

HISTON PARISH COUNCIL**Annual Parish Meeting****Unconfirmed minutes**

Minutes of the meeting held at the Recreation Centre, New Road, Impington on Monday 8 May 2006 7.00 p.m.

Present:

Councillors: I M Parish (Chairman), M P Barrett, M C Cleaver, N S Davies (also District), A J Eade, C L Jones, I A Levitt, F J Munnely, C A Rose, M J Ruel, R K Wynn

Clerk: A J Young Mrs L Marsh, Assistant Clerk; 2 members of the public

Dist Cllr J P Chatfield; Cty Cllr D J Jenkins

1 Welcome by the Chairman

18 The Chairman welcomed all to the 112th Annual Parish Meeting.

2 Apologies for Absence

19 Councillors V A Taylor, P E Harris. Cty Cllr M Bradney. Impington PC Chairman Denis Payne

3 Minutes of the Annual Parish Meeting held on 9 May 2005 and Matters Arising

20 All in agreement to accept Minutes as a true record. No matters arising

4 Chairman's Report of the Year to March 2006

21 The Chairman's report was given by Cllr I M Parish and is attached as Appendix 1 to these Minutes.

5 Presentation of Accounts 2005 – 06

22 An unaudited summary of accounts for the previous year had been provided to all showing a balance brought forward of £95,391 and carried forward of £68,833. A short report outlining income items, Sec 137 spend and first freehold loan payment was given . All in favour Chairman's report and accounts be accepted.

6 Open Forum

23.1 2 residents attending had queries on the County Council's timetable for grass cutting in Histon no cut yet having been carried out. Some verges were approximately 2ft high and causing difficulties for pushchair users. Parish Council would chase for action but confirmed the County Council had announced a cut in service this year from 5 cuts to 4

23.2 Trees in Somerset Road had been removed by County Council but not replaced. Parish Council agreed to contact David Gilkes at County Council Highways to discuss any replacement programme. Budget and maintenance was known to be an issue for the County Council

There being no further matters raised, this part of the meeting was closed at 7.25pm

HISTON PARISH COUNCIL**Unconfirmed minutes**

Minutes of Annual General Meeting held The Recreation Centre, New Road, Impington, Monday 8 May 2006, immediately following Histon Annual Parish Meeting, at 7.25 p.m.

Present:

Councillors: I M Parish (Chairman), M C Cleaver, N S Davies (also District) M P Barrett, A J Eade, C L Jones, I A Levitt, M J Mason (also District), F J Munnely, C A Rose, M J Ruel, R K Wynn

Clerk: A J Young; Dist Cllr Chatfield; Cty Cllr D J Jenkins Mrs L Marsh, Assistant Clerk; 4 members of the public

The Chairman reminded all that standing orders were in place for the AGM

Power Action

1 APOLOGIES FOR ABSENCE

24 Cllrs V A Taylor (personal), P E Harris (personal); Impington PC Chairman Cllr D W Payne. Cty Cllr Bradney, Cllr Muncey was absent

2 MEMBERS' DECLARATIONS OF INTERESTS

25 13 d) Cllr Davies Personal interest (Treasurer Histon Feast). Chairman reminded all Councillors to check and initial their entry in the Register of Interests or submit amendments within the next 28 days. **All Councillors**

3 ELECTION OF CHAIRMAN

26 Prop Cllr Mason, sec Cllr Wynn, all in favour, that Cllr Parish be elected Chairman. No other nomination and AGREED. Declaration of Acceptance of Office (Chairman) signed by Cllr Parish.

4 ELECTION OF PROPER OFFICERS AND COMMITTEES

27.1 All Councillors present indicated a willingness to continue if elected. All agreed to elect Cllr Rose to the Finance Committee, having previously been co-opted for the Precept meeting.

27.2 Proposed Cllr Parish, seconded Cllr Mason, all in favour that the other officers and Committee members listed be re-elected for the year 2006-2007

Vice Chairman Cllr Wynn; Responsible Financial Officer Mrs A J Young; Internal Auditor Mr Nick Sloman was the Internal Auditor employed by the Council; Environment Committee Cllrs Mason, Barrett, Muncey, Taylor, Munnely, Eade; Tree Warden Cllr A J Eade; Allotments Officer Cllr A J Eade; Footpaths Officer Cllr V Taylor; Childrens Playground Inspectors Cllrs M P Barrett and F J Munnely; Legal & Property Committee Cllrs Parish, Mason, Munnely, Harris and Jones; Reps to Joint Standing Committee Cllrs Parish, Davies, and Barrett; Highways, Traffic & Transport Committee Cllrs Parish, Rose, Barrett, Levitt and Jones; Youth Committee (advisory body) Cllrs Muncey and Davies; Planning Committee All Councillors would be members of the Planning Committee; Finance Committee Cllrs Parish, Davies, Rose and Mason; Employment Working Group Cllrs Parish and Jones

