

MINUTES OF IMPINGTON PARISH COUNCIL MEETING HELD MONDAY 21 FEBRUARY 2005 7.30P.M. AT ST ANDREW'S CHURCH HALL, BURGOYNES ROAD, IMPINGTON

PRESENT: Chairman Cllr D W Payne, Cllrs H S Abdullah, P D Gooden (also County), P J Nudds, T W Silk, D A Starling, S A Unwin, G B Waters, M J Withers Dist Cllrs M J Mason , J P Chatfield (in part) Mrs A Young Clerk
Power Action

1 APOLOGIES FOR ABSENCE

188 Cllrs Lawton (work), Teague (illness)

2 MEMBERS' DECLARATIONS OF INTERESTS

189 None

3 OPEN SESSION FOR THE PUBLIC

190 No members of the public were present

4 TO SIGN AND APPROVE MINUTES OF MEETING HELD ON 17 JANUARY 2004

191 Proposed Cllr Silk, seconded Cllr Nudds, approved and signed as a true record of the meeting

5 MATTERS ARISING FROM PREVIOUS MINUTES

192.1 Item 176.4 Affordable Housing. Response received from Chartered Surveyor

192.2 Items 181.8 – 181.10 Day Centre, Victim Support, Kings Meadow Garden Project. Letters of thanks

192.3 Item 182.3 Drug Policy Project. Report from Cllr Abdullah on awareness promotion by local schools

6 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

193.1 Minutes 10 November 2004 copied for all. Cllr Unwin reported on meeting 9 February 2005, Cllr Wynn elected Chairman and Cllr Unwin Vice Chairman. Cllr Unwin reported on issues regarding trees in Homefield Park; bench repairs; staff sickness cover; change of insurance cover; tractor and use of machinery fund for essential repairs.

193.2 Development Group Cllr Unwin reported on advert in Cambridge Evening News for applications of interest of tender. Decision expected in May. Friends of Rec had received a grant of £5,000 from the Garfield Weston Foundation. Various applications for revenue funding were being discussed.

193.3 Skate Park Cllr Abdullah expressed concern that area designated for skate park area no longer part of the plan. Cllr Unwin explained problems with the MUGA size had caused this re-design. Alternative sites were being sought in conjunction with Youth Committee. Cllr Abdullah reminded Council that Youth Committee had felt area was too small and in the wrong place from the beginning

193.4 Public Works Loan Board application A revised Resolution, proposed by Cllr Payne, was on the agenda for confirmation, following decision made by Histon PC at their meeting held 14 February 2005: *“That in line with Public Works Loan Board regulations, Impington Parish Council agree to apply for PWLB finance for the purchase of freehold land at the Recreation Ground of a figure of £82,000 over 25 years, on the understanding that Histon Parish Council will make repayments for any portion relating to their share over that time, on the current formula”*. An increase of £2,000 was necessary towards stamp duty and legal fees for the purchase. Additionally proposed Cllr Payne, seconded Cllr Waters, all in favour and agreed the freehold would be in joint ownership of 2 Parish Councils, not in name of Recreation Ground Committee. Following addition of the words “for which a legally binding agreement will be drawn up” to Resolution, seconded Cllr Gooden, all in favour. Clerk instructed to apply for borrowing approval and seek PWLB finance as soon as possible. **LGA 1972 Sch 13; NLA 1968 s3**

7 TO CONSIDER PLANNING REPORTS

a) Committee Reports

194.1 Committee Reports 25 January and 7 February copied for all and accepted.

b) Arbury Camp

194.2 Cllrs Teague and Payne had signed the 143 page Section 106 agreement in advance of any exchange. Letter from Mills & Reeve, Solicitors, set out the matters of importance contained for the Parish Council. Cllr Payne outlined problems still existing with planning permission and inclusion or otherwise of HRCC. Following discussion on management of moneys once received, prop Cllr Abdullah, sec Cllr Unwin, all in favour Cllrs Payne and Teague were empowered to sign the necessary bond governing sums payable under the agreement. Clerk to obtain chronological list of trigger points in the document from Mills & Reeve. **DWP/JPT**

194.3 Arbury Camp Public Artist and Community Development Officer posts. Cllr Teague attended meeting to discuss these posts and would report in March. Agreed to invite Jane Thompson, Cultural Services Manager, to a future Parish Council meeting, once Section 106 has been fully signed, to discuss. **JPT**

c) Other Matters

194.4 East of England Plan Consultation any response due in by 16 March. CALC Executive encouraged Parish Councils to respond particularly on the infrastructure requirements

