

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 20 January 2014 7.30 p.m.**

6 Appendices attached

Full Council Minutes

| Agenda No: | Action/ Power |
|--|----------------------|
| <p>Present: Cllrs: D Jenkins (Chair), H S Abdullah, M C Cleaver, M P Dann, J Dunn, B S Ing, D N Legge, D V Marston, R Moulder, P J Nudds, D W Payne, E W Stonham Cty Cllr Mason 1 member of public Clerk: Mrs A J Young</p> | |
| <p>13/108 APOLOGIES FOR ABSENCE</p> <p>Cllrs: Ian Cooper (personal), Neil Davies (personal), Janet Diplock (personal), Jonathan Dixon (work), Cedric Foster (personal), Josephine Teague (personal); Dist Cllr Chatfield</p> | |
| <p>13/109 DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>a) Declarations of pecuniary interest from Councillors on items on the agenda – <i>None</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>All Councillors have a dispensation for precept discussion</i> c) Any new requests for dispensations – <i>None</i></p> | |
| <p>13/110 DATE(s) OF NEXT COMMITTEE MEETINGS</p> <p>Highways Committee – 7.30 p.m. Thursday 23 January 2014 Recreation Ground Committee – 7.30 p.m. Monday 27 January Planning Committee – 7.30 p.m. Tuesday 28 January Community Facilities Committee – 7.30 p.m. Wednesday 29 January Environment Committee – 7.30 p.m. Tuesday 4 February Youth Committee – 7.30 p.m. Monday 10 February Planning Committee – 7.30 p.m. Tuesday 11 February</p> <p><u>Other events/meeting</u></p> <p>County Council Minor Highways presentations – p.m. Mon 20 and Tues 21 Jan North West Community Forum – 5pm Tuesday 21 January Meadows Centre Northstowe Parish Forum, Cottenham VC – 7 p.m. Wednesday 22 January Northstowe Drop In Longstanton – 10 a.m. Sat 25 January Longstanton Enviro.vols walk and lunch – Sunday 26 January IVC Academy and Sports Centre AGM – 7 p.m. Tuesday 28 Jan Gropius Hall Village Society AGM – 7.30 p.m. Tuesday 28 January IVC Brackenbury Room A14 Working Party – 6p.m. Thursday 30 January Rec Ground room IVC 75 year anniversary meeting – at IVC Thursday 30 January Junior School traffic safety meeting – Friday 31 January Junior School Friends of the Rec Quiz – Friday 31 January Neighbourhood Plan meeting – 7.30 p.m. Thursday 6 February, Rec Community Room Free Dog Microchipping – Village Green – 10a.m. – 2 p.m. Friday 7 February 2020 Task & Finish Group – 2 p.m. Thursday 13 February Community & Engagement Working Party – 7.30 p.m. Thursday 13 February Cllr Jenkins drew attention to Neighbourhood Plan meeting due 6 February where all welcome, particularly Committee Chairs</p> | |
| <p>13/111 PUBLIC PARTICIPATION</p> <p>Mike Mason requested information on Parish Council welcome brochure. Clerk confirmed no changes planned to the Parish Council-based information leaflet for new residents which was designed to complement other publications provided to residents. With agreement of Council, Chairman brought forward item 119 at this point and suspended Standing Orders for all to take part.</p> <p>By invitation Mr Ashton addressed the Parish Council and began by detailing the challenge faced by the Police Force to reduce real expenditure within the Force by 25% but gradually over the next four years, The current budget is £130million p.a. for Cambridgeshire and Peterborough, with half coming from a Government grant and the other half raised locally via the Precept. The Police are seeking an emphasis on putting a public face “on the</p> | |

beat” and are pleased that crime levels continue to reduce (20% over the last few years) but realise of course that it cannot continue to do so indefinitely. A combined service delivery, cost effective over boundaries, is now in place, and back office costs are now to be looked at more closely.

Already work has been undertaken on changing grading arrangements, leading to a 200 Police staff reduction, and 60 posts at Inspector level and above. The number of Police Constables remains steady. Statistically South Cambs is the third safest place to live in the country, with East Cambs coming in at seventh.

The introduction of electronic tablets for use by 154 Constables has been trialed. Research shows that this has led to PCs spending more than an hour extra out and about per day. Additional advantages include software enabling multiple forms to be completed by one set of data input, saving time not only for the Constable but reducing the need for checking details further down the line – if the first form has correct details, then so do all the associated ones. Mr Ashton advised the Government has agreed funding for the tablets and software going forward.

