

HISTON PARISH COUNCIL**Unconfirmed minutes**

Minutes of meeting held St Audreys Community Centre, St Audreys Close, Histon, Monday 12 September 2005 at 7.30 p.m.

Present:

Councillors: I M Parish (Chairman), R K Wynn (Vice Chairman), M P Barrett, M C Cleaver, N S Davies, A J Eade,
P E Harris, C L Jones, I A Levitt, M J Mason (also District), J A Muncey (also District), F J Munnelly, C A Rose, M J Ruel,
V A Taylor Dist Cllr J P Chatfield 2 members of the public Clerk: A J Young

Power Action

Following the sad passing of ex Histon Parish Councillor Alan Graham, a minute's silence was observed

1 APOLOGIES FOR ABSENCE

83 None

2 MEMBERS' DECLARATIONS OF INTERESTS

84 None

3 OPEN SESSION FOR PUBLIC

85 No questions from the public

4 MINUTES OF MEETING HELD ON 11 JULY 2005

86 Proposed Cllr Munnelly, sec Cllr Harris, all in favour, approved and signed

5 MATTERS ARISING FROM PREVIOUS MINUTES

87.1 Item 67.6 Meeting pending re. Heads of Agreement Cllrs Parish and Jones to meet Impington Cllrs Unwin and
Abdullah during September **IMP/CLJ**

87.2 Item 67.7 Feeder Pillar for Village Green received

87.3 Item 69.6 St Audreys Residents Group meeting held 5 September, Cllrs Mason and Taylor had attended and would
refer matters raised to Environment Committee at next meeting **Environment Committee**

87.4 Item 69.7 Standards Board for England CALC had offered to raise Indemnity issues at July meeting. Further
opportunity may be available

87.5 Item 74.3 Broadband Response from Impington PC on broadband, with arrangements in hand after up-grade of second
computer

87.6 Item 78 Local Development Framework joint response had been made. Copies available on request

6 MINUTES OF SPECIAL GENERAL MEETING HELD 25 JULY 2005 AND MATTERS ARISING

88 Minutes copied for all. Prop Cllr Mason, sec Cllr Wynn, all in favour to accept as a true record. No matters arising

7 RECENT CORRESPONDENCE

89.1 CALC Bulletin copy for all; Agenda District Association AGM 15 September; CALC AGM 15 October; Risk
Assessment Training day Sat 1 October 2005 £30 per delegate, Cllr Parish hoped to attend **IMP**

89.2 CCC Grant Aid application forms

89.3 CCC Environment Report 2005

89.4 IVC Nursery details of closure at Christmas. Also funding issues and cuts

89.5 Crime Figures and newsletters copied for all on e mail, copies available on request; Cambs Constabulary
Neighbourhood Panels. Questionnaire on format of newsletters, and on Neighbourhood Panels to be completed. Cllr
Muncey had attended Crime & Disorder meeting 31 August. WPC Carrington to attend next meeting 10 October

89.6 Village Green Booking Day Centre 24 September Bric a Brac stall

89.7 Licensing Tesco Express Transfer of Justices Licence; Co Op Application for transfer; SCDC list of premises making
applications following new legislation

89.8 Age Concern copy of Annual Report covering Community Warden Services

89.9 SLCC Clerk attending workshop for clerks on budgeting, 16 September, also report on CALC training course on
archiving and would report to Legal & Property. Agreed shredder to now be purchased **Legal & Property Comm**

89.10 CCC RECAP waste consultation event dates

89.11 SCDC War Memorial Gazetteer

89.12 CCC Biodiversity and Parish Plans information, with grants available

89.13 Circulation File Cllr Rose reported on information on Aquatic Plants/grasses; Railwatch magazine including
breakdown of figures regarding guided bus inquiry expenditure; article on "Gypsy Travellers Accommodation Assent
and Provision" (DCllr Muncey to obtain further information from SCDC); South Cambs Community Newsletter
including article on smokefree zones; papers on campaign for Sustainable Communities Bill (to be referred to

Environment Committee); CPRE magazine including articles on housing provision and roadside advertising. Next file Cllr Muncey. **JAM/Environment Committee**

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8 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 90.1 Minutes of meetings 13 July and 1 August copied for all. Cllr Wynn confirmed second cricket square agreed and would not preclude use of outfield outside of match times. Groundsman's house flooded during recent storm. Next meeting 14 September, all Committee meetings now to be held in Parish Office.
- 90.2 Up-date on Recreation Project and Forward Planning Cllr Davies confirmed work had commenced 22 August with first site meeting planned 14 September. Pavilion now demolished; Hornets portacabin relocated; MUGA under construction. Photos on website www.friendsoftherec.co.uk FOTR continued to fundraise with an event recently bringing rugby for youngsters to rec for the first time. Awards for All grant of £3,500 received by the Friends for chairs and tables. No definitive ruling yet on VAT for parish office. Finance Committee and Parish Councils would be kept informed of professional advice when received **Finance Committee**
- 90.3 Discussion on instalment timings and grant money tie up dates followed.

