

MINUTES OF ANNUAL PARISH MEETING OF IMPINGTON PARISH COUNCIL HELD MONDAY 18 MAY 2009 7.00 p.m. at ST ANDREW'S CHURCH HALL, BURGOYNES ROAD, IMPINGTON

PRESENT: Chairman Cllr D W Payne, H S Abdullah, I S Cooper, M V Cope, B S Ing, P J Nudds, G S Payne, A Turnbull; Dist Cllrs N S Davies, J P Chatfield, M J Mason; Cty Cllr D J Jenkins

3 Members of the public

Mrs A Young Clerk

1 WELCOME BY THE CHAIRMAN

23 The Chairman welcomed all present to the 115th Annual Parish Meeting of Impington Parish

2 APOLOGIES

24 Vanessa Kelly, Matt Bradney, Robert Campbell, Lynda Marsh

3 MINUTES OF THE ANNUAL PARISH MEETING HELD 19 MAY 2008 and MATTERS ARISING

25.1 The Minutes had been copied to all prior to the meeting and all were AGREED to sign as a true record.

25.2 No Matters Arising

4 CHAIRMAN'S REPORT TO MARCH 2009

26 The Chairman's report was given by Cllr D W Payne and is attached as Appendix 1 to these Minutes. It would also be available on the website www.impington.net and at the Histon library or parish office.

5 PRESENTATION OF ACCOUNTS 2008 – 2009

27 An unaudited summary of accounts for the previous year had been provided to all showing a balance brought forward of £134,130 and carried forward of £152,373. Clarification given on Buy It 4 Web income, being commission on web links via the Parish website. All in favour, that the Chairman's report and the accounts be accepted

6 OPEN FORUM

28.1 Ms K Smith of Woodcock Close commented on the need to up-date play areas in the village(s) and highlighted opportunities with the Pathfinder grant scheme. Neil Davies was able to confirm that a workshop had been attended by members of the Parish Councils and a scheme was being put together for the site at the recreation ground. He outlined the process and the importance of proper consultation. Timescales were tight for the application to the scheme, and other funders were being investigated. Discussion followed on the short supply of play areas for villages the size of Histon and Impington, and comparative provision elsewhere. He hoped that a project at the recreation ground would kickstart other improvements within Impington and Histon

28.2 Mrs D Mungovan of Lone Tree Avenue suggested that the Parish Council be asked to write in support of a noise barrier for Impington, in the light of the provision in Milton for the Travellers site. She pointed out that Impington were the only settlement resting level with the road, with Milton being below and Girton above the road level. Following some discussion on Air Quality and pollution issues, South Cambridgeshire District Council and Cambs County Council involvement, and clarification on funding direct from Government for the Travellers site, the request was noted. It was understood the order for the widening of the A14 would not now be made until after the elections in June.

28.3 Mrs D Mungovan of Lone Tree Avenue queried whether the pumping station was to be up-dated following development locally. Dist Cllr Mason was able to confirm that there were currently no plans to up-grade the station but investigations had started into problems seen at Kay Hitch Way Histon, with a survey carried out from Impington through to Home Close pumping station. Anglian Water were concentrating on the areas of SCA (Villa Road) and Vision Park in these investigations, which are on-going. Improvements were hoped for and Cllr Mason was pressing for action. Some discussion on the controlled system of drainage used at the Care Home behind Kay Hitch Way

Meeting was closed at 7.50 p.m.

MINUTES OF ANNUAL GENERAL MEETING OF IMPINGTON PARISH COUNCIL MONDAY 18 MAY 2009 COMMENCING AT 8.05 P.M., IMMEDIATELY FOLLOWING THE ANNUAL PARISH MEETING AT ST ANDREW'S CHURCH HALL, BURGOYNES ROAD, IMPINGTON

Present: Chairman Cllr D W Payne, H S Abdullah, I S Cooper, M V Cope, B S Ing, P J Nudds, G S Payne, A Turnbull
Dist Cllrs N S Davies, J P Chatfield, M J Mason; Cty Cllr D J Jenkins Mrs A Young Clerk
1 member of the public