Questions followed from the Council:

Q. Cllr Marston – Queried the Commissioner Office’s response to a report out today by the Police Federation. A. BA had not read the report, but assured all that the morale amongst Cambridgeshire Police is very high

Q. Cllr Ing had concerns that experience by other Forces shows that in practice following such initiatives Police Constables would still spend the same amount of time at the Police Station A. BA confirmed that management will be key

Q. County Cllr Mason – Queried the Force’s options for borrowing money. A. BA confirmed a policy decision had been made not to borrow money for capital items. Any borrowing needs to be matched against lifetime expectations

Q. Cllr Payne warned against economies of scale, with risks needing to be mitigated. Were Police Stations likely to be sold? A. BA - any review would include Police accommodation to ensure being maximised

Q. Cllr Abdullah – Queried the new Commissioner’s published policy on fining cyclists on pavements, especially in light of Government advice for caution as sometimes the pavement is the safest option. A. BA Admitted sometimes the process is all about balance, with community policing concentrating on safety not fines. But in the end this is for the Police to judge

Q. Cllr Moulder – Queried the importance of social media within the police force. Feeling was it could be beneficial for local PCSOs for instance to be members of local Facebook groups. This would have the double benefit of calming the wider perception of increases in crime locally. She also asked how well the 101 number was working and how customer satisfaction is measured. A.BA noted these comments and confirmed he was conscious of the perception issue. Quarterly reports are made showing the percentage of population contacting via 101. Next year there are plans for the Police to take over the Victim Support organisation

Q. Cllr Nudds – applauded the planned use of tablets, noting their extra use with the diverse number of languages in the UK. Concerned though regarding possible abuse if lost / stolen. A.BA Information about individuals would not be held on the device. Access would be refused as soon as the item was reported mislaid

Q. Cllr Nudds also asked about the current status of Neighbourhood Panels. A.BA advised these were originally set up by the District Councils, some have worked, others not so well. Due to tight resources at District Council they were now being approached in different ways, with no settled ideas. The main aim was to give plenty of opportunities to discuss the Police service

Council thanked Mr Ashton for his time. Chairman re-instated Standing Orders and returned to agenda order.

| | | |
|--------|---|------------------------|
| 13/112 | TO APPROVE minutes of the Meeting held 18 November 2013 All in favour to accept as a true record of meeting | |
| 13/113 | MATTERS ARISING FROM PREVIOUS MEETING | |
| 113.1 | <u>Actions List (Appx 1)</u> Noted it was each Councillors responsibility to inform the clerk when actions complete. | |
| 13/114 | VACANCY & CO-OPTION TO PARISH COUNCIL | Next agenda |
| 114.1 | <u>Co-Option</u> no nominations. Next agenda | |
| 13/115 | TO RECEIVE REPORTS | |
| 115.1 | County Cllrs and District Councillors Reports: County Council 2 written reports for November and December accepted from Cty Cllr Jenkins covering: Full Council and Cabinet Meetings; Northstowe Joint Development Control Committee; Children's Centres consultation; Orchard Park broadband; Highways matters; meetings attended. Additional discussion on: <u>Flood & Coastal Committee</u> had decided to make a zero percent levy. Histon Surface Water Scheme a casualty this year. Possibility of inclusion 2015. <u>County Council Estates</u> noted a number of property portfolio sites for sale. <u>Guided Busway</u> plea for action on graffiti; blocks at St Audrey's and completion of planting. <u>Santa's Grotto</u> Cllr Nudds thanks County Council for power provision | Future agenda |
| 115.2 | District Council 2written report accepted from Dist Cllr Davies and Chatfield covering: Bishops DIY Store planning application; Histon Junior School road safety; A14; Full Council and Cabinet meetings; Local Plan; Ipad provision. Additional discussion on: <u>LDF Briefing</u> due 3 February 2014; <u>Air Quality</u> meeting with Officers sought. Discussion followed on acceptable levels versus dangerous levels. <u>Trees</u> - issues of miscommunication over felling of trees on SCDC land Homefield/Hereward Close. Also of non-urgent work being carried out prior to that representing real danger. | |
| 115.3 | Agreed to invite Jean Hunter, CEO at South Cambs to future meeting <u>Clerks Report (Pg 1 & 2) (Appx 2)</u> Accepted. Delegated expenditure noted. Agreed to submit 3 Community Pride Awards applications to SCDC | |
| 115.4 | <u>Chairman's Report (Appx 3)</u> Accepted. <u>Neighbourhood Plan</u> Chair requested appropriate Committees to include agenda item on going forward in future. <u>Bypass Farm</u> Noted decision on taking lease due February 2014 agenda | February Agenda |
| 115.5 | <u>Youth Committee</u> Next meeting 10 February 2014. Co-optees sought. Discussion on co-funding of activities | |
| 115.6 | <u>Employment Committee</u> Next meeting 6 March 2014 <u>Highways Committee</u> Next meeting 23 January 2014. Cllr Legge outlined recent issues on: | |
| 115.7 | <ul style="list-style-type: none"> • A14 Crossing "teething" problem • Bus stop funding for The Coppice • Highways Agency meeting due re A14 • Minor Highways Panel meeting 21 January 2014 to present scheme for lowering speed limits Gatehouse Road and Butt Lane | |
| 115.8 | <u>Communication & Engagement Working Party</u> second meeting held 10 December – notes available. Next meeting due 13 February. Noted Cllr Stonham taking forward Recreation engagement with the process | |
| 116.1 | <u>2020 Engagement Working Party</u> First meeting held 19 December, no notes required. Terms of Reference (Appx 4). Proposed Cllr Ing seconded Cllr Dann all in favour to accept | |
| 13/116 | TO ACCEPT COMMITTEE REPORTS note actions and agree | |
| 116.1 | <u>Recreation Ground Committee</u> draft minutes 25 November provided to all and accepted. Next meeting due 27 January. Discussion on proposed planning application for storage container. Agreed to request sight of application papers by all Council members for comment prior to submission | |
| 116.2 | <u>Planning Committee</u> draft minutes 26 November, 17 December, 7 January provided to all and accepted. Next meeting due 28 January 2014. Cllr Stonham to request process information on planning application notices and advice letters for neighbours. In future planning agendas to be sent to all Councillors for information | |
| 116.3 | <u>Community Facilities</u> draft minutes 28 November provided to all and accepted. Next meeting due 29 January 2014 | |
| 116.4 | <u>Environment Committee</u> Draft minutes 3 December provided to all and accepted. Next | |

