

MINUTES OF HISTON PARISH COUNCIL MEETING HELD MONDAY 14 JUNE 2004 7.30P.M. AT ST AUDREYS COMMUNITY CENTRE, ST AUDREYS CLOSE, HISTON

Councillors: I M Parish (Chairman) R K Wynn (Vice Chairman), M P Barrett, N S Davies, P E Harris, J M Heinrich, C L Jones, M J Mason (also District), J A Muncey (also District), F J Munnelly, M J Ruel, V A Taylor
 Clerk: Mrs A J Young

Power Action

The Chairman congratulated all who had stood in the SCDC Elections and acknowledged the hard work put in by everyone offering commiserations to those who had not been successful, he offered special congratulations to Cllr Mike Mason who he understood had received the highest number of single votes in the whole of South Cambs. Cllr Davies congratulated Cllr Mason on his election success and welcomed the knowledge and experience this would bring the 2 villages. Cllr Davies put on record his belief he had retained his honesty and integrity in the election process and stated his commitment to both Histon & Impington remained totally intact and he would continue to be fully involved. He called on the 3 newly elected District Councillors to attend meetings of key importance and express their views. Cllr Mason proposed a vote of thanks for the work carried out on behalf of the community by Cllr Davies over the years and his commitment to the Parish. All were happy to support this.

1 APOLOGIES FOR ABSENCE

42 Cllrs Chatfield (holiday), Levitt (holiday), Eade (holiday), Cty Cllr Gooden (personal)

2 MEMBERS' DECLARATIONS OF INTERESTS

43 None. Chairman noted all Councillors had been asked to check and initial their entry in the Register of Interests.

3 MINUTES OF ANNUAL GENERAL MEETING HELD ON 10 MAY 2004

44 Item 36.6 Northstowe Amplifying that this minute referred to the last published plans by Gallaghers, prop Cllr Harris, sec Cllr Munnelly, all in favour to sign

4 MATTERS ARISING FROM PREVIOUS MINUTES

45.1 Item 24 Register of Interests All Councillors to check their entry and initial by June meeting

45.2 Item 29.1 Crime figures Theft (6); burglary (2); assault (1); criminal damage (1), copied with Histon Sector Newsletter

45.3 Item 30.4 Security Code Marking of cycles Letter received from Mrs Round with report stating 116 cycles had been marked, and another session was planned before the end of the year

45.4 Item 32.8 Bus Project report copied to all

45.5 Item 37.4 Zurich Municipal seminar Impington PC had sent a representative (their Health & Safety officer, also H&S for Recreation Ground, Mark Lawton)

5 MATTERS ARISING FROM ANNUAL PARISH MEETING 10 MAY 2004

46.1 Item 22.3 SCDC Meeting re. Travellers Cllrs Mason and Wynn had attended on behalf of the Parish Council, together with 2 residents. Senior officers had been present to answer questions. Cllrs Mason and Wynn outlined points raised, including land ownership issues; Inland Revenue and Customs & Excise involvement; ODPM Inquiry. Cllrs Wynn, Mason and Parish were due to meet with Mr Ballantyne Chief Executive at SCDC and Planning officers on 17 June when Moor Drove issues would be discussed further.

46.2 Mr Chris Jones was arranging a private meeting with the County Council Solicitors to seek answers on the legal process being presented. Clarified this was not as a representative of the Parish Council.

6 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

47.1 Draft minutes of Recreation Ground Committee meeting 25 May had been provided. The Chairman called for debate only on matters not already presented. None were raised. Put to the vote, 9 in favour, 2 against and therefore carried.

Local Govt Act 1972, s 133

47.2 Cllr Davies asked how the internal layout would be taken forward, were Impington Parish Council to pass the Resolution on 21 June. The next meeting with the Project Architect being on 22 June. AGREED to recommend to Impington Parish Council that if passed on 21 June, the Joint Standing Committee meet soonest to put together the parameters

JSC/IPC

7 WAYS OF WORKING TOGETHER

48 Report from meeting facilitator, Keith Barrant, copied to all, containing 4 recommendations for the setting up of a Committee, consideration of delegated powers to groups; implementation of a communication plan and a working

party unifying staff matters. Histon Parish Council AGREED to accept the recommendations in principle and Cllr Parish agreed to contact Cllr Payne, Impington PC Chairman to discuss.

