

**Minutes of the Meeting held of Histon & Impington Parish Council, Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 20th May 2013 8.15 p.m.**

Annual General Meeting

Agenda No:	Present: Cllrs: I M Parish (Chairman for first item) H S Abdullah, M C Cleaver, I Cooper M P Dann, J Dunn, N S Davies (also District), J P Emmines, C J Foster, B S Ing, J D Jenkins (elected as Chairman, also County) D V Marston, D W Payne, E W Stonham (also District), J P Teague Cty Cllr Mike Mason; Cty Cllr Jenkins; Dist Cllr Chatfield Clerk: Mrs A J Young	Action/ Power
13/016 016.1 016.2	<p>ELECTION OF CHAIRMAN & VICE-CHAIRMAN</p> <p><u>Election of Chairman</u> Proposed Cllr Teague, seconded Cllr Davies – Brian Ing Proposed Cllr Abdullah, seconded Cllr Cleaver – Janet Diplock Proposed Cllr Foster, seconded Cllr Cooper – David Jenkins Clerk confirmed Janet Diplock had accepted nomination. Ballot took place, 5-4-5, final vote between Brian Ing and David Jenkins resulting in overall majority vote for David Jenkins. Cllr Jenkins signed Declaration of Acceptance of Office and took the Chair. Max Parish's letter of resignation was noted and he then moved to the public area. Cllr Jenkins stated that although he was a member of a political party he felt these policy views were consistent with those of a Parish Councillor. He looked to a unified Council and looked forward to fashioning a Council for the future</p> <p><u>Election of Vice Chairman</u> Proposed Cllr Teague, seconded Cllr Foster – Denis Payne Proposed Cllr Stonham, seconded Cllr Davies – Brian Ing Proposed Cllr Abdullah, seconded Cllr Cleaver – Janet Diplock Clerk confirmed Janet Diplock had accepted nomination. Ballot took place resulting in 5 votes each for Brian Ing and Denis Payne, 4 for Janet Diplock. Turing to the final vote, Cllr Ing decided to withdraw and Council accepted a resulting election of Denis Payne as Vice Chairman</p>	
13/017	<p>APOLOGIES FOR ABSENCE</p> <p>Cllrs: Janet Diplock (holiday), David Legge (personal), Pene Nudds (work)</p>	
13/018	<p>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</p> <p>a) Declarations of pecuniary interest from Councillors on items on the agenda – <u>Cllr Payne expenses claim item 028</u></p> <p>b) Written requests for dispensations for disclosable pecuniary interests – None</p> <p>c) Any new requests for dispensations – Cllr Dann for precept related discussions</p>	
13/019	<p>DATE(s) OF NEXT COMMITTEE MEETINGS</p> <p>Planning Committee – 7.30 p.m. Tuesday 28 May 7.30 p.m. Highways Committee – Thursday 30 May 7.30 p.m. Environment Committee – Tuesday 4 June 7.30 p.m. Planning Committee – Tuesday 11 June 7.30 p.m.</p> <p><u>Other events/meeting</u></p> <p>Northstowe Forum – Wednesday 22 May 7pm Cottenham VC BIG TIDY UP – Saturday 1 June Internal Auditor Chairman/Councillor briefing – 10 June Northstowe Transport Working Group – Wednesday 12 June Open Gardens – Sunday 16 June</p>	
13/020	<p>PUBLIC PARTICIPATION</p> <p>None</p>	
13/021 021.1	<p>TO APPROVE MINUTES OF MEETING HELD ON 15 APRIL 2013</p> <p>Proposed Cllr Dunn, seconded Cllr Ing, all in favour to accept as a true record of meeting</p>	

