

HISTON PARISH COUNCIL

Minutes of meeting held St Audrey's Community Centre, St Audrey's Close, Histon,
Monday 12th September 2011 7.30 p.m.

Present:

Councillors: I M Parish (Chairman), J A Diplock, C J Foster, K E Heywood, M C Cleaver,
N S Davies, D V Marston, R S Plumbly, D J Thurman, E W Stonham (also District)
Cty Cllrs J D Jenkins, S Gymer, Dist Cllrs M Mason, J Chatfield (all in part)

Clerk: Mrs A J Young

Power or Action

236 APOLOGIES FOR ABSENCE

11/236 Cllrs A J Eade (illness), C L Jones (illness) D N Legge (work), I A Levitt (work), J P Emmines (holiday)

237 MEMBERS' DECLARATIONS OF INTERESTS

11/237 None

238 OPEN SESSION FOR THE PUBLIC

11/238 No public present

239 MINUTES OF MEETING HELD ON 11th JULY 2011

11/239 Proposed Cllr Thurman, seconded Cllr Stonham all in favour to sign minutes. Approved and signed as correct record

240 MATTERS ARISING FROM PREVIOUS MEETING

- 11/240.1 Outstanding Action July 2011 list provided for all
- 240.2 Item 224.2 Police Up-date any emails copied to all
- 240.3 Item 224.3 IVC Academy Status Consultation no extension given
- 240.4 Item 224.5 SCDC 30mph stickers now available for distribution for Park Lane, Cottenham Road, Glebe Way and Water Lane
- 240.5 Item 225 Cllr Keith Heywood Register of Interests complete
- 240.6 Item 233.4 Donations request bonfire Burn not now expected. Cllr Davies reported 160+ entries to date, 6 November. All Councillors invited to volunteer as marshal/helper

241 RECENT CORRESPONDENCE RECEIVED

- 11/241.1 Circulating file available for all
- 241.2 2012 Jubilee Festival Trek Subgroup Request from Eleanor Whitehead for volunteer marshals for 5 June 2012 12km country walk. Cllr Davies outlined plans for a full long weekend of activities for Jubilee. Request for financial support pending
- 241.3 SCDC Council Open Day details 7 October 9.30 am – 4.30 pm; Grounds Maintenance of District Council Owned land survey to indicate willingness to undertake work on all grassed areas, hedges and shrubs; **Agreed** to advise SCDC Histon Parish Council may be interested, in principle, and would be willing to consider undertaking work for neighbouring Impington. More details required for any definitive answer. Textile and Media Recycling Bank; **Agreed** to advise nowhere suitable to site at present but may be interested in future
- 241.4 IVC seeking agreement to closure of charity account IMPACT. Cllr Davies declared personal interest as IVC Governor. Agreement given. **Agreed** to write to Ian Hill to congratulate team at Sports Centre on efforts to introduce such a positive facility for the villages
- 241.5 Histon Feast Attendance requested to receive cheque 1 November 7pm. Cllr Emmines to represent Histon Parish Council. Cllr Davies declared a personal interest as Chair of Histon Feast. An important Public meeting expected November 2011. Concern expressed over loss of support for many local groups and projects were Feast Committee to disband.
- 241.6 Cambs ACRE AGM details 27 September 5.30 pm. St Ives "Celebrating Localism One Year On"

242 MONTHLY REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

- 11/242.1 Monthly report from County Cllr D Jenkins copied to all and accepted covering: County Council and Cabinet meetings; Environmental Services; Children and Young People's Services; Adult and community services; Health; Fire and Police. Cty Cllrs Jenkins and Gymer reported additionally on Cycleway Histon to Cottenham tarmacing to begin week commencing 19 September 2011. Guided Busway site visit 9 September 2011, to review noise issues; landscaping replanting; safety and speed. County Council accepted problems remain and ideas and solution had been put forward. No Stage 2 Safety Audit report yet seen. Station Building Cty Cllrs requested Councillors to reconvene working party discussions. Cllr Thurman to call meeting as soon as possible. 110 Bus Service No changes at present, next review due April/May 2012. Broadband Investment Cllr Jenkins to report further on any implications for Histon
- 242.2 Monthly report from Dist Cllr Mason copied to all and accepted covering: Guided Bus; A14 Cycleway crossing; Histon Green Ecological Mitigation Plan; Boundary Review . Cllrs Mason and Chatfield reported further on: Planning Enforcement issues cannot be taken forward as part of Scrutiny Committee agenda, although formed part of a new overall enforcement review. **Agreed** to raise at next Parish Planning Forum meeting. Citi 8 Cllr Chatfield continued to send points raised with him to Stagecoach for comment and would continue to chase Andy Campbell at Stagecoach for monthly reports. Technical queries on standard of maintenance had been raised with Andy Campbell on the recent "trial runs". Guided Busway Cllr Jenkins reported no build-up of parking problem had been reported since opening of Guided Busway. Noted County Council had agreed to look at this if became an issue

