

Present: Councillors: D W Payne (Chairman), B S Ing (Vice Chairman), H S Abdullah, N S Davies, P A Manser, P J Nudds, G S Payne, I M Parish, A Turnbull Clerk: Mrs A Young
Dist Cllrs M J Mason, J P Chatfield (in part); Cty Cllr Gymer (in part)
Also present: Mr Keith Palmer (in part)

Power or Action

155 APOLOGIES FOR ABSENCE

10/155 Cty Cllr Jenkins, Dist Cllr E Stonham

156 MEMBERS' DECLARATIONS OF INTERESTS

10/156 N S Davies item 164 (Prejudicial) Member of HIAFOP, Treasurer and Trustee of Histon and Impington Community Minibus

D W Payne item 168.2 (Prejudicial) Accounts expenses payments

157 OPEN SESSION FOR THE PUBLIC

10/157 No public participation

158 MINUTES OF MEETING HELD ON 21 FEBRUARY 2011

10/158 Following deletion of words "£150 to" from item 151.4, all agreed to sign as true record including "In committee" items

At this point Chairman suspended Standing Orders with agreement of Council to bring forward item 164

159 MATTERS ARISING FROM PREVIOUS MINUTES

10/159.1 Item 139.1 Police Emails and reports forwarded to all as received

159.2 Item 139.4 SCDC Arts Award 2011 Presentations due 30 March

159.3 Item 140 Register of Members Interest returned to Clerk. All Cllrs will be asked to review register in May

159.4 Item 141.2 SCDC Parish Liaison Meeting due 29 March. Cllr D W Payne to attend **DWP**

159.5 Item 141.4 SCDC Community Facilities Grant STAC advised delayed application to Autumn

159.6 Item 142.1 Citi 7 Letters sent to Stagecoach, Traffic Commissioner and County Council

159.7 Item 146.1 Community Facilities informal meeting 28 February, next meeting due 11 May

159.8 Item 147 Employment Group due to meet to look at policies 6 April

159.9 Item 149.2 Flooding and Emergency Planning presentation available at Histon Environment Committee 30 June. Those previously showing interest to be advised

159.10 Item 150.2 Cyclepath to Milton local cyclist had reviewed proposals and agreed sensible. Give way sign suggested to County Council

159.11 Outstanding Actions List for February 2011 provided for all. List of outstanding Enforcement Issues with SCDC to be forwarded to D Cllr Mason and Jackie Sayers Task & Finish Group

160 RECENT CORRESPONDENCE

10/160.1 Circulating file available for all

160.2 Histon Feast invitation to take part in Feast Parade, Feast Market and Flower Festival. Agreed to work towards Feast Market display. Planning meeting suggested 5 April 2011 for representatives from both Councils. Agreed a more co-ordinated approach required

160.3 Inspire East update on closure of Regional Empowerment Partnership and introduction of Community Empowerment Network East – request for training subjects. No input agreed

161 MONTHLY REPORTS COUNTY AND DISTRICT COUNCILLORS

10/161.1 County Cllr report February 2011 copied to all from Cty Cllr Jenkins covering: County Council and Cabinet meetings; Environment Services; Children and Young People's Service; Adult and Community Services; Local Issues; Forthcoming meetings and Events. Following discussion on

reliability of Citi 7 service. Councillors surgery 18 March 2011, D Cllr Chatfield working with the Cty Cllrs preparing letters to Andy Campbell at Stagecoach and County

Power or Action

Council following contact by 88 residents regarding bus service concerns. Concerns expressed by residents and Councillors again debated, noting recent meeting at Milton PC attended by Glenn Edge County Council and Stagecoach, resulting in re-instatement of late night bus service for Milton. Dist Cllr Chatfield agreed to request a meeting and invite Parish Council representatives. Probation Service Cllr Nudds confirmed no follow up received from Cty Cllr Jenkins, on meeting dates and reported change of managers. Cycleway Histon to Cottenham Cllr Nudds expressed disappointment in outcome of meeting with Alex Alexander, with more plants unearthed and left for frost damage, plus rutting by plant left on Burial Ground Land. Bus Pass Fees Concession Cty Cllr Gymer clarified reasons for changes, due to unfair balance of payments

- 161.2 District Cllr report February 2011 from Dist Cllr E Stonham copied to all covering: Trade Recycling Cllr Chatfield agreed to chase information; Children and Young People's Champion Bridget Smith offered to present to Parish Council regarding new post; IVC Cllr Stonham had agreed to provide a report on information gained for students on recent visit County Local Transport Plan Dist Cllr Mason advised decision called in for a meeting due 28 March, a number of issues on the Guided Bus being raised by Dist Cllrs; Scrutiny Committee Dist Cllr Mason reported on current items including lessons learnt on Orchard Park; Homefield Park Dist Cllr Mason agreed to investigate felling of 5 healthy cherry trees on SCDC land; Histon Football Club Update on discussions between SCDC and Anglia Water

