

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room, Histon & Impington Recreation Ground, New Road, Impington  
Monday 15 April 2013 7.30 p.m.**

**3 Appendix attached**

# Full Council Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	Present: <b>Cllrs:</b> I M Parish (Chairman), H S Abdullah, M C Cleaver, I Cooper, M Dann, N S Davies (also District), J A Diplock, J Dunn, J P Emmine, B S Ing, J D Jenkins (also County), D V Marston, P J Nudds, D W Payne, E W Stonham (also District), J P Teague Dist Cllr Chatfield Clerk: Mrs A J Young	
13/001	<b>APOLOGIES FOR ABSENCE</b> Cllrs: D N Legge (personal); C J Foster (personal)    Cty Cllr Gymer	
13/002	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b> a) Declarations of pecuniary interest from Councillors on items on the agenda – Cllr Davies (item 10.2 expenses claim) b) Written requests for dispensations for disclosable pecuniary interests – None c) Any new requests for dispensations – None	
13/003	<b>DATE(s) OF NEXT COMMITTEE MEETINGS</b> Planning Committee – 7.30 p.m. Tuesday 23 April 2013 Recreation Ground Committee – 7.30 p.m. Monday 29 April 2013, following walkabout starting at 6.45 p.m. Planning Committee – 7.30 p.m. Tuesday 7 May 2013 Community Facilities Committee – 7.45 p.m. Thursday 9 May 2013 Youth Committee – 7.30 p.m. Monday 13 May 2013 Employment Committee – 7.30 p.m. Thursday 16 May 2013  <u>Other events/meeting</u> Northstowe Parish Forum, Wednesday 17 April 7 p.m. Cottenham VC HICOP 2 <sup>nd</sup> AGM, Wednesday 17 April 7.30 p.m. Brackenbury Room IVC Older Person's Forum, Wednesday 17 April 2 p.m., H&I Community Room IVC Parents Forum Tuesday 30 April 7 p.m.	
13/004	<b>PUBLIC PARTICIPATION</b> None	
13/005	<b>TO APPROVE MINUTES OF THE MEETING HELD 18 March 2013 and Extra-Ordinary Meeting 27 March 2013</b>  18 March: Proposed Cllr Emmine, seconded Cllr Diplock, all in favour to accept as a true record of meeting. 27 March: Proposed Cllr Emmine, seconded Cllr Marston. Those present wished it noted that the meeting had made it clear Council regretted the situation with precept levels, and would have preferred to correct the matter if the cost had not been prohibitive	
13/006	<b>MATTERS ARISING FROM PREVIOUS MEETING</b>  <u>Item 203.2 Police</u> any reports copied to all. Neighbourhood Watch Spring Newsletter held on file. Police Liaison meeting 9 April attended by Cllrs Emmine, Teague (PC Reps) and Cllr Nudds <u>Item 203.4 Community Facilities Working Party</u> Noted no longer required <u>Item 203.5 Strategy Workshop Feedback</u> deferred to future agenda <u>Item 206.6 Darwin 2 meetings at SCDC</u> Third meeting due week commencing 29 April, details to be confirmed. Confidential notes would be provided to Planning Committee <u>Item 216 Statement</u> agreed and posted on website and notice boards	Future agenda

