

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 16th May 2016 8.15 p.m.**

5 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	Present: Cllrs: David Jenkins (Chair), Andy Butcher, Steve Carrington, Aga Cahn, Marian Cleaver, Neil Davies, Tim Ewbank, Elaine Farrell, Ashley Gordon, Christine Hertoghe, Brian Ing, Simon Jocelyn, Pene Nudds, Denis Payne, Edd Stonham, Josephine Teague, Nick Wood Mrs L M Marsh, Mrs Andrea Cowley Clerk: Angela Young	1 member of public
16/013	<p>ELECTION OF CHAIRMAN OF THE COUNCIL</p> <p>David Jenkins – nominated as Chair by Cllr Nudds, seconded Cllr Gordon all in favour and AGREED. Acceptance of Office signed. Cllr Jenkins advised he would not be standing for a fifth year and thanked council for their support and reported that Cllr Foster had decided not to stand as vice-chairman</p> <p>ELECTION OF VICE CHAIRMAN OF THE COUNCIL</p> <p>Andy Butcher – nominated as Vice Chair by Cllr Jenkins, seconded Cllr Cleaver all in favour and AGREED. Acceptance of Office signed</p>	
16/014	<p>APOLOGIES FOR ABSENCE</p> <p>Cllrs: Cedric Foster (personal), David Legge (personal). Cty Cllr Mason, Dist Cllr Cross. Chelsea Presland</p>	
16/015	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>a) Declarations of pecuniary interest from Councillors on items on the agenda – <i>None</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i></p>	
16/016	<p>DATE(s) OF NEXT COMMITTEE MEETINGS</p> <p>Available on website www.hisimp.net</p>	
16/017	<p>PUBLIC PARTICIPATION</p> <p>No matters to address to Council.</p>	
16/018	<p>TO APPROVE minutes of the Meeting held 18th April 2016</p> <p>Proposed Cllr Cleaver, seconded Cllr Hertoghe, all in favour to accept as a true record of meeting</p>	
16/019	<p>MATTERS ARISING FROM PREVIOUS MEETING</p> <p><u>Actions List (Appx 1)</u> copied to all and accepted. Further discussion on: <u>Item 16/006 Village Green street lighting</u> meeting with Alan Hitch, Cambs County Council, due 17 May Noted meeting with Guided Busway team had taken place. Agreed to replace item on community payback, as yet unresolved</p>	JDJ/PJN
16/020	<p>TO CONFIRM APPOINTMENT</p> <p>020.1 Proper Officer – Mrs A J Young Responsible Financial Officer - Mrs L M Marsh All in favour and AGREED 020.2 Internal Auditor – AGREED to confirm appointment of Max Parish as Internal Auditor for 2016-17. Scope to be drawn up and agreed with Finance Chairman and Clerk</p>	Finance Chair

<p>16/021</p> <p>021.1</p> <p>021.2</p> <p>021.3</p>	<p>TO APPOINT MEMBERS to serve on the under mentioned Committees:</p> <p>Committees: Environment Committee: A Cahn, C J Foster, C M Hertoghe, A Gordon, P J Nudds, N Wood + 2 ex officio members Highways Committee: E Farrell, C J Foster, S Jocelyn, D N Legge, P J Nudds, E W Stonham + 2 ex officio members Planning Committee: A Cahn; M C Cleaver; C Hertoghe; B S Ing; S Jocelyn, D N Legge; D W Payne; J P Teague, N Wood + 2 ex officio members Finance, Legal & Admin Committee: N S Davies, A Gordon, B S Ing, D W Payne, E W Stonham + 2 ex officio members Employment Committee: M C Cleaver, E Farrell, B S Ing, N S Davies + 2 ex officio members Recreation Committee: S Carrington, M C Cleaver; N S Davies, B S Ing, E W Stonham + 2 ex officio members, + plus 4 user representatives</p> <p>Proposed Cllr Jenkins, all in favour and AGREED Committee membership as nominated. .</p> <p>Officers: Tree Wardens – Cllr P J Nudds Allotment – Cllr P J Nudds Footpaths – Environment Committee to fill role County Council Walkabout Co-Ordinator – Cllr C J Foster Playground Inspector – Recreation Committee to fill role if felt needed Youth Liaison – Dr Hooda Abdullah Proposed Cllr Jenkins, all in favour and AGREED</p> <p>Working Parties: A14: Agreed to disband Public Art: P J Nudds, A Cahn, C J Foster, T Ewbank, J P Teague (+ A L Butcher and C Hertoghe for glazed pavilion only) + residents if co-opted Community Park Project: N S Davies, B S Ing, T Ewbank, E Stonham + 2 ex officio and residents if co-opted. Sustainability: J D Jenkins, A Cahn + residents if co-opted King’s Meadows: D W Payne, A Cahn, A Young + residents if co-opted</p> <p>Task & Finish Groups: Neighbourhood Steering Group: N S Davies, B S Ing, J D Jenkins Neighbourhood Core Group: J D Jenkins, D W Payne, N Wood, A L Butcher + residents Drainage: Next agenda for proposed approach to subject Darwin Green: Agreed to disband Newsletter Team: D W Payne, T Ewbank, B S Ing, J P Teague, A Young Homefield Park Fence: P J Nudds; A J Young (Clerk) Youth: A Butcher, N Wood, A Young + residents if co-opted</p> <p>Proposed Cllr Jenkins,, all in favour and membership AGREED</p>																							
