

HISTON PARISH COUNCIL**Unconfirmed minutes**

Minutes of meeting held St Audreys Community Centre, St Audreys Close, Histon, Monday 12 June 2006 at 7.30 p.m.

Present:

Councillors: I M Parish (Chairman), M C Cleaver, N S Davies (also District), M P Barrett, A J Eade, P E Harris, I A Levitt, M J Mason (also District), F J Munnely, C A Rose, V A Taylor, R K Wynn Dist Cllr J P Chatfield; Cty Cllr Jenkins (in part)

Clerk: Mrs A J Young Mr Richard Preston, CCC Highways

Power Action

1 APOLOGIES FOR ABSENCE

- 42.1 Cllrs Jones (work), Ruel (personal). Cty Cllr Bradney
 42.2 Cllr Muncey had resigned from Parish Council, as from 8 May 2006. Council were advised procedure for following a casual vacancy would now commence. Chairman agreed to write to Mrs Muncey on behalf of the Council to thank her for many years of service to the community. **IMP**

2 MEMBERS' DECLARATIONS OF INTERESTS

- 43 None. Chairman reminded all Councillors to check and initial their entry in the Register of Interests or submit amendments. No further reminder would be given **All Councillors**

3 OPEN SESSION FOR THE PUBLIC

- 44 No public present

4 MINUTES OF MEETING HELD ON 8 MAY 2006 (ANNUAL GENERAL MEETING)

- 45 Prop Cllr Rose, sec Cllr Barrett, all in favour, approved and signed. With approval of Council, Chairman brought forward item part of item 10 and introduced Mr Preston, CCC, and suspended standing orders.

10 HIGHWAYS (1 OF 2)

- 46.1 Mr Preston provided copies of recent safety audit for proposed crossing at the Green, and proposal for junction treatment at Station Road/High Street junction to narrow width
 46.2 Church Street RP had attended site with County Cllr Bradney and residents following concerns on safety and particularly bus manoeuvres. Several suggestions discussed and CCC were willing to implement signage and road markings, subject to Parish Council approval. Following further lengthy discussion on other issues, Parish Council agreed would support properly placed warning signs
 46.3 Station Road RP reported on progress with implementation of 2 areas of additional parking controls, one near to Saffron Rd table and one near to garage (double yellow lines). Proposals would be referred to Parish Council as soon as possible. Further discussion on other possibilities and problems encountered in Station Road followed. Council asked HT&T Committee to arrange informal meeting with Enterprise Car Hire to discuss issues. **HT&T**
 46.4 Station Road/High Street Junction modification proposal. Plan showed narrowing down and tactile paving. JFMIS would be possible source of funding, although SCDC withdrawing from scheme and funds would therefore be less than previous years. Cllrs made suggestions for modifications and expressed disappointment with design as presented.
 46.5 Crossing point from Co-op to The Green Safety audit stated the site was "undesirable" for a pedestrian crossing, being insufficient advance visibility. Discussion had also been held on a crossing outside the Boot pub and the Post Office. Again JFMIS the only current route available for finance (maximum £35,000). Council confirmed desire locally for a crossing at the Co-Op and discussion followed on alternative designs, and need to balance risk on an already very dangerous corner, and use of the SRTS team in designing treatment on Building Society corner. RP suggested a meeting between himself and the Council was required if a potential bid for JFMIS was to proceed. Invitation to apply would be received during the summer, for inspection September/October. Parish Councils currently paid £1 per head of population
 46.6 Following thanks for attendance, RP left the meeting. Standing orders re-instated. Agenda order returned

5 MATTERS ARISING FROM PREVIOUS MINUTES

- 47.1 Item 25 Register of Interests Cllrs Barrett, Cleaver, Davies, Eade, Harris, Jones, Levitt, Mason, Parish, Ruel, Taylor, Wynn to check entry
 47.2 Item 28.1 Infant School Governor No nomination yet found. Resident had expressed interest in becoming a Governor, details to be forwarded to Junior School
 47.3 Item 30.1 Police emails forwarded to all on email. Mails also on Neighbourhood Panel meeting. Letter from Distraction Burglary & Rogue Trader Task Force copied for all

- 47.4 Item 30.3 CALC SCDA 31 May Cllr Rose reported on discussions on planning enforcement, infrastructure strain, communication. The new Charter had not been discussed. Cllr Parish commented on the wide range of needs of Parish Councils CALC needed to serve

- 47.5 Item 30.7 Footway Lights Inventory drawn up by Cllrs Parish and Barrett. To provide to Clerk **Power Action**
 47.6 Item 31.1 Circulation file Cllr Cleaver provided written report. **IMP/MPB**
 47.7 Item 32 Annual Reports Further reports awaited for website and Library
 47.8 Item 40.2 Powergen Paid at £132.57 with credit now due. Cllr Munnely had keys

