

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 21 July 2014 7.30 p.m.**

6 Appendices attached

Full Council Minutes

Agenda No:	Action/ Power
<p>Present: Cllrs: J D Jenkins (Chair), K Andrews, H S Abdullah, J Dunn, N S Davies, C J Foster; B S Ing (in part), D N Legge, D V Marston, S D Lindsay; P J Nudds, D W Payne, E W Stonham, N J Wood Clerk: Mrs A J Young Cty Cllr Mason; Dist Cllr Chatfield; Jonathan Polley Item 14/055.1 was brought forward following Public Participation</p>	
<p>14/043 APOLOGIES FOR ABSENCE</p> <p>Cllrs: Josephine Teague (work), Ruth Moulder (personal), Marian Cleaver (personal), Marcus Dann (work)</p>	
<p>14/044 DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p style="margin-left: 20px;">a) Declarations of pecuniary interest from Councillors on items on the agenda b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i></p> <p>Cllr Payne declared a pecuniary interest item 14/052 – expenses claim Cllr Legge declared a pecuniary interest item 14/051.1 Villa Road, Impington planning application</p>	
<p>14/045 DATE(s) OF NEXT COMMITTEE MEETINGS</p> <p>Available on website www.hisimp.net</p>	
<p>14/046 PUBLIC PARTICIPATION</p> <p>Standing Orders suspended during Public Participation Resident Jonathan Polley gave presentation on Neighbourhood Plan aspects of housing regeneration, comprising information on:</p> <ul style="list-style-type: none"> - Character development tools – example shown of Neighbourhood Plan by Thame in Oxfordshire - Constraints – transport links; walking distances; Green Belt - External influences and dangers – new Station; increased London commuting and desire for higher cost housing <p>Once work carried out on the individual aspects, to be tested back with the community for further development, engaging with all. Mr Polley underlined the need for professional support when drawing up a Neighbourhood Plan for a quality resulting plan and shared some personal observations on possible improvements to areas of Histon and Impington. Questions/comments followed:</p> <p><u>Cty Cllr Mason</u> Interested to see observations and ideas put forward in the presentation mirrored many of the ideas in the 1975 Local Plan</p> <p><u>Cllr Payne</u> raised issues of over subscription for school (infant) and GP which would lead to questioning a need for more housing. Green Belt release debated, with the strongest argument being for affordable housing</p> <p><u>Cllr Marston</u> expressed a view on the effect of Government thinking in the face of a recovering economy, and the impact of selfish attitudes to house prices and luxury housing. Mr Polley felt in a vibrant village density need not be seen as a bad thing</p> <p><u>Cllr Wood</u> highlighted the idea of shared surface highways, Mr Polley explained proven benefits seen in Poynton</p> <p><u>Cllr Jenkins</u> summed up two issues surrounding housing in a Neighbourhood Plan</p> <ul style="list-style-type: none"> - Affordable housing mix - Size of village and viability of the High Street <p>Standing Orders re-instated. With agreement of committee, Chair brought forward: <u>Item 14/055.1 Neighbourhood Plan Progress</u> Cllr Jenkins summarised progress to date, calling for more direction and proposing:</p> <ul style="list-style-type: none"> • An 8 week program which runs to the next Parish Council meeting (15th September) 	

