

**MINUTES OF IMPINGTON PARISH COUNCIL MEETING HELD MONDAY 21 SEPTEMBER 2009**  
**7.30P.M. AT ST ANDREW'S CHURCH HALL, BURGOYNES ROAD, IMPINGTON**

PRESENT: Chairman Cllr D W Payne, Vice Chairman Cllr B S Ing, Cllrs H S Abdullah; V A Kelly; P J Nudds, G S Payne  
Dist Cllrs Mason, Chatfield (both in part) and Davies; Cty Cllr Gymer (in part)  
Mr D Collins and Mr A Wilson, St Andrews Church, Histon Mrs A Young Clerk

**Power Action**

**1 APOLOGIES FOR ABSENCE**

88 Cllrs I Cooper (illness), A Turnbull (personal). Cty Cllr D Jenkins. Cllr Cope absent

**2 MEMBERS' DECLARATIONS OF INTERESTS**

89 None

**3 OPEN SESSION FOR THE PUBLIC**

90 No public present. With agreement of Council Chairman brought forward item 15a), suspended standing orders

**15 OTHER MATTERS (1 of 2)**

91 a) St Andrews Centre Mr Collins of St Andrews PCC presented preliminary proposals for project (Appendix 1) planned as Church-led, Church based. He was able to answer questions on:

- Café Proposal to employ 2 people to run
- Caretaker role planned, for bookings etc
- Evening use of site Not yet decided. Not likely to open café
- Timeframe impossible to say, fund dependent. Essential maintenance to continue in meantime
- Part demolition required, phasing not possible
- Culvert aware of issues
- Current uses plans to help with temporary location. Some new activities identified for any new facility, some element of Church-inconsistent usage discussed
- Narrow pavement some access ideas raised by neighbours

Mr Collins hoped Parish Council would be able to support in any way possible, and during planning process in particular. Meetings or ideas welcomed. Chairman re-instated standing orders and returned to agenda order. Mr Collins and Mr Wilson left meeting

**4 TO SIGN AND APPROVE MINUTES OF MEETING HELD 20 JULY 2009**

92 Item 81.2 Noted payment for MUGA from No 2 account. All in favour to approve and sign as true record

**5 MATTERS ARISING FROM PREVIOUS MINUTES**

93.1 Item 73.1 Police Emails and reports forwarded to all. List of CCTV in Histon and Impington held on file

93.2 Item 73.3 Parish Forum 23 September Cllr Kelly attending

**VAK**

93.3 Item 73.5 Gatekeepers Hut Histon Parish Council agreed to contribute £500 towards project

93.4 Item 73.9 Website meeting 8 October, Cllrs D Payne, Abdullah and Ing attending. Cllr G Payne also interested

**DWP/HAS/BSI/GSP**

93.5 Item 74 Vacancies 2 remain. Histon Parish Council have co-opted to vacancy, although further resignation now received from Jean Newman

93.6 Item 80.3 Park & Ride HCV parking issues not yet progressed by Cty Cllr Jenkins

93.7 Item 85.2 Feast Comments to be featured in next Courier edition

**6 RECREATION GROUND MANAGEMENT COMMITTEE REPORT**

94.1 Minutes 22 June and Half Yearly 22 June (draft and unconfirmed) provided for all and accepted. No minutes available for Management Committee held 3 August and 3 September. Next meeting due 28 September. Cllr Ing outlined problems seen with repairs to the groundsman's house, a Parish Council asset, and the urgent need to rectify. Written report would be prepared

94.2 Extra Ordinary meeting held 16 September. Draft and unconfirmed minutes to be on website for early information. Noted it had been agreed for Recreation Ground Committee to "*recommend that Histon and Impington Parish Councils support the Recreation Ground Play Area Project by committing extra funding to a maximum amount of £25,000 (including a contingency of £5,000) should funding of up to this amount be required*". Cllr D Payne raised issue of policy as discussed during Extra Ordinary meeting on Play Area Project funding. Discussion followed on need for general precept and financial reserves policy and expenditure priorities. Cllr Ing had ideas for flexible policy structuring and undertook to prepare a proposal, with a view to a special meeting late November to take forward. Input from all Councillors required and analysis from each Committee ideal. Priorities mentioned: Groundsman's house and Parish Plan.

94.3 Recreation Ground Management Committee asked to provide timely draft and unconfirmed minutes for all and on website in future. Noted both Parish Councils aim for within 7 days where possible to aid communication and information channels.