Power Action

1 APOLOGIES

29 Cllr V A Kelly (holiday), Cty Cllr M Bradney, R Campbell (IVC), Lynda Marsh

2 DECLARATIONS OF INTEREST

30.1 All Councillors to check Register of Interest forms for changes **All Councillors**
30.2 Cllrs Payne and Nudds (Prejudicial interests) 14b) Expenses
30.3 Dist Cllrs Mason, Chatfield and Davies declared personal interests in Orchard Park matters, if arose. These Councillors are not Parish Councillors

3 ELECTION OF CHAIRMAN

31 Prop Cllr G Payne, sec Cllr Ing, all in favour, Cllr Payne be elected Chairman. No other nominations and AGREED. Declaration of Acceptance of Office of Chairman to be signed by Cllr Payne.

4 ELECTION OF PROPER OFFICERS, REPRESENTATIVES AND COMMITTEES

32.1 Vice Chairman Prop Cllr Cope, sec Cllr Nudds, all in favour, Cllr Ing be elected as Vice Chairman. No other nominations and AGREED.
32.2 Responsible Financial Officer and Proper Officer All in favour Mrs Young, Clerk, be RFO and Proper Officer
32.3 Internal Auditor Finance Committee recommend re-appointment of Mr Seaton
32.4 Environment Committee (including Burial Ground) All in favour to elect Cllrs P J Nudds, D W Payne, H S Abdullah, A Turnbull. Trevor Silk, Ken Doyle and Allison Conder to also sit on this Committee as co-optees
32.5 Tree Warden Allison Conder. All agreed
32.6 Playground Inspector Cllr Abdullah. All agreed
32.7 Youth Committee (advisory body) All agreed to nominate Cllrs Abdullah and Kelly
32.8 Planning Committee All Councillors members of the Planning Committee
32.9 Finance Committee All agreed Cllrs D W Payne, Abdullah, Ing and G S Payne be elected
32.10 Employment Working Group Pending formation of Committee, agreed Cllrs G S Payne and D W Payne to work on employment matters on ad hoc basis. Cllrs Cleaver and Jones were similarly acting for Histon Parish Council

5 ELECTION OF VARIOUS COMMITTEES AND OFFICERS

33.1 Histon & Impington Recreation Ground Management Committee Cllrs B S Ing, I S Cooper and A Turnbull elected. Noted all Councillors were expected to attend Full Committee meetings in June and December; Highways Traffic & Transport Committee(Histon) Cllrs D W Payne, V A Kelly, H S Abdullah stand in elected; CPALC To attend District Association meetings Cllr D W Payne; Poorland Charity Jo Teague; Police Committee Representative Cllrs P J Nudds and G S Payne; Representative to Day Centre Mr Colin Moore; Rep to Village Warden Scheme Cllr H S Abdullah; Health & Safety Officer:Cllr G Payne; Parish Plan Liaison Cllrs M V Cope and B S Ing; Landfill Liaison Cllrs M V Cope and B S Ing; Joint Action Group Liaison Cllrs D W Payne and G S Payne
33.2 Noted all Councillors are Trustees of Charities: Children's Playgrounds and John Burgoyne Charity. Cllr Ing currently represented the Council on the Community Facilities Working Group

6 MINUTES OF MEETINGS HELD ON 20 APRIL 2009

34 All in favour, approved and signed as true record. Also "In Committee" minutes

7 MATTERS ARISING FROM PREVIOUS MINUTES

35.1 Item 5.2 Police Emails received forwarded to all; Neighbourhood Profile Up-date for Histon; Neighbourhood Panel notes 13 January held on file. E Cops email introduction from New PCSO Blewett
35.2 Item 11.3 SCDC Histon Car Park Histon PC looking at possible lease
35.3 Item 14.2 Flower Festival Offer received and accepted
35.4 Item 19 Community Centre No response as yet from letter to County Council

8 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

36.1 Minutes 23 March copied for all and accepted. Further meeting held 27 April, and due 20 May and 22 June. Half Yearly meeting of Recreation Ground Committee also due 22 June
36.2 Item 111.2 Noted Cllr Campin should read Mr Campin

- 36.3 Item 108 Appendix 1 to be forwarded to all for information
36.4 Parking on verge outside Ground Problems considered. Committee were asked to pursue possible solutions
36.5 International Cricket team from Ireland due to play on recreation ground in May

