

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

Appendices attached

Full Council Minutes

| Agenda No: | | Action/ Power |
|-------------------|---|-----------------------|
| | Present: Cllrs: J D Jenkins (Chairman - also County), H S Abdullah, M C Cleaver, I Cooper, M P Dann, N S Davies (also District), J P Emmine, C J Foster, B S Ing, D N Legge, D V Marston, P J Nudds, D W Payne Cty Cllr Mason; Paul Rawlinson CCC (in part), Simon Martin, resident (in part) Clerk: Mrs A J Young | |
| 13/049 | APOLOGIES FOR ABSENCE Cllrs: J A Diplock (holiday), J Dunn (holiday), E W Stonham (ill), J P Teague (personal) Dist Cllr Chatfield | |
| 13/050 | DECLARATIONS OF INTEREST AND DISPENSATIONS a) Declarations of pecuniary interest from Councillors on items on the agenda – None b) Written requests for dispensations for disclosable pecuniary interests – None c) Any new requests for dispensations – None | |
| 13/051 | DATE(S) OF NEXT COMMITTEE MEETINGS Youth Committee – 7.30p.m. Tuesday 16 July Planning Committee – 7.30 p.m. Tuesday 23 July, following confidential briefing Darwin Green 2 6.30 p.m. Highways Committee – 7.30 p.m. Thursday 25 July Kings Meadows Committee (TBC) Kings Meadows Wherry Housing – 7.30 p.m. Tuesday 30 July Recreation Ground Committee – 7.30 p.m. Monday 5 August Planning Committee – 7.30 p.m. Tuesday 6 August Environment Committee – 7.30 p.m. Tuesday 13 August Planning Committee – 7.30 p.m. Tuesday 27 August Committee Facilities Committee – 7.45 p.m. Monday 2 September Planning Committee – 7.30 p.m. Tuesday 10 September Highways Committee (TBC) – 7.30 p.m. Thursday 12 September <u>Other events/meeting</u> Guided Bus Landscaping issues meeting – Tuesday 16 July 6 p.m. Northstowe Drop In Oakington Pavilion – Sat 20 July 10a.m. – noon Committee Structure meeting – Monday 22 July 7.30 p.m. Northstowe Parish Forum – Wednesday 24 July – Cottenham VC 7 p.m. Cross party Graffiti Summit – Monday 29 July, Orchard Park Northstowe Parish Forum – Wednesday 21 August – Cottenham VC 7 p.m. SCDC Local Plan Exhibition – Thursday 5 September in Community Room Northstowe Drop In Ploughman Hall Willingham – Sat 14 Sept 10a.m. – noon | |
| 13/052 | PUBLIC PARTICIPATION Resident Mill Lane outlined concerns over access to rear land and parking problems seen in Mill Lane during construction periods. Idea of an “H bar” lining discussed, a resident funded scheme available from County Council Highways department. Planning issues surrounding use as care home also raised. After confirming care home had staff parking strategy in place and agreement that improvement may be seen once two construction projects complete, resident was asked to update Council at October meeting if problem persists With agreement of Council, Chairman brought forward item 056.6.2 and suspended standing orders Paul Rawlinson County Council) – <u>Cycling Project Manager, Major Infrastructure Delivery</u> | October agenda |
| 13/053 | TO APPROVE minutes of the Meeting held 17 June 2013 Proposed Cllr Foster seconded Cllr Abdullah all in favour to accept as a true record of meeting including “In Committee” item | |

