

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room, Histon & Impington Recreation Ground, New Road, Impington  
Monday 18<sup>th</sup> January 2016 7.30 p.m.**

**7 Appendices attached**

# Full Council Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	<p>Present: <b>Cllrs:</b> David Jenkins (Chair), Hooda Abdullah, Andrew Butcher, Aga Cahn, Neil Davies, Cedric Foster, Ashley Gordon, Christine Hertoghe, Brian Ing, Derek Marston, Pene Nudds, Denis Payne, Edd Stonham</p> <p>Also: Cty Cllr Mason (in part); Dist Cllr Cross; Mrs L M Marsh; G Peck (Cricket Club), M Green, K Franklin (Bowls Club)</p> <p align="right">Clerk: Chelsea Presland</p> <p>Noted resignation with immediate effect from Shaun Lindsay from the Council causing a vacancy on Highways Committee</p> <p>During the meeting Council observed a period of silence for ex-Parish Councillor John Dunn who sadly passed away December 2015</p>	
15/106	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Cllrs: David Legge (personal), Josephine Teague (work), Marian Cleaver (personal), Ruth Moulder (personal)</p>	
15/107	<p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>a) Declarations of pecuniary interest from Councillors on items on the agenda <i>Cllr Foster – expenses claim item 113.2 (pecuniary)</i></p> <p>b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i></p> <p>c) Any new requests for dispensations – <i>None</i></p>	
15/108	<p><b>DATE(S) OF NEXT COMMITTEE MEETINGS</b></p> <p>Available on website <a href="http://www.hisimp.net">www.hisimp.net</a></p>	
15/109	<p><b>PUBLIC PARTICIPATION</b></p> <p>No matters to address the Council</p>	
15/110	<p><b>TO APPROVE minutes of the Meeting held 16<sup>th</sup> November 2015</b></p> <p>110.1 Prop Cllr Ing, sec Cllr Butcher all in favour <b>AGREED</b> to <b>accept</b> as true record of meeting</p> <p>110.2 With agreement of the Council, Chair brought forward items 114.1, 114.4 and 115.6 for discussion. 2 members of the public left the meeting after these items</p>	
15/111	<p><b>MATTERS ARISING FROM PREVIOUS MEETING</b></p> <p><u>Actions List (Appx 1)</u> copied to all and accepted. Further discussion on:  <u>Item 083.3 Emergency Plan</u> item for next agenda  <u>Item 099.1 Feedback sought on Payback Scheme</u> inclusion of planting scheme  <u>Item 099.3 Meeting with HFC and IVC</u> held 14<sup>th</sup> January attended by Cllrs Jenkins and Davies  <u>Item 103.2 Proposal for PCSO Hours</u> Highways Committee to draw up parking policy. Item for next agenda 4<sup>th</sup> February 2016</p>	<b>Highways Committee</b>
15/112	<p><b>CO-OPTION TO COMMITTEES</b></p> <p>Current vacancies reported. Noted Highways now has 2 vacancies and Planning Committee had been close to being inquorate recently. Cllrs interested in being co-opted to Committees to contact Committee Chairs direct.</p>	
15/113	<p><b>TO RECEIVE REPORTS</b></p> <p>113.1 <u>Monthly reports from County and District Councillors</u>  <b>County Cllrs and District Cllrs Reports:</b> <b>County Council</b> written report by Cllr Jenkins provided two written reports November and December covering: Full Council December;</p>	