9 PLANNING COMMITTEE REPORT

- 37.1 Committee Reports 21 April and 5 May copied for all and accepted. Next meeting 26 May
37.2 S/0193/09/F Orchard Park Community School, Community Primary School, Ring Fort Road – Erection of outdoor classroom/amphitheatre. Planning Committee had no objections. Noted by Full Council, as requested. OPCC to consider at next meeting
37.3 S/0859/08/F Conversion of dwelling into 2 flats – All agreed to accept confirmation of signature of indemnity by Cllr D W Payne and B S Ing, as agreed by all February 2009. Sec 106 payment of £2,139.29 to be placed in interest bearing account, and for use solely for off-site provision and future maintenance of public open space infrastructure (agreed to be at Recreation Ground)

10 CLERK'S REPORT

- 38 PAT Testing completed in office April; problem with spam to emails dealt with; New gazebos purchased; Eight edition of Arnold Baker: Local Council Administration now on sale at £67 and to be purchased; Connections Bus Project started at IVC on evening Friday 15 May; Clerk attended SLCC Meeting 15 May, Mark Lloyd spoke on “matters of mutual concern”; meeting due 18 September in Peterborough being opened up to all Councillors; Burial Ground Health & Safety review carried out 14 May, steel toe cap boots and hi-viz to be supplied; Training Sessions set for Wednesday 23 September (Milton) 14 October (Horningsea) and 11 November (Impington)

11 CHAIRMAN'S REPORT

- 39.1 Provided for all and accepted (Appx 1)
39.2 Specific discussion on PPG Approach for use of Council premises in case of swine flu pandemic; Orchard Park Community Council 9 nominations received for 9 places; JAG (Joint Action Group) Impington Parish Council agreed to continue to support JAG, welcoming the opportunity to work effectively with local Councils with similar concerns and with County and District Councils. Discussion on Northstowe Forum meeting and attendance by external noise expert; Histon & Impington Courier / Hisimp questions noted; Sustainable Partnership Dist Cllr Chatfield remarked it was good to see Impington PCs involvement in this, and hoped to see Histon PC join in with the initiative; Histon Football Club meeting. Notes to be completed and supplied to Chairman of Football Club. No up-date as yet on tree re-planting; Guided Bus Cllrs Nudds and Jenkins reported on recent Liaison Forum meeting, including discussion on sound barrier issues; possible allotments for Orchard Park within the guided bus land; provision of benches to each parish; gate to Copse being replaced w/c 18 May

12 COUNTY COUNCILLORS' REPORT

- 40.1 Annual/monthly reports received from Cllrs Bradney and Jenkins. No questions. Cty Cllr Jenkins left meeting

13 DISTRICT COUNCILLORS' REPORTS

- 41.1 Cllr Mason reported on Leadership Model introduced at SCDC, with the Leader now on a 4 year election term. He thanked Cllr D W Payne, the Council and Clerk for all help with Orchard Park issues before and since the Order was published. First and annual meeting of OPCC due 10 June. Transfers of POS areas had not progressed. Parish Office to be based in Community School building until at least September 2009
41.2 Cllr Chatfield reported on Full Council meeting due 21 May with Housing Futures still high on the agenda. Documentation now issued, with voting to take place by early June. Introduction of “Triple A’s” scheme – Aims, Approaches and Actions.

14 FINANCE

- 42.1 Cllrs D Payne and Nudds left the meeting, declaring prejudicial interests. Cllr Ing took the Chair. Confirmed payment of accounts, prop Cllr G Payne, sec Cllr Turnbull, all in favour:
Zurich Insurance Co (paid 31.3.09) **£1,321.94** £1,321.94
Administration M1 **£1,484.84** £1,484.84
Burial Ground **Expenses** **£4.50** + VAT 68p = £5.18
42.2 Approved payment of outstanding accounts, prop Cllr G Payne, sec Cllr Turnbull:
Denis W Payne Coppice registration results **£9** £9.00
Histon & Impington Recreation Ground 51 CleanCrop Hoedown (Burial Ground) **£27.50** + VAT£4.13 = £31.63
Histon & Impington Recreation Ground Hire of MUGA and hardcourt Youth Sports Club April 2 – 30th
£56.09 + VAT £8.41 = £64.50
NALC Portfolio Return (original for office) **£7.31** + VAT £1.10 = £8.41

