

HISTON PARISH COUNCIL**Unconfirmed minutes**

Minutes of meeting held St Audreys Community Centre, St Audreys Close, Histon, Monday 11 September 2006 at 7.30 p.m.

Present:

Councillors: R K Wynn (Chairman), M C Cleaver, N S Davies (also District), A J Eade, P E Harris, C L Jones, 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 J Emmine (co-opted during meeting)

Power Action

1 APOLOGIES FOR ABSENCE

82 Cllrs Parish (holiday); Levitt (work); Barrett (holiday)

2 MEMBERS' DECLARATIONS OF INTERESTS

83 None

3 OPEN SESSION FOR THE PUBLIC

84 No public present

4 MINUTES OF MEETING HELD ON 10 JULY 2006

85 Prop Cllr Rose, sec Cllr Eade, all in favour, approved and signed

5 MATTERS ARISING FROM PREVIOUS MINUTES

86.1 Item 69.1 Encroachment of highway County requested re-instatement of small area, to be carried out within schedule

86.2 Item 70.1 Safer Routes to School Cllr Mason attended meeting 11 September and supplied sketch of proposed railings drawn by Cllr Eade. PC expected to contribute to railings and would own the property. Environment Committee to discuss once public consultation commenced and costs known and refer back to Full Council. Cllr Harris felt the proposed railings went too far north of the Green. Defer to Environment Committee

Env Comm

86.3 Item 72.7 IVC Sports Department No new date at Impington PC arranged as yet

86.4 Item 72.12 Vermin at Green further reports from Pest Control company. Signs in place

86.5 Item 75.2 LDF Objection sites Representations had been made jointly with Impington PC

86.6 Item 77.1 Play Area Report from Cllr Munnelly on acceptance of quote at £875

86.7 Item 77.5 Allotments Cllr Eade confirmed 3 ploholders had given up (adjacent) plots which were overgrown. Mr Unwin had agreed to bring plots into use, ploholders to split cost

86.8 Item 77.8 Notice Board at War Memorial now refurbished and back in place

86.9 Item 77.10 Bonfires Acknowledgement from SCDC received

6 CO-OPTION ONTO COUNCIL

87 Mr John Emmine of Kay Hitch Way had applied for co-option. Prop Cllr Mason, sec Cllr Eade to co-opt onto Council. Declaration of Acceptance of Office signed and Register of Members Interests completed

7 RECENT CORRESPONDENCE

88.1 Circulating Files June and July. Lists copied for all. September circulating file with Cllr Jones

CLJ

88.2 County Cllrs monthly reports copied for all. Cllr Rose to contact Cty Cllr Bradney with waste charges query

CAR

88.3 Cambs County Council "Cambridgeshire Scrutiny: Working to Improve Services for Cambridgeshire People"; "A-Z to Council Services"

88.4 CALC Bulletin July 06 supplied for all. Quality Workshop sessions available 14 Sept and 10 October. 2 free places available. Training: Freedom of Information Act 13 September – £25; Charity Trustees and the Law 9 September £40; Parish Council Accounts 4 November £40; Councillor Professional Development Stages II and III various dates £35. Agenda CPALC South Cambs Association 24 August. CALC President – Strategy Group report copied for all. CALC AGM/EGM due 14 October. Cllr Mason felt the Council should consider appointing a representative to attend CALC meetings and representation at CALC AGM sought.

88.5 Royal British Legion requesting confirmation that memorial to be re-lettered. Correspondence held with Hibbitt & Son and further advice awaited. Defer to Environment Committee

Environment Committee

88.6 Histon Library – presentations for Reading Scheme. Council thanked Cllr Cleaver for representing Council who reported 80 children completed the summer session and Council had been thanked for funding which had enabled it to proceed. Histon FC members attended and handed out match tickets etc to emphasise importance of reading

