

Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 15th June 2015 7.30 p.m.

3 Appendices attached

Full Council Minutes

| Agenda No: | Action/ Power |
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| Present: Cllrs: David Jenkins (Chair), Hooda Abdullah, Aga Cahn, John Dunn, Neil Davies (in part), Christine Hertoghe, Brian Ing, David Legge, Derek Marston, Ruth Moulder, Pene Nudds, Denis Payne, Josephine Teague, Nick Wood Clerk: Angela Young | |
| 15/028 APOLOGIES FOR ABSENCE Cllrs: Marian Cleaver (personal), Marcus Dann (personal), Cedric Foster (personal), Edd Stonham (personal), Shaun Lindsay (work) | |
| 15/029 DECLARATIONS OF INTEREST AND DISPENSATIONS a) Declarations of pecuniary interest from Councillors on items on the agenda – Cllr Jenkins – Item 15/036.1 (Cty Cllr) Cllr Wood – Item 15/036.2 (Parent) Cllr Legge – Item 15/036.2 (Parent) Cllr Davies – Item 15/036.2 (Governor) b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i> | |
| 15/030 DATE(s) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net | |
| 15/031 PUBLIC PARTICIPATION No matters to address to Council | |
| 15/032 TO NOTE draft minutes Annual Parish Meeting 2015 Draft minutes for both Histon and Impington Annual Parish meetings noted | |
| 15/033 TO APPROVE minutes of the Annual General Meeting held 18th May 2015 Proposed Cllr Cahn, seconded Cllr Teague All in favour to accept as a true record of meeting | |
| 15/034 MATTERS ARISING FROM PREVIOUS MEETING 034.1 <u>Actions List</u> copied to all and accepted. Further discussion on: 034.2 <u>Item 14/120.3 Barclays Bank Meeting</u> to be requested <u>Item 15/025.2 Ditch at South Road</u> ownership clarity not yet addressed. Priority Item | |
| 15/035 TO RECEIVE REPORTS 035.1 <u>Monthly reports from County and District Councillors</u> County Cllrs and District Cllrs Reports: County Council written report provided by Cllr Jenkins covering: Committee meetings attended; South Cambs Local Plan; Affordable Housing; Local Matters. Additional discussion on: <u>£260k General Reserves windfall</u> Clarification from Cty Cllr Jenkins on this piece of good news. <u>Local Plans of South Cambridgeshire and City</u> delays, reported in more detail under SCDC Report. Issue of proposed lease on Bypass Farm raised, with concern expressed over future use of the land. Following full discussion, including likely impact of delays on Green Belt use and the resulting impact on open space opportunities, proposed Cllr Ing, seconded Cllr Marston, all in favour for: 1) Dist Cllr Davies to contact Jo Mills at SCDC to arrange a meeting to discuss the implications of the immediate impasse on the Local Plan for Histon & Impington 2) Clerk to follow up on correspondence with Steve Count, County Council Leader, copying in MP and SCDC Chief Executive, asking for action before July Full Council | Dist Cllr Davies |

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| <p>035.2</p> <p>035.3</p> <p>035.4</p> <p>035.5</p> | <p>meeting</p> <p>3) Bypass Farm Working Party to meet as soon as possible to look at strategy.</p> <p><u>Boundary Review</u> Noted current responsibility of Cty Cllrs for small part of Milton Parish requires attention</p> <p>District