

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 17 June 2013 7.30 p.m.**

5 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	Present: Cllrs: J D Jenkins (Chairman - also County), H S Abdullah, M P Dann, N S Davies (also District), J A Diplock, J Dunn, C J Foster, B S Ing, D N Legge, D V Marston, P J Nudds, D W Payne, E W Stonham (also District), Dist Cllr Chatfield Clerk: Mrs A J Young	
13/033	APOLOGIES FOR ABSENCE Cllrs: M C Cleaver (personal), I Cooper (holiday), J P Emmine (holiday), J P Teague (holiday); Cty Cllr Mason	
13/034	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	
13/035	DATE(S) OF NEXT COMMITTEE MEETINGS Community Facilities Committee – 7.45p.m. Thursday 20 June Recreation Ground Committee – 7.30p.m. Monday 24 June Planning Committee – 7.30p.m. Tuesday 25 June Employment/Finance, Legal & Administration Committees – 7.30p.m. Thursday 27 June Environment Committee – 7.30p.m. Monday 1 July Bishops Yard Application Open Meeting – 7.30p.m. Tuesday 2 July Planning Committee – 7.30p.m. Tuesday 9 July Other events/meeting Northstowe Parish Forum, Wednesday 19 June Cottenham VC – Cllrs Dunn and Payne Feast Week from Saturday 29 June; Big Day at The Rec - Sunday 30 June Feast Market Sunday 7 July Hisimp Transport Meeting – 7.30p.m. Monday 8 July Community Room Police Liaison – 7.30p.m. Tuesday 9 July Cottenham VC Committee Chairman Session (agenda setting/structure) Thursday 11 July	
13/036	PUBLIC PARTICIPATION None	
13/037	TO NOTE draft minutes APMs for Histon and Impington held 20 May 2013 Noted	
13/038	TO APPROVE minutes of the Annual General Meeting held 20 May 2013 With amendment to 24.1 Employment Committee to read 4 + 2 Ex Officio with addition of Cllr B Ing to join Marian Cleaver, Neil Davies, Edd Stonham and 2 Ex Officio, proposed Cllr Foster seconded Cllr Payne all in favour to accept as a true record of meeting including “In Committee” item	
13/039	MATTERS ARISING FROM PREVIOUS MEETING 039.1 <u>Item 022.1 Police</u> any reports copied to all. Noted the need to contact the Police Commissioners regarding retention of Police Station & PCSO's 039.2 <u>Item 026.3 Newsletter</u> published and delivered, thanks to all volunteers deliverers. Next edition due by September 039.3 <u>Item 028.5 Code of Conduct</u> July agenda	July agenda
13/040	VACANCY & CO-OPTION TO PARISH COUNCIL <u>Co-Option</u> no applicants attended, letter of interest received from Mrs R Moulder. Next agenda for 2 vacancies, one for Histon Parish and 1 for Impington Parish	July agenda