## **7 PLANNING COMMITTEE REPORT**

- 95.1 Minutes 21 July, 5 August, 18 August and 15 September copied to all and accepted. Next meeting due 29 September or 6 October
- 95.2 Noted application for affordable housing at St Georges Court to Appeal. Guided Bus letter to residents from County Council Guided Busway Team concerning noise barriers had been sent; Sec 106 Unwins Site Impington Lane on-site Public Open Space. Mr Fisher, SCDC to be reminded of queries yet unanswered on payments expected and drainage.
- 95.3 Cllr Nudds update on Guided Bus issues. Meeting with County Council held 16 September
- Gate will be re-installed and hung correctly
  - Grass will be relaid/seeded where necessary, also on Crescent corner
  - Weldmesh fence to be fixed beside Copse
  - Kissing gate next to bridge will be provided
  - Noticeboards may need to be moved yet; tree and planting scheme issues – meeting to be arranged
  - Gatekeepers Hut. Tree Survey now in, planning application to proceed week commencing 5 October. Container available for storage until Christmas 2009

## **8 ENVIRONMENT AND BURIAL GROUND COMMITTEE REPORT**

- 96.1 Minutes 30 July, 8 September copied to all and accepted. Also Burial Ground walkabout notes 20 August
- 96.2 Cllr Nudds updated on “Bed, Hedge Pack, Wildflowers and Bulbs” item 8 September. Budgets agreed may prove too prescriptive to order from preferred supplier, all agreed Clerk’s delegated powers would enable decisions to be made within original budgets set at Precept time

## **9 CLERK’S REPORT**

- 97.1 Written report from Clerk (Appendix 2)
- 97.2 Society of Local Council Clerks meeting 18 September. Cllr Ing had attended and would up-date clerk on presentations

**BSI**

## **10 CHAIRMAN’S REPORT**

- 98.1 Written report (Appendix 3)
- 98.2 Updates: Item 7 JAG meeting planned for 22 October (Air Pollution) and 19 November (HGVs); Item 8 Cambs Horizons – copy of presentation on funding and spending provided; Item 10 Histon Football Club Notes produced now agreed as final and to be forwarded to Gareth Baldwin with request for up-dates
- 98.3 Items 5 and 6 Courier and Newsletter Discussion on lack of serious items provided by Impington Parish Council to Courier and loss of important voice now quarterly newsletter no longer published. Particular concern that article attributed to a Councillor had not been submitted by them, and note that article had been submitted by Cllr Nudds on beds to be planted along B1049. Cllr Payne briefed all on editorial changes planned. Cllrs Abdullah and Nudds felt the Parish Council should support the Courier but all agreed the Parish Council needed to obtain a full page with own format. Cllr Ing undertook to organise Cllrs to provide suitable articles for next issue, well in advance

**BSI**

## **11 DISTRICT COUNCILLORS’ REPORT**

- 99.1 No written reports provided. Cllr Chatfield to provide report for October, with a view to alternating in future
- 99.2 Cllr Mason Spoke on Guided Bus Noise Barriers; Medium Term Financial Strategy currently going through Cabinet; Email system changing for District Councillors; OPAG Now quarterly for invited persons
- 99.3 Cllr Chatfield Guided Busway a YouTube item; Daytime Voluntary Sector Fayre concern over time as inappropriate for those who work; Full Council due w/c 28 September
- 99.4 Cllr Davies Warden Scheme increasing concern over service provided; A14 Crossing Study
- 99.5 Cllr Nudds asked Cllr Chatfield to follow up discussions on Homefield Park/The Dole with Rebecca Gane at SCDC and attempt to obtain permission required for Enviro Volunteers to proceed

## **12 COUNTY COUNCILLORS’ REPORT**

- 100.1 Written report from Cty Cllr Jenkins accepted.
- 100.2 Cllr Gymer confirmed Central Library to open 24 September; Stagecoach No progress but Histon and Impington service will largely remain as is, Cottenham changes; Cycle Lane Improvements to Cabinet w/c 28 September, on-line questionnaire still available; Connections Bus Project willing to attend Parish Councils to explain work
- 100.3 Cllrs reported non-delivery of cycleway leaflets to residents in Milton Road and Melvin Way; on site meeting with Richard Preston to look at outstanding Highways matters pressed for; Recycling issues being investigated – confirmed that Milton Landfill would take up to 4 tyres per person; Park & Ride additional parking construction to start 22 September, confirmation awaited no construction traffic through Impington; Partnership Working query on how suggestion can be made and checks carried out to see if happen. Cllrs Chatfield, Mason and Gymer left meeting