	MATTERS ARISING FROM PREVIOUS MEETINGS	Action/ Power
12/022 22.1 22.2 22.3 22.4 22.5 22.6 22.7	<p><u>Item 006.1 Police</u> any reports copied to all</p> <p><u>Item 006.4 Darwin 2 meetings</u> 3rd meeting attended 7 May, confidential notes to be provided</p> <p><u>Item 008.3 HIAFOP Meeting</u> Cllr Ing reported on the focus on celebration of what actions have been achieved; and asked Council to note with pride</p> <p><u>Item 009.4 20 mph Seminar</u> Cllr Jenkins reported on proposals to introduce in Northern area, including Kings Meadow but not Orchard Park</p> <p><u>Item 011.3 Enforcement Task & Finish</u> 23 May - Cllrs Cleaver and Dann to attend</p> <p><u>Item 011.4 Feast Market Stall</u> Sub group membership to date – Cllr Ing and David Jenkins. Any other Cllr willing to meet and organise stall to contact Clerk</p> <p><u>Item 012.2 Review of Committee Structure and Frequency</u> meeting to be arranged</p>	
13/023	CO-OPTION TO PARISH COUNCIL	
023.1	1 vacancy available to be filled by co-option. No nominees to date. Further casual vacancy caused by resignation of Max Parish would be advertised as required	
13/024	TO RECEIVE NOMINATIONS TO COMMITTEES	
024.1	<p><u>Planning Committee</u> (incorporating Station Design) (9 + 2 ex officio) Cllrs: Marian Cleaver, Marcus Dann, Janet Diplock, John Dunn, Brian Ing, David Legge, Josephine Teague (David Jenkins and Denis Payne ex officio) – 2 vacancies</p> <p><u>Recreation Ground Committee</u> (7+ 2 ex officio) Cllrs: Marian Cleaver, Ian Cooper, Neil Davies, John Emmines, Brian Ing, Pene Nudds, Edd Stonham (David Jenkins and Denis Payne ex officio)</p> <p><u>Environment Committee</u> (incorporating Public Art, Land rear of Manor Park) (7 + 2 ex officio) Cllrs: Hooda Abdullah, Ian Cooper, Janet Diplock, John Dunn, John Emmines, Derek Marston, Pene Nudds (David Jenkins and Denis Payne ex officio)</p> <p><u>Highways Committee</u> (incorporating A14 Improvements) (7+2 ex officio) Cllrs: Hooda Abdullah, Marcus Dann, Janet Diplock, Cedric Foster, David Legge, Derek Marston, Pene Nudds (David Jenkins and Denis Payne ex officio)</p> <p><u>Finance, Legal and Administration</u> (5 + 2 ex officio) Cllrs: Neil Davies, Cedric Foster, Brian Ing, David Legge (David Jenkins and Denis Payne ex officio) – 1 vacancy</p> <p><u>Community Facilities Committee</u> (4 + 2 ex officio) Cllrs: Hooda Abdullah, Neil Davies Brian Ing, Edd Stonham (David Jenkins and Denis Payne ex officio)</p> <p><u>Youth Committee</u> (4 + 2 ex officio) Cllrs: Hooda Abdullah, Neil Davies, Edd Stonham (David Jenkins and Denis Payne ex officio) - 1 vacancy</p> <p><u>Employment Committee</u> (3 + 2 ex officio) Cllrs: Marian Cleaver, Neil Davies, Edd Stonham (David Jenkins and Denis Payne ex officio) Proposed Cllr Teague, seconded Cllr Emmines, all in favour to accept elections to Committees. Committees to confirm or re-elect to Working Parties: Planning Committee – Station Design Highways Committee – A14 Environment Committee – Public Art, rear of Manor Park</p>	
024.2	<u>New Committees</u> Kings Meadow Committee. Agreed a Committee required. Cllrs Jenkins and Payne to present report to future agenda covering scope, membership	JDJ/DWP Future agenda
024.3	<p><u>Nominations for Officers</u></p> <p>Tree Wardens (4) – David Legge, Pene Nudds, Alan Eade 1 vacancy Playground Inspector, noting staff involvement – John Emmines Allotment (2) – John Emmines, Pene Nudds Footpaths (3) – Janet Diplock, John Dunn, Derek Marston County Council Walkabout Co-Ordinator (2) – Cedric Foster, Janet Diplock Proposed Cllr Payne, seconded Cllr Ing all in favour to accept</p>	
024.4	<p><u>Task & Finish Groups</u></p> <p>Neighbourhood Plan – Agreed Cllrs Jenkins, Ing, Payne and Dunn to arrange establishment, noting Cllr Nudds had previously shown an interest in being involved.</p>	