	<p>with three specific deliverables:</p> <ul style="list-style-type: none"> - A structure with some content - A survey to run in the newsletter - A revised timetable to completion • Run with minimal structure by Chair and Mr Polley with ad hoc support from other Councillors especially Committee Chairs • Early dialogue with South Cambs District Council resource • Frequent re-issues of plan • A weekly slot for face to face meetings and input • No participation - no complaint principle <p>All agreed to proceed on that basis</p>	
14/047	<p>TO APPROVE minutes of the meeting held 16 June 2014</p> <p>Proposed Cllr Stonham, seconded Cllr Foster all in favour to accept as a true record of meeting</p>	
14/048	<p>MATTERS ARISING FROM PREVIOUS MEETING</p> <p><u>Actions List</u> provided to all and accepted (Appendix 1)</p> <p>Additional discussion on:</p> <p><u>Item 13/143.3 Drainage notes</u> – Now with Drainage Working Party, remove item from list</p> <p><u>Item 14/40.1 Police</u> – update to be requested on graffiti issues</p> <p><u>Item 14/40.3 Feast Comments</u> – collated and distributed amongst Committee Chairs</p>	
14/049	<p>CO-OPTION TO PARISH COUNCIL</p> <p>No application for vacancy</p> <p>Cllr Dann had resigned from Highways Committee and Kings Meadow Committee. All agreed to co-opt Cllr Stonham to Highways Committee</p>	
14/050	<p>TO RECEIVE REPORTS</p> <p>050.1 County Cllrs and District Councillors Reports: County Council written report for June accepted from Cty Cllr Jenkins covering: General Purposes Committee; Adults & Wellbeing; Children and Young People; Economy and Environment; Health; Highways and Community Infrastructure. Cty Cllr Jenkins undertook to follow up specific queries of clarification on his report. <u>Cty Cllr Mason</u> confirmed a written question on Guided Busway Resolution Group had been submitted to Full Council. Noted meeting due 24 July re Guided Bus structural issues. <u>Cllr Nudds</u> questioned the stance of the two County Cllrs on the issues of shared surface highways. Cty Cllr Jenkins confirmed sympathy towards such initiatives as part of an overall vision</p> <p>050.2 District Council written report for July accepted from Dist Cllr Davies covering: Mitre Appeal; City Panel; Large planning applications in South Cambs; Orchard Park Scrutiny Committee; SCDC approach to wildflower meadows (clarification would be provided); Waste and Recycling plans for savings; Strategic Partnership with Huntingdon District Council. <u>Cllr Davies</u> reported further on South Cambs forum 21 July and changes in Portfolio Holder for District Planning following recent losses at Appeal based on the Inspectors view that South Cambs and the City's housing supply should be seen as separate resulting in 2 developments in Waterbeach gaining the go-ahead</p> <p>050.3 Clerks Report (Pg 1-2 and 4-7) (Appendix 2) accepted. Noted: <u>Clerks Delegated Spend</u>; <u>Holiday at Home</u> team retiring from their work locally. Cllr Davies working with Jean Newman to identify implications; <u>Notes of Clerks Catch Up Day</u> circulated to all</p> <p>050.4 Chairman's Report (Appendix 3) accepted. Noted: <u>Infant School Capacity 2015/16</u>. May need to lobby for extra capacity</p> <p><u>Committee and Council Effectiveness</u> two recommendations accepted and agreed</p> <ul style="list-style-type: none"> - Committees should recognise that reports are for noting and just that. Questions for clarity should be addressed directly to the author in advance of the meeting. Issues for debate may be raised at the meeting. If there are neither questions nor issues then move on. Reports should be tabled at least 3 working days before meetings except in exceptional circumstances - Clerks exercise their delegated powers, it being good practice to do so in consultation with Committee Chairs, decisions to be summarised for "noting" at the relevant 	<p>JDJ</p> <p>NSD</p>