162 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 10/162.1 Draft Management Committee minutes 7 March provided to all and accepted. Next Meeting due 28 March and 23 May. Recreation Ground Committee AGM 6 June
- 162.2 No nomination for vacancy on Management Committee. AGM May to look at election
- 162.3 Cllr Ing and Turnbull updated Council on Committee Matters, including Pinders Circus visit to Homefield Park 30 March – 3 April

163 PLANNING COMMITTEE REPORT

- 10/163.1 Minutes 15 February and 8 March copied to all and accepted. Next meeting due 29 March
- 163.2 St Andrews (STAC) Church Project Noted request from project members for reconsideration of recommendation to SCDC. Dist Cllr Mason to be advised following meeting 29 March of any Impington Parish Council representation at SCDC Planning Committee 11 May 2011

164 HIAFOP

- 10/164.1 Standing Orders had been suspended. Cllr N Davies declared a prejudicial interest as a Member of HIAFOP, Treasurer and Trustee of Histon and Impington Community Minibus in accordance with Model Code of Conduct item 12 (2) answered questions on the paper provided (**Appendix 1**), together with Keith Palmer, Chairman of HICOM. The Council heard how concerns had been fed back to both the forum and HICOM on management of the proposed "co-ordinator" for which Impington PC were asked to fund at £2,500 for the first 12 months. Discussions held were outlined and reasons for decision to recommend HICOM as the employer given, by use of a dedicated Management and Support Group, with invitation to both Parish Councils for representation
- Questions on:

- Charity change of name may be required after trial period. Ideas put forward for how to achieve this retaining the HICOM name
- Description of post as "Co-ordinator". No other suggestion put forward
- Payroll issues and good use of money and resource if no current payroll in place. HICOM content with proposal, having Trustee knowledge of systems
- The need for an element of control when funding high percentage of costs
- Job Description not yet written, would need to develop over first four months

- Future role of the forum, to continue to meet at least monthly and discuss issues, exchange views

Power or Action

- Age UK's comment that would be an interest in rolling out in other villages if successful. Cllr Davies confirmed the Group would be happy to work with them and utilise their experience
- Need for "measurable deliverables"
- The view that would be seed core funding for first year, for review

Standing Orders reinstated. Cllr N Davies left the room. Noting payments would be retrospective quarterly by invoice and confirming one representative on the HICOM Group would not best suit the Parish Councils needs, proposed Cllr Manser, seconded Cllr Turnbull, 7 in favour, to "Agree to fund HICOM up to £2,500. Within the first 3 months the Group to come back to the Council with a proper Job Description plus deliverables within the timeframes to those milestones. Thereafter every 3 months to the end of the year to make a full report to the Council" **AGREED**. Cllr N Davies returned to the meeting

164.2 Representative to the new Group and representative to the forum. **Next agenda**. Cllr Parish indicated a willingness to sit on the Management and Support Group. Noted work being carried out by Fulbourn Parish Council with the elderly. Mr Palmer left the meeting

165 COMMUNICATION WITH RESIDENTS

10/165.1 Cllr Ing provided paper for all (**Appendix 2**)
Lengthy and useful discussion followed on current efforts to communicate with residents and how Cllrs can best ensure representation of the electorate. Particular note of:

- Lack of feedback from Courier and website articles. Need for more journalistic style, and effort made to spark debate and then listen
- Parish Cllrs are elected by the Community to consider on their behalf in a reasoned, balanced and well-informed manner
- Possible need to increase the profile of the Parish Council and authors of articles submitted to the Courier. Signage for Parish Council owned land and facilities
- Perception of unapproachable body and user-friendliness of Parish Councils
- The need for more vision
- Welcome and encouragement needed for new members
- Misconception of role of Parish Council by many
- Role of the Parish Plan process
- Tendency of residents to concentrate on issues affecting them.

Agreed to revisit item in future agenda **Future agenda**

166 OTHER REPORTS

10/166.1 Clerks report copied to all and accepted covering: IT Hardware ordered; Publication of Over £500 spend; CPALC training dates; Distance Measurer purchased; Clerk attending SLCC conference 29 March; Tree works on County Council owned Trees in Cambridge Road; Community Facilities; Internal Audit visits
SCDC Details of Elections, District Cllrs referendums for voting in parliamentary election
Cambs County Council Library service public information meeting 4 May 2011 Orchard Park
Village Society advise working on second commemorative plaque for Impington
CPALC Training schedule April - July 2011 received

166.2 Chairman's Report emailed to all and accepted (**Appendix 3**)

166.3 Mobile Warden Scheme report of meeting held 16 March copied to all and accepted. Cllr H Abdullah reported on meeting of Age UK on Health Activity and Mobility.

167 OTHER MATTERS

10/167.1 Youth Advisory Body Cllr Abdullah reported on successful application for Feast Grant for Circus Skills workshop; Sports Club on MUGA currently suspended; Connections Bus visits to be reviewed at end of term; PCSO Martin communicating well between students and Youth Committee following departure of Lee Page at IVC. Next meeting due 4 April 2011

167.2 Highways Matters Minutes Histon Highways, Traffic and Transport Committee 17 February copied to all and accepted. Agreed no response to be made to HGV strategy consultation.

