D Cllr Mason spoke as a member of the Electoral Arrangements Committee at SCDC, supporting merger as an option to be investigated
- 148.5 Points raised previously at Full Council and Working Party re-visited; including position with possible changes to City boundaries; options for clear and uncomplicated consultation
- 148.6 Standing orders were re-instated. Proposed Cllr Parish, seconded Cllr Legge, all in favour to accept amendment of the resolution to read:

“To accept the proposal from Impington Parish Council to initiate public consultation, as agreed by the 2 Parish Councils, on appropriate joining at the earliest opportunity through the existing Working Party”

Prop Cllr Parish, sec Cllr Legge to accept amended resolution, all in favour and **agreed**
Cllr D W Payne left the meeting

Power or Action

149 OTHER MATTERS

- 149.1 Youth Advisory Body met 7 February. No notes yet available. Cllr Plumbly reported on discussion with 7 young people on skate park provision and proposals coming forward on a youth Carnival Club. Termly report from Connections Bus Project noted
- 149.2 Highway Matters Winders Lane signs request deferred to Highways Traffic and Transport meeting 17 February. Cllr Foster declared a personal interest (nearby resident). Noted Cambs County Council confirmation estimate of £250 covered cost of sign and installation

HT&T Committee

- 149.3 HIAFOP Cllr Davies declared a personal interest as Trustee and Treasurer of Histon & Impington Minibus and representative on HIAFOP. Report provided to all and accepted. Meeting notes held on file. Request for representation from Parish Council on newly formed Group and part funding of co-ordinator role of £2,500 noted. Standing Orders suspended to allow Mrs Gillian Berry, Mobile Warden for Histon and Impington, Age UK to address the Council. Ms Berry outlined estimated increases to retired people population in Histon and Impington over future years. Figures held on file. Estimated number in 2011 is 1666, by 2021 estimated to increase to 2320 plus. Ms Berry spoke in support of Older Persons Co-ordinator to help back up existing voluntary groups, to chart and advertise, promote communication and encourage, giving examples of possible services to help elderly understand issues; provide services such as a “Memory Café” for dementia sufferers and carers
- Questions/clarification followed on:

- Residential homes for elderly in Histon
- Lack of Section 106 funding provided for care of elderly
- Retired indicated over 65 in age
- Duplication issues
- Role of Church, and need for an all encompassing body
- Long term support in future if successful

Cllr Davies as Parish Council representative to the body spoke in support of the Parish Council funding £2,500 towards the new Co-ordinator role, to be employed by the Histon and Impington Community Minibus Committee, feeling it to be one of the most important projects of recent years. Some discussion followed on alternatives to this arrangement to avoid confusion. To be investigated. Standing Orders re-instated. Prop Cllr Davies, sec Cllr Cleaver, all in favour and **agreed** to part funding of role £2,500 for 2011-12. All in favour

- 149.4 “In Committee” Acquisition of Open Space in the Village. Deferred to end of meeting

150 FINANCE & ADMINISTRATIONS

10/150.1	To confirm payment of retrospective accounts, prop Cllr Thurman, sec Cllr Plumbly:	
	Administration M9 <u>£2,375.60</u> (contracted out portion re-imbursed)	£2,375.60
	Histon & Impington Day Centre Sec 137 payment	
	Community Support payment <u>£150</u>	£150.00
	Cambs Police Shrievality Trust Community Support <u>£100</u>	£100.00
	St Audreys Close Room hire <u>£300</u>	£300.00
	ESPO Office requirements (on formula) <u>£61.09</u> + VAT £10.68 =	£71.77
	Site & Maintenance Gate repairs allotments <u>£65.00</u> + VAT £11.37 =	£76.37
	Cheffins Professional services re land valuation <u>£400</u> + VAT £70 =	£470.00
	Histon & Impington Recreation Ground 12 New Road 5 th claim <u>£7,757.53</u>	£7,757.53
	Fenland Leisure Products Renovate and install springy rockers <u>£1098.74</u> + VAT £192.28 =	£1,291.02
	Danwood Group Limited Copier rental <u>£66.09</u> + VAT £11.57 =	£77.66

