

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 16th February 2015 7.30 p.m.**

4 Appendices attached

Full Council Minutes

Agenda No:	Present: Cllrs: J D Jenkins (Chair), H S Abdullah, M C Cleaver, J Dunn, N S Davies, C J Foster, B S Ing, D N Legge, D V Marston, P J Nudds, D W Payne, E W Stonham, J P Teague, N Wood Clerk: Mrs A J Young	Action/ Power
14/113	APOLOGIES FOR ABSENCE Cllrs: Marcus Dann (personal), Christine Hertoghe (personal), Shaun Lindsay (personal) Ruth Moulder (personal), Cty Cllr Mason, Dist Cllr Chatfield	
14/114	DECLARATIONS OF INTEREST AND DISPENSATIONS a) Declarations of pecuniary interest from Councillors on items on the agenda – <i>None received</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i>	
14/115	DATE(S) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net	
14/116	PUBLIC PARTICIPATION No public present	
14/117	TO APPROVE minutes of the meeting held 19 January 2015 Proposed Cllr Foster, seconded Cllr Cleaver all in favour and RESOLVED to accept as a true record of meeting	
14/118	MATTERS ARISING FROM PREVIOUS MEETING <u>Action List and Decision Statement</u> provided to all and accepted (Appx 1)	
14/119	CO-OPTION TO PARISH COUNCIL No applications received. Next agenda plus review of Committee vacancies. No Committee Chairs reported difficulties with current level of membership	Next agenda
14/120 120.1 120.2	TO RECEIVE REPORTS County Cllrs and District Councillors Reports: County Council written report for accepted from Cllr Jenkins covering: General Purposes Committee; Adults & Wellbeing Committee; Children & Young People Committee; Economy & Environment Committee; Northstowe Development Control Committee reviewing responses of Phase 2; Highways & Infrastructure Committee; Consultation; Local Matters. Additional discussion on: <u>Milton Road Footpath works</u> Local residents passed on appreciation to workmen for consideration when carrying out work and standard of work. Noted concrete blocks still in situ. <u>Northstowe Development</u> Concern voiced over implications of bringing Phase 2 development forward by 6 months and proposed level of affordable housing at 20% not consistent with objectives in South Cambs going forward. <u>Bypass Farm Lease</u> next County Council meeting to consider terms due 10 March 2015 District Council written report from Dist Cllr Davies covering: Orchard Park/SCDC issues; Waste and Recycling; Closure of Natwest Histon Branch; SCDC Financial Settlement; City Deal. Additional discussion on: <u>Bus Priority Scheme Histon Road</u> confirmed no detail yet available on this priority scheme under the Greater Cambridge City Deal. Concern voiced over width of road available and sub-surface condition of road Clerks Report (Pg 1-2) (Appendix 2) accepted. Noted Newsletter final copy date 6 March,	