- 194.5 Stop Stansted Expansion Information from the SSE designed to assist any response to the East of England plan **Power Action**
- 194.6 Area Transport Plans Letter from City Council with views required by 3 March. Cllr Payne agreed to study, compare the new NCATP with the original, and respond as appropriate, in consultation with Dist Cllr Mason and Cty Cllr Gooden. **DWP/PDG**

8 PLAYGROUND INSPECTORS REPORT

- 195 Cllr Silk reported both areas were tidy and in a winter situation

9 CLERK'S REPORT

- 196.1 Crime figures January/February copied for all, together with newsletter. 3 attempted break ins at Clay Close Lane did not yet appear. Agreed to again make enquiries about receiving "clear up" rates. Discussion followed on the recent "ram raid" at Impington Post Office and theft of cash machine. Agreed to write to Mr Pandit expressing Council's regret at this incident
- 196.2 PCSOs SCDC had supplied a questionnaire on the role of the officers in the District, completed and returned
- 196.3 Cottenham Parish Council had arranged a Local Network meeting for Tuesday 1 March. Cllr Payne to attend. **DWP**

10 DISTRICT COUNCILLORS' REPORT

- 197.1 Cllr Chatfield reported on LDF meetings and debate over SCDC Council tax increases. Supply of kitchen green bins had been made available to parish office. He had recently moved to Impington. Copy letters held on file from Cllr Chatfield to various agencies re dangerous parking Mill Lane / Ambrose Way; plastics recycling; citi7 service.
- 197.2 Cllr Mason expanded on LDF and sustainability issues, reporting a vote to downgrade Histon and Impington from a Rural Centre had been lost. A further chance to object would be available

11 COUNTY COUNCILLOR REPORT

- 198.1 Cllr Gooden reported on A14 Rat Run Traffic Calming Scheme Draft agenda for AJC for 7 March showed "up-date on A14 Rat Run" only. David Brace had confirmed traffic count was due 22 February, weather permitting, but were this not possible agenda papers may not be ready for an item on Histon and Impington "Phase II". Cllr Gooden reported on discussions with David Brace, on timescales and other possible financing routes for works and agreed to contact him again regarding agenda wording. Safer Routes to School Officer had strongly supported proposed measures as apparently had all local members. Agreed to write to Shona Johnstone, David Brace and Brian Smith re-iterating the strong support of the Parish Council for the Station Road element of proposals and expressing concern felt over apparent delay in decision making. Cllrs Mason and Gooden to attend JSC 7 March.
- 198.2 A14/Lone Tree Avenue residents Cllr Gooden had again met with Mrs Mungovan and Mr Williams and talked with NIAB about a possible temporary barrier, perhaps an earth mound. If NIAB were in agreement (albeit without prejudice) a further meeting with the Highways Agency to be sought
- 198.3 County Council Tax increase had been agreed at 4%. Cty Cllr Gooden reported on poor turnout at public meetings and consultations response rates
- 198.4 Cllr Chatfield left the meeting

12 FINANCE

- 199.1 a) Confirm payment of accounts, proposed Cllr Abdullah, seconded Cllr Waters, all in favour:
 Agreed previously in year but not minuted as confirmed payments:
- | | |
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| Administration and salaries M4 <u>£1,520.71</u> | £1,520.71 |
| Burial Ground Expenses M4 <u>£6.91</u> + VAT £1.21 = | £8.12 |
| Winged Fellowship Trust Section 137 donation <u>£25</u> | £25.00 |
| Cambridgeshire County Council Reading Rollercoaster Sec 137 donation <u>£50</u> | £50.00 |
| East Anglian Air Ambulance Section 137 donation <u>£50</u> | £50.00 |
| Kings Meadow Garden Project Section 137 donation <u>£100</u> | £100.00 |
| This month's confirmation of payment of accounts: | |
| Histon & Impington Day Centre Section 137 donation <u>£250</u> | £250.00 |
| Victim Support Section 137 donation <u>£50</u> | £50.00 |
| Kings Meadow Garden Project Section 137 donation <u>£100</u> | £100.00 |
| Administration and salaries M10 <u>£990.54</u> | £990.54 |
| Burial Ground expenses M10 <u>£13.41</u> + VAT £0.60p = | £14.01 |
- 199.2 b) Approve payment of outstanding accounts, proposed Cllr Abdullah, seconded Cllr Waters:
- | | |
|---|---------|
| CALC ABA Subscription for Burial Ground Committee <u>£46.50</u> | £46.50 |
| CALC Subscription <u>£508.89</u> + Local Council Review subscription <u>£13</u> (but to be paid in April 2005)= | £521.89 |