| | | |
|---------|--|--|
| 13/054 | MATTERS ARISING FROM PREVIOUS MEETING | |
| 054.1 | <u>Item 039 .1 Police</u> any reports copied to all. Liaison meeting due 9 July, Cllr Teague attending. Report on approach to Commissioner re Histon Station and PCSOs with invitation for Sir Graham Bright to attend September/October meeting | September/ October agenda |
| 054.2 | <u>Item 039.2 Newsletter</u> Cllr Payne/Clerk to confirm deadline for next edition and gather ideas for articles. Details of deadlines to be emailed to all, likely to be September. Noted possible articles expected on HICOP and overhanging vegetation on footpaths | DWP |
| 13/055 | VACANCY & CO-OPTION TO PARISH COUNCIL <u>Co-Option</u> Introduction notes from two suitable candidates noted. Neither able to attend. Next agenda | September agenda |
| 13/056 | TO RECEIVE REPORTS | |
| 056.1 | County Cllrs and District Councillors Reports: County Council written report accepted from Cty Cllr Jenkins covering: Minor Highway Scheme results; A14 upgrade; school capacity. Additional discussion on: <u>Northstowe Joint Development Control Committee</u> Cty Cllr Mason had not been invited but would attend future sessions. <u>Cottenham Road foul drainage issues</u> Cty Cllrs continued to pursue on behalf of residents. <u>Regional Flood Defence Committee</u> Cty Cllrs undertook to find out detail of Histon reference in the programme and funding details. Noted Cty Cllr Mason member of H&IPC Drainage Task and Finish Group and would feed-in Parish Council representations to Defence Committee. District Council written report accepted from Dist Cllr Davies covering: Local Plan Update consultation running 19 July and 30 September; "Bishops" application. Additional discussion on: <u>Draft Local Plan</u> discussion on status as material planning document. Clerk to check opinion at CAPALC. Cabinet meetings concern expressed over regular cancellation of meetings and lack of agenda. Dist Cllrs happy to take issues to Cabinet from Parish Council if desired | |
| 056.2 | <u>Clerks Report</u> provided to all and accepted (Appx 1). Additional discussion on <u>Security of Assets agreed</u> Finance, Legal and Admin to look at improvements, including information risks. <u>Theft of railway sleepers</u> Facebook reports on methods of investigation reviewed. <u>IVC</u> seeking Community Governor. To be circulated to all. <u>North West Network Lunch 16 July</u> . Cllr Teague attending. <u>Village Society</u> Chair and Vice Chair to attend meeting and speak 24 September 2013 | Finance Legal & Admin Committee |
| 056.3 | <u>Chairman's Report (Appx2)</u> Update since report: <ul style="list-style-type: none"> - Met with Paul Rawlinson re projects for Histon & Impington - Attended Police Panel - Held Committee Structure pre-meeting with Committee Chairs - Met with Cllr Legge and Highways Officers Steve Deighton and Ruth Ropier - Met Karen Champion, Rights of Way and Martin Allen, Local Infrastructure and Streets Officer to look at footpath from Saffron Road to St Audreys Close - Advised HICOP likely to be approaching Parish Council re support for a footpath connection to Orchard - Hain Dainel meeting Noted noise issue was caused by lorry chiller, waiting to enter site early morning | JPT JDJ/DWP |
| 056.4 | <u>Kings Meadow Committee</u> meeting due 30 July. Agreed to increase membership to 4 + 2 ex officio. Cllr Teague, Abdullah, Dann, Ing and Cllrs Jenkins and Payne | |
| 056.5 | <u>Youth Committee</u> meeting due 16 July. Cllr Abdullah confirmed over 600 responses received to recent questionnaire | |
| 056.6 | <u>Highways Committee</u> meeting due 25 July | |
| 056.6.1 | <u>Hisimp Transport</u> Open meeting 8 July, verbal report received. Draft Vision Statement provided to all (Appx 3). Proposed Cllr Legge, seconded Cllr Abdullah and adopted | |
| 056.6.2 | <u>Paul Rawlinson County Council) – Cycling Project Manager, Major Infrastructure Delivery</u> Standing Orders suspended. Mr Rawlinson advised Report on Histon A14 Toucan scheme This will commence on 22 July providing no issues are raised by the Highways Agency, work will take about 10 weeks and will include: Changing and widening the cycle approaches to the junctions on the roundabout to provide better visibility to cars using the slips; Adjusting the roundabout to ensure drivers have as much visibility of cyclists as possible; New lights and poles including Toucan crossings on all 4 arms; work will take into account peak traffic so will not start until 09.30 and stop at 15.30; There will be lane closures on the roundabout during this time but not road closures; A number of night time works will be carried out up to 10 nights. Though this has been reduced by working with | |

