

**Minutes of meeting of Impington Parish Council, held St Andrew's Church Hall, Burgoynes Road, Impington, Monday 17<sup>th</sup> October 2011 7.30 p.m.**

**Present:** Councillors: D W Payne (Chairman), B S Ing (Vice Chairman) H S Abdullah, N S Davies (in part), P J Nudds, I M Parish, A Turnbull (in part)

Dist Cllrs E W Stonham, J P Chatfield (in part) M J Mason; Cty Cllr D Jenkins (in part)

Clerk: Mrs A J Young

**Power or Action**

**252 APOLOGIES FOR ABSENCE**

11/252 Cllr G S Payne (personal), Cty Cllr Gymer

**253 MEMBERS' DECLARATIONS OF INTERESTS**

11/253 None received

**254 OPEN SESSION FOR THE PUBLIC**

11/254 No public present

**255 MINUTES OF MEETING HELD 18<sup>th</sup> SEPTEMBER 2011**

11/255 All agreed to sign as a true record

**256 MATTERS ARISING FROM PREVIOUS MINUTES**

- 11/256.1 Outstanding Actions October 2011 including:  
164.1 HIAFOP/HICOM reports on deliverables due December  
214.1 Histon Football Club replacement trees, copy correspondence sent from SCDC to HFC  
246.2 Chestnut paling at Burial Ground – Grounds Works required first  
249.5 John Burgoyne Chairty – Closure proceedings pending
- 256.2 Item 241.2 Police Emails copied to all. Liaison meeting 11 October attended by Cllr Nudds
- 256.3 Item 241.3 IVC Note from principal and Chair of Governors to all. Meeting due 8 October
- 256.4 Item 241.6 Vacancy less than 6 months to elections, 3 vacancies would not now be filled
- 256.5 Item 242.2 Parish Liaison meeting 28 September, report from Cllr Ing including up-date on grant funding; SHLAA application levels; finance and welfare reforms. Notes of meeting to be supplied
- 256.6 Item 248.3 Annual Street Lighting Maintenance SCDC future responsibility for maintenance costs. Clarified Balfour Beatty contracts already in place would be cancelled at no cost. SCDC responsibility remained for replacements. Paul Quigley SCDC had been asked for clarification of invoice payments to be made
- 256.7 In Committee Cllr Ing confirmed Employment Group had not met recently to look at employment policies. Work required on employment contracts etc following decision at Parish Meeting 14 October 2011 for Histon and Impington Parish Councils to look to group. Noted Clerks trial in reduced hours commenced 1 October 2011 for 3 months.

**257 RECENT CORRESPONDENCE**

- 11/257.1 Circulating file available for all
- 257.2 Histon Station up-date on meetings and reports of damage. Cllr Thurman of HPC had begun to organise meeting of Station Design Group
- 257.3 CPALC AGM Saturday 3 December at Bluntisham – Cllr D W Payne to attend **DWP**
- 257.4 Boundary Commission for England Consultation till 5 December 2011, request for communication of proposals. Agreed no action as a Parish Council. Individuals could make their own contribution
- 257.5 Histon Feast open letter for community. Cllr Davies advised volunteers had started to come forward and new event ideas were planned for 2012
- 257.6 Queen Elizabeth Diamond Jubilee 2012 Various leaflets received

**258 MONTHLY REPORTS COUNTY AND DISTRICT COUNCILLORS**

- 11/258.1 County Council report from Cllr Gymer copied to all and accepted covering:  
Impington Parish Council

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Environmental Services; Children and Young People's Services. Cllr Jenkins updated on: BT Open Reach super fast broadband for Histon and Impington and issues for Planning Committee on requests for automatic ducting on new developments; 110 Bus Service to Ely discussion at County Council; progress with compulsory purchase of Station building and possible lease/rent in short term, Parish Council to be consulted on uses