052.3 052.4 052.5 052.6	<p><u>Amounts paid in and correspondence</u> noted</p> <p>Draft minutes 30 June provided to all and accepted. Next meeting due 6 October</p> <p><u>To Accept Internal Controls Review (Appx 5)</u> Proposed Cllr Ing seconded Cllr Payne all in favour and accepted. Barclaycard annual fee now applies. Changes to RFO;</p> <p>Delegations/Terms of Reference paper due October 2014</p> <p><u>To Accept Internal Audit Report</u> dated 14 July 2014. Noting no areas of concern, accepted</p>	Full Council Oct 14
14/053 053.1	<p>TO ACCEPT Motion Received (Appx 6)</p> <p>MOTION: “<i>Histon & Impington Parish Council approve the secondment of Andrea Cramp to work solely for the Parish Council for an initial period of 18 months subject to the terms and conditions set out in the report from the Youth Committee dates 10.07.2014. For 2014-15 costs to be met out of current budget with minimal re-planning, thereafter to be directly budgeted for, if to be continued. Expenses incurred would be agreed with and claimed from the Parish Council</i>” Proposed Cllr H S Abdullah. Cllr Abdullah spoke to the motion, some discussion followed including need to be open-minded about the future. Amendment proposed Cllr Nudds to add words to start “Subject to investigations of the legal aspects”. Proposed Cllr Nudds, seconded Cllr Abdullah to accept the amendment. Put to vote amended motion proposed Cllr Abdullah, seconded Cllr Nudds all in favour and agreed</p>	
14/054 054.1 054.2	<p>TO RECEIVE Recent Correspondence</p> <p>Circulation File available on request</p> <p><u>Impington Viilage College Invitation</u> to weekend of celebration to mark 75th Anniversary of IVC 13-14 September 2014</p> <p>Chairman formally asked for meeting extension to continue to agenda end under Standing Order 1 x). All agreed</p>	
14/055 055.1 055.2 055.3 055.4	<p>OTHER MATTERS</p> <p><u>Neighbourhood Plan Progress</u> See Public Participation Item 14/046</p> <p><u>Outcome of action of Street Lights at The Green</u> Delegated decision with Clerk working with Cllrs Jenkins, Nudds and Marston, and Cty Cllr Mason. Options now to hand and decision pending. Cllr Payne requested clarification on whether village sign “street light” would remain lit</p> <p><u>To agree development of a Safety and Security Programme</u> Cllr Jenkins presented a draft 5 point plan for communication with residents. To be further developed</p> <p><u>Feedback for Feast Market Display</u> Committee Chairs to look at individual responses in their areas. Agreed to encourage Council of Churches to return Carol Service to the Green itself</p>	JDJ
14/056	<p>TO REQUEST Matters for next Agenda</p> <p>Histon Football Club Invited; Emergency Plan Principles</p> <p><u>Item 051.1 S/2540/14/FL Mr S Potter, 13 Villa Road, Impington amendment</u> – Enlarge utility link, raising height of kitchen wall and altering roof design. As deferred from earlier in meeting. Cllrs Davies, Nudds, Stonham and Legge (declared pecuniary interest) left the meeting.</p> <p>Planning Committee members outlined history of application site and unverified input at Planning Committee from neighbour. Latest amendment was part of a retrospective planning application for a larger extension than previously approved. 14 day time scale only, hence Full Council item. Proposed Cllr Ing, seconded Cllr Foster all in favour to recommend refusal based on loss of amenity to neighbour</p>	
14/057	<p>Date of Next Meeting:</p> <p>Monday 15 September 7.30pm – Recreation Centre, Recreation Ground, New Road, Impington</p>	
	Meeting closed 9.45 pm	

HISTON & IMPINGTON PARISH COUNCIL
CLERK'S REPORT

REPORT TO:	Full Council	15th July 2014
AUTHOR/S:	Angela Young, Clerk	

Purpose

To highlight matters on agenda and update Council on issues arising since last meeting. Issues requiring particular **ratification or note in bold**

14/050.2 – Clerk's report:

Expenditure other than regular commitments and maintenance issues (including Clerks' Delegation):

- Mick George - Skip for rec **£150.00 + vat** (to be shared with Friends H&IR)
- **CCVS Membership £60.00** (Finance Committee agreed, noting CPRE not to be renewed in October)
- Repairs to manhole cover on The Green (emergency) Site & Maintenance **£50.00 + vat**
- Working Turf Ltd – herbicide treatment of recreation ground (time restricted / operational) **£751.50 + vat**
- Algar Signcraft – sign for tennis courts (operational) **£80.00 + vat**

Administration/ General:

- Various Councillors were involved in organising the installation of the Public Art gate at Homefield Park 18-19 June
- Whyatts Fair visited Green 24 June – 2 July, fee paid and all insurance certificates provided prior to opening
- Teddy Bears picnic held in Homefield Park 25 June
- Tree in recognition of service to Council by Alan Eade dedicated at ceremony 5 July
- Next Big Tidy Up due 6 September
- Histon Weekly Beat Updates received – **all Cllrs are advised to register for ECops bulletins**
- CAPALC Bulletin June 2014 forwarded to all as a one off due to good information on funding sources. **All Cllrs are advised to register for the Bulletin. Committee Chairs urged to consider funding opportunities on their forthcoming agendas**
- Notification that Holiday at Home organiser is to retire in late July. **Cllr Davies to up-date Council**
- Cambs County Council confirm adoption of Cambridgeshire Statement of Community Involvement (2014) as of 25 March 2014 – sets out how they will involve the community in development of its land use policy and projects
- Police correspondence copied out to all

Meetings / Training:

- Clerk attended meeting re lights on Green with County Councillors and officers and Balfour Beatty representative 26 June. Cllrs Marston and Nudds followed up with on site meeting. **See agenda A14/055.2**

