

HISTON PARISH COUNCIL

Unconfirmed minutes

Minutes of meeting held St Audreys Community Centre, St Audreys Close, Histon, Monday 13 June 2005 at 7.30 p.m.

Present:

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

Clerk: A J Young

Cty Cllr D J Jenkins

Power Action

1 APOLOGIES FOR ABSENCE

41 Cllrs I A Levitt (illness); M C Cleaver (personal), M J Ruel (holiday); Dist Cllr Chatfield. Cllr Eade was absent

2 MEMBERS' DECLARATIONS OF INTERESTS

42 None. Chairman confirmed all Councillors had been reminded to check and initial entry in Register of Interests

3 OPEN SESSION FOR PUBLIC

43 No public present

4 MINUTES OF ANNUAL GENERAL MEETING HELD ON 9 MAY 2005

44 Following change to item 30.5 Action for CAR should read JPC, and noting Dist Cllr Chatfield had been present, proposed Cllr Muncey, sec Cllr Munnelly, all in favour, approved and signed
With agreement of Council Chairman brought forward item 14 to enable WPC Carrington to speak with Council.
Standing orders suspended

14 WPC CARRINGTON – HISTON BEAT MANAGER REPORT

- 45.1 WPC Carrington outlined crimes in Histon from 1 April to date, showing no burglaries to dwellings, 2 burglaries to non-dwellings and 3 burglaries to shed/garage. The latter attributed to allotment shed thefts, the contents having later been found at Rowleys Field. Problems with damage to trees and possible trespass at Rowleys Field were being investigated; as was noise problems associated with field bikes at rear of Manor Park. Secs 59 and 34 of the Road Traffic Act now gave Police powers to seize mopeds/vehicles. The Police were working with Julian Ayres, youth worker to find a solution and alternative places for biking activities. WPC Carrington explained the difficulties of dealing with nuisance issues and confirmed insurance was required for vehicles even if off-road.
- 45.2 Cllr Rose questioned policy for PCSOs to act singly or in pairs and called for the Police to work on fostering better relations locally. WPC Carrington confirmed tickets issued for parking facing the wrong direction at night were at officer discretion. Cllr Rose also felt police presence during the recent road closure/hump work in the High Street would have helped congestion problems, especially with illegal parking. Discussion followed on problems still seen with illegal parking outside the estate agents and misinformation on the status of "No Right Turn" from the High Street into Station Road, which was NOT a one way system. Any car already in Station Road could drive/turn left or right. WPC Carrington confirmed that number plates provided to the Police for cars ignoring the "no turn" instruction would be acted upon. Some complaints regarding "backing up" into Park Lane were being voiced but all agreed it was too early to judge whether the trial was working or not at this stage.
- 45.3 Council commented on the information now being provided by Eric Spoelstra on crime figures. WPC Carrington requested the Council contact Inspector Ormerod if an alternative format was required
- 45.4 Before WPC Carrington left the meeting, Chairman thanked her for attendance and confirmed the Council's view that the level of policing in Histon had improved dramatically over the last 12-18 months
Standing orders re-instated. Chairman returned to agenda order

5 MATTERS ARISING FROM PREVIOUS MINUTES (9 MAY 2005)

- 46.1 Item 29.1 Police crime figures and newsletter copied for all
- 46.2 Item 30.2 Archiving workshop not yet booked. Confirmed Cllr Mason to accompany clerk/other Cllr at total cost £80
- 46.3 Item 30.7 Hastoe Housing Association Ltd seminar cancelled
- 46.4 Item 32.3 Purchase of freehold of land at Recreation Ground Contracts had been exchanged following change of plan at entrance, Impington Parish Council had applied for funds from PWLB, completion due 23rd June
- 46.5 Item 33.1/2 Legal & Property Committee meeting 18 May cancelled. Next meeting due 23 June. Any response to consultation on Code of Conduct/Standards Board due by 17 June.