<p>120.3</p> <p>120.4</p> <p>120.5</p>	<p>earlier if possible. Article spreadsheet to be sent to all, drawn up after Councillors suggestions gathered</p> <p>Chairman's Report (Appendix 3) accepted. Cllr Jenkins expanded on: <u>Natwest Bank</u> Chair had met 'Local CEO' and discussed reasons for closure of branch at Histon, primarily allocation of resources. It was confirmed Natwest had no plans to open a branch at Northstowe. Natwest had reached out to individual customers with difficulties and put in hand arrangements, for example:</p> <ul style="list-style-type: none"> - Cash delivery to businesses - Lessons on internet banking - Information on use of Post Office for Natwest Customers <p>It was noted SCDC had voted on "the last Bank in the village" Cllr Davies declared interest as Barclays Bank employee. It was suggested the Council contact Barclays to discuss its profile in Histon & Impington. <u>Histon Hornets Tournament</u> at Impington Village College in July. Noted Highways Committee had suggested a meeting to discuss ways of managing traffic at events. March Full Council Noted Chair unavailable to attend</p> <p>Other Committee Chair Reports/Items for Decision</p> <p><u>Kings Meadow Committee</u> – informal meeting 20 January, next meeting due 4 March. Questionnaire on future governance had been delivered to Kings Meadow residents, deadline for responses end March. Drop In arrange at Wherry Housing 6-8pm Tuesday 17 February. Tracy Mann SCDC to attend</p> <p><u>Employment Committee</u> – next meeting due 26 February</p> <p>Any Working Group/Task & Finish Group Reports</p> <p><u>2020 Project Task & Finish</u> paper dated 15 February 2015 provided to all. Noted 4 recommendations:</p> <ul style="list-style-type: none"> - A proposal to extend the office be prepared and brought to the next meeting of the Finance Committee - Clerks' confidence in working with available systems be addressed through ongoing performance reviews - The issue of timings and sizes of meetings be revisited 'with fresh eyes' in the new municipal year - A meeting of committee chairs be arranged to enable them to share experiences and to ensure that good committee practices are embedded throughout the Council <p>Task and Finish group now closed down, in accordance with its Terms of Reference</p> <p><u>Newsletter Editing Team</u> met 5 February. Next edition due out mid-March</p> <p><u>Neighbourhood Plan Task & Finish Core Group</u> met 9 February. Good progress reported</p> <p><u>Sustainability Working Party</u> met 12 February. All available minutes to be supplied to all for information. Request for written updating report next agenda. Initial project list had been prepared by the Working Party</p> <p><u>Communication & Engagement Working Party</u> Paper on outcomes of working party provided to all. The working party were asked to meet again to discuss any outstanding issues raised by Full Council members. Meeting "doodle" to be sent. All members welcome if take part in doodle vote and all urged to identify any issues felt to be relevant and outstanding for discussion at this final meeting</p> <p><u>Community Park Working Party</u> due to meet 26 March if any progress made with lease</p>	<p>Next agenda</p>
<p>14/0121</p> <p>121.1</p> <p>121.2</p> <p>121.3</p> <p>121.4</p> <p>121.5</p>	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p><u>Planning Committee</u> draft minutes 27 January and 10 February provided to all and accepted. Noted Cllr Teague had offered apologies of absence 24 January 2015. <u>South Cambs Local Plan</u> Cllr Ing advised Buxhall Farm not included by Inspector as a site to be discussed. Darwin Green was included for drainage and access issues. Parish Council called to give evidence to hearing in April</p> <p><u>Environment Committee</u> draft minutes 4 February provided to all and accepted. Spending discussions noted</p> <p><u>Recreation Ground Committee</u> draft minutes 26 January provided to all and accepted. Progress with perimeter fence issues noted and situation clarified</p> <p><u>Highways Committee</u> draft minutes 12 February provided to all and accepted. Cllr Legge highlighted:</p> <ul style="list-style-type: none"> • responses to A14 development consultation due by 12 March. A14 working party members to meet • meeting planned to discuss traffic management for local events <p><u>Youth Committee</u> draft minutes 2 February provided to all and accepted. Noted proposal to</p>	