	<p>Committee meetings; Consultations; Local Matters Additional Discussion on: <u>Disbanding of Northstowe Joint Development Control Committee (NJDCC)</u>: Development of <u>County Land</u> in Cottenham. Similarities with regard to possible development at Buxhall Farm noted. <u>Environment Agency</u> Cty Cllr Mason pushing for revised policy at Local Level; <u>Local Plan Reviewed Site Assessment Consultation</u> inaccuracies with regard to flooding and drainage; <u>Northstowe</u></p> <p>Cty Cllr Mason and Mrs L M Marsh left the meeting during this item</p> <p><b>District Council</b> written report provided by Cllrs Stonham and Davies covering: SCDC Funding; Northstowe; Ermine Street Housing; SCDC Website; Gypsy and Traveller needs survey; SCDC Full Council. Additional discussion on: <u>New Homes Bonus</u>; <u>District and County Council communication</u>. District Councillors to take up any points/questions raised</p>	
113.2	<p><u>Clerk's Report (Pg 1 &amp; 2) (Appx 2)</u> provided to all and accepted. Noted agreed up-grade of photocopier with Copier IT. Further discussion on: <u>SLCC Regional Roadshow</u> all in support of recommendation for attendance and 3 for 2 early bird offer £69 (AY) + £89 non-members + VAT</p>	
113.3	<p><u>Newsletter</u> Expect to publish end of February. Article deadline to be confirmed</p> <p><u>Chairman's Report (Appx 3)</u> provided to all and accepted. Further discussion on: <u>Neighbourhood Plan</u> productive meeting held in November. Cllr Jenkins to work on proposal for community consultation. Details to be confirmed at next meeting</p> <p><u>Parish Council and County Council Co-Operation</u> Support expressed from members for Cllr Jenkins and Payne to attend meeting with key Officers to explore further with no commitments. The issue of the 2% County Council Tax rise to be raised</p>	<p>Next agenda</p> <p>JDJ/DWP</p>
113.4	<p><u>Other Committee Chair Reports/Items for Decision</u></p> <p><u>Youth Committee (Appx 4)</u> Chair's report and Youth Worker report provided to all and accepted. Proposed Cllr Abdullah to:</p> <ul style="list-style-type: none"> <li>- <i>Disband Youth Committee</i></li> <li>- <i>Disband Youth Working Party</i></li> <li>- <i>Create a position of Youth Liaison Officer</i></li> <li>- <i>Create a Task &amp; Finish group for set up a permanent "vehicle" for employing and managing youth provision within Histon &amp; Impington. To be achieved before July 2017</i></li> </ul> <p>Discussion covered:</p> <ul style="list-style-type: none"> <li>- Cllr Abdullah to fulfil Youth Liaison Officer role</li> <li>- Task &amp; Finish Group membership of 4 currently Cllr Abdullah and Butcher, those interested to contact Cllr Abdullah</li> <li>- Current Youth Worker arrangements and possibilities of employing further Youth Workers</li> </ul> <p>Proposed Cllr Abdullah, Seconded Cllr Nudds 9 in favour 1 against and <b>AGREED</b>. Some concern raised over disbanding of the Committee prior to Elections in May</p>	
113.5	<p><u>Any Working Group/Task &amp; Finish Group Reports</u></p> <p><u>Public Art Working Party</u> notes of meeting held 28<sup>th</sup> October provided to all. Cllr Nudds reported on <u>Glazed Pavilion</u> currently being stored at Hain Daniels, awaiting planning permission</p> <p><u>Kings Meadow Working Party</u> first meeting held 26 November, notes provided to all and accepted</p> <p><u>Neighbourhood Plan Task &amp; Finish</u> meetings held 26<sup>th</sup> November and 8<sup>th</sup> December; Station Area Public Realm open meeting held 19 November. Next meeting due January 2016</p> <p><u>Community Park Project Working Party</u> meeting held 11<sup>th</sup> January</p>	
15/114	<p><b>TO ACCEPT COMMITTEE REPORTS note actions and agree</b></p>	
114.1	<p><u>Recreation Committee</u> draft minutes of the meeting held 25<sup>th</sup> January provided to all and accepted. Next meeting due 25<sup>th</sup> January. Report on Cricket Nets – Site Safety (recommendation for decision) and Tennis Court Project/Drainage (for information) provided to all (Appx 5)</p> <p>Proposed Cllr Davies:</p> <p><i>"Following a review, risk assessment carried out by Play Inspection Company and advice received from the Parish Council's insurance company, Histon &amp; Impington Parish Council agrees to funding request of up to £26,260 from Recreation Committee to install cricket safety netting on the Recreation Ground as per site plan and details contained in the accompanying report"</i></p>	

