

**HISTON PARISH COUNCIL**

Minutes of meeting held St Audrey's Community Centre, Histon, Monday 8 December 2003

**Present:**

Councillors: I M Parish (Chairman), R K Wynn (Vice Chairman), M P Barrett, J P Chatfield, N S Davies (also District), A J Eade, P E Harris, J M Heinrich, C L Jones, I A Levitt, M J Mason, F J Munnely, M J Ruel, V A Taylor      Cty Cllr P D Gooden      Clerk: Mrs A J Young      1 member of public

**1      Apologies for absence**

173.1 Cllr J A Muncey (illness)

**2      Declarations of Interest**

174.1 Cllr Chatfield personal interest Agenda item 12, due to his work with Network Rail; Cllr Mason personal interest Agenda item 12, due to membership of Cast.Iron

**3      Minutes of Meeting held 10 November 2003**

175.1 Proposed Cllr Ruel, sec Cllr Davies, all in favour, to accept as a true record and sign. Also to sign "In Committee" minutes page 40 handed out at the meeting.

**4      Matters Properly Arising Therefrom**

- 176.1 Item 156.1 Crime Figures copied to all: theft of motor vehicle (2); theft (5); assault (2); burglary (4); fire (1); criminal damage (3); theft from motor vehicle (4); vehicle tampering (3). Newsletter also copied for all. Cllr Muncey to be asked for written report on Consultation Group meeting
- 176.2 Item 156.2 War Memorial Registration no progress as yet
- 176.3 Item 156.4 Footbridge on Green Report not prepared, agenda item for Environment Committee for further consideration. Copy letter from Dist Cllr Chatfield to Gareth Guest at County held on file. Cllr Mason raised the content of a recent Liberal Democrat leaflet concerning the footbridge and reminded all that Histon PC had corresponded with Gareth Guest and the County Cllr for Histon & Impington had been dealing with the County Council on this matter. Cllr Chatfield stated his intention was to add to the momentum already formed after being approached by 4 residents on the subject.
- 176.4 Item 158.2 CALC South Cambs District Association Cllr Mason had attended and reported on long discussions held on Section 106 agreements. Keith Miles and David Rush had spoken at the meeting
- 176.5 Item 158.5 NHS Primary Care Trust Response received. Agreed to await further contact from PCT Chair or Chief Executive
- 176.6 Item 158.7 Parish office Development Group representatives to meet Clerks to discuss office needs. Details to also be forwarded to Histon & Impington Millennium Halls Limited. Then agenda item.
- 176.7 Item 158.8 Allowances Chairman summarised response. AGREED to draw up a Resolution for January meeting on payment of travelling expenses. Chairman's allowances remained payable under Section 15 (5) Local Government Act 1972. AGREED to ask CALC for advice on payment of telephone and e mail costs.
- 176.8 Item 160.1 Highways Traffic & Transport Minutes 6 November copied for all and accepted. Dist Cllr Chatfield confirmed he was meeting the Cycling Project Officer County Council on 11 December. All welcome to attend. Safer Routes to School e mail correspondence from an Impington resident asked the Parish Council to investigate acquisition of a strip of land parallel to Station Road, across the railway tracks on the west side to establish a pavement. AGREED Chairman to respond to him appropriately also pointing out Parish Councils did not acquire land for highways purposes, this being a County Council matter. Highways Traffic & Transport to look at issues again at January meeting
- 176.9 Item 160.2 Northstowe Copy letter from David Hussell to Dist Cllr Davies supplied for file. Following further discussion on concerns over resultant traffic through Histon and Impington, agreed to write to Mr Hussell asking for clarification. Also to copy neighbouring Parish Councils in.

**6      Recent Correspondence**

177.1 Circulation File: Circulation File available **on request**: Including Impington Parish Council Minutes; Histon Sector Newsletter; SLCC The Clerk; Beds & Cambs Rural Support Group up-date; Postwatch

“Your Community Your Post Office”; Public Sector & Local Govt Magazine; CPRE Rural Matters; ACRE Annual Review and Harvest

- 177.2 Beds Railway & Transport Association. Invitation to affiliate to BRTA £30 p.a., not accepted
- 177.3 CCC. Copy of draft plan – Council’s Corporate Plan – Prospects 2004-2008. Comments by 31 December. Agreed to comment on the budget strategy consultation. Cllrs were reminded they could comment individually on the Corporate Plan via the County website.
- 177.4 Letter from Junior School thanking Council for additional funding towards new fence.
- 177.5 CALC – details of new address from 5 December 2003. Questionnaire for completion by Councillors. Legal & Property to complete
- 177.6 Copy E mail from Acting Headteacher Infant School re damage being caused in PVAA field, street lighting and the youth shelter. Noted.
- 177.7 Village Green Booking. Friday 14 May 2004, Friends of Nursery School Committee – cake stall
- 177.8 Dist Cllr Chatfield had written to Stagecoach regarding new initiatives, also to Cambs County Highways Division regarding damaged sign on Water Lane, copied to Parish Council.
- 177.9 Cllr Chatfield passed on letter from resident regarding the “Brookside Walk” proposal raised in the 1975 Draft Local Plan. To be forwarded Legal & Property Committee for discussion and response.
- 177.10 HICAP. Closing accounts copied to Parish Council
- 177.11 Cambs Fire & Rescue Service – Integrated Risk Management Plan – response required by 14 January.

