

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 16 September 2013 7.30 p.m.**

Appendices attached

Full Council Minutes

Agenda No:	Action/ Power
<p>Present: Cllrs: J D Jenkins (Chairman - also County), M C Cleaver, M P Dann, N S Davies (also District), J A Diplock, J Dunn, C J Foster, B S Ing, D N Legge, P J Nudds, D W Payne Cty Cllr Mason; Ruth Moulder, Jonathan Dixon (both co-opted during meeting); Amy Wormald, Martin Rigby (IVC) Clerk: Mrs A J Young</p>	
<p>13/063 APOLOGIES FOR ABSENCE</p> <p>Cllrs: H S Abdullah (holiday), I Cooper (holiday), D V Marston (personal), E W Stonham (illness), J P Teague (holiday), Dist Cllr Chatfield</p>	
<p>13/064 DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>a) Declarations of pecuniary interest from Councillors on items on the agenda – Cllr M Dann item 71.4(2) Bypass Farm, near neighbour b) Written requests for dispensations for disclosable pecuniary interests – None c) Any new requests for dispensations – None</p>	
<p>13/065 DATE(s) OF NEXT COMMITTEE MEETINGS</p> <p>Employment Committee – 7.30 p.m. Thursday 26 September Recreation Ground Committee – 7.30 p.m. Monday 30 September Planning Committee – 7.30 p.m. Tuesday 1 October Kings Meadow Committee – 6.30 p.m. Wednesday 2 October, Kings Meadow Centre Finance, Legal and Administration Committee – 7.30 p.m. Monday 7 October Youth Committee – 7.30 p.m. Monday 14 October Planning Committee – 7.30 p.m. Tuesday 15 October</p> <p>Other events/meeting</p> <p>Northstowe Parish Forum – 7 p.m. Wednesday 18 September Cottenham VC Drainage Task & Finish Group – 7.30 p.m. Monday 23 September Reading Challenge Library presentations – Marian Cleaver – Tuesday 24 September 2013 Village Society – Tuesday 24 September Mobile Warden Meeting – Wednesday 24 September Graffiti Summit meeting No 2 – 6 p.m. Tuesday 26 September Orchard Park SCDC Parish Liaison Meeting – 7 p.m. Tuesday 1 October CAPALC Cllr Training Session 2 Orchard Park – Thursday 3 October</p>	
<p>13/066 PUBLIC PARTICIPATION</p> <p>Amy Wormald and Martin Rigby outlined renewed efforts for consultation and engagement with the community at IVC, and Amy Wormald's role in the 75th Anniversary celebrations for 2014 as Development and Engagement Manager</p> <p>Martin Rigby spoke of:</p> <ul style="list-style-type: none"> - The "living" link between the Governing Body at IVC and the Parish Council – David Jenkins both Governor and Parish Council Chair. The hope for a partnership in future - The history of the Henry Morris building and gift of land by Chivers meaning Impington had been chosen as the site - Henry Morris vision of a "living, breathing organisation", a cradle-to-the-grave engagement in education - The possibility of a fourth Director to run the Sports Centre, nominated by the Parish Council. Current Directors Rob Campbell, Fran Di Franco, Martin Rigby - Bringing together of community and adult education opportunities, evening/ weekends <p>Amy Wormald spoke of:</p> <ul style="list-style-type: none"> - A series of planned events for 75th Anniversary. A yearlong festival/celebration - Fascinating history of IVC building, including war propaganda posters - Opportunities during the year to share and make links between the community groups in Histon & Impington. All ideas and thoughts welcome 	

