

**Minutes of meeting of Impington Parish Council, held St Andrew's Church Hall, Burgoynes Road, Impington, Monday 18<sup>th</sup> July 2011 7.30 p.m.**

**Present:** Councillors: D W Payne (Chairman), B S Ing (Vice Chairman) H S Abdullah, P J Nudds, I M Parish  
Dist Cllrs E W Stonham, J P Chatfield (in part) Cty Cllrs J D Jenkins, S Gymer (in part)

Clerk: Mrs A J Young  
**Power or Action**

**223 APOLOGIES FOR ABSENCE**

11/223 Cllr N S Davies (holiday), A Turnbull (personal) G S Payne (holiday); Dist Cllr M J Mason  
Cllr Paul Manser had resigned from Parish Council with immediate effect

**224 MEMBERS' DECLARATIONS OF INTERESTS**

11/1224 None

**225 OPEN SESSION FOR THE PUBLIC**

11/225 No public present

**226 MINUTES OF MEETING HELD 20<sup>th</sup> JUNE 2011**

11/226 All agreed to sign as a true record

**227 MATTERS ARISING FROM PREVIOUS MINUTES**

- 11/227.1 Item 212.3 Police Emails copied to all. No Councillor had attended recent Police Liaison meeting. Cty Cllrs Gymer and Jenkins briefed on matters raised concerning: Graffiti; Parking outside Early Years Centre in Histon; Open Space issues. All residents should be urged to report any Anti Social Behaviour or crime to Police on 0345 456 4564
- 227.2 Item 214.1 IVC Consultation Petition submitted on extension to time
- 227.3 Outstanding Actions List provided for all (**Appendix 1**). Noted no meeting yet organised on Toucan Crossing proposals; HI Courier meeting with Editor to be arranged, August date preferred. All to send points of concern or ideas on Parish Council support for the publication to Clerk as soon as possible, suggestion that a "reply back" system for articles or requests for adverts to Courier would be appropriate

**228 RECENT CORRESPONDENCE**

- 11/228.1 Circulating file available for all
- 228.2 SCDC Community Pride and Village Hero Award nominations sought. Noting Histon Parish Council had nominated Ann Whitmore as Village Hero and after some discussion agreed to make no further nomination
- 228.3 SCDC Standards Committee nominations for Parish member vacancy, made jointly with Histon PC, Rick Bristow – SCDC advise 2 of the candidates had now been appointed
- 228.4 SCDC Speed Sticker Initiative free supply of 30mph stickers to be provided for housing in Water Lane, Cambridge Road, and Milton Road only
- 228.5 Cambs County Council Street Lighting PFI Project – background information ahead of consultation giving details on proposed replacement programme. Detail to follow
- 228.6 SCDC Parish Charter draft charter for comment and endorsement. Responses by Friday 9 September. Draft charter copied to all. Points raised:
- Car Park already run by Histon Parish Council
  - Development Control process, PCs interested in overseeing advertisement section
  - Tree Preservation Orders. Interest in Parish Council being able to serve
- Agreed** to delegate to Chairman and Clerk to respond endorsing in principle but with no obligation to then take on the draft but querying:
- How such as Tree Preservation Orders/ Development Control advertising could be achieved and costs involved. No payments currently to SCDC for advice on sports, arts, play for instance

- How boundaries for payment on existing free services would be decided and by whom

**Power or Action**

- Perception as a “one-way” document for Cty and Dist Cllrs. Suggest Parish Councils may want in return to see dramatic reduction at higher tiers in overheads; consistency in responses to queries (Service Level agreement on answering queries)

- 228.7 Cambridge Cycling Campaign request for support to build “Ring Fort Path” at Orchard Park – Highways Traffic and Transport to consider 21 July. Impington Parish Council noted support voiced in principle by Orchard Park Community Council and discussed desire lines; Highways Agency input; finance; issue of connection of communities. Prop Cllr Abdullah, sec Cllr Nudds, all in favour and **agreed** to advise Highways Traffic and Transport Committee that Impington PC support the proposal, conditional that it does not dilute the funding of the A14 Crossing solutions. Cty Cllrs Gymer and Jenkins due to meet Mike Davies 21 July to further discuss highways issues including the toucan crossing proposals for A14 flyover. Noted this would not be toucan crossing “on demand” but part of the traffic flow phase. Cty Cllrs Gymer and Jenkins to report HT&T as an up-date
- 228.8 Open Gardens letter of thanks from organisers for sponsorship, over £6000 raised
- 228.9 Letter of resignation accepted from Paul Manser, Chairman expressed disappointment in that Paul had made a positive contribution to the Council’s work. Co-Option process would be instigated with 3 vacancies now on Parish Council

