

**HISTON PARISH COUNCIL****Unconfirmed minutes**

Minutes of meeting held at St Audreys Community Centre, St Audreys Close, Histon, Monday 14 July 2008 at 7.30 p.m.

**Present:**

Councillors: I M Parish (Chairman), M C Cleaver, N S Davies (also District), A J Eade, J P Emmine, C J Foster, J Hart, K Hemingway, C L Jones, I A Levitt, R S Plumbly, E W Stonham, D J Thurman

Clerk: Mrs A J Young Dist Cllr M J Mason

PCSOs Diana Neill and Barry Cleet; Mr J J Dover (co-opted during meeting). 1 member of the public

**Power Action****1 APOLOGIES FOR ABSENCE**

56 Cty Cllrs Jenkins and Bradney; Dist Cllr Chatfield

**2 MEMBERS' DECLARATIONS OF INTERESTS**

57 None

**3 OPEN SESSION FOR THE PUBLIC**

58 PCSOs for Histon and Impington attended and answered questions. They explained the limit of their powers and community purpose filled. Cllrs confirmed residents felt more confident since 2 PCSOs introduced for villages but expressed disappointment that PCSO Cleet to move on in August. Discussion followed on:

- 0845 456 456 4 – any reports to be made to this number, not via E Cops. Cllr Emmine outlined theft from allotment sheds in Gatehouse Road recently
  - Play Area on Green. Currently closed due to repeated vandalism. Possibility of sensor lighting. PCSOs confirmed alcohol and tobacco seized recently
  - Confirmed Fire Brigade reported incidents to local Police, e.g. fire in Homefield Park that day
  - Feast Committee Parade. Unfortunately no real Police presence. Idea for Police participation in future years
  - Under Sec 59, motorcycle used illegally on guided bus link to be seized
- PCSOs Neill and Cleet were thanked for attending and left the meeting

**4 MINUTES OF MEETING HELD ON 9 JUNE 2008**

59 Proposed Cllr Cleaver, sec Cllr Emmine, all in favour, approved and signed. Also "In Committee" minutes

**5 MATTERS ARISING FROM PREVIOUS MINUTES**

- 60.1 Item 41 "In Committee" minutes April to be supplied by Cllr Parish **IMP**
- 60.2 Item 42.5 Police recent reports; Crime & Disorder Survey 2008; Speeding & Traffic Summit details 22 September, 3 Cllrs to attend; South Cambs CDRP Conference details Wednesday 10 September
- 60.3 Item 42.7 Re-instatement The Green Resident had confirmed re-instatement to take place w/c 7.7.08
- 60.4 Item 49.4 Overnight Lorry Parking issues Formal ratification of comments to AJC given, asking for a blanket treatment for Histon and Impington. Issues over private roads discussed
- 60.5 Item 51.8 Open Gardens Letter of thanks for donation, noting need to retain funds in future years

**6 CO-OPTION TO COUNCIL**

- 61.1 2 vacancies remained on Council. Mr John Dover of The Green had applied. Prop Cllr Parish, sec Cllr Emmine, all in favour to co-opt onto Parish Council. Declaration of Acceptance of Office signed and Register of Interests to be completed and returned within 28 days
- 61.2 Final vacancy to be filled by co-option at September meeting **September agenda**

**7 TERMS OF REFERENCE**

62 Cllr Parish to produce final Terms of Reference for Committees, as agreed at each individual Committee **IMP**

**8 CHAIRMAN'S MONTHLY REPORT**

- 63 Copied to all (Appendix 1) and accepted. Discussion on:
- Cllr Davies reported on Junior School's plans to suggest laminated sign, as outlined
  - Cllr Mason reported on 2 JAG meetings attended on drainage and Sec 106 Northstowe

**9 RECENT CORRESPONDENCE**

- 64.1 Circulating Files. Available on request
- 64.2 County Councillor written reports attached
- 64.3 Feast Committee confirm £1900 raised at the Parade

