

## HISTON PARISH COUNCIL

### Unconfirmed minutes

Minutes of meeting held St Audreys Community Centre, St Audreys Close, Histon, Monday 10 July 2006 at 7.30 p.m.

**Present:**

Councillors: I M Parish (Chairman), M C Cleaver, N S Davies (also District), A J Eade, P E Harris, M J Mason (also District), F J Munnelly, C A Rose, M J Ruel, V A Taylor, R K Wynn   Cty Cllr Jenkins (in part) Clerk: Mrs A J Young  
Mr Simon Leher, SRTS, County Council; WPC Sandie Carrington (in part)  
2 members of public (in part) Power Action

#### **1    APOLOGIES FOR ABSENCE**

67    Cllrs Jones (holiday); Levitt (holiday); Barrett (personal).   Cty Cllr Bradney; Dist Cllr Chatfield

#### **2    MEMBERS' DECLARATIONS OF INTERESTS**

68    None

#### **3    OPEN SESSION FOR THE PUBLIC**

69.1   With agreement of Council, Chairman suspended standing orders Mr Savage 105 Cottenham Road spoke on highways encroachment issue raised by resident with Parish Council and County Council, outlining the history and providing hand-out. David Gilkes (CCC) confirmed there were no health and safety issues. Mr Savage acknowledged access rights to underground services. Chairman agreed to contact resident to discuss and delegated any comment to DG to HT&T Committee 13 July. Mr Savage thanked Council **HT&T Committee**

69.2   WPC Sandie Carrington outlined recent police matters arising in Histon, much of which related to visit by Fair during Feast week. Problems with Anti Social Behaviour, moped and scooter problems, illegal excavation of private property, and actions taken

69.3   Cllrs raised with WPC Carrington: vehicular problems during Feast Parade; alternative Feast Parade route, starting and finish place for 2007; ice cream vans on Consent Streets (particularly Green and New Road, Impington); obstructed paths; Police visits requested at Infant School re parking; deliberate over-feeding of ducks and rats on Village Green by member of public. Council thanked WPC Carrington for all her/PCSO Page's efforts in the village

69.4   With agreement of Council, Chairman brought forward part of item 9

#### **9    HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE (1 OF 2)**

70.1   Simon Leher, SRTS Officer, provided hand-outs showing initial proposed work around the Green for Histon Junior School Safer Routes to School scheme 1) Build out kerb line at Building Society 2) Group 2 footway joining existing with top-soiled area in middle (School end) 3) Cast iron 2 rail posts on corner (Co Op end). Mr Leher briefed Council on discussion with Co-Op delivery manager and discussions with Cllr Mason re possible additional railings (up to opposite drive for No 1 The Green). Confirmed re-marking of yellow lines in hand and agreed to check on request for advertising any TROs. Following points raised:

- Dropped kerb access at Building Society needed
- Continuation of kerbing at No 1 The Green
- Concern over top soil use – physical restraint may be required
- Infant School plans also being drawn up
- Concern over use of lengths of railing for bike parking and visual aspect

Agreed Cllr Eade to make artists impression of railings in place (extended). SL to draw up better plans and make costings. PC to consider how much could pay towards extra railings. PC to be consulted throughout process. Council thanked SL **AJE**

70.2   Before returning to agenda, Chairman thanked Linda Munnelly for providing the Council's entry in the Feast Flower Festival. A vote of thanks was recorded for the achievement of Histon Feast Committee for another excellent Feast. Standing orders re-instated

#### **4    MINUTES OF MEETING HELD ON 12 JUNE 2006**

71    Prop Cllr Rose, sec Cllr Munnelly, all in favour, approved and signed.

#### **5    MATTERS ARISING FROM PREVIOUS MINUTES**

72.1   Item 42.2 Vacancy advertised as Casual Vacancy. Co-option in September if no Bye election called **Sept agenda**

72.2   Item 47.3 Police Various emails received. Next Neighbourhood Panel meeting due 18 July at Histon Junior School. Details forwarded to all on email; South Cambs Crime & Disorder Reduction Partnership event 20 September; Neighbourhood Watch meeting due 11 July