**229 ANNUAL & MONTHLY REPORTS COUNTY AND DISTRICT COUNCILLORS**

- 11/229.1 County Council report from David Jenkins copied to all and accepted covering: Council and Cabinet meetings; Corporate directorates; Environmental Services; Adult and community services; Children and Young people’s services; Fire and Police; Local issues  
Cty Cllrs Jenkins and Gymer reported additionally on: Accident between cyclist and driver training bus 18 July Some discussion on existing signage along route and at junction and current media used by County Council for information on Guided Bus issues and opening dates. Once opened on 7 August, Parish Council could see potential risks and dangers at crossings, as raised during the planning process and felt authorities should be encouraged to issue warnings wherever appropriate. Cllrs would send notes of concerns to David Jenkins who was due to Chair Guided Bus Liaison meeting 21 July. Cllr Nudds to attend. Speed Limit Traffic Controls David Jenkins continued to follow up queries previously raised on procurement and funding. 110 Bus to Ely David Jenkins has obtained calculations specifically for this route, showing a subsidy of some £2,000 per annum in place. Possible freedom of information route for further details raised. Business Rates Proposal to retain rates in future under discussion. Possibilities of investment in businesses raised.
- 229.2 Dist Cllrs report from Cllr Stonham copied to all and accepting covering: Electoral arrangement and boundary reviews; Finance and staffing; Strategic housing land availability assessment; Recycling and New blue bins; Citi 8; Feast Sunday; Full Council; Cross Councilor surgery; casework. Further update on: Motion put up for Full Council 21 July on Bus Services by Dist Cllr Mason. Noted information from residents continued to be received and passed on to Stagecoach. Dist Cllr Chatfield agreed to request summary of complaints received from Citi 8 users, as agreed at recent meeting with Stagecoach. Electoral Arrangement and Boundary Reviews noting review had effectively been “shelved”. Dist Cllr Mason was working on a challenge on process

**230 RECREATION GROUND MANAGEMENT COMMITTEE REPORT**

- 11/230.1 Draft Management Committee minutes 28 June copied to all and accepted, with “In Committee” notes. Next meeting due 5 September. Cllr Nudds requested Cllr Ing to ensure report made on discussion on landscape issues during walkabout session
- 230.2 Cllr Ing reported on progress with restoration of pump on boundary and imminent installation of CCTV and lighting covering car park and pavilion area. Discussion on early proposals for replacement Histon Hornets Tea Hut with purpose built structure. 12 New Road noted work in progress with additional sound proofing of windows units. Recreation Ground Audit Additional queries on tender process and powers used for work on 12 New Road to be answered and

submitted by Committee. Sustainability Cllr Nudds asked Committee to carefully consider sustainability issues at Recreation Ground site. Request that the

**Power or Action**

Committee obtain details on efficiency of small turbine in use at Orchard Park school. Heating system in the Pavilion concern over control of temperature. Review of system use to be undertaken using any local knowledge of facility management

**231 PLANNING COMMITTEE REPORT**

- 11/231.1 Minutes 28 June provided for all and accepted. Next Meeting due 19 July
- 231.2 Northstowe Forum 13 July. Cllr Ing attended and briefed members on discussion and details provided on secondary school provision; relocation of town centre with reserve land in for development. Full report to be provided and circulated to all. Concern was expressed over future commitment to the site once first 1500 homes built and impact on Histon and Impington of retail space by 2/3 of size of Cambridge Centre space
- 231.3 Orchard Park Noted details of plans for retail area, reduced from original plan Unwin Square despite increased housing proposals
- 231.4 Nathanial Gardens Tim Wotherspoon had agreed to raise Parish councils issue over naming preference for stage 2 of Merrington Place development

**232 OTHER REPORTS**

- 11/232.1 Clerks Report copied to all and accepted covering: Website training; Internal Audit; New Computer; Delegated Powers; Water Tap at Burial Ground refurbished. Clerk to obtain definitive advice offered by IT Support Company employed on best provision for Parish Council needs, Clerk's email service identified as most aspect to solve, followed by a plan to upgrade elsewhere as necessary
- 232.2 No chairman's report for July