	<p>transition to Working Party, terms of reference to be drawn up. Noted Committee working to put together proposals to Employment Committee meeting for fixed term contract for Youth Worker. Cllr Abdullah to attend Employment Committee</p>	
14/122	<p>TO RECEIVE Finance & Administration Report (Appx 2 Pgs 3,4)</p>	
122.1	<p><u>Delegated payment of accounts</u> noted</p>	
122.2	<p><u>Approve payment of outstanding accounts</u> Proposed Cllr Payne seconded Cllr Abdullah all in favour RESOLVED to pay SLCC professional fees for Clerk. Proposed Cllr Payne, seconded Cllr Abdullah all in favour and RESOLVED to approve.</p>	
122.3	<p><u>Amounts paid in and correspondence</u> noted</p>	
122.4	<p>To accept Finance, Legal & Admin Committee Report - draft minutes 28 January provided to all and accepted</p>	
122.5	<p>To accept and adopt new Financial Regulations, Standing Orders, Terms of Reference paper and Delegations paper as recommended by Finance, Legal and Admin. Noted summary of Delegations pages 17-18. Proposed Cllr Ing, seconded Cllr Marston all in favour and RESOLVED to adopt. Finance, Legal and Admin Committee to review after 6 months. Any feedback on review items to Committee. Noted issue of Emergency Response plans and possible change required to Delegations for such expenditures.</p>	
122.6	<p>To approve recommendation to request precept for 2015-16 from South Cambridgeshire District Council, being: £296,635, an increase of 4%, an increase of £3.51 per annum on a Band D property – explanatory papers provided to all (Appx 4) Cllr Payne provided an in-depth analysis of figures and discussion at Finance, Legal and Admin Committee. Various points raised:</p> <ul style="list-style-type: none"> - Total capital spend proposals would take large proportion of reserves, planned to review each project as comes forward during year - Effect of Youth Worker secondment on Youth budget noted - Payroll includes Apprentice costs (not yet appointed) - Costs appeared to have been absorbed with net expenditure forecast for 15-16 down by £3,200 - Staff costs apportioned to relevant Council areas, plus servicing costs (loan repayments) <p>Proposed Cllr Payne, seconded Cllr Ing all in favour and RESOLVED to approve recommendation to request precept for 2015-16 from South Cambridgeshire District Council being £296,635 an increase of 4%, split between the two parishes to bring Band D payments equal</p> <p>To additionally approve a budget of £10,000 into “community services” fund, working with Committee Chairs to bring the total new revenue budget down to the precept level of £296,635 a net reduction of £6,500. Discussion on scenarios for higher tier devolvement; the need to build on any fund; implication would be operational/revenue spend; some disagreement with process for approving; timing of need for budget. Finally proposed Cllr Jenkins, sec Cllr Payne 12 in favour, 1 abstention, 1 against, therefore RESOLVED to</p> <ol style="list-style-type: none"> a) Agree to establish a community services line in the budget for 2015-16 b) Committee Chairs to meet with Cllrs Payne and Jenkins over the next months or report back to Finance Committee, having reviewed opportunities to make savings or to increase revenue so the Parish Council can increase the amount committed to “Community Services” <p>Noted need to be an agenda item on every committees next agenda</p> <p>And to note the capital plans as submitted by the individual Committees (noting that individual capital projects will be subject to authorisation). Noted. Points raised:</p> <ul style="list-style-type: none"> - Skatepark spend included in the Community Facilities budget - Submissions to Full Council or Finance, Legal and Administration Committee, whichever is convenient for approval - Newly approved Delegations may apply - Homefield Park fence project taken as agreed <p>One page summary to be provided on process</p> <p>To Complete half year review of Donations Village Society request to fund publishing of oral history obtained through village residents, application requesting £500 provided to all. Cllr Nudds, Ing and Jenkins declared interests as members. However, further queries had been raised with Village Society and it had been agreed to defer application to next agenda</p>	

14/123	TO RECEIVE Recent Correspondence	
123.1	<u>Circulation File</u> available on request	
123.2	<u>Histon & Impington Community Minibus</u> end of year accounts 2014, noted	
123.3	<u>Histon & Impington Feast</u> Cllr Davies declared interest as principal organiser of festival. Clerk recommended delegation for her to agree support of Parish Council to road closure application for Sunday 5 July from 10am-5pm from B1049 traffic lights to StAC Centre for feast Sunday stalls, as residents of High Street will be approached to confirm acquiescence. Clerk had accepted booking for Green Saturday 27 June for evening concert in line with one held 2013. End time 10pm	
123.4	<u>Woodcock Cottage Plaque</u> Village Society enquire as to responsibility for upkeep of plaque, believed to be plastered into property. Clerk to investigate	
123.5	<u>Water Main Renewal Milton Road, Impington</u> noted works due in March	
123.6	<u>Dementia Friend</u> report received on Margaret Roberts going forward as a Dementia Champion. Agreed to invite Margaret to next Council meeting to present	March Full Council
14/124	OTHER MATTERS	
124.1	To Accept Emergency Response paper. Agreed will be for discussion, review and acceptance at next meeting. Some discussion on: - Cost implications - Plans for simulation event All invited to feedback via Cllr Ing for next agenda	March Full Council
124.5	RESOLUTION "That each Committee draw up a calendar of activity outlining how it will contribute to the improving well-being of the village during 2015-16" Proposed Cllr Jenkins Following discussion on requirements under new Local Council Award accreditation and increases in bureaucracy, resolution withdrawn. Agreed to raised again at future agenda, providing template and a 1 page paper on proposal	Future agenda
14/125	TO REQUEST Matters for next Agenda Tennis Court/Cricket Club updates Emergency Response April meeting format Youth Committee – transfer to Working Party designation Committee Calendar of Activity Half Yearly review of donations Arrangements for AGM / APM	
14/126	Date of Next Meeting: Monday 16th March 7.30pm – Recreation Centre, Recreation Ground, New Road, Impington	
	Meeting closed 9.30 pm	