72.3   Item 47.5 Footway Lights Inventory provided. HT&T Committee to consider 13 July **HT&T Committee**

- 72.4 Item 48.2 Grass Cutting Further letter from resident. Weed spraying due w/c 17 July **Power Action**
- 72.5 Item 49.4 Duty of Care Bin now locked
- 72.6 Item 49.8 SCDC Standards Board Mr Dave Kelleway had been appointed
- 72.7 Item 49.9 IVC Sports Department Presentation at Impington PCs July meeting cancelled, to be re-arranged
- 72.8 Item 51.4 Northstowe Briefing Copied to all
- 72.9 Item 52.2 Cycleway/Footpath work due to commence on further length. Chairman agreed to contact Alex Alexander and request drawings and consultation for PC. A written undertaking was to be requested that no damage to tree roots would be caused **IMP**
- 72.10 Item 55 Car Park High Street Up-date. Cllrs Parish, Harris and Cleaver to carry out survey **IMP/MCC/PEH**
- 72.11 Item 57 Feast Fair Agreement for hire now signed. Payment made
- 72.12 Item 58 Vermin at Green Bait stations installed and rebaited once. Bait being taken. 2 rats removed to date. EHO SCDC had advised PC to erect signs requesting no duck feeding. Cllrs Munnely and Wynn to arrange **FJM/RKW**

## 6 RECENT CORRESPONDENCE

- 73.1 County Councillors monthly report Cllr Jenkins copied for all. Cllr Bradney's report to follow
- 73.2 Nursery School Mr Seaman advised no longer (PC representative) Governor. Clerk to contact school for clarification
- 73.3 SCDC "The Transformation Project" details supplied
- 73.4 Royal British Legion "Poppy Support has Arrived!" raising awareness of support for all ex-servicemen
- 73.5 CALC Training opportunities, interested Cllrs to contact the clerk
- 73.6 SCDC Village Facilities Leaflet Proposal to replace individual village leaflets with district-wide version. Following discussion, no comment
- 73.7 Royal Mail Letter confirming post codes in Histon to change to CB24 from September with a 12 month phase-in. in line with most of addresses outside Cambridge City
- 73.8 Cambs ACRE AGM 5 September 2006 at St Ives

## 7 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 74.1 Minutes 16 May and 14 June copied for all. Next meeting 12 July. Rec Forum notes 20 April supplied
- 74.2 Employment Cllr Parish to circulate suggested new contracts to Employment Group. Recreation Ground Management Committee to review and draw up suggested Job Descriptions in discussion with staff for Rec Ground Committee employees for reference to Employment Group for recommendation. Urgency stressed **IMP/Rec Ground Management Comm/Employment Group**
- 74.3 Cllrs Parish, Payne and Davies met and reviewed previously reported position with shortfall and timing in conjunction with projected reserves for each PC. Cllr Davies explained how figures arrived at and up-dated Council on MUGA.
- 74.4 **RESOLUTION:** "Histon Parish Council agrees to provide a short term cashflow funding of £24,000 out of a total estimated requirement of £44,000 with Impington Parish Council to cover payments due in the next two months as part of the Recreation Ground Development Project, whilst £31,600 of agreed funding from SCDC and the Football Foundation is processed. The monies to be repaid on receipt of payment of agreed funding as outlined" Proposed Cllr Davies, seconded Cllr Wynn, all in favour.
- 74.5 **RESOLUTIONS ON TABLE TILL NEXT MEETING:** "Histon Parish Council agrees to provide up to £21,600 of additional funding for the Recreation Ground Project out of a joint total amount of up to £40,000 with Impington Parish Council to meet the current estimated shortfall of the Histon & Impington Recreation Ground project" Proposed Cllr Davies, seconded Cllr Wynn, AND "That in line with Public Works Loan Board regulations, Histon Parish Council agree to apply for PWLB finance, for the funding of the remaining cost of the Histon & Impington Recreation Ground project of up to £40,000 over 25 years, on the understanding that Impington Parish Council will make repayments for any portion relating to their share over that time, on the current formula, to be properly documented in line with all previous PWLB loans". Proposed Cllr Davies, seconded Cllr Wynn. Discussion on levels of reserves followed **Next agenda**