5 ELECTION OF REPRESENTATIVES TO VARIOUS COMMITTEES/BODIES

28.1 Noted vacancy existed as Infant School Governor. No Cllr nominated and agreed to ask Impington PC if any Cllr willing to take this role. Noted Cllr Muncey not a member of Village Warden Link Group. Agreed No Voice No Choice Liaison no longer required and therefore deleted from list.

28.2 With these amendments, prop Cllr Parish, sec Cllr Jones, all in favour, that all elected representatives as listed be confirmed: Nursery School School Governor. Mr Mike Seaman (parent representatives, jointly with IPC); Infant School Governor. Vacancy; Trustees to Poor's Land Charity Cllrs Parish (as Chairman) and Ruel; Histon & Impington Recreation Ground Management Sub Committee. Cllrs Wynn, Munnely, Cleaver and Davies; Histon & Impington Recreation Ground Development Group Cllrs Davies and Munnely; Police Committee Representatives Cllrs Muncey and Taylor; IVC Liaison Cllr Jones; Representative to Day Centre Cllr Harris; Representative to Community Minibus Cllr G B Waters (Impington PC jointly); Representatives to Mobile Warden Link Group Cllrs Ruel and Harris

6 MINUTES OF MEETING HELD ON 10 APRIL 2006

29 Proposed Cllr Eade, sec Cllr Levitt, all in favour, approved and signed. Including "In Committee" p.4

7 MATTERS ARISING FROM PREVIOUS MINUTES

30.1 Item 5.1 Police emails forwarded to all on email. Details of Histon Neighbourhood Panel to be held 16 May

30.2 Item 5.2 CCC Environment & Community Services "Rights of Way Improvement Plan for Cambs" No response

30.3 Item 6.3 CALC SCDA Agenda 31 May details copied for all

- 30.4 Item 6.12 4 May Poll District Council election results Power Action
- 30.5 Item 7 SCDC Car Park Further information and possible meeting expected
- 30.6 Item 11.2 New School Road County Councillor Jenkins had put forward possible dates for meeting
- 30.7 Item 13.3/4 Footway Lights No further correspondence with District Council pending drawing up of inventory. Press Statement provided to Histon & Impington Crier. CALC provided details of possible grant funding
- 30.8 Item 14.1 Histon Feast Disco no longer to take place
- 30.9 Item 15.2 Histon & Impington Recreation Ground First payment invoice as detailed on agenda found to be incorrect. New amount paid £15,392.12

8 RECENT CORRESPONDENCE

- 31.1 Circulation File Passed to Cllr Davies for report. Cllrs Barrett and Cleaver yet to report on March and April files
- 31.2 CCC Corporate Plan 2006 – 2009 copies held on file
- 31.3 CALC Parish & Town Council Development funding. Applications for job (Capacity Building Officer) invited
- 31.4 Environment Committee correspondence received for meeting due 11 May: French Market details; Ivett & Reed details; CPRE Agenda 9 May; Dog Bin request The Green; War Memorial issues; Horse Chestnut work on Village Green; Allotment shed request; ROSPA Annual report The Green; Quotes for Play Area hard standing entrance; Gunns Lane ditch work carried out by CCC
- 31.5 Vermin at the Green All agreed to suspend standing orders to allow residents to speak. Full discussion followed on environmentally unfriendly problems of over-feeding ducks and resultant problem with rats. SCDC unable to bait the area and alternative methods to be looked at. Agreed to ask Environment Committee to accept recommendation from Full Council that investment be made in finding safe solution to vermin problem, together with provision of better signage and raising awareness locally. Noted a proposal for fitting safe baiting stations may cost in region of £210 + fitting. It was felt Council should consult SCDC Environmental Health Officer before action taken. Noted wooden platform planned for the brook would need to be re-designed. Standing orders re-instated. **Environment Comm**

9 ANNUAL REPORTS FROM COMMITTEES AND REPRESENTATIVES

- 32 Copy available for all Councillors. Further Committee reports were outstanding and once complete, copies to be made available at Library, on website or by request at Parish office