6 MATTERS ARISING ANNUAL PARISH MEETING 9 MAY 2005

47 Draft minutes provided for all. No matters arising

7 RECENT CORRESPONDENCE

- 48.1 Circulation file For April with Cllr Jones for report. He highlighted articles on Sports funding, Parish Plan and a document "Pointers to Good Practice for Town and Parish Councils". Next file Cllr Ruel **MJR**
- 48.2 SCDC Council Tax Capping Letter from Mr Ballantyne, Chief Executive.
- 48.3 SCDC – recent reports in Cambridge Evening News copy correspondence
- 48.4 Zurich Municipal Local Council Advisory Service Seminar – 2005 dates
- 48.5 CALC Bulletin CALC South Cambs District Association Agenda 9 June; training courses: Charity Trustees and the Law £40 16 July; New & Refresher Councillors workshop £30 29 October
- 48.6 CPRE Agenda 27 June and workshop details 8 July
- 48.7 SCDC Facilities Bank and Touring Film Kit Launch 23 June.
- 48.8 Resident of Cottenham Road letter regarding overgrown state of the Barrel Field. Clerk to contact resident and clarify area involved
- 48.9 Village Life Fund Details of £250 awards for village groups or projects
- 48.10 Neighbourhood Watch Seminar details, Cambourne 15 June

8 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 49.1 Minutes of meeting 11 May not yet available
- 49.2 Cllr Parish commented on the encouraging high level of usage at the Recreation Ground, but resultant litter problems, especially bottles. He called on members of the Management Committee to look at informing clubs to dispose of litter, or provision of signs or additional litter bins **H&I Rec Ground Management Comm**
- 49.3 Cllr Davies supplied a single sheet (Appendix 1) summary of a detailed report being provided for all Councillors prior to the half yearly meeting 29 June, to be followed by individual parish council meetings, detailing costs involved with the proposed development. He reported on additional funds secured in the last 6 weeks and more expected shortly. Cllr Davies re-iterated the Development Group's vision and answered questions on increased level of contingency (4.2%); VAT issues for Parish Office and external works; community involvement additional to sports users; confirmed further cuts would be taken where possible; nature of a fixed price contract; removal and disposal of existing pavilion included in figures and difficulties in supplying a programme of works till appointment made; PWLB drawdown / repayment issues. It was pointed out that Councillors may find it useful to hear from the beneficiaries of the new development on what their plans were to increase opportunities in the village. Cllr Davies re-iterated that the Development Group wanted inclusion for all, and had a vision of a development area for the Recreation Ground, including perhaps a netball club, disability sports club and a youth club
- 49.4 Cllrs Parish and Jones to meet in the short term and arrange to discuss the proposed repayment Heads of Agreement with Impington PCllrs Unwin and Abdullah **IMP/CLJ**

9 ENVIRONMENT COMMITTEE REPORT

- 50.1 Minutes 2 June copied to all and accepted
- 50.2 Cllr Taylor reported on a temporary camp/horses on Oakington bridleway due to leave in the coming week. Landowners were aware.
- 50.3 Cllr Eade had reported at Environment Committee on a good take-up at the allotment site
- 50.4 Supply of electricity to the Green Noted quoted were to be accepted. Cllrs Mason and Munnely to meet to discuss new specification and instruct Clerk accordingly. Clarified that a second outlet would be a Stage 2 project next financial year **MJM/FJM**
- 50.5 Home Close Abandoned bike at site. Some damage to shrubs had occurred
- 50.6 Brook Renovation Comment was made on how good the planting looked. Environment Committee were asked to look at approaching the Junior School for possible involvement in project work on the scheme. **Environment Comm**
- 50.7 Clerk reported an alternative supplier for the electric box had been approached following McAlpine's receivership; Councillor volunteers sought to sell Feast programmes; Contractor had been asked to clean paint from fence following recent wet pour work

10 PLANNING COMMITTEE REPORT and OTHER PLANNING MATTERS

- 51.1 Minutes dated 19 May and 2 June copied for all and accepted. Next meeting due 16 June, when Andrew Slaymaker of Land Partnership to attend by request
- 51.2 Examination in Public East of England Plan details received, with comment on draft list due by 29 June. Histon Parish Council not a named participant.

