

HISTON PARISH COUNCIL**Annual Parish Meeting****Unconfirmed minutes**

Minutes of the meeting held at St Audreys Community Centre, St Audreys Close, on Monday 14 May 2007 7.00 p.m.

Present:

Councillors: I M Parish (Chairman), M P Barrett, M C Cleaver, N S Davies (also District), J P Emmines, C L Jones, I A Levitt, M J Mason (also District), F J Munnelly, C A Rose, V A Taylor, R K Wynn

Clerk: A J Young

4 members of the public

Dist Cllr J P Chatfield; Cty Cllr D J Jenkins (in part)

1 Welcome by the Chairman

16 The Chairman welcomed all to the 113th Annual Parish Meeting

2 Apologies for Absence

17 Councillors Alan Eade, Malcolm Ruel, Cedric Foster. Cty Cllr M Bradney. Impington PC Chairman Denis Payne

3 Minutes of the Annual Parish Meeting held on 8 May 2006 and Matters Arising

18 All in agreement to accept Minutes as a true record. No matters arising

4 Chairman's Report of the Year to March 2007

19 The Chairman's report was given by Cllr I M Parish and is attached as Appendix 1 to these Minutes.

5 Presentation of Accounts 2006 – 07

20 An unaudited summary of accounts for the previous year had been provided to all showing a balance brought forward of £68,833 and carried forward of £75,914. Confirmation the Precept request for 2007-2008 was £120,000. All in favour Chairman's report and accounts be accepted

6 Open Forum

- 21.1 Mr Richard Ackroyd, Somerset Road expressed disappointment at County Council contractor work on cutting of verges, footpaths maintenance, weeds in kerb in Manor Park/Somerset Road area. Agreed to contact County Council and pass on comments and ensure area is added to Parish Council walkabout with County officer
- 21.2 Mrs Barbara Turner, St Audreys Close commented on trees overhanging footpath at Somerset Road. Agreed to advise County Council. Mrs Turner also raised ongoing issue at SCDC with promised removal of crown of hedgerow oak tree in Manor Park verge at pedestrian entrance to St Audreys Close. Agreed to pursue through the District Councillors
- 21.3 All residents present raised issue of flytipping, particularly on the Drift Road. New leaflet on reporting flytipping to SCDC provided to residents but agreed to also advise County Council of the problem on their land
- 21.4 Mike Mason raised issues from Chairman's report. Recent planning application at Kay Hitch Way had been granted at SCDC despite efforts to convene a meeting with Anglian Water to discuss problems in the villages of Histon and Impington with sewer surcharge in heavy rainfall. Mike Mason agreed to keep Parish Council advised of ways of assisting compiling a formal complaint against Anglian Water. Excelcare, Clay Street. Mike Mason was disappointed a site survey had not been completed. Max Parish confirmed he had spoken with Enforcement Officer at South Cambs who stated enforcement action would be taken if required
- 21.5 Jonathan Chatfield reported on problems residents faced at rear of site 11-17 Greenleas regarding broken fencing. Site foreman had become involved with this matter.

There being no further matters raised, this part of the meeting was closed at 7.45pm

HISTON PARISH COUNCIL**Unconfirmed minutes**

Minutes of Annual General Meeting held St Audreys Community Centre, St Audreys Close, Monday 14 May 2007, immediately following Histon Annual Parish Meeting, at 7.45 p.m.

Present:

Councillors: I M Parish (Chairman), M P Barrett, M C Cleaver, N S Davies (also District), J P Emmines, C L Jones, I A Levitt, M J Mason (also District), F J Munnely, C A Rose, V A Taylor, R K Wynn

Clerk: A J Young

4 members of the public

Dist Cllr J P Chatfield; Cty Cllr D J Jenkins (in part)

The Chairman reminded all that standing orders were in place for the AGM

Power Action

1 APOLOGIES FOR ABSENCE

- 22 Cllrs A J Eade (illness), M J Ruel (personal), C J Foster (personal). Cty Cllr M Bradney. Impington PC Chairman Denis Payne

2 MEMBERS' DECLARATIONS OF INTERESTS

- 23 None. All Councillors to check and initial their entry in the Register of Interests or submit amendments within the next 28 days. **All Councillors**

3 ELECTION OF CHAIRMAN

- 24 Prop Cllr Mason, sec Cllr Wynn, all in favour, that Cllr Parish be elected Chairman. No other nomination and AGREED. Declaration of Acceptance of Office (Chairman) signed by Cllr Parish.

