

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room, Histon & Impington Recreation Ground, New Road, Impington  
Monday 16 June 2014 7.30 p.m.**

**3 Appendices attached**

# Full Council Minutes

| <b>Agenda No:</b> |  | <b>Action/ Power</b> |
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|                   | <p>Present: <b>Cllrs:</b> J D Jenkins (Chair), H S Abdullah, M C Cleaver, M P Dann; N S Davies, C J Foster; B S Ing, D N Legge, D V Marston, R Moulder; P J Nudds, D W Payne, E W Stonham; N J Wood<br/>Clerk: Mrs A J Young</p> <p>Cty Cllr Mason; Dist Cllr Chatfield</p> <p>40 members of public (in part); S D Lindsay (co-opted during the meeting)</p> <p>Speakers under Item 14/039 were brought forward to the start of the meeting</p> <p>Co-Option item 14/034 was brought forward following item on declarations of interest</p> <p>Motion under item 14/038 was brought forward following Public Participation</p>   |                      |
| 14/027            | <p><b>APOLOGIES FOR ABSENCE</b></p> <p>Cllrs: Josephine Teague (personal), Kevin Andrews (work), John Dunn (personal)</p>  |                      |
| 14/028            | <p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>a) Declarations of pecuniary interest from Councillors on items on the agenda – <i>None</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> <p>Cllrs Legge and Davies declared interests as Junior School Governors (Item 14/038). SCDC Monitoring Officer had confirmed this was non-pecuniary and members could take part fully. Cllr Payne declared pecuniary interest in expenses claim (Item 13/037.2) but requested it be deferred to next meeting</p>   |                      |
| 14/029            | <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>  |                      |
| 14/030            | <p><b>PUBLIC PARTICIPATION</b></p> <p>Attendees were invited to comment on the Motion item 14/038 for the Parish Council to support a request for a Traffic Regulation Order at The Green. Cllr Stonham outlined the reasons for the Junior School requesting the temporary trial, including health and safety issues, and also other complementary projects being looked at. Cllr Davies outlined meetings held at the Junior School and parent-led campaign. Chairman noted 3 emails of support.</p> <p>Comments from residents/parents:</p> <ul style="list-style-type: none"> <li>• Personal experience of car driver's behaviour leading to car reversing into a child. Subsequently no change in that driver's behaviour</li> <li>• History of this problem over a 25 year period, and various approaches to look at possible solutions. It was felt an opportunity existed to make a difference now</li> <li>• Stress caused over lack of footpath and shared route for pedestrians, cars, bicycles. Problems with implementation of solutions e.g. alternative entrances, footpath provision</li> <li>• Residents of The Green had been consulted, Neighbourhood Plan themes of "Sustainability" and "Diverse &amp; Inclusive" appeared to support any proposals to improve safety for the school users</li> <li>• Surveys carried out over 3 days of 360 children, parents and carers and younger siblings, with up to 36 car trips each morning session and 18 each afternoon. Several "near misses" had been recorded. The weather had been fine so it would follow that winter or rainy days would greatly increase these numbers.</li> <li>• Potholes causing swerving or trip hazards were acknowledged as an additional problem</li> <li>• Desire to inform parents before the end of the school year of any successful application for the TRO. TRO application would need to go through consultation process and proper advertising, timescale unclear</li> </ul> |                      |

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|        | <ul style="list-style-type: none"> <li>Disabled badge drivers – possible opportunity for parking in the school grounds</li> <li>Ambulance access an issue at times</li> <li>Use of private road Pages Close an issue that would need addressing</li> <li>Impact of development of the villages over many years increasing numbers at school and traffic levels</li> <li>Saturday morning football attendance an additional problem at The Green, query over why cannot park at school</li> </ul> <p>At this point Chairman brought forward item 14/038</p>  |   |