243 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 11/243.1 Draft minutes 5 September provided for all and accepted.
- 243.2 Noted discussions with Early Years Centre on use of Homefield Park and other positive collaborations with Recreation Ground
- 243.3 Recreation Ground Committee congratulated on improvements made to Homefield Park in recent months.
- 243.4 Noted plans for Christmas lights at Recreation Ground, funded by Friends of the Rec
- 243.5 Signs Signage review required, especially concerning dogs
- 243.6 Capacity Issues, football Noted increase in numbers of teams for younger age groups was causing problems for land and pitch availability
- 243.7 Olympic Year Cllr Davies outlined plans to produce a celebration ceremony event

244 PLANNING COMMITTEE

- 11/244.1 Minutes of the meetings 14 July 4 August and 25 September provided for all and accepted. Next meeting due 15 September 2011
- 244.2 Strategic Housing Land Availability Assessment Noting County Council application to include Buxhall Farm and following discussion of implication agreed to organise a separate informal meeting. All Councillors encouraged to gauge public opinion for report back. **All Cllrs**
- 244.3 Villa Road Impington Noted public exhibition of proposals for development of 60+ houses on former SCA Packaging site 26 September 1pm-8pm at Railway Vue Public House.

245 ENVIRONMENT COMMITTEE

- 11/245.1 Minutes of meeting 30 June provided for all and accepted.
- 245.2 Brook Clearance and Renovations Phase II Cllr Foster reported on progress with drawing up plans and obtaining quotes for duck viewing platform on south bank of Brook. County Council Cycleway Team were required to organise compensation work for loss of habitat following piping of drain in B1049. Additional proposals put forward include: silt dredging of Brook, creation of silt retention areas, planting of native marginal plants and hardening of Brook bed. Report received from County Council on Ecological Mitigation Plan to be forwarded to all. Proposals included contribution of up to £1000 to duck platform costs. Cllr

