

**MINUTES OF HISTON PARISH COUNCIL MEETING HELD MONDAY 8 MARCH 2004 7.30P.M. AT ST AUDREYS COMMUNITY CENTRE, HISTON**

Councillors: I M Parish (Chairman) R K Wynn (Vice Chairman), M P Barrett, N S Davies (also District), A J Eade, P E Harris, J M Heinrich, I A Levitt, M J Mason, F J Munnelly, M J Ruel, V A Taylor      Cty Cllr P D Gooden

Clerk: Mrs A J Young

**Power Action**

**1 APOLOGIES FOR ABSENCE**

239 Cllrs Jones (working), Chatfield (study) Muncey (illness)

**2 MEMBERS' DECLARATIONS OF INTERESTS**

240 Cllr Mason declared an interest Item 8b) Cast Iron member (personal interest)

**3 MINUTES OF MEETING HELD ON 9 FEBRUARY 2004**

241 Prop Cllr Mason, sec Cllr Davies, approved and signed. Also "In Committee" minutes page 52.

**4 MATTERS ARISING FROM PREVIOUS MINUTES**

242.1 Item 215.1 February crime figures: Criminal damage (11); common assault (1); burglary (3); theft (7); deception (1); forgery (1). Newsletter supplied to all

242.2 Item 215.2 War Memorial Registration Clerk and Chairman had not yet met

**IMP/AJY**

242.3 Item 216.3 IVC Report provided for all. Mrs Kearns had been asked for dates to meet representative Councillors. Cty Cllr Gooden had written to the Warden, copied to Parish Councils regarding community use of the college.

242.4 Item 216.4 SCDC Recreation Audit & Needs Survey Response made

242.5 Item 217.1 Hire of Green for Feast Fair Chairman to supply inflation rate as at 1 February. Cllr Davies declared a prejudicial interest (Feast Committee member). Cllr Mason had met Mr Whyatt on the Green to discuss electricity supply and fencing. Public Liability and safety certificates to be provided to parish office prior to opening. **IMP**

242.6 Item 217.3 Bridge over Brook Cllr Mason and Pat Matthews (Land Drainage Manager SCDC) had discussed replacement bridge with Gareth Guest, County Council. New bridge to be much like old one as possible, main girders to be galvanised steel clad in hardwood, new abutment on south side to match north, and accommodate wheelchairs. Full design to be provided to Parish Council for approval. County to go out to contract in next few weeks.

242.7 Item 217.4 Litter Bin at Youth Shelter now fitted

242.8 Item 219.5 Meeting with Chief Executive SCDC Cllrs Parish, Wynn and Mason to meet. Date yet to be finalised.

**IMP/RKW/MJM**

242.9 Item 223 Office Door work has been carried out by Site & Maintenance Services

242.10 Item 225.1 Budgets Final budget headings and amounts for 2004-2005 to be set by Finance Committee **Fin Comm**

242.11 Item 229 Members Allowance Scheme Copy of correspondence received via CALC. L&P Committee to consider

**L & P Comm**

**5 RECENT CORRESPONDENCE**

243.1 Circulation File available on request: Impington PC agenda and Minutes; Public Sector (article playground safety); VAT Village Hall building works; Private access to Recreation Ground legal topic note; Vital Villages up-date; CPRE Countryside Voice; Zurich Municipal news; Open Space magazine; Fly Tipping, Fly Posting, Litter, Graffiti and noise

243.2 Office of Deputy Prime Minister "Local Investigation and Determination of Misconduct Allegations" Consultation, responses by 18 May. Legal & Property agenda. **L & P Comm**

243.3 CCC "Camlearn" development details

243.4 Youth Shelter 2 letters received from residents on siting issues, copy responses from Chairman on behalf of Council held on file. Litter problems had improved since new litter bin sited next to shelter.

243.5 CCC Periodic Electoral Review of Cambridgeshire. Deadline for comments 26 April. Cty Cllr Gooden reported a proposal to form a 2 member ward for County Council with Cottenham. Legal & Property to consider response.

**L & P Comm**

243.6 CALC Training details. Impington PC to be approached re. shared in-house training sessions. Agenda South Cambs Association meeting 17 March.

243.7 Yesteryear Road Run – Sunday 25 April. No plans to draw on The Green. Agreed to write pointing out fence in place

243.8 Histon Feast Letter from Feast Chairman requesting use of the Green on 7, 9 and 10 July for Feast events. All agreed electricity be ordered for the Feast period.

243.9 Cambs & Peterborough Waste Local Plan – adoption of Local Plan

243.10 Open Spaces AGM details 29 June

243.11 Village Green Bookings Friends of Nursery School stall 18 June; St Andrews Stepping Stones stall 26 March. Request from resident to hold a launch event/charity fundraiser to include bouncy castle on Green during April for educational toy store to open at Balfour premises. Agreed to accept booking when details received providing no prominent publicity for the new business was in place. No electricity would be available.