| 14/031 | <p><b>TO NOTE draft minutes Annual Parish Meetings 2014</b></p> <p>Noted</p>  |   |
| 14/032 | <p><b>TO APPROVE minutes of the Annual General Meeting held 19 May 2014</b></p> <p>Proposed Cllr Payne, seconded Cllr Foster all in favour to <b>accept</b> as a true record of meeting</p>   |   |
| 14/033 | <p><b>MATTERS ARISING FROM PREVIOUS MEETING</b></p> <p><u>Actions List</u> provided to all and accepted <b>(Appendix 1)</b></p>   |   |
| 14/034 | <p><b>CO-OPTION TO PARISH COUNCIL</b></p> <p>2 vacancies remained on Council for Impington Parish. Shaun Lindsay of Impington had applied for co-option to Council. Proposed Cllr Payne, seconded Cllr Marston, all in favour and <b>AGREED</b> to co-opt. Declaration of Acceptance of Office signed and Cllr Lindsay took part in rest of meeting. Register of Interests to be completed and returned within 28 days. All agreed to co-opt Cllr Lindsay to Highways Committee</p> <p>Motion for item 14/038 brought forward at this stage of the meeting</p>  |   |
| 14/035 | <p><b>TO RECEIVE REPORTS</b></p> <p>035.1 <b>County Cllrs and District Councillors Reports: <u>County Council</u></b> written report for May accepted from Cty Cllr Jenkins covering: Local matters, General Purposes, Adults &amp; Wellbeing, Children &amp; Young People, Economy &amp; Environment. Additional item raised by <u>Cty Cllr Mason</u>: Boundary issue south of A14 has been raised at County <b>District Council</b> written report accepted from Dist Cllr Chatfield covering: Cabinet positions, Planning, Waste &amp; Recycling, Police. Additional discussed on: <u>SCDC Empty Homes</u> Cllr Chatfield has raised local concerns over home empty in Impington for 5 years. SCDC to write to owner. Cllr Chatfield agreed to pursue the District Council over reported increases in empty homes locally</p> <p>035.2 <b>Clerks Report (Pg 1 &amp; 2) (Appendix 2)</b> accepted. Additional discussion on: <u>StAC</u> - All agreed to gift Brother Colour copier to the centre as no longer required at office. <u>7 July</u> – noted office closed for Tour de France event in Cambridge. VeloFest event at Histon &amp; Impington Recreation Ground and Histon Football Club due 29 June</p> <p>035.3 <b>Chairman's Report (Appendix 3)</b> accepted. Additional discussion on: <u>Station House</u> met with owner 13 June. Brief being developed. <u>Neighbourhood Plan</u> volunteer resident noted. Council would continue to try hard to engage non-Council members. <u>Newsletter</u> Community &amp; Engagement Working Party to consider way forward for outsourcing publication. Suggestion that additional hours could be offered to existing staff to produce. <u>Street Lighting on The Green</u> Following meeting with County Officers, <b>AGREED</b> to delegate to Clerk to put together an agreed proposal for the Green, in consultation with Cllrs Nudds and Marston, and County Councillors and third parties to provide input. Chair and Vice Chair to be kept apprised of progress</p> <p>035.4 <u>Environment Committee</u> next meeting due 17 June</p> <p>035.5 <u>Employment Committee</u> meeting due 19 June postponed. Date to be re-arranged</p> <p>035.6 <u>Community Park Project Committee</u> next meeting due 19 June</p> <p>035.7 <u>Youth Committee</u> next meeting due 23 June</p> <ul style="list-style-type: none"> <li><u>Young Person's Worker</u> Cllr Abdullah outlined current arrangements for employment of youth worker by Cambs County Council, of which Histon &amp; Impington had a share. To enable the youth worker to move away from a majority of one to one work in our villages, into a more traditional youth worker role, a formal secondment may be possible. Details to be reported 23 June if received, with a view to talking proposal to Full Council or</li> </ul> | <p>JPC</p> <p>Comm &amp; Engag't WP</p> <p>PJN/DVM/<br/>MJM/JDJ</p> |