| | | |
|--|--|--|
| 116.5 | <p>meeting due 4 February 2014. Discussion on tree issues dealt with by Clerk and Tree Warden. Volunteers had attended to damage tree at Crossing Keepers Hut. Homefield Park trees attended to under delegated powers. Noted a large beech tree in Park Lane to be felled 11 February 2014 due to 50% dead inside. Ivy infestation had led to fallen County Council trees in recent winds. Wayne Stewart at County Council aware. Reports on:</p> <ul style="list-style-type: none"> • <u>Public Art Working Party</u> meeting held 8 January 2014. Cllr Payne outlined progress to date, with completion planned by end March 2014. Noted a resident forcibly against the Public Art Scheme at Homefield Park had contacted members of Working Party • <u>Christmas Lights 2013</u> Site visit held 12th Night (6 January 2014). Cllr Marston outlined feedback received on display. To improve display on early start on preparations (May 2014) required, plus additional private donations to level of say £1,000 • <u>Graffiti Summit</u> Cllr Jenkins outlined meeting held 6 January 2014. PCSO Martin and Guided Busway representatives unable to attend. Idea raised for shared graffiti removal kits. Agreed to support Guided Busway team's proposal to grow ivy on noise barriers <p><u>Kings Meadow Committee</u> draft minutes 4 December provided to all and accepted. Next meeting due 26 March.</p> | |
| 13/117 117.1 117.2 117.3 117.4 117.5 117.6 | <p>TO RECEIVE Finance & Administration Report</p> <p><u>Delegated payment of accounts:</u> noted (Appendix 2 Pgs 3 & 4). Proposed Cllr Ing, seconded Cllr Stonham, all in favour to approve</p> <p><u>Approve payment of outstanding accounts due</u> (Appendix 2 Pgs 3 & 4) Cllr Payne declared a pecuniary interest (expenses) and left the room. Proposed Cllr Ing, seconded Cllr Stonham all in favour to approve</p> <p><u>Amounts Paid In and Correspondence</u> (Appendix 2 Pgs 3 & 4) Noted.</p> <p><u>Finance, Legal and Admin Committee</u> draft minutes 16 December and 13 January provided to all and accepted</p> <p><u>To accept changes to Financial Regulations</u> as recommended by FL&A Committee (Appx 5) Proposed Cllr Dunn, seconded Cllr Payne, all in favour and agreed. Noted need to review when internet banking/BACS payments become an available option for payments</p> <p><u>Precept</u> to approve recommendation to request precept for 2014 – 2015 from South Cambridgeshire District Council, being:</p> <ul style="list-style-type: none"> • A consistent Council Tax rate between the 2 Parishes • An increase of 7.34%, being an increase of some £6 per annum on a Band D property. Explanatory papers provided (Appx 6) Cllr Payne outlined discussions and reasons for precept recommendation, as per his report including contingency and duplication issues addressed. Noted advice from SCDC to increase Precept to cover the shortfall caused by non-payment to Parish Councils of Government Grant provided to SCDC (£19,288) highlighting: <ul style="list-style-type: none"> • Total budgeted spend £462,126 • Provision for community facilities a large part of this, but not a commitment to spend • Net budget £404,041 • Some £4,000 would come from general reserves • Total Precept required £282,488 <p>Chairman suspended Standing Orders for comments from public</p> <p><u>Mike Mason</u> fielded a question from a resident unable to attend, asking whether the Council had considered asking the public to approve the percentage increase, also to explain the effect of any Bypass Farm expenditure on reserves. Council agreed percentage may be misleading or confusing when in fact the highest increase for a Band D property was in fact 61p per month. Noted reserves allocated to Bypass Farm proposal, if goes ahead. Public meeting held in 2013 very well attended. Cllr Ing explained the Committee discussions for funding from general reserves was not sustainable.</p> <p>Cllr Jenkins confirmed the Committee's view that it needed both to finance what doing today and plan for the future. All figures based on best assumptions.</p> <p>Clear details of precept figures to be published on website end of week. Chairman happy to meet residents at Parish Office Friday am to discuss further. He expressed disappointment that residents were not present to hear the debate despite use of all available social media to advise residents of the agenda item. Standing Orders re-instated</p> <p>Chairman made a challenge to Committees to ensure implementation of planned projects went ahead and delivered. At same time, Environment Committee and Recreation Ground Committee were asked to look at all possible revenue opportunities to ensure reserves unaffected where possible.</p> | |

