

Clerk:
Mrs A J Young
Telephone/Fax:
01223 235906
E mail: clerk@hisimp.net

HISTON PARISH COUNCIL

PARISH OFFICE
NEW ROAD
IMPINGTON
CAMBRIDGE
CB24 9LU



6TH May 2008

To members of the Council:

You are hereby summoned to attend the **ANNUAL GENERAL MEETING** of **HISTON PARISH COUNCIL** at St Audreys Community Centre, St Audreys Close, Histon, on **MONDAY 12TH MAY 2008** immediately following the **Annual Parish Meeting** for the purpose of transacting the following business.

ANNUAL GENERAL MEETING – FULL COUNCIL AGENDA

Please Note: Minutes and supporting notes may only be supplied to Councillors. Available on request from Clerk

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| 1 | APOLOGIES FOR ABSENCE | |
| 2 | SIGNATURE OF ACCEPTANCE OF OFFICE FORMS and MEMBERS' DECLARATIONS OF INTEREST for items on the agenda | |
| 3 | ELECTION OF CHAIRMAN | For decision |
| 4 | CO OPTION OF 3 NEW COUNCILLORS and NEW RESIGNATION FROM COUNCIL | For decision |
| 5 | ELECTION OF PROPER OFFICERS and COMMITTEES | For decision |
| 6 | ELECTION OF REPRESENTATIVES TO VARIOUS BODIES | For decision |
| 7 | TO SIGN AND APPROVE MINUTES OF MEETING MONDAY 14 APRIL 2008 – minutes <u>attached</u> | For decision |
| 8 | MATTERS ARISING FROM PREVIOUS MINUTES (for information only) | |
| 9 | RECENT CORRESPONDENCE RECEIVED | |
| 10 | ANNUAL REPORTS FROM COMMITTEES and REPRESENTATIVES | To note |
| 11 | ANNUAL REPORTS FROM COUNTY COUNCILLORS - <u>attached</u> | To note |
| 12 | TO RECEIVE RECREATION GROUND MANAGEMENT COMMITTEE REPORT – Meeting held 9 April, next meeting due 21 May. Half Yearly Full Committee meeting due 18 June | To note Only |
| 13 | TO RECEIVE PLANNING COMMITTEE REPORT – Minutes <u>attached</u> 24 April Meeting due 8 May 2008 | To note |

14 TO CONSIDER OTHER MATTERS:

- (a) YOUTH ADVISORY BODY REPORT – minutes attached 3 March. Meeting due 1 May To note
- (b) FEAST FAIR (S Whyatts) and FEAST MARKET ARRANGEMENTS **For Decision**
- (c) GUIDED BUSWAY ISSUES
- (d) COMMUNITY CENTRE PROJECT GROUP – “In Committee” item

15 FINANCE AND ADMINISTRATION REPORTS

- a) To confirm payment of retrospective accounts
- b) To approve payment of outstanding accounts
- c) To report on amounts Paid In and Correspondence, no clerk’s report for May
- d) Arrangements for Audit
- e) Finance & Legal Committee – minutes attached 28 April 2008
- f) Acceptance of Risk Management Policy review
- g) Review of Effectiveness of Audit notes attached 1 May 2008 – proposed Cllr Davies “that Mr Ron Seaton be re-appointed for a further year and a letter of appointment setting out the scope, access arrangements and responsibilities in relation to fraud be forwarded to Mr Seaton”

**Some items
for decision**

For Decision

16 DATE AND PLACE OF NEXT MEETING: **Proposed MONDAY 9th JUNE 2008** St Audreys Community Centre, St Audreys Close, Histon 7.30 p.m.

17 DATES OF CONFIRMED COMMITTEE MEETINGS:

Wednesday 21 May - Recreation Ground Management Committee

Thursday 29 May - Planning Committee 7.30 p.m.

Thursday 5 June - Highways Traffic & Transport Committee 7.30 p.m.

Office will be closed to the public w/c 19 May for audit

Other meetings:

Wednesday 14 May - Guided Bus, venue TBC

Thursday 15 May – JAG meeting Cottenham VC 7.30 p.m.

Saturday 31 May – CPALC Assembly, Histon & Impington Recreation centre 9.30 a.m.

MAY 2008 ANNUAL GENERAL MEETING - AGENDA

Item 8 MATTERS ARISING

Item 4 Final signed minutes copied for all

Item 5.1 Station House Design Brief any up-date

Item 5.3 Bollards at Green Permission gained. Messrs. Munnely and Mason liaising with Site & Maintenance

Item 5.4 Burial Ground Committee discussions with Impington PC outstanding

Item 6.7 Police/Crime & Disorder – Cambs Police Authority independent members posts; Notes of panel 15 April forwarded to all; Introduction email from PCSOs received

Item 8.3 Tree removal up-date

Item 9.4 CCC Traffic Congestion report from Cllr Cleaver of meeting held 6 May 2008

Agenda items 14 “In Committee” All Employment/Pension matters deferred to June agenda

Item 9 RECENT CORRESPONDENCE

Circulating Files. Available on request

County Councillor reports (April)– take with agenda item 11

Energy Saving Trust involvement in “Village Green” encouraged – reply by 23 May

Water Cycle Strategy Stakeholder event 2 June

CPRE Agenda AGM 19 May Horningsea

SCDC Bulletins forwarded to all on email; Vacancy on Standards Committee – second request

CPALC Councillor Professional Development training – 3 stages June and July, £40 per stage, £105 for all 3 stages; Chairmans Professional Development training, 2 stages June, July, August, £45 per stage, £80 for both stages; Extraordinary General Meeting for proposed constitutional changes 31 May

Item 15 FINANCE

a) To confirm payment of accounts:

Administration costs M1 £1,195.21

J Hart admin cover £25

b) To approve payment of outstanding accounts:

NALC Local Council Review subscription £13.50

A Young office requirements £20

ESPO Office requirements (formula) £27.40 + VAT £4.80 = £32.20

Danwood Group Ltd Photocopier meter reading (formula) £17.49 + VAT £3.06 = £20.55

Roger Hovells Office cleaning (formula) £40

Site & Maintenance Services Replace white post on green (emergency) £45 + VAT £7.87 = £52.87

Impington Parish Council Burial Ground expenses 2007/08 – to be detailed 12 May

Petty Cash, imprest account

c) Paid in: SCDC Precept £67,000; Recreation ground Barclaycard reimbursement £41.12

E-On advise Council now £57.80 in credit (estimate)