

HISTON PARISH COUNCIL**Unconfirmed minutes**

Minutes of meeting held St Audreys Community Centre, St Audreys Close, Histon, Monday 12 March 2007 at 7.30 p.m.

Present:

Councillors: I M Parish (Chairman), M P Barrett, M C Cleaver, N S Davies (also District),

A J Eade, J P Emmines, I A Levitt, M J Mason (also District), F J Munnely, M J Ruel, C A Rose, V A Taylor

Clerk: Mrs A J Young Dist Cllr J Chatfield; 3 members of public (Mr C Foster co-opted during meeting)

Power Action**1 APOLOGIES FOR ABSENCE**

187 Cty Cllrs Jenkins and Bradney; Cllrs Jones and Wynn were absent

2 MEMBERS' DECLARATIONS OF INTERESTS

188 None

3 OPEN SESSION FOR THE PUBLIC

189.1 Chairman suspended standing orders with agreement of Council and invited residents to address Council

189.2 Mr Cedric Foster, Clay Street and Mrs Sarah Barnes, Cottenham Road highlighted problems seen at Excelcare site in Clay Street during construction, with litter, verge damage, noise and disturbance and planning issues. Issues included:

- Landscaping – residents requested Parish Council support in replacement and ensuring remaining trees ringfenced at front of site – PC had passed to Frances Fry at SCDC
- Verge and highways reinstatement – PC support requested – passed to Matt Pickering at CCC
- Windows overlooking No 22 Cottenham Road – request for landscaping screening improvements – passed to Frances Fry at SCDC/Matt Pickering CCC
- Plant room near to 22 Cottenham Road – concern over noise/bins/chimney – passed to Frances Fry at SCDC

Parish Council confirmed a meeting sought with owners, to which Mr Foster, Mrs Barnes and another resident in touch with them would be invited. Chairman suggested a report be made on issues of concern arising during construction on this site for forwarding to District Council in relation to future such developments
Standing orders re-instated

4 MINUTES OF MEETING HELD ON 12 FEBRUARY 2007

190 Prop Cllr Rose, sec Cllr Eade, all in favour, approved and signed. Also "In Committee" minutes

5 MATTERS ARISING FROM PREVIOUS MINUTES

191.1 Item 174.3 B1049 speeding HT&T Committee had discussed. Police had attended site to ascertain problem, no-one had crossed inappropriately

191.2 Item 174.4 Church Street Chairman had contacted County Council; Dist Cllr Chatfield had contacted Stagecoach. County Council re-iterated funding difficulties stopping any additional signs at present. Road markings to be carried out when maintenance work next undertaken in the area. Stagecoach had contacted Cllr Chatfield advising matter was under investigation. Both properties had again been hit by buses and press coverage recently given. Cllr Parish suggested site meeting with Managing Director of Stagecoach be arranged **IMP**

191.3 Item 176.4 Police Reports Forwarded to all when received. Neighbourhood Panel meeting due 7 March. Cllr Mason reported action areas had been re-prioritised, including criminal damage in Histon and Impington!

191.4 Item 177.3 CALC District Association meeting 1 March Report from Cllr Mason. New Board arrangement and communication discussed on agenda

191.5 Item 182.2 Gatehouse Road Emails/photos covering closure held on file, recent press coverage of temporary closure. Traders had reported loss of business. Discussion on level of communications from County Council. Cllr Parish suggested a Traders Forum meeting regularly may be appropriate, to bring up at next Cross-Council meeting. Cllr Mason advised he was taking the communication matter up as a personal and formal complaint, with particular reference to damage to trees. Cllr Mason would contact Cty Cllr Jenkins regarding role of the AJC and draft a complaint to County Council, copied first to Dist Cllrs and Chairman for input

6 CO OPTION

192 Following resignation of Mrs Harris, 2 residents had applied for co-option to Parish Council, Mr C Foster and Mr R Plumley. With agreement of Council, Chairman suspended standing orders to allow applicants to speak to members. Following ballot, resulting in 9 votes for Mr Foster and 3 for Mr Plumley, Mr Foster was duly co-opted and signed Declaration of Acceptance. Register of Interests to be completed within 28 days. Council thanked Mr Plumley and undertook to contact him should another vacancy arise before the elections due May 2008.