**6 WAYS OF WORKING TOGETHER**

- 244 Cllr Parish outlined discussions held with Impington PC Chairman and Vice Chairman and provided a paper setting out his suggestions for topics. Following lengthy discussion and various opinions, prop Cllr Wynn, sec Cllr Mason, all in favour, agreed to accept Impington PC's offer to meet as suggested, with Keith Barrand.

**Power Action**

## **7 RECREATION GROUND MANAGEMENT COMMITTEE REPORT**

- 245 Minutes dated 11 February copied for all and accepted.

## **8 HIGHWAYS, TRAFFIC & TRANSPORT COMMITTEE REPORT**

- 246.1 Minutes dated 4 March to be copied with April agenda.
- 246.2 a) Rapid Transit submission to be made on recent consultation, deadline date 2 April. Highways Traffic & Transport Committee due to meet 29 March to finalise and again on 8 April. Documents to be made available in Methodist Church 12 and 13 March, with a public meeting Friday 12 March 8pm **HT&T Comm**
- 246.3 b) Other correspondence Cllr Mason declared personal interest (Cast Iron member). 4 residents had been in correspondence with Chairman regarding the planned clearance demonstration by Avondale Environmental, with concerns over security and wildlife. Chairman had responded. Council expressed concern that the clearance of the railway line did not become more important on their agenda than the proposed guided bus scheme itself.

## **7 PLANNING COMMITTEE REPORT and OTHER PLANNING MATTERS**

- 247.1 Minutes dated 26 February copied for all and accepted. Further meeting due 11 March.
- 248.1 SCDC Development Services Department Local Plan now formally adopted
- 248.2 Arbury Camp Cty Cllr Gooden updated Parish Council on current situation with siting of Heritage Centre and primary school at Arbury Camp. Currently a preference to site Heritage Centre near railway line in the town. Following full discussion and concern over the impact on the mixed use plan for Arbury Camp, agreed to write to Chief Executive at County Council and Planning Director at SCDC expressing strong disappointment that these changes should be contemplated after extensive consultation on original plans, now approved on the master plan, and stressing the need for the site to be an appropriate "gateway to Cambridge".
- 248.3 Moor Drove statement had been prepared by Cllrs Mason and Wynn for appeal against Enforcement Notice. It was reported ditch at site was being filled in to give the effect of widening the access road. Permission was required from Environment Agency for this purpose and agreed to write to EA with copy of statement, setting out current situation at Moor Drove. Dist Cllr Davies reported Travelling Community strategies were being reviewed at SCDC following withdrawal of injunction

## **10 OTHER MATTERS**

- 249.1 a) Youth Advisory Body report. Notes 2 and 25 February copied for all
- 249.2 No Voice, No Choice Chairman thanked all who attended launch at IVC.
- 250.1 b) Environment Committee  
New School Road Hawthorn Hedge Copy letter to Helen Wass, Cambs County Council, received from resident. Agreed to forward to Land Drainage Manager SCDC and County Council Highways for action.
- 250.2 Street Lighting Chairman reported requests from residents for better lighting at School Hill and also comments from PC Baker that lighting was inadequate in that area. Following some comments on possibilities through the No Voice No Choice scheme, agreed to request a safety audit on the site from Stuart Mallott at CCC. Cty Cllr Gooden agreed to support this request. **PDG**

## **11 FINANCE**

- 251 a) Internal Auditors half yearly report, and receipt of suggested Risk Assessment system. Prop Cllr Ruel, sec Cllr Munnely, all in favour to accept Internal Auditors report. Noted deminimus amount not set, Financial Regulations presented for adoption item b). Risk Assessment to be referred to **Finance Committee/L & Property Committee**.
- 252 b) Adoption of Financial Regulations. Chairman had prepared set of Financial Regulations for proposed adoption based on NALC recommended model. Prop Cllr Mason, sec Cllr Davies all in favour to adopt. To be reviewed in new financial year as revised model set now available as outlined in March CALC bulletin. Standing orders also due to be reviewed by L&P Committee. Deminimus amounts set out in regulations to meet audit requirements. **Finance Committee/L & Property Committee**
- 253 c) Finance Committee. Cllrs Parish and Davies produced report recommending formation of a Finance Committee, to subsume present Precept Committee, maximum of 5 members. Suggested role of Committee was set out and with the addition of annual Insurance Review and setting of budgets and regular review of spending against budget headings, prop Cllr Davies, sec Cllr Mason, all in favour to form Committee. It was hoped this Committee may take some workload from L&P Committee.
- 254 d) To confirm payment of accounts Prop Cllr Harris, sec Cllr Davies, all in favour:  
Administration costs **£627.99** (following adjustment for excess payment made by standing order)
- 255 e) To approve payment of outstanding accounts Prop Cllr Harris, sec Cllr Davies, all in favour  
Money Matters (St Ives) Ltd Internal Audit **£15.63**