13/007 007.1	<b>VACANCY &amp; CO-OPTION TO PARISH COUNCIL</b> <u>Co-Option</u> no nominees. Next agenda Noted Cllr Dann co-opted to Planning Committee	Next agenda
13/008 008.1	<b>TO RECEIVE REPORTS</b> <b>County Cllrs and District Councillors Reports: County Council</b> written report accepted from Cty Cllr Gymer covering: Economy, Transport and Environmental Services, Children and Young Peoples Services, Local Issues. Additional discussion on <u>traffic lights at Green</u> . Noted timings have also been altered. <u>Potholes</u> Cty Cllr Jenkins confirmed those identified in Histon & Impington had been reported. He <b>agreed</b> to press County Council for higher specification work. Government funding received at County Council had freed up some £160,000 of funding; Cty Cllr Jenkins to meet Mike Davies and Cllr Legge to discuss options for Histon & Impington schemes. <u>Concrete block – Gatehouse Road</u> Cty Cllr Jenkins to follow up requested removal. <b>District Council</b> written reported accepted from Dist Cllr Davies covering: Planning, Darwin Green, Enforcement, Capital Grant and Art funding, Orchard Park, Carer drop in centre, Sports Development and graffiti. Additional discussion: <u>Moor Drove</u> recommended invitation to Deborah Barrett to attend Planning Committee in future. <u>SCDC</u> Cllr Stonham to remind Council of grouped name of Histon & Impington Parish Council for all publications. <u>Environmental Issues</u> Cllr Chatfield <b>agreed</b> to follow up issue: Dog bins in Homefield Park and Hereward Close not yet sited; Cherry trees removed at Hereward Close not yet re-planted; graffiti on Hereward Close property	JDJ/DNL JDJ
008.2	<u>Clerk's Report (Appendix 1 pg. 1 &amp; 2)</u> provided to all and accepted. Additional discussion on <u>Holiday Inn Crossing Proposal</u> Cllr Ing had presented proposals to County Council. Feedback given to Highways Committee. Funding debated. <b>Agreed</b> if increased funding became available an improved scheme should be requested. <u>Newsletter</u> noted deadline for articles for next edition 13 May 2013. <u>Pinders Circus</u> had been successful. Ideas for Circus workshop and charity event put forward by Cllr Nudds	EWS JPC
008.3	<u>Chairman's Report (Appendix 2)</u> provided to all and accepted. Additional discussion on: <u>110 Bus Route</u> update on subsidy levels requested. No alternative identified except to continue running the route. <u>HIAFOP</u> meeting 17 April. Cllr Ing to attend on behalf of Parish Council	BSI
008.4	<u>Employment Committee</u> meeting due 16 May 2013	
008.5	<u>Recreation Ground Committee</u> meeting due 29 April, including site walkabout	
008.6	<u>Youth Committee</u> meeting due 13 May 2013. Agreement to sign Service Level Agreement with North Cambridge Locality. Noted changes to agreement including now perpetual agreement with 3 month notice of termination. Proposed Cllr Parish, seconded Cllr Payne all in favour to delegate Youth Committee Chair to sign on behalf of Parish Council	HSA
13/009 009.1	<b>TO ACCEPT Committee Reports and to deal with Matters Arising</b> <b>Environment Committee</b> draft minutes 26 March 2013 copied to all and accepted. Next meeting due Tuesday 4 June 2013. Noted	
009.2	<b>Planning Committee</b> draft minutes draft minutes 2 April 2013 copied to all and accepted. Next meeting due Tuesday 23 April and 7 May 2013. Noted. <u>StAC Traffic Management Plan</u> Cllr Payne outlined concerns raised and correspondence with County Council Highways and SCDC Planning Department. Details of road width requirements and needs, delivery times discussed. Planning Chairman delegated to offer Parish Council support to the agent to help ensure Traffic Management Plan properly in place at early stage. Bad condition of road in Park Lane where rutted noted. <u>SCDC Planning Enforcement Review</u> meeting to be called during April. Cllrs Parish and Nudds to attend.	DWP
009.3	<b>Community Facilities Committee</b> draft minutes 14 March 2013 copied to all and accepted. Next meeting due Thursday 9 May 2013. Noted. Discussion on <u>Community Fundraising</u> - query over timing. Members felt a scoping budget would be helpful, acknowledging the SCDC pre-application advice not yet received and outcome would affect value of lease. Cllr Davies felt the Council should be careful not to constrain itself, and that community fundraising was also for awareness purposes. The local Skatepark group were keen to work with the Committee and Orchard Park Skatepark group had offered to host competitions and fundraising events. <u>Next Committee</u> meeting to look at timetables and report to Full Council by June/July. <u>Draft Local Plan</u> noted that if Local Plan concludes Buxhall Farm will be developed a significant open space contribution would apply. Cllr Davies stressed discussions with County Council on a possible Bypass lease	IMP/PJN

