

HISTON PARISH COUNCIL**Unconfirmed minutes**

Minutes of meeting held St Audreys Close Community Centre, St Audreys Close, Histon, Monday 11 June 2007 7.30 p.m.

Present:

Councillors: I M Parish (Chairman), R K Wynn (Vice Chairman), M C Cleaver, N S Davies (also District), J P Emmines, M J Mason (also District, in part), F J Munnelly, M J Ruel, V A Taylor Clerk: Mrs A J Young

Power Action**1 APOLOGIES FOR ABSENCE**

42.1 Cllrs Jones (work); Levitt (work); Eade (illness); Foster (personal), Barrett (holiday). Cty Cllrs Jenkins and Bradney; Dist Cllr Chatfield. Cllr Rose was absent

2 MEMBERS' DECLARATIONS OF INTERESTS

42.2 None

3 OPEN SESSION FOR THE PUBLIC

43 None present

4 MINUTES OF MEETING HELD ON 14 MAY 2007 (ANNUAL GENERAL MEETING)

44 Prop Cllr Cleaver, sec Cllr Emmines, all in favour, approved and signed.

5 MATTERS ARISING FROM PREVIOUS MINUTES

- 45.1 Item 23 All Councillors reminded to check entry in Register of Interest and submit amendments **All Cllrs**
- 45.2 Item 26.1 Mrs Harris would be pleased to continue as Council representative to both the Day Centre and on the Village Warden Link Group. Early Years Centre Cllr Ruel representative Governor at the EYC outlined "wrap around" services provided on site as well as Nursery School provision. He reported on an excellent OFSTED report received and all agreed to write congratulating the school
- 45.3 Item 28.1 Excelcare Site Cllr Parish reported on recent visits and emails concerning light pollution, noise, Building Regs, including note of complaint received from residents of Greenleas Sheltered Housing. District Council had been asked to put matter on Chairman's Delegation. Agreed to contact Matt Pickering (County) regarding re-instatement of pavement on opposite side of Clay Street
- 45.4 Item 28.3 Police Reports emailed to all as received. Cllr Emmines had attended Panel at Recreation Centre 16 May. Noted Sgt Burns was now assisting Insp Ormerod. Cllr Emmines reported on regular contact with the Police regarding anti social behaviour in Histon
- 45.5 Item 28.8 Safer Routes to School/Bollard design Report from Cllr Mason – no meeting had proved possible. Agreed to organise meeting with Broxap as soon as possible to identify suitable replacement railings for war memorial and bollards for Village Green. Clerk to write to Matthew Grout (County) for sight of plans for Junior school area **MJM**
- 45.6 Item 28.9 Air Quality Consultation SCDC Response to Impington PC comments, copied for information
- 45.7 Item 29.3 Open Gardens County had given permission for signs on verges. Agreed to write congratulating organisers on a highly successful event
- 45.8 Item 37 Save Our Station Photo call had taken place. Decision on petition awaited

6 MATTERS ARISING FROM ANNUAL PARISH MEETING

46 Items 21.1, 21.2, 21.3 Open Forum issues all followed up at County Council. District Cllrs to chase tree works at Manor Park/St Audreys

7 RECENT CORRESPONDENCE

- 47.1 Circulating Files. Available on request
- 47.2 County Councillor reports copied as received
- 47.3 Cambridge Water Co "Village Life Fund" awards. Agreed consider application for repairs/renovation to pump **MJM**
- 47.4 Kay Hitch Way Residents Association meetings – Cllr Emmines had agreed to attend meetings **JPE**
- 47.5 Cambridge Council for Voluntary Services Survey. Agreed no action
- 47.6 Community Minibus funding application pending. Agreed to provide letter of support

8 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 48.1 Meetings held 9 May and 16 May (In Committee". No minutes yet available. Next meeting due 20 June (In Committee, Recreation Ground Half Yearly, followed by Management Sub Committee)
- 48.2 Decision on proposals for skatepark to be discussed on 20 June. All Councillors encouraged to attend
- 48.3 Cllr Lawton had resigned from Impington PC and the Recreation ground, replaced by Cllr Brian Ing