| | | |
|--|---|---|
| <p>056.6.3</p> <p>056.6.4</p> <p>056.6.5</p> | <p>Highways Agency and sharing recent road space. The outcome will be safer crossings for pedestrians and cyclists those who are not confident at crossing. Pedestrians will have a button to request a cross – Cyclists will have loops in the approaches for the two more difficult slip roads - the two on slips. Once this has been completed the Horningsea scheme will be commenced.</p> <p>Cyclists and pedestrians expected to have clear access at all times. Ringfort Path Project still under review, due to proceed 2014. Council thanked Mr Rawlinson for attending. Standing Orders re-instated and Mr Rawlinson left the meeting</p> <p><u>Issues raised re access Mill Lane</u> see item 052</p> <p><u>Opportunities for free bike stands – Cambridgeshire County Council</u> Highways Committee to discuss. Noted installation cost applies. Review of existing sites required</p> <p>Cllr Legge reported on: <u>Meeting with Steve Deighton and Cty Cllr Jenkins</u> covering schemes for projects:</p> <ul style="list-style-type: none"> - Transport strategy document inclusion - Minor Highways Scheme - Third party funding <p>Cty Cllr Jenkins advised ‘mature’ projects stood more chance of success. Draft scheme for traffic at StAC junction pencilled for consideration. Highways Committee to discuss and put in front of StAC representatives if felt appropriate. Funding an issue. Some discussion on disabled parking rule</p> | <p>Highways Committee</p> <p>Highways Committee</p> |
| <p>13/057</p> <p>057.1</p> <p>057.2</p> <p>057.3</p> <p>057.4</p> <p>057.5</p> <p>057.5.1</p> <p>057.5.2</p> | <p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p>Planning Committee draft minutes 25 June and 9 July provided to all. Next meeting due 23 July. Open meeting held 2 July. Representatives to meet SCDC Officers re Darwin Green 2. Agreed to keep pressure up on access provision over A14. Noted marked increase in planning applications over last 12 months</p> <p>Recreation Ground Committee draft minutes 24 June provided to all. Next meeting due 5 August. Some discussion on possible remedies for sail shelter replacement</p> <p>Community Facilities Committee draft minutes 20 June awaited. Next meeting due 2 September</p> <p>RESOLUTION: “Histon & Impington Parish Council agrees that detailed discussions should continue with Cambridgeshire County Council on proposed Heads of Terms of the leasehold acquisition of land at Bypass Farm, Histon so that a professional valuation can be arranged either using two of three independent valuers on CCC framework list or the appointment of one valuer instructed by both parties as used for land at Manor Park The Parish Council requests that the Community Facilities Committee:</p> <ul style="list-style-type: none"> - Prepares a programme of consultation - Gets a first rough estimate of probable costs, and provides an updating report at September’s Parish Council meeting” <p>Cllr Dann declared an interest as resident of Cottenham Road and did not take part or vote. Following discussion on lease length (at least 30 years required); the need for initial estimates at September Full Council even if largely land acquisition costs and drainage; District Valuer use; Business Plan detail requirement. Proposed Cllr Davies, seconded Cllr Ing, all in favour and carried. Cllr Dann did not vote</p> <p>Employment Committee draft “In Committee” minutes 27 June provided to all. Next meeting due 19 September</p> <p>Environment Committee draft minutes 1 July. Next meeting due 13 August</p> <p>Cty Cllr Jenkins met Karen Champion Rights of Way Officer together with new Local Infrastructure and Police Officer Martin Allen. As a result agreed:</p> <ul style="list-style-type: none"> - Cllr Foster to work with Clerk to write to residents backing onto Manor Park footpath - SWOT team from County Council would clear worst - Regular verge cutting equipment to be used by County Council to clean up verge - Karen Champion would organise Probation Team to finish off/ tidy <p>All works to be complete by mid-October when community event on Manor Park field planned</p> <p><u>Heritage Lighting Columns H12/72.1 H13/005.1</u> to agree costs of a) recovery/use of b) recovery and lighting. No progress with costs. Cllrs Jenkins and Nudds to organise meeting with Peta King-Parcell</p> | <p>CJF</p> <p>JDJ/PJN</p> |
| <p>13/058</p> <p>058.1</p> | <p>TO RECEIVE Finance Report</p> <p><u>Delegated payment of accounts:</u> noted for Parish Council and Recreation Ground accounts (Appendix 1 Pg 3). Proposed Cllr Ing, seconded Cllr Marston, all in favour to accept</p> | |