## 8 PLANNING COMMITTEE REPORT

- 75.1 Minutes dated 8 June, 22 June and 6 July copied to all
- 75.2 6 July Item 4 LDF Objection Sites Site in Histon rear of Manor Park, further sites in Impington. County Council objected to the joint PCs representation for r/o Manor Park to be retained for leisure use, stating a case had not been provided for use. Responses required by 28 July. Agreed Cllrs Rose and Parish to work on response and contact Cllr Payne to make joint submission. Other input welcome via Clerk **CAR/IMP**

## 9 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT (2 of 2)

- 76.1 Meeting due 13 July. All outstanding correspondence on agenda **HT&T Committee**
- 76.2 Guided Bus Following concern and questions to Cty Cllr Jenkins, discussion on new proposals affecting the bridleway and stables area; campaign to save Histon Station and canopy as well as benefiting from parking facilities; tarmac surface to cycleway through to Milton Road; control of unauthorised access; ability of guided buses to leave guideway

along route; possibility of inviting SCDC Planning officers to discuss how Northstowe development will affect Histon and Impington

**Power Action**

- 76.3 CCC Stagecoach Citi 7 to operate 10 minute frequency from 24 July, extending out to Saffron Walden. Invitation to launch day at Holiday Inn 24 July. Discussion on problems with bus timing and Church Street

**10 ENVIRONMENT COMMITTEE REPORT**

- 77.1 Quotes for Play Area entrance and footpath requested. 2 quotes received. Prop Cllr Parish, sec Cllr Mason, all in favour, and agreed to delegate any acceptance to Playground Inspectors to maximum £1,200 **FJM/MPB**
- 77.2 ROSPA Report Copied to both PIs. Report showed some low and medium risks which PIs to consider and report back. No high risk items identified **FJM/MPB**
- 77.3 Barkers Bakery requesting approval of litter bin on High Street. Agreed to confirm PC happy if bin sited and would advise South Cambs District Council to empty once installed
- 77.4 South Cambs Strategic Partnership Questionnaire follow up held on file. Procedures for wildflower or tree planting in verges highlighted
- 77.5 Allotments Request for 6x4 shed Plot 19 agreed. All plots taken with waiting list. Plot 17 request action on parking issues, non-cultivation and verge maintenance. Cllr Eade to inspect site and report with any recommendations to changes in rules **AJE**
- 77.6 Dog Bin Request The Green area. Defer to next Environment Committee meeting **Environment Committee**
- 77.7 CCC Street Lighting Letter setting out costs (£32.61 each) and procedure for charging of previously-owned SCDC lights. Invoice due October. Inventory to be supplied September for approval
- 77.8 Quote for Notice Board refurbishment at War Memorial following recent vandalism. Site & Maintenance had quoted and all agreed to proceed with this emergency work at £150
- 77.9 Clay Street Copy correspondence between residents and CCC re damage to footpath and verges at Excelcare site
- 77.10 Pages Close/Narrow Lane Letter regarding bonfires and burning of garden waste. Agreed to forward to Environmental Health Department at South Cambs. Cllr Mason was contacting CCC re overgrown and overhanging trees and bushes in Pages Close. **MJM**
- 77.11 Flows (CCC) "Are you at Risk of Flooding" booklet received.
- 77.12 Rats on Village Green Cllrs Munnely and Wynn to arrange posters asking residents not to feed the ducks following advice from SCDC **FJM/RKW**

**11 OTHER MATTERS**

- 78 a) Youth Advisory Body report. Notes 27 June supplied for all. Committee had 1 Histon PC representative and 2 Impington PC reps. Youth Club attendance doubled. Cllr Davies commented on good work of Andrea Cramp (Youth Worker) and planned projects
- 79 b) Histon Feast Market Report on display tent 8 July. Some follow up required. Cllr Davies reported 12 volunteers had come forward for First Responder Scheme (MAGPAS). Village Warden had attended and boosted profile. Agreed Feast Committee should consider amount of rubbish left behind on Green and look at access problems when setting up market

