

**Minutes of meeting of Impington Parish Council, held St Andrew's Church Hall, Burgoynes Road, Impington, Monday 19<sup>th</sup> September 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, A Turnbull, G S Payne  
Dist Cllrs E W Stonham, M J Mason, (in part) Cty Cllr S Gymer (in part) Clerk: Mrs A J Young

**Power or Action**

**237 APOLOGIES FOR ABSENCE**

11/237 Cllr N S Davies (Parish Council business), Cty Cllr Jenkins, Dist Cllr Chatfield

**238 MEMBERS' DECLARATIONS OF INTERESTS**

11/238 245.1 Minutes 6 September Cllr D W Payne declared a personal interest in item re Haulage Road, Impington Lane (as no decision to be made)

**239 OPEN SESSION FOR THE PUBLIC**

11/239 No public present

**240 MINUTES OF MEETING HELD 18<sup>th</sup> JULY 2011**

11/240 All agreed to sign as a true record

**241 MATTERS ARISING FROM PREVIOUS MINUTES**

- 11/241.1 Outstanding Actions September 2011 list provided covering HIAFOP/HICOM; Civil Parking Enforcement; Histon Football Club; Merrington Place; speed Limits Management; HI Courier.
- 241.2 Item 227.1 Police emails copied to all by email as received
- 241.3 Item 228.4 IVC Consultation No extension given
- 241.4 Item 228.4 SCDC Speed Stickers Initiative now available for distribution
- 241.5 Item 228.6 SCDC Parish Charter Comment made
- 241.6 Item 228.9 Vacancy SCDC confirm co-option can proceed
- 241.7 Item 233.2 County Highways items reports made to Steve Thulborn. Cllr Nudds to provide list of matters agreed and actions **PJN**
- 241.8 Probation team Cty Cllr Gymer agreed to contact team leader to re-instate good contact with Envrio.volunteers for work in Histon & Impington **SG**

**242 RECENT CORRESPONDENCE**

- 11/242.1 Circulating file available for all
- 242.2 SCDC Open Day 7 Oct; Parish Liaison Meeting 28 September, Cllr Ing to attend; Training event; Decision making and modern.gov 12 September. Cllr Ing outlined plans for alerts on local issues for all Parish Councillors. Cllr Ing to meet Clerk to investigate a trial **BSI**
- 242.3 2012 Jubilee Festival Trek Subgroup Request for volunteer marshals 5 June 2012 12km country walk
- 242.4 Cambs ACRE AGM details 27 September 5 30 pm St Ives "Celebrating Localism One year On". No attendees.
- 242.5 IVC Seeking agreement to closure of IMPACT charity account. All **agreed** to support closure

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

- 11/243.1 County Council report from David Jenkins copied to all and accepted covering: Environmental Services; Children and Young People's Services; Adult and Community Services; Health; Fire and Police. Cty Cllr Gymer reported additionally on:
- Tarmacking of cycleway B1049 (north) due to commence 19 July
  - Histon exchange upgrade for higher speed Broadband
  - Attendance with Cllr Nudds at site meeting Guided Busway 9 September. Problems raised at meeting include:
    - ❖ Planting issues, actions awaited
    - ❖ Disturbance to stakes/matting in Copse Wood

- ❖ Graffiti and painting issues; signage
- ❖ Public Art yet to be installed
- ❖ Design/siting of bollards
- ❖ Timings of lights, review to be carried out

Cllr Nudds outlined CCTV and replanting issues. Cllr Gymer agreed to write up notes for meeting 9 September and provide to Cllr Nudds and Bob Menzies for comment. Also to request notes from Bob Menzies on previous site meeting. Cllr Gymer to investigate claims from students re capacity on Stagecoach with so many buses terminating at Cambridge and not through to Trumpington. **SG**

