

## HISTON PARISH COUNCIL

Minutes of meeting held St Audrey's Community Centre, St Audrey's Close, Histon,  
Monday 9<sup>th</sup> May 2011 7.30 p.m.

### **Present:**

Councillors: I M Parish (Chairman), J P Emmines (Vice Chairman), A J Eade, M C Cleaver, N S Davies, C J Foster, D N Legge, I A Levitt, C L Jones, D V Marston, R S Plumbly, D J Thurman, E W Stonham  
Cty Cllrs S Gymer (in part), J D Jenkins (in part). Dist Cllr J Chatfield, M J Mason Clerk: Mrs A J Young  
2 Members of Public **Power or Action**

### **184 APOLOGIES FOR ABSENCE**

11/184 Cllr J Diplock (working). Rob Campbell (IVC), PCSO Tony Martin  
Cllr John Dover had resigned as Parish Councillor having been unable to attend meetings for 6 month period. Vacancy to be advertised. Attendance list to be circulated regularly in future

### **185 MEMBERS' DECLARATIONS OF INTERESTS**

11/185 Cllr A J Eade 195.2 (nearby resident of St Andrews Church Halls) (STAC) – personal interest

### **186 ELECTION OF CHAIRMAN**

11/186 Proposed Cllr Foster, sec Cllr Eade, all in favour that Cllr Max Parish be re-elected as Chairman 2011-12. No other nominees

### **187 OPEN SESSION FOR PUBLIC**

11/187 David Warren of Mill Road Impington, member of Orchard Park Community Council outlined concerns over use of junctions off Cambridge Road and The Crescent by driving schools for reversing manoeuvres. H T & T Committee **agreed** to discuss in conjunction with IPC, write to driving schools where possible, and refer to Cty Cllrs and PCSO Martin. **HT&T Committee**

### **188 ELECTION OF PROPER OFFICERS AND COMMITTEES/ ELECTION OF REPRESENTATIVES TO VARIOUS COMMITTEES/BODIES**

- 11.188.1 Noting Chairman and Vice Chairman ex-officio members of all Committees, prop Cllr Legge, sec Cllr Jones, all in favour and **agreed** that: Cllr J P Emmines re-elected as Vice Chairman  
188.2 Mrs A J Young (Clerk) be re-appointed as Responsible Financial Officer  
188.3 Mr G Whitfield be re-appointed as Internal Auditor  
188.4 Cllr Eade be re-elected as Tree Warden  
188.5 Cllr Eade ( shadowed by Cllr Diplock) be re-elected as Allotment Officer  
188.6 Cllr Foster be re-elected as Footpaths Officer  
188.7 Cllr Emmines (deputy Cllr Plumbly) be re-elected as Playground Officer  
188.8 Environment Committee re-elected as Cllrs Foster, Eade, Diplock, Plumbly  
188.9 Highways, Traffic & Transport re-elected as Cllrs Legge, Stonham, Jones, Marston  
188.10 Committee (advisory body) re-elected Cllrs Davies, Plumbly  
188.11 Planning Committee all Councillors members, quorum of 4  
188.12 Parish Plan Liaison Representative re-elected Cllr Parish  
188.13 Finance & Legal Committee re-elected Cllr Davies, Jones, Thurman, Plumbly  
188.14 Community Facilities Working Group re-elected Cllrs Davies, Stonham, Thurman  
188.15 Employment Committee re-elected Cllrs Jones, and Cleaver  
188.16 A14 Working Group Cllr Parish and Thurman  
188.17 Merger/ Grouping Working Party Cllr Parish, Davies, Legge  
Cllr Jones wished to resign as IVC Liaison Representative, Cllr Plumbly to replace. With this one changed confirmed that:  
188.18 Cllr Parish and Cleaver to remain as trustees to Poors Land Charity  
188.19 Cllrs Davies, Cleaver, Stonham and Marston to remain as Histon & Impington Recreation Ground Management Committee

- 188.20 Cllr Emmines to remain as Health and Safety Officer  
 188.21 Cllrs Emmines and Foster to remain as Police Committee Representatives

