

HISTON PARISH COUNCIL**Unconfirmed minutes**

Minutes of meeting held St Audrey's Community Centre, St Audrey's Close, Histon,
Monday 10 May 2010 7.40 p.m.

Present:

Councillors: I M Parish (Chairman), J P Emmine (Vice Chairman), M C Cleaver, N S Davies, J J Dover, A J Eade, C J Foster, C L Jones, D N Legge, I A Levitt, R S Plumbly, E W Stonham (also District)
Clerk: Mrs A J Young
Dist Cllrs M J Mason and J P Chatfield; Cty Cllr D Jenkins

Chairman congratulated Edd Stonham on being elected as District Cllr for Histon and Impington. Cllr Davies was commended for his long and loyal service as District Cllr. Cllr Chatfield was congratulated on a splendid run in the General Election as candidate for South East Cambridgeshire

Council reflected on service of ex Histon Parish Cllr Malcolm Ruel who passed away in April and stood in a minute's silence

Power or Action**20 APOLOGIES FOR ABSENCE**

10/20.1 Cllrs J A Diplock (personal), D V Marston (holiday), D J Thurman (holiday). Cty Cllr S Gymer

21 MEMBERS' DECLARATIONS OF INTERESTS

10/21.1 Cllr D N Legge – personal and prejudicial interest A14 Consultation report (Air Quality expert being approached for advice is family member)

22 ELECTION OF CHAIRMAN

10-/22.1 Proposed Cllr Cleaver, sec Cllr Dover, all in favour to elect Cllr Max Parish as Chairman

23 ELECTION OF PROPER OFFICERS AND COMMITTEES

10/23.1 Proposed Cllr Parish, seconded Cllr Jones, all in favour that Cllr Emmine be elected as Vice Chairman

10/23.2 Proposed Cllr Plumbly, sec Cllr Cleaver, all in favour that the other officers and Committee members now listed be elected for the year 2010-2011
Responsible Financial Officer Mrs A J Young; Internal Auditor Mr Gerry Whitfield (employed); Tree Warden Cllr A J Eade; Allotments Officer Cllr A J Eade (shadowed by Cllr J A Diplock); Footpaths Officer Cllr C J Foster; Children's Playground Inspector Cllr J Emmine; Environment Committee Cllrs Eade, Plumbly, Dover; Diplock, Foster (co-optee Bruce Clark) Highways, Traffic & Transport Committee Cllrs Jones, Legge, Stonham, Marston; Youth Committee (advisory body) Cllr Davies, Plumbly; Planning Committee All Councillors except Chairman and Vice Chairman; Finance & Legal Committee Cllrs Davies, Jones, Thurman, Plumbly; Community Facilities Working Group: Cllrs Davies, Stonham, Thurman, Eade Employment Working Group Cllrs Cleaver and Jones to act ad hoc; A14 Working Group Cllrs Parish, Thurman; Merger/Grouping working party Cllrs Parish, Davies, Legge

24 ELECTION OF REPRESENTATIVES TO VARIOUS COMMITTEES/BODIES

10/24.1 All in favour, that representatives as listed be confirmed for 2008-2012: Trustees to Poor's Land Charity Cllrs Parish (as Chairman) and Cleaver; Histon & Impington Recreation Ground Management Committee. Cllrs Cleaver, Davies, Marston and Stonham; Health & Safety Officer Cllr Emmine; Police Committee Representatives Cllrs Emmine and Foster; IVC Liaison Cllr Jones; Representative to Day Centre Mrs P Harris; Representative to Community Minibus Cllr N Davies; Representatives to Mobile Warden Link Group Cllr Cleaver and Mrs P Harris; CPALC Cllr Thurman; JAG Cllrs Parish and Jones (as stand in)

25 MINUTES OF MEETINGS HELD ON 12 APRIL and 26 APRIL 2010

10/25.1 Prop Cllr Emmines, sec Cllr Plumbly, all in favour, approved and signed

26 MATTERS ARISING FROM PREVIOUS MINUTES

10/26.1 5.1 Police up-date mails copied to all

10/26.2 5.2 SCDC Cabinet Forum Liaison meeting notes received

10/26.3 5.3 Merger/Grouping Meeting due 21 May 2010

27 RECENT CORRESPONDENCE

10/27.1 Circulating File available for all

10/27.2 Cambs County Council Cambridgeshire Older People's Newsletter

10/27.3 Older Peoples Forum Cllr Davies reported on informal meeting due 4 October 2010 with interested parties, to facilitate direction of the services and gaps and consider an action plan. Stressed need to attract as wide a group as possible interested in care of elderly and confirmed speaker not necessary at this stage.