11 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT

- 52.1 Minutes dated 9 June copied to all and accepted. Next meeting 7 July when all correspondence received would be considered
- 52.2 A14 Traffic Calming The Chairman had received 6 e mails/letters regarding the scheme to date. He confirmed traffic light sequence had changed in favour of The Green by 8 seconds. Councillors had received reports of “backing up” traffic to Park Lane through the High Street, and up to Moor Drove along Cottenham Road. Others had travelled themselves on various routes at various times and seen no problems above previous situation. Residents of Station Road had reported improved quality of living conditions; walking in between schools had been seen to increase. Traders in Station Road had expressed concern regarding takings levels. Cty Cllr Jenkins had witnessed traffic backing up to Park Lane and expressed concerns that school buses may be delayed. No confirmation of when the second closure at the Baptist Church end would be implemented. Traffic counts were being undertaken. Cllr Parish outlined some discussions held with David Brace. A meeting was to be arranged to discuss the scheme once a period had elapsed. List of items to discuss would be compiled and all Councillors urged to let Chairman have evidence e.g. of proliferation of signage, problems witnessed. **All Councillors**
- 52.3 A14 Consultation Highways Traffic & Transport Committee had discussed 9 June. Impington PCllr Payne had attended an exhibition at Girton and was pressing for a meeting / exhibition in Histon/Impington. Cllr Barrett felt he would like to see a “bendy bus” visit the 2 villages.

12 OTHER MATTERS

a) Youth

- 53.1 Youth Advisory Body report. No notes received. Cllr Davies confirmed a youth worker was shortly to be appointed, with Hooda Abdullah on the interviewing panel. Jane Lampshire SCDC was to visit the Recreation Ground to look at the site in relation to the issue of siting for a skate park

b) Newsletter Volunteer

- 54 Deferred until requested as agenda item by any Councillor. Agreed strategy required before this could proceed

c) Feast Market

- 55 All Cllrs listed in 38.1 confirmed their willingness to provide displays. A rota for the tent had also been prepared.

d) Mobile Warden Scheme

- 56 Minutes 11 May copied to all. Cllr Harris confirmed a new Mobile Warden had been appointed

13 FINANCE

- 57.1 a) Letter from Development Group regarding advance payment of £10,732 for payment of Architects fees now due. This amount to be repaid to Parish Council if PWLB funds received in October. Cllr Wynn voiced his opposition to paying the fees until a contract was signed. Cllr Davies confirmed the contract with the Architect showed this amount payable now, although a significant discount had been negotiated at an early stage. All accepted architects fees were payable whether project proceeded or not. Proposed Cllr Parish, sec Cllr Mason, all in favour to advance £10,732 to the Recreation Ground as detailed
- 57.2 b) To confirm payment of accounts Proposed Cllr Mason, seconded Cllr Muncey, all in favour
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| Histon & Impington Recreation Ground Comm early payment of development budget £5,366 | £5,366.00 |
| Administration costs £993.72 M2 Administration | £993.72 |
- 57.3 c) To approve payment of outstanding accounts Proposed Cllr Muncey, seconded Cllr Mason, all in favour
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| Histon Methodist Church hall APM/AGM Room Hire £21 | £21.00 |
| J P Webster Construction Ltd Play Area Wet Pour £11,000 + VAT £1,925 | £12,925.00 |
| Acacia Tree Surgery Park Lane, and Village Green and War Memorial work £590 + VAT £103.25 | £693.25 |
| Danwood Group Ltd Photocopy meter reading (for formula) £42.93 + VAT £7.51 | £50.44 |
| British Telecom Telephone bill, on formula £107.54 + £18.81 | £126.35 |
| Histon & Impington Recreation Ground Salary reimbursement for Assistant Clerk £439.50 | £439.50 |
| Adam Scott Ground Maintenance Sec 52 land and War Memorial (part formula) £190 | £190.00 |
- 57.4 Paid In: Nil
- 57.5 Finance Committee report – minutes 25 May copied to all and accepted, including ratified Budgets 2005 – 2006
- 57.6 Formal acceptance by Council of Audit Statement and accounts, pending Internal Auditor’s report. Cllr Mason thanked the 2 clerks for all the work involved in preparing the audit statement and accounts and commented on the complicated transfer of sums from Histon to Impington to the Recreation Ground. It was noted the youth funds (£21k+) were all held by Impington PC and the Histon PC felt an Income and Expenditure sheet provided by the Youth Committee would be useful, and discussed the possibility of an administration charge being appropriate. Finance Committee to discuss. General discussion on the cost to the tax payer of multiple audits and insurances and the increasing use of convenience methods of accounting e.g. Homefield Park and litter picker budgets run by Recreation Ground, Youth Committee budget by Impington PC, were raised. Annual return copied to all for acceptance. Neither Internal Auditor’s report to Council nor annual return report not yet to hand. Chairman then

authorised to sign return on behalf of the Council, subject to satisfactory Internal Auditor's report. Proposed Cllr Parish, seconded Cllr Mason, all in favour, approving the accounts and accepting the Statement of Assurance.

