

**HISTON PARISH COUNCIL****Annual Parish Meeting****Unconfirmed minutes**

Minutes of the meeting held at the Methodist Church Halls, Histon on Monday 10 May 2004 7.00 p.m.

**Present:**

Councillors: I M Parish (Chairman), J P Chatfield (also District); 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 Munnelly, V A Taylor (in part), R K Wynn  
 Clerk: A J Young; Cty Cllr P Gooden Mrs L Marsh, Assistant Clerk; 17 members of the public  
 Sector Inspector Ormerod

**1 Welcome by the Chairman**

17 The Chairman welcomed all to the 110<sup>th</sup> Annual Parish Meeting.

**2 Apologies for Absence**

18 Councillors M J Ruel, M P Barrett and J A Muncey; Impington PC Chairman Denis Payne

**3 Minutes of the Annual Parish Meeting held on 12 May 2003 and Matters Arising**

19.1 All in agreement to accept Minutes as a true record

19.2 BT Broadband Noted this was now available in Histon following a local campaign

19.3 District Council Recreation Budget A District Council grant of £90,000 towards planned improvements at the Recreation Ground had been obtained

**4 Chairman's Report of the Year to March 2004**

20 The Chairman's report was given by Cllr I M Parish and is attached as Appendix 1 to these Minutes.

**5 Presentation of Accounts 2003 – 04**

21 An unaudited summary of accounts for the previous year had been provided to all showing a balance brought forward of £72,020.39 and carried forward of £83,772.75. A short report outlining Precept estimates and plans for a Finance Committee was copied for all. All in favour Chairman's report and accounts be accepted.

**6 Open Forum**

22.1 Mr Rose of Cottenham Road called for better communication of Council's activities both on notice boards and via the website. He questioned whether the notice boards were in the right places for best use. The APM had been advertised in the Histon & Impington Crier but this was not delivered to all Histon households, including much of Cottenham Road

22.2 Several concerns regarding the site at Moor Drove were raised, including Mrs Gale of Cottenham Road who asked whether anyone knew if County Council or District Council had erected street name signs recently at Moor Drove. Chairman advised County Highways Division at Whittlesford had been advised that it appeared the signs had been erected on County verge by the occupiers of Moor Drove and the County Council had advised they would visit the site to arrange removal of any signs sited on County verge without permission. No further contact had been received from County.

22.3 Mr Gale of Cottenham Road reported on hardcore delivered to Moor Drove during the previous few days. He queried whether individual Parish Councillors had visited the site to monitor the situation and it was confirmed some Councillors had visited the site themselves and re-iterated a meeting was planned between the Parish Council and District Council Chief Executive and Planning Department representatives, where Moor Drove would be one subject under discussion. Cllr Mason stated the problems being seen recently could affect the whole village and called on everyone resident in Histon to collectively try and keep the pressure up on South Cambs to resolve the issues. Discussion on the National problems being seen, and the requirement for a national solution followed. It was reported that South Cambs were now arranging a specifically dedicated department to deal with Travellers issues. Parish Councils had been invited to send 2 representatives to a meeting at Cambourne on 20 May, in company with 2 members of any relevant Residents Association and the Parish Council hoped residents would be willing to accompany their representatives. Some major concern over possible backlash in the community was voiced.

22.4 Mr Atwood, in process of purchasing a house in Histon asked about any similar sites in the village where such problems could emerge. None were known but discussion on difficulties with law enforcement if landowners could not be determined followed. It was clarified the Parish Council intended to make formal written representation to the formal Select Committee and would require help from all sections of the community to keep pressure up. Following a query from Councillor Jones, an up-date on the due process currently being followed leading to the High Court Hearing in August was outlined. Appeals against 2 enforcement notices had been made

with refusal of planning permission and a third enforcement notice appeal expected. Any member of the public, or anybody who had objected, could attend the Inquiry and be heard.