<p>13/041</p> <p>041.1</p> <p>041.2</p> <p>041.3</p> <p>041.4</p>	<p>TO RECEIVE REPORTS</p> <p>County Cllrs and District Councillors Reports: County Council written report accepted from Cty Cllr Jenkins covering: Full Council and Cabinet Meeting; Fibre Broadband roll out map; Minor Highways project results expected 18 June 2013; Primary School Places; B1049/A14 Crossing Improvements; Street Lighting; Guided Busway Landscaping; 106 Bus Service. Additional Discussion on: <u>School Places</u> enough spaces in short term. Cty Cllr Jenkins meeting Officers 18 June 2013 to double check assumptions made. <u>Street Lighting</u> Survey work almost finished, update from Balfour Beatty awaited. <u>JDCC for Northstowe</u> Cllr Jenkins on Committee, Parish Council attendees will liaise with him. Information meeting due, Cllr Jenkins to feed questions in</p> <p>District Council written reported accepted from Dist Cllr Chatfield covering: Local Plan update; New settlements; Edge of Cambridge sites; Site Option for Histon & Impington; Buxhall Farm. Additional discussion on: Local plan update, exhibition next stage dates 31 July and 5 September 2013</p> <p><u>Clerk's Report (Appendix 1 pg. 1 &2)</u> provided to all and accepted. Additional discussion on <u>Post Office</u> Agreed to congratulate on 21 years providing services to our community and arrange for September newsletter article</p> <p><u>Chairman's Report (Appendix 2)</u> provided to all and accepted. Additional discussion on: Cyclepath works meeting since undertaken; Meeting with Stephen Conrad and Cllr Davies 18 June re. Bypass Farm; Meeting arranged with Stephen Tromans StAC to foster relationships; Histon Station: Finance, Legal & Administration Committee to discuss Parish Council options for purchase; David Hamilton – Cllr Jenkins to advise meadow at Gatehouse Road end not satisfactory</p> <p><u>Drainage Task & Finish Group</u> deferred from last meeting. Proposed Cllr Ing, seconded Cllr Dann all in favour to set up group comprising membership: Cllrs Payne, Dunn, Ing, Cty Cllr Mason, Dist Cllr Stonham, Mr Robin Barrett. Highways Committee to confirm representative. Cllr Payne to set up first meeting. Noted maps could be obtained from County and District Council by this group. Noted culvert at School Hill to be cleared as part of work by StAC Project, members in touch with Colin Alexander, Project Manager</p>	<p>FLA Committee</p> <p>Highways Committee</p> <p>DWP</p>
<p>13/042</p> <p>042.1</p> <p>042.2</p> <p>042.3</p> <p>042.4</p> <p>042.5</p> <p>042.6</p>	<p>TO ACCEPT Committee Reports note actions and agree</p> <p>Planning Committee draft minutes 28 May and 11 June provided to all and accepted. Next meeting due 25 June. Noted <u>Bellway Homes (Primrose Lane)</u> residents had started to occupy. Discussion on access allowed in planning permissions. Cllr Legge declared an interest. Noted planning application recently received for comment for <u>Bishops Yard</u> on 21 day response. Agreed to seek extension on time limit for Parish Council and residents alike, with District Cllr support. Open meeting to be called 2 July for residents to view proposals and discuss. Possible leaflet drop and publicity vehicles raised. <u>Local Plan</u> open meeting to be arranged for residents to give views on leaflet consultation. Views required at SCDC by September.</p> <p><u>Payment of Public Open Space and Community Facilities Contributions 64-68 Mill Lane, Impington Agreement</u> for Chairman and Vice Chairman to sign indemnity for £4,258.90 in lieu of on-site provision of public open space and £703.84 towards off-site provision of community facility space. Proposed Cllr Nudds, seconded Cllr Payne all in favour and agreed to sign indemnity</p> <p>Recreation Ground Committee draft minutes 29 April provided to all and accepted. Next meeting due 24 June.</p> <p>Community Facilities Committee draft minutes 9 May provided to all and accepted. Next meeting due 20 June</p> <p>Youth Committee draft minutes 13 May provided to all and accepted. Next meeting due 16 July. Cllr Abdullah advised over 500 responses received on recent questionnaire</p> <p>Employment Committee draft "In Committee" minutes 16 May provided to all Councillors and accepted. Next meeting due 27 June. Noted change to minutes to include Cllr Ing as member, 4 + 2 Ex Officio. Cllr Ing drew attention to pension legislation affecting finances in future years</p> <p>Highways Committee draft minutes 30 May provided to all and accepted. Next meeting due 25 July. Cllr Legge reported verbally on meeting.</p> <p>Agreement to initiate immediate dialogue with StAC and County Council item H13/008.3. Proposed Cllr Legge seconded Cllr Nudds all in favour and agreed Cllrs Legge and Jenkins to contact Stephen Tromans at StAC to discuss opportunities to look at traffic solutions for School Hill island area</p>	<p>DNL/JDJ</p>