88.7 Funding Fair 14 Sept Churchill College, details sent to all for circulation to local groups. Cllr Davies to attend

NSD

88.8 Standards Committee advice from Chairman, copied to all

88.9 CCC Community Transport Guide 2006 – 07. Held on file. Comments welcome

88.10 SCDC Gambling Act 2005 – Draft Policy Views sought by 29 September. Agreed no action required at this stage.

88.11 SCDC Race Equality Scheme details available on website

88.12 Mobile Warden Scheme Cllr Ruel advised of new appointment by Age Concern

Power Action

8 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 89.1 Draft minutes accepted 12 July. These would not be re-copied unless changes made at Committee
 89.2 Cllr Davies advised Recreation Ground co-ordinator had resigned. Newsletter with schedule of sports activities at the Rec Ground delivered to all households
 89.3 Resolutions 1 and 2 detailed on agenda and in Minutes July 2006 deferred, final valuations awaited **Next agenda**

9 PLANNING COMMITTEE REPORT

- 90.1 Minutes 27 July and 17 August copied to all. No notes yet available for 7 September, next meeting due 21 September
 90.2 Cllr Mason outlined concerns and issues raised at SCDC regarding Northstowe

10 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT

- 91.1 No minutes for meeting held 13 July had been received
 91.2 Park & Ride Relocation Briefing Details Cllr Cleaver attended meeting representing Histon PC 6 September and outlined proposals and provided sketch plan showing option. Public Consultation due, with public display Monday 9 October. Impington PC unhappy with proposals regarding traffic controls through Butt Lane
 91.3 Local Liaison Forum Guided Bus Various forums had been set up to cover Histon to Longstanton and Histon to Cambridge routes. Cllr Cleaver to attend 13 September and Cllr Barrett 18 September. Follow ups planned 26 September and 3 October **MCC / MPB**
 91.4 Girton/Histon Cycleway Up-date Cty Cllr Jenkins confirmed cycleway was going ahead. Cllr Parish to speak with Mr Alexander and obtain written assurances on tree roots **IMP**
 91.5 Area Joint Committee Item B1049 Speed Limit Cty Cllr Jenkins reported on meeting 11 September when resolutions passed on speed limits south of A14. Discussion followed on application for a speed reduction through the village, currently 5 year waiting list. National programme to review all B roads before 2010 in place. Also discussion on poor cycle provision
 91.6 CCC Prohibition of Waiting Station Road, Histon Comments requested by 29 September. Cllrs were disappointed mapping did not clearly show the bend opposite garage. Proposal to install double yellow lines outside No 47 Station Road and 59-63 Station Road and opposite corner (outside 50) provided. Agreed to refer to Cllr Parish with comment that Council felt lines should extend to No 45 for him to prepare response. Cty Cllr Jenkins left meeting. **IMP**
 91.7 Meeting due 5 October, all other correspondence/reports to Committee

11 ENVIRONMENT COMMITTEE REPORT

- 92 Meeting due 25 September. All correspondence/reports to Committee, including Christmas Lights Stage II and War Memorial Lettering **Environment Committee**

12 OTHER MATTERS

- 93 a) Youth Advisory Body report. Notes 21 July and 8 September supplied for all. SLA provided, prop Cllr Davies, sec Cllr Munnelly, 10 in favour, 1 abstention, agreed Cllr Abdullah to sign on behalf of the Council
 94 b) Histon Poolsland Charity Cllr Ruel outlined history of Charity which also administers allotments in Cottenham Road. After some lengthy negotiation agreement had been reached with Trustees for new scheme to be advertised to include Impington. Trustees would now comprise 2 Histon PC, 1 Impington PC., 1 Impington PCC and 2 Histon PCC. Council thanked Cllr Ruel for the amount of effort put into this task and noted the information
 95.1 c) Histon Sector Police Up-dates and Distraction Burglary and Rogue Traders Task Force Emails from Histon Police Station forwarded to all on mail.
 95.2 Council were asked to consider ways of helping the Task Force. Agreed Cllr Val Taylor to be nominated as Community Safety Representative for Histon PC **VAT**
 95.3 Cllr Mason asked that Police be advised of illegal camping on Village Green overnight recently
 96 d) Burial Ground Recommendation for New Fees Copy draft minutes showed increase from October 2006 and non-residents no longer accepted for interment without demonstrating a strong association with villages. Such non-residents to attract x 2.5 charge. Noted
 97 e) South Cambs District Council Car Park Cllr Cleaver reported on surveys and correspondence with local businesses. Agreed Cllr Cleaver to complete report for SCDC and ask Cllr Parish to submit to SCDC advising Parish Council could not take on the liability **MCC / IMP**
 98 f) Legal & Property Committee meeting due 27 September. Agenda item to include new correspondence on access over Village Green; Standards Board issues **L&P Committee**