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| <p>035.8<br/>035.9<br/>035.10</p>   | <p>Finance for implementation from September.<br/>At this point Chairman formally asked for meeting extension of time under Standing Order 1 x). <b>All AGREED</b></p> <ul style="list-style-type: none"> <li><b>To approve</b> funding for the Film Competition project budget (£3500) – explanatory paper provided. Total cost of project to be £1,700 made up from:<br/>£1,150 as per original proposal with additional costs of<br/>£150 for additional youth worker<br/>£200 for additional workshop day towards end of summer vacation<br/>£200 prize funding to cover all 5 short-listed entries</li> </ul> <p>Noting within budget, proposed Cllr Abdullah, seconded Cllr Nudds, 14 in favour 1 abstention and <b>AGREED</b> to proceed and arrange publicity<br/><u>Kings Meadow Committee</u> next meeting due 2 July<br/><u>Recreation Ground Committee</u> next meeting 8 July<br/><u>Working Groups/Task &amp; Finish Reports</u></p> <ul style="list-style-type: none"> <li><u>A14 Working Party</u> Input to Highways Agency consultation finalised via Planning Committee and submitted. Website article to follow</li> <li><u>Community &amp; Engagement Working Party</u> due 12 June postponed. Date to be set, agenda item on future of newsletter planned</li> <li><u>2020 Project Task &amp; Finish</u> meeting due 18 June</li> </ul>  |            |
| <p>14/036<br/>036.1<br/>036.2</p>   | <p><b>TO ACCEPT COMMITTEE REPORTS note actions and agree</b></p> <p><u>Planning Committee</u> draft minutes 27 May, 10 June provided to all and accepted. Next meeting due 1 July, 15 July<br/><u>Highways Committee</u> draft minutes draft minutes 22 May provided to all and accepted. Next meeting due 24 July</p> <ul style="list-style-type: none"> <li><b>To agree</b> a process for any response to the draft Long Term Transport Strategy for Cambridgeshire – responses due by 11 July. All <b>AGREED</b> Clerk to work with Cllr Legge to produce a suitable response, circulate to the Full Council members at least 1 week prior to submission date for agreement</li> <li><b>Gatehouse Road.</b> Noted no road name sign in place. <b>AGREED</b> to request SCDC to provide, acknowledging that Gatehouse Road did not appear on Ordnance Survey maps</li> </ul>  | <p>DNL</p> |
| <p>14/037<br/>037.1<br/>037.2<br/><br/>037.3<br/>037.4<br/><br/>037.5</p> | <p><b>TO RECEIVE Finance &amp; Administration Report (all Appx 2 Pgs 3 &amp; 4)</b></p> <p><u>Delegated payment of accounts</u> noted<br/><u>Approve payment of outstanding accounts</u> Proposed Cllr Ing, seconded Cllr Cleaver all in favour and <b>AGREED</b> to approve. Noted payment listed for expenses to be deferred to July meeting. Noted unbudgeted work on Sec 52 footpath and car park drain issues, no viement required at present. Members thanked Friends of the Rec charity for donation for defibrillator</p> <p><u>Amounts paid in and correspondence</u> noted<br/><b>To formally approve</b> 2014 Annual Audit Return: Accounting Statement and Annual Governance Statement for Histon &amp; Impington Parish Council. Accounting Statement and Section 2 Annual Governance Statement for Histon &amp; 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 Payne, seconded Cllr Davies <b>13 in favour, 2 abstentions</b> and <b>AGREED</b> to authorise signature</p> <p><b>To Consider</b> Half Yearly Review of Donations. Applications received:</p> <ul style="list-style-type: none"> <li>- Histon &amp; Impington Community Car Scheme</li> <li>- Kings Meadow Garden Project</li> <li>- Histon &amp; Impington Day Centre</li> <li>- EACH</li> </ul> <p>Clerk reported on available budgets and eligibility of applications. With agreement of Council standing orders were suspended for Jean Newman to inform members on the work locally of the Day Centre and the charity aspects of the Community Car Scheme. Standing Orders re-instated. Proposed Cllr Payne, seconded Cllr Davies, all in favour and <b>AGREED</b> that Histon &amp; Impington Parish Council in accordance with its powers under <b>sections 137 and 139 of the Local Government Act 1972</b>, 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 £150 to the Histon &amp; Impington Car Scheme, £250 to Kings Meadow Garden Project, and £350 to Histon &amp; Impington Day Centre”.</p> |            |