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- 188.22 Cllr Plumbly to replace Cllr Jones as IVC Representative  
 188.23 Mrs Pearl Harris to remain as Representative to Day Centre  
 188.24 Cllr Davies to remain as Representative to Community Minibus  
 188.25 Cllr Cleaver and Mrs Pearl Harris to remain as representative to Village Warden Link Group  
 188.26 Cllr Davies to remain as Representative to HIAFOP  
 188.27 Cllr Parish to remain as Representative to Older Persons Co-Ordinator HICOM Sub Group  
 188.28 Cllr Thurman to remain as CPALC Representative  
 188.29 Cllr Parish stand in Cllr Jones to remain as JAG Representative

**189 MINUTES OF MEETINGS HELD ON 11 APRIL 2011**

- 11/189.1 Prop Cllr Plumbly, sec Cllr Eade, all in favour, approved and signed as correct record

**190 MATTERS ARISING FROM PREVIOUS MINUTES**

- 11/190.1 Item 173.1 Police up-date any emails copied to all. Meeting held 12 April. Cllr Emmines reported on positive activity by Police with anti social behaviour decreasing. PCSO Martin to be asked for feedback on arson incident at IVC  
 190.2 Item 173.3 Early Years Centre Highways Traffic and Transport Committee to look at issues raised with Cllrs Marston and Legge at recent meetings. Cllr Davies outlined further meeting held with Early Years Centre leading to recreation ground events for 4-5 year olds to encourage sport participation  
 190.3 Item 180.2 APM Steve Hampson, Executive Director SCDC as speaker on "Localism and the Big Society". Noted Mr Hampson's overall responsibility includes Planning at SCDC  
 190.4 Item 180.5 SCDC Liaison Meeting notes provided for all  
 190.5 Outstanding matters list provided for all

**191 RECENT CORRESPONDENCE**

- 11/191.1 Circulating File available for all  
 191.2 SLCC Training Friday 10 June St Neots: Archiving and Document Management, Localism & Big Society; Insurance – Cllrs and Guests £30, members £15, agreed no attendance  
 191.3 Camb's ACRE Newsletter forwarded to all re Localism by email

**192 ANNUAL REPORT FROM COMMITTEES AND REPRESENTATIVES**

- 11/192.1 **(Appx 1)** Chairman's annual report to include Finance Committee to be presented at Annual Parish Meeting 24 May. All annual reports would be posted on website

**193 ANNUAL REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

- 11/193.1 Monthly report from Cty Cllr Gymer for April covering; revised Highway Policy; procurement of new Public Service Network; Environmental Services; increased powers for Parish Councils relating to speed limits; Children's Services; Local Issues; IVC admissions 2011-12  
 Queries and discussions followed on:  
 193.2 Libraries Staff redundancies  
 193.3 "Dog leg" at Narrow Lane Greenleas Residents Association require ground returned to original status. Noted correspondence from cyclist supporting "dog leg". Meetings with Mike Davies planned along B1049 route. Cambs County Council had written to residents on the route outlining works planned on lamp columns replacement and subsequent delays to final surface laying  
 193.4 Citi7/8 Stagecoach Cty Cllrs with Dist Cllr Chatfield and Parish Council representatives met 9 May with Andy Campbell and Ross Burton of Stagecoach to raise concerns and complaints received by Cllr Chatfield. Notes to follow. Dist Cllr Chatfield outlined Stagecoach's reasonable confidence that improvement will soon be seen in capacity and reliability. Stagecoach advise Parish Council to encourage residents to ensure any complaint is made detailing times and

buses in order so that issues can be properly tackled. Cty Cllr Jenkins confirmed agreements made on: addressing reliability and capacity issues if evidenced; provision of summary of complaints received monthly; discussion promised if any further changes to Citi8 planned in future. Parish Council to encourage residents to send any

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comments or complaints to Stagecoach via Parish Office, detailing dates and times; find bus users to keep regular "log" of service for evidence. Cllr Jones queried data availability and suggested stops could be provided with signs detailing where complaints should be made

- 193.5 No written report received from Dist Cllrs for April. Dist Cllr Stonham report on IVC visit noted. Dist Cllr Mason reported verbally on progress on guidance on procedures for "Joining of Parish Councils" via Electoral Arrangements Committee. Cllr Mason to forward to Clerk for Council members. Scrutiny Committee Planning issues, Cllr Mason outlined interim report with Task & Finish Group to meet 13 May to discuss action on deficiencies of SCDC Planning Committee structure