12 FINANCE

- 99.1 To confirm payment of accounts Proposed Cllr Ruel, sec Cllr Munnelly, all in favour
Barclaycard June (office requirements, capital) **£197.12** + VAT £34.24 = £231.36 – Formula £231.36

Barclaycard July (office requirements) £16.34 + £21.80 = £19.14 – Formula	£19.14
Administration Costs M4 and M5 £1,445.45 (including Rec Ground re-imburement) + M5 £1,033.95	
	<u>Power Action</u>
	£1,445.45 and £1,033.95
Open Gardens in Histon & Impington Sec 137 donation £75	£75.00
	LGA Sec 137, already minuted
Steve Unwin Computer expenses (for formula) £12.40	£12.40
ESPO Office equipment and stationery (for formula) £66.21 + VAT £11.58 =	£77.79
Roger Hovells 2 office clean visits 5.7.06 and 19.7.06 £40	£40.00
Danwood Group Limited Copier meter reading £38.96 + VAT £6.82 =	£45.78
Print Out Stationery and copying £38.45 + VAT £6.73 =	£45.18
Buchans Landscaping & Grounds Cut No 7 £85 + VAT £14.88 =	£99.88
Petty Cash Imprest account £34.37	£34.37
Histon & Impington Recreation Ground Short term cash flow funding development costs £24,000	£24,000.00
99.2 To approve payment of outstanding accounts Prop Cllr Ruel, sec Cllr Munnelly, all in favour	
B M Pest Solutions Ltd Baiting at Green £25 + VAT £4.37 =	£29.37
Report on Baiting Stations supplied	
Histon & Impington Recreation Ground Office annual insurance percentage £164.74	£164.74
Histon & Impington Recreation Ground Office Electricity meter reading to 7.8.06	
58.44 + VAT £10.23 =	£68.67
South Cambridgeshire District Council Trade Waste bin £110 + VAT £19.25 =	£129.25
Site & Maintenance Services Notice board at War Memorial – renovation £150 + VAT £26.25 =	£176.25
Danwood Group Limited Photocopier meter reading £14.22 + VAT £2.49 =	£16.71
Public Works Loan Board (Pavilion) 2 of 50 £7,472.23	£7,472.23
Barclaycard August (office requirements) £13.14	£13.14
Petty Cash , imprest account £37.52	£37.52
99.3 Paid in: Impington Parish Council Quarterly expenses claim £1,668.96	
99.4 Public Works Loan Board Cllr Jones had concerns that no legal document was in place. Prop Cllr Davies, sec Cllr Cleaver, all in favour to support Chairman signing “Letter of Intent” in lieu of legal agreement, to keep on policy file	
99.5 Clerk’s Report Clerks report attached <i>Appx 1</i> . To be monthly item in future	
99.6 Risk Assessments Agreed to implement category system, acknowledging current overlaps. Relevant documents to be copied out for review during September and return to Clerk. Cllr Emmine to be incorporated into system. Add mapboards to Notice Board category	
99.7 Signage Agreed to recommend to I PC that quote from IRS be accepted and Site & Maintenance requested to fix	
99.8 Racking Agreed to recommend to IPC that racking be ordered from Metalrax in sum of £421 with volunteers sought to offload and erect. Agreed to fit process round a 2-3 week period in November if possible and acknowledged office would be closed and meetings a minimum to facilitate proper archiving	
99.9 Parish Plan Cllr Jones outlined discussion to date and plans for a brainstorming event Sat 7 October, all welcome	

14 DATE & PLACE OF NEXT MEETING

100 Monday 9th October 2006 at 7.30 p.m. at St Audrey’s Community Centre, St Audrey’s Close, Histon

Meeting formally closed at 10.05 p.m.