Roger Hovells 2 Office cleans (on formula) £40	£40.00
Administration M10 £2,375.60 (contracted out portion re-imbursed)	£2,375.60
IPC no 2 account re Youth budget 2010-11 £4,710	£4,710.00
Barclaycard Card payment Printer (on formula) £227.20 + VAT £39.72 =	£266.92
Barclaycard Card payment Tiscali (on formula) £16.34 + VAT £2.80 =	£19.14
Barclaycard Card payment Tiscali (on formula), rec grd (Post Office) to be reimbursed £90.97 + VAT =	£94.38

Power or Action

- 150.2 To approve payment of outstanding accounts, prop Cllr Thurman, sec Cllr Plumbly:
- | | |
|---|-----------|
| Roger Hovells Office cleans (on formula) £40 | £40.00 |
| Roger Hovells Bus shelter clean £17.50 | £17.50 |
| Cambs ACRE Subscription (if wish to renew) £25 | £25.00 |
| Society of Local Council Clerks Subscription (on formula) £168 | £168.00 |
| Jaggard Electrical Limited Pavilion, Office and PIR light repair (on formula) £154.88
+ VAT £30.98 = | £185.86 |
| Jaggard Electrical Limited Christmas light set up and taken down £450 +
VAT £90 = | £540.00 |
| ESPO Office requirements (on formula) £19.77 + VAT £3.95 = | £23.72 |
| Print Out Stationery £16.99 + VAT £3.40 = | £20.39 |
| Cambs County Council Annual Maintenance charges street lighting £1463.76 | £1,463.76 |
| Petty Cash £ 37.25 | £37.25 |
| E-On electricity for feeder pillar CPA £27.33 + vat £1.37 = | £28.70 |
| Site & Maintenance remove damaged metal bollard from The Green and make good path
£45.00 + vat £9.00 = | £54.00 |
- 150.3 **Paid In:** Allotment Rent £24.00; H&IRG reimburse B/Card purchase £22.83; Sec 106 2 Water Lane £4,977.68; IPC Contracted out December 2010 and January 2011 £606; Future Jobs Fund expenses reimbursement £814.28; IPC quarterly charges £243.00
- 150.4 Clerks Report copied to all and accepted, covering: Christmas lights storage; grant application made to Feast Committee for additional/replacement looms this year; Car park lining carried out on High Street, SCDC to pay invoice; Bollard on Green once again displaced. Decision taken not to replace, footpath made good. White bollards knocked out December kept at Burial Ground; allotment gate repair and roundabout "drill out" ordered under clerk's delegated powers; resident contacted regarding fallen trees near to Play Area on The Green; graffiti removal by SCDC; Meeting with IT Consultant held and spec finalised for computer / software requirement. Order to be made; Buchans meeting to look at next year's grass cutting contract and advise which trees in Histon require lifting to facilitate cutting – application for permission then to be sent to SCDC; Internal Audit visit arrangements, noting now no need for Review of Effectiveness of Internal Audit as part of regulations; Recording device (digital) purchased at £75, costs to be shared; Training offered to all Councillors at Girton; electronic agendas to be issues March and April on trial basis; annual leave report for April 2011
- 150.5 Finance Committee Minutes 8th January copied to all and accepted, together with Quarterly report (**Appx 1**)
- 150.6 Precept – "**to approve recommendation to request precept for 2011-12 of £160,000 from South Cambridgeshire District Council**". Papers provided for all including Chairman's report (**Appx 2**). Discussion on possible reductions to reduce percentage increase, and unexpected use of reserves 10-11 for asset renovation. Noted decision not to pay into specified reserves 11-12 for Community Facilities; initial £10,000 provision for open space acquisition; Section 106 payments expected. Likelihood of no increase to SCDC or Cambs County Council charge. Prop Cllr Parish, sec Cllr Davies, all in favour and **agreed** to accept recommendation to request £160,000 for 2011-12

151 ITEMS FOR NEXT AGENDA

10/151 None

152 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS

10/152 Agreed next meeting **Monday 14 March 2011**, St Audrey's Community Room **7.30 p.m.**

Dates for forthcoming Committee meetings noted

Meeting closed 10.35 p.m

DRAFT