	<u>Power</u>	<u>Action</u>
Roger Hovells 2 bus shelter cleans £35		£35.00
P J Nudds Enviro expenses £84.98 + VAT £9.32 =		£94.30
PWLB Office loan 7 of 50 £1,422.90		£1,422.90
Zurich Insurance additional premium £3.33		£3.33
Buchans Landscapes grasscutting April 09 £1,133.00 + vat £169.95 =		£1,302.95
D W Payne Domain renewal (Fasthosts) £8.89 + vat £1.33 =		£10.22
Cllr D Payne returned to the meeting and the Chair, with Cllr Nudds.		
42.3 Paid In: Burial Ground: InterCarmichael £75; Inscription Moore £30 (£10 still to pay); Plot reserve Dean £60		
42.4 Correspondence Noted LCAS Seminar for members, agreed not to join. Histon & Impington Courier. Discussion on opportunity to publish as required for Quality Status via the Courier in future. Agreed that budgets set for newsletter would be available to help fund the Courier. Cllr D Payne to speak with the editorial team to make arrangements. Agreed Clerk would list articles by Parish Council/lors in monthly report, to enable Council to monitor whether sufficient communication		
42.5 Finance Committee minutes 12 May provided for all and accepted. Final Budgets copied to all and noted		
42.6 Internal Auditors report copied to all and accepted. No areas of concern. Review of Effectiveness of Independent Internal Auditor due		
42.7 Formal acceptance by Council of Audit Statement and Accounts Papers copied to all. Prop Cllr Ing, sec Cllr Abdullah, 6 in favour, 2 abstentions, to approve accounts and annual governance statement		
42.8 Risk Management Policy prepared by Clerk and Cllr G Payne ratified for 2009. For review by June 2010. Risk Assessments also being reviewed by Cllr G Payne, and Health & Safety Report re-drafted		
42.9 County Council 2009 Reading Scheme at Histon Library Following discussion on aims of the scheme and use of any donation from the Parish Council, prop Cllr Abdullah, sec Cllr Nudds, all in favour that that Impington 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 £100 to Cambs County Council Reading Scheme".		

15 ANNUAL REPORTS FROM COMMITTEES AND REPRESENTATIVES

- 43 All agreed to accept comprehensive reports. Available on website. Cllr Abdullah reported new Mobile Warden not yet in place

16 RECENT CORRESPONDENCE

- 44.1 Circulating file available on request: Histon Parish Council minutes and various magazines/leaflets
 44.2 CPRE Agenda 20 May
 44.3 CPALC Parish Forum meeting 17 June, Impington. All Councillors welcome, booking required
 44.4 Miller Sands – assistance offer for local events, not sponsorship
 44.5 Equality & Human Rights Commission – Public Sector Duties details
 44.6 Macfarlane Close Residents write with concerns. Chairman and Clerk to respond
 44.7 Housing Futures newsletter and copy letter to residents
 44.8 Open Gardens details 14 June

17 OTHER MATTERS

- 45.1 (a) **Youth Advisory Body** No report. Meeting due 1 June
 45.2 (b) Highways Traffic & Transport. Various mails and correspondence reviewed and to be discussed at HT&T Committee 2 July. Count On Us new figures for Milton Road Impington received.
 45.3 (c) **Feast Market Arrangements 11 July** Rota to be drawn up for attendance. Clerk to draw up list of displays including Play Area Project at Recreation Ground; Orchard Park; Air Quality Management; Conservation Areas and Public Open Spaces indicator maps; Planning proposal map; "How to Get involved with the Parish Council"
 45.4 (d) Proactivity. Draft papers provided to all for consideration. After some discussion on possible ways to progress the matter, including workshop, better terms of reference for each committee, all agreed to call a special meeting after the Feast Market to take it forward

18/19 DATE & PLACE OF NEXT MEETING / FORTHCOMING MEETINGS

- 46 Next meeting due Monday 15 June 2009, 7.30 p.m. at **St Andrew's Church Hall, Burgoynes Rd, Impington**
 45 Dates of forthcoming Committees confirmed

Meeting closed 10 p.m.