4 ELECTION OF PROPER OFFICERS AND COMMITTEES

- 25.1 All Councillors present indicated a willingness to continue if elected. Noted Cllr Mason had indicated he would no longer be serving as Chairman of the Environment Committee; Mr Nick Sloman would not be acting as Internal Auditor from June 2007 and a new IA would be sought; Cllr Levitt was to be cop-opted onto Legal & Property Committee, and 2 vacancies remained on Highways and Youth Committee.
- 25.2 Proposed Cllr Parish, seconded Cllr Cleaver, all in favour that Cllr Wynn be elected as Vice Chairman
- 25.3 Proposed Cllr Davies, seconded Cllr Mason, all in favour that the other officers and Committee members now listed be re-elected for the year 2007-2008
- Responsible Financial Officer Mrs A J Young; Internal Auditor New Internal Auditor to be employed by the Council; Environment Committee Cllrs Mason, Barrett, Taylor, Munnely, Eade, Emmines; Tree Warden Cllr A J Eade; Allotments Officer Cllr A J Eade; Footpaths Officer Cllr V Taylor; Childrens Playground Inspectors Cllrs M P Barrett and F J Munnely; Legal & Property Committee Cllrs Parish, Mason, Munnely, Levitt and Jones; Reps to Joint Standing Committee Cllrs Parish, Davies, and Barrett; Highways, Traffic & Transport Committee Cllrs Parish, Rose, Barrett and Jones; Youth Committee(advisory body) Cllr Davies; Planning Committee All Councillors would be members of the Planning Committee; Finance Committee Cllrs Parish, Davies, Rose and Mason; Employment Working Group Cllrs Cleaver and Jones

5 ELECTION OF REPRESENTATIVES TO VARIOUS COMMITTEES/BODIES

- 26.1 Noted Cllr Ruel was nominated representative to Early Years Centre (Nursery School); Mrs Harris to be approached to see if prepared to continue as Parish Council's representative to Day Centre and on Village Warden Link Group
- 26.2 With these amendments, prop Cllr Mason, sec Cllr Davies, all in favour, that all elected representatives as listed be confirmed: Nursery School School Governor. Cllr M J Ruel Infant School Governor. Vacancy; Trustees to Poor's Land Charity Cllrs Parish (as Chairman) and Ruel; Histon & Impington Recreation Ground Management Sub Committee. Cllrs Wynn, Munnely, Cleaver and Davies; Histon & Impington Recreation Ground Development Group Cllrs Davies and Munnely; Police Committee Representatives Cllr Emmines; IVC Liaison Cllr Jones; Representative to Day Centre Mrs P Harris; Representative to Community Minibus Cllr G B Waters (Impington PC jointly); Representatives to Mobile Warden Link Group Cllr Ruel and Mrs P Harris; Health & Safety Officer Cllr Emmines

6 MINUTES OF MEETING HELD ON 10 APRIL 2007

- 27 Proposed Cllr Rose, sec Cllr Barrett, all in favour, approved and signed. Also "In Committee" minutes, with "Agenda" to read "Agreement" item 15.2

7 MATTERS ARISING FROM PREVIOUS MINUTES

- 28.1 Item 5.1 Excelcare Matt Pickering had visited Parish Office and would contact Excelcare
Histon Parish Council

- 28.2 Item 5.2 Stagecoach meeting Response awaited, Cllr Chatfield would chase, Cllr Parish to attend **JPC/IMP**
Power Action
- 28.3 Item 5.3 Police Reports copied to all on email. PCSO Jackie Page had visited Parish Office. Inspector Ormerod confirmed safety audit meeting with St Audreys Close Warden/residents was to take place and report made on findings. Cllr Emmines to attend Police Panel meeting 16 May **JPE**
- 28.4 Item 5.6 Website Cllr Barrett now to post Minutes and agendas, news items and calendar dates. Agreed to ask Histon & Impington Crier for permanent reference to website on front of monthly publication
- 28.5 Item 6.5 Draft Housing Strategy With Cllr Parish **IMP**
- 28.6 Item 9.2 Narrow Close Matt Pickering had file and would report back. Next agenda **June agenda**
- 28.7 Item 9.4 Histon Feast Hire of Green to be taken as read.
- 28.8 Item 10.4 Safer Routes to School Reported to HT&T. Cllr Mason to attend meeting 7 June to look at bollard design for Village Green corner **MJM**
- 28.9 Item 11.2 Air Quality Consultation Cllr Mason had liaised with SCDC on response. Nothing yet in writing **MJM**
- 28.10 Item 11.4 Joint Parishes Detailed in Planning minutes. Potential further meeting with Mr Kratz planned. Discussion on concerns over processes and decision making arrangements