024.5	<p>Eventual membership should ideally include no more than 2 Parish Council representatives</p> <p>Confirm Appointments Proper Officer – Mrs A Young Responsible Financial Officer – Mrs A Young Internal Auditor – Mr Gerry Whitfield All in favour to confirm appointments</p>	Action/ Power
13/025	<p>TO NOTE 4 YEAR REPRESENTATION ON OR WORK WITH EXTERNAL BODIES</p> <p>025.1 Older Persons Co-Ordinator – HICOM sub Group – Max Parish HIAFOP (Older Persons) – Cllrs N S Davies Village Warden Scheme Link Group – Cllr H S Abdullah Police Panel – Cllr J Emmines, J Teague Trustee to Pooresland Charity (3) – Cllrs Cleaver, Ing and Max Parish CAPALC – Cllr D Payne Waste Management – Cllr B Ing IVC Liaison – Cllr Stonham Health & Safety Officers – Cllr John Emmines, Geoff Payne</p> <p>Agreed to accept offer from Max Parish to continue as Parish Council representative for both Pooresland Trustee and HICOM sub-group</p>	
13/026	<p>TO RECEIVE REPORTS</p> <p>026.1 <u>Annual Report from Histon & Impington Parish Council Committees (Appendix 1)</u> Accepted. Copies to be left at Library and other central village points, and to be uploaded to website</p> <p>026.2 <u>County Council monthly report from Cty Cllr Jenkins</u> provided to all and accepted covering: Economy, Transport and Environmental Services; Children and Young People's Services; Local Issues; Forthcoming meeting and events; Major changes in Highways. <u>County Council Annual Report</u> from Cty Cllr Jenkins provided to all and accepted covering: Highways; Guided Bus; StAC; Adult Social Care; Cyclists; A14 Improvements; Northstowe; High Speed Broadband; Histon Infant School. Additional discussion on <u>County Council Land</u>. Cty Councillors requested to advise Parish Council of any future change of policy on County Council owned land. Cty Cllr Jenkins advised he and newly elected Cty Cllr Mason had met to confirm <u>arrangements for working together</u> on representing parishes, including monthly reports from Cty Cllr Jenkins incorporating input from Cllr Mason. <u>County Council</u> meeting due 21 May 2013 to pick new leader <u>District Council Monthly Report</u> accepted from Cllr Stonham covering: Full Council 25th April; LDF Workshops; Orchard Park & Darwin Green 2(NIAB); Community Chest Grants. Additional discussion on: <u>LDF/Green Belt Land release</u> Policy. Noted 1,000 houses published as required across all SCDC villages, Dist Cllrs requested to ensure policy for <u>essential</u> release of land employed for building in Histon & Impington. <u>LDF Workshops</u> Cllr Davies confirmed his attendance. Announcement on housing and recreation allocation proposals due 3 June 2013. <u>Community Sports Centre</u> noted press releases regarding non-inclusion in proposals. Dist Cllr Davies urged to remain vigilant on any approaches for reversal of decision</p> <p>026.3 <u>Clerks Report (Appendix 2 Pg.1 & 2)</u> Noted Cllr Abdullah attended IVC Parents Forum. No decision as yet on change to school hours pending changes to school bus contract. Parish Councils concern over Traffic Regulation Orders not properly acknowledged. Issues had been raised regarding crossing timings at junction Impington Lane/B1049. <u>Newsletter</u> due to print within following week</p> <p>026.4 <u>Drainage Task & Finish Group</u> Deferred to June agenda, written report received</p> <p>026.5 <u>Other Committee Chairman/Officer Reports</u> none received</p>	June agenda
13/027	<p>TO ACCEPT Committee Reports and to deal with Matters Arising</p> <p>027.1 <u>Planning Committee</u> draft minutes 23 April and 7 May provided to all and accepted. Next meeting due 28 May, 11 June.</p> <p>027.2 <u>Recreation Ground Committee</u> deferred to next agenda, draft minutes unavailable</p> <p>027.3 <u>Community Facilities Committee</u> deferred to next agenda, draft minutes unavailable</p> <p>027.4 <u>Youth Committee</u> deferred to next agenda, draft minutes unavailable</p> <p>027.5 <u>Employment Committee</u> deferred to next agenda, draft minutes unavailable</p>	June agenda