| | | |
|--------|--|--|
| 058.2 | <u>Approve payment of outstanding accounts due (Appendix 1 Pg 3)</u> Proposed Cllr Ing, seconded Cllr Marston all in favour to approve | |
| 058.3 | <u>Amounts Paid In and Correspondence (Appendix 1 Pg 4)</u> Noted. Thank you letter for donation received from Kings Meadow Garden Project | |
| 058.4 | <u>Finance, Legal and Admin Committee</u> minutes 27 June provided to all and accepted. Noted agenda item outstanding on ownership of War Memorial and also Manor field boundary issues. Agreed to approach County Council for official permission to carry out tree works at War Memorial pending licence negotiations | FLA Committee |
| 058.5 | <u>To accept revised Fees and Rules Burial Ground (Appendix 4)</u> Proposed Cllr Marston, seconded Cllr Payne all in favour. Environment Committee asked to ensure fee review carried out 12 monthly every 1 st July | |
| 058.6 | <u>To adopt new Code of Conduct (revised) (Appendix 5)</u> Proposed Cllr Payne, seconded Cllr Ing to adopt all in favour. Next agenda item requested to review anti-democratic effect of item precluding Councillors with interest in speaking or remaining in meeting | Next agenda |
| 058.7 | <u>To agree direct debit mandate</u> payments for regular Utility/Provider payments for signature by 2 signatories. Proposed Cllr Davies, seconded Cllr Foster, all in favour and agreed | |
| 13/059 | RECENT CORRESPONDENCE <u>Circulating File</u> available for all | |
| 13/060 | OTHER MATTERS AND REPORTS | |
| 060.1 | <u>Feast Market feedback</u> Noted different feel of Market on Sunday afternoon, need identified to promote presence ahead of date in future. Cllr Ing thanked staff for preparation of material he had identified. Agreed to write to Histon & Impington Feast Committee congratulating on a very successful Feast Event Programme | |
| 060.2 | <u>Terms of Reference Public Art (Appendix 6)</u> Prepared by Cllr Payne taking into account comments received. Proposed Cllr Payne, seconded Cllr Abdullah all in favour and accepted | |
| 060.3 | <u>Identity and Vision Statement for Neighbourhood Plan</u> Initial paper (version 0.0) prepared by Cllr Marston. Following input, agreed Cllr Marston to redraft and bring back for acceptance with 6 monthly on-going review | DVM |
| 060.4 | Proposed Cllr Jenkins – Agreement to delegate to Neighbourhood Plan team (Cllrs Ing, Payne, Jenkins, Diplock and Dunn) to: <ul style="list-style-type: none"> • Up-date identity and vision document in line with comment received • Use this to brief one or more local designer to develop a visual identity for the community • Develop a website proposal for review at the September meeting Proposed Cllr Jenkins, seconded Cllr Davies all in favour and agreed | Neighb'd Plan Team September agenda |
| 060.5 | <u>To agree transfer of policies</u> from Recreation Ground Committee name to Parish Council. Proposed Cllr Davies, seconded Cllr Ing all in favour and agreed <ul style="list-style-type: none"> - Equal Opportunity - Environmental Statement - Public Access and Amenity - Lone Worker (Contractor) | |
| 13/061 | MATTERS FOR NEXT AGENDA <u>IVC 75th Anniversary</u> Amy Wormald and Martin Rigby to be invited <u>Precept</u> 2014 Calendar to inform the precept. Cllr Payne to prepare briefing document | DWP |
| 13/062 | Date of Next Meeting: Full Council: Monday 16 th September 2013 – Recreation Centre, Recreation Ground, New Road, Impington August meeting to be called only if important decisions required with deadlines | |
| | Meeting closed 9.28p.m. | |

HISTON & IMPINGTON PARISH COUNCIL

FINANCE REPORT

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

Purpose

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

N.B. All accounts will now be reported to Full Council only.