- 22.5 Ms Ackroyd, whose daughter lived in Histon was concerned Histon residents were not fully aware of the situation and a few residents were being left to “bear the brunt”. She felt it was now up to the individual people in Histon to write to their MP to express dissatisfaction, the needs of the community in Histon needing to be considered. The Chairman commented that all letters should state the name and address of the resident if they are to carry full weight in the planning process. He confirmed the Parish Council had submitted an appeal document objecting on several grounds and would continue to fight in this matter. James Paice MP, he stated, had been very proactive throughout the process. Discussion on Moor Drove then closed.
- 22.6 Mr Burgess, Brook Close expressed his long-held concerns over speed in the village. The Chairman outlined plans unveiled in the last 2 weeks by County Council for speed calming measures under the A14 Rat Run scheme and invited residents to view the proposals after the meeting. The Parish Council had recently submitted their early comments to CCC on the proposals, which they felt largely to be appropriate to Histon’s traffic concerns. The scheme had allocated £300,000 to Histon and £300,000 to Impington, with implementation of the measures due by end of March 2005.

There being no further matters raised, this part of the meeting was closed at 7.55pm and some members of the public left the hall.

## HISTON PARISH COUNCIL

Minutes of Annual General Meeting held Methodist Church Hall, Histon, Monday 10 May 2004, immediately following Histon Annual Parish Meeting, at 8 p.m.

**Present:**

Councillors: I M Parish (Chairman), J P Chatfield (also District); 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 Munnelly, V A Taylor, R K Wynn

Clerk: A J Young; Cty Cllr P Gooden Mrs L Marsh, Assistant Clerk; 5 members of the public (in part)  
Sector Inspector Ormerod (in part)

Power Action

**1 APOLOGIES FOR ABSENCE**

23 Cllrs Ruel (holiday); Muncey (illness); Barrett (personal); Impington PC Chairman Cllr D W Payne

**2 MEMBERS' DECLARATIONS OF INTERESTS**

24 None. Chairman reminded all Councillors to check and initial their entry in the Register of Interests or submit amendments within the next 28 days.

**All Councillors**

**3 ELECTION OF CHAIRMAN**

25 Prop Cllr Mason, sec Cllr Harris, all in favour, that Cllr Parish be elected Chairman. No other nomination and AGREED. Declaration of Acceptance of Office (Chairman) signed by Cllr Parish. Cllr Parish thanked Council for their support.

**4 ELECTION OF PROPER OFFICERS AND COMMITTEES**

26.1 Chairman contacted all Cllrs prior to meeting. All Councillors had indicated a willingness to continue if elected. Proposed Cllr Eade, seconded Cllr Heinrich, all in favour that the officers and Committee members listed be re-elected for the year 2004-2005.

Vice Chairman Cllr Wynn; Responsible Financial Officer Mrs A J Young; Internal Auditor Mr Nick Sloman was the Internal Auditor employed by the Council; Environment Committee Cllrs Mason, Barrett, Muncey, Taylor, Munnelly, Eade, Heinrich; Tree Warden Cllr A J Eade; Allotments Officer Cllr A J Eade; Footpaths Officer Cllr V Taylor; Childrens Playground Inspectors Cllrs M P Barrett and F J Munnelly; Legal & Property Committee Cllrs Parish, Mason, Munnelly, Harris and Jones; Reps to Joint Standing Committee Cllrs Parish, Davies, and Barrett; Highways, Traffic & Transport Committee Cllrs Parish, Munnelly Chatfield, Barrett and Levitt; Youth Committee(advisory body) Cllrs Muncey and Davies; Planning Committee All Councillors would be members of the Planning Committee

26.2 Finance Committee Proposed Cllr Jones, seconded Cllr Wynn, all in favour, that Cllrs Parish, Davies and Mason be elected for the coming year.

**5 ELECTION OF REPRESENTATIVES TO VARIOUS COMMITTEES/BODIES**

27.1 Proposed Cllr Eade, seconded Cllr Heinrich, all in favour, that all elected representatives as listed be confirmed. Nursery School School Governor. Mr Mike Seaman (parent representatives, jointly with IPC); Infant School Governor. Cllr D A Starling (Impington PC, jointly); Trustees to Poor's Land Charity Cllrs Parish (as Chairman) and Ruel; Trustees to Elizabeth March Charity Mrs E Whitehead and Mrs M Driver; Histon & Impington Recreation Ground Management Sub Committee. Cllrs Wynn, Harris, Munnelly and Davies; Histon & Impington Recreation Ground Development Group Cllrs Davies and Munnelly; Police Committee Representatives Cllrs Muncey and Taylor; IVC Liaison Cllr Jones; Representative to Day Centre Cllr Harris; Representative to Community Minibus Cllr G B Waters (Impington PC jointly); Representative to Community Halls Project Group Cllr Jones; Representatives to Mobile Warden Scheme Steering Group Cllrs Ruel, Muncey and Harris; No Voice No Choice Liaison Cllrs Muncey, Davies and Jones

**6 MINUTES OF MEETING HELD ON 13 APRIL 2004**

28.1 Proposed Cllr Munnelly, sec Cllr Harris, all in favour, approved and signed. Also "In Committee" minute Page 4, proposed Cllr Jones, sec Cllr Mason, all in favour and signed.

