

**HISTON PARISH COUNCIL****Unconfirmed minutes**

Minutes of meeting held St Audreys Community Centre, St Audreys Close, Histon, Monday 13 March 2006 at 7.30 p.m.

**Present:**

Councillors: I M Parish (Chairman), M P Barrett, M C Cleaver, N S Davies, A J Eade, P E Harris, M J Mason (also District),  
J A Muncey (also District) F J Munnelly, C A Rose, M J Ruel, V A Taylor Clerk: A J Young

**Power Action**

**1 APOLOGIES FOR ABSENCE**

173 Cllrs Jones (working), Levitt (working), Wynn (illness). Cty Cllrs Bradney and Jenkins; Dist Cllr Chatfield.

**2 MEMBERS' DECLARATIONS OF INTERESTS**

174 Agenda item 8 Standards – Cllr Mason declared personal interest

**3 OPEN SESSION FOR PUBLIC**

175 No public present

**4 MINUTES OF MEETING HELD ON 13 FEBRUARY 2006**

176 Prop Cllr Ruel, sec Cllr Munnelly, all in favour, approved and signed. Also "In Committee" page 36

**5 MATTERS ARISING FROM PREVIOUS MINUTES**

177.1 Item 158.1 Church Street Cllr Bradneys report refers

177.2 Item 158.2 Portable Office Buyer collecting 20 March. Move to new office 13 March

177.3 Item 158.3 Police emails forwarded to all on email. Report on Public meeting held in Histon 23 February, Cllr Muncey was a member of newly formed Committee

177.4 Item 158.4 Kay Hitch Way Residents Group Cllr Ruel reported on problems with litter and agreed to investigate further and report back

**MJR**

177.5 Item 158.5 Cycleway/Footway Girton to Histon Response awaited

177.6 Item 160 Mr Menzies CCC had attended Impington PC February when additional matters had been raised

177.7 Item 161.6 Institution and Induction of new Vicar Report from Chairman. Several Councillors had attended a good service and Rev Blandford-Baker had been welcomed

**6 RECENT CORRESPONDENCE**

178.1 Circulation file For November/December with Cllr Parish, file for January/February with Cllr Wynn. File for March with Cllr Barrett. All 3 for report April. Next file to Cllr Cleaver

**IMP/RKW/MPB/MC**

178.2 County Cllrs Jenkins and Bradney had provided March up-date, copied for all

178.3 CCC, Environment & Community Services "Rights of Way Improvement Plan for Cambridgeshire" – questionnaire for completion and return, Cllr Taylor to report

**VAT**

178.4 SCDC Legal Services "Charging of Parish Councils for Legal Advice" – CALC recommendation accepted that SCDC would no longer offer legal advice to parish councils, except for Code of Conduct and standards issues

178.5 SCDC Finance & Resources "Standards Committee – Appointment of Parish Council Members" – nominations by 31 May. Agreed to approach Impington Cllr Payne for nomination

178.6 SCDC Policy & Communication "Race Equality Scheme" – views sought by 7 April

178.7 Yesteryear Road Run – Sunday 23 April 3.15p.m. in Histon

178.8 CALC Election Procedure workshop Wednesday 22 March £10; Moving & Handling Safely Training Tuesday 9 May £20; New Councillors or Refresher Training Saturday 8 April £35

178.9 Planning CPRE Training Cllr Barrett had attended useful session

**7 SCDC FOOTWAY LIGHTING – MAINTENANCE AND POWER RESPONSIBILITIES**

179.1 Chairman reported on correspondence and exchanges since last month and recapped issues already discussed. SCDC had now confirmed a proposal to carry out priority based renewals and replacements. Council again discussed cost per light of £15.35 for power and £17.32 for maintenance and location of the 36 lights involved together with possibility of some being adopted by County Council. Cllrs voiced strong opinions on the situation now facing the Parish Council.