	<ul style="list-style-type: none"> - Restoration work needed on Gropius building and Prom area. Hopes to work with local companies to train students alongside them to “bring back to former glory” - Possibility of permanent exhibition space in Prom area and to open up to a whole range of people and groups - Aspirations for theatre projects/plays etc. in Gropius Hall, as part of community <p><u>Questions/Comments followed:</u></p> <ul style="list-style-type: none"> - Support for use of hall doors as official front entrance - Need to improvements to website to reflect connection to clubs and societies - Joint management opportunities for IVC and Parish Council sites - Caretaking issues must not affect community use in future - Partners for IVC may include Parish Council Youth Committee, Village Society, Public Art Working Party, which includes performing arts opportunities - Need for involvement in any Neighbourhood Plan by IVC - Hopes for a rolling calendar to be published to reflect all takes place in thriving villages - Congratulations voiced by Parish Council on IVC’s recent excellent exam results - Previously mooted change to school day now on hold pending strategic review period <p>Speakers left meeting with Councils thanks. Standing Orders restored</p>	
13/067	<p>TO APPROVE minutes of the Meeting held 15 July 2013</p> <p>Proposed Cllr Payne seconded Cllr Cleaver all in favour to accept as a true record of meeting</p>	
13/068	<p>MATTERS ARISING FROM PREVIOUS MEETING</p> <p>068.1 <u>Item 054.1 Police</u> any reports copied to all. Consultation up-date on PCSOs. Cllr Jenkins outlined appearance by Cllrs on Look East re PCSO Consultation and informal meeting between Cllrs Jenkins and Ing and an ex-Chief Inspector. Police Commission report due by end October</p> <p>068.2 <u>Item 054.2 Newsletter</u> Deadline for all articles 20 September 2013</p>	
13/069	<p>VACANCY & CO-OPTION TO PARISH COUNCIL</p> <p>069.1 <u>Co-Option</u> Vacancies for Histon Parish (1) and Impington Parish (1) had been advertised. Applications received from Ruth Moulder and Jonathan Dixon who introduced themselves to members and gave their reasons for wishing to become involved in the work of the Parish Council. Proposed Cllr Payne, seconded Cllr Foster, all in favour and agreed to co-opt Ruth Moulder as Histon Parish member. Proposed Cllr Payne, seconded Cllr Davies, all in favour and agreed to co-opt Jonathan Dixon as Impington Parish member</p> <p>069.2 Noted vacancy caused by resignation of John Emmines, Thanks to John Emmines were registered following his good service to the Council and community. Next agenda to co-opt, along with co-option for resulting vacancies on Committees and Officer/Representatives</p>	Next agenda
13/070	<p>TO RECEIVE REPORTS</p> <p>070.1 County Cllrs and District Councillors Reports: <u>County Council</u> written report accepted from Cty Cllr Jenkins covering: meetings attended including to discuss money in Northern Corridor Growth Funds, Northstowe Joint Development Control Committee, Local Transport Board; Consultations. Cllr Mason reported on Cabinet meetings covering A14 and Air Quality and Noise issues raised and Scrutiny Committee debate on the setting up of an independent Committee to look into the Guided Busway. Cllr Ing commented on need to involve WS Atkins. Cllr Nudds raised queries of privatisation of Community Payback Scheme and non-removal of concrete bollards/graffiti on Guided Busway at Gatehouse Road. Cllr Jenkins agreed to investigate and report back. Noted Parish Council Drainage Task and Finish Group to meet 23 September. Cty Cllr Mason requested discussion on drainage across Village Green. District Council two written reports accepted from Dist Cllrs Davies and Chatfield covering: Local Plan Update; Bishops DIY Planning Application; Scrutiny Committee. Members noted Cllr Davies’ comprehensive following up of issues surrounding Bishops Yard site</p> <p>070.2 <u>Clerks Report</u> provided to all and accepted (Appx 1).</p> <p>070.3 <u>Chairman’s Report</u> provided to all and accepted (Appx 2). Cllr Jenkins:</p> <ul style="list-style-type: none"> - Expressed continued concern over size of Committees, especially in light of growing number of Working Parties, Task and Finish Groups etc. - Highlighted likely loss of precept grant from SCDC resulting in an 11% reduction in income - Highlighted the need to develop a budget sustainable on the way forward 	