**194 RECREATION GROUND COMMITTEE REPORT**

- 11/194.1 No meetings held. Next Management Committee meeting due 23 May 2011. Annual General Meeting of Recreation Ground Committee due 6 June 2011
- 194.2 Cllr Davies reported on official opening of Outdoor Gym 2 May and additional work required on perimeter path. Next focus for Committee replacement car park lighting and new CCTV. Cllr Davies outlined plans at Recreation Ground for Jubilee and Olympic events 2012
- 194.3 Noted emails received congratulating Parish Councils on the Circus event at Homefield Park

**195 PLANNING COMMITTEE REPORT**

- 11/195.1 Minutes 31 March and 21 April provided for all and accepted. Next meeting due 12 May
- 195.2 Cllr Eade declared personal interest (lives nearby). Methodist Church/St Andrews Church joint statement on plans for development copied for all. Discussion on residents perception of 2 café applications in Histon
- 195.3 S/2258/10 Histon Parochial Church Council, St Andrews Church Halls, School Hill partial demolition of unlisted C19 and early C20 buildings. Refurbishment and extension of remaining to form new Church Halls, meeting rooms, church office and café. SCDC Planning Committee to consider 11 May. Cllr Thurman attending on behalf of HPC and speaking. Dist Cllr Mason not attending as local member, but as substitute Committee member. Cllr Thurman confirmed he would comment only on HPC issues already raised and content of newly submitted Traffic Statement (held on file). IPC not to be represented **DJT**
- 195.4 S/00795/11/CW Cottenham Skips Ltd, 254a Histon Road, Cottenham – Application for improved waste management facilities. Comments circulated to Committee to be provided to County Council for 10 May deadline

**196 HIGHWAYS TRAFFIC & TRANSPORT REPORT**

- 11/196.1 Meeting due 5 May postponed to 19 June

**197 RESOLUTION: "To agree to proceed with the leasehold purchase from Cambridgeshire County Council of 2.56 ha of land rear of Manor Park, Histon on the basis of valuation provided by District Valuer dated 21 April in sum of £30,000 (thirty thousand pounds). To delegate to Clerk on Chairman to negotiate any stage payment opportunities for funding the leasehold purchase, work with Finance Committee to look at appropriate funding, and to secure services of Solicitor to act"**

- 11/197.1 Members accepted valuation by District Valuer for £30,000, in line with valuation received by HPC from Cheffins. County Council now accepted this as the appropriate price for leasehold. Cllr Parish and others spoke in support of this unique opportunity to gain additional open space for the villages. Discussion followed on:
- Risk of development in the future if do not proceed
  - Rateable values

- Recreation Ground reserves and specified reserves
- Maintenance, including tree areas
- Easements
- Methods of funding

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Prop Cllr Parish, sec Cllr Davies, all in favour to **agree** motion as published. Finance Committee to meet as soon as possible to consider financial strategy for the purchase of the lease. Possibilities include stage payments, "borrowing" finance from other specified reserves accounts, use of Sec106 funding held or further PWLB loan

**Finance Committee**

**198 OTHER MATTERS**

- 11/198.1 Feast Fair & Market Whyatts Amusements agreement to use Green expires end of 2011 visit. New agreement to be drawn up at Environment Committee. Feast Market topics chosen:
- Older Persons Co-Ordinator
  - Open Spaces
  - Joining of Parish Councils
  - Level of spend of Parish Councils 2010-11
- Ideas for picture quiz or similar. Tent site in more central position **Environment Committee**
- 198.2 Youth Advisory Body Notes 4 April provided to all and accepted. Cllr Plumbly outlined recent items raised including Connections Bus visits now ended and interest shown in skatepark provision in Histon & Impington. Siting issues and insurance discussed.
- 198.3 Older Person Co-Ordinator Sub Group (HICOM) Notes from Cllr Parish of meeting held 14 April providing for all outlining plans to draw up employment contract and Courier article.
- 198.4 Stagecoach Citi 7 meeting, see item 193.4

