

HISTON PARISH COUNCIL

Minutes of meeting held St Audrey's Community Centre, St Audrey's Close, Histon,
Monday 10th October 2011 7.30 p.m.

Present:

Councillors: I M Parish (Chairman), J E Emmines (Vice Chairman) J A Diplock, A J Eade, C J Foster,
K E Heywood, D N Legge, N S Davies, R S Plumbly, D J Thurman
Cty Cllr J D Jenkins (in part) Dist Cllr M Mason
6 Public, 3 HICOP Representatives

Clerk: Mrs A J Young

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251 APOLOGIES FOR ABSENCE

11/251 Cllrs M C Cleaver (holiday), E W Stonham (business), C L Jones (illness),
Rob Campbell IVC. Absent: Cllrs I A Levitt, D V Marston

252 MEMBERS' DECLARATIONS OF INTERESTS

11/252 Item 255.4 Cllr Davies (personal) Treasurer & Chair Histon Feast Committee
Item 263.2 Cllrs Foster and Davies (prejudicial) expenses claim

253 OPEN SESSION FOR THE PUBLIC

11/253 No questions raised.

With agreement of Council the Chairman suspended standing orders and brought forward
items 260 (HICOP Representative) and 261 (Play Area Project)

254 MINUTES OF MEETING HELD ON 12th SEPTEMBER 2011

11/254 Proposed Cllr Foster, seconded Cllr Plumbly all in favour to sign minutes including "in
committee" minutes. Approved and signed as correct record. Noted Cllr C L Jones had not
attended Parish Council for 5 months. Chairman wished to note recent bereavement for Cllr
Cleaver and courageousness in attending last month.

255 MATTERS ARISING FROM PREVIOUS MEETING

- 11/255.1 Outstanding Action September 2011 list provided for all, no updates
- 255.2 Item 224.2 Police Up-date any emails copied to all. Cllr Emmines unable to attend Liaison
meeting 11 October
- 255.3 Item 240.3 IVC Academy Status – update. Rob Campbell and Chair of Governors had
written detailing resolution to continue with conversion to Academy status. Public meeting
due 18 October 7pm
- 255.4 Item 241.5 Histon Feast notification of meeting 16 November. Meeting with Whyatts
planned Autumn 2011 (see also 245.4). Cllr Davies outlined proposals for changes to parade
day, possibly as street festival with road closure orders. Full consultation with affected
businesses planned
- 255.5 Item 244.2 SHLAA meeting date set 2 November. Cllr Parish planned to provide an article
for the Courier **IMP**
- 255.6 Item 245.5 Bridge to be painted October materials claim to be made to CCC
- 255.7 Item 245.10 Tree Works ordered and reported to Environment Committee
- 255.8 Item 246.2 AJC meeting cancelled 17 October
- 255.9 Item 246.5 Lamp-post High Street response received declining move unless all costs paid by
Parish Council. For consideration by Highways, Traffic & Transport Committee **HT&T Comm**
- 255.10 Item 246.7 Annual Street Light Maintenance SCDC now to take back responsibility for
maintenance, Parish Council remaining responsible for electricity costs

256 RECENT CORRESPONDENCE RECEIVED

11/256.1 Circulating file available for all

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- 256.2 Histon Station update on meeting and reports of damage. Cty Cllr Jenkins agreed to check current position with ownership of building. Cllr Thurman had attempted to resurrect Station Design Group meetings, Cllr Parish to assist. Cllr Legge had made enquiries about adding the site to "Buildings At Most Risk" list
- 256.3 CPALC AGM Saturday 3 December, Bluntisham. Cllr Thurman to attend **DJT**
- 256.4 Boundary Commission for England Consultation till 5 December 2011, request for communication of proposals. Noted only
- 256.5 SCDC Decision Making briefing feedback. No attendees, IPC representative had attended

256 (a) MONTHLY REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

- 11/256(a).1 Monthly report from County Cllr S Gymer copied to all and accepted covering: Environmental Services; Children and Young People's Services; Local Issues; Forthcoming Meetings and Events. Additional discussion on: Budget Consultation held earlier than normal, now closed; Issues surrounding non-increase in Cambs County Council & District Council Council Tax levels 2012-13 and impact on 2013-14.
- 256(a).2 Monthly report from Dist Cllr Chatfield copied to all and accepted covering: LPSA Grants and Community Projects; Strategic Housing Land Availability Assessment (SHLAA); South Cambridgeshire Housing Repairs Service; Tenant Participation Group (TPG); Northstowe; Street Lighting. Cllr Mason reported further on: Northstowe Parish Briefing meeting covering proposals for reduced scheme and issues surrounding drainage and infrastructure, and various likely impacts on neighbouring villages. Impact from NIAB development also raised; Enforcement Issues at SCDC covering Histon & Impington cases, new Officer Dean Biddle assisting Charles Swain, Dist Cllrs now receiving monthly update on enforcement issues.