<p>071.6</p> <p>071.7</p>	<p><u>Heritage Lighting Columns</u> Cllr Jenkins and Nudds reported on meeting with Balfour Beatty and solutions put forward to date on work planned at The Green. Further site meeting planned, attendees to include Cty Cllr Mason for input on underground services issues. Proposed Cllr Ing, seconded Cllr Nudds all in favour and agreed Clerk delegated to approve costs up to £500 to cover any solution costs most appropriate to the village. Cllr Nudds outlined concerns over future of the cast iron columns elsewhere</p> <p><u>Speedwatch</u> Cllr Dann had gathered a network of possible participants, Training due to commence shortly</p> <p><u>Kings Meadow Committee</u> draft minutes 30 July provided to all and accepted. Next meeting due 2 October. Proposed Cllr Davies seconded Cllr Ing all in favour and agreed to increase co-optees from 5 to 6. Cllr Jenkins confirmed a realistic approach had meant the Committee was moving along positively and good engagement with Kings Meadow residents was pleasing</p> <p><u>Environment Committee</u> draft minutes 13 August provided to all and accepted. Next meeting due 2 October.</p> <p><u>Christmas Lights Working Party and Site Visit</u> Report of meeting noted (Appx 3). Proposed Cllr Dann, seconded Cllr Davies all in favour and agreed to ratify agreement for approaches to local businesses for donations towards improves Christmas lights. No notes yet available for site visit 3 September.</p> <p>Cty Cllr Mason left the meeting</p> <p><u>Public Art</u> outcome of meeting held 9 September – proposals to enter contract with Public Art Co-Ordinator and agree funding application. Cllr Payne reported on £15,000+ S106 funding available till 26 February 2015. Working Party had agreed to ask Alison Turnbull Associates, a known professional, proven locally, to prepare a plan to take forward involving Homefield Park entrance. Due to time constraints one quote only of £750 maximum fee to build a project, manage whole process, with artist to be engaged. Further funding was due from a larger development which would need a more detailed plan to release funds from SCDC. Proposed Cllr Cleaver, seconded Cllr Nudds all in favour and agreed to accept quote from Alison Turnbull Associates and to request process to start on engagement of suitable artist with any resulting spend to come from already held funds of £15,000</p> <p>Chairman formally asked for meeting extension to continue to agenda end under Standing Order 1 x). Proposed Cllr Davies, seconded Cllr Dunn all in favour</p>	<p>S106 funding spend</p>
<p>13/072</p> <p>072.1</p> <p>072.2</p> <p>072.3</p> <p>072.4</p> <p>072.5</p> <p>072.6</p> <p>072.7</p> <p>072.8</p> <p>072.9</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 Davies, all in favour to accept</p> <p><u>Approve payment of outstanding accounts due</u> (Appendix 1 Pg 4) Proposed Cllr Ing, seconded Cllr Davies all in favour to approve</p> <p><u>Amounts Paid In and Correspondence</u> (Appendix 1 Pg 4) Noted.</p> <p><u>Internal Audit Report and Proposed Audit Plan 2013-14</u> (Appx 4) Noted Internal Audit Report, no issues of concern. Office staff congratulated on diligence with preparation work of accounts. Cllr Jenkins wished to put on record thanks to Max Parish for being instrumental in bringing together the two Councils to make the single audit regime possible. Chairman to work with Clerk to agree suitable audit plan for 2013-14</p> <p><u>Risk Management</u> Proposed Cllr Foster, seconded Cllr Ing, all in favour and accepted (Appx 5) Noted mitigation risk existed, and information risks also to be carried out</p> <p><u>Precept Briefing</u> (Appx 6) accepted, all Committee Chairs to note and instigate. Noted Cllr Ing working on a 5 year Forecast paper</p> <p><u>Committee Structure meeting</u> feedback provided. Comments made that the Council must be careful not to over-burden itself. Ambitions must be carefully prioritised</p> <p><u>Quotations for Long handled Hedge Trimmer for Burial Ground use</u> quotes received for suitable hedge trimmer. Proposed Cllr Davies, seconded Cllr Legge all in favour to delegate responsibility to staff members to trial, discuss with Cllr Nudds before final decision made. Noted long term maintenance costs may apply. £400 maximum cost noted</p> <p><u>"In Committee" previous Chairman's Retirement</u> held In Committee</p>	<p>BSI</p>
<p>13/073</p> <p>073.1</p> <p>073.2</p>	<p>RECENT CORRESPONDENCE</p> <p><u>Circulating File</u> available for all</p> <p>Invitation from Histon Football Club to attend local match in October</p>	