009.4	had always been held strictly separate to issues surrounding Buxhall Farm <b>Highways Committee</b> draft minutes 28 March 2013 provided to all and accepted. Next meeting due 30 May 2013. Noted. <u>106 Bus Service</u> <b>agreed</b> no comment be made on options put forward. <u>IVC</u> letter concerning proposals for changes to school day and impact on Traffic Regulation Order sent in response to consultation. <u>A14</u> email received from residents of Lone Tree Avenue expressing disappointment at Parish Council role with progressing noise pollution mitigation measures. Cty Cllr Jenkins outlined his efforts to engage with the Highways Agency. Cllr Payne confirmed Impington Parish Council had previously met at length with residents to explain options available. All <b>agreed</b> to ask Cllr Legge to convene the A14 Working Group via the Highways Committee. Highways Committee to put a remit paper together. <u>20 mph Seminar</u> 13 May 2013. Invitation to attend. Cllrs Parish and Ing to attend	DNL  IMP/BSI
13/010	<b>TO RECEIVE Finance Report</b>  010.1 <b>Finance, Legal &amp; Admin Committee</b> draft minutes 8 April provided to all and accepted 010.2 <u>Retrospective accounts:</u> noted retrospective accounts for Parish Council and Recreation Ground accounts ( <b>Appendix 1 Pg 3,4</b> ). Cllr Davies declared interest (expenses claim). Proposed Cllr Ing, sec Cllr Teague, all in favour. <b>Agreed</b> in future item to be renamed "Payments under delegated approval" 010.3 <u>Approve payment of outstanding accounts due</u> ( <b>Appendix 1 Pg 3</b> ) Prop Cllr Teague, sec Cllr Emmine all in favour to approve. 010.4 <u>Amounts Paid In and Correspondence</u> ( <b>Appendix 1 Pg 3</b> ) <u>SCDC</u> £2,500 grant for Community Facility proposals at Bypass Farm, for acquisition costs. Conditions apply. <u>StAC</u> letter of thanks for £2,500 grant. <u>Open Gardens</u> letter of thanks for £50 grant 010.5 <u>Expenses Claim Policy</u> draft presented to all as agreed by Finance Committee members. Additional note on VAT provided. Modification expenses claim form yet to be circulated. Next agenda for adoption. Clerk to continue to deal with expenses claims pending adoption. Some discussion on members allowance schemes and printing costs involved with email agenda papers. Members reminded to let Office know if they needed papers delivered/posted. Idea for externally site "pigeon holes" raised 010.6 <b>RESOLUTION:</b> "The Community Facilities Committee request that the amount of £1,500 is transferred from the Community Facilities Specified Reserves (Capital) budget to a revenue budget so that the Committee can agreed expenditure itself to progress work on a potential project for a Community Park on Bypass Farm site" Proposed Cllr N S Davies. Cllr Davies outlined possible needs for expenditure on additional work to draft "Masterplan" and valuation costs. Amendment proposed Cllr Payne, sec Cllr Dun to <b>increase amount to £2,500</b> . Cllr Davies withdrew his proposal. All in favour and <b>resolved</b>	Next agenda
13/011	<b>RECENT CORRESPONDENCE</b>  011.1 <u>Circulating File</u> available 011.2 <u>Histon &amp; Impington Mobile Warden Scheme</u> draft minutes 20 March 2013 provided to all and accepted. Noted review being carried out of access for mobility scooters in village 011.3 <u>SCDC Task &amp; Finish Group – Enforcement</u> initial details. Cllrs Parish and Nudds to attend if available for chosen date 011.4 <u>Histon Feast Assistance</u> with sale of Feast programmes and help at Feast events requested in return for agreement to consider Community Facilities Committee application for support; <u>Flower Festival</u> – invitation to take part, <u>costs associated</u> – <b>agreed</b> to spend up to £50 on display. <u>Feast Market Stall</u> 7 July 2013. <b>Agreed</b> to have pitch. Clerk to organise sub-group to look at display ideas 011.5 <u>Cambs ACRE</u> Changes in support means following staff redundancies noted	IMP/PJN
13/012	<b>OTHER MATTERS AND REPORTS</b>  012.1 <u>Drainage Working Party Formation</u> verbal report on discussions. Cllr Payne drafting Terms of Reference for this <u>Task &amp; Finish Group</u> Cllr Ing looking at "skeleton plan" for report to Full Council to due course 012.2 <u>Review of Committee Structure and Frequency</u> Chairman's report refers. <b>Agreed</b> to set up separate meeting when all Parish Councillors would be invited to discuss way forward 012.3 <u>Letter to Police Commissioner</u> Deferred. Cllr Ing and Clerk to report back 012.4 <u>Environment Committee</u> – items deferred to Full Council: <b>To approve</b> proposal to enter into contract with SCDC to empty Parish Council owned bins except on Parish Council land at the Recreation Ground, to commence from April/May	DWP/BSI