- Histon Station Building ownership issues discussed with Bob Menzies. Further meeting required to discuss process. Noted David Thurman was resurrecting Design Group meetings to discuss future of site.
- Cycle Use Noted copy letter from young resident to Stagecoach and Whippet requesting cycle trailers be considered on bus route
- Ringfort Cycle Path Copy response from County Council outlining areas for investigation prior to any decision
- Segregated Crossing A14 Noted Section 106 budget of some £400k plus £50k from NCATP remains. Noted Orchard Park has recently suggested to SCDC that they should have the opportunity for a detailed review of any wording associated with the County Council. Some support for requesting same for Impington Parish Council
- Libraries Cllr Gymer urged all residents to use local library service whenever possible to help safeguard future

243.2 Dist Cllrs report from Dist Cllr Mason copied for and accepted covering: Bus Services; Guided Bus; Northstowe Parish forum; Cycle Crossing B1049/A14; Histon Village Green Ecological Mitigation Plan; Planning Enforcement Issue; SCDC Scrutiny Committee; Boundary review. Dist Cllr Mason reported additionally on:

- Ecological Mitigation Scheme suggested by Mike Davies, County Council. A positive meeting held resulted in a good plan being drafted for work on Brook at Histon Green

## **244 RECREATION GROUND MANAGEMENT COMMITTEE REPORT**

11/244.1 Draft Management Committee minutes 5 September provided for all and accepted.

244.2 Update Item 196.1 Glazing members confirmed technical matters had delayed action but now appeared resolved. CCTV Installation underway. Additional external power point included, funded by Friends of The Rec to allow for general hirers use and Christmas lights In Committee item noted.

Sustainability Cllr Ing confirmed issue of feasibility study on Solar Panels/Wind Turbine on next agenda for discussion. Heating inefficiencies remained undocumented. Homefield Park Cllr Nudds outlined problems with garden disposal and work carried out on monitoring of trees, to be documented for Recreation Ground Committee. Some work required on ranch style fencing adjacent to bungalows. Cllr Parish wished to record congratulations to those involved in recent work in Homefield Park and noted recent new user of the space. Dogs new signage on order to indicate no dogs allowed on Recreation Ground

## **245 PLANNING COMMITTEE REPORT**

11/245.1 Cllr D W Payne declared a personal interest (Haulage Item) lives nearby, but no decision made. Minutes 19 July, 9 August and 6 September provided for all and accepted. Next meeting due 4 October. Noted: S/1453/11 8 Hereward Close Committee had recommended refusal but approval had be given by SCDC. S/0807/11 IVC Lodge Members disappointed with over-restrictions placed by condition on use of lodge out of hours.

245.2 Resolution Authority for Chairman and Vice Chairman to sign indemnity agreement for Open Space Contributions from Developers at 159 Station Road, Impington. Reviewed at Planning Committee. **Agreed to be signed**

245.3 Public Art Strategy Andy O Hanlon confirms £14,720.93 received by SCDC for public art from Sec 106 NIAB development, to be spent by February 2014 in Histon and Impington. Cllrs Nudds and Ing working on plan, to be brought to Council December meeting, once input from SCDC Arts and Culture Officers received **BSI/PJN December agenda**

## **Power or Action**

- 245.4 SHLAA (Strategic Land Availability Assessment) Initial comments on application by Campbell Buchanan for land rear of Impington Lane, noting Planning Committee to consider future agenda. **Agreed** Planning Committee item once full list of applicants known 28 September  
**Planning Committee**
- 245.5 Bellway Homes Noted public exhibition invitation to all Cllrs Monday 26 September to view initial proposals for Villa Road site

## **246 ENVIRONMENT COMMITTEE REPORT**

- 11/246.1 Minutes 2 August provided for all and accepted . Next meeting 25 October.
- 246.2 Quote for 33m Chestnut Paling Cllr Nudds and Clerk to order work as appropriate, site currently vulnerable **PJN**
- 246.3 Tree Issues delegation of responses to queries concerning trees and Tree Policy to Environment Chairman and Clerk. **Agreed** **PJN**
- 246.4 Cllr Abdullah/Nudds due to meet NIAB representative re site boundary fencing **PJN/HSA**
- 246.5 Cllr Nudds reported tree surveys on all remaining sites carried out, report awaited
- 246.6 Request for dog bin close to South Road Play Area made. Environment Committee next agenda  
**Environment Committee**