<p>114.2</p> <p>114.3</p> <p>114.5</p> <p>114.6</p>	<p>Cllr Davies verbally updated Committee on details contained in report. Standing Orders suspended. Malcolm Green and Keith Franklin (Bowls Club representatives) expressed support for scheme. Greg Peck (Cricket Club) highlighted club currently playing in a higher league than ever before, standard of cricket and technology means balls are now being hit further. Standing Orders re-instated.</p> <p>Clarification on location (as advised by Contractor) and lifespan of netting, thought to be 10 years. Proposed Cllr Davies, Seconded Cllr Stonham all in favour and <b>AGREED</b> to fund the project up to £26,260. Drainage issues in the Recreation Ground car park and the effect this could have on any long term changes to infrastructure at the Recreation Ground noted</p> <p><u>Planning Committee</u> draft minutes 24<sup>th</sup> November, 15<sup>th</sup> December and 5<sup>th</sup> January 2016 provided to all and accepted. Next meeting due 26<sup>th</sup> January</p> <p><u>Highways Committee</u> draft minutes 26<sup>th</sup> November provided to all and accepted.</p> <p><u>Employment Committee</u> draft "In Committee" minutes provided to all and accepted</p> <p><u>Apprentice Review</u> Mrs Marsh verbally updated on:</p> <ul style="list-style-type: none"> <li>- Current apprenticeship. Contract period of up to 15 months or completion of apprenticeship whichever is sooner</li> <li>- Noted that apprenticeships now for 1 year, previously 3 years</li> <li>- It was envisaged that there would be an overlap with any new apprentice commencing in July (especially if school leaver)</li> </ul> <p><u>Recommendation for Job Description Changes</u> for Assistant Clerk and additional scale points with effect from 1 April 2016 to reflect changes</p> <p><u>Recommendation for additional scale point</u> for Office Manager with effect from 1 April 2016</p> <p>Under Standing Order 26a, pursuant to standing order 1c, it was resolved that public and press be excluded from these items, due to the confidential nature of the matters under discussion these were taken at the end of the meeting.</p> <p>The Employment Committee reported on discussions at meeting held 30<sup>th</sup> November. It was noted that the proposed increase by 3 points for the Assistant Clerk was in part a re-evaluation after entry via a government employment scheme. Comment was made of the competent approach and willingness shown in taking over the responsibility for the clerking of this meeting of the Full Council at short notice. The Responsible Finance Officer (Office Manager) has considerably upgraded her support to the Council in its financial management. A single scale point reclassification was proposed. Both increases had been incorporated in the budget process that had led to the Precept recommendation accepted earlier in the meeting. Discussion highlighted that these rises were partly "catch-up" for duties already being performed and the Employment Committee were requested to consider how to best reward recognition of performance in the future. The Employment Committee were asked to review the role of the Clerk at its next meeting. Cllr Ing proposed the re-classifications with effect from 1 April 2016, Cllr Wood seconded and all voted in favour and <b>AGREED</b>. Other recommendations in report covering reviews due during 2016 noted</p> <p><u>Environment Committee</u> draft minutes 8<sup>th</sup> December provided to all and accepted</p>	
<p>15/115</p> <p>115.1</p> <p>115.2</p> <p>115.3</p>	<p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appx 3 Pgs 3- 4)</b></p> <p><u>Finance, Legal and Administration Committee</u> draft minutes 14<sup>th</sup> December provided to all and accepted. Draft minutes 11<sup>th</sup> January 2016 not yet available</p> <p>Recommendation made 11<sup>th</sup> January, proposed Cllr Payne</p> <p><i>"Council note the outcome of the Parish Council County Tax Consultation; Commit to an annual consultation of this nature; Ensure that the results are published on the website; Follow up with those who offered to assist the Council, and specifically those interested in standing for Council; Complete the analysis of the comments/feedback, and respond as appropriate"</i></p> <p>Paper provided to all (<b>Appx 6</b>). Cllr Payne verbally presented on data received. Noting no responses from residents of Kings Meadow. Proposed Cllr Payne, seconded Cllr Wood all in favour and <b>AGREED</b> to support recommendation. Repeater posts required on social media and website to increase response rate</p> <p>Cllr Foster declared a pecuniary interest and left the meeting</p> <p><u>Delegated payment of accounts</u> noted (<b>Appx 2</b>) Clerk's Report</p> <p><u>Approve payment of outstanding accounts</u> (<b>Appx 2</b>) Clerk's Report. Prop Cllr Stonham, sec Cllr Hertoghe, all in favour and <b>AGREED</b> to approve. Bank reconciliation item was</p>	

115.4	noted. Cllr Foster returned to the meeting <u>Amounts paid in noted</u>	
115.5	<u>County Council Co-Operation</u> item included in Chairs Report (Item 113.3)	
115.6	Precept - <b>to approve</b> recommendation to request precept for 2016 – 2017 from South Cambridgeshire District Council, with Council Tax rates continuing to be equal for the two parishes. Explanatory paper provided to all ( <b>Appx 7</b> ) Cllr Payne provided an in-depth analysis of figures and discussion at Finance, Legal and Admin Committee. Noted Youth Committee had requested additional £5,000 to skatepark specified reserve fund; this would be investigated. Proposed Cllr Payne, seconded Cllr Hertoghe all in favour and <b>AGREED</b> to approve recommendation to request precept for 2016-17 from South Cambridgeshire District Council of £304,134, an increase of 2%, being an increase of £1.84 per annum on a Band D property	
15/116	<b>RECENT CORRESPONDENCE</b>	
116.1	<u>Circulation file</u> available on request	
116.2	<u>Other Correspondence</u> none	
15/117	<b>HOW TO COMMUNICATE JANUARY FULL COUNCIL MEETING and to REQUEST MATTERS FOR NEXT AGENDA</b> Review of meeting decisions for communication by report on website: <ul style="list-style-type: none"> <li>• Precept</li> <li>• Safety Netting</li> </ul> Next agenda: Emergency Plans	
15/118	<b>Next Full Council: Histon &amp; Impington Parish Council</b> <b>Monday 15<sup>th</sup> February</b> 7.30pm – Recreation Centre, Recreation Ground, New Rd, Impington	
	Meeting closed 9.50 pm <b>Appendices Attached:</b> <b>Appx 1 – Action List</b> <b>Appx 2 – Clerk’s Report</b> <b>Appx 3 – Chair’s Report</b> <b>Appx 4 – Youth Report</b> <b>Appx 5 – Recreation Report</b> <b>Appx 6 – Council Tax Consultation Results</b> <b>Appx 7 – Precept Report</b>	