

HISTON PARISH COUNCIL

Minutes of meeting held St Audrey's Community Centre, St Audrey's Close, Histon,
Monday 14th November 2011 7.30 p.m.

Present:

Councillors: I M Parish (Chairman), J E Emmines (Vice Chairman) N S Davies, J A Diplock, C J Foster, C L Jones, K E Heywood, D N Legge, I A Levitt, D V Marston, R S Plumbly, E W Stonham, D J Thurman

Cty Cllrs J D Jenkins, S Gymer (in part) Dist Cllrs J Chatfield (in part), M J Mason

IPCllr B Ing 2 Members of public

Clerk: Mrs A J Young

Power or Action

Chairman welcomed back Cllr Jones following his cycling accident

270 APOLOGIES FOR ABSENCE

11/270 Cllrs A J Eade (personal), M C Cleaver (personal)

271 MEMBERS' DECLARATIONS OF INTERESTS

11/271 Item 238 b) Cllr Foster prejudicial interest (expense claim)
Item 280 Cllr Heywood personal Open Space Land (croquet club organiser)
Item 282.5 Cllr Davies Jubilee request (Committee member)

272 OPEN SESSION FOR THE PUBLIC

11/272 No questions raised

273 MINUTES OF MEETING HELD ON 10th OCTOBER 2011 MINUTES OF EXTRA ORDINARY MEETING HELD 7th NOVEMBER 2011

11/273.1 Minutes 10 October, proposed Cllr Diplock, seconded Cllr Foster, all in favour. Approved and signed as a correct record

273.2 Minutes 7 November, proposed Cllr Diplock, seconded Cllr Emmines, all in favour. Approved and signed as a correct record

274 MATTERS ARISING FROM PREVIOUS MEETING

11/274.1 Outstanding Action October 2011 provided for all. Cllr Parish requested second Cllr to assist in costing speed limit change scheme for north of the Green; noted Finance Committee had **agreed** to accept single quote received for barrier to car park as second quote had not yet materialised **RTRA ACT 1984 SS57,63**

274.2 Item 255.2 Police up-date any emails copied to all. South Cambs Crime & Disorder Survey; report from Pene Nudds Panel meeting 12 October

274.3 Item 255.55 SHLAA Meeting 2 November postponed, To be re-arranged. Courier article due

274.4 Item 255.7 Tree Works Village Green not yet completed

274.5 Item 256.2 Histon Station building up-date including marketing plan announced. County Council compulsory purchase awaited for interim use for up to 6 years. Group looking at Design issues requires new leader as Cllr Thurman unable to continue.

274.6 Item 259.4 Footpath Gritting Report from Mr Morris, volunteer on trial run by County Council provided for all

274.7 Item 261 Play Area Project WREN application made by group. Cllr Davies particularly thanked Cllr Stonham for work on final document. Result of application due 1 March 2012

275 RECENT CORRESPONDENCE RECEIVED

11/275.1 Circulating file available for all

275.2 County Council Trail gritting route (Histon) for agreement – see item 274.6. Suggested routes reviewed, covering well used footpaths to services. **Agreed. (Appendix 1)**

- 275.3 County Council Transport Modelling Workshop Cllr Parish to attend 30 November. Cllr Parish attending HCV meeting 29 November **IMP**
- 275.4 County Council Street Lighting Maintenance and Energy prior warning of invoice due covering April-June 2011 £952.54 **Power or Action**
- 275.5 Jigsaw Cambridgeshire details of new venture – Place Together Your Past. Support for exiting history groups outlined
- 275.6 CPALC District Association to be reformed. Meeting due Histon & Impington Recreation Ground 22 November 2011

276 MONTHLY REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

- 11/276.1 Monthly report from County Cllr Jenkins copied to all and accepted covering: Environmental Services; Children and Young People's Services; Adult and Community Services; Health; Fire and Police. Additional Discussion: re-instatement of bus stop at Bromlea, Histon (Cllr Jenkins progressing); Glenn Edge has retired at County Council **JDJ**
- 276.2 Monthly report from Dist Cllr Stonham copied to all and accepted covering: Solar PV panels project; Grants to develop future sporting champions; Housing PFH meeting; Empty Homes Grant Initiative Scheme; Councillors Surgery. Additional discussion on: Electoral Arrangements Committee - Cllr Stonham will be substituted following legal advice; Housing Portfolio, Gypsy & Travellers Needs Assessment; St Andrews Sheltered Housing Facility – St Andrews Church in discussion with SCDC regarding future improvements to usage; SCDC Christmas Tree – all Parish Councils or local groups, schools are invited to supply ornament(s) for tree - No action agreed

277 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 11/277.1 Management meeting held 7 November 2011. Half yearly meeting due 5 December, all Cllrs are members of the Recreation Ground Committee
- 277.2 Christmas lights to be displayed at Recreation Ground 2011

278 PLANNING COMMITTEE

- 11/278.1 Minutes 20 October 2011 provided for all and accepted. Meeting due 10 November
- 278.2 Other Planning Matters – no up-date

279 HIGHWAYS, TRAFFIC & TRANSPORT COMMITTEE

- 11/279.1 Minutes of meeting 13 October provided for all and accepted. Next meeting 1 December

