

HISTON PARISH COUNCIL**Unconfirmed minutes**

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

Present:

Councillors: I M Parish (Chairman) R K Wynn (Vice Chairman), M P Barrett, M C Cleaver, N S Davies (also District), A J Eade, J P Emmine, P E Harris, I A Levitt, M J Mason (also District), C A Rose, M J Ruel, V A Taylor

Clerk: Mrs A J Young Dist Cllr Chatfield; Cty Cllr Jenkins (in part)

2 members of the public; Impington PCllrs Nudds and Silk (in part); Peter Duthie, CCC Rights of Way **Power Action**

1 APOLOGIES FOR ABSENCE

117 Cllrs Jones (working); Munnelly (personal); Cty Cllr Bradney; Cty Cllr Jenkins would be late

2 MEMBERS' DECLARATIONS OF INTERESTS

118 None

3 OPEN SESSION FOR THE PUBLIC

119.1 Chairman suspended standing orders for all to take part

119.2 Resident of South Road raised recent press article concerning drainage at Kay Hitch Way. Cllr Mason explained problems arising from plans submitted by Bovis Homes and Carebase on the site and nearby, recent amendments to plan and work undertaken by Councillors to avoid discharge problems for existing residents

119.3 Residents concerned about continuing smells and noise from factory plant and reported Environment Agency had visited. They to try to find out exactly who had attended. Parish Council asked residents to join others already logging occasions when smell was worse with a view to calling in SCDC Environmental Health Officer to investigate. With agreement of Council Chairman brought forward item 11b)

11 b) NORTHSTOWE RIGHTS OF WAY PROJECT MANAGER

120.1 Mr Peter Duthie, CCC, presented on a Countryside Access Vision for Northstowe. Handout with details of project and contact details left with all. He outlined the background and provision within the countryside to reflect 8,000 – 10,000 new households planned for the new market town and desire to encourage more users by various means with the knock on effect for local business use. Surfaces would not be tarmac, would be maintained for pedestrians and horses and cyclists would give way; No motorcycles or vehicles. Questions followed:

120.2 Cllr Taylor concerned about permissive access to woodland – No intention of taking away permissive rights, looking to complement this

120.3 Cllr Mason had several concerns over Guided Busway route and accompanying tracks and bridleways – Mr Duthie's project not connected to Guided Busway but was complementing work. Design issues still open and user input yet to be considered. Some proposals in place to possibly continue the cycleway from Oakington into Histon using existing pathway, scraped back to tarmac

120.4 Impington Cllr Silk felt sight of the masterplan was key to any comment – approaches to relevant landowners not yet made so distribution of maps not yet possible

120.5 Cllr Ruel Fully supported proposals, stressed importance of linking networks

120.6 Cllr Eade Circular walks paramount, clear signposting and maintenance of signposts, waymarking (Ramblers Association helpful in the past)

120.7 Cllr Mason commended the publication by the Village Society for the Millennium Walk. Copy to be provided. Links for Impington would be useful

120.8 Dist Cllr Chatfield queried if money became lost if not spent in 2 years – would be spent, this is the first phase of a larger programme

120.9 Impington Cllr Nudds asked where funding for maintenance coming from – this may be an issue, Sec 106 commuted sums would be sought; extra footpaths keep maintenance down so promotion key

120.10 Cllr Parish queried the extent of "borders around Northstowe" – Fenstanton is furthest looked at to date. Some discussion on crucial paths around Girton and out to Mill; ideas for pedestrian ferries at the Ouse

120.11 Council thanked Mr Duthie who left the meeting with Impington Cllrs. Chairman re-instated standing orders and returned to agenda order

4 MINUTES OF MEETING HELD ON 9 OCTOBER 2006

121 Prop Cllr Ruel, sec Cllr Rose, all in favour, approved and signed

5 MATTERS ARISING FROM PREVIOUS MINUTES

122.1 Item 105.1 IVC Sports Department No new arrangements for visit to Impington PC.

122.2 Item 105.2 CALC AGM No attendee

122.3 Item 105.5 Risk Assessments Reports due in from 2 sections. Finance Committee had discussed

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122.4 Item 105.7 Parish Plan Workshop due 14 November at The Meadows

122.5 Item 106.3 Sector Police reports – emailed as received

122.6 Item 106.6 Training Session 2 December Only Cllrs Parish and Cleaver had confirmed interest in attending. Other interested Councillors please contact Clerk immediately

122.7 Item 113 Chairman laid wreath 12 November. Council thanked Cllr Mason for work on site clearing leaves and edging footpaths

6 RECENT CORRESPONDENCE

123.1 Circulating Files Circulating files with Cllr Levitt (October), Munnely (November). Next file to Cllr Rose

123.2 County Councillors monthly reports Copied for all as received. Cty Cllr Jenkins outlined budget implications at County resulting in severe cuts