## 13 FINANCE

- 101.1 Confirmed payment of accounts, prop Cllr Abdullah, sec Cllr G Payne, all in favour:
- |   |           |
|---|-----------|
| <b>P Nudds</b> Enviro Vol expenses claim (Cllr Nudds declared personal interest – already paid) <b>£32.50</b> | £32.50    |
| <b>Roger Hovells</b> 2 x Bus Shelter clean <b>£35</b>   | £35.00    |
| <b>Site &amp; Maintenance Services</b> Litter picking and bins cover <b>£120</b> + VAT £18 =                  | £138.00   |
| <b>Acacia Tree Surgery</b> Ivy reduction The Coppice <b>£160</b> + VAT £24 =                                  | £184.00   |
| <b>Moore Stephens</b> Annual audit fee <b>£565</b> + VAT £84.75 =   | £649.75   |
| <b>Administration M4</b> <b>£1,492.24</b>   | £1,492.24 |
| <b>Burial Ground expenses</b> <b>£4.88</b> + VAT £73p =   | £5.61     |
| <b>Administration M5</b> <b>£1,429.47</b>   | £1,429.47 |
| <b>Buchans Landscapes</b> Grass cutting July Village <b>£556</b> Burial Ground <b>£140</b> + VAT £104.40 =    | £800.40   |
| <b>SCDC</b> Planning fee Gatekeepers Hut <b>£85</b>   | £85.00    |
| <b>SLCC</b> Conference 18 September <b>£20</b>  | £20.00    |
- 101.2 Approved payment of outstanding accounts, prop Cllr Abdullah, sec Cllr G Payne, all in favour
- |   |            |
|---|------------|
| <b>Site &amp; Maintenance Services</b> Litter picking and bins cover 3.8 – 28.8.09 <b>£216</b> + VAT £32.40 =   | £248.40    |
| <b>Site &amp; Maintenance Services</b> Litter picking and bins cover 1.9– 10.9.09 <b>£84</b> + VAT £12.60 =   | £96.60     |
| <b>Site &amp; Maintenance Services</b> South Road play area gate bar <b>£24</b> + VAT £3.60 =   | £27.60     |
| <b>PWLB</b> Pavilion 8 of 50 <b>£5906.88</b> + completion loan 6 of 48 <b>£784.42</b> =   | £6,691.30  |
| <b>Histon &amp; Impington Rec Gd</b> 2 <sup>nd</sup> half request <b>£15,960</b> + Litter pick 2 of 2 <b>£1,985.25</b> + admin assistance 2 of 2 <b>£1,789.50</b> = | £19,734.75 |
| <b>Norman Unwin</b> 7 cuts of Burial Ground extra land <b>£105</b>  | £105.00    |
| <b>Print Out</b> stationery <b>£50.97</b> + VAT £7.65 =   | £58.62     |
| <b>Petty Cash</b> Imprest account <b>£17.16</b>   | £17.16     |
| <b>Buchans Landscapes</b> Grass cutting August village <b>£556</b> Burial ground <b>£140</b> + VAT £104.40  | £800.40    |
| <b>No 2 account: Cambs County Council</b> Connections Bus IVC 6 weeks contribution <b>£447.96</b>   | £447.96    |
- 101.3 **Paid in:** Allotment rent £6; Buy At £21.73; CCC Grass contract payment £1,451.98; Burial Ground ashes inter Cook £60; Memorial Wenham £90; Reserved plot Thomas (part payment only) £200; Additional inscription Townsend £40; Sec 106 payment Open Space £2,139.29
- 101.4 Noted Finance meeting notes copied to all 14 July at meeting held 20 July
- 101.5 Noted appointment of Gerry Whitfield as Internal Auditor had been confirmed at meeting held 20 July
- 101.6 External Auditor report – Certificate of satisfactory audit received
- 101.7 Internal Auditor visit made 9 September
- 101.8 Request from Recreation Ground Committee to earmark Sec 106 payment received in sum of £2,139.29 to Play Area Project, if proceeds. SCDC confirm can be spent on a different project so long as satisfies the Open Space SPD. Prop Cllr Ing sec Cllr D Payne all in favour to agree to earmark as requested as a one off decision with future sums received to be considered on individual merit. Cllr Davies thanked the Council

## 14 RECENT CORRESPONDENCE

- 102.1 Circulating file available on request: Histon Parish Council minutes and various magazines/leaflets
- 102.2 SCDC: Voluntary Sector Fayre invite 26 November; CIEH Level 3 Health & Safety qualification details; Emergency Planning seminar details 1 October; original of Sec 106 Indemnity held on file
- 102.3 CPALC AGM 21 November, motions by 15 October; “More Powers for Parish & Town Councils” request
- 102.4 ACRE Seminar details 16 September, Cllr Ing attended and encouraged people to undertake questionnaire

## 15 OTHER MATTERS (2 of 2)

- 103.1 b) **Youth** Notes 29 July copied to all and accepted. Next meeting due 5 October
- 103.2 Cllr Abdullah to approach youth workers regarding outreach work in wooded areas **HSA**
- 104 c) **Mobile Warden Scheme** Contribution request for £750. Agreed Cllrs D Payne and Abdullah delegated to sanction payment if scheme indicate a demonstrated need for the money against their reserves position **DWP/HSA**
- 105.1 d) **Highways Traffic & Transport** Notes of Histon meeting 3 September copied for all and accepted.
- 105.2 Cllr D Payne reported on Cambridge Preservation Society re-launch
- 105.3 **Double Yellow Lines** Station Road Histon. Noted Cambs County Council proposals to public consultation
- 106 e) **NIAB Extra** As agreed at Planning Committee, recommendation to Full Council that Impington PC should advise SCDC they would be commenting on issues surrounding drainage; noise; traffic and cycling issues, but would not be providing the extensive support over design issues they had experienced on Orchard Park. Prop Cllr Ing, sec Cllr D Payne, all in favour

## 16 DATE &amp; PLACE OF NEXT MEETING / 17 FORTHCOMING MEETINGS

- 107 Next meeting due Monday **19 OCTOBER** 2009 7.30 p.m. at **St Andrew’s Church Hall, Burgoynes Rd, Impington.**
- 108 Dates of forthcoming Committees confirmed . Meeting formally closed 9.50 p.m.