8 RECENT CORRESPONDENCE

- 29.1 Circulating Files. Available on request
- 29.2 Cambridge CVS Networks project details
- 29.3 Open Gardens up-date
- 29.4 CALC Bulletin for all; Details of First Liaison meeting with SCDC – 7 June 7.30 p.m. at Cambourne. 2 from each Council maximum; Training opportunities 2007; CPALC SCambs Area agenda 30 May; Website improvements flyer; New Code of Conduct flyer; Smoke Free legislation 1 July 2007; Quality Council funding
- 29.5 NALC Annual Conference details
- 29.6 Communities and Local Government Model Code of Conduct Order – For Legal & Property agenda. Standards Board correspondence **L&P Committee**
- 29.7 Zurich Municipal Annual Health & Safety Advisory Service – Seminar details to be copied to Cllr Emmines **JPE**
- 29.8 Histon FC Chairman had sent letter of congratulations on promotion
- 29.9 Premier Foods Response to letter re Barrel Field. Agreed to raise issue of flytipping in Histon & Impington Crier
- 29.10 Yesteryear Road Run Letter of thanks from organisers
- 29.11 Bonfires Clerk to ascertain legal position regarding bonfires in gardens following request from residents of Clay Street/Winders Lane area

9 ANNUAL REPORTS FROM COMMITTEES and REPRESENTATIVES

- 30.1 Appendix 1. To be read in conjunction with Chairman's report to APM. Any additional reports would be placed before Council on receipt
- 30.2 Environment Committee Cllr Mason wished to place on record thanks to all volunteers who helped with pruning the reeds on the Village Green recently. All wire and posts now removed. Agreed to plan for work annually

10 ANNUAL REPORTS FROM COUNTY COUNCILLORS

- 31.1 Cty Cllr Jenkins arrived. Council accepted 2 annual reports, 2 monthly reports from Cty Cllrs Bradney and Jenkins
- 31.2 Cty Cllr Jenkins outlined his future plans for work regarding development at Northstowe and traffic and public transport. Council congratulated Cllr Jenkins on becoming Leader of the Liberal Democrats at County, together with congratulations to Dist Cllr Chatfield on re-election as District Councillor for Histon and Impington
- 31.3 Cllr Parish asked Cty Cllr Jenkins to note items in his own report to the APM. Following questions, Cty Cllr Jenkins confirmed the cycleway over the A14 should be completed first quarter of this year; special needs provision at Infants School was getting his full attention currently

11 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 32.1 Minutes 21 March copied for all. Further meeting held 9 May. Next meeting due 20 June being Half Yearly meeting of Recreation Ground Committee. Special "In Committee" meeting due 16 May
- 32.2 Item 103.1 Cllr Emmines confirmed he had spoken with Cllr Lawton concerning Health & Safety issues
- 32.3 All Cllrs urged to attend important meeting 20 June and Cllr Parish again requested early sight of any paper to be presented on Skatepark provision
- 32.4 Cllr Munnelly reported on plans in place to write to Chivers regarding drainage issues
- 32.5 Snagging List Cllr Wynn reported works all in hand
- 32.6 VAT Cllr Davies reported on remaining concerns over VAT not fully claimable back

12 PLANNING COMMITTEE REPORT

- 33.1 Minutes 29 March, 12 April, 26 April copied to all and accepted. Minutes 10 May not yet available **IMP**

- 33.2 Cllrs Parish/Barrett reported on proposals put forward for affordable housing development in Cottenham Road, with planning application expected. Report prepared by Planning Committee on affordable housing to be circulated to all in minutes. Next Planning agenda item to consider supplying report also to Affordable Housing Manager at SCDC

Power Action

13 HIGHWAYS TRAFFIC & TRANSPORT COMMITTEE REPORT

- 34.1 No minutes yet available 3 May 2007 **IMP**
 34.2 Traffic Survey Cllrs Parish and Barrett reported on discussions held on sites (13) identified for inclusion, to be forwarded to Impington Parish Council for comment. No costings yet
 34.3 B1049 Cllr Mason reported on survey carried out on culvert under Water Lane. Video to be provided to Parish Council. Culvert had been added as “an asset potentially at risk” at a recent Drainage meeting attended by Cllr Mason