<p>16/022</p>	<p>TO APPOINT 2 year representations on/work with external bodies</p> <table border="0"> <tr> <td>Trustees to Poorsland Charity</td> <td>Cllrs M C Cleaver and B S Ing and Mr I M Parish</td> </tr> <tr> <td>Health & Safety Advisor</td> <td>G Payne</td> </tr> <tr> <td>Health & Safety Officer</td> <td>VACANT – Clerk takes responsibility</td> </tr> <tr> <td>Police Panel Representative</td> <td>Cllr E Farrell</td> </tr> <tr> <td>IVC Liaison</td> <td>Cllr E W Stonham</td> </tr> <tr> <td>Rep to Village Warden Link Group</td> <td>Cllrs D W Payne, M C Cleaver</td> </tr> <tr> <td>Rep to HICOM</td> <td>Cllr B S Ing</td> </tr> <tr> <td>CAPALC Representative</td> <td>Cllr D W Payne</td> </tr> <tr> <td>Waste Management</td> <td>Cllr B S Ing</td> </tr> <tr> <td>Webmaster/Newsletter Editor</td> <td>Cllr D W Payne</td> </tr> <tr> <td>Proposed Cllr Jenkins,, all in favour and AGREED to appoint</td> <td></td> </tr> </table>	Trustees to Poorsland Charity	Cllrs M C Cleaver and B S Ing and Mr I M Parish	Health & Safety Advisor	G Payne	Health & Safety Officer	VACANT – Clerk takes responsibility	Police Panel Representative	Cllr E Farrell	IVC Liaison	Cllr E W Stonham	Rep to Village Warden Link Group	Cllrs D W Payne, M C Cleaver	Rep to HICOM	Cllr B S Ing	CAPALC Representative	Cllr D W Payne	Waste Management	Cllr B S Ing	Webmaster/Newsletter Editor	Cllr D W Payne	Proposed Cllr Jenkins,, all in favour and AGREED to appoint		
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<p>16/023</p> <p>023.1</p> <p>023.2</p> <p>023.3</p> <p>023.4</p> <p>023.5</p> <p>023.6</p>	<p>TO RECEIVE REPORTS</p> <p>Annual Report from <u>Histon & Impington Parish Council (Appx 2)</u> provided to all. To be made available at Parish Office, Library, shops and on website</p> <p>Annual and/or monthly reports from <u>County Councillors</u></p> <p><u>County Council</u> written annual and monthly reports provided to all and accepted. No questions</p> <p><u>District Council</u> no reports received. Council congratulated Neil Davies on his re-election. It was noted the Leader of the District Council had stood down</p> <p><u>Clerk's Report (Pg 1 & 2) (Appendix 3)</u> accepted. Additional discussion: Review of Policies July agenda would include paper on General Power of Competence Clerk would investigate training opportunities for Councillors</p> <p><u>Chairman's Report (Appx 4)</u> accepted. Additional discussion: <u>Recent informal meetings – Neighbourhood Plan and Community Park Project.</u> Chair commented on good attendance and support at both events. He urged members to give members of these groups encouragement to get on with their projects Primary school consultation event 19 May - noted not site specific <u>Neighbourhood Plan</u> – members confirmed support to recruit an engagement co-ordinator/ manager through HIPeople. Cllr Jenkins would come back to Council if any spend required. Members confirmed indicative support for appointment of appropriate consultation partner, in line with previous authorisation and subject to a maximum spend of £15,000. Ratification required at next opportunity <u>Surface Water Management</u> – noted item for next agenda</p> <p><u>Any other Committee Chair reports/items for decision</u></p> <p>Employment Committee – next meeting due 27 May</p> <p>Under standing order 1c) and due to the confidential nature of the business to be transacted, the public were excluded from this item. The item was