- Cllr Legge and Cty Cllr Jenkins met with Boot and Co-Op representatives 30 June
- Cllr Nudds met with SCDC Trees & Landscape Officer Ian Lerman 3 July
- Cllrs Wood, Andrews, Lindsay and Dann attended various training sessions at Sutton
- AY attended Clerks Catch Up Day CAPALC 11 July Bluntisham – **report to follow**
- AY met with Cllrs Payne and Ing on Emergency Planning 14 July
- Staff visit to Sawston Parish Council 15 July
- CP training session on Funding Applications 22 July Cambridge
- AY training session on Data Protection 29 July Newmarket
- Clerk's Sec 7 (General Power of Competence) Module **awarded a pass, bringing full CiLCA qualification up to date**

Author: Angela Young
15.07.14

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HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council	15th July 2014
AUTHOR/S:	Lynda Marsh, Office Manager	

Purpose

To list accounts paid by delegated approval, and payment of outstanding accounts.

- Accounts paid by delegated approval – to note only

M3 Administration – wages, NI and Pension	<u>£9,928.63</u>	
M3 Rec Groundsman expenses	<u>£25.53</u>	£25.53
British Telecom (DDR) phone and broadband	<u>£283.70</u> + vat £56.74	£340.44
Pippa's Blinds additional blinds for kitchen and office	<u>£178.34</u> + vat £35.66	£214.00
Site & Maintenance supply and install 'Aco' drain to hard tennis court	<u>£1,152.00</u> + vat £230.40	£1,382.40
CSA wash room supplies	<u>£81.89</u> + vat £16.39	£98.28
Care Network donation (sec 137)	<u>£150.00</u>	£150.00
H&I Day Centre donation (sec 137)	<u>£350.00</u>	£350.00
Kings Meadow Garden Project donation (sec 137)	<u>£250.00</u>	£250.00
Alison Turnbull Assoc H/Park gates – final Project Manage fee	<u>£187.50</u>	£187.50
Circling The Square H/Park public art project – final pmt	<u>£5,000.00</u> + vat £1,000.00	£6,000.00
Siemens Financial Services (DDR) copier rental	<u>£176.85</u> + vat £35.37	£212.22
E-oN (DDR) feeder pillar	<u>£23.66</u> + vat £1.18	£24.84
London Fuel Ltd (DDR) unleaded fuel	<u>£31.41</u> + vat £6.29	£37.70
<u>Accounts for approval:</u>		
○ Site & Maintenance repairs to manhole The Green	<u>£50.00</u> + vat £10.00	£60.00
Gerry Whitfield IIA fee – balance for 2013-14	<u>£256.40</u>	£256.40
Roger Hovells office and bus stop cleaning	<u>£92.50</u>	£92.50
Acacia Tree Surgery tree works as ordered	<u>£1,540.00</u> + vat £308.00	£1,848.00
Algar Signcraft sign for tennis courts	<u>£80.00</u> + vat £16.00	£96.00
Berrycroft Stores fertilisers	<u>£123.90</u> + vat £24.78	£148.68
L M Dewar Cleaning Services pavilion (June)	<u>£308.41</u>	£308.41
D W Payne expenses – hosting renewal, bus card holders	<u>£54.39</u> + vat £9.90	£64.29
Broker Network Ltd (Came & Co) insurance renewal premium	<u>£7,399.66</u>	£7,399.66
Print Out stationery	<u>£10.99</u> + vat £2.20	£13.19
Petty Cash	<u>£37.55</u>	£37.55
CAPALC annual Clerks 'Catch up' day	<u>£25.00</u>	£25.00
Buchans June grasscutting	<u>£1,591.16</u> + vat £318.23	£1,909.39
ESPO office supplies	<u>£7.43</u>	
2 x litter bins (£250.00 received from Friends H&IRG)	<u>£294.00</u> + vat £6.29	£361.72
British Gas (DDR) gas account	<u>£548.28</u> + vat £27.41	£575.69
Proposed 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:		
H&I Comm Minibus Older Person Co-Ordinator claim to June (sec 137)	<u>£696.96</u>	£696.96

Amounts paid in (9.6.14 to 15.7.14):

Burial Fees	£705.00
Ground Fees	£766.67
Sports Court Fees	£850.01
Pavilion Rent	£1,100.00
Village Green	£253.28

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