9 PLANNING COMMITTEE REPORT

- 49.1 Minutes 10 May not yet completed. Minutes 24 May copied to all and accepted. Next meeting due 14 June
- 49.2 Proposed Low Cost Housing Policy 26 April 2007 copied to all. Proposed Cllr Mason, seconded Cllr Ruel, all in favour, to adopt as policy. Agreed to write to suggest a joint policy be considered with IPC and seek a mechanism for that to happen, perhaps via a Strategic Policy Body/forum. To be forwarded to SCDC Planning for information
- 49.3 24 Water Lane copy letter to SCDC regarding appeal procedures for 49 Station Road and adjacent properties (Strategic Land Partnership). Noted

10 ENVIRONMENT COMMITTEE REPORT

- 50.1 Minutes 17 May copied to all and accepted. Next meeting 27 September, meeting earlier to cover War Memorial only
- 50.2 defra Consultation on "Rights of Way" Responses due by 31 August. Cllr Mason to consider and report back **MJM**
- 50.3 SCDC Dog Bins Request made to empty 2 new bins in Histon
- 50.4 Stable Rent Request for information. All Councillors to note **All Cllrs**
- 50.5 Co-Op Seat Claim progressing
- 50.6 Trenching of Green Cllrs Munnelly and Mason drawing up plan/spec. Cllr Davies investigating funding possibilities through Awards4All. Cllr Mason highlighted on-going revenue costs relating to any capital scheme **MJM/FJM/NSD**
- 50.7 Home Close Agreed to offer seat identified through Gregory Steels (as at Cambridge Road, Impington) to Mr Woodhouse as memorial seat, including sum for fixing.
- 50.8 Allotments Stakes had been fixed and grass cut.
- 50.9 War Memorial Cllrs Parish and Mason to meet Barbara Clarke, Conservation Dept SCDC on site 13 June **IMP/MJM**

11 PARISH BOUNDARY REVIEW – Position of Histon Parish Council

- 51.1 SCDC had written regarding Parish Boundary Review and Review of Associated Electoral Arrangements relating to new development at Arbury Park, response required by 27 July. Impington PCllr Payne had provided up-date paper prepared for Impington PC's meeting 18 June to aid discussion. Following lengthy discussion on logics, financial implications for Histon PC, and reasons for the timing of the consultation, agreed to reach a Parish Council view, with all Councillors at liberty to make their own responses individually. Finally agreed Histon PC would broadly support recommendations made by Cllr Payne in his report (Appx 1) but noting that Histon PC would want to take a broader view and will prepare its own response. Cllr Parish to prepare response, including a view that SCDC should look now at the next stage of any review, to include City boundary issues and a long term view on joint Parish Councils **IMP**

12 OTHER MATTERS

- 52 a) Youth Advisory Body Minutes 30 April copied to all and accepted. Further meeting held 4 June. Cllr Davies reported on skatepark discussions. No firm proposals for replacement of youth worker during maternity leave
- 53 b) Narrow Lane No up-date. Clerk to chase Matt Pickering, County Council
- 54 c) Histon Feast Market Rota and displays being finalised. Clerk to chase Cty Cllr Jenkins on Guided Bus visuals; Cllr Munnelly to speak with Cllr Unwin regarding Recreation Ground display **FJM**
- 55 d) Highways Traffic & Transport Committee and other matters Minutes 3 May yet to be finalised. Next meeting due 28 June, Impington PC invited to all. Traffic survey progress; Histon Football Club traffic issues discussed
- 55.2 Noted suggestion by Cty Cllr Jenkins that a Transport Plan would be useful. Agreed to put item on agenda 28 June "Review of Joint Committee Status and proposals for the future" **HT&T Agenda June**
- 56 e) Guided Bus No further meetings held. Noted Cty Cllr Jenkins had organised meeting with interested parties and Histon FC
- 57 f) Joint Parishes Meeting up-date Cllr Parish outlined recent discussions with neighbouring Parish Council representatives. Proposed joint letter prepared and copied to all for acceptance. Proposed Cllr Parish, sec Cllr Ruel, all in favour, so long as no fundamental changes made in edit, to sign on behalf of Histon PC. Noted follow up meetings with MPs may be required. Agreed to add David Howarth MP to recipient list