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| H R Window Cleaning Services Bus shelter bi-monthly clean £31 | £31.00 |
| Money Matters, Interim internal audit £16.88 | £16.88 |
| Acacia Tree Surgery Burial Ground trees £222 + VAT £38.85 | £260.85 |

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- 199.3 c) Paid in Burial Ground: Bandorski Interment £50
- 199.4 d) Internal Audit report copied for all, showing unsatisfactory comment on evidence of risk assessment in the minutes. Clerk to approach CALC for advice, e.g. for draft policies for lone workers etc. Agreed agenda item March to include review of documents, for action. **March agenda**
- 199.5 e) Investment Review. Current interest rate at Lloyds Bank was 2.5%. Following investigations by Chairman and Clerk into alternatives, prop Cllr Payne, sec Cllr Unwin, to apply for a Scottish Widows Treasury Tracker account currently .5% below Bank Base Rate and transfer Lloyds Bank deposit reserve funds into this account. Noted Parish Councils were non-tax payers for Bank interest

13 CORRESPONDENCE RECEIVED

- 200.1 Circulating file available: Histon Parish Council minutes and various magazines/leaflets
- 200.2 **CALC** – Association meeting 16 March agenda largely on Gypsy & Traveller issues, Cllr Payne to attend; **DWP** Nomination for Standards Committee – support for Cllr Payne, prop Cllr Unwin, sec Cllr Nudds all in favour; Workshops for Chairmen 25 Feb £30, Employment issues 5 March £30, Charity Trustees & the Law 4 June £40
- 200.3 **Electoral Commission** – confirming division be named ‘Cottenham, Histon & Impington’
- 200.4 **SCDC** ‘modern.gov system’ website details; Public Entertainments Licence application – Histon & Impington Recreation Ground 30 April and 1 May; Milton Country park ‘Launch of the Community Strategy’ 23 February, Cllr Payne to attend **DWP**
- 200.5 **Squirrels Toddler & Playgroup** – request for funding towards moving costs to Baptist Church. Impington PC’s policy for donations was half yearly review June/ December. Following lengthy discussion, including the question over possible use of new development pavilion by the Playgroup, agreed to ask for an amount sought, review budget headings for possible virement, and defer to March agenda **March agenda**
- 200.6 **ODPM** – 2 discussion documents ‘Vibrant Local Leadership’ and ‘Citizen Engagement and Public Services: Why Neighbourhoods Matter’; Freedom of Information Act - general rights of access and authorisation of qualified person, being the Clerk or Chairman in absence

14 WAYS OF WORKING TOGETHER

- 201 Council were reminded that in December 2003 Impington PC had specifically asked that merger as a subject should not be on Group’s agenda and merger possibilities had been an issue since the mid-70s. Cllr Nudds, a member of the Working Group, explained the difficulties they faced if this option was not re-visited. Following lengthy discussion on ways the 2 Parish Councils did co-operate and work well together; joint meeting chaired by Keith Barrand of CALC and recommendations coming from that, still felt to be valid but not put in place; timing issues; whether a joint meeting was required or individually; loss of say 6 Histon members and 2 Impington members if merger were to occur; lack of background knowledge for newer members; all agreed to copy background information to Cllrs Withers, Starling, Unwin and Lawton for further consideration at Council, but acknowledged by most that once Arbury Camps parish was resolved it may be clearer on a way forward on this issue. Dist Cllr Mason agreed timing was not right for this debate, as recent working together had been improved. **March agenda**

15 QUOTATIONS RECEIVED FOR 3 YEAR GRASS CUTTING CONTRACT IN IMPINGTON FROM 2005

- 202 4 quotes had been received based on the spec drawn up by Environment Committee. All agreed Environment Committee to consider quotes in detail and decide on acceptance at meeting due 15 March. **Environment Comm**

16 APPLICATION TO BECOME QUALITY COUNCIL

- 203.1 Clerk to attend CALC Conference 8 March 2005
- 203.2 All agreed the Quality Status appeared to be a worthwhile achievement, with enhanced access to grant funding. The issue of Council’s sufficient communication remained an uncertain area and Cllr Payne expressed his willingness to publish the first tranche of newsletters if required. Agreed Parish Council would wish to apply for Quality Council status and will await the report from the conference 8 March. **March agenda**

17 OTHER MATTERS

- 204.1 (a) **Highways & Traffic**
- i) **Rapid Transit Scheme** up-date. Dist Cllr Mason had walked the route with the Inspector and viewed the track from various properties
- 204.2 (ii) **A14 Rat Run Scheme** See County Cllr report