10/27.4 Cambs County Council Speed Limit reductions to Highways Traffic & Transport Committee 27 May for recommendation, comments required by 22 June. Dist Cllr Mason arrived

28 ANNUAL REPORT FROM COMMITTEES AND REPRESENTATIVES

10/28.1 Copied to all and available on website

10/28.2 Mobile Warden Scheme Cllr Cleaver confirmed SCDC have agreed to extend funding for a further year

29 ANNUAL REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

10/29.1 County Council report copied to all and accepted. Further comment made on: Guided Bus completion targets; Cycle lane to Green not mandatory; speed limit north of the Green to village boundary (40mph) to be reconsidered after new cycle route in place; opening up development along B1049 with lowered speed limits; Stagecoach meeting with Cty Cllrs due 14 May; Cllr Jenkins to move things forward with CCC on Co-Op corner proposals

10/29.2 No written report from Dist Cllrs. Cllr Mason commented on: Difficult task of covering all aspects in busy Ward and need for all 3 Cllrs to make sure Histon and Impington properly represented at District Council; Environment Agency License not granted at Premier Foods. Cllr Chatfield called for a meeting of Dist Cllrs to plan to cover the year ahead

30 RECREATION GROUND COMMITTEE REPORT

10/30.1 Draft minutes 22 March copied to all and accepted

10/30.2 Extra Ordinary meeting held 26 April. Council to look at reserves situation and decide whether to fund by loan for refurbishment entirely from PWLB funding or partly from reserves. Cllr Davies confirmed 4-6 month contract to start mid-June

June agenda

31 PLANNING COMMITTEE REPORT

10/31.1 Minutes 29 April had been emailed to all

10/31.2 Cllr Parish had attended IPC Planning to plan for Statement of Case on A14 widening proposals, joint meeting due 11 May. Joint response to flooding questionnaire made

32 OTHER MATTERS

10/32.1 a) Feast Fair and Market Fair arrive 29 June and leave Green 6 July. Electricity organiser required. Feast Market topics suggested: Merger; Recreation Play Area Project and Village Green Play Area Project proposals; Outdoor gym and proposals for recreation ground; Station Design Group work; A14 widening plans; Community notice boards rules and hopes; Car park

Power or Action

- 10/32.2 b) Youth Advisory Body Minutes 29 March copied to all. Service Level Agreement copied to all, prop Cllr Foster, sec Cllr Levitt, all in favour and agreed Cllr Abdullah to sign on behalf of the Parish Councils. Connections Bus Project termly report received and held on file
- 10/32.3 c) Planning Committee Clerk – recommendation to offer additional hours to FJF employee. After discussion, agreed more sensible to increase FJF hours by 5 per week under the scheme being administered by CPALC from 17 May. Noted Groundsperson role to also increase by 5 hours per week at no expected cost to Parish Councils. Any excess cost could be covered by precepted amount, and/or consideration to employing permanent Planning Committee Clerk once FJF scheme ended

33 FINANCE and ADMINISTRATION

- 10/33.1 To confirm payment of retrospective accounts, prop Cllr Davies, sec Cllr Thurman, agreed:
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|---|--------------------------------------|-----------|
| Administration M1 | <u>£1,400.81</u> | £1,400.81 |
| A J Young FJF expenses for groundsman operative | <u>£51.05</u> + VAT £8.93 = | £59.98 |
| Barclaycard Tiscali, graffiti removal kit (formula), Rec Grd | <u>£134.15</u> + vat £13.97 = | £148.12 |
- 10/33.2 To approve payment of outstanding accounts, prop Cllr Davies, sec Cllr Thurman, all agreed:
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|--|---------------------------------------|---------|
| SLCC Training Employment matters and Health & Safety (on formula) | <u>£95</u> | £95.00 |
| NALC Local Council Review subscription (if wish to renew) | <u>£13.50</u> | £13.50 |
| CPALC Subscription (if wish to renew) | <u>£622.43</u> | £622.43 |
| Island Fire Protection Limited Fire extinguishers testing | <u>£58.95</u> + VAT £10.32 = | £69.27 |
| Histon & Impington Recreation Gd Committee Office insurance | <u>£204.14</u> | £204.14 |
| ESPO Office requirements (for formula) | <u>£25.66</u> + VAT £4.49 = | £30.15 |
| Print Out Copying of flooding information | <u>£20</u> | £20.00 |
| ESPO FJF – safety equipment inc. boots | <u>£37.14</u> + vat £6.51 = | £43.65 |
| Roger Hovells office cleans (formula), bus shelter clean | <u>£57.50</u> | £57.50 |
| Buchans Landscapes grass cutting April | <u>£658.06</u> + vat £115.16 = | £773.22 |
| Petty Cash | <u>£21.90</u> | £21.90 |
- 10/33.3 Paid In and correspondence: Nil
- 10/33.4 Clerks report accepted covering: Future Jobs Fund up-date; Internal office issues; Car Park suggested changes made to Solicitor. Discussion followed on maximum stay proposals and sponsorship ideas from local firms
- 10/33.5 Internal and External Audit arrangements. Internal audit due 11 May. Statement of Accounts to Extra Ordinary meeting 24 May. Audit to be submitted 1 June
- 10/33.6 Finance Committee minutes 22 April copied to all and accepted, together with Final Budgets (Appx 1)

34 MATTERS FOR NEXT AGENDA

- 10/34.1 Training Statement of Intent; Merger/Grouping up-date; 12 New Road payment options

35 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS

- 10/35.1 Agreed next meeting: **Monday 24 MAY** (Extra Ordinary) and **Monday 14 JUNE 2010** at St Audrey's Community Room **7.30 p.m.** Dates for forthcoming Committee meetings noted.

Meeting closed 9 p.m.