

HISTON PARISH COUNCIL**Unconfirmed minutes**

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

Present:

Councillors: I M Parish (Chairman), R K Wynn (Vice Chairman), M P Barrett, M C Cleaver, P E Harris, C L Jones, I A

Levitt, M J Mason (also District), F J Munnelly, C A Rose

Clerk: A J Young

Power Action

1 APOLOGIES FOR ABSENCE

133 Cllrs Davies (illness); Ruel, Eade, Taylor (personal); Muncey (Council business); Cty Cllr Jenkins; Cty Cllr Bradney; Dist Cllr Chatfield

2 MEMBERS' DECLARATIONS OF INTERESTS

134 None

3 OPEN SESSION FOR PUBLIC

135 No public present

4 MINUTES OF MEETING HELD ON 14 NOVEMBER 2005

136 Prop Cllr Barrett, sec Cllr Rose, all in favour, approved and signed, including "In Committee" page 28

5 MATTERS ARISING FROM PREVIOUS MINUTES

137.1 Item 121.2 Church Street Dist Cllr Chatfield to be asked to help with Stagecoach contact **IMP**

137.2 Item 121.3 Electronic Transfers SCDC Trial planned

137.3 Item 121.4 Mobile Library explanatory response from Dist Cllr Jenkins explaining no threat to Histon Library

137.4 Item 121.6 Portacabin office Contact provided by original providers had expressed an interest in selling-on for the Council. No other interest received. Clerk authorised to sell to them at best price obtainable

137.5 Item 123.5 Police advice emails forwarded to those on e-mail

137.6 Item 123.6 Kay Hitch Way Residents Gp invited to meeting in February. Cllrs Ruel/Harris to attend **MJR/PEH**

137.7 Item 126.2 Grass Cut specifications awaited to enable tenders to be sought **MJM/AJE**

137.8 Item 126.4 Seat on Play Area letter received from Royal British Legion expressing disappointment with location of seat but thanking Council for work in installing

137.9 Item 127.4 Station Road resident continued to correspond on various traffic issues. Chairman continuing to respond on behalf of Council. Confirmed Council policy was for this resident to be asked to correspond only with the Chairman of Parish Council not clerk or any other Councillor.

137.10 Item 128.2 Cycleway/Footway Chairman had written to Mr Alexander CCC who confirmed remedial work would be carried out. Dist Cllr Mason advised of discussions at AJC on 6 December when issue of lack of consultation on scheme raised. It was understood the resident bordering the route had been asked to carry out tree works on unfinished part because of the cycleway and Parish Council asked Dist Cllrs to continue applying pressure to AJC to make sure funds were found to complete the whole route. Agreed to write separately pressing for completion

6 RECENT CORRESPONDENCE

138.1 Circulation file For November/December with Cllr Parish for report. File for January/February to Cllr Wynn **RKW**

138.2 SCDC Final Electoral Registers received

138.3 SCDC Taxicard scheme details received and displayed

138.4 Rob Mungovan, SCDC had written with suggestions for housekeeping management of Brook Enhancement Scheme. Cllr Mason agreed to organise a voluntary group early in the New Year **MJM**

138.5 CCC Parish Paths Partnership 2006/07. Applications required by 14 February. To Cllr Taylor for comment **VAT**

138.6 CCC Public Rights of Way – Missing Links Assistance requested with 2 projects: Gaps; potential road verge links. To Cllr Taylor for comment **VAT**

7 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

139.1 No minutes yet available

139.2 Recreation Ground Project Comprehensive report from Development Committee had formed part of recent AGM of Recreation Ground Committee

139.3 Heads of Agreement Not yet in place. First payment of freehold loan to be paid 15 December

8 RECREATION GROUND COMMITTEE REPORT

Power Action**9 PLANNING COMMITTEE REPORT and OTHER PLANNING MATTERS**

- 141.1 Minutes 17 November, 1 December copied to all, accepted, Cllr Barrett signed as correct. Next meeting 15 December
- 141.2 Land Partnership S/1869/05/F Land adj 53 Cottenham Road Application now put forward for delegated approval following SCDC Committee 7 December. Dist Cllrs Mason and Muncey had spoken and given Parish Council's view
- 141.3 Clarified an amount of £1,500 recommended to Precept Committee as Budget 2006 – 07 was a precautionary amount for possible involvement in appeals
- 141.4 Guided Bus Letter from Dept of Transport confirming proposed Transport & Works Order (Cambs Guided Busway) deemed planning permission following the public inquiry, subject to modifications and conditions. Full copy of Inspectors Report to be requested
- 141.5 Unwins Seeds, Impington Lane had gone to Appeal. Agreed to write to IPC informing Histon PC wish to support them in the Appeal and will write a separate letter of support to the Planning Inspectorate once IPC's submission received. Agenda Planning Committee 15 December.