**233 OTHER MATTERS**

- 11/233.1 Youth Advisory Body Next meeting due 25 July. Cllr Abdullah reported on feedback from Voiceability; cancellation of free MUGA session at Recreation Ground (no attendees)
- 233.2 Highways meeting due 21 July. Request from resident South Road for consideration of changes of right of way South Road into Villa Road. All agreed seemed a sensible suggestion but deferred to HT&T for discussion on costs involved and future development likelihood of SCA site. Feedback from Histon Feast "Any Question" for Histon Parish Council on update request for High Street/The Green crossing and concern over high hedges overgrowing pavement at 2 High Street. Highways Histon Highways Traffic and Transport minutes 19 May provided to all and accepted. Speed Limits Management noted new policy. Cllr Jenkins clarifying costs, for instance speed limit reduction north of Histon Green. Civil Enforcement Arrangements noted response made to consultation by HT&T Committee. Milton Road Cycleway noted work on-going not yet complete. County Council Highways to be alerted to brambles encroaching the path. Overhanging Trees reported outside Co-Op Pharmacy Histon Green, from Car Park. Doctors Close tarmac path totally overgrown. Cllr Nudds had met Steve Thulborn County Council Highways and would follow up meeting with report on items discussed for Environment Committee.
- 233.3 Environment Committee Next meeting due 2 August. Tree Issues Cllr Nudds updated members on correspondence with residents of Burrough Field regarding trees in The Coppice and conditions required for solar panel installation. Management procedures were in place and being followed. Some work on deadwood and removal of lodged limbs planned. Noted delegated powers used to order work required from Tates at total cost of £330, Acacia quoting £350 for part of the work. Tree Policy Agreed to review and configure existing policy at next Environment Committee meeting, noting it was essentially not to carry out tree works for any reason other than health and safety and vigor of the tree whilst striving to act as a considerate neighbour
- 233.4 Feast Market Mixed thoughts reported on success of market presence by the Parish Council in a new site. Noted some response forms received via the stall on "Joining" consultation and 7

matters of concern raised for consideration by appropriate Committees in due course. Agreed to write to Feast Committee congratulating on a successful week. Some concern over future of Committee following resignations was reported

**Power or Action**

233.5 Older Persons Co-Ordinator interviews held, contract being developed

**234 FINANCE & ADMINISTRATION**

Cllr D W Payne declared personal interest as Chair of Board (Payment to Courier)

Cllr B S Ing declared a prejudicial interest as Director HI Courier (Payment to Courier)

- 11/234.1 To confirm payment of retrospective accounts, prop Cllr Abdullah, sec Cllr Nudds, all in favour:
- |  |                  |           |
|--|------------------|-----------|
| <b>Cambs County Council Sec 137 donation</b>           | <b>£100</b>      | £100      |
| <b>Kings Meadow Gardening Project Sec 137 donation</b> | <b>£225</b>      | £225      |
| <b>Histon &amp; Impington Courier July insert</b>      | <b>£200</b>      | £200      |
| <b>Administration M3</b>                               | <b>£1,443.18</b> | £1,443.18 |
| <b>Histon Parish Council Contracted out hours June</b> | <b>£497.90</b>   | £497.90   |
| <b>Burial Ground expenses</b>                          | <b>£15</b>       | £15.00    |
- 234.2 To approve payment of outstanding accounts, prop Cllr Abdullah, sec Cllr Nudds, all in favour:
- |  |  |          |
|--|--|----------|
| <b>Histon Parish Council Quarterly expenses Officer requirements</b> | <b>£1,365.47</b>                                     | £1365.47 |
| <b>Gerry Whitfield Internal Audit charges 2010-11</b>                | <b>£175.20</b>                                       | £175.20  |
| <b>Moore Stephens External Audit fee 2010-11</b>                     | <b>£550 + VAT £110=</b>                              | £660     |
| <b>Buchans Landscapes grass cutting June</b>                         | <b>£642.36 + VAT £128.47=</b>                        | £770.83  |
| <b>Print Out Stationery</b>  | <b>£16.99 +VAT £3.40=</b>                            | £20.39   |
| <b>Tates Tree Works Cemetary tree works</b>                          | <b>£320 + additional work including at Dole £80=</b> | £400     |
| <b>R A Downes repairs to tap at Burial Ground</b>                    | <b>£180 + VAT £36.00=</b>                            | £215     |
- Cllr Nudds reported a good job carried out on repair to tap at Burial Ground, now at more convenient height for use
- Youth: **Kinnerz Coaching** coaching sessions **£135** £135
- 234.3 **Paid In:** VAT Refund 2010-11 £2,019.76; Histon Parish Council Burial ground expenses 2010-11 £4,286.19; Burial Ground: Plot and Inter Easy £440; Additional inscription £45; Interment non-resident Pettitt £360; Ashes inter Cracknell £75
- 234.4 Minutes 5 July and appendix copied to all and accepted. Clarified all members are Trustees of John Burgoynes Charity with meeting due to consider winding up. Ambrose Way noted section 106 funding for up-keep of land to be taken out of ringfenced for appropriate spending on open space. Merrington Place, Phase 2 Section 106 funding expected within 12 months following recent granting of planning permission. Dist Cllr Mason continued to follow up drainage issues.
- 234.5 External Audit Moore Stephens certify completion of audit, with no matters of concern

**235 MATTERS FOR NEXT AGENDA**

11/235 Email distribution of Agendas and Minutes

**236 DATE & PLACE OF NEXT MEETING and FORTHCOMING MEETINGS**

11/236 No Full Council meeting in August, any urgent matter to be placed on Planning Committee agenda 9 or 30 August. **Agreed** next meeting Monday 19<sup>th</sup> September 2011. Dates for forthcoming meetings noted

Meeting closed 9.55 p.m.