8 RECENT CORRESPONDENCE

- 49.1 Circulation File available on request: Cllr Wynn had read and written report received: **Clerks & Councils Direct** - "How to Avoid Problems with Planning Applications" article. Guidance on how to overcome procedural difficulties; **Impington PC AGM** agenda and April minutes: Up-date (monthly) on Arbury Camps given. Monthly agenda items at Impington Parish Council include District Councillors' report, County Councillor's report and Clerk's report. Vacancy on parish Council caused by resignation of Christine Cole filled. Annual Report for Committees (including Burial Ground) attached to papers; **South Cambs Community Safety Partnership** – Newsletter. Histon & Impington have taken part in Burglary reduction initiative targeting 600 residents – each received sheducation pack, brochures. Livery yard in Histon has had tack marked; **Harvest ACRE magazine** - Articles on Village Halls and Funding possibilities for various projects; **The Clerk** - Interesting articles including one on Employment Law up-dates, SLCC Procedure for Handling Complaints; Clerks' Manual to be published May 2004, special price available; **District Council Cabinet** meeting minutes, 20 May - including item on Contact Centre performance, staffing problems, travellers issue budget, review of charging policy for collection of bulky household items; **National Joint Council** – revised car allowances rates
- 49.2 Cambs Fire & Rescue Service Offer to attend meeting to explain concepts of new system. A presentation was felt inappropriate at this stage but AGREED to write querying budget increases.
- 49.3 SLCC One Day Conference in Colchester 6 July on "Funding and Managing of Community Projects" £30.
- 49.4 Resident of School Hill Copy letter of complaint to Environmental Health Dept regarding vehicle movements and noise at Tesco Express site. It was noted that Histon PC had requested raised tables in the High Street as part of the A14 Rat Run proposals, but this had not been included by County Council. Cllr Mason stressed that involvement was likely to be required by the Parish Council in movement of vehicles in Histon High Street. The County Council were known to be looking at a "bus gate" and money was being reserved by them long term for traffic management in the High Street. Discussions followed on delivery problems also seen at the Co Op. Highways Traffic & Transport Committee were asked to consider how the Parish Council could become involved with perhaps drawing all parties together, including County Council, for a meeting. Problems being seen opposite "Europcar" in Station Road were again discussed and possible solutions. Cllr Parish agreed to personally contact a resident currently carrying out extensive building works to discuss problems exacerbated by several building vehicles parked in the area. Finally Cllr Mason advised a resident of the High Street had lodged a complaint against Hogger Homes for using the SCDC car park in the High Street to park trade vehicles and to access the site at the rear of The Green through an unofficial gate in the fence. The SCDC Enforcement Officer had passed this matter on to the Property Manager at South Cambs. AGREED Legal Property Committee would discuss on 16 June. **IMP/L&P Committee**
- 49.5 Infants School e mail correspondence between acting Head and Council Chairman regarding school field. This appeared to be as a result of construction traffic arriving on the site, but files showed previous complaints regarding use of the area. Cllr Jones advised the school had stated to parents they did not encourage use of the field due to problems with broken glass and rubbish etc. Following discussion on the agreement in place with the County Council for use of this field outside of school hours, and the history of the area and its recent designation by SCDC as a PVAA, AGREED to ask the Parish Councils' Governor representative Derinda Starling to take the matter up with the school. Further e mail from Janet Watt, School Governor at the Infants School, described the plans to landscape the area. Council expressed concern that any landscaping may limit the use of the field for sporting activities and that shaping and mounding may encourage biking. Concern also expressed that increased development in the village would mean the school infrastructure would be insufficient. Cllr Davies referred to his long-held belief that an alternative site was required for school. Cllr Starling to be asked to report to Governors on behalf of Parish Council.
- 49.6 SCDC Licence application The Boot Public House, occasional licence for 6 events
- 49.7 Go East Sustainable Development and Rural Affairs "Taking It On" Review of UK Sustainable Development Strategy – views needed by 1 July
- 49.8 CALC Chairman's Workshop details; South Cambs District Association minutes; Bulletin May 04

9 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 50.1 Next meeting due 14 July
- 50.2 Following a question from Cllr Mason, Cllr Wynn reported Committee's tractor was still out of use, the Football Club's equipment being on informal loan. Management Committee were called upon to regularise any agreement for this. Recreation Ground tractor was to be professionally inspected during the coming week. **Rec Ground M Comm**