280 COMMUNITY FACILITIES REPORT

- 11/280.1 Minutes of meeting 24 October provided for all and accepted
- 280.2 Report provided for all dated 7 November 2011 (**Appendix 2**)
- 280.3 With agreement of Council, Chairman suspended standing orders to allow Cllr Ing to take part and answer questions. **Resolution:** "*Histon Parish Council and Impington Parish Council acknowledge the Community Facility Group report dated 7th November 2011, and note the suggested way forward to focus on the provision of new dedicated leisure and recreational open space at Bypass Farm*
The Councils agree that;
- *this is an opportunity that should be pursued*
 - *the group can commence an information and consultation exercise with the community to progress the opportunity as outlined in the report*
 - *a costed programme is provided on a potential programme of works for the first three years following any potential acquisition of land, and a potential funding package.*
 - *initiate contact with Cambridgeshire County Council on a potential acquisition in 2012, and obtain a valuation from a mutually agreed valuer*
- The Group is requested to provide an update by April 2012*

The passing of the Resolution does not commit either Parish Council on the provision of new community facilities or the purchase of the land.” Proposed Cllr N S Davies

Power or Action

Cllr Davies outlined the challenges of this strategic project and possible benefits in years to come. Clarified the land now identified is 10.5 acres (5ha). To compare, the Recreation Ground is 16 acres in total. Some lengthy discussion on Maintenance costs envisaged in initial years, noting the option of continuing to sublet. Parish Council would need to take care in setting precept if grouping proceeds. Points made:

- Residents are happier to pay increased Council Tax if tangible results and improvements in facilities seen i.e. Play Area Projects at Recreation Ground and Green; duck platform at Green
- Consultation would follow if resolution passed. No commitment to spend, rather an evolutionary approach
- Whether it should be any new Grouped Council that makes this initial decision
- SCDC Recreation Facilities report 2005 indicated Histon and Impington provision is under half the open space should have for the size of settlement
- Section 106 funding already in place, and expected, acknowledging other competing projects. First phase of major funding, if to proceed, would be 2013-14. Noted existing high level Specified Reserves for community facilities, available for initial maintenance and negotiating expenses
- Acknowledged disadvantages debated. Clarified that Recreation Ground space is still allocated a Green Belt and therefore acceptable use under current Planning Policy

Proposed Cllr Davies, seconded Cllr Stonham. 11 in favour 1 abstention. Chairman did not take vote

281 WORKING PARTY- land rear of Manor Park Histon

11/281.1 Term of Reference **accepted (Appendix 3)**

281.2 Notes 22 October and 9 November copied to all and fully discussed including preferred locations for 2 uses raised to date. Cllrs noted concern raised by residents of Somerset Road on proposed Skatepark regarding mitigation of noise, undesirable activities and current problems seen on the land with motorbike use (not always reported). Noted suggested use of community orchard. Cllrs discussed:

- Community Orchard included as part of Merrington Place Phase 2
- Orchard ideally needed decision by Christmas 2011 to best time order of trees
- Skatepark design and work put in by small group of local young people on design and funding
- Police comments on need for skatepark area “to be seen” to reduce behavioural issues
- Architectural Liaison officer report awaited
- Other possible future uses
- Neither project asking for direct funding from Parish Council precept

Council noted:

- Recommendation not to look at enclosing area but to put up liability signs in 2 locations where unofficial access onto the Guideway was noticeable
- Survey required on existing trees at an early stage
- Recommendation to write to some St Audrey’s addresses reminding that land is to be in the ownership of the Parish Council and garden rubbish must not be thrown over the fence onto access route
- The need to:
 - look at potential abatement measures if skatepark project is agreed
 - consider maintenance schedule and potential maintenance costs (site visit required)

- consult with County Council over footpath/cycleway “chicane” or gate barrier at top of Somerset Road

Next agenda for decision on recommendations. Group to meet 7 December 2011

Power or Action

282 OTHER REPORTS

- 11/282.1 Youth Advisory Body Meeting held 3 October, notes provided for all. Next meeting due 28 November
- 282.2 Mobile Warden Scheme Meeting held 19 October, notes provided for all and accepted. Noted likely request for Parish Councils for 2012-13 was £500 each
- 282.3 Christmas Lights Feast Committee grant of £1000 received. Noted new looms and lights required may cost more and **agreed** Clerks Delegation to be used to consider additional spend in order to achieve improvements for this year. Clerk to meet contractor to finalise arrangements
- 282.4 Draft minutes Extra Ordinary Parish Meeting held 14 October 2011 provided for all and accepted. Grouping Order up-date: Cllrs to attend Electoral Arrangements Committee 21 November 2011 to hear decision on recommendation for Full Council 24 November 2011. Cllr Parish outlined issues outstanding on election process. Noted Order indicated 11 Histon and 8 Impington nomination places. All **agreed** Working Party could continue to work on preparing policies, regulations and standing orders for consideration by new Grouped Council, if SCDC make final decision to pass the order. Existing staff had been briefed by Chairmen
- 282.5 Queen Diamond Jubilee Group request for financial support of £500 letter provided for all. Cllr Davies and Stonham declared a prejudicial interest and left the room. Noting Specified Project budget unspent, proposed Cllr Jones, seconded Cllr Thurman, all in favour and **agreed** to provide this to pump priming sum
- 282.6 Duck Viewing Platform on The Green had now been completed, with official opening planned for January 2012. Approach to be made to local schools for competition to write poem/story/picture; Clerk Delegated Powers used to add £400 work to order for platform to improve finish and stability; quotes for up to £1,250 reviewed for interpretation boards, 2 x A2 size. Prop Cllr Foster, sec Cllr Emmines, all in favour and **agreed** to accept quotes from D Chandler (boards) and Maxim Joinery (lecterns). Clerk to work with Cllr Foster to facilitate landscaping work.