13/028	TO RECEIVE Finance & Administration Committee	Action/ Power
028.1	<u>Payments under Delegated Approval</u> noted retrospective accounts for Parish Council and Recreation Ground accounts (Appendix 2 Pg.3)	
028.2	<u>Approve payments of outstanding accounts due</u> (Appendix2 Pg.3) Cllr Payne declared interest (expenses claim) and left the room. Proposed Cllr Davies, seconded Cllr Cleaver all in favour to approve	
028.3	<u>Approve Paid in and Correspondence</u> (Appendix 2 Pg.3) Noted	
028.4	<u>To Accept Budget for 2013-14</u> (Appendix 3) Proposed Cllr Davies, seconded Cllr Ing all accepted. Agreed Youth budgets to be amended for all 7% to be taken from Ad Hoc item, to aid management by Youth Committee	
028.5	<u>Code of Conduct</u> adoption of revised code. Deferred to June meeting for explanation of changes	June agenda
028.6	<u>Expenses Claim Policy</u> as discussed at April meeting. Proposed Cllr Ing, seconded Cllr Teague all in favour to adopt (Appendix 4)	
028.7	<u>Delegation Policies for Clerks</u> adoption of revised policies. Proposed Davies, seconded Cllr Stonham all in favour to adopt (Appendix 5)	
028.8	<u>To agree to request for change of signatories</u> for future Section 106 agreements – Chairman and Vice Chairman. Proposed Cllr Ing, Seconded Cllr Stonham all in favour to request SCDC accept Chairman and Vice Chairman as agreed signatories. If nor possible, Cllrs Jenkins and Payne to be personally confirmed	
13/029	TO RECEIVE Recent Correspondence	
029.1	<u>Circulation File available</u> – information on Personal Assistant Register (Cambs County Council); IVC Imprint Magazine; MAGPAS newsletter; Clerks & Council Direct	
029.2	<u>Other Correspondence</u> Copy letter from ex-Chairman Max Parish to Sue Gymer following her 4 year term as Cty Cllr for Histon, Impington and Cottenham	
13/030	Chairman’s Retirement – see “In Committee”	
030.1	Under Standing Order 1c) and due to the special nature of the business to be transacted, the public shall be excluded from this item	
13/031	MATTERS FOR NEXT AGENDA	
	None raised	
12/032	Date of Next Meeting	
	Next Full Council: Histon & Impington Parish Council 7.30pm Monday 17 June 2013 – Recreation Centre, Recreation Ground, New Road, Impington	
	This part of meeting closed at 9.30 p.m.	

HISTON & IMPINGTON PARISH COUNCIL

FINANCE REPORT

REPORT TO:	Full Council	9th May 2013
AUTHOR/S:	Lynda Marsh, Office Manager	

Purpose

To list accounts paid by delegated approval, and approve payment of outstanding accounts.

- Accounts paid by delegated approval – to note only:

M1 Administration – wages, NI and Pension £9,655.13	£9,655.13	
M1 Rec Groundsman expenses £25.53		£25.53
Barclaycard broadband, annual card fees £47.34		£47.34
Siemens Financial Services copier lease (quarterly) £176.85 + vat £35.37		212.22
Land Registry FIT Deed of Dedication - fee for notice and restriction £80.00		£80.00
Cambs County Council Manor Park Lease – final payment £10,000.00		£10,000.00

Recreation Ground:

Rigby Taylor grass seed R14, liquid iron £368.00 + vat £43.20		£411.20
Island Fire Protection annual fire extinguisher service £225.67 + vat £45.13		£270.80
Cambridge Water plc ground rates £136.82		£136.82
British Gas gas account £757.77 + vat £151.55		£909.32

- Outstanding Accounts for approval:

AmeyCespa annual fees 2 x trade waste £930.00 +vat £186.00		£1,116.00
Cambs County Council Youth work – Spring term £2,035.35		£2,035.35
PWLB 12 New Road loan – pmt 6 of 20 £1,326.81		£1,326.81
PWLB Office loan – pmt 15 of 50 £1,584.12		£1,584.12
Playsafety Ltd annual paly area inspections x 3 £225.00 + vat £45.00		£270.00
Roger Hovells office cleaning £40.00		£40.00
Cambridge Water plc rates - Burial Grd £15.16 , H/Park £17.74		£32.90
Peters Elworthy & Moore VAT / annual adjustment advice £200.00		
	+vat £40.00	£240.00
E-ON elec supply feeder pillar £20.89 + vat £1.04		£21.93
Buchans Landscapes grasscutting March & April £2,428.90		
	+ vat £485.78	£2,914.68
ESPO office supplies £10.89 + vat £2.18		£13.07

Recreation Ground:

Travis Perkins paint for storage container £195.22 + vat £39.04		£234.26
L M Dewar Cleaning Services pavilion (April) £311.23		£311.23
Buckingham & Stanley fuel £16.58 + vat £3.22		£19.90
British Telecom £64.83 + vat £12.96		£77.79

- Amounts paid in:

Burial Fees £3,570.00; SCDC Precept £131,600.00; SCDC LCTSS Grant £19,288.00; Ground Takings £600.00; Sports Court hire £877.08; Pavilion hire £841.66

Additional accounts for approval:

D W Payne hosting renewal £39.50 + vat £7.90		£47.40
Site & Maintenance emptying litter bins (6 days) £170.00 + vat £34.00		£204.00
Petty Cash £34.84		£34.84

Recreation Ground:

P A Collacott &Co replace light fitting and fuse £189.65 + vat £37.93		£227.58
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