## **247 OTHER REPORTS**

- 11/247.1 Clerks report provided for all and accepted covering: New Computer; HICOP website; Buchans; Refurbished rocking horse; Community Facilities Committee; B1049/A14 Cycle Crossing; Delegation spend; annual leave. Community Orchard project Noted other proposals for community orchards in villages as part of developments pending/emerging. Buchans Agreed to put in writing concerns voiced over non-use of PPE by some operators, especially using strimmers. Macfarlane Close File note on actions over last few years now made. Residents intend to use domestic noise meters for a series of readings, noting condition e.g. wind direction, and for calibrating with professional meter at completion
- 247.2 Chairman report (Appx 1) provided for all and accepted. Chairman reported additionally on:
- Northstowe issues, including indication scheme will not happen till early 2020s; concern for Longstanton Parish Council workloads in meantime; and lessons learned from Orchard Park development

## **248 OTHER MATTERS**

- 11/248.1 Youth minutes 25 July provided for all and accepted. Meeting due with Skate Park Project Group. Noted SCDC putting in place Youth Council
- 248.2 Highways minutes 21 July provided for all and accepted. Next meeting 13 October. Update on: South Cambs AJC 25 July; A14 Cycle Crossing improvements briefing 8 September ; B1049 cycleway issues; Guided Bus safety concerns; copy letters to residents regarding encroachment issues.
- 248.3 Annual Street Light Maintenance Contract: To delegate signature of contract documentation Option 2 to Clerk following review of documents by Highways members. **Agreed** to be signed after Parish Liaison meeting feedback 28 September
- 248.4 Cambs County Council confirmation whether Impington PC wish to retain previous request for access restriction in Clay Close Lane as priority in light of reduced scheme budget. Cllr Nudds declared a prejudicial interest as resident of Clay Close Lane. Following review of previous application and discussion of factual nature, Cllr Nudds left room. Noted:
- Public Road
  - Underground Pipework
  - Difficulties facing drivers on Burgoynes Road/Milton Road
  - Uncertainty of advertising and legal costs. Consultation exercise required
  - Parish Council unable to agree to part fund for benefit of only a few residents
- Finally proposed Cllr G Payne, seconded Cllr Parish to confirm to Cambs County Council Impington Parish Council no longer wished to retain request, 4 in favour 1 abstention. Cllr Nudds returned to meeting.

- 248.5 **Joining (Appendix 2)** Paper provided to all containing recommendations:
- Proceed to the Parish Meeting with the proposal to group (ie proceed to join the two Councils, using the process of the 1972 Local Government Act) with Histon Parish Council
  - Notwithstanding the passage of time and the proximity to the key decision it is **essential** to be professional in any relationship with the EAC and meet with the chair and their legal representative.
  - To get formal agreement on the offer of NALC legal advice to Parishes and District
  - To increase publicity regarding the Parish meeting

Discussion/clarification on:

- Consultation responses, with any received by 21 September to be included in final report
- Articles in Courier/Website/Mailing lists. Possible approach to be made for Radio Cambridgeshire interview
- Open meeting 22 September 8pm. Notes to be provided to Cllrs to aid discussion points, all speakers to provide names
- Noted one response received to date from Kings Meadow by email
- Importance of decision making meeting (Parish meetings to run concurrently) 14 October. Possibilities of video recording
- Role of SCDC and Electoral Arrangements Committee
- Proposed use of LGA 1972 to group opposed to 2007 Act. Timing issues relevant and “warding” element
- Administration difficulties
- Decisions on name of any grouped Council and size yet to be approached

**With addition of words “on 14 October” after “to the Parish Meeting”** in item a).

Proposed Cllr D W Payne, seconded Cllr Ing all in favour to accept all recommendations . Meeting with Electoral Arrangements Committee Chairman and SCDC Legal representative to be organised prior to 14 October, to be attended by any Working Party members available, and to invite all District Councillors.