- 258.2 District Council report from Cllr Chatfield copied to all and accepted covering: LPSA Grants and Community Projects; Strategic Housing Land Availability Assessment SHLAA; South Cambridgeshire Housing Repairs Services; Tenant Participation Group (TPG); Northstowe; Street Lighting. District Councillors updated on: Police and Crime issues with recent mid-evening burglary reports and drug issues in village centre. Cllr Nudds reported on improvements suggested to SCDC on graffiti cleaning. Cllr D W Payne asked for details of SCDC Community Development officers after failed attempts to engage with Kings Meadow Residents Association. Cllr Chatfield agreed to investigate contacts and report back. Cllr D W Payne to visit Kings Meadow Community Centre to make investigations. **JPC/DWP**

## **259 RECREATION GROUND MANAGEMENT COMMITTEE REPORT**

- 11/259.1 Next Management Committee meeting due 7 November. Half Yearly due 5 December  
259.2 Cllrs Ing and Davies reported on new car park lighting now in place and CCTV provision. New club for 4-5 year olds proving successful but capacity issues had arisen. Friend of the Rec Bonfire Burn Run 6 November had so far attracted over 700 entrants. SCDC had provided a £500 grant

## **260 PLANNING COMMITTEE REPORT**

- 11/260.1 No Committee meetings held. Meetings due 25 October and 15 November.  
260.2 Bellway Homes report on exhibition held 26 September. Cllr Abdullah (nearby resident) and Turnbull (professional) declared personal interests as for report only. Bellway Homes have responded to visitors by letter, for report to next Planning Committee 25 October. Cllr Mason confirmed Bellway Homes say they will maintain and clear the part of the drain on their property. Cllr Davies commented on the disappointing initial approach to play area provision, currently allocated for the balance pond area.  
260.3 Cllr Nudds agreed to provide a list for the Dist Cllrs and Planning Committee of enforcement issues, especially surrounding archaeological matters. Dist Cllrs agreed to forward the monthly enforcement update list on receipt from SCDC and Cllr Mason to request that the list provided by Histon & Impington Parish Councils in recent months be included in the update from now on **PJN/MJM**  
Cllr Davies left the meeting

## **261 OTHER REPORTS**

- 11/261.1 Clerks report provided for all and accepted covering: Internal Audit visit 5 October; CCTV now installed at Rec Ground; CPALC Training details; IVC Meeting, Bellway Homes exhibition, Library awards, Parish Liaison; Clerk now working 30 hours a week; Clerk delegate spend: Flyer printing £110; Leaflet drop expenses £30 (with Histon); Dusk Activated light for office - addition to lighting quote at Rec Ground  
261.2 Chairman's Report No report this month

## **262 EMAIL DISTRIBUTION OF AGENDAS AND MINUTES FOR FULL COUNCIL**

- 11/262.1 Proposal to include item in new Standing Orders yet to be adopted for Minutes and Agendas to be sent by electronic means, hard copies available at meeting. Cllrs liked to have paper copied to read at leisure. **Agreed** to include in draft for legal coverage but to continue to send/deliver hard copies before the meeting. The new Council may reconsider once formed.

## **263 OTHER MATTERS**

- 11/263.1 Youth Advisory Body Notes for meeting held 3 October provided for all and accepted. Cllr Abdullah outlined progress with skatepark group and invitation to Working Party meeting by

## Power or Action

HPC for representative of the group to look at possible uses of new land rear of Manor Park. Other possible sites were put forward. Cllr Abdullah also outlined youth work organisation changes, reviews of SLA and viring of Youth club budget unspent into projects for Jubilee event 2012

263.2 Highways Matters HPC Highways Traffic and Transport committee meeting held 13 October, minutes not yet available. Note from Cty Cllrs Jenkins urging any requests be made to Michael Oakman in summer 2012 for amendments to annual winter service routes; cycle rack grant request from Railway Vue forwarded to Cty Cllrs Gymer and Jenkins for input; Invitation to HCV Strategy Parish Council meeting 29 November. Cllr D W Payne to attend Cllr Turnbull left the meeting **DWP**

263.3 Environment Next committee meeting due 1 November. Cllr Nudds reported all new tree surveys now received, following discussion with Clerk and agreement with second Environment Committee member Cllr D W Payne, under Clerks Delegated Powers it had been agreed that:

- Jim Gardener be asked to carry out ditch clearance work at Clay Close Lane (budget in place) at £230 per day
- Jim Gardener be asked to clear boundary of Burial Ground/ Allotments ready for replanting works and erection of paling now becoming emergency work due to vulnerability of site at maximum of £460, majority coming back to Parish Council from County Council as agreed with Mike Davies

Jim Gardener had been chosen because of good availability for week commencing 17 November, good service previously provided at Crossing Keeper Hut and Recreation Ground and very reasonable day rate for JCB use.