10 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT

- 51.1 a) A14 Rat Run Proposals. It appeared public consultation would take place at end of June, venue yet to be announced. The public would have an opportunity to comment for the following 3 weeks. Parish Councils would also display the plans at the Feast Market tent on 10 July.
- 51.2 b) Chairman's report. Guided Bus The statement of case was now due in by 21 July. Cllrs Mason and Payne were preparing and any assistance was welcomed. Chairman up-dated Council on the consultation process
- 51.3 Next meeting due 8 July

Power Action

11 PLANNING COMMITTEE REPORT and OTHER PLANNING MATTERS

- 52.1 Minutes dated 13 May and 3 June copied for all and accepted.
- 52.2 44 Station Road Chairman understood the decision was likely to be Officers Delegation rather than Committee, despite requests from the members from Linton and Fulbourn for it to be referred to Committee. Council expressed concern that representatives from outside a village could influence such matters in planning
- 52.3 Enterprise Rent a Car Application for signs to be discussed at next planning committee meeting. Discussion on problems with staff parking and noise nuisance of pressure washers close to residents again took place. Environmental Health Department were investigating the latter.
- 52.4 General Plan for Histon and Impington Planning Committee were recommending a process for drawing up a plan for use in future consultative processes. Cllr Mason was concerned that too much was in progress at present to take on a new project and resources were stretched. Finally following a suggestion from Cllr Davies, AGREED Planning Committee to prepare an explanatory paper for the 2 Councils to consider in the Autumn. A conference was available on Parish Plans in Ely on 7 July.
- 52.5 Meeting with Mr Ballantyne SCDC 17 June Cllrs Parish, Mason and Wynn were asked to include the Parish Council's concern that discussions with the District Council Planning Department regularly took place before the Parish Council became involved, often leading to wild speculation among residents. Cllr Davies spoke in favour of the Parish Councils remaining proactive in any Section 106 agreement negotiations to gain the best for our residents.
- 52.6 Arbury Camp Following some discussion on Impington Parish Council's role in the proposed Section 106 agreement, the Parish Council indicated a hope that discussion might now take place at an Impington Parish Council meeting on what the impact would be on both Impington and perhaps Histon.

Planning Committee

12 OTHER MATTERS

- 53.1 a) Youth Advisory Body report. Notes for meetings 5 May and 7 June copied for all.
- 53.2 No Voice No Choice Vote winner was the enhancement and development of the youth club. An action plan was now to be arranged
- 53.3 b) Histon Feast Market The Parish Councils had booked a pitch. A number of suggestions for boards had been made including Millennium Halls Project, Allotments, Village Green, Village Warden Scheme. It was hoped Impington Parish Council would prepare a display on Arbury Camp. Cllr Parish to produce A3 posters. Clerk to draw up rota. Cllr Mason confirmed County had stated bridge would be back in place by 29 June.
- 53.4 c) Environment Committee
- (i) Damage to footbridge WI wood. Cllr Taylor had liaised with CCC regarding repair
- (ii) Damage to CCC gate on smallholding roadway. CCC (Mr Burton) had dealt with the problem
- (iii) Damage to Millennium Oak Cage. Cllr Mason to re-stake cage on Play Area
- (iv) Childrens Play Area, The Green. Cllr Mason reported interference with new gate; insecure school fence; slat damage to western boundary; litter in hedge; damage to igloo (temporary repair to make safe by Site & Maintenance Services) for which spare sets of allin screw fixings would be obtained. Specification on wet pour awaited from Cllr Munnelly. Cllr Jones pointed out grant funding opportunities via the "Living Scheme" in this month's CALC Bulletin.
- FJM**
- 53.5 d) IVC Cllrs Parish, Harris and Jones had joined Impington PC Cllrs Payne and Waters in an informal meeting with Mrs Kearns. A report would follow, but those who had attended outlined the discussions held and the acknowledged need for better communication on both sides. It was clear that although the Warden had made a number of public statements as a result of the publicity a lot of issues were up for negotiations and could be resolved by dialogue. IVC had been reminded that Cllr Jones for Histon and Cllr Payne for Impington were IVC Liaison Officers and it was hoped this role could be developed. Very full discussion followed including issues regarding the planning framework for villages with Village Colleges, District Council funding available for improvements to the Sports Centre. Cllr Jones agreed to raise this latter issue and get confirmation on plans to claim these funds. Cllr Davies indicated a willingness to help Cllr Jones and advised a model was available at Melbourn.
- IMP/CLJ**
- 53.6 e) Junior School Cllr Davies declared a personal interest as Chair of Governors at Histon Junior School. Mrs Birch confirmed the new fence would shortly be ordered and the Parish Council/District Council grant called down. She also suggested the Parish Council nominate an associate member on the Property Committee, who met 2-3 times a year, in view of shared interest on the boundary of the playing field and Childrens Play Area. Environment Committee were asked to nominate from their number.
- Environment Committee**