123.3 Cambs County Council Camclerks Recruitment campaign details

123.4 CCC Modernisation of Civil Registration Service in the County response by 15 November, agreed to make none

123.5 SCDC Code of Conduct Training Proposal for training sessions for Clerk and Chairman, agreed to attend

123.6 SCDC Focus Group for Parish Councils: Corporate Governance Inspection Joint response with Impington PC

123.7 SCDC Licensing Bogus Charity collections warning

123.8 Council of Churches Invitation to provide stall for Carols event 13 December, declined

123.9 CALC “A guide to The Regulatory Reform (Fire Safety) Order 2005” provided to Recreation Ground Management Committee; District Association meeting 22 November – Greg Harlock, Chief Executive SCDC and David Bard, Leader SCDC to attend on discussion on how 2 tiers of government can work better together; Bulletin provided for all

123.10 Junior School Ofsted report Chairman had written congratulating staff and governors on excellent report

123.11 Capital Grants SCDC asked for details of possible capital grant applications for next 2 years. Cllr Davies to respond

123.12 Fireworks Resident of Manor Park complained about displays other times than 5 November, with loud displays in Histon 11 November. Agreed to bring up with Police next time attended

7 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

124 Minutes 11 October copied for all. Meeting held 8 November. AGM due 6 December. Chairman urged all Councillors to attend

8 PLANNING COMMITTEE REPORT

125.1 Minutes 12 October and 2 November copied to all. Next meeting due 23 November.

125.2 Park & Ride Agreed to respond jointly with IPC, if appropriate, stating reasons for objection as discussed at HT&T meeting 8 November. Agreed to add comment Parish Council would not support transfer of Boot sale to site

125.3 Gypsy & Travellers Development Plan Document: Issues and Option Report 1 Cllr Jones working on response due in by 24 November and all Cllrs invited to contribute. Cllr Parish to discuss with Cllr Jones and ensure Cllrs Ruel, Rose and Mason consulted on submission **IMP**

With agreement of Council, Chairman brought forward item 13

13 PROPOSAL TO INVESTIGATE SETTING UP “WAYS OF WORKING TOGETHER LIAISON MEETING

126 Cty Cllr Jenkins explained meeting with Impington and Cottenham PC representatives had been arranged for 27 November, which he to Chair to discuss commonalities such as B1049. Cty Cllr Jenkins to confirm details of venue, attendees. Cty Cllr Jenkins left meeting. Chairman returned to agenda order

9 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT

127.1 Minutes 9 November copied for all. Next meeting 7 December

127.2 Traffic Surveys Cottenham PC had paid for traffic surveys and HT&T recommended through Committee minutes that Histon PC pay up to £2,000 (alone or shared with IPC if appropriate) for a survey in Histon/Impington. Committee members felt this information would be invaluable for use when meeting with CCC in future and would remain useful for many years to come. Prop Cllr Harris, sec Cllr Barrett, all in favour, to spend up to £2,000 for this purpose. Clerk advised budget would be vired from Legal budget and may well be a Sec 137 expenditure

127.3 Guided Bus Work had taken place rear of Pease Way. CCC had confirmed this was work by Network Rail, not Guided Bus team. Liaison Forum meeting due 15 November on Histon Station. Cllrs Parish and Mason to attend. Cllr Mason outlined concerns over structural issues **IMP/MJM**

10 ENVIRONMENT COMMITTEE REPORT

128.1 Minutes 30 October copied to all and accepted. No meeting due till February 2007

- 128.2 WI wood had been cleared by CCC; Playground Inspectors written report received and on file; dog bin at Home Close destroyed by van, all agreed to replace without insurance claim; Christmas lights now at office ready for erection in December

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11 OTHER MATTERS

- 129.1 a) Youth Advisory Body minutes 10 October, 7 November copied for all and accepted. Next meeting due 5 December
 129.2 Cllr Davies reported possible skatepark sites to be agenda item at Recreation Ground AGM 6 December
 130 c) Nomination of new representative for Police Liaison and election to Environment Committee Prop Cllr Parish, sec Cllr Rose, all in favour, for Cllr John Emmine to be co-opted onto Environment Committee and take on Police Liaison representative vacancy caused by resignation of Anne Muncey