6 MATTERS ARISING FROM ANNUAL PARISH MEETING 8 MAY 2006

- 48.1 Draft minutes provided for all.
 48.2 Item 23.1 Grass cutting now carried out by Cambs County Council. Letter received from resident Aingers Road on bad standard of cut. Noted weeds in gutters now a problem. Mr Gilkes confirmed cuts carried out every 5 weeks
 48.3 Item 23.2 Trees in Somerset Road Council had contacted County Council. Licence available for Parish Council to plant trees in highway but County Council not willing due to maintenance issues. Agreed to look at licence and consider implications

7 RECENT CORRESPONDENCE

- 49.1 County Councillors monthly reports Copied for all
 49.2 SCDC Sheltered Housing Scheme "Drop Ins"
 49.3 Valuation Office Ratable value information for the Parish Office
 49.4 SCDC Environmental Duty of Care document for Trade Waste. Agreed to check bin was kept locked
 49.5 CALC Working Lunch 12 July – Registering Land. Mrs Marsh to accompany Mrs Young
 49.6 SCDC Village Housing Needs Survey PCs now to pay for surveys at minimum cost of £14.50 per 100 households
 49.7 Village Life Fund awards of £250 available for fundraising groups, applications by 28 July
 49.8 SCDC Standards Boards Nomination form for election. Agreed Chairman to vote on behalf of the Council **IMP**
 49.9 IVC Sports Department. Representatives to attend Impington PC July meeting to discuss plans to expand sports facilities. All Histon Parish Councillors encouraged to attend
 49.10 SCDC Travellers site consultation. Cllrs Mason/Parish to attend 15 June Cambourne. Others welcome **IMP/MJM**

7 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 50.1 Minutes 19 April copied for all
 50.2 Discussion on employment issues being looked at by Joint Working Group. Further meeting urgently required. Cllr Parish agreed to arrange. Following discussion on general workload increase, especially since development, Cllr Parish agreed to contact Cllr Payne to discuss efficiency **IMP**
 50.3 Project Up-date Cllr Davies had provided a report for half yearly on 14 June. Cashflow difficulties highlighted

9 PLANNING COMMITTEE REPORT

- 51.1 Minutes dated 18 May copied for all. Minutes 8 June not yet available
 51.2 Cllr Parish reported on discussions with resident of Station Road on application at Bishops Cycle shop.
 51.3 Local Development Framework Discussion on process following new methods implemented in plan making. Pre-Examination meeting due 4 July. Cllr Mason confirmed the allocation of Histon and Impington as a Rural Centre remained a major concern, based on infrastructure deficit. Parish Councils to request a representation on this item, not appearing on the list published.
 51.4 SCDC Northstowe Briefing Invitation for Parish Council representative to attend each monthly meeting. To be copied to all for information

10 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT (2 of 2)

- 52.1 Minutes 16 February and 1 June copied for all and accepted.
 52.2 Cycling in A14/Kings Hedges Road area Various copy mails and letters held on file. Agreed Cllr Parish to approach Alex Alexander at County Council regarding cycleway/footpath from Oakington to Histon **IMP**
 52.3 The Green Resident had raised issue of possible "access only" sign for The Green and re-instatement of double yellow lines. HT&T to discuss next agenda **HT&T**
 52.4 Park & Ride Consultation response sent
 52.5 CCC, Development in HCV Controls Mr Roweth wrote with details of new on-line route map service

11 OTHER MATTERS

- 53 a) Youth Advisory Body report. Minutes copied for all 22 May 2006. Cllr Davies reported the Recreation Ground Activity Co-ordinator was working closely with the Youth co-ordinator. A Parish Council replacement for Mrs Muncey on the Youth Group was needed
- 54 b) Histon Feast Market Rota to be drawn up for 8 July from 8am. Suggestions for displays:
- SCDC Street Lights including map – **Cllr Parish**
 - Safer Routes to Schools – **Cllr Parish** to email Simon Leher for any information
 - Vermin problems – posters – **Cllr Munnelly**
 - Mobile Warden to attend – **Cllr Harris** to organise
 - Map of villages with post-it notes for queries / comments
- 55 c) SCDC Car Park As reported at HT&T 1 June, meeting had taken place. Cllrs Parish, Cleaver, Harris agreed to attend car park 2 mornings and carry out survey on where users are going and how long parking there. Administration implication of taking on car park discussed **IMP/MCC/PEH**
- 56 d) Environment Committee Not yet held. Discussion on Health & Safety of volunteer litter pickers in villages and possible provision of hi-vis jackets. Cllr Barrett agreed to investigate requirements for a risk assessment in this activity **MPB**
- 57 e) Feast Fair Agreement for hire of Green by Whyatts Amusements now finalised and to be signed
- 58 f) Vermin at the Green Cllrs Mason and Parish and Clerk reported on work to deal with urgent baiting of Village Green. Bruce Marks, Pest Control, had attended and after consultation with SCDC Environmental Health had fitted 3 underground bait stations and 2 other boxes, safety sited. Cost £475. Re-baiting at £25 per time. All agreed with this emergency order. All COSH papers held on file **PHA 1987 s164, OSA 1906 ss9&10**
- 59 g) Office of Deputy Prime Minister “Local Authority Byelaws in England: A Discussion Paper” Cllr Parish to read and report back to Legal & Property Committee **IMP / L&P Committee**