- 248.6 **Older Person Co-Ordinator** Jean Newman appointed as Older Persons Co-Ordinator, letter of thanks for support to the role received.
- 248.7 **Community Facilities** deferred. Next meeting 24 October

## **249 FINANCE & ADMINISTRATION**

- 11/249.1 To confirm payment of retrospective accounts, prop Cllr G Payne, sec Cllr Ing, all in favour:
- |   |                                  |           |
|---|----------------------------------|-----------|
| <b>Administration M4</b>  | <b><u>£1,409.95</u></b>          | £1,409.95 |
| <b>Histon Parish Council</b> Contracted out hours July                                | <b><u>£497.90</u></b>            | £497.90   |
| <b>Burial Ground</b> expenses   | <b><u>£5</u></b>                 | £5.00     |
| <b>Administration M5</b>  | <b><u>£1,456.48</u></b>          | £1,456.48 |
| <b>Histon Parish Council</b> Contracted out hours August                              | <b><u>£497.90</u></b>            | £497.90   |
| <b>Burial Ground</b> Expenses   | <b><u>£4.93</u></b> + VAT £0.99= | £5.92     |
| <b>Print Out</b> Stationary   | <b><u>£16.99</u></b> +VAT £3.40= | £20.39    |
| <b>Broker Network Limited</b> Additional insurance premium rocking horse and wet pour | <b><u>£25</u></b>                | £25.00    |
- 249.2 To approve payment of outstanding accounts, prop Cllr G Payne, sec Cllr Ing, all in favour:
- |  |                                 |                                     |
|--|---------------------------------|-------------------------------------|
| <b>Histon &amp; Impington Recreation Ground</b> 2 <sup>nd</sup> half request | <b><u>£16,890.50</u></b>        | Litter pick <b><u>£2,148.75</u></b> |
| Clerical assistance  | <b><u>£1,921.25</u></b> =       | £20,960.50                          |
| <b>Tates Treeworks</b> Tree services   | <b><u>£330</u></b>              | £330.00                             |
| <b>Buchans Landscapes</b> July Burial Ground                                 | <b><u>£264</u></b> + VAT £52.80 | Grass Cuts <b><u>£587</u></b> + VAT |
| £117.40 Homefield Park (to be paid by Recreation Ground -£80 + VAT £16)=     |                                 | £1,021.20                           |
| <b>Buchans Landscapes</b> August Burial Ground                               | <b><u>£264</u></b> + VAT £52.80 | Grass Cuts <b><u>£587</u></b> + VAT |
| £117.40 Homefield Park (to be paid by Recreation Ground -£80 + VAT £16)=     |                                 | £1,021.20                           |
| <b>Parish Online</b>   | <b><u>£50</u></b> + VAT £10 =   | £60.00                              |

**Power or Action**

**Roger Hovells** 2 bus shelter cleans **£35** £35.00

**Fenland Leisure Products Ltd** install rocking horse at South Road **£3248.87** + VAT  
£649.77 = £3,898.64

Burial Ground: **New Pig Limited** spill tray Health & Safety item **£33.31** + delivery **£5.75** +  
VAT £7.81 = £46.87

**Petty cash** **£22.83** £22.83

**No 2 Account Cambs County Council** Agreed youth services **£1,775.90** £1,775.90

249.3 Paid In: Burial Ground: Additional Inscription/replacement memorial £100; New Memorials  
£215; Interments £560

249.4 Email distribution of Agenda & Minutes discussion prior to adoption of new Standard Orders  
October 2011. Deferred to next meeting **October agenda**

249.5 To note decision of Trustees of John Burgoyne Charity meeting 7p.m. Monday 19  
September. Noted decision to wind up Charity

249.6 Employment Issues "In Committee" item

**250 MATTERS FOR NEXT AGENDA**

11/250 Communication with residents; Email distribution of Minutes & Agendas; Older Persons Co-  
Ordinator

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

11/251 **Agreed** next meeting Monday 17<sup>th</sup> October 2011. Dates for forthcoming meetings noted

This part of the Meeting closed 10.10 p.m.