179.2 Prop Cllr Parish, sec Cllr Harris all in favour that the Parish Council advises the District Council:

1 The Council is appalled by the way that the District Council has handled the ultimatum and do not believe they have gone about it in the right way

2 The Council feels it cannot let the community down by allowing the District Council to switch the lights off

3 If the Council were to agree to cover the power and the routine maintenance it would do so on the condition that SCDC guarantee they will cover the insurance and replacement costs

4 The Council would agree to it on the principle that South Cambs will get together with County Council to review the policy of street lighting and footway lighting in the district, and ascertain where all the lights are and the condition of all the lights and at the end of a 2 year period would expect them to come up with a clear and coherent policy at which time the Parish Council will stop funding

**Power Action**  
**PCA 1957 S3: Highways Act 1980 s301**

## 8 OFFICE OF DEPUTY PRIME MINISTER – “Standards of Conduct in English Local Government”

- 180.1 Cllr Mason declared a personal interest with complaints having been made against him in the past  
180.2 Comments invited on discussion paper. Agreed to refer to Legal & Property Committee **L&P Committee**

## 9 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 181.1 Minutes 8 February copied to all. Further meeting 8 March. Cllr Munnely up-dated Council on discussions including remedial works required to groundsman’s house; discussion on possible assistant; decision not to utilise a weekend custodian at present and other employment issues; parking issues in Fieldstead Road
- 181.2 Noted minute regarding possible determination of licence with Sports & Social Club. Cllr Mason declared personal interest as Chairman and Secretary
- 181.3 Development Up-date Cllr Davies reported a site meeting 8 March indicated pavilion would be ready for hand over 21 April. Costs remained broadly in line with the tender, excepting additional MUGA costings. Recreation Ground Activity Co-Ordinator appointed on a sub-contractual basis. Designs received for clock funded by South Cambs Arts budget and hoped-for Awards for All grant. Bank Holiday weekend of events now in hand. Invitations for official opening 1 May to be sent out **PCA 1957 s2**
- 181.4 Name of New Building “The Recreation Centre” had been suggested and discussed at recent Committee meeting. No objections at Histon Parish Council. Cllr Parish felt it would be better suited for decision at Recreation Ground Committee level but all accepted the need for a quicker route
- 181.5 Buffet Reception 1 May to be provided with funders, helpers and others involved to be invited. All agreed to provide £200 from Chairman’s expenses budget 2006-07 previously earmarked Celebration event **LGA 1972 s 144**

## 10 PLANNING COMMITTEE REPORT and OTHER PLANNING MATTERS

- 182.1 Minutes 23 February copied to all, accepted, Cllr Barrett to sign as correct. Cllrs Mason and Barrett working on Appeal documentation Bovis Homes, land off Kay Hitch Way – 46 sheltered retirement apartments.
- 182.2 Cambs and Peterborough Minerals & Waste Development Plan – Issues and Options Consultation 2 – Extension to consultation period to 13 April. New sites proposed Cambridge University Farm, Girton, Crane Industrial Estate Milton and Smithy Fen Cottenham
- 182.3 Cambridge City Council Statement of Community Involvement. Comments due by 28 March. Cllr Mason reported meeting attended when land at NIAB/North West Cambridge area discussed. Cllr Mason had raised concerns of Histon Parish Council regarding drainage and Kings Hedges Road junction
- 182.4 Local Development Framework “Objection Sites” Public Consultation 6 week period starting 10 March. Planning Committee to check details **Planning Committee**
- 182.5 Histon Hornets had applied to retain refreshment shed at Recreation ground, supplying Certificate Notice given under Article 6 of Application for Planning Permission. Some discussion on long term benefits of retention to the management of the recreation centre and need for proper use of new car park and dissuasion of Histon Hornets visitors use of Fieldstead Road gate in future. Cllr Parish was disappointed temporary buildings to remain on the ground following development

## 11 ENVIRONMENT COMMITTEE REPORT

- 183.1 Minutes 6 March copied to all and accepted. Tender from Stuart Buchan had been accepted at cost of £850 for 10 cuts, plus other works at £397.50 and additional extras at £20 p.h., and contract drawn up ready for signature. War Memorial to be cleaned by Suffolk Brick & Stone Co by end of March **WM Act 1923 s1; LGA 1948 s 133**
- 183.2 Cllrs Parish and Harris had attended a site meeting at 19 The Green **IMP/PEH**
- 183.3 Working party due to carry out housekeeping work on the Brook 18 March
- 183.4 Cllr Taylor reported on visit by fire engines to land rear of Manor Park