- Tate Trees to remove on emergency basis cherry and ash tree flagged up as urgently requiring action in surveys. Groundsman had been advised. Cost £120

Allotment meeting organised on site but poorly attended

Jubilee Tree on order with SCDC. Cllr Nudds to decide on final site for planting **PJN**

263.4 Joining Open Meeting held 22 September, meeting with Legal Officer and Electoral Arrangements Committee Chairman held 4 October. Extra Ordinary Parish meeting attended by just under 120 people held 14 October resulting in a vote to proceed to a grouping order request to SCDC. Cllr D W Payne outlined Electoral Arrangements Committee process and David Lord, Legal Officer, had been asked to provide deadline for submission of business case. Cllr Parish to draft initial business case with each Parish Council to approve in due course. This may require extra Extra Ordinary meetings of each Parish Council to fit into the timetable. Some question still remained over election process for a grouped Council. **Agreed** that it was important to get the right advice and to approach Philip Kratz, previously used for specialist law advice, to see if this was an area of his expertise

263.5 Communication with Residents Cllr Ing updated council on thoughts. Various consultations and special open meetings held recently had attracted larger numbers. Courier to every household and increased website usage has greatly increased communication channels. All **agreed** it was now a matter for the new Council to bring opportunities forward but using segments for topics seemed a successful route

263.6 Arrangements for Remembrance Sunday **Agreed** to order wreath and increase cost to £40 as part donation, and Chairman to lay on behalf of the Parish Council **LGA Sec 137/DWP**

## 264 FINANCE & ADMINISTRATION

11/264.1 To confirm payment of retrospective accounts, prop Cllr Ing, sec Cllr Parish, all in favour:  
**Administration M6 £1,429.89** £1,429.89  
**Histon Parish Council** Contracted out hours July **£497.90** £497.90  
**Burial Ground Expenses £10** £10.00  
**Public Works Loan Board** Pavilion Loan 12 of 50 **£5,644.40** Completion loan 10 of 48  
**£747.61 =** £6,392.01

264.2 To approve payment of outstanding accounts, prop Cllr G Payne, sec Cllr Ing, all in favour:  
**CPRE Subscription (all agreed to renew) £29.00=** £29.00

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	<b>Haydens Arboricultural Consultants Limited</b> 4 x surveys <b>£1,284.25</b> + VAT £256.85=	£1,541.10
	<b>Print Out</b> Photographic costs <b>£4.25</b> + VAT £0.85=	£5.10
	<b>Print Out</b> Stationery <b>£16.99</b> + VAT £3.40=	£20.39
	<b>Histon Parish Council</b> Quarterly Charges <b>£689.54</b> =	£689.54
	<b>Balfour Beatty</b> Street Light maintenance contract <b>£246.74</b> + VAT £49.35=	£296.09
	<b>Petty Cash</b> <b>£30.29</b>	£30.29
	<b>Buchans Landscapes</b> September – green and red verges £587.00, Burial ground £264.00 = <b>£851.00</b> + VAT £170.20=	£1,021.20
	<b>N Unwin</b> Burial Ground – 2 cuts <b>£50.00</b> =	£50.00
264.3	Paid In: Allotment Fees April 2011 £15; Burial Ground: Additional inscription £50; Rates rebate Burial Ground shed £194.37; Plot intern and reserve non-resident £1,860; SCDC 2 <sup>nd</sup> half precept £56,250; Sec 106 159 Station Road £2,257.54	
264.4	See item 256.7 not taken In Committee	

**265 MATTERS FOR NEXT AGENDA**

11/265 Community Facilities Group proposal for decision

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

11/266 **Agreed** next meeting Monday 21<sup>st</sup> November 2011. Dates for forthcoming meetings noted

Meeting closed 9.40 p.m.