012.5	<p>2013, at quoted cost of £45 per week, as budgeted. Resulting impact on contract/job description to be referred to Employment Committee, noting changes to workload at Burial Ground since December 2012 – see Clerk’s report. <b>Agreed</b> to cancel contract for one trade waste bin and seek to obtain alternative quotes for further consideration at Environment Committee</p> <p><b>To approve</b> request from Feast Committee for use of The Green for event weekend 6 and 7 July 2013 – see Clerk’s report. Environment Committee Chairman had met Feast representative on site and suggested possible improvement to proposals. Proposed Cllr Jenkins, sec Cllr Teague all in favour and <b>agreed</b> to allow use. Cllrs Davies and Stonham abstained.</p>	Environment Committee
012.6	<p><b>To note</b> HICOP report received (<b>Appendix 3</b>) and consider mechanism for liaison between the group and the Parish Council in future – see Chairman’s report. Full discussion on preferred working arrangements between HICOP and Parish Council as lease holder of land. Environment Chairman to contact group to discuss best way forward</p>	PJM
012.7	<p><b>To consider</b> Festive Lights &amp; Christmas Tree – Offer of assistance from resident. Correspondence from Feast Committee regarding future supply and installation of Christmas Tree. Process for delivery could come through the formation of a sub group. Remit would be to explore festive lighting at The Green and elsewhere in Histon &amp; Impington including the Santa’s Grotto event at the CKH, explore additional funding and sponsorship, to engage with local businesses and the community. Recommendation to acceptance of sub group &amp; terms. All <b>agreed</b> to form a sub-group. Interested members to contact Clerk for details. Noted resident had indicated interest in assisting work.</p>	
012.8	<p>Chairman formally asked for meeting extension to continue to agenda end under Standing Order 1 x). <b>All agreed</b>. Cllrs Payne and Dunn left the meeting</p>	
012.8	<p><u>Highways Committee</u> – items deferred to Full Council: Disabled Parking Bay in Pepys Terrace – <b>request for support</b> by Parish Council – see Chairman’s report. All <b>agreed</b> to support application for County to provide a disabled parking bay. Parish Council could not agree to any financial support</p>	
012.9	<p>Access Protection Markings at The Green – <b>request for support</b> by Parish Council – see Chairman’s report. <b>Agreed</b> to note approach only.</p>	
13/013	<p><b>EMPLOYMENT MATTERS</b> – “In Committee”</p>	
13/014	<p><b>MATTERS FOR NEXT AGENDA</b> AGM agenda will include only standard and urgent items</p>	
13/015	<p>Date of Next Meeting: <b>Next Full Council: Histon &amp; Impington Parish Council Annual General Meeting, to be preceded by Annual Parish Meetings for Histon and Impington commencing at 7 p.m.: Monday 20<sup>th</sup> May 2013, to follow refreshment break after APMs – Recreation Centre, Recreation Ground, New Road, Impington</b></p>	
	<p><b>Meeting closed: 9.35 p.m.</b></p>	

HISTON & IMPINGTON PARISH COUNCIL

FINANCE REPORT

<b>REPORT TO:</b>	<b>Full Council</b>	<b>9<sup>th</sup> April 2013</b>
<b>AUTHOR/S:</b>	<b>Lynda Marsh, Office Manager</b>	

**Purpose**

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

- Accounts paid by delegated approval (payments made before 31.3.13) – to note only:

<b>M12 Administration</b> – wages, NI and Pension	<b><u>£9,119.77</u></b>	£9,119.77
<b>M12 Rec Groundsman expenses</b>	<b><u>£25.53</u></b>	£25.53
<b>Print-Out</b> stationery	<b><u>£50.97</u></b> + vat £10.20	£61.17
<b>Cambridge Newspapers</b> newsletter	<b><u>£385.31</u></b>	£385.31
<b>TCLandscapes</b> South Rd play area works – now signed off	<b><u>£7,048.15</u></b>	
+ vat £1,409.63		£8,457.78
<b>Village Landscapes</b> turfing work at The Green	<b><u>£950.00</u></b>	£950.00
<b>N S Davies</b> mileage expenses to 'Funding East' conference	<b><u>£13.60</u></b>	£13.60
<b>Site &amp; Maintenance</b> repair posts on The Green (ins claim made and settled in full)	<b><u>£460.00</u></b> *	
+ vat £92.00		£552.00
<b>Barclaycard</b> broadband, uniforms, stamps	<b><u>£188.58</u></b> + vat £19.08	£207.66
<b>G Whitfield</b> internal audit services 2012-13	<b><u>£312.10</u></b>	£312.10
<b>BM Pest Solutions</b> quarterly pest control charge	<b><u>£100.00</u></b> + vat £20.00	£120.00
<b>H&amp;I Community Minibus</b> Older Persons Co-ordinator Jan – Mar 2013	<b><u>£702.42</u></b>	£702.42

Accounts paid by delegated approval after 1<sup>st</sup> April:

<b>PWLB</b> pavilion pmt 15 of 50	<b><u>£11,922.62</u></b>	completion pmt 13 of 48	<b><u>£1,569.46</u></b>	£13,498.46
<b>Broker Network (Came &amp; Co)</b> annual insurance premium (16 for 12 option, as agreed)	<b><u>£6,966.58</u></b>			£6,966.58
<b>SCDC</b> pavilion business rates	<b><u>£3,187.80</u></b>			£3,187.80
<b>SCDC</b> office business rates	<b><u>£2,356.20</u></b>			£2,356.20
<b>SCDC</b> car park business rates	<b><u>£3,003.00</u></b>			£3,003.00
<b>City of Ely Council</b> play area routine inspection course	<b><u>£85.00</u></b>			£85.00

Outstanding accounts – to agree:

<b>Island Fire Protection</b> annual fire extinguish services: B/Grd	<b><u>£58.88</u></b> , Office	<b><u>£65.90</u></b>	
+ vat £24.96			£149.74
<b>Roger Hovells</b> office cleaning	<b><u>£40.00</u></b>		£40.00
<b>LCR</b> annual subs	<b><u>£16.00</u></b>		£16.00
<b>CPALC</b> annual subs	<b><u>£726.41</u></b>		£726.41
<b>Copy IT Digital Solutions</b> copier reading	<b><u>£31.08</u></b> + vat £6.22		£37.30

**Additional accounts to agree:**

<b>ESPO</b> stationery / office supplies	<b><u>£43.53</u></b> + vat £8.71	£52.24
<b>Petty Cash</b>	<b><u>£12.89</u></b>	£12.89

- Amounts paid in to 31.3.13:

Homefield Park income £333.33; Insurance claim £460.00 \*

Recreation Ground – accounts paid by delegated approval to 31.3.13:

<b>Site &amp; Maintenance Services</b> clear drains	<b><u>£40.00</u></b> + vat £8.00	£48.00
<b>Travis Perkins</b> pvc corrugated sheets	<b><u>£46.44</u></b> + vat £9.29	£55.73
<b>Polarglaze</b> replacement window – 12 New Road	<b><u>£543.00</u></b> + vat £108.60	£651.60

<b>Gifford's</b> 'cushionfall' for play area <b>£307.00</b> + vat £61.40	£368.40
<b>PHS</b> annual service charge <b>£205.11</b> + vat £41.02	£246.13
<b>Tomlinson Groundcare</b> tractor service <b>£451.40</b> + vat £90.27	£541.67
<b>CamAlarms</b> half yearly fire alarm service <b>£68.00</b> + vat £13.60	£81.60
<b>Site &amp; Maintenance</b> repair to verti-drainer <b>£75.00</b> + vat £15.00	£90.00
<b>LM Dewar Cleaning Services</b> community room (Feb) <b>£246.54</b>	£246.54
<b>Gaswise Service</b> 12 New Road – boiler service and landlords certificate <b>£85.00</b> + vat £17.00	£102.00
<b>Jaggard Electrical</b> additional Christmas lights/erect and dismantle <b>£272.00</b> (donation received from Friends H&IRG £150) + vat £54.40	£326.40
<b>Site &amp; Maintenance</b> drainage at entrance to play area <b>£487.00</b> + vat £97.40	£584.40
<b>Team Flitwick</b> gasoil <b>£374.90</b> + vat £18.75	£393.65
<b>CSA</b> washroom supplies <b>£87.34</b> + vat £17.47	£104.81
<b>Tomlinson Groundcare</b> repairs to verti-drainer <b>£353.81</b> + vat £70.76	£424.57
<b>Mower People</b> services to mowers inc. gang mower <b>£983.75</b> + vat £196.75	£1,180.50
<b>British Gas</b> electricity a/c (4 month period) <b>£2,270.80</b> + vat £454.16	£2,724.90
<b>L M Dewar Cleaning Services</b> community room (March) <b>£243.74</b>	£243.74
<b>Site &amp; Maintenance</b> repairs to 'wet pour' around tractor slide <b>£625.00</b> + vat £125.00	£750.00
<b>Buckingham &amp; Stanley</b> fuel <b>£6.83</b> + vat £1.37	£8.20
<b>Munro Building Services</b> boiler repairs and repairs to leak <b>£656.54</b> + vat £131.31	£787.85
<b>Berrycroft Stores</b> white line marker, sulphate iron <b>£126.90</b> + vat £25.38	£152.28

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