	<p><u>Vision Statement</u> draft provided, following input on: public transport; clarity issues, agreed Council minded in principle to agree and Cllr Legge, Abdullah, Jenkins and Marston to re-draft and take to a public meeting due 8 July for views. Public meeting would be advertised. <u>A14 Working Group</u> met with interested residents from Lone Tree Avenue. Girton Parish Council confirm wish to work together on issues. Meeting with Highways Agency to be arranged. <u>Junction Station Road/High Street</u> meeting attended with County Council</p> <p>Environment Committee draft minutes 4 June provided to all and accepted. Next meeting due 1 July. Cllr Marston gave verbal report. <u>Graffiti "Mini Summit"</u> to be progressed and include Impington Village College. Cllr Jenkins covered previous meeting early July held with Guided Busway team, discussions at Neighbourhood Panel meetings and work on a priority list. Cllr Nudds highlighted difficulties encountered with distinction of responsibilities for different areas</p> <p><u>Hain Daniel</u> Cllr Jenkins due to meet on site and agreed would include discussion on leylandi issues</p> <p><u>Notice Board</u> request from Friends of The Rec. Solutions sought for space in village centre</p> <p><u>Public Art</u> Working Party to draw up Terms of Reference so that both Working Party and Committee understand the powers</p> <p><u>Heritage Lighting Columns</u> H12/72.1 H13/005.1 to agree costs of a) recovery/use or b) recovery replacement and lighting, if available. No costs yet to hand. Noted 24 columns in Histon & Impington. Agreed Environment Committee delegated to make decisions once options known</p>	<p>DNL/HAS/ JDJ/DVM</p> <p>Environment Committee</p>
<p>13/043</p> <p>043.1</p> <p>043.2</p> <p>043.4</p> <p>043.4</p> <p>043.5</p> <p>043.6</p> <p>043.7</p>	<p>TO RECEIVE Finance Report</p> <p><u>Delgated payment of accounts:</u> noted for Parish Council and Recreation Ground accounts (Appendix 1 Pg 4). Proposed Cllr Payne, seconded Cllr Foster, all in favour.</p> <p><u>Approve payment of outstanding accounts due</u> (Appendix 1 Pg 4) Proposed Cllr Payne, seconded Cllr Foster all in favour to approve.</p> <p><u>Amounts Paid In and Correspondence</u> (Appendix 1 Pg 4) Noted</p> <p><u>Replacement Signatory for Barclays Bank Account</u> Following resignation of Max Parish, proposed Cllr Marston, seconded Cllr Legge all in favour, agreed to add Cllr Jenkins to mandate. Noted Full Council required Finance, Legal and Admin Committee to look at other methods of payment including electronic</p> <p>To formally approve 2013 Annual Audit Return: Accounting Statement and Annual Governance Statement for Histon & Impington Parish Council. Accounting Statement and Section 2 Annual Governance Statement for Histon & Impington copied to all. Following explanation that those present were confirming approval of the statements for signature by the Chairman on their behalf: Proposed Cllr Ing, seconded Cllr Payne 11 in favour, 2 abstentions to authorise signature</p> <p>To Agree PWLB Direct Debit Mandate for all future payments-for signature by 2 signatories. Proposed Cllr Ing, seconded Cllr Dunn, all in favour and agreed</p> <p>To Consider Half Yearly Review of Donations. Clerk's Report noted (Appendix 1 Pg 2)</p> <p>Applications received:</p> <ul style="list-style-type: none"> - StAC £2,500 (identified in precept figures) - County Council Summer Reading Challenge at Histon Library - Kings Meadow Garden Project - The Bobby Scheme <p>Following discussion proposal from Cllr Abdullah to defer decision on Kings Meadow pending item 45.4 withdrawn. <u>Proposed Cllr Payne, seconded Cllr Diplock</u>, 11 in favour, 2 abstentions and agreed to confirm payment of £2500 to <u>StAC</u>, to be paid over once all planning conditions discharged enabling commencement of construction</p> <p><u>Proposed Cllr Stonham, seconded Cllr Abdullah</u> 11 in favour 2 abstentions that Histon & Impington Parish Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:- "to donate £200 to County Council for Summer Reading Challenge and £250 to Kings Meadow Garden Project". Agreed to defer any decision on The Bobby Scheme to next ½ yearly review. Noted Crime and Disorder budget available for other issues e.g. graffiti clearance</p>	<p>FLA Committee</p> <p>Section 137</p> <p>December agenda</p>
<p>13/044</p> <p>044.1</p>	<p>RECENT CORRESPONDENCE</p> <p><u>Circulating File</u> available for all</p>	