257 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 11/257.1 No meetings held. Request from Recreation Ground Management Committee to re-arrange meetings and budget reporting methods for 2012-13 due to difficulties with budget process. Histon Parish Council confirmed preference for half yearly meeting to continue as covered under constitution and in Standing Orders
- 257.2 No Committee Update

258 PLANNING COMMITTEE

- 11/258.1 Minutes 15 September. Next meeting 20 October
- 258.2 Cllrs Thurman and Parish to ensure consultation response made for 17 October on National Planning Policy process **DJT/IMP**
- 258.3 Query on Enforcement at 6 Cottenham Road. SCDC confirmed no requirement for further enforcement. Moor Drove issues now given enforcement number by SCDC

259 ENVIRONMENT COMMITTEE

- 11/259.1 Minutes of meeting 29 September provided for all and accepted
- 259.2 All decisions made and accepted including: Emergency work on trees at Green and Play Area; order to Maxim Joinery for work on Duck Feeding Platform
- 259.3 Name for land at rear of Manor Park once lease signed. Proposed Cllr Parish to officially name "Queen Elizabeth Jubilee Community Field" if possible to do so. Grant opportunities and legalities to be investigated, noting Cambridgeshire Acre's "Fields Challenge" opportunities
- 259.4 To note attendance by residents at training for gritting paths for report back to Council

260 PRESENTATION AND REQUEST FROM HICOP - siting of Community Orchard Project on land rear of Manor Park Histon

- 11/260.1 Standing orders had been suspended. Paper provided for all (**Appendix 1**). Geoff Moore, Dan Mace and Paul Christie representing HICOP, presented information covering:

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- Meetings, canvassing and event highlighting large groundswell of support. Opportunities for training, fundraising and support from East of England Apples & Orchards Project. Need for long term interest and involvement from members to ensure long term viability.
- Importance of celebrating history, in this case Chivers / Premier Brands links to local species. Not only apples, also Cambridge gage, plums, pears, possibly quince and mulberry for pollination. Some residents queried whether orchard would have to stock only Cambridge varieties
- Examples of other sites locally, Trumpington, Cambourne, Harston, Little Downham, Midsummer Common, IVC “stand” established 1960s. Parish Council members and public had visited Trumpington site. Discussion on other orchard compatible activities e.g. beehives
- Maintenance issues and on going costs; reliance on volunteers and support from Parish Council for occasional mows, once formative pruning carried out, light touch pruning only required, little maintenance insurance costs for volunteers probably the major cost
- Opportunities for education; openness of crop for all
- Possibilities of mature trees rather than “whips”. Limited stock of specialist varieties would mean 2 years most mature available, to be ordered in advance, acknowledging that a few more mature specimens would inspire in the earlier days. Also suggestions that some residents may consider donating from their own garden
- Clarification of responsibility for maintenance of “WI Wood” lying with the County Council
- Timescales, with aim of planting by Autumn 2012
- Siting considerations, both for preservation of existing walk routes, management and sunlight requirements.

Parish Council confirmed lease for land not yet signed and no Council discussion yet on future proposals for use of land. **Agreed** to form a Working Party to look at all issues surrounding future hire of the site, including another expression of interest by the Youth Committee for a skate park provision. Residents present highlighted their interest in being involved with any plans for overall development of the site. Initial Working Party members to include: Cllrs Max Parish, Rob Plumbly, John Emmines, Manor Park resident; HICOP representative; skatepark project group representative

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PLAY AREA PROJECT, THE GREEN

To accept motion *“Histon Parish Council welcomes the enthusiastic community response to The Green Play Area development project proposals detailed in the Business plan presented to the Council by the project group*

- *Proceed with the redevelopment option retaining the present slide*
 - *That TCL Landscape are their preferred contractor*
 - *Apply to WREN for a grant application of £23,000 towards the current estimated project cost of £59500*
 - *Make a contribution of £33,000 towards the project cost to be financed from the existing designated capital fund held, capital budget contribution from financial year 2011/12 and planning benefits held. The exact breakdown to be decided once the outcome of the grant application is known and final costs known*
 - *Confirm its outline support in writing to WREN to support the grant application*
 - *The project group seeking business sponsorship towards the costs of the project*
- If the WREN grant application is not successful the play area design will need to be revisited and amended in line with funding available. Proposed Cllr N S Davies*

Cllr Davies reported on work over a period of a year resulting in report for HPC (**Appendix 2**). Noted and accepted process used to identify preferred contractor as TC Landscapes as set out in the Business Plan, based on extensive knowledge of work locally and previous tendering for work for recreation ground. He outlined capital budget and specified reserves, request for additional amount 2012-13 precept and Section 106 funding available and introduced Rachel McKinley, member of the Working Group Party looking at

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the project. Proposed Cllr Davies, seconded Cllr Thurman all in favour **agreed**. Letter of support from Histon Parish Council for WREN application agreed. Cllr Davies and Clerk authorised to sign the application on the Parish Council's behalf.