Power or Action

- Foster reported further on input from ex RSPB Officer and proposals to include interpretation boards and sale of duck feed bags locally. Cllr Foster and Dist Cllr Mason working with Clerk to acknowledge acceptability of Mitigation plan for Environmental Agency. **CJF/MJM**
- 245.3 Etheldred House Boundary Buchans were now including strimming as part of fortnightly visit to Histon. Etheldred House staff would care for plants pending replacement with more suitable shrubs
- 245.4 Feast Fair No meeting yet held. Awaiting information from Feast Committee on 2012 plans
- 245.5 Village Green Quotes for painting on behalf of County Council, using materials held in stock. 3 quotes received: SCG Painting and Decorating £860; Site and Maintenance £595; N Rice £390 all for 2 coats of white sadlin paint supplied by Histon Parish Council. All **agreed** to accept quote from N Rice. Also agreed to offer painting of bridge to Bridges Section County Council, at additional price for Mr Rice of £150. Noted report that one post on fence was rotten and required replacement, to be reported to Steve Thulborn.
- 245.6 Play Area at Village Green application for use of Section 106 Open Space funds towards cost of project, pending application to WREN. Cllr Davies outlined consultation process with Fun Day on Green Play Area due 25 September; visit to Junior School to address assembly 19 September. 2 options available, option number 2 retaining the old slide and including equipment for younger age groups currently costed at £55k. WREN application and business plan to be completed by start of November; other potential contributors identified. Noting current Section 106 provision of £14,585, Working Group would most likely be requesting £7,500 of Section 106 funding as a commitment for the WREN application, together with the £17,588 specified reserves held in balances, and an additional £5,000 from next years specified reserves precept amounts. Sponsorships of equipment by local firms to be explored. Next agenda **October agenda**
- 245.7 Community Noticeboard Further complications encountered on design. Cllr Mason to approach SCDC Planning department for resolution **MJM**
- 245.8 Jubilee Oaks Opportunities for free oaks for Queen's Jubilee. None accepted
- 245.9 Next Meeting due 29 September
- 245.10 Tree Works Identified by Tree Warden out for Quotation. Clerk to use delegated powers to accept best value quote in discussion with Environment Committee Chair Cllr Foster **CJF**
- 246 HIGHWAYS TRAFFIC & TRANSPORT**
- 11/246.1 Minutes 21 July provided for all and accepted. Next due 13 October
- 246.2 South Cambridgeshire Traffic and Area Joint Committee meeting held 25 July. Future of Committee remained unclear
- 246.3 A14 Cycle Crossing Improvements Briefing held 8 September attended by Cllrs Parish and Legge. County Council would carry out traffic modelling survey for toucan (option 5) followed by consultation exercise with public to explain reason for implementation
- 246.4 B1049 Cycleway Issues new lighting columns in, old lamps taken down. Resurfacing commencing 19 September
- 246.5 Cambs County Council request confirmation that Histon PC wish to retain previous request for junction re-alignment at High Street/Station Road as a prioroty despite reduced scheme budgets. Noted requirement for £1 per electorate up max of 25% of total scheme costs and **agreed** to confirm. Highways Traffic and Transport to review Safety Audit received on proposed crossing at Co-Op, showing crossing not possible at this site. Agreed to write to County Council objecting to new lamppost outside Cambridge Building Society requesting it be moved to a safer place where it will not affect sight lines. **HT&T Committee**
- 246.6 Guided Busway Concerns voiced on safety issues. (see Cty Cllrs report item 242.1)
- 246.7 Annual Street Light Maintenance Contract To delegate signature of contract documentation for Option 2 to Clerk following review of documents by Highway Committee. **Delegated**
- 247 OTHER MATTERS**
- 11/247.1 Youth Advisory Body report notes 25 July provided for all with End of Term report and budget report. Committee members outlined discussions and problems resulting from non-provision of a facility young people can identify with, i.e. a designated youth centre

- 247.2 **Joining (Appendix 1)** Report from Max Parish. Cllr Parish outlined position regarding “grouping” and “merger” and timing issues if any joining were agreed. Noted 95% in favour of joining to date on consultation responses received, public meeting due 22 September. Following Extra Ordinary Parish meeting 14 October Parish Councils would potentially be in a position to approach SCDC Electoral Arrangements Committee and ask them to group the Parishes. Histon Parish Council would now feel grouping would be sensible course of action, if joining agreed, noting a fully merged Parish Council would still be available as an option in the future. SCDC would need to be satisfied Order was made under legal criteria
- 247.3 **Older Person Co-Ordinator** Letter from newly appointed Co-Ordinator Jean Newman thanking Parish Councils for support. First claim from HICOM expected shortly
- 247.4 **Community Facilities** Chairman’s progress report, informal meetings held, next Committee meeting due 21 September. Report to Council to be presented November 2011 **Nov agenda**