CPRE Subscription (Prop Cllr Mason, sec Cllr Harris to renew) **£25**  
 SLCC Subscription (Prop Cllr Mason, sec Cllr Harris to renew) **£80**  
 Print Out Stationery **£14** + VAT £2.45 = £16.45  
 D W Payne Expenses for web costs **£5.83**

**Power Action**

Site & Maintenance Services Bin fit at Youth Shelter **£90** + VAT £15.75 = £105.75  
 Site & Maintenance Services Emergency work to notice board School Hill **£88** + VAT £15.40 = £103.40  
 David Ogilvie Engineering Ltd Bin for Youth Shelter **£290** + **£30 delivery** + VAT £56 = £376  
 Petty Cash, imprest account **£20.57**  
 Chase Fencing Supplies Village Green renovations **£130.56** + VAT £22.85 = £153.41  
 Danwood Group Limited Photocopier meter reading (on formula) **£22.12** + VAT £3.87 = £25.99  
 Site & Maintenance Services Cast iron rail repair School Hill **£60** + VAT £10.50 = £70.50  
 Zurich Insurance Co – additional premium for youth shelter and play area fence **£42.93**

- 256 f) **Paid in:** SCDC Recycling credit £1,251.64; Impington Parish Council contribution to Youth Shelter £586; Hogger Homes Easement payment £500; Zurich Insurance refund (following mid-term review) £34.53
- 257 Against advice given at training, payment details to continue in a ‘notes to agenda’ format, not listed on agenda

**12 RESOLUTION PARISH OFFICE – FUTURE** As per standing order 36(a): *“That Histon Parish Council wishes the Recreation Ground Development Group to submit plans with the Football Foundation application which include in principle provision of a parish office. It also reserves the right in conjunction with Impington Parish Council to explore other options should they become available within a reasonable time frame.”* Proposed Cllr Davies. Written notice of Special Resolution received bearing the names of: Cllrs Davies, Wynn, Muncey, Munnelly, Ruel

- 258.1 Cllr Davies addressed the Council re-iterating matter of parish office siting had been consistently raised within Council since November 2003. He explained the resolution was exactly as presented at February Impington PC, unanimously passed bar 1 abstention. He outlined more recent discussion with Football Foundation and clarity obtained on process of grant application. Any plans submitted to include a parish office within the pavilion could be amended to withdraw that aspect before the more formal panel process commenced at end of June, without affecting timing or grant. Chairman read out emails from Cllrs Jones and Chatfield who were unable to attend the meeting but wished their thoughts to be known on the special resolution and also the process available under current standing orders. Impington PC had formed Working party who had produced a report on other options, to be copied for all.
- 258.2 Cllr Mason spoke on cost implications for Parish Council and questioned use of words ‘reasonable time frame’. Cllrs Ruel and Gooden clarified these points, firstly that the motion was designed to allow more time for a decision to be made and was not a financial resolution, and also that it would be the Parish Council’s decision on what a reasonable time frame was, not the Councillors listed on the Resolution paper. Cllr Munnelly advised a cost was involved whatever the Parish Council decided to do, and siting within the pavilion may be the cheaper option in the long term.
- 258.3 Some discussion took place on possibilities of obtaining further temporary planning permission, or resiting the temporary portacabin office perhaps within the Recreation ground site, together with other options.
- 258.4 Questions and comments on car park layout; process to look at alternatives in the timeframe; Football Foundation’s view of the office; possible development of Millennium Halls followed.
- 258.5 Cllr Mason revisited the issue of cost implications for the Council and interest rates through the Public Works Loan Board. Cllr Mason proposed and reduced to writing an amendment “After office add *This being subject to the condition that no further finance other than the £125,000 already agreed will be requested from the Council. Delete after options to frame*”. Cllr Davies felt provision and funding of a parish office was not, nor had ever been, in Development Group’s Terms of Reference and re-iterated the Councils had asked for it to now be included for consideration, after previously asking for it to be excluded. Cllr Munnelly spoke against Development Group being asked to fund a parish office and Cty Cllr Gooden expressed concern over deletion of reference to a timeframe. Cllr Taylor seconded amendment. 3 in favour, 6 against, 2 abstentions. Chairman did not vote. Returning to the original, seconded Cllr Munnelly, 6 in favour, 5 against, 1 abstention. Chairman voted.
- 258.6 Chairman announced he would be calling an Extra Ordinary meeting on Tuesday 16 March to discuss a Resolution to submit parallel grant application to Active England for a larger scheme, with no known increased cost to the Councils.

**13 CRIME PREVENTION**

- 259 Deferred to next meeting

**14 ARRANGEMENTS FOR AGM / APM**

- 260 Agreed Annual Parish Meeting and Annual General Meeting to be held on same night, 10 May at Methodist Church Hall. No guest speaker.

**15 DATE & PLACE OF NEXT MEETING**

- 261 Tuesday 13 April 2004 at 7.30 p.m. Not possible at St Audreys Community Centre, alternative venue to be sought

Meeting formally closed at 10.45 p.m.