- 64.4 Cambs County Council Post Office Closures in Cambridgeshire. Posters and advice from ACRE on consultation processes. Impington Post Office under threat of closure. All agreed to work with any others as necessary to try and save Impington Post Office

## 10 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 65.1 Minutes 28 May copied to all and accepted  
 65.2 Cllr Davies reported on meeting held 9 July  
 65.3 Employment Sub Group clarified that the Recreation ground Management Committee Employment representatives would "feed into" the main Body looking at employment issues. Succession planning discussed  
 65.4 Health & Safety meeting held 14 July, notes to be produced

## 11 PLANNING COMMITTEE REPORT

- 66 Minutes 12 June copied for all and accepted. No further meetings held. Next meeting 17 July

## 12 ENVIRONMENT COMMITTEE REPORT

- 67.1 Minutes 10 July copied for all and accepted  
 67.2 Trenching Works and Electricity Supply – The Green As recommended by Environment Committee, proposed Cllr Emmines, sec Cllr Eade, all in favour, and noting comments on quotations sought, to accept quote from Jaggards dated 2 May in sum of £5,830 (trenching £5040, electric works £790) and supply new festoon at £240. Jaggards to ensure a point to the centre of the Green included in specification  
 67.3 Play Area Closure Security fencing for roundabout on order, Cllrs Levitt and Emmines to erect. Agreed a recorded Risk Assessment essential once fenced and decision taken on whether safe to re-open grounds. Play Area to be inspected on daily basis until further notice. Some discussion on possible thinning or removal of hedge, but noting Conservation Area status. Environment Committee to consider next meeting **Environment Committee**  
 67.4 Parking on the Green Phoenix had responded and would remind customers not to park on Green. Environment Committee to consider further **Environment Committee**

## 13 RESOLUTION

- 68.1 Proposed Cllr N S Davies that: "Histon Parish Council should, in conjunction with Impington Parish Council, establish a group to initiate a consultation exercise with representatives from as many sections of the community; village groups and village residents, as possible, on **the desirability and need for a community centre to serve Histon and Impington.** The Group shall be able to co-opt non council members with a view to producing a report for the Parish Councils by the end of November 2008. The Council agrees that an amount of up to £2,500 may be spent on the consultation"
- 68.2 Cllr Davies outlined informal meeting held 23 June and further informal meeting due 16 July. it was felt any consultation would not be mutually exclusive from a possible Parish Plan. Some discussion on amount stated and wording led to Cllr Davies withdrawing the resolution and replacing with "**Histon Parish Council should, in conjunction with Impington Parish Council, establish a group to initiate a strategic review and consultation with representatives from as many sections of the community, village groups and village residents as possible, on the existing provision and future needs of community services and facilities within Histon and Impington. The Group shall be able to co-opt non council members with a view to producing a report for the Parish Councils by the end of November 2008. The Council agrees that an amount of up to £2,500 may be spent on the consultation**" Seconded Cllr Thurman, all in favour **LGA 1972 Sec 144**

## 14 OTHER MATTERS

- 69.1 a) Youth Advisory Body Minutes 2 June copied to all and accepted. Connections Bus Project had offered summer holiday dates. Not required  
 69.2 b) Guided Bus Issues Dist Cllr Mason outlined problems with dust and noise and temporary closures of access roads  
 69.3 In terms of SCDC business, Dist Cllr Mason reported the District Council were to formally propose formation of a new parish at Arbury Park (Orchard Park Community Council) at a meeting due 17 July, election timetable not yet known. Consultation document due on proposal to introduce 4 yearly elections at South Cambs  
 69.4 c) BT Consultation on Phone Box Closures – responses by 6 September. All agreed to delegate response to Cllr Parish, requesting retention of the payphone **IMP**  
 69.5 d) Feast Market Items raised by residents to be considered at individual Committees. Listed in monthly Crier  
 69.6 e) Chairman's meeting 17 June Notes copied for all. Merger Cllr Parish agreed to make a report, with a view to holding an informal meeting to discuss before coming to Full Council. All previous papers to new Cllrs for information Bylaws Clarified the new model would not involve going through Parliament. Further meting due 30 September **IMP**  
 69.7 f) Parish Plan Cllr Eade was not able to continue as Histon Parish Council's representative in early discussion. All agreed Cllr Hemingway to take on the role