12 FINANCE

- 60.1 a) To confirm payment of accounts Proposed Cllr Mason, sec Cllr Munnelly, all in favour:
- | | |
|--|-----------|
| Administration costs M2 £1,033.95 | £1,033.95 |
| Public Works Loan Board Parish Office 1 of 50 £331.88 | £331.88 |
| Public Works Loan Board Freehold payment 2 of 50 £1,468.63 | £1,468.63 |
- 60.2 b) To approve payment of outstanding accounts Prop Cllr Mason, sec Cllr Munnelly, all in favour:
- | | |
|---|-----------|
| Playsafety Limited ROSPA Play area report £63 + VAT £11.03 = | £74.03 |
| Danwood Group Limited Photocopier meter reading (for formula) £58.65 + VAT £10.26 = | £68.91 |
| SCDC Rates on Parish Office (for formula) £2,100.05 + payment for 13.3.06 – 31.3.06 £106.54 | £2,100.05 |
| | £106.54 |
| Roger Hovells Office clean and windows 17 May 2006 £25 | £25.00 |
| Petty Cash , imprest account £27.89 | £27.89 |
| Barclaycard Monthly account £79.52 + VAT £13.92 = £93.44 + transaction 35p | £93.79 |
| (£67.47 to be reimbursed from Recreation Ground) | |
| Site & Maintenance Services Seat Home Close, Litter bin war memorial, notice board war memorial £45 + VAT £7.87 = | £52.87 |
- 60.3 c) Paid in: £827.37 Final SCDC Waste Recycling; VAT Refund £3,690.62; SCDC Portable office rates refund £11.68
- 60.4 d) Correspondence Received None
- e) Clerks Report
- 61.1 Office Clean First and third Wednesday. Price structure agreed £15 without office windows, £25 with office windows (quarterly only). No clean in August
- 61.2 War Memorial Report of damage to War Memorial litter bin (demolished) and notice board. Quote sought to further renovate notice board
- 61.3 Purchase of office equipment and storage racks Fridge purchased. Clocks and phone/fax to be purchased. Cllr Wynn declared a prejudicial interest with a specification drawn up for bespoke racking for storage room and left the room. No discussion on price, agreed to obtain further quote through Finance Committee and ask Impington PC to place on their July agenda for decision. Manual handling regulations discussed **Finance Committee**
- 61.4 Dog Bin Home Close larger bin ordered to replace broken
- 61.5 Non-domestic Rating return for Parish Office had been completed with help of Chairman
- 61.6 Computer Old computer to be disposed of, offers taken
- 61.7 Risk Assessment for Office being prepared
- 61.8 Signage for Parish Office was required. Investigations continued
- 62 f) Finance Committee Report Minutes 24 May copied for all and accepted
- 63 g) Formal acceptance by Council of Audit Statement and accounts
Chairman authorised to complete statement and to sign return on behalf of the Council. Proposed Cllr Davies, seconded Cllr Wynn, all in favour, approving the accounts and accepting the Statement of Assurance.

13 FORMAL ACCEPTANCE AND ADOPTION OF NEW VERSION OF STANDING ORDERS

- 64 Draft standing orders based on model presented for Council's consideration, as recommended by Finance Committee 24 May. All in favour to adopt immediately for review at next Finance Committee, with particular reference to Recreation Ground Committee. Cllr Mason to prepare paper. **MJM / Finance Committee**

Power Action

14 HALF YEARLY REVIEW OF DONATIONS

- 65.1 2 applications received. Council noted budget of £100 set for donations, plus a Community Support budget of £1,650. Discussions on recent demands on funds and priorities for spending
- 65.2 Histon & Impington Open Gardens 2007 Cllr Davies declared a prejudicial interest as Treasurer of the Feast and left the room. Request for "pump-priming" for new event in 2007 of £75. Following discussion prop Cllr Munnely, sec Cllr Harris, 8 in favour, 1 abstention, 1 against (Cllr Rose) 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 £75 to Open Gardens in Histon and Impington 2007, care of Judy Wilson." Cllr Davies returned to meeting
- 65.3 Cambs County Council Library "Voyage" Prop Cllr Cleaver, sec Cllr Taylor, 5 in favour, 5 against, 1 abstention, 1 against (Cllr Rose), with Chairman taking vote. Chairman then gave casting vote in favour and therefore agreed 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 £50 to Cambridgeshire County Council Reading Voyage." Noted this was £10 over-budget with Royal British Legion wreath yet to be purchased. Virement from Community Support/Members Expenses agreed.
- 65.4 Village Mobile Warden Request for 2006-2007 payment £1,500 agreed at Precept time. Prop Cllr Harris, sec Cllr Wynn, all agreed 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 £1,500 to Age Concern towards Mobile Village Warden costs" All agreed to pay from Community Support budget. Council commented on the good work of the new warden.

15 DATE & PLACE OF NEXT MEETING

- 66 Monday 10th July 2006 at 7.30 p.m. at St Audrey's Community Centre, St Audrey's Close, Histon

Meeting formally closed at 10.40 p.m.