283 FINANCE & ADMINISTRATION

Cllr Foster declared a prejudicial interest and left the meeting

- 11/283.1 To confirm payment of retrospective accounts, prop Cllr Plumbly, sec Cllr Stonham:
Administration M7 £2,238.31 (contracted out portion re-imbursed) = £2,238.31
- 283.2 To approve payment of outstanding accounts, proposed Cllr Plumbly, sec Cllr Stonham:
- | | |
|--|---------|
| Print out Grouping leaflets (on formula) <u>£110</u> = | £110.00 |
| Print out Stationery <u>£16.99</u> + VAT £3.40 = | £20.39 |
| Danwood Group Limited Colour printer inks (on formula) <u>£109.48</u> + VAT £21.90= | £131.38 |
| Histon & Impington Recreation Ground Office outside lighting costs (Clerk’s delegated powers, on formula) <u>£134.25</u> + VAT £26.85 = | £161.10 |
| Roger Hovells Office cleans (on formula) <u>£40</u> = | £40.00 |
| Wyntok Limited Health & Safety Subscription renewal (on formula) <u>£95</u> = | £95 |
| Buchans Landscapes Verge cuts 5 and 19 September <u>£677.82</u> + VAT £135.56= | £813.38 |
| Site & Maintenance Services Emergency work to straighten bollard The Green <u>£40</u> + VAT £8 = | £48.00 |
| Sutton Parish Council Councillor Training Cllr Marston <u>£35</u> = | £35.00 |
| N Rice Painting of Fence and Bridge The Green <u>£665</u> + 1 hour additional labour <u>£16</u> + additional materials purchased <u>£80.64</u> = | £761.64 |

Cedric Foster Mileage claim 38 miles at 40p per mile = **£15.20**; expenses annual walkabout with County Council **£15** = £30.20
Petty Cash £40.05
Site & Maintenance Services collect, clean litter bin The Green **£30.00** + vat £6 = £36.00
PWLB Parish Office payment 12 of 50 **£299.52** = £299.92
PWLB 12 New Road payment 3 of 20 **£1,362.18** = £1,362.18

Power or Action

ESPO stationery (on formula) **£18.22**, recreation ground (to be reimbursed) **£14.65** + vat £6.63 = £39.80
Maxim Joinery Supply and fit Duck Viewing Platform The Green **£3,650.00**= £3,650.00

283.3 **Paid In:** H&I Rec Ground £89.32 (Barclaycard); IPC Contracted out admin £497.90; IPC Quarterly charges £681.54; Histon Feast Committee £1,000; Allotment fees £264

283.4 Clerk's Report copied to all and accepted, covering: Internal Auditor visit; Meetings attended including Electrician, BT Open Reach; Clerks Training; New Life Church litter pick; Clerk Delegated Spend (bollard repair £40; Training Cllr Marston £35; seat staining; additional costs of fence and bridge painting; additional £400 for duck platform); IT up-grade; Grouping transition. Also: Blue recycling bin "on the go" trial. SCDC wish to run trial and suggested outside Barkers in High Street. Now reconsidering either outside Tesco or at Station Stores Impington. Discussion followed a lack of consistency at SCDC on Conservation Area signage and street furniture

283.5 Finance Committee minutes 19 October provided for all and accepted. BT Openreach had **agreed** to remove apparatus and re-site in existing box on Green, reinstating well. Dist Cllr Mason was thanked for his part in this good outcome as original non-agreed installation on Parish Council land was in breach of a wayleave over sterilized land for the Water Company; IT equipment in Office. Impington Parish Council agreed to upgrade and Cllr Stonham **agreed** to give input on behalf of Histon Parish Council with office staff to then move forward and order required equipment, by end of financial year. Noted report to Impington Parish Council on IT and draft Impington Finance minutes

283.6 Risk Assessment Review Cllr Emmines and Clerk had reviewed. Noted

283.7 Employment Appraisal held " In Committee "

284 ITEMS FOR NEXT AGENDA

11/284 Land rear of Manor Park – any recommendation for use
 Pooresland report
 Agreed Older Persons Co-Ordinator January 2012

285 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS

11/285 Agreed next meeting **Monday 12th December 2011**, St Audrey's Community room **7.30 p.m.**
 Dates for forthcoming Committee meetings noted

This part of the meeting closed 9.45 p.m