10 ANNUAL REPORTS FROM COUNTY COUNCILLORS

- 33 Both Cty Cllr Jenkins and Bradney had provided a full annual report, which the Parish Council found very useful. Available at Library, on website or by request at Parish office

11 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 34.1 Minutes of meeting 8 March copied for all. Further meeting held 19 April. Next meeting due 17 May
- 34.2 Cllr Wynn up-dated Council on issues surrounding modernisation of groundsman's house
- 34.3 Development Group Cllr Davies confirmed Group would continue to function whilst outstanding issues remained
- 34.4 Histon Hornets Refreshment Shed Dist Cllr Mason reported a recommendation of refusal by SCDC for retention of the shed on the recreation ground. Cllr Davies declared a personal interest as a Histon Hornets Manager. Following discussion on Management Committee's reasons for supporting retention, all agreed Dist Cllr Mason speak in favour of the application at meeting due 10 May **MJM**
- 34.5 Grand Opening Recreation Ground Facilities, 1 May Chairman and Council joined in congratulating all involved in a successful event. Cllr Davies advised the Friends of the Rec were still short of their target and would continue to fundraise for the next 12 months
- 34.6 VAT Report Following Cllr Parish's verbal report in April, written report had been provided for all. Cllr Parish reiterated the contents were his personal opinion only. Agreed Management Committee to discuss employment of a specialist company at their meeting in May. **Rec Gd Management Committee**

12 PLANNING COMMITTEE REPORT and OTHER PLANNING MATTERS

- 35.1 Minutes dated 27 April copied for all and accepted.
- 35.2 Prop Cllr Parish, sec Cllr Jones, all in favour, for standing orders to be suspended to allow residents to participate Moor Drove, siting of 12 caravans Council went through history of applications for site in detail. Noting Planning Committee's decision to Recommend Refusal and request that Cllrs Parish/Mason prepare a report to accompany the response, Council advised District Council to make a decision on 10 May as to whether or not they would determine the application in due course. Full discussion followed on: Circular 1/2006 and its content; possible implications; timings; interpretation of homelessness; District Council action in not advising local members of latest decision on determination process; ownership of land at Moor Drove; other application sites in name of Price family; continued development and vehicular movements at Moor Drove. Following input from Cllrs Mason, Ruel, Davies and Jones, agreed to copy the final response to all Cllrs and proceed as agreed at Planning Committee **IMP/MJM**

- 35.3 Standing orders re-instated
 35.4 SPD Major Waste Management Facilities and LDF issues to Planning Committee agendas

Power Action**13 OTHER MATTERS**

- a) Youth
- 36 No meeting held. Next meeting 22 May 2006
- b) Histon & Impington Mobile Warden Scheme
- 37 Minutes of 6th meeting of Link Committee held 21 March copied for all. Cllr Ruel confirmed the scheme was working very well, with 16 current clients.
- c) Highways Traffic & Transport Committee
- 38.1 Church Street Cty Cllr Bradney had met CCC officers on 12 April when offers of lines and signage had been made
- 38.2 Guided Bus Cty Cllr Jenkins had shared ideas on modified bus services with local District Cllrs and Parish Councils
- 38.3 New School Road Cty Cllr Jenkins was to work with the Parish Council to set up a meeting with schools and residents, as agreed **JDJ**
- 38.4 Bus Fare Scheme copy letter from resident to SCDC held on file
- 38.5 Double Yellow Lines, Lawson Close/Pages Close copy correspondence between CCC and Police on request for extension of lines
- 38.6 Gunn's Lane Resident of Barrowcrofts had expressed concern at treatment of ditch by CCC earlier this month. Correspondence between Chairman, County Cllrs and residents held on file. The ditch appeared to belong to a property in Barrowcrofts and had become blocked. Cty Council had confirmed they would re-seed.
- d) Feast Fair and Feast Market Arrangements
- 39.1 Application from Shane Whyatt for Fair to arrive Tuesday 27 June after 6pm, leaving Wednesday am 5 July. Request for Sunday opening 3-8pm included. Agreed Environment Committee to draw up new conditions of hire and contact Whyatts to agree dates, but not Sunday opening. **Environment Committee**
- 39.2 All agreed to approach Impington PC with a view to a joint display at the Feast Market on 8 July. Cllrs to advise Clerk if unable to help man the tent, and ideas for displays sought