10 LEGAL & PROPERTY COMMITTEE REPORT

- 142.1 Minutes 23 November copied to all, accepted, Cllr Parish signed as correct. Next meeting 25 January 2006.
- 142.2 NTL Wayleave NTL had confirmed approval of wayleave, clerk to sign if Parish Council in agreement. Agreed to copy to all L&P members for inspection and authorisation **L&P Committee**
- 142.3 19 The Green Letter from resident requesting site visit following correspondence last year on request for vehicular access and footpath. Agreed to take to L&P meeting 25 January **L&P Committee**

11 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT

- 143.1 Minutes 8 December copied to all. To be accepted at February Committee meeting
- 143.2 Press Release/Website Posting on traffic calming decision at AJC 6 December not yet finalised, explaining the process leading to AJC decision to remove trial scheme at Station Rd/High St junction, scheduled w/c 19 December. Following lengthy discussion, agreed Cllr Parish to make minor alterations to a release prepared, assisted by Cllr Rose, and send to CEN/Crier immediately. To be put forward for posting on website. Also display on appropriate notice boards. Discussion followed on the wider issue of how Histon PC communicate with residents and how this could be improved in future. **IMP/CAR**
- 143.3 Walkabout List of actions agreed awaited **JAM/VAT**
- 143.4 CCC Changes to Local Bus Services 110 Ely bus going out to tender. New service to be launched mid-April

12 OTHER MATTERS

- a) Youth
- 144.1 Youth Advisory Body report. No minutes available
- 144.2 Cllr Davies had requested permission for Youth Committee to purchase tables and chairs, not budgeted for, to be repaid from hoped-for funding next year. Council could not agree as a financial payment but agreed to advise Committee their annual budget was allocated to spend on youth projects as they wished. If they wanted to purchase the items, any request for consideration by Precept Committee would reflect
- 144.3 Skate Park Project Youth Worker Andrea Cramp was discussing design ideas with young people
- b) Mobile Warden Scheme Report
- 145.1 Report received from Age Concern copied for all. Cllr Harris advised 12 clients currently being visited
- 145.2 Cllr Ruel confirmed scheme would be looking for assistance from Histon PC of £1,500 in 2006 – 07. Precept Committee to consider **Finance Committee**
- c) Up-date on Footway Lights (SCDC)
- 146 Following SCDC decision to cease funding maintenance and power costs of footway lights w/c April 2006, SCDC Environmental Health Services advised the County Council looked increasingly unlikely to adopt all lights in Histon (37 highlighted). Parish Council asked to consider in principle entering an agreement with CCC for maintenance and/or power at £17.32 (maintenance) per light and £15.35 (power) per light p.a. Cllr Mason declared a personal interest in that 4 lights were in his locality. Following full debate, all agreed to request all 3 Dist Cllrs to do anything they could to make it clear this responsibility should not be passed down to Parish Councils, to respond advising the Parish Council were not willing to adopt responsibility; to write to Insp Ormerod Histon Police Station asking him to consult with SCDC about increase in crime predicted as a result of taking out lights in S Cambs. Cllr Mason agreed to strongly question SCDC on proposals. Noted an amount be considered in precept to cover the eventuality
- d) Christmas Lights Provision
- 147.1 Lights had been erected following acceptance of quote from Jaggard Electrical in sum of £1,650 plus extra work now required for timer box and up-graded spec on fixings. Quoting now to dismantle. Timer switch set 3.30 p.m. to 11pm

LGA 1972 s144

- 147.2 Clarification given that due to decision not to duplicate costs, lights not erected on west side of green this year. To be phase II next year
- 147.3 Article to be prepared for website and submission to Crier