7 RECENT CORRESPONDENCE

193.1 Circulating Files. Report from Cllr Wynn outstanding. File available on request

Power Action

193.2 County Councillor reports copied as received

193.3 SCDC "Cambridge Dial a Ride" promotional material; Elections notice; Housing Survey details 2007

193.4 Communities and Local Government – Revised model code of conduct for local authority members. Received via CALC to cover all local authority members, not just Parish Councils. Consultation date expired 9 March but Chairman went through proposed changes in Code, including confidential information disclosure; behaviour; personal and prejudicial interests. Copy available from Parish Office on request. Cllr Mason expressed personal disappointment that publishing procedures had not been amended but welcomed suggested amendments

193.6 Post office Network Closure Review consultation ended 8 March

193.7 Public Consultation – list of dates to assist plan making

193.8 Cambs ACRE Service User Survey received

8 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

194.1 Minutes 24 January copied to all. Further meeting due 21 March. Cllrs Davies and Cleaver outlined plans for new activities on the Recreation Ground; discussions on holiday and sickness cover for clerk and other staff; verti-draining work in progress; discussions on drainage at Histon Football Club

194.2 Confirmation of amount Histon Parish Council to borrow under PWLB scheme, proposed at £40,000, for drawdown before 31 March 2007. Paper copied for all. Cllr Davies advised potential additional £6,000 VAT liability. Meeting with VAT expert due 19 March. Prop Cllr Mason, sec Cllr Munnelly, all agreed it be confirmed Histon PC draw whole £40,000 over up to 25 years from PWLB, with Impington PC to pay percentage as per agreement in place

9 PLANNING COMMITTEE REPORT

195.1 Minutes 8 and 22 February and 8 March copied to all and accepted. Next meeting due 29 March

195.2 Council noted joint response with Impington PC on NIAB David Wilson Homes application, copied for all on email

10 ENVIRONMENT COMMITTEE REPORT

196.1 Minutes 26 February copied to all and accepted. Noted quote for War Memorial and Sec 52 land maintenance had been accepted at £385; Feast Fair hire dates, excluding Sunday opening as per 3 year agreement; volunteer Brook clearance dates; Yesteryear Fun Run 22 April

196.2 Rats on Green Agreed to contact Bruce Marks regarding further baiting work required. New signs discouraging feeding of ducks to be erected

196.3 War Memorial Committee re-iterated discussions at meeting. Confirmed quotes to be obtained for lettering. Discussion on possible public subscription via the Histon & Impington Crier

196.4 Play Area Rospa inspection to take place April 2007; Playground Inspectors provided report 4 March, requirements for repairs/replacement to gate and fencing noted and agreed

196.5 Brook Clearance due 18 March. Risk Assessment forms provided by Cllr Emmines for use, together with HSE guidance note for Leptospirosis.

196.6 Other correspondence and reports LAF (Local Access Forum) meeting dates March – November 2007; Wildlife Trusts "Willow" leaflet; received copy letter from resident Home Close to Premier Brands UK regarding clearance of undergrowth and repair to fence (agreed to write endorsing comments); Histon Feast Parade, letter from Jt Chair outlining new route and float start at Clay Street (Cllr Davies declared personal interest Treasurer of Feast). Discussions on issues faced by Committee this year following introduction of traffic management plans and risk assessments, and substantial challenges faced

196.7 Graffiti Removal Service Anti Social Behaviour caseworker South Cambs Crime & Disorder Reduction Partnership supplied disclaimer Indemnity for signature by Parish Council. Chairman and Clerk to investigate and sign if felt appropriate

IMP/Clerk

196.8 Village Green Booking agreed stall Opportunity Group 19 May

196.9 Risk Assessments Cllr Emmines had signed off all forms following review carried out in February 2007. Agreed next review June

June agenda

11 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT

197.1 Minutes 15 February copied to all and accepted. Noted agreement to purchase salt bin

LGA 1980 ss43 50

197.2 Guided Bus Cllr Parish unable to attend official opening ceremony. CCC meetings continued to be held and attended by Parish Councillors. All minutes held on file. Cllrs Mason and Cleaver reported on items raised regarding light sequencing at Gatehouse Road crossing. Next meeting 21 March covering junction Histon to Cambridge and cycling

197.3 Traffic Calming Bollard design. Agreed to organise meeting between Histon and Impington Parish Council representatives and David Brace CCC. Cllr Parish to attend

IMP

197.4 Somerset Road Resident had requested white plastic bollards outside property to prevent damage to verge. Agreed to request rules on such installation from CCC before any discussion on whether Parish Council supported such request