14 FINANCE

- 40.1 Cllr Davies declared a prejudicial interest as Friends of the Rec Trustee and left meeting. Cllrs Eade and Wynn declared prejudicial interests in payment for water colour and took no part in item.
- a) To confirm payment of accounts Prop Cllr Mason, sec Cllr Ruel, all in favour:
- | | |
|---|-----------|
| Impington Parish Council 50% of portable office sale £1,125 | £1,125.00 |
| Administration costs M1 £1033.95 | £1,033.95 |
- 40.2 b) To approve payment of outstanding accounts Prop Cllr Mason, sec Cllr Ruel, all in favour:
- | | |
|--|-----------------------------|
| Impington Parish Council Burial Ground expenses 2005/06 £2,832.94 | £2,832.94 |
| LGA 1972 s 214 (6) | |
| Acacia Tree Surgery Emergency work to Horse Chestnut on Green £180 + VAT £31.50 = | £211.50 |
| Buchans Landscaping & Grounds Maintenance Grass cuts 1 and 2 (all areas) £170 + VAT £29.75 = | £199.75 |
| Total Computing Systems Limited (for formula with Impington PC) Computer £381.53 and software/keyboard, mouse £187 and £10 , installation £245 + carriage £9.95 all plus VAT £145.87 = | £979.35 (£833.48 + £145.87) |
| Print Out JSC copying £81.80 + HPC copying and paper £69.10 = £150.90 + VAT £26.41 = | £177.31 |
| Suffolk Brick & Stone Cleaning Co Ltd Steam clean of war memorial £275 + VAT £48.13 = | £323.13 |
| WM(LAP)Act 1923 s1 | |
| A J Eade Presentation watercolour £150 | £150.00 |
| LGA 1972 s 15(5) and 35 (5) | |
| SCDC Pest control call out charge The Green £30 + VAT £5.25 = | £35.25 |
| SCDC Trade waste bin (annual April price increase included) £110 + VAT £19.25 = | £129.25 |
| Powergen Using estimated reading – The Green £126.26 + VAT £6.31 = | £132.57 |
| Cllr Munnelly to read meter and advise clerk of reading | FJM |
| Danwood Group Limited Photocopier meter reading (for formula) £31.33 + VAT £5.48 = | £36.81 |
| Bishops of Histon Storage boxes for office £25.53 + VAT £4.47 = | £30.00 |
| Friends of the Rec Rec Celebration reception £200 | £200.00 |
| LGA 1972 s 144 | |
| A J Young Rec Celebration expenses £9.99 | £9.99 |
| LGA 1972 s 144 | |
- 40.3 c) Paid in: SCDC First half precept £44,100
 Histon Parish Council

- 40.4 Correspondence Received and Clerks Report Details from Barclaycard received, to Finance Committee 24 May
- 40.5 Arrangements for Audit Moore Stephens had advised audit due 1 July. Moore Stephens had confirmed all 3 audits (Impington, Histon and Rec Ground) would be required to undertake an intermediate audit as a result of loan

Power Action

payments received. A new date of 1 August had been agreed. Internal Auditor to attend 2 June. Council agreed to close the parish office for 1 week so that audit could be organised

- 40.6 Discussion followed on high costs involved in running 3 audits under current set-up of 2 separate Parish Councils and a joint Committee. Cllrs concerned that such costs were not representative of good housekeeping for residents of Histon, and agreed to look at setting up a record to be kept in future of all costs involved with duplicate items. Agenda item Finance Committee 24 May
- 40.7 Further discussion followed on workload in parish office and need for Council to rationalise and prioritise work. It was accepted that voluntary work undertaken by Cllrs distorted workload even further.
- 40.8 Finance Committee – 2006 – 2007 Budgets Draft budgets provided for all, showing Budget v spending 2005-2006 and suggested budgets for 2006 – 2007. Prop Cllr Ruel, sec Cllr Davies, all in favour to accept. Agreed Finance Committee to review and formalise acceptance at meeting 24 May. Dist Cllr Chatfield queried whether unspent trees budget last year could be used to fund replacement trees in Somerset Road, accepting a maintenance issue may remain

Finance Committee

15 DATE & PLACE OF NEXT MEETING

- 41 Monday 12th June 2006, St Audreys Community Centre, St Audreys Close, Histon, 7.30 p.m.

Meeting was formally closed at 9.30 p.m. In closing the meeting, the Chairman offered congratulations to Impington PC on their recent success in attaining Quality status.