15 ANNUAL INSURANCE REVIEW

- 58 Agreed Finance Committee to meet and discuss. Finance Committee given delegated powers to review quote and cover, agree future method for review, and accept quote as appropriate **Finance Comm**
Power Action

16 HALF YEARLY REVIEW OF DONATIONS

- 59.1 6 applications had been received. Council noted a budget of £125 had been set.
59.2 Cllrs spoke of the considerable strain on reserves this year and the Council's normal criteria for applications that directly benefit the village of Histon
59.3 Proposed Cllr Harris, seconded Cllr Munnely, "in the "to donate £25 to NSPCC. 4 in favour, 5 against, 2 abstentions. No other proposals came forward. Next review December 2005

17 DATE & PLACE OF NEXT MEETING

- 60 Wednesday 29th June 2005 at the Pavilion, Special General Meeting following Recreation Ground Committee Half Yearly; then Monday 11th July 2005, St Audreys Community Centre, St Audreys Close, Histon, 7.30 p.m.

Meeting was formally closed at 10.40 p.m.

**MINUTES OF SPECIAL GENERAL MEETING OF HISTON PARISH COUNCIL MEETING HELD
WEDNESDAY 29th JUNE 2005 AT THE PAVILION, RECREATION GROUND, NEW ROAD, IMPINGTON**

Councillors: I M Parish (Chairman) M P Barrett, M C Cleaver, N S Davies, A J Eade, M J Mason (also District), J A Muncey (also District), F J Munnelly, C A Rose, M J Ruel, R K Wynn
 8 Impington Parish Council members Cty Cllr J D Jenkins Clerk: Mrs A J Young
 Recreation Ground Clerk: Mrs L M Marsh
 Meeting commenced at 9 p.m. immediately following Recreation Ground Committee meeting

Power Action

1 APOLOGIES FOR ABSENCE

61 Cllrs Harris (holiday), Jones (working), Levitt (holiday), Taylor (illness). Dist Cllr J P Chatfield

2 TO CONFIRM RESOLUTION PASSED AT THE RECREATION GROUND HALF YEARLY MEETING, AGENDA ITEM 7 REGARDING DEVELOPMENT SUB-COMMITTEE FUNDING, ACCEPTANCE OF TENDER AND ISSUE OF A LETTER OF INTENT

62.1 Resolution had been passed as:

“1. The Histon & Impington Recreation Ground Committee:

acknowledges that the Development Sub-Committee will have raised a total of £458,000 from external funding towards the Recreation Ground development project cost and recommends to the Parish Councils of Histon and Impington that each Parish Council agrees to contribute jointly (based on Council tax base formula) the following:

- that an additional £50,000 is contributed to the project to provide a new pavilion, improved car parking area and two new sports courts. This is funding in addition to the £250,000 committed in July 2003 to the project, and the £62,000 funding already received by the Development Group
 - that an additional £13,306 including fees is contributed to the cost of the Parish Office increasing the total amount to be spent on providing an office to £75,906
 - that £31,164 including fees is provided to meet the total cost of providing a new Groundsman’s compound to meet health and safety requirements and include a car shelter following removal of the Groundsman’s garage from the car park.
2. The Histon and Impington Recreation Ground Committee agrees that subject to the agreement from Histon and Impington Parish Councils on part 1 of the Resolution:
- that the tender of £829,260.47 received from Relmfield Builders Ltd is accepted for the building of the new pavilion including Parish Office, extended and improved car park, Groundsman’s compound and sports courts.
 - that the Development Sub-Committee is authorised to instruct the Project architect to issue a Letter of Intent to Relmfield Builders Ltd, and enter into a formal contract.”

62.2 Proposed Cllr Mason, seconded Cllr Ruel, all in favour that this be confirmed as a motion by Histon Parish Council and the recommendation be accepted and taken forward. Chairman did not vote.

Meeting formally closed 9.02 p.m.