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| 14/038 | <p><b>TO ACCEPT Motion Received</b></p> <p>Motion: <i>“Histon &amp; Impington Parish Council support the request that Histon &amp; Impington Junior School would like to make to Cambridgeshire County Council for the introduction of a Traffic Regulation Order for an initial 12 month period from September 2014 to exclude school parents and school deliverers only from driving down the road at the side of The Green between 8.30am and 9.30am, and 3pm and 4pm on weekdays”</i> Proposed Cllr E W Stonham.</p> <p>Resident input had been given under Public Participation. A request from Histon &amp; Impington Junior School to support the application was copied to all.<br/>Debate and input from Councillors followed:</p> <ul style="list-style-type: none"> <li>• Statement made on limited powers available to Council for changes to village greens.</li> <li>• Disappointment issue could not be handled in a community context</li> <li>• Lack of data an issue for consideration and need to look at the Order in the context of other improvements planned in the area. Possibility of deferring decision to take to specially called Highways Committee discussed</li> <li>• New issues raised under Public Participation need addressing: Pages Close issues; pothole repairs; disabled badges; Saturday football</li> <li>• Possibility of petition to County, to run in parallel</li> <li>• Need to accompany any Order with radical changes in behaviour e.g. efficient use of parking spaces available;</li> <li>• Consultation with children at assembly applauded as best way to “educate” parents</li> <li>• Enforcement a concern, also knock on effect elsewhere and additional signage in Conservation Area and Green</li> <li>• County Council has already indicated agreement to re-laying surface of The Green road 2014 – not pothole filling only. Road Safety Officer had discussed a “marked out area” plan to show pedestrian route</li> <li>• Query over second access opportunities – unviable for safeguarding reasons</li> <li>• Consultation would need to be clear that Order affected school traffic only</li> <li>• Process after 6 month interim review and final 12 month review regarding options for permanence</li> </ul> <p>Amendment to motion proposed: <i>“Histon &amp; Impington Parish Council support the request that Histon &amp; Impington Junior School would like to make to Cambridgeshire County Council for the introduction of a Traffic Regulation Order for an initial 12 month period from September 2014 to exclude school parents and school deliverers only from driving down the road at the side of The Green between 8.30am and 9.30am, and 3pm and 4pm on weekdays. The Parish Council asks that the Highways Committee, at its next meeting considers the problem in the round and come up with all other measures necessary to make the TRO and other things work and to address the fundamental problems on the Green”</i> Proposed Cllr Jenkins, seconded Cllr Foster, 14 in favour, 1 abstention to accept amended proposal.</p> <p>Cllr Marston commented that the Order was inherently confrontational and positive work would be required by the School to make it work well.</p> <p>Put to the vote, the amended motion was proposed Cllr Jenkins, seconded Cllr Foster, 14 in favour and 1 abstention and therefore <b>AGREED</b>. Parish Council support to be provided to Cambridgeshire County Council by 18 June</p> |  |
| 14/039 | <p><b>TO RECEIVE Recent Correspondence</b></p> <p>039.1 Circulation File available on request</p> <p>039.2 <u>Histon &amp; Impington Feast</u> – letter outlining changes to plans for outdoor film show, 5 September</p> <p>039.3 <u>Histon &amp; Impington Feast</u> – permission given to use Village Green 5 July 2014; information on agreed road closure 10am – 5pm. Rota to be drawn up for Parish Council stand</p>  |  |