**15 FINANCE and ADMINISTRATION**

- 70.1 To confirm payment of accounts Prop Cllr Davies, sec Cllr Levitt, all in favour:
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|--|-----------|
| <b>Open Gardens</b> Donation <b>£50</b>  | £50.00    |
| <b>Cambs County Council</b> Team Read Donation <b>£75</b>  | £75.00    |
| <b>BT plc</b> Phone bill (formula) <b>£82.74</b> + VAT £13.69 =  | £96.43    |
| <b>Administration M3</b> <b>£1,486.59</b>  | £1,486.59 |
| <b>Barclaycard</b> April £60.61 (Tiscali <b>£16.34</b> + VAT £2.80) (Recreation Ground, re-imbursed <b>£41.12</b> + VAT £.35p) May <b>£16.34</b> + VAT £2.80 Tiscali = £19.14 June <b>£16.34</b> + VAT £2.80 Tiscali = | £19.14    |
- 70.2 To approve payment of outstanding accounts Prop Cllr Davies, sec Cllr Levitt, all in favour:
- |   |         |
|---|---------|
| <b>Cambridgeshire County Training Partnership</b> 3 Stage 2 Development <b>£120</b>   | £120.00 |
| <b>Cambridgeshire County Training Partnership</b> 2 Stage 1 Development <b>£80</b>  | £80.00  |
| <b>Buchans Landscapes</b> Grass cuts June <b>£85</b> + VAT £14.88 =   | £99.88  |
| <b>Site &amp; Maintenance Services</b> Play Area on The Green, make safe roundabout (twice) and clear broken glass, remove 2 bikes <b>£105</b> + VAT £18.37 = | £123.37 |
| <b>Site &amp; Maintenance Services</b> Adjustment to office lock <b>£10</b> + VAT £1.75 =   | £11.75  |
| <b>Roger Hovells</b> 2 office cleans (formula) <b>£40</b>   | £40.00  |
| <b>Roger Hovells</b> Bus shelter clean <b>£17.50</b>  | £17.50  |
| <b>Denis Payne</b> Domain costs (formula) <b>£10.45</b>   | £10.45  |
| <b>South Cambridgeshire District Council</b> Uncontested election costs <b>£150</b>   | £150.00 |
| <b>Danwood Financial Services Limited</b> Rental August – November 2008 (formula) <b>£66.09</b> + VAT £11.57 = £77.66   |         |
| <b>Print Out</b> Paper <b>£28</b> + VAT £4.90 =   | £32.90  |
| <b>Site &amp; Maintenance</b> Roundabout make safe <b>£50</b> + VAT £8.75 =   | £58.75  |
| <b>Adam Scott</b> First instalment Maintenance War Memorial and Sec 52 <b>£205</b>  | £205.00 |
| <b>SCDC</b> Trade waste, annual charge <b>£490.66</b> + VAT £85.87 =  | £576.53 |
| <b>Petty Cash</b> , imprest account <b>£22.50</b>   | £22.50  |
- 70.3 Paid in: Whyatts hire of Green £232; Sale of screen £25; Zurich Insurance claim (railings) £1,760; VAT Refund 2007-08 £2,817.51
- 70.4 Clerk's report Copied to all and accepted (Appendix 2)

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

- 71 Agreed next meeting Monday 8 September 2008, at St Audreys Community Centre, St Audreys Close, Histon. Any urgent item to go to Planning Committee in August
- 72 Dates for forthcoming Committee meetings noted.

This part of the meeting closed at 9.25p.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