**199 FINANCE and ADMINISTRATION**

- 11/199.1 To confirm payment of retrospective accounts, prop Cllr Legge, sec Cllr Emmines, **agreed:**
- |   |                          |   |
|---|--------------------------|---|
| <b>Administration M1</b>  | <b><u>£2,480.46</u></b>  | £2,480.46                                   |
| <b>Histon &amp; Impington Recreation Ground</b> 1 <sup>st</sup> half year payment | <b><u>£20,109.50</u></b> | Litter Pick 1 <sup>st</sup> half            |
| payment   | <b><u>£2,148.75</u></b>  | Admin 1 <sup>st</sup> half payment          |
|   | <b><u>£1,921.25</u></b>  | =   |
|   |                          | £24,179.50                                  |
| <b>Public Works Loan Board</b> Pavilion loan 11 of 50                             | <b><u>£6,800.16</u></b>  | Completion Loan 9 of 48                     |
|   |                          | <b><u>£901.31</u></b>                       |
| =   |                          | £7,701.47                                   |
| <b>The Post Office</b> Trade Waste SCDC annual                                    | <b><u>£597.34</u></b>    | £597.34                                     |
| <b>Broker Network Limited</b> Insurance premium 2011-12                           | <b><u>£1,291.20</u></b>  | £1,291.20                                   |
| <b>SCDC</b> Office rates (on formula)   | <b><u>£2,208.30</u></b>  | £2,208.30                                   |
| <b>SCDC</b> Car Park rates  | <b><u>£2,814.50</u></b>  | £2,814.50                                   |
| <b>Island Fire Protection Ltd</b> Fire protection (formula)                       | <b><u>£145.30</u></b>    | + VAT £29.06 =                              |
|   |                          | £174.36                                     |
| <b>Buchans Landscapes Ltd</b> Grass cutting                                       | <b><u>£338.90</u></b>    | Trees Green <b><u>£60</u></b> + VAT £79.78= |
|   |                          | £478.68                                     |
| <b>Danwood Financial Service Limited</b> Copier quarterly rental                  | <b><u>£66.09</u></b>     | + VAT £13.22 =                              |
|   |                          | £79.31                                      |
| <b>Print Out</b> Stationery   | <b><u>£16.99</u></b>     | + VAT £3.40 =                               |
|   |                          | £20.39                                      |
- 199.2 To approve payment of outstanding accounts, prop Cllr Legge, sec Cllr Emmines **agreed:**
- |  |                       |                |
|--|-----------------------|----------------|
| <b>Petty Cash</b>                              | <b><u>£48.86</u></b>  | £48.86         |
| <b>Playsafety Ltd</b> annual inspection of CPA | <b><u>£72.00</u></b>  | + VAT £14.40 = |
|  |                       | £86.40         |
| <b>ESPO</b> office requirements (formula)      | <b><u>£16.59</u></b>  | + VAT £3.32 =  |
|  |                       | £19.91         |
| <b>CPALC</b> Subscription                      | <b><u>£674.85</u></b> | £674.85        |
- Prop Cllr Parish, sec Cllr Thurman all in favour to subscribe to CPALC. Chairman read out Service Level Agreement and lengthy discussion followed on issues therein. Cllr Thurman as CPALC representative undertook to seek clarification on some aspects, including training. Noted savings if Histon & Impington Parish Councils to join, and legal cover provided
- 199.3 Paid In and Correspondence – Re-imbursments paid 31 March 2011 (not noted on April's minutes) £297.68 (Barclaycard IPC) £41.66 Recreation Ground.  
Since 1 April : SCDC Precept £80,000.

Age UK (Community Warden Scheme) Noted Cambs County Council and NHS Cambs contract with Age UK ends 30 November 2011, new contract to be tendered to start 1 December 2011. Age UK will invoice HPC for 8 months only until outcome of tender known.

- 199.4 Clerks Report provided for all and accepted covering: Yesteryear Road Run; office IT; planning permission granted for notice board on Village Green; Planning Clerk contract

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- 199.5 Internal and External Auditor final Internal Audit visit due 26 May. Statement of Accounts to Extra Ordinary meeting to be held 6 June when Chairman will sign statement on behalf of the Council. All papers to be circulated with agenda.

**200 MATTERS FOR NEXT AGENDA**

- 11/200.1 None. Cllr Legge suggested Early Years Centre could be asked to talk to Parish Council at some future agenda

**201 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS**

- 11/201.1 Agreed next meetings: **Monday 6 June** (Extra Ordinary) at Recreation Centre, New Road, Impington, time to be confirmed and **Monday 13 June 2011** at St Audrey's Community Room **7.30 p.m.** Dates for forthcoming Committee meetings noted.

Meeting closed 9.25 p.m.