13 FINANCE and ADMINISTRATION

- 58.1 To confirm payment of accounts Proposed Cllr Munnelly, sec Cllr Davies, all in favour:
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|---|-----------|
| Administration M2 £1109.46 | £1,109.46 |
| PWLB Freehold loan £1415.05 4 of 50 | £1,415.05 |
| PWLB Office loan £332.08 3 of 50 | £332.08 |
- 58.2 To approve payment of outstanding accounts Proposed Cllr Munnelly, sec Cllr Davies, all in favour:
- | | |
|--|----------------------------|
| Taylor Vinters Legal advice £339 + VAT £59.33 = | £398.33 |
| | LGA 1972 S112 / 111 |
| Age Concern Mobile Warden Scheme contribution £1,549 | £1,549.00 |
| Danwood Group Limited Meter reading (on formula) £57.40 + VAT £10.05 = | £67.45 |

	Impington Parish Council Burial Ground costs 2006 – 2007 £2,454.87	£2,454.87
	Roger Hovells Office clean (on formula) £40	£40.00
		<u>Power Action</u>
	Denis Payne Domain name Histon.net £8.89 + VAT £1.56 =	£10.45
	Site & Maintenance Services Dog Bin fabrication of posts, service and fix £150 Fit new bin outer on Green £38 + VAT £32.90 =	£220.90
	Site & Maintenance Services Emergency cleaning of play area £200 + VAT £35 =	£235.00
	Money Matters (St Ives) Ltd Internal audit 2 visits £73.50	£73.50
	Roger Hovells Bus shelter clean £17.50	£17.50
	Barclaycard Direct debit Tiscali £16.25 + VAT £2.89, Stationery £2.96 + VAT £0.52 =	£22.97
	Petty Cash , imprest account, None required	
58.3	Paid in: HM Customs & Excise VAT Refund 2006-07 £1,915.09. Correspondence: Powergen now confirm Council £213 in credit	
58.4	Finance Committee (Inquire) meeting 30 May. Notes only, with recommendations (Appx 2). Noted Insurance Review paper, to include request for a 9month policy to bring in line with financial year. Cost Duplications/Working Together draft letter suggesting a way forward copied to all. Agreed to send to Impington PC immediately. Noted Final Budgets 2007-08 now ratified. Chairman to set up Budgets/Journals on Quickbooks as soon as possible. IMP Noted Internal Audit report reviewed and post to be advertised. Noted Fidelity to be increased to £150,000. Noted Overtime payments for Clerks agreed to end of July, for review, as per precept budget.	
59	Formal acceptance by Council of Audit Statement and Accounts Chairman authorised to complete statement and to sign return on behalf of the Council. Proposed Cllr Parish, seconded Cllr Davies, all in favour, approving the accounts and accepting the Annual Governance Statement. Chairman thanked Clerks for work involved and all noted new requirement for review of effectiveness of Internal Audit and response made	
60	Clerk's Report Accepted, including: Litter picker has asked for new bin next to Bus Shelter on Manorial Waste – standard type as on Green to be ordered; New (from stock) outer case fitted to bin on Green; Attended CRC exhibition to look at proposals to relocate from Newmarket Road site – Health & Beauty; Car maintenance, Catering courses; Visit to office for introduction from new PCSO Jackie King; Both Clerks had been invited onto the new CCTV and Numberplate Identification Unit recently obtained by the Histon Police Sector and being used as part of Police training in the Parish Office car park. Unit can be “booked” by the Parish Council for specific problem areas or events in the village through Sgt Burns; Sgt Burns attended parish office to ask Council and Councillors to encourage anyone with information on recent murder enquiry in village to contact Crimestoppers on 0800 555 111 or Police on 0845 456 456 4; New calendar on website is kept up-to-date with Parish Council meetings	
61.1	Half Yearly Review of Donations 4 requests had been received from Vitalise; County Council “Big Wild Read”; Open Spaces Society and Victim Support. Budget of £100 available.	
61.2	Proposed Cllr Ruel, seconded Cllr Emmines, all in favour, that Histon Parish Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972 , should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:- “to donate £60 to CCC for the “Big Wild Read”. No other donations to be made. Next review December 2007, noting Royal British Legion wreath normally taken from donations budget although Chairman’s allowance also available	LGA 1972 S137

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

- 62.1 Agreed next meeting Monday 9 July. St Audreys Community Centre, St Audreys Close, Histon.
62.2 Dates for forthcoming Committee meetings noted

This part of the meeting closed at 10.15 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