**12 FINANCE**

- 80.1 To confirm payment of accounts Proposed Cllr Mason, sec Cllr Eade, all in favour:
- |   |                         |
|---|-------------------------|
| <b>BT plc</b> Including office move costs (on formula) <b>£198</b> + VAT £34.65=      | £232.65                 |
| <b>CALC</b> Training Land Registry (on formula) <b>£15</b>                            | £15.00                  |
| <b>CCC Reading Voyage S137</b> Donation <b>£50</b>                                    | £50.00                  |
| <b>Age Concern S137</b> Community Support Mobile Warden annual donation <b>£1,500</b> | £1,500.00               |
|   | <b>Both LGA Sec 137</b> |
| <b>Administration Costs M3</b> <b>£1,033.95</b>                                       | £1,033.95               |
- 80.2 To approve payment of outstanding accounts prop Cllr Mason, sec Cllr Eade, all in favour:
- |   |   |
|---|---|
| <b>Vernon Dudley</b> Office maintenance expenses (on formula) – work carried out free of charge <b>£18.47</b>   | £18.47                                    |
| <b>Money Matters</b> Internal Audit 2.75 hours @ £13.50 <b>£37.13</b>   | £37.13                                    |
| <b>Glasdon UK Limited</b> Dog bin for Home Close <b>£159.58</b> + VAT £27.92 =  | £187.50                                   |
| <b>Print Out</b> Stationery and planning copying <b>25.35</b> + VAT £4.44 =   | £29.79                                    |
| <b>BM Pest Solutions Limited</b> Baiting stations and boxes, baiting The Green <b>£475</b> + VAT £83.13 =   | £558.13                                   |
|   | <b>PHA 1987 s164, OSA 1906 ss9&amp;10</b> |
| <b>Buchans Landscaping &amp; Grounds Maintenance</b> 2 visits Grass Cutting <b>£170</b> + VAT £29.75 =  | £399.50                                   |
| <b>Hovells Cleaning Services</b> Office clean 7.6 £15, 20.6 £25 = <b>£40.00</b>   | £40.00                                    |
| <b>Zurich Insurance Company</b> Agreed, all in favour, that Premium renewal including IPT 2006-07 be paid. All papers copied to Finance Committee members with agenda <b>£1350.59</b> | £1,350.59                                 |
| <b>Danwood Group Limited</b> photocopier meter reading <b>£37.17</b> + VAT £6.50  | £43.67                                    |
| <b>BM Pest Solutions Ltd</b> V Green routine visit <b>£25</b> + VAT £4.37   | £29.37                                    |

- 80.3 Paid in: Recreation Ground Barclaycard expenses **£67.47**; S Whyatt Amusements hire of Green £200 + deposit on electricity £25 = **£225**
- 80.4 Correspondence Received None

**Power Action**

- 80.5 Clerks Report donation of prints for parish office from David Oates in memory of parents Ken and Dellas Oates; Flower Festival display, payment from petty cash agreed; disposal of computer, one offer received and accepted; Tiscali broadband to be charged to IPC on formula in due course; Parish Office signage quotes sought; up-date on office equipment purchase/quotes; Risk Assessment for office prepared by IPCllr Lawton, Cllr Taylor to carry out Risk Assessment Review by 1 August **VAT**
- 80.6 Review of Insurance policy. Finance Committee members had inspected new policy and agreed to renew. Noted Finance Committee to meet February 2007 to review. Cllr Davies raised the problems associated with separate Parish Councils and a joint Committee and resultant 3 policies required **Finance Committee**
- 80.7 Projections – Future spending plan for 2006 – 2007. Agreed agenda item next Finance Committee **Finance Comm**
- 80.8 Internal Auditors written report accepted. All satisfactory

**13 DATE & PLACE OF NEXT MEETING**

- 81 Monday 11<sup>th</sup> September 2006 at 7.30 p.m. at St Audrey's Community Centre, St Audrey's Close, Histon

Meeting formally closed at 9.50 p.m.