- Accounts paid by delegated approval – to note only:

| | |
|--|------------|
| M3 Administration – wages, NI and Pension <u>£9,428.54</u> | £9,428.54 |
| M3 Rec Groundsman expenses <u>£25.53</u> | £25.53 |
| Manpower UK Ltd staff absence cover (w/e 2.6.13) <u>£125.40</u> + vat £25.08 | £150.48 |
| British Telecom office <u>£97.18</u> + vat £19.43 | £116.61 |
| Cambs CC – Summer Reading Challenge (sec 137) <u>£200.00</u> | £200.00 |
| Kings Meadow Garden Project donation (sec 137) <u>£250.00</u> | £250.00 |
| Manpower UK Ltd staff absence cover (w/e 9.6.13) <u>£125.40</u> + vat £25.08 | £150.48 |
| Site & Maintenance clear litter bins/ litter pick – 4 weeks <u>£320.00</u> + vat £64.00 | £384.00 |
| E Hunt replacement plants – CPA on The Green <u>£68.00</u> + vat £13.60 | £81.60 |
| King & Co legal costs re Land registry registration of FIT deed <u>£100.00</u> + vat £20.00 | £120.00 |
| Barclaycard broadband (£26.99), stamps £36.00), workwear (£46.35), keys for N/Brds (£16.32) <u>£127.06</u> + vat £12.54 | £139.60 |
| Berrycroft Stores line marker, 'brite' line <u>£65.00</u> + vat £13.00 | £78.00 |
| E Hunt replacement plants – sensory border (no vat receipt) <u>£67.50</u> | £67.50 |
| P A Collacott & Co supply and install replacement emergency light fittings <u>£182.49</u> +vat £36.50 | £218.99 |
| CSA wash room supplies <u>£60.72</u> + vat £12.14 | £72.86 |
| Site & Maintenance install litter bins, weld goals <u>£218.00</u> + vat £43.60 | £261.60 |
| British Gas electricity account <u>£1,819.11</u> + vat £363.82 | £2,182.93 |
| Manpower UK Ltd staff absence cover (w/e16, 23 & 30.6.13) <u>£376.20</u> + vat £75.24 | £451.44 |
| Thurlow Nunn Standen Ltd 36" Allett 'Regal' mower (as agreed min. no. R13/009.2) <u>£10,450.00</u> + vat £2,090.00 | £12,540.00 |
| ○ Outstanding Accounts for approval: | |
| NSALG annual subscription **- for decision <u>£55.00</u> + vat £11.00 | £66.00 |
| Buchans Landscapes grasscutting – June <u>£1,558.45</u> + vat £311.69 | £1,870.14 |
| Print-Out stationery <u>£33.98</u> + vat £6.80 | £40.78 |
| P J Townsend Assoc Community Facilities drawings / A1 plans <u>£664.00</u> | £664.00 |
| Roger Hovells office cleaning <u>£40.00</u> | £40.00 |
| Copy IT Digital Solutions copier reading <u>£26.82</u> + vat £5.36 | £32.18 |
| Site & Maintenance repairs to 4 x litter bins <u>£160.00</u> + vat £32.00 | £192.00 |
| Maxim Joinery repairs to noticeboard on The Green <u>£250.00</u> | £250.00 |
| Adam Scott maintenance work Windmill/Narrow Lane, War Memorial <u>£225.00</u> | £225.00 |
| British Gas gas account <u>£578.58</u> + vat £28.92 | £607.50 |
| Petty Cash N/R | |
| Brady Corp Ltd (Seton) 'Disabled Parking' bay signs** <u>£144.07</u> + vat £28.81 | £172.88 |
| Site & Maintenance install signs** <u>£85.00</u> + vat £17.00 | £102.00 |
| Berrycroft Stores hose, clips, white spirit <u>£213.14</u> + vat £42.63 | £255.77 |
| Travis Perkins padlocks, paint and brushes <u>£68.04</u> + vat £13.60 | £81.64 |
| L M Dewar Cleaning Services pavilion (June) <u>£263.43</u> | £263.43 |

Buckingham & Stanley fuel £19.91 + vat £3.99

£23.90

Site & Maintenance re-install seat inc. slab base £325.00 + vat £65.00

£390.00

○ Amounts paid in:

Burial fees £1,390.00; SCDC Sec 106 (Water Lane) £4,962.74; ground takings £391.67; sports court fees £487.50; community room hire £635.41; donations / contributions Friends H&IRG £1,490.00; Village Green income £319.49; CCC – grasscutting grant £2,206.56; sale of mower £833.33; insurance claim (bollards) £70.00; insurance reimbursement (Bowls Club) £58.00

DRAFT