204.3 (iii) Other Highways Matters Verge Damage at Clay Close Lane Council had been copied with a number of e mail exchanges between residents and County Council concerning damage caused by contractors Wrekin and others. Cty Council Safer Routes to School Project Officer had supplied report to Parish Councils. Cty Cllr Gooden was a member of the Group looking at this matter and understood proposals existed to look at improving the edge of the

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Green for pedestrians. Histon PC Highways T & T Committee would be looking at these issues

204.4 South Road residents had written regarding air quality issues and concerns. Agreed to copy correspondence to Dist Cllr Mason and Cty Cllr Gooden for consideration in conjunction with the Lone Tree Avenue issues and they to report back with recommendations to the Parish Council

PDG / MJM

204.5 Lone Tree Avenue Further correspondence had taken place with Lone Tree Avenue residents (see Cty Cllr report)

204.6 CCC/Milton Parish Council copy letters regarding wheel washing arrangements at Landfill site held on file

204.7 Inspector Ormerod had responded to Council's request for speed survey figures on B1049. Survey was pending. He was uncertain why County Council felt an enforcement problem might exist for the police on a change in the B1049 speed limit.

204.8 Notes of meeting Histon PC Chairman and Mr Roweth, CCC HGV Route officer supplied, to be copied to all

205 (b) Environment Committee Confirmed Environment Committee would meet on 15 March and make decisions on contractors for tree works in The Copse. Items of correspondence received all referred to Committee for action

Environment Committee

206 (c) Burial Ground Committee confirmed 8 trees ordered from Acacia for new boundary, planted by Mr Farr

207 (d) Freehold of Copse, New Road Letter to Histon Football Club Holdings Ltd as yet unanswered. It was understood the company were not willing to give or sell their part of Copse, but would be happy to lease to Parish Council. Cllrs Waters and Payne had met representatives of Bidwells and HFC Holdings to agree the boundary. A plan was circulated to all and all agreed to accept it as the boundary for Land Registry purposes. Cllr Payne reported on a gate among the brambles at the turning head and discussion regarding an agreement reportedly drawn up in the past for use of the east side of The Copse. Issues of public right of way and Holding Company's use for the land were PC not to accept a lease discussed. Response awaited, defer to next agenda.

March agenda

208 (e) Youth Advisory Body and Youth Matters. Notes for 6 December already copied for all. Notes for February meeting not yet available. Cllr Abdullah reported on funding opportunities by the Connections Bus; job specification drawn up for an enhanced youth work post; specs drawn up for work on the Internet Café at the Church Halls, for 3 quotes to be sought; SK8 club to return to Histon Football Club after Easter

209 (f) Millennium Halls Project Letter addressed to all residents copied for Parish Council regarding probable closure of the project. Cllr Abdullah outlined plans for dealing with surplus funds, with some £500 likely to be returned to the Parish Council. Council members expressed regret for this decision. Cllr Abdullah felt were the project to be resurrected another way, an employed Project Manager would be essential

18 DATE & PLACE OF NEXT MEETING

210 Next meeting to be held Monday 21 March 2005 at St Andrew's Church, Burgoynes Rd, Impington, commencing at 7.30 p.m.

This part of the meeting closed 10.38 pm

As per standing order 36, under standing order 65, in view of the confidential nature of business about to be transacted, any public, County and District Councillors were temporarily excluded and they were instructed to withdraw.

District Cllr Mason was invited to stay

'IN COMMITTEE'

21 February 2005

19 PENSION PROVISION FOR RECREATION GROUND CLERK / ASSISTANT CLERK

RESOLUTION: 'That from 1 February 2005 Mrs Lynda Marsh be specified as a member of the Local Government Pension Scheme Regulations 1977. That all necessary steps be taken in conjunction with the Cambridgeshire County Council, the appropriate administering authority, to carry the resolution into effect' Proposed Cllr D W Payne

211 Proposed Cllr Payne, sec Cllr Silk, all in favour. Mrs Marsh had not yet decided whether taking up the pension

212 Cllr Gooden appraised all Parish Council members of the current Terms & Conditions under which Mr Trevor Smith was employed. The Recreation Ground Management Committee had asked him and Cllr Wynn to draw up proposals for revised terms and conditions. Cllr Gooden wished Council to be aware of his concerns after Mr Smith's 20 years of service, and also raised issues relating to Mr Campin's package. Council asked that they be kept informed of progress and recalled Keith Barrand's recommendation that a Joint Personnel Committee be formed to deal with all staff matters

Meeting formally closed 10.45 p.m.