248 FINANCE & ADMINISTRATION

- 11/248.1 To confirm payment of retrospective accounts, prop Cllr Foster, sec Cllr Stonham:
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| Buchans Landscapes grass cuts 15,30 June £677.82 + VAT £135.56 = | £813.38 |
| Administration M4 £2,480.46 (contracted out portion re-imbursed) = | £2,480.46 |
| Adam Scott Sec 52 land War Memorial maintenance 1 of 2 £120 = | £210.00 |
| Oliver Design Joining leaflet (for formula) £150 + VAT £30 = | £180.00 |
| Gerry Whitfield Internal audit fee 2010-11 £175.20 = | £175.20 |
| E-On Electricity meter The Green £29.74 + VAT £1.49 = | £31.23 |
| ESPO Office requirements (some for formula) rec Ground £19.75 HPC £4.57 IPC £3.83 + VAT £5.63 = | £33.78 |
| Site and Maintenance Services Bollard hit by Co-Op lorry (made safe since re-imbursed by Co-Op insurance £60 + VAT = | £72.00 |
| Roger Hovells 2 Office Cleans (for formula) £40 = | £40.00 |
| Moore Stephens External audit fee £568 + VAT £113.60 = | £681.60 |
| Site and Maintenance Services Paint, free locks, replace white bollard on Green £209 + VAT £41.80 = | £250.80 |
| Administration M5 £2,480.46 (contracted out portion re-imbursed) | £2,480.46 |
| Print Out Stationery £16.99 joining consultation leaflet (on formula) £215 + VAT £3.40 = | £235.39 |
| Barclaycard HPC £196.95 IPC £135.03 Rec Ground £27.73 + VAT £61.70 = | £421.41 |
- 248.2 To approve payment of outstanding accounts, proposed Cllr Foster, sec Cllr Stonham:
- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Roger Hovells 2 Office cleans £40 Bus shelter clean Cottenham Road £17.50 = | £57.50 |
| Danwood Group Limited Photocopier meter reading £63.26 + VAT £12.65 = | £75.91 |
| Site and Maintenance Services Bollard replace and tarmac on Green (insurance reimbursement received) £320 + VAT £63 = | £384.00 |
| Site and Maintenance Services Village sign post works (clerks delegation) £178 + VAT £35.60 = | £213.60 |
| Buchans Landscapes grass cuts 11, 26 July £677.82 + VAT £135.56 = | £813.38 |
| Histon & Impington Recreation Ground Second half payment including Homefield Park £20,109.50 Litter picking £2,148.75 admin assistance £1,921.25 = | £24,179.50 |
| Petty Cash £49.25 | £49.25 |
| Barclaycard HPC £40.05 , IPC £38.46 , Rec £14.38 + VAT £5.09 = | £97.98 |
| Print Out Play Area Newsletter £59.85 = | £59.85 |
| Print Out copying –Play Area £12.60 + VAT £2.52 = | £15.12 |
| Site and Maintenance Services clean and ‘Sadolin’ seat on Green £75.00 +VAT £15.00 = | £90.00 |
| Site and Maintenance Services repair metal seat on Green (emergency work) £50.00 +VAT £10.00 = | £60.00 |
| ESPO (formula) stationary £18.60 + VAT £3.72 = | £22.32 |
| Hostbridge installation new broadband router, wireless config, consultancy and source and config, install new PC £350.00 (back up still to be carried out £150) | £350.00 |

Power or Action

- 248.3 Paid In: HI Recreation Ground Barclaycard re-imbusement **£57.63**; Whyatt Amusements Hire of Green **£256.60**; IPC Quarterly expenses **£1,365.47**; M4 IPC Administration contracted out **£497.90**; Co-Operative Insurance **£380**; M5 IPC Administration contracted out **£497.90**
- 248.4 Clerk's Report copied to all and accepted, covering: Office IT; HICOP; Meeting with Adam Manning Micro Local News Research; Training session for new Council member; Councillor meetings held; Annual leave. Delegated Spend – Rod out drain at pump (hourly rate); mend broken metal seat (welding); BT Commercial Phone – book entry for Parish Council cancelled as cost introduced at £11.49 per quarter. Computer Equipment – Parish Council request Impington Computers to be asked to recommend replacement computer and software for Recreation ground Clerk, new laptop and software for office. Discussion on budgets available and possible requirement from other budgets. Noted new back up system not yet confirmed or paid for.
- 248.5 Finance Committee meeting minutes 1 August 2011, Internal and External Auditors reports, quarterly report copied to all and accepted. Next meeting due 26 September 2011.
- 248.6 Item 59.1 Lease for land rear of Manor Park Agreed to delegate to Finance Legal and Property 3 October. Small issues may be changed e.g. lining for pavements 2 & 3 further into April. Chairman and Vice Chairman to sign on behalf of Council
- 248.7 Motion (email correspondence copied to all and accepted **Appendix 2**) : “Histon Parish Council write to Cambs County Council advising they are in agreement with the proposals contained in email from Stephen Conrad dated 19 July 2011 to conduct a land swap and to support completion of the cycleway at the same time as the new security fence” Proposed Cllr Parish
Following full discussion, seconded Cllr Davies all in favour and **agreed**. Agreed to advise Mr Conrad Histon Parish Council would wish to be involved in the design decision for the course of the cycleway at all stages
- 248.8 Employment Issues “In Committee” item

249 ITEMS FOR NEXT AGENDA

11/249.1 Community Orchard

250 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS

11/250 Agreed next meeting **Monday 10th October 2011**, St Audrey's Community Room **7.30 p.m.**
Dates for forthcoming Committee meetings noted
Meeting closed 10.10 p.m

All non-Councillors left. Clerk invited to remain