## 12 LEGAL & PROPERTY COMMITTEE REPORT

- 184.1 Minutes 1 March copied for all and accepted.
- 184.2 SCDC Car Park Letter to SCDC dated 6 March. Response from portfolio holder meeting due 8 March awaited
- 184.3 Risk Assessments/Documents Following recommendation from Legal & Property Committee members agreed, all in favour, to accept adoption of Risk Management system for review January 2007. Further, Council agreed to accept Risk Assessment forms 1-8 as a management tool for review by L&P Committee members by September 2006 and regularly thereafter. Management System and Risk Assessment for parish office to be drawn up as soon as practicable. Review of documents had been carried out and up-dated

### 13 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT

- 185.1 Minutes 16 February to follow and report on meeting held with Richard Preston, CCC 28 February  
 185.2 Report to Area Joint Committee, noted at their meeting 6 March to be copied to all

**Power Action**

- 185.3 Copy letter from Mr S Wilkinson to CCC read for all re. 110 service, Free Bus Travel, and Bus Funding 2006/07  
 185.4 CCC Streetscape Consultation to 24 March on Cambridge Core Traffic Scheme received and held on file  
 185.5 Safer Routes to Schools Cllr Mason had attended meeting. Simon Leher and Richard Preston encouraged to work together on solutions

### 14 OTHER MATTERS

- a) Youth  
 186.1 Youth Advisory Body report. Minutes 6 March copied for all  
 186.2 Cllr Davies reported decision awaited on funding for sports club for young people. Cllr Parish agreed to speak with CCC regarding land adjacent to Barrel Field. Youth club attendances were good **IMP**  
 b) Arrangements for Annual Parish Meeting / Annual General Meeting  
 187 Agreed to hold APM/AGM Monday 8<sup>th</sup> May at new Recreation Ground Centre, commencing 7 p.m. Development Group to see if the new Co-Ordinator would make a presentation **Dev Group**  
 c) Public Consultation on Proposals to Change Local Election System  
 188 Deferred to April meeting **April agenda**

### 15 FINANCE and ADMINISTRATION

- 189.1 a) To confirm payment of retrospective accounts, prop Cllr Ruel, sec Cllr Mason, all in favour:  
**Administration costs M11 £1,096.59** £1,096.59  
**DDC (UK) Ltd** Capital cost office furniture (for formula) **£251** + VAT £43.92 £294.92  
**LGA 1972 s133**
- 189.2 b) To approve payment of outstanding accounts, prop Cllr Ruel, sec Cllr Mason, all in favour::  
**Bishops of Histon** Storage boxes for office **£25.53** + VAT £4.47 = £30.00  
**AB Technology (London) Limited** Shredder for office **£445** + VAT £77.88 = £522.88  
**Danwood Group Limited** Meter reading photocopier (for formula) **£33.31** + VAT £5.83 = £39.14  
**Print Out** copying HPC **£5.82** JSC **£11.46** + VAT £3.02 = £20.30  
**CPRE** Subscription (all in favour to renew) **£26** £26.00  
**Roger Hovells** Steam clean bus shelter **£17.50** £17.50  
**Powergen** Units for Christmas lights 2005 (estimated) plus standing charge – reading supplied, new bill awaited.  
 All agreed to pay as appropriate in this financial year **LGA 1972 s144** Tourism; **PCA 1957 s3:HA 1980 S301** lighting  
**AJ Young** expenses Virus check renewal (for formula) **£21** + VAT £4.41 = £25.41  
**Petty Cash**, imprest account, **£6.72** £6.72
- 189.3 c) Paid in: Impington Parish Council Share of SLCC subscription £54.28  
 189.4 d) Correspondence: None  
 189.5 e) Clerk reported on broken seat Home Close, removed and disposed of. Environment Committee requested to look at replacement; dog bin Home Close damaged. Agreed to remove and replace with new bin up to £120 cost; office move 13 March; Barclaycard Business Card had arrived and in use by clerks; rats had again been reported at the Brook. SCDC to be advised. **PHA 1987 s164; OSA 1906 ss 9 & 10**

### 16 DATE & PLACE OF NEXT MEETING

- 190 Monday 10<sup>th</sup> April 2006, St Audreys Community Centre, St Audreys Close, Histon, 7.30 p.m.

Meeting formally closed at 9.55 p.m.