Power or Action

Noted AJC (Area Joint Committee, Transport) meeting due 28 March cancelled. Next meeting due 11 July 2011

167.3 Arrangements for Annual Parish Meeting and Annual General Meeting All agreed AGM to be held 16 May 2011. Plans to be made to hold a combined APM with Histon, date and venue to be advised. Clerk to email all Cllrs for suggestions on speakers

167.4 Environment Committee No nomination for vacancy on Committee. Noted elections for Committee due AGM

Highways Warden Scheme, details awaited

Allotment Rules All agreed Cllr Nudds to work with office to create suitable rules encompassing National Agreement **PJN**

Trees Cllr Nudds confirmed tree works to be carried out week commencing 28 March at The Coppice at a cost of £896 and at the Burial Ground at a cost of £230, following quotations received, under Clerks delegated powers

Guided Bus Cllr Nudds updated on landscape issues. Cllr Nudds reported on bonfire agreed at Doctors Close for woodcraft folk and plans for Easter egg activity at Crossing Keepers Hut 23 April in conjunction with the Guides

168 FINANCE & ADMINISTRATION

Cllr D W Payne declared a prejudicial interest (accounts expenses payments) and left the room. Cllr Ing took the Chair

10/168.1 To confirm payment of retrospective accounts, prop Cllr G Payne, sec Cllr N Davies, all in favour:

Administration M11 £1,395.24 £1,395.24

Histon Parish Council Contracted out hours for admin clerk **£303** (5 Months) £303.00

Burial Ground expenses **£10** £10.00

Histon & Impington Day Centre Donation Sec 137 payment **£150** £150.00

Open Gardens Sponsorship Sec 137 payment **£50** £50.00

Victim Support donation **£50** £50.00

Shrievalty Trust Donation "Bobby Scheme" **£50** £50.00

168.2 To approve payment of outstanding accounts, prop Cllr G Payne, sec Cllr N Davies, all in favour:

Before 1 April 2011: **Linda Laxton** Plants **£99.98** + VAT £20 = £119.98

Emorsgate Seeds Seeds **£16** + VAT 64p = £16.64

St Andrews PCC Booking fee deposit **£20** £20.00

CPALC Allotments training course Cllr Nudds **£55** £55.00

Information Commission **£35** £35.00

Histon & Impington Recreation Ground 12 New Road Sixth claim **£2,709.58** £2,709.58

Histon Parish Council Annual War Memorial maintenance **£272.50** £272.50

Histon Parish Council Quarterly payment to date **£542.36** £542.36

Broker Network Insurance renewal (Came & Co) **£1,135.47** £1,135.47

Petty Cash **£11.36** £11.36

D W Payne travel and telephone expenses **£39.58** £39.58

CALC-CTP Cllr Professional Development stage 3 training **£35.00** £35.00

Buchans hedge cutting – South Road Play Area **£128.00** + VAT £25.60 = £153.60

Histon & Impington Recreation Ground – No 2 account - MUGA and Hardcourt hire March 2011 **£89.58** + VAT 17.92 = £107.50

Burial Ground

D W Payne Gel roller pens for use in Burial Ground registers **£3.82** + £0.76 VAT = £4.58

The Mower People Equipment services **£260.32** + VAT £52.06 = £312.38

SCDC Burial Ground rates **£194.37** £194.37

168.3 After 1 April 2011: **Histon & Impington Recreation Ground** 1st half precept funding
£16,890.50 + 1st half litter picking £2,148.75 and admin hours £1,921.25 = £20,960.50
PWLB Pavilion loan 11 of 50 £5,711.64 + Completion loan 9 of 48 £757.03 = £6,468.67
Post Office Limited SCDC Trade Waste £597.34 £597.34

Power or Action

c) Cllr D Payne returned to meeting. Paid In: Burial Ground: Ashes Wesson £75 To pay in: Burial Ground: Ashes inter Clarke £75; Ashes plaque Brundish £70; Memorial Gawthrop £105. Thank you letters received from Histon and Impington Day Centre; Open Gardens; "Bobby Scheme"

168.4 **Internal & External Auditor** Internal Auditor has carried out initial visit. External auditor date agreed 13 June. Statement of Audit to be taken to Extra Ordinary meeting to be called 6 June 2011 on night of Recreation Ground Committee AGM. Noted Statement signed Parish Council Chairman on behalf of the Parish Council itself

168.5 Finance Committee meeting 15 March postponed as inquorate. Next meeting due 26 April. Copy of Profit and Loss Budget v Actual to 15 March and Specified Reserves copied to all and accepted. **(Appendix 4)**

169 MATTERS FOR NEXT AGENDA

10/169.1 None

170 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS

10/170 **Agreed** next meeting Monday 18th April 2011. Dates for forthcoming meetings noted

Meeting closed 10.05 p.m.