taken at the end of the meeting, Cllr Payne had left the meeting: MOTION: “To agree to offer apprenticeship position from July 2016 for 15 months to applicant identified by Recreation staff, at a consolidated rate, commensurate with local apprenticeship rates. Budget impact on salary estimated to be £1,000. Note due to age employer contribution of £500 also required” Prop Cllr Ing</p> <p>Cllr Ing outlined progress made by Recreation staff in identifying suitable apprentice to start July 2016. Candidate was in older age bracket. Prop Cllr Ing, sec Cr Butcher all in favour and AGREED to offer suitable contract. It was noted the expected Apprenticeship grant of £1,500 does not apply to this age group</p> <p>Environment Committee – next meeting due 31 May</p> <p>Recreation Committee – next meeting due 6 June</p> <p><u>Any other Working Group / Task & Finish Group Reports</u></p> <p>Public Art Working Party – meeting held 5 May 2016</p> <p>Community Park Project Working Party – informal briefing held 9 May 2016</p> <p>Youth Task & Finish – meeting due 12 May 2016</p> <p>King's Meadow Working Party – meeting due 26 May 2016</p> <p>Notes of all meetings available on request</p>	<p>July agenda</p> <p>Extra Ordinary Meeting</p> <p>June agenda</p>
<p>16/024</p> <p>24.1</p>	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p><u>Highways Committee</u> draft minutes 21 April provided to all and accepted, next meeting due 2 June</p> <p>To agree process to enable resident funded street light columns. County Council had decided any funding to come through the Parish Council as collecting agency, without reference or consultation</p> <p>Members reviewed discussion at Highways on impracticalities and inefficiencies of Parish</p>	

	Council involvement in collection of charges on behalf of County Council. Agreed Cty Cllr Jenkins to request agenda item at County Committee to request change of policy.	Cty Cllr JDJ
024.2	<u>Planning Committee</u> draft minutes 26 April provided to all and accepted. Next meeting due 17 May	
16/025	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 3 Pgs 3- 4)	
025.1	Next Committee meeting due 13 June	
025.2	<u>Delegated payment of accounts</u> noted	
025.3	<u>Approve payment of outstanding accounts</u> Proposed Cllr Stonham, seconded Cllr Cahn all in favour and AGREED to approve	
025.4	<u>Amounts paid in</u> noted.	
025.5	To approve continuation of Direct Debits for 2016-17 (Appendix 5). Noted payments carefully monitored by RFO. Proposed Cllr Stonham, sec Cllr Nudds all in favour and AGREED .	
025.6	To approve amendments to <u>Unity Trust Bank Mandate</u> by removing retiring Councillors and adding newly elected members. AGREED and additionally to nominate two new signatories to the account, Cllrs Ewbank and Teague	
025.7	To consider Donation request from Methodist Church ahead of June and November half yearly reviews – deferred from April meeting. Cllr Payne outlined discussions at Precept meeting and funding provided to the StAC community project by Histon Parish Council. Prop Cllr Payne, sec Cllr Teague, all in favour and AGREED to grant a further £4,500 to the scheme, making a total of £5,000 to be paid only when scheme is underway	LGA 1972 s144
16/026	RECENT CORRESPONDENCE	
026.1	<u>Circulation file</u> available for all	
026.2	<u>Other Correspondence:</u> None	
16/027	OTHER MATTERS	
	<u>Workshop to review Committee structures, meeting date and frequencies</u> to take the council through to 2020 and beyond. Open invitation basis. Cllr Jenkins to recirculate his initial ideas to all. AGREED to hold workshop in August.	
16/028	HOW TO COMMUNICATE MEETING DECISION AND MATTERS FOR NEXT AGENDA	
	Website: Donation agreed for Methodist Church community hall Election of Chair and Vice Chair Apprentice news	
16/029	Next Full Council: Histon & Impington Parish Council	
	“In Committee” Extra Ordinary Meeting planned for 6 June Next Full Council Monday 20 th June 2016 7.30pm – Recreation Centre, Recreation Ground, New Road, Impington	
	Meeting closed 9.35 pm	