| 14/040 | <p><b>OTHER MATTERS</b></p> <p>Invited speakers items had been brought forward to start of meeting while residents still in</p>  |  |

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| 040.1  | <p>attendance<br/> <u>Chief Inspector James Sutherland, Area Commander for South Cambridgeshire</u> Chief Inspector Sutherland talked about the recent spike in burglary crime in Histon and Impington and confirmed his number one priority was to catch the person or people involved. There have been approximately 30 burglaries in Histon and Impington in 2014 and a considerable resource was deployed into the villages, both visual and covert, together with crime prevention work. CI Sutherland reported that crime awareness locally was good and although extra security was of benefit and a deterrent, it ought to be affordable as simple security features were normally adequate e.g. locked doors and windows, garden tools locked away. Standing orders were suspended for questions: <u>Parking Policy concerns</u> especially in the area of the Green, including blocked driveways. CI Sutherland pointed out the role of the PCSO in this, who although not a parking attendant, was useful in talking to motorists and raising awareness of inconsiderate actions <u>Vagrants and homeless sleeping</u> problems in Histon and Impington had arisen. CI Sutherland outlined antisocial legislation available to deal with issues and urged residents to report any problems on 101<br/> <u>Door to door sales</u> and problems with rogue trading. CI Sutherland advises that action depends on circumstances. If no crime being committed but concerns raised then ring 101. If for instance a vulnerable person was being affected then 999<br/> <u>PCSOs</u> It was reported that residents in general were delighted with the work by Local PCSO Tony Martin. A suggestion made that the role of the PCSO should be publicised more. It was confirmed that no reduction in PCSO numbers in South Cambs from the current was envisaged<br/> <u>Uniformed Police levels</u> in South Cambs were sufficient to cover emergency and day to day issues. In the event of need, City and Huntingdon Force can be called upon</p> <p>CI Sutherland finished in advising that the new Sgt for Histon was Sgt Mark Rabell. All residents were welcome at the Police Panel meetings, next round due in December</p> |  |
| 040.2  | <p><u>Jean Newman, Older Person's Co-Ordinator</u> provided a written report for Councillors and outlined her role in the community, with funding from Parish Council, Histon &amp; Impington Feast, Friends of the Rec, Pooresland and Minibus Charities. The aim of the role was to reach out to older people in the community and signpost them to activities suitable for their needs. Jean also visits residents in their own homes and the paid role was for 40 hours per month and she listed some examples of help given in her time in role. Questions and comments followed:<br/> <u>No database</u> of older people existed, it was important to highlight the role locally<br/> <u>Important role</u> recognised, with many people grateful for the service<br/> <u>Aspirations of the Recreation Ground Committee and Friends of the Rec Charity to involve older people</u> in activities was well met with Jean as an inspirational part of that. Activities held were now thriving, including Chair Based Exercise, Stroke Saviours Group, Singing Group, Tai Chi and many others<br/> <u>More volunteers e.g. tea making, driving and IT support</u> would always be welcome and helpful<br/> Both speakers were warmly thanked for their attendance and presentation.</p>  |  |
| 040.3  | <p><u>Planned Feast Market Displays</u> Cllrs Jenkins, Ing and Davies to meet</p>  |  |
| 14/041 | <p><b>TO REQUEST Matters for next Agenda</b><br/> Progress report on Neighbourhood Plan</p>  |  |
| 14/042 | <p><b>Date of Next Meeting:</b><br/> <b>Monday 21 July 2014 7.30pm</b> – Recreation Centre, Recreation Ground, New Road, Impington</p>   |  |
|        | <p>Meeting closed 9.45 pm</p>  |  |