197.5 Safer Routes to School Simon Leher had left CCC and been replaced by Matthew Grout. Email correspondence with Cllrs Parish and Mason reported

197.6 A14 Widening Joint letter with Impington PC sent to Highways Agency

Power Action

12 OTHER MATTERS

198.1 a) Youth Advisory Body No minutes available. Meeting held March. Cllr Davies reported Youth Worker on maternity leave from end of May and current thoughts on possible re-evaluation of the role

198.2 Skatepark Council asked if idea of skatepark to be referred to Recreation Ground Committee in June, early information paper outlining proposals crucial for proper consideration. Cllr Davies confirmed advice on lease sought from King & Co

199 b) Poorland Charity Cllrs Ruel and Parish updated Council on new scheme now in place and meetings held. Impington PC now represented (Cllr J Teague)

200 c) Arrangements for Annual Parish Meeting / Annual General Meeting Agreed to hold both meetings 14 May. Any suggestions for speaker to Clerk by end of March for consideration by Chairman/Clerk

201 d) Notification of Committee Agendas to Public Chairman raised issue of current practice of publishing all Committee agendas on Parish office Notice Board, with Full Council and Planning on website and Full Council only on public noticeboards. Following lengthy discussion, agreed to continue to publish Full Council and Planning on website, together with a list of committee dates monthly, together with statement that agendas for these meetings would be available 3 days before each meeting date from the parish office

13 FINANCE and ADMINISTRATION

202.1 To confirm payment of accounts Proposed Cllr Mason, sec Cllr Davies, all in favour:

Administration M11 £1,033.95	£1,033.95
Barclaycard 2 payments Tiscali (2.1.07 and 30.1.07) on formula £32.68 + VAT £5.60 =	£38.24

202.2 To approve payment of outstanding accounts Proposed Cllr Mason, sec Cllr Davies, all in favour:

Norman Unwin Allotment work £70 To be split with plottolders where possible	£70.00
Danwood Group Ltd Meter reading (for formula) £8.43 + VAT £1.48 =	£9.91
Print Out Copying Joint standing £3.72 HPC £14.00 + VAT £3.10=	£20.82
Site & Maintenance Services Emergency work roundabout £329.25 + VAT £57.61 =	
Site & Maintenance Services Emergency work Seat opposite the Co Op £60 + VAT £10.50	£457.36
Roger Hovells Cleaning office December, January, February (for formula) £95	£95.00
CPRE Subscription (proposed Cllr Mason, sec Cllr Davies) £27	£27.00
BT plc Phone bill (for formula) £105.71 + VAT £18.50	£124.27
Petty Cash , imprest account £22.44	£22.44

202.3 Paid in: Recreation Ground re-imburement for stationery on Barclaycard payment £35.84

202.4 VAT Workshop Agreed to attend (2 delegates for £30)

202.5 Audit Commission proposal to extend appointment of Moore Stephens for a year

202.6 Internal Auditor New Internal Auditor required for 2007 – 2008. Advertisement suggested

202.7 Clerks Report Problems with broken glass (wine bottles) at play area 26 January and 6 February (beer bottles); Rats seen near to litter bin; Railings at Manorial Waste, School Hill, damaged by car 2.30 a.m. Sunday 28th January. No identification of car to date, Site & Maintenance to clear as an emergency; Resident of Youngman Avenue complained about dog waste (bagged) hurled into trees and hedges along Glebe Way, asking Council to consider a dog bin at the top of Cottenham Road; reported vandalised roundabout on The Green 13 February (3 pieces wood broken). Site and Maintenance made safe with netting, S&M to order 3 new boards and fit as soon as possible; 15 February S&M phoned to say youths had removed all steel posts and netting from roundabout previous night. 6 more steel posts used to secure; 3 March – Cllr Wynn phoned to advise seat at Co Op corner on the Green had been hit by lorry. Witness had provided registration number. S&M asked to make safe as emergency work; Final (half yearly) internal audit due 22 March, with end of year internal audit due in May

14/15 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS

203.1 **Tuesday 10th April 2007** at 7.30 p.m. at Recreation Ground Centre, Impington

203.2 Dates for forthcoming Committee meetings noted

This part of the meeting closed at 10.05 p.m. Under standing order 67, in view of the confidential nature of business about to be transacted, any public were asked to leave. Clerk was invited to remain