14 OTHER MATTERS

- 35 a) Youth Advisory Body No minutes received. Cllr Davies reported Youth Worker now on maternity leave, with (part) replacement now in place
 36 b) Feast Fair; Feast Market; Flower Festival Nothing further from Whyatts. Agreed to ask Impington Parish Council to organise joint stall at Feast Market 7 July. Suggestions for display:

- Elections – Cllr Parish
- Brook Scheme II – Cllr Mason
- Progress with Guided Bus – Cty Cllr Jenkins to provide visuals
- Allotments – Cllr Parish
- Offer to District and County Councillors for space in tent

Suggestions made for “Question Time for Parish Council Chairmen”. Clerk to draw up rota

- 37 c) Save Our Station Cty Cllr Jenkins outlined campaign and history of thought processes, including group letter to Cambridge Evening News, and object of providing a public utility. 1500 signatures so far to petitions, to be informally presented 15 May at County. Photo opportunity organised 26 May for all to show support
 38.1 d) SCDC Car Park HT&T Committee had discussed letter received from SCDC suggesting retention of the site by District Council and erection of “short term parking only” sign. All agreed to support this proposal
 38.2 Cllr Wynn outlined recent works carried out on entrance to car park and need for SCDC to apply for permission to new landowners to re-erect the height restriction barrier. SCDC had been advised of this fact
 39 e) Manorial Waste Railings and Litter Bin Cllr Mason/Clerk to meet Broxap 7 June to discuss replacement railings. Agreed to discuss and resolve design of replacement litter bin at Manorial Waste within Environment Committee

Environment Committee

15 FINANCE and ADMINISTRATION

- 40.1 To confirm payment of accounts Proposed Cllr Mason, sec Cllr Munnelly, all in favour:
Island Fire Protection Fire extinguisher tests (office on formula) **£50.90** + VAT £8.90 = £59.80
CALC VAT Workshop for 2 Clerks **£30** £30.00
Administration costs M1 **£1,042.86** £1,042.86
 40.2 To approve payment of outstanding accounts Proposed Cllr Mason, sec Cllr Munnelly, all in favour
BM Pest Solutions Ltd Rat Baiting visit 25.4.07 including new station **£30** + VAT £5.25 = £35.25
Roger Hovells Office clean (formula) **£40** £40.00
Print Out Stationery (photocopier out of order for February meeting) **£42.20** + VAT £7.39 = £49.59
Histon & Impington Recreation Ground Office insurance share 1.4.07-31.3.08 **£170.50** £170.50
CALC Local Council Review subscription **£13.50** £13.50
SCDC Trade Waste bin **£117.15** + VAT £20.50 = £137.65
Site & Maintenance Services Dog Bin fixing The Green **£60** + VAT £10.50 £70.50
Buchans Landscaping Grass cut 16 April 2007 **£85** + VAT £14.88 £99.88
Playsafety Limited Rospa report **£63** + VAT £11.03 £74.03
Danwood Group Limited Meter reading **£32.60** + VAT £5.71 £38.31
Petty Cash, imprest account **£22.62** £22.62
 40.3 c) Paid in: SCDC Precept £60,000; Powergen advise Council now £195.69 in credit (estimate); Invitation from EyeBee for membership £25 (free to registered charity). Agreed to refer to Friends of the Rec for interest
 40.4 Arrangements for Audit Audit advertised from 17 May. Inspection available in June. Internal Auditor due 31 May for final report. Audit due 1 July. Noted new aspect of Internal Audit required Council’s acceptance. Finance Committee agenda item June 2007 **Finance Committee**
 40.5 Clerk’s Report May. Appendix 2 attached. Clerk advised further cleaning of Children’s Play Area cost £200, as emergency work. Agreed to advise PCSO King of problems. Also noted shed burned at allotment site. Chairman reminded Cllrs Impington Parish Council AGM had speaker on “Keeping Cambridgeshire Moving” on 21 May and all Histon Councillors would be welcome to attend

16/17 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS

Histon Parish Council

41.1 Agreed next meeting Monday 11 June 2007 commencing at 7.30pm at St Audreys Community Centre, St Audreys Close, Histon.

41.2 Dates for forthcoming Committee meetings noted
Meeting closed 9.40 p.m.