9 ENVIRONMENT COMMITTEE REPORT

- 91.1 Minutes 19 July copied to all and accepted. Next meeting 4 October.
- 91.2 Electricity Connection and Christmas Lights Feeder pillar and connection now organised. Quotes awaited on base and ducting. Cllrs Mason and Munnely to co-ordinate timings agreed. Cllr Wynn agreed to visit prospective supplier of Christmas lights to discuss work required for provision of lights for 2005. Clarified an electrician with up-to-date Health & Safety Regulations and relevant insurance required to carry out this type of work. Obsolete lights had been disposed of and would be removed from asset register **FJM/MJM/RKW**
- 91.3 Grass Cutting Cllr Mason commented on the improved cut by contractor at Village Green
- 91.4 Play Area Roundabout Vandalism had occurred and equipment made safe by Playground Inspector Cllr Munnely, Site & Maintenance to repair when materials available.
- 91.5 Trees New School Road CCC advised Parish Council they would not accept liability for damage to trees. Environment Committee continued to progress **Environment Committee**
- 91.6 Street Lighting at the Green PCSO Page had asked Parish Council to look into improving lighting between Junior School and the Co-Operative. Environment Committee agenda **Environment Committee**
- 91.7 Walkabout with David Gilkes, CCC 4 October Cllrs Taylor and Muncey to accompany Mr Gilkes, together with input from PC Carrington and PCSO Page. All Cllrs encouraged to advise Clerk/Cllrs Muncey or Taylor of areas of concern to be included in the route **VAT/JAM/All Councillors**

10 PLANNING COMMITTEE REPORT and OTHER PLANNING MATTERS

- 92.1 Minutes 14 July, 28 July, 18 August and 8 September copied for all and accepted. Next meeting due 29 September
- 92.2 Northstowe Planning Application Interested members were looking at the 3 boxes of paperwork and further informal session would be held prior to discussion on Planning Agenda. Consultation ends 17 October.
- 92.3 Informal Hearing Appeal 44 Station Road 21 September. Cllrs Parish and Mason to meet with SCDC Appeal officer to discuss and to attend appeal on behalf of Parish Council **IMP/MJM**
- 92.4 Moor Drove The technical issues of appeals to the High Court discussed
- 92.5 Arbury Camp Newsletter on progress delivered to all households in Histon and Impington
- 92.6 Oakington Immigration Reception Centre confirmation the family unit will close in September
- 92.7 Blue signed wooden posts in Gatehouse Road had been installed. Clerk to investigate
- 92.8 Housing Associations offering affordable housing. Following discussion on how the schemes work, agreed a forum for debate would be useful and acknowledged that pre-planning was as important as reactive planning. Cllr Mason reminded Councillors of the opportunity given recently to contribute to the Councils' LDF submission

11 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT

- 93.1 Minutes 4 August and 8 September copied to all and accepted. Next meeting 6 October.
- 93.2 Area Joint Committee at Cambourne 12 September Dist Cllrs Muncey and Mason had attended as members, as had Cty Cllrs Jenkins and Bradney. 2 petitions from Mr Croucher (The Boot) and Buckingham & Stanley presented in opposition to the "No Turn from High Street to Station Road" scheme. Mr Croucher and Mr Howarth had taken the allowed 3 minutes to outline their cases, including on lost business and loss of community character. Mr Howarth had suggestions on altering the scheme. Cllrs Mason reported on discussions held and decisions made:
- November AJC scheduled meeting to be postponed to early December, to review all information including traffic figures with a view for decision on the trial
 - Options for continuing as permanent; modifying; discontinuing and returning as was remained
 - CCC to consider a further questionnaire to all households in the villages
 - CCC to investigate holding a "stakeholders" meeting in the village

- David Brace to arrange a further meeting with Parish Council representatives in the short term to discuss modification of whole scheme

Cllr Jones declared a personal interest as a resident of Station Road. Following discussion on recent meetings and discussions noted:

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- Local trade had to be viewed as far as Cottenham/Girton/Willingham
 - Parish Councils intended to hold a public meeting early November
 - Informal meetings with traders had proved useful
 - Traffic problems and issues were growing in the village, in particular reference to improvements to A14, Milton intersection; Northwotwe and closures at Oakington
 - Felt important that improvements to the scheme could be implemented before decision in December, e.g. righthand box for turning into Green from Glebe Road; possible changes to lights timings particularly at lunchtimes; afternoon and lunchtime traffic surveys were required and also data over time was important.
 - Cottenham Road residents had started a petition to decrease speed limit from 40 to 30. Cllr Parish agreed to discuss this with Inspector Ormerod. **IMP**
 - As one body a Parish Council has to take a balanced view of all aspects
 - A letter on file from Head Teacher at Infants School indicated New School Road was now safer for pupils arriving
 - Sustained pressure of traffic, including damage caused regularly to thatch in the village
 - The role of Tesco Express in increased lorry movement and use of car parking provided in the High Street
- 93.3 All letters received on traffic calming available for all Councillors to inspect, and copied to David Brace. DB had provided an up-to-date file of letters sent to CCC. 2 residents left the meeting
- 93.4 Church Street Cllr Ruel declared personal interest. Cllr Bradney had agreed to work with residents and County Council over concerns for thatched roofing

12 OTHER MATTERS

- a) Youth
- 94 Youth Advisory Body report. Cllr Davies reported on new youth worker for villages, Andrea Crump, 16 hours p.w.
- b) Employment
- 95 Cllrs Parish/Jones to contact Cllrs Teague/Gooden to discuss matters concerning the 2 Parish Councils **IMP/CLJ**

13 FINANCE

- 96.1 a) To confirm payment of accounts Proposed Cllr Munnelly, seconded Cllr Muncey, all in favour
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|---|-----------|
| Administration costs £1,987.44 M4 and M5 Administration | £1,987.44 |
| MHB Services Electric supply for Feast on Village Green £45 + VAT £7.88 | £52.88 |
| Moore Stephens Audit fee £350 + VAT £61.25 | £411.25 |
| SCDC Trade Waste Bin Quarterly charge £105 + VAT £18.38 | £123.38 |
| Petty Cash Imprest account £32.08 | £32.08 |
| Danwood Group Limited Copier reading £45.54 +VAT £7.97 | £53.51 |
| CALC Archive training Clerk and Councillor £80 | £80.00 |
- 96.2 b) To approve payment of outstanding accounts Proposed Cllr Munnelly, seconded Cllr Muncey, all in favour
- | | |
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| Railfuture (prop Cllr Rose, sec Cllr Eade to renew) Subscription £20 | £20.00 |
| MAS Environmental expenses for Guided Bus Inquiry £425 + VAT £74.38 (agreed to invite Impington Parish Council to pay half) LGA 1972 s222 | £499.38 |
| Danwood Group Limited Copier reading £33.31 + VAT £5.83 | £39.14 |
| Charles Endirect Ltd Distribution pillar for electricity on Green £1,447.03 + VAT £253.23 | £1,700.26 |
| BT plc Telephone bill (to be paid on formula) £109.21 + VAT £19.11 | £128.32 |
| Petty Cash , imprest account £35.70 | £35.70 |
- 96.3 Paid In: SCDC Second half precept £42,400. Cllr Davies queried whether electronic transactions available at SCDC
- 96.4 Audit Report Audit period had ended and certificate and opinion received, unqualified
- 96.5 Loan Sanction Confirmation, and to confirm treatment of parish office costs within the proposed PWLB loan ODPM had confirmed loan sanction for Histon Parish Council up to £400,000. Histon Parish Council's share of parish office costs had increased by some £9,000 since budgets set, not including VAT as yet uncertain. Parish Council already budgeted £33,600 from reserves for costs. Agreed Finance Committee authorised to make decision on whether reserves could be used or whether additional amount should be included in loan to be requested from PWLB. Impington PC understood to be taking all parish office costs through loan. **Finance Committee**
- 96.6 To confirm amount of first tranche of loan requirement, and system for further drawdowns as required Development Group asked to provide cash forecast, Cllr Parish offered to assist. Cllr Davies and the Clerks had discussed drawdown options and recommended first tranche be £331,000 agreed for pavilion/sports improvements immediately. First invoice of some £120,000 due early October, second up to £200,000 November. Clarity for loan repayments and ease of administration. Development Group to organise interest bearing account for surpluses. Interest payable from April 2006. Parish Office tranche to be drawdown once required and clarified.

96.7 Finance Committee due to meet 21 September 2005.

14 DATE & PLACE OF NEXT MEETING

97 Monday 10th October 2005, St Audreys Community Centre, St Audreys Close, Histon, 7.30 p.m.
Meeting formally closed at 9.58 p.m.