262 OTHER REPORTS

- 11/262.1 Youth meeting held 3 October. No notes yet available. Cllr Plumbly outlined discussion on skatepark provision, and possible opportunity for land rear of Manor Park; Film making project for Jubilee event and Comedy Club proposals. Cllr Eade left the meeting
- 262.2 Joining Open meeting 22 September with 20+ attendees; Question and answer session. Meeting 4 October with David Lord (Legal), Cllr Turner (Electoral Arrangements Committee Chairman). Following simple vote to be held at Parish Meeting due 14 October, if agreement to request Grouping Order by SCDC, Business Case to be presented. Special meeting of Parish Councils may be called to agree this, for onward presentation to SCDC. All accepted Grouping was the only option for a joining by election date 2012. Some question remained over need for separate election for each parish
- 262.3 Community Facilities meeting due 24 October. Updating report for a specific proposal, Full Council November 2011. Cllr Davies left the meeting **November agenda**
- 262.4 Highways Matter Highways Traffic and Transport meeting due 13 October
- 262.5 Mobile Warden Scheme meeting not held 5 October. Next meeting due 19 October
- 262.6 Arrangements for Remembrance Sunday 13 November **Agreed** to order wreath and increase cost to £40 as part donation and Chairman to lay on behalf of the Parish Council
LGA Sec 137/IMP

263 FINANCE & ADMINISTRATION

- 11/263.1 To confirm payment of retrospective accounts, prop Cllr Thurman, sec Cllr Foster:
- | | |
|---|-----------|
| PWLB Pavilion loan 12 of 50 £6,720.22 Completion loan 10 of 48 £890.10 = | £7,610.21 |
| Administration M6 £2,480.46 (contracted out portion re-imbursed)= | £2,480.46 |
| BT plc telephone (on formula) £129.05 + VAT £25.80= | £154.85 |
- 263.2 To approve payment of outstanding accounts, proposed Cllr Thurman, sec Cllr Emmine:
- Cllrs Foster and Davies declared a prejudicial interest (payment) and left the meeting
- C J Foster** expenses materials for painting fence and railings (CCC to be requested to reimburse) **£17.11** + VAT £3.42 = £20.53
- Site & Maintenance Services** Work on village pump drainage **£100** + VAT £20= £120.00
- Danwood Financial Services** Quarterly photocopier (formula) **£66.09** + VAT £13.22= £79.31
- Print Out** Stationery **£16.99** + VAT £3.40= £20.39
- Buchans Landscape** Grass cut verges 9 and 22 August **£677.82** + VAT £135.56=£813.38
- SCDC** Sacks for litter pick (formula) **£35** (Post Office Ltd) = £35.00
- Roger Hovells** Office Cleans **£40** = £40.00
- N S Davies** Play Area Project expenses claim **£9.93** = £9.93
- ESPO** Stationery and equipment (some formula, some IPC, some Rec Ground) **£87.15** + VAT £17.43 = £104.58
- Belfour Beatty** Street Lighting maintenance contract (if payable – TBC) **£683.28** + VAT £136.66 = £819.94
- Petty Cash** **£43.64** £43.64
- Print Out** Play Area Plans **£10.00** + VAT £2.00= £12.00
- Barclaycard** all IPC – Keys for South Road Play Area **£19.91** + VAT £3.91= £23.82
- 263.3 Paid In: M6 IPC Administration contracted out **£497.90**; SCDC 2nd half precept **£80,000**
- 263.4 Clerk's Report copied to all and accepted, covering: meeting with Buchans; CCTV; Councillor Training; Reduction in hours; Clerk's delegated spend; Open Spaces society; CCC Walkabout
- 263.5 Finance Committee meeting due 19 October
- 263.6 Employment Appraisal "In Committee" Referred to Finance Committee **Finance Comm**

264 ITEMS FOR NEXT AGENDA

11/264 Community Facilities Proposal

265 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS

11/265 Agreed next meeting **Monday 14th November 2011**, St Audrey's Community room **7.30 p.m.**
Dates for forthcoming Committee meetings noted
Noted Extra Ordinary Meeting may be called re Business Case if Parish Meeting 14 October
vote affirmative to request for grouping order

Meeting closed 9.15 p.m

DRAFT