| | | |
|--------|--|------------------|
| 117.7 | <p>Proposed Cllr Payne seconded Cllr Stonham b) Split between Histon £152,817.06 Impington £129,670.94, all in favour and agreed <u>To complete ½ Yearly Review of Donations Clerks Report (Appx 2 pg 4)</u> Proposed Cllr Payne seconded Cllr Nudds, all in favour to grant £1250 to Feast Committee for marking WW1 Proposed Cllr Jenkins and agreed to look at any payment to Bobby Scheme or Victim Support as part of a strategy under Neighbourhood Plan</p> | LGA1972 s 145 |
| 13/118 | <p>RECENT CORRESPONDENCE</p> <p>118.1 <u>Circulating File</u> available on request 118.2 <u>Histon Feast funding application</u> details – application by 22 January 118.3 <u>Cambs County Council</u> – Grants available to create cycling legacy (Tour de France related) Cllr Davies working on application 118.4 <u>IVC College Magazine</u> 118.5 <u>Homefield Close and Hereward Close Residents Group</u> minutes 14 November</p> | |
| 13/119 | <p>OTHER MATTERS</p> <p>Speaker: Brian Ashton – Police Commissioners office – by invitation. See minute 111 Public Participation</p> | |
| 13/120 | <p>MATTERS FOR NEXT AGENDA</p> <p>Drainage Sub Committee Report</p> | |
| 13/121 | <p>Date of Next Meeting:</p> <p>Full Council: Monday 17 February 2014– Recreation Centre, Recreation Ground, New Road, Impington</p> | |
| | <p>Meeting closed 9.25 p.m.</p> | |

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

| | | |
|-------------------|------------------------------------|-------------------------------------|
| REPORT TO: | Full Council | 13th January 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 reported to Full Council only.

- Accounts paid by delegated approval – to note only:

| | |
|---|-----------|
| M8 Administration – wages, NI and Pension <u>£9,715.67</u> | £9,715.67 |
| M8 Rec Groundsman expenses <u>£25.53</u> | £25.53 |
| M9 Administration – wages, NI and Pension <u>£9,640.20</u> | £9,640.20 |
| M9 Rec Groundsman expenses <u>£25.53</u> | £25.53 |
| Lamps & Tubes additional festoon and bulbs <u>£230.00</u> + vat £46.00 | £276.00 |
| CAPALC Local Councils Explained publication <u>£49.99</u> | £49.99 |
| SCDC backdated business rates (13.2.12 to 31.3.14) for Burial Ground <u>£1,768.04</u> | £1,768.04 |
| I C Cooper expenses – lock for Gatehouse allotments <u>£25.00</u> + vat £5.00 | £30.00 |
| Roger Hovells office and bus shelter cleaning <u>£92.50</u> | £92.50 |
| Print-Out stationery <u>£33.98</u> + vat £6.80 | £40.78 |
| King West fee for Bypass Farm valuation <u>£372.50</u> + vat £74.50 | £447.00 |
| CSA wash room supplies <u>£60.72</u> + vat £12.14 | £72.86 |
| London Fuel Ltd unleaded fuel <u>£5.69</u> + vat £1.14 | £6.83 |
| Circling The Square stage pmt for public art (sec 106) @ H/Park <u>£2,000.00</u> + vat £400.00 | £2,400.00 |
| Tomlinson Groundcare spare part for vertidrainer <u>£92.54</u> + vat £18.51 | £111.05 |
| CAPALC Social media training (x4) <u>£100.00</u> | £100.00 |
| Nimbus Lightning Protection annual service <u>£180.00</u> + vat £36.00 | £216.00 |
| L Dewar Cleaning Services pavilion (Nov) <u>£254.98</u> | £254.98 |
| P A Collacott & Co install circuit board to floodlights <u>£75.00</u> + vat £15.00 | £90.00 |
| Site & Maintenance repairs to bollard <u>£115.83</u> + vat £23.17 | £139.00 |
| ESPO office supplies <u>£63.70</u> + vat £12.74 | £76.44 |
| Copy IT Solutions copier reading <u>£47.25</u> + vat £9.45 | £56.70 |
| ES Cambridge Ltd additional Christmas lights, cables, labour to install <u>£750.00</u> + vat £150.00 | £900.00 |
| Buchans Landscapes leaf clearance, hedge cutting <u>£1,133.50</u> + vat £226.70 | £1,360.20 |
| Ivett & Reed refund of memorial fee, less expenses <u>£340.00</u> | £340.00 |
| Flora-tec Christmas tree for Kings Meadow <u>£185.00</u> + vat £37.00 | £222.00 |
| Alison Turnbull Assoc 50% public art project management fee <u>£375.00</u> | £375.00 |
| BT (DDR) advance charges for new business line <u>£63.35</u> + vat £12.67 | £76.02 |
| BT (DDR) usage charge <u>£47.57</u> + vat £9.51 | £57.08 |
| British Gas (DDR) electricity account <u>£942.05</u> + vat £188.41 | £1,130.46 |
| Barclaycard (DDR) stamps, circuit board for f/lights, sharp sand <u>£340.00</u> + vat £6.80 | £400.80 |
| Barclaycard (DDR) tree plaque, Christmas lights <u>£155.62</u> + vat £32.62 | £188.24 |

○ Outstanding Accounts for approval:

| | | |
|--|-----------------------------|---------|
| Petty Cash | £48.77 | |
| D W Payne travelling expenses | 23.50 | £23.50 |
| Roger Hovells office cleaning | £40.00 | £40.00 |
| Buchans Landscapes leaf clearance, hedge cut | £441.05 + vat £88.21 | £529.26 |
| Acacia Tree Surgery emergency work The Copse | £285.00 + vat £57.00 | £342.00 |
| Copy IT Solutions copier reading | £20.61 + vat £4.12 | £24.73 |
| Cambs ACRE annual subscription | £40.00 + vat £8.00 | £48.00 |
| Open Spaces Society annual subscription | £45.00 | £45.00 |
| Site & Maintenance: | | |
| Notice boards: replace locks, repair doors (to inc.keys etc.) | £160.00 | |
| Notice Boards: cut and fit cork | £110.00 | |
| Bus shelter: pressure wash and remove graffiti | £120.00 | |
| Rec Grd: repair fence at play area (to inc. materials) | £275.00 | |
| + vat £133.00 | | £798.00 |
| London Fuel Ltd unleaded fuel | £5.97 + vat £1.19 | £7.16 |
| L Dewar Cleaning Services pavilion (Dec) | £232.46, | |
| replacement light bulbs | £32.53 + vat £6.51 | £271.50 |
| Travis Perkins cork for notice boards inc. £15 carriage | £130.60 + vat £26.12 | £156.72 |

○ Amounts paid in:

| | | |
|---|--|-----------|
| Allotment rents | | £56.00 |
| Burial fees | | £105.00 |
| Club receipts | | £1,700.00 |
| Ground takings | | £829.17 |
| Sports court fees | | £1,310.48 |
| Community room hire | | £1,212.50 |
| Christmas Lights – Barclays £82.05, Red Lion £100, Tucker Gardner £100, HMC Framing £20 | | £302.05 |
| Friends H&IRG – donation towards replacement sail shade | | £300.00 |
| Gallaghers – electoral arrangements (Orchard Park) | | £1,456.48 |