12 EMPLOYMENT ISSUES

- 131 Agreed to take "In Committee" at the end of the meeting

14 FINANCE and ADMINISTRATION

- 132.1 To confirm payment of accounts Proposed Cllr Rose, sec Cllr Harris, all in favour:
Administration M7 **£1,033.95** £1,033.95
Barclaycard October (Tiscali, formula) **£15.99** + **£0.35**+ VAT £2.80 = £19.14
 132.2 To approve payment of outstanding accounts. Prop Cllr Rose, sec Cllr Harris, all in favour:
Moore Stephens Annual audit **£1,320** (£1250 plus £70 for extra work) + VAT £231 = £1,551.00
D W Payne Hosting of "hisimp" for 1 year (for formula) **£34** + VAT £5.95 = £39.95
Danwood Group Limited Meter reading photocopier (for formula) **£42.46** + VAT £7.43 = £49.89
ESPO 3 invoices: Office requirements **£6.78** + VAT £1.19 = £7.97 (all formula); Office requirements **£26.98**
 + VAT £4.72 = £31.70 (all formula); Office requirements and pavilion requirements **£70.74** + VAT £12.39
 = £83.13 (£14.89 to be reimbursed from Rec Ground, rest on formula) = £104.50 + VAT £18.30 £122.80
Metalrax Limited Office racking (on formula) including freight **£421** + VAT £73.68 = £494.68
Site & Maintenance Services Fix notices at parish office including concrete in posts (on formula) **£94**
 + VAT £16.45 = £110.45
Buchans Landscaping and Grounds Maintenance Grass cut No 9 and weedspray War Memorial **£125** + VAT
 £21.88 = £146.88
R Hovells Office cleans (formula) 4.10.06 and 18.10.06 **£40** £40.00
J P Webster Construction Limited Play Area tarmac path and apron **£875** + VAT £153.12 = £1,028.12
 Contractor to be contacted regarding posts re-set too low
Print Out Stationery and printing **£14** HPC only, **£46.36** Joint Standing Committee (for formula) +
 VAT £10.56 = £70.92
SCDC Trade Refuse quarterly charge **£110** + VAT £19.25 = £129.25
Royal British Legion Wreath under Section 137 payments **£16.50** + donation **£23.50** £40.00
 (Sec 137)
Petty Cash, imprest account, **£38.46** £38.46
 132.3 Paid in: Allotment rents £130; Impington PC quarterly expenses £166.49
 132.4 Impington PC Finance Committee had advised changes to their Asset Register on office furniture **Finance Comm**
 132.5 Clerks Report: Internal Auditor would be unable to continue next year – enquiries being made with other Parish
 Councils for suitable candidates; 2 allotment fees as yet unpaid; Racking now in place and archiving had commenced.
 Clerks to purchase new telephone/fax machine and letter box for office; Powergen continued to estimate electricity
 readings, currently showing as £286.06 in credit; Christmas lights to be erected 2 December, weather permitting,
 dismantled after 3 January. Cost provided by Jaggard Electricals £340 for erecting and dismantling, plus cost of any
 replacement bulbs or additional electrical work required; Following request from Histon PC (via HT&T) for
 information regarding Guided Bus to be put up on web, Denis Payne had renewed his request for help from Histon PC
 with managing the site; BM Pest Control visited and reported 13 November; SCDC had not been emptying dog bin in
 Home Close, Cllr Taylor checking state of bin and liaising with clerk/SCDC **VAT**
 132.6 Certificate of audit copied to all. No comments from Moore Stephens. Audit fee high due to turnover during the year
 resulting from PWLB loan
 132.7 Finance Committee minutes 6 November copied for all. Cllrs noted discussion on reserve levels
 132.8 Cost Duplication Report . Finance Committee had prepared a report for consideration by Council. No Councillor had
 amendments, additions or alterations to make. Cllr Mason spoke in favour of looking at a better way of carrying out
 the administration of the Council and hoped Impington PC would consider the report and perhaps add comments. Full
 discussion followed and Cllr Parish advised he had spoken informally with Cllr Payne of Impington PC when it had
 been suggested that "Ways of Working Together" Working Group could be used to consider the report and any
 resulting agreed actions. Cllr Davies felt if this were to happen, it should be reformatted as a properly formed
 Committee, the membership should be broadened and meetings properly clerked, with agreed actions and

set timescales. Key dates coming up in the Councils' calendars were raised and some of the more positive changes in the Councils working together in the last decade highlighted. In answer to questions about the amount of savings possible if the two Councils were to merge, it was pointed out that the report should be treated more as an acceptance of the philosophy, the principle of saving costs and time and functioning more efficiently that was the issue for debate

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rather than the amount which could be saved. It had to be accepted in principle that if the merger route was not to be taken in the near future, then extra staff and/or staff hours would be required at a cost to both Councils and therefore residents. Following debate on the next step forward, proposed Cllr Parish, seconded Cllr Rose that "the report be submitted to Impington PC as it stands, advising them that Histon Finance Committee had carried out some work on potential savings that could be made, and asking Impington PC to consider the contents and respond back to Histon PC if see merit in discussing the issues raised further" All in favour and agreed

15 DATE & PLACE OF NEXT MEETING

133 Monday 11th December 2006 at 7.30 p.m. at St Audrey's Community Centre, St Audrey's Close, Histon

This part of the meeting closed at 9.30 p.m. Under standing order 67, in view of the confidential nature of business about to be transacted, any public, County and District Councillors were asked to leave. Clerk was invited to remain