044.2	<u>Resident of Nuns Orchard</u> approach via PCSO Martin re cycling on pathways and possible introduction of Warning signage. Following full discussion agreed notices/warning sign would not be erected as too many footpaths could be involved. Agreed to refer to Highways Committee for discussion noting a co-ordinated view of all pathways, bridleways required suggestion of newsletter article to remind people to take care when cycling and to give way to pedestrians. Questions of overgrowing hedges obscuring views also raised	Highways Committee
13/045	OTHER MATTERS AND REPORTS	
045.1	<u>Chairman's Protocol (Appx 3)</u> Noted and agreed , showing clear distinction between Parish Council and County Council role of David Jenkins. With issues of dispute between the two authorities, Vice Chairman would be asked to take over Chair	BSI/JDJ
045.2	<u>Feast Working Party</u> on planned displays for 7 July. Cllrs Ing and Jenkins working on stall. All comments and ideas welcome. Agreed to concentrate on information boards for Local Plan issues, Neighbourhood Plan, Hisimp Traffic Vision and "Where is This" picture board. Clerk to draw up rota for attendance	
045.3	<u>Neighbourhood Plan</u> Agreement to delegate to Neighbourhood Plan team (Cllrs Ing, Payne, Jenkins, Dunn) to agree initial Identity and Vision document to be used as a briefing document by third parties including Street Art contractors, web designers etc. To agree additional members if required. Proposed Cllr Dunn, seconded Cllr Ing all in favour and agreed members to come back to Full Council with report with a view to developing a proposal to move forward with over 2 years	BSI/DWP/JDJ/JD
045.4	<u>Receive and agree actions in report covering Kings Meadows Committee</u> – setting up, scope, membership and budget. Paper provided (Appx 4) with addition of item stating: "The Committee shall continue in existence for a period of one year at which point in time its effectiveness will be assessed and its continued existence reviewed. In the event of there being insufficient support Parish Council will not go ahead with it. If 5 residents are not identified to join the Committee, it will be disbanded". Proposed Cllr Davies, seconded Cllr Marston, all in favour and agreed .	
045.5	Noted a junction sign to be erected at <u>A14 junction</u> with Parish Council invited to nominate name of one village, there not being room for Histon and Impington. Proposed Cllr Payne, seconded Cllr Davies all in favour and agreed to nominate "Impington" as the nearest village but to request a header to sign stating "Histon Junction"	
13/046	Chairman's Retirement – "In Committee" Under Standing Order 1c) and due to the special nature of the business to be transacted, the public shall be excluded from this item	
13/047	MATTERS FOR NEXT AGENDA Report on approaches to Police Commissioner	
13/048	Date of Next Meeting: Full Council: Monday 15 th July 2013 – Recreation Centre, Recreation Ground, New Road, Impington	
	This part of the meeting closed 9.27p.m. Chairman formally asked for meeting extension of 10 minutes under Standing Order 1 x). All agreed	

HISTON & IMPINGTON PARISH COUNCIL

FINANCE REPORT

REPORT TO:	Full Council	10th June 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:

M2 Administration – wages, NI and Pension £9,398.54	£9,398.54
M2 Rec Groundsman expenses £25.53	£25.53
Manpower UK Ltd staff absence cover (w/e 19.5.13) £41.80 + vat £8.36	£50.16
Manpower UK Ltd staff absence cover (w/e 26.5.13) £125.40 + vat £25.08	£150.48
Barclaycard broadband, domain renewal, stamps £141.16 + vat £4.20	£145.36
PWLB Freehold loan pmt 16 of 50 £2,719.69	£2,719.69

- Outstanding Accounts for approval:

Ridgeon's fence treatment H/Park and Allotments £63.46 + vat £12.69	£76.15
Cambridge Newspapers newsletter print £385.31	£385.31
Age Concern Mobile Warden Scheme (sec 137) £1,000.00	£1,000.00
Print-Out stationery £33.98 + vat £6.80	£40.78
Site & Maintenance emptying litter bins / litter pick £60.00 + vat £12.00	£72.00
Roger Hovells office and bus shelter cleans £92.50	£92.50
SCDC refuse sacks £35.00	£35.00
Buchans Landscapes grass cutting (May) £1,738.95 + vat £347.79	£2,086.74
Copy IT Digital Solutions copier reading £66.13 + vat £13.23	£79.36
Site & Maintenance erect signs at The Green CPA £75.00 + vat £15.00	£90.00
Petty Cash N/R	

ESPO replace mat, 2 x litter bins (funds donated by Friends H&IRG) £421.00 + vat £84.20	£505.20
P A Collacott & Co annual PAT and emergency light tests £135.00 + vat £27.00	£162.00
Travis Perkins top soil, paint £94.72 + vat £18.94	£113.66
L M Dewar Cleaning Services pavilion (May) £254.98	£254.98
Broxap seat (funds donated by Friends H&IRG) £684.00 + vat £136.80	£820.80
Buckingham & Stanley fuel £19.49 + vat £3.89	£23.38

- Amounts paid in:

Burial Fees £1,835.00; SCDC Sec 106 (land adj 10 Mill Road) £3,617.42; bank interest £1,791.48; vat refund P03/13 £4,064.60; Ground Takings £200.00; Sports Court hire £421.67; Pavilion hire £302.08

Additional accounts to agree:

Manpower UK Ltd staff absence cover (w/e 2.6.13) £125.40 + vat £25.08	£150.48
British Telecom parish office phone £97.18 + vat £19.43	£116.61
Berrycroft Stores line marker £65.00 + vat £13.00	£78.00
Erika Hunt replacement plants for sensory border at rec £67.50	£67.50