28.2 Chairman, with Council's permission, brought forward item 16 to enable Sector Inspector Ormerod to address Council. Standing orders were suspended.

**16 INSPECTOR ORMEROD, REPORT FROM HISTON SECTOR POLICE STATION**

29.1 Inspector Ormerod introduced himself as successor to the recently retired David Howell. He was disappointed at the perception in the APM Chairman's report that relations with the Police were at a low ebb.

29.2 He outlined crime figures and target reductions achieved in Histon over the last financial year:

• Dwelling burglaries April 03 – March 04	24	compared to 2002-03	16
• Robbery	0		2
• Racially aggravated incidents	0		3
• Vehicle crime	32		64

- 29.3 He confirmed that Histon currently had no Community Beat manager following the departure to Suffolk Police of PC Baker. He outlined problems with recruitment and retention in Southern Division and some discussion took place on possible reasons/solutions. A replacement was being arranged but changes in procedure had caused delay in appointment. Extensive discussion on previous CBMs and reasons for their loss to Histon Beat took place.
- 29.4 Inspector Ormerod pointed out a Police Community Support Officer was now assigned to Histon, Impington and Girton and would remain so for 6 months at least. This would be in addition to the CBM when appointed. Following queries from the meeting, Inspector Ormerod advised that weekly directives were given to officers, identifying local hotspots, with officers then self-briefing on a daily basis.
- 29.5 He clarified Jan Dean, Traffic Warden, was currently still under the control of Histon Station.
- 29.6 Dist Cllr Chatfield thanked Inspector Ormerod for attending and felt it important he was aware of the strength of feeling that a local named person be Beat Officer in Histon, and be seen on the beat, walking or cycling, rather than in patrol cars. Inspector Ormerod left the meeting confirming he would keep the Parish Council advised of developments with appointment of a CBM for Histon and Impington
- 29.7 Standing orders were re-instated. The Community Safety Partnership had written again offering a presentation at an open meeting for the parish to cover thefts from sheds, garages and outbuildings. Samples of products and services available would be supplied. Cllrs present felt it inappropriate for the Parish Council to organise such an event but agreed to advise the partnership of the details of the Feast Market on 10 July.

## 7 MATTERS ARISING FROM PREVIOUS MINUTES

- 30.1 Item 5.3 IVC Meeting with Mrs Kearns set for Thursday 20 May, Cllrs Parish, Jones and Harris to attend.
- 30.2 Item 5.5 Meeting with Mr Ballantyne still not yet finalised
- 30.3 Item 5.8 Feast Invitation to enter flower display in Flower Festival, Cllr Harris agreed to represent the Council. Mrs Whyatt had asked for Fair to draw onto Green on Tuesday 29 June. Council had responded stating that the current agreement allows arrival on Wednesday before Feast Sunday.
- 30.4 Item 7.1 Security Code Marking of Cycles had taken place
- 30.5 Item 9.2 Periodic Electoral Review Copy response from County Cllr Gooden held on file, which was read to Council. Acknowledgement from Boundary Committee for Parish response
- 30.6 Item 10.1 Environment Committee Minutes 5 April copied for all

## 8 EXTRA ORDINARY MEETING HELD 16 MARCH 2004

- 31 Copied for all. Proposed Cllr Davies, sec Cllr Wynn, all in favour to accept, and signed as a true record.

## 9 RECENT CORRESPONDENCE

- 32.1 Circulation File under new arrangements, passed to Cllr Parish for report. Handout given listing items of interest to the Council. Council felt the adoption of a Grievance Procedure as detailed in Impington PC's minutes should be an agenda item in due course. Cllr Wynn to look at next month's file and report back at June meeting **RKW**
- 32.2 Village Green Bookings: Sat 22 May Bouncy Castle and stall for opening of Toy Shop (to be opened by Liz Barker of Blue Peter) No publicity on Green for opening agreed, Ladybird Playgroup working in liaison with organisers; Sat 8 May Impington Opportunity Playgroup stall; Histon Baptist Church Open Air Service 18 July (electricity to be made available
- 32.3 Cambs ACRE Rural Forum Conference details 19 May
- 32.4 County Council. School Governors appointed by Parish Councils to be discontinued with school governing bodies to be able to continue the link if they chose. To be copied to IVC for information.
- 32.5 CALC. Quality Parish & Town Council Initiative – nominations for working parties required by 16 May.
- 32.6 Countryside Services Team events leaflet. Details of any outside event from July-December 2004 required for publication
- 32.7 Countryside Services Team (CCC) Questionnaires to be completed by Parish Council and any local business with an interest in countryside access, by 1 June. Footpaths & Bridleways officer to consider response and circulation **VAT**
- 32.8 Bus Project Termly report from Fiona Swan, Project Assistant, to be copied to all

## 10 ANNUAL REPORTS FROM COMMITTEES AND REPRESENTATIVES

- 33 Copy available for all Councillors. Copies to be made available at Library, on website or by request at Parish office

## 9 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 34.1 Minutes of meeting 10 March copied for all. Further meeting due 12 May.

- 34.2 Cllr Davies up-dated Council on the Development Group's grant applications to WREN, Football Foundation and Active England.
- 34.3 Council heard of the fundraising efforts of the Friends of the Rec over the rather wet May Bank Holiday weekend, and were advised the Friends had raised £10,000 in the first year. Cllr Davies thanked all colleagues involved in the Charity group's work. He reminded Council one of the Friends' aims was to promote sport at the Recreation ground, in addition to the fund raising efforts.

## 12 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT

- 35.1 Minutes dated 29 March and 6 May not yet available. Next meeting due 8 July.
- 35.2 The Committee, together with other Councillors and Impington Parish Council, had studied the plans proposed by County Council to implement traffic calming measures in Histon and Impington under the A14 Rat Run Moneys scheme. A response to County Council would be made on these discussions pending full public consultation by the County Council. Plans were available to view at the Annual General Meeting and at the Parish office
- 35.3 Chairman reported that Network Rail had stated they would honour an agreement with Histon Parish Council to allow them access to the canopy at Histon Station, but no other rights of access would be permitted to the Network Rail property. The letter had specifically excluded right of access to Cast Iron, who had been copied into the correspondence. The Committee were concerned that a group formed to carry out weeding/painting work at the Station site must be made aware that no work should be carried out to the canopy itself without the permission of the Parish Council.
- 35.4 Cambs County Council Highways Division Services. Questionnaire to be completed by Cllr Parish. **IMP**

## 13 PLANNING COMMITTEE REPORT and OTHER PLANNING MATTERS

- 36.1 Minutes dated 1 and 22 April copied for all and accepted. Meeting due 6 May postponed to 13 May.
- 36.2 SCDC Travellers Forum 20 May at Cambourne. Cllrs Mason/Wynn to attend, together with 2 residents if possible.
- 36.3 SCDC South Cambs Design Guide To be adopted as a Supplementary Planning document. Comments sought, to be referred to Planning Committee.
- 36.4 Arbury Camp Cllr Gooden up-dated the Parish Council on progress with possible siting of the primary school and probability of the HRCC not now being sited at Arbury Camp. Opposition for inclusion of the school on site came from Heads and Governors of neighbouring schools. Concern over possible increase in the planned 900 houses was voiced, if business use were to decrease. It was stated some of the over-subscription issues with Histon and Impington primary schools had been overcome, but demographics for the proposed 57 dwellings at Kay Hitch Way, were it to go ahead, showed 12 – 17 children from that development, not included in the school's current roll figures.
- 36.5 Local Development Framework A joint response from Histon and Impington Parish Councils was due to be submitted by 12 May. Chairman agreed to write separately pointing out that more time was required to respond to the consultation fully. Cllr Jones felt the Council's Planning Committee should be working on a general plan in advance of further such consultations. Next agenda.
- 36.6 Northstowe Cllr Gooden reported on recent discussions at the Transport & Waste Forum indicating that Gallaghers proposals were totally unacceptable to both County and District Council.

## 14 OTHER MATTERS

- 37.1 Youth Advisory Body report. Notes for meeting held 5 April copied to all.
- 37.2 No Voice No Choice Cllr Davies reminded Council the results were to be announced at 1.30 p.m. on 25 May 2004 at IVC. All Parish Councillors were invited.
- 37.3 Disability Discrimination Act Invitation to workshop 23 June at £249 on Inclusive Play in Play Areas. Council did not wish to enrol.
- 37.4 Zurich Municipal Local Councils Advisory Service, opportunity to subscribe at £245 (Year 1) £135 (Year 2) and to attend seminar on Health & Safety 15 June at £60 (free to subscribers). Agreed to refer to Legal & Property Committee.

## 15 FINANCE

- 38.1 a) To confirm payment of accounts Prop Cllr Mason, sec Cllr Wynn, all in favour:
- |  |           |
|--|-----------|
| <b>Cambridge Area Crime Prevention Panel</b> <b>£100</b>                                 | £100      |
| <b>Emorsgate Seeds</b> Village Green Enhancement <b>£62</b> + VAT £2.48 (@4%) =          | £64.48    |
| <b>Administration costs</b> <b>£1,778.33</b>   | £1,778.33 |
| <b>Berrycroft Stores</b> Village Green enhancement <b>£29.50</b> Grass seed              | £29.50    |
| <b>Bishops of Histon</b> Village Green enhancement <b>£11.92</b> Buckets and silver sand | £11.92    |
- 38.2 b) To approve payment of outstanding accounts, Prop Cllr Mason, sec Cllr Wynn, all in favour:
- |  |            |
|--|------------|
| <b>Impington Parish Council</b> Burial ground expenses 2003 – 2004 <b>£3,320.25</b>  | £3,320.25  |
| <b>Histon &amp; Impington Recreation ground</b> 1 <sup>st</sup> half payment £14,763.96 – £500 Dev Group Ladybird Playgroup payment = <b>£14,263.96</b> + 1 <sup>st</sup> payment litter picking <b>£1,204</b> = | £15,467.96 |
| <b>Broxap Limited</b> 2 spare litter bin liners for the Green <b>£153</b> + VAT £26.78 =   | £179.78    |

<b>Connections Bus Project</b> 10 sessions Jan – March 2004 (Histon part of formula only) <b>£268.50</b>	£268.50
<b>Danwood Group Limited</b> Meter reading photocopying (to be split on formula) <b>£15.89</b> + VAT £2.78 =	£18.67
<b>Petty Cash</b> , imprest account <b>£32.46</b>	£32.46
<b>A J Young</b> expenses for photocopying Rat Run plans at Staples <b>£11</b> + VAT £1.92	£12.92
<b>Money Matters (St Ives) Limited</b> Accounts software to be split formula <b>£139.95</b>	£139.95
<b>Print Out JSC</b> <b>£17.12</b> HPC stationery <b>£31.97</b> + VAT £8.59	£57.68

38.3 c) Paid in: SCDC 1<sup>st</sup> Half Precept £36,750; SCDC No Voice No Choice Grant £3,000 (Youth)

38.4 Audit arrangements Announcement of audit to be made no later than 17 May 2004; inspection period to start 1 June end 29 June 2004; audit to be submitted to Moore Stephens no later than 1 July 2004. Council would be asked to authorise signature of audit return at next meeting.

## 17 WAYS OF WORKING TOGETHER

39 Chairman had verbally thanked Keith Barrant for chairing meeting. No report yet to hand. Deferred to June meeting

18 **RESOLUTION: “Histon Parish Council is prepared to contribute on the formula (Council Tax base formula) with Impington Parish Council a total of £62,600 towards the inclusion of a Parish Council Office in a new Pavilion building as outlined in the Recreation Ground Development Sub Committee’s January 2004 report” Proposed Cllr Davies, seconded Cllr Wynn.**

40 Under standing order 37 to “stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon.” It was clarified the previous Resolution relating to this subject had not been a financial resolution.

## 19 DATE & PLACE OF NEXT MEETING

41 Monday 14<sup>th</sup> June 2004, St Audreys Community Centre, St Audreys Close, Histon, 7.30 p.m.

Meeting was formally closed at 9.20 p.m.