## **6 Recreation Ground Management Committee**

- 178.1 No meeting held. Next meeting due 11 February.

## **7 Joint Standing Committee Report**

- 179.1 Notes copied to all of meeting held 20 November, and accepted.
- 179.2 Ways of Working Together (Histon & Impington Parish Councils) Following full discussion, agreed to approach Impington Parish Council agreeing in principle to organising a workshop. Agreed Cllr Parish would approach Impington PC Chairman Cllr Payne with a view to drawing up a Terms of Reference to refer back to individual Parish Councils
- 179.3 Parish Council Office Agreed that following the Recreation Ground Committee AGM decision for Development Sub Committee members to meet with clerks to discuss needs, to be agenda item in February to include options and costs. Cllr Jones confirmed the Histon & Impington Millennium Halls Limited intended to extend an offer of parish council office space in their developing plan, also for discussion under the February agenda item. Cllr Mason indicated a reluctance to move the parish office for car parking at too early a stage, it having been sited in the car park on best advice at that time.

## **8 Planning Committee Reports and other Planning Matters**

- 180.1 Minutes for meetings held 13 and 27 November were copied to all and accepted.
- 180.2 Etheldred House Further to Planning Committee minutes 27 November, all agreed previous comments should be reviewed and additional comments made as appropriate. Parish Council to be represented at Appeal due June 2004.
- 180.3 Taylor Woodrow. Development off Kay Hitch Way Draft letter to Chris Taylor SCDC provided. Following discussion, all agreed to amend letter to indicate Parish Council would not be willing to discuss a Section 106 agreement in regard to use of lagoon area as open space. Members felt the Parish Council should be prepared to discuss alternative off-site provision of open space in a Section 106 agreement, were District Council minded to approve the application.
- 180.4 Arbury Camps Following discussion over possible affects on Histon Parish Council of Impington Parish Council becoming a “Managing Agency” and review of letter sent to SCDC Legal Officer on Histon’s position, agreed no action to be taken
- 180.5 Hogger Homes, development at The Green / rear of Kortens Developers’ Solicitors had written requesting permission to lay drainage on Parish Council property (sub soil of The Green western highway). Work was due to commence February half term and Legal & Property Committee were unable to meet within that timescale. In line with previous occasions, agreed to put easement negotiations in motion with Ginn & Co.
- 180.6 Mr R Dias, 44 Station Road S/2415/03/F Removal of Condition 3 of permission 0242/01 to allow hot food takeaway service. Application received and to be considered at next Planning Committee meeting 18 December at parish office/pavilion.

- 180.7 Moor Drove, Price & Others Septic tanks had been delivered to the site. District Council Enforcement Officer had indicated the Council would not act until applicant moved onto the site. District Councillors were asked to contact SCDC and ask for a "stop notice" to be made on the site, immediately, and also to request sight of the decision notice as soon as available. Some discussion linked the Moor Drove site with another location in Rampton. Excerpts from "Hansards" had been provided to the parish council and copied to all for information. A recent District Council budget meeting held in Cottenham had centred round Travellers issues. The MP for Cambs was reportedly due to meet some residents from Cottenham Road, Histon week commencing 8 December.

## 9 Accounts

- 181.1 **Paid In:** Nil
- 182.1 **Retrospective payments:** W T Burden Village Green (Lotrak) **£238** + VAT £41.65 = £279.65
- 182.2 **Greenham Trading** Village Green (signs) **£52.11** + VAT £9.12 = £61.23
- 182.3 **Alfred McAlpine Asset Management Services Ltd** Christmas 2002 lights connection **£42.30** £42.30
- 182.4 **Salaries (Admin costs)** **£112.48** £112.48
- 182.5 Proposed Cllr Davies, sec Cllr Ruel, all in favour, to accept these payments
- 183.1 **Current payments:** MMG Civil Engineering Systems Ltd Village Green (posts and equipment + delivery £100) **£2,959.58** + VAT £517.93 = £3,477.51
- 183.2 **Maccaferri Ltd** Village Green (Nicospan including delivery) **£660** + VAT £115.50 = £775.50
- 183.3 **Chase Fencing Supplies** Village Green (Chestnut paling) **£358.35** + VAT £62.71 = £421.06
- 183.4 **Print Out JSC** (formula applies) **£31.12** office requirements **£16.40** + VAT £8.32 = £55.84
- 183.5 **Cambs ACRE** (prop Cllr Davies, sec Cllr Jones, 12 in favour 1 abst to renew subscription) **£25** £25.00
- 183.6 **Stewart Bullard** Village Green and other grass cutting (annual) **£790.10** + VAT £138.27 = £928.37
- 183.7 **Danwood Group Ltd** Meter reading photocopier (formula applies) **£28.25** + VAT £4.94 = £33.19
- 183.8 **Petty Cash** Imprest account **£39.17** £39.17
- 183.9 Prop Cllr Davies, sec Cllr Ruel, all in favour to pay these accounts
- 184.1 Cllr Mason had provided a spread sheet showing costs to date on the Green enhancement scheme. To be up-dated as the scheme progressed
- 185.1 Financial Regulations/Setting up of Finance Committee Agreed these must be in place for the next financial year