Power Action

- 147.4 Council thanked Cllrs Munnelly, Wynn and Mason for work involved. Cllrs Munnelly and Mason answered questions on technical spec requirements
- e) Computer / Broadband
- 148.1 New tower for Asst Clerk. Impington PCllr Unwin sourced quote from Total Computers at £331.08 + VAT, networking charge £9.75 per 15 mins. Broadband Tiscali £15.99 p.m. using BT line. All agreed proceed, costs shared with Impington PC.
- 148.2 Need for colour printer in future noted. Noted L&P Committee had asked for a shredder and had sourced appropriate type, now to be purchased at cost of £455.
- f) Website
- 149 No Cllr able to offer meaningful assistance. Agreed to ask Cllr Payne for more information on suggestion of approaching professional company to assist. All commended Cllr Payne on his work as webmaster on the joint site.
- g) SCDC Car Park, High Street
- 150.1 Lands Office at SCDC advised car park was to be put up for sale, following Council Tax capping, with a covenant restricting use to car parking only. Parish Council's comments on interest in purchasing the site required by 3 January. All agreed to respond advising Parish Council would not wish to purchase but would be willing to look at taking on responsibility with all fees covered by SCDC and a commuted sum attached. **RTRA 1984 ss57.63**
- 150.2 Noted the sign indicating Free Parking still missing

13 FINANCE

- 151.1 a) To confirm payment of accounts Proposed Cllr Munnelly, seconded Cllr Wynn, all in favour
- | | |
|------------------------------------------------------------------------------------------------------|-----------|
| Administration costs M8 £993.72 | £993.72 |
| Impington Parish Council Percentage payment for freehold loan repayment No 1 £1,435.08 | £1,435.08 |
- 151.2 b) To approve payment of outstanding accounts Prop Cllr Munnelly, sec Cllr Wynn, all in favour
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|----------------------------------------------------------------------------------------------------------------------|---------|
| Site & Maintenance Services Repair, paint seat; repair waste bin - School Hill £275 + VAT £48.12 = | £323.12 |
| Histon & Impington Junior School Room hire Public meeting 3.11.05 £99.74 | £99.74 |
| LGA 1972 s134 | |
| Danwood Group Limited Meter reading photocopier £21.42 + VAT £3.75 = | £25.17 |
| A S Gardening (Adam Scott) Second payment of annual gardening War Memorial and Sec 52 land £160 | £160.00 |
| Money Matters (St Ives) Limited Internal audit £30.38 | £30.38 |
| SLCC Annual subscription due in February £118 (Impington PC to be invited to share cost) | £118.00 |
| Petty Cash , imprest account, £19.87 | £19.87 |
| R Hovells Office clean £25 paid on formula | £25.00 |
| Stewart Bullard Grass cutting 2005 £830.09 + VAT £145.27 | £975.36 |
- 151.3 Paid In: Allotment rents £10; Royal British Legion donation for seat £752
- 151.4 Correspondence None
- 151.5 Internal Audit Report Copied to all. Suggestion that Committee minutes be signed. Noting Risk Assessment documents still under review and not progressed since last audit. L&P Committee, to be in place before March 2006.
- 151.6 Precept Process and Finance Committee Precept Full Council agenda item February. All requests for Finance Committee to consider 21 January. Agreed Cllrs Rose and Ruel cop-opted onto Committee for Precept meeting only. Cllr Mason thanked staff under difficult circumstances in 2005 and called for identification of priorities

14 HALF YEARLY REVIEW OF DONATIONS

- 152.1 List of requests received circulated: Histon & Impington Day Centre; Open Spaces Society; Macmillan Cancer Research; Victim Support Cambridge & Ely. Chairman asked for confirmation of policy followed in recent years to support requests benefiting residents directly. Confirmed. Noted £108.50 left in budget and £250 in Community Support budget.
- 152.2 Prop Cllr Barrett, sec Cllr Jones, 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 £23.50 to Royal British Legion to accompany wreath payment agreed November."
- 152.3 Prop Cllr Harris, sec Cllr Munnelly, 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 £100 to Histon & Impington Day Centre" from Community Support budget **Both LGA 1972 Sec 137**
- 152.4 Prop Cllr Harris, sec Cllr Munnelly, all agreed to make donation in lieu of room hire of £240 St Audreys Close.

LGA 1972 Sec 134

15 DATE & PLACE OF NEXT MEETING

153 Monday 13th February 2006, St Audreys Community Centre, St Audreys Close, Histon, 7.30 p.m. Any urgent business to be dealt with at Planning Committee as agenda item
Meeting formally closed at 10.15 p.m.