<p>13/074</p> <p>074.1</p> <p>074.2</p>	<p>OTHER MATTERS AND REPORTS</p> <p><u>IVC Presentation</u> see Public Participation item 13/066</p> <p><u>Identity and Vision</u> - Chairman's Report (Appx 2) refers</p> <p>To:</p> <ul style="list-style-type: none"> - Accept the identified Designer - Design work had been reviewed by certain members of the Council and staff. Matt Willett had been selected as most suitable against set criteria. Website design had been put forward as part of the process using "Wordpress". All agreed to accept - Invite comments from Council on proposed website design to go live 1 October 2013 - All members asked to comment by week ending 21 September - Delegate responsibility to Neighbourhood Plan team to incorporate modifications as see fit and launch website by 1 October 2013 - There was a need to implement a new website quickly, to feed into the other social platforms, and to give all Councillors opportunity to post onto it, subject to office moderation. Quotations for this work awaited <p>Noted an operational "Standing Committee" was required to include Councillors and at least one Office Clerk. Policy guidance would be required</p> <p>Quote for visual identification work and non-functioning website design received for £800. A second unsuccessful quote for £800 noted. Proposed Cllr Ing, seconded Cllr Legge all in favour and accepted</p>	<p>LGA 1972 S 111</p>
<p>13/075</p>	<p>MATTERS FOR NEXT AGENDA</p> <p>None</p>	
<p>13/076</p>	<p>Date of Next Meeting:</p> <p>Full Council: Monday 21st October 2013 – Recreation Centre, Recreation Ground, New Road, Impington</p>	
	<p>Meeting closed 9.55p.m.</p>	

HISTON & IMPINGTON PARISH COUNCIL

FINANCE REPORT

REPORT TO:	Full Council	5th September 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.

- o Accounts paid by delegated approval – to note only:

M4 Administration – wages, NI and Pension <u>£9,593.82</u>	£9,593.82
M4 Rec Groundsman expenses <u>£25.53</u>	£25.53
M5 Administration –wages, NI and Pension <u>£10,048.86</u>	£10,048.86
M5 Rec Groundsman expenses <u>£25.53</u>	£25.53
Broker Network additional insurance premium <u>£118.08</u>	£118.08
Siemens Financial Services copier lease rental <u>£176.85</u> + vat £35.37	£212.22
Barclaycard broadband, padlocks (5) <u>£92.74</u>	£92.74
Print-Out stationery <u>£16.99</u> + vat £3.40	£20.39
Site & Maintenance replace gate post (South Road) <u>£100.00</u> + vat £20.00	£120.00
Roger Hovells office cleaning <u>£40.00</u>	£40.00
Algar Signcraft signs for play areas <u>£271.65</u> + vat £54.33	£325.98
E-On feeder pillar, The Green <u>£73.70</u> + vat £3.69	£77.39
ESPO stationery <u>£34.70</u> , MUGA goal nets <u>£21.40</u> + vat £11.22	£67.32
Copy IT Digital Solutions copier reading <u>£33.26</u> + vat £8.15	£48.91
ESPO stationery <u>£50.39</u> , litter picking equipment <u>£230.88</u> + vat £56.26	£337.53
Buchans Landscapes grasscutting – July <u>£1,558.45</u> + vat £311.69	£1,870.14
Gerry Whitfield internal auditor <u>£171.40</u>	£171.40
CAPALC Cllr training <u>£210.00</u>	£210.00
SCDC refuse sacks <u>£35.00</u>	£35.00
R V Cronin resurface paths in Homefield Park <u>£2,665.00</u> + vat £533.00	£3,198.00
Barclaycard stamps, broadband, topsoil, circuit board <u>£293.36</u> + vat £43.87	£337.23
H&I Community Minibus Older Persons Co-Ordinator (Apr – June) <u>£702.42</u>	£702.42
Tomlinson Groundcare replacement tractor (insurance claim made) <u>£16,114.74</u> + vat £3,222.95	£19,337.69
L M Dewar Cleaning Services pavilion (July) <u>£314.04</u>	£314.04
Site & Maintenance install telescopic bollard at tractor store, repairs to bowls green fence <u>£1,568.00</u> + vat £313.60	£1,881.60
Site & Maintenance grass tennis courts weld padlocks to chain <u>£70.00</u> + vat £14.00	£84.00
Buckingham & Stanley fuel <u>£19.04</u> + vat £3.82	£22.86
British Telecom rec office telephone <u>£65.17</u> + vat £13.03	£78.20
CSA wash room supplies <u>£43.29</u> + vat £8.66	£51.95
Broxap Ltd new goalposts (grant funding applies) <u>£8,014.40</u> + vat £1,602.88	£9,617.28
CamAlarms 50% half yearly fire alarm service <u>£68.00</u> + vat £13.60	£81.60
Dorclose Ltd community room keys <u>£92.50</u> + vat £18.50	£111.00
Berrycroft Stores fertilisers, white lining <u>£341.00</u> + vat £68.20	£409.20
o Outstanding Accounts for approval:	
Print-Out stationery <u>£33.98</u> + vat £6.80	£40.78
Tates Treework Burroughfield <u>£100.00</u>	£100.00
S J Gill Fencing Ltd ranch fencing – Homefield Park <u>£1,330.00</u> +vat £266.00	£1,596.00
Roger Hovells office and bus shelter cleaning <u>£92.50</u>	£92.50
Getmapping plc Parish online subscription <u>£50.00</u> + vat £10.00	£60.00
Copy IT Digital Solutions copier reading <u>£19.98</u> + vat £4.00	£23.98

Petty Cash N/R

Buckingham & Stanley fuel £12.91 + vat £2.58	£15.49
Travis Perkins line marking paint, emulsion £115.32 + vat £23.06	£138.38
Team Flitwick gasoil £371.20 + vat £18.56	£389.76
L M Dewar Cleaning Services pavilion (August) £238.10	£238.10
Island Fire Protection extinguisher for bowls pavilion £39.00 + vat £7.80	£46.80
○ <u>Amounts paid in:</u>	
Burial fees	£630.00
SCDC Sec 106 (Cottenham Rd; Mill Lane; Mill Road; Bellway; NIAB)	£133,808.52
Ground takings	£1,684.60
Sports court fees	993.80
Community room hire	£1,114.60
Donations / contributions (Histon Hornets & Friends H&IRG towards new goalposts)	£1,150.00
Reimbursements (Whyatt's electricity)	£29.46
VAT Refund P06/13	£1,195.65
Bank interest	£1,501.65
Insurance settlement excluding excess (Tractor)	£15,914.74
○ <u>Additional accounts for approval:</u>	
StAC – final donation £2,500.00	£2,500.00
Buchan Landscapes grasscutting – August £1,943.90 + vat £388.78	£2,332.68
British Telecom office phone £89.14 + vat £17.82	£106.96
Site & Maintenance paint railing at the Green play area £350.00	
additional security to council compound £415.00	
unblock drains in public toilets (rec) £45.00	
all +vat £162.00	£972.00
PHS annual 'duty of care' certificate for sanitary waste £69.95 + vat £13.99	£83.94
P A Collacott check external lights, install circuit board on floodlights £213.00	
+ vat £42.60	£255.60
Performing Rights Society annual licence £252.64 + vat £50.53	£303.17
Travis Perkins rake, wheelbarrow £59.34 + vat £11.87	£71.21
Mower People sharpen 24" Allett £139.65 + vat £27.93	£167.58
Berrycroft Stores sulphate iron £22.00 + vat £4.40	£26.40