## 10 Youth Committee (advisory body) Report

- 186.1 Chairman went through Youth Committee minutes for 3 November. Copies available on request
- 186.2 Cllr Davies confirmed the area for the youth shelter base had been staked out by the committee following a meeting with Mr Eade. Tree works required and bin to be dealt with once shelter in place.
- 186.3 A budget was being prepared for presentation to the Parish Councils for precept discussion at the beginning of January.
- 186.4 Reported County Council were tentatively considering combining Histon & Impington/ Cottenham/ Swavesey for a £100,000 budget. Histon & Impington youth provision currently funded under an IVC budget of £40,000 with Girton, Oakington and Milton.
- 186.5 Bus Project. Youth Committee were recommending fee to remain at £50 despite SCDC no longer having an involvement. All agreed to pay formula percentage for current term and Spring 2004, with Youth Committee to recommend payment levels for 3 terms 2004 – 05.

## 11 Up-date on Village Green Enhancement Scheme

- 187.1 Cllr Mason up-dated Council on scheme which had commenced 8 December 2003. A grant was expected from SCDC, Red Lion Brook Fund had committed £4,500, Parish Council had budgeted £3,500 including previously ringfenced funds. Noted VAT on the spreadsheet would be reclaimable.
- 187.2 Cllr Mason was liaising with the Church office regarding the carol service and stalls due to take place on 17 December. An electricity supply had been ordered to the box on the green following discussion between clerk, Chairman and Chair of Environment Committee.
- 187.3 The Chairman thanked Cllr Mason for all the hard work put in by him on the scheme, commenting this should be an enhancement for the enjoyment of all for many years to come. A list of volunteers to help with planting when appropriate was being kept at the parish office.
- 187.4 Safety work on the Children's Play Area to the western and eastern boundaries, as part of the 3 year plan for the playground, had also commenced. In line with agreements made at Environment

Committee, quotes from Site & Maintenance for both these items in the sum of £2,080 had been accepted and order given for work following a site meeting with the Children's Playground Inspectors.

## **12 Proposed Approach to Network Rail**

- 188.1 Cllrs Chatfield (work) and Mason (Cast.Iron member) declared personal interests
- 188.2 A letter from Cast.Iron requesting Parish Councils to obtain permission from Network Rail for a contractor to clear part of the line for demonstration purposes received and copied for all. Memo from Cllr Mason also copied for all. Following some discussion prop Cllr Davies, sec Cllr Wynn, 10 in favour, 1 abstention, 2 not voting, agreed to write accordingly, requesting clarification from Cast.Iron on removal/chipping of cuttings and confirmation no liability to the Parish Council for the work.

## **13 Review of Siting of Home Close Seat**

- 189.1 Letter received from resident adjacent to site in support of retaining seat. Diary of usage 9 June to 12 October had previously been supplied by neighbours opposite site in October, copied for all. These documents were carefully considered and prop Cllr Harris, sec Cllr Taylor, all in favour for seat to remain where is, for monitoring and review in 12 months. Agreed to advise both residents of decision.

## **14 Burial Ground – request for input on Budget 2004 – 05**

- 190.1 Impington Parish Council asked for input on groundsman's request for electricity supply to shed. Council agreed Risk Analysis was required on use of the shed. Some discussion took place on possible use of generator or power pack but budgets were due to be discussed by Impington PC in early January.

## **15 Precept Committee**

- 191.1 Committee set to meet Saturday 17 January 2004. Cllrs Davies, Wynn, Mason, Parish, Munnelly, Ruel (possibly Jones) agreed to sit on the Committee. Precept Committee were asked by Council to include a sum for Christmas Lights provision for next year.

## **16 Donations Half Yearly Review**

- 192.1 A note showing budget spent to date was copied for all. There was no Donations budget available. 3 requests were received from Choir 2000 (Junior MMs), Victim Support and Open Spaces Society. Following long discussion on the Parish Council's financial discipline measures, and the fact Choir 2000 was a positive organisation for young people, prop Cllr Chatfield, sec Cllr Eade that Histon Parish Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:- 'to donate £100 to Choir 2000 for its 'Junior MMs' vired from Chairman's Expenses budget' Following an amendment by Cllr Harris to £50, with no seconder, and returning to original proposal, 12 for, 1 against.
- 192.2 Proposed Cllr Munnelly, sec Cllr Davies, all in favour to pay £240 in lieu of room hire for St Audreys Community Room (12 meetings) and £60 to Kay Hitch Way Community Room (3 meetings). From Room Hire budget.

## **17 Date & Place of Next Meeting**

- 193.1 Monday 12 January 2004 7.30 p.m. at St Audreys Community Centre, St Audreys Close, Histon.

Meeting was formally closed at 10.15 p.m.