13 "IN COMMITTEE" REVIEW OF TERMS AND CONDITIONS FOR ASSISTANT CLERK

54 Deferred to follow meeting end

14 FINANCE

- 55.1 a) To confirm payment of accounts Prop Cllr Munnelly, sec Cllr Muncey, all in favour:
- | | |
|---|----------------------------|
| Histon Methodist Church Hall APM/AGM hire 3 hours at £7 = | £21.00 |
| Administration costs <u>£960.71</u> | £960.71 |
| | <u>Power Action</u> |
| Bishops of Histon Village Green enhancement (hosepipe) <u>£75.91</u> | £75.91 |
| British Flora Histon Village Green enhancement (plants) <u>£309</u> + VAT £54.08 | £363.08 |
- 55.2 b) To approve payment of outstanding accounts:
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|---|-----------|
| T L Farr 1 of 2 payments War Memorial gardens/Section 52 gardens <u>£178</u> | £178.00 |
| Danwood Group Limited copier meter reading (for formula) <u>£30.31</u> + £5.30 | £35.61 |
| Age Concern Warden Scheme costs <u>£1,500</u> | £1,500.00 |
- It was noted this grant payment had been received as an invoice
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| Print Out Copying and binding, Village Green/Planning <u>£56.13</u> + VAT £9.82 | £65.95 |
| Rospa Play area inspection fee <u>£107</u> + VAT £18.73 | £125.73 |
| SCDC Quarterly trade waste bin charge <u>£102</u> + VAT £17.85 | £119.85 |
| Petty Cash , imprest account <u>£15.11</u> | £15.11 |
| M J Mason Village Green expenses <u>£112.83</u> + VAT £14.34 | £127.17 |
- Cllr Mason declared an interest in this payment
- | | |
|---|---------|
| Lloyds TSB Commercial Finance (Merton Hall Pond Ltd) Village Green enhancement | |
| Staples and pins <u>£39</u> + VAT £6.83 | £45.83 |
| BT plc Telephone bill (for formula with Impington PC) <u>£99.56</u> + VAT £17.42 | £116.98 |
- 55.3 c) Paid in: VAT Refund £3,475.53
- 55.4 d) Correspondence - none
- 55.5 e) Formal acceptance by Council of Audit Statement and accounts. Cllr Mason thanked the 2 clerks for all the work involved in preparing the audit statement and accounts. Annual return copied to all for acceptance. Internal Auditor's report to Council not yet to hand but comment on Assistant Clerk employment issues as part of annual return noted. On Section 2 Item 5 (risk assessments) agreed Council could now answer "Yes" following recent adoption of Financial Regulations. Chairman then authorised to sign return on behalf of the Council, proposed Cllr Munnelly, seconded Cllr Muncey, all in favour, approving the accounts and accepting the Statement of Assurance.

15 ANNUAL REVIEW OF INSURANCE

56 As previously agreed Finance Committee to meet and consider. Payment required by 21 July 2004. **Finance Comm**

16 HALF YEARLY REVIEW OF DONATIONS

57 3 requests received. Budget available of £300. Following due consideration, proposed Cllr Ruel, seconded Cllr Davies, all in favour, 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 £50 to Cambridgeshire County Council Reading Maze at Histon Library". Copy of letter from CCC to be forwarded to Eleanor Whitehead for interest of Elizabeth March Charity. **Sec 137 LGA 1972**

17 DATE & PLACE OF NEXT MEETING

58 Monday 12^h July 2004, St Audreys Community Centre, St Audreys Close, Histon at 7.30 p.m.

As per standing order 36, under standing order 64, in view of the confidential nature of business about to be transacted, any public, County and District Councillors were temporarily excluded and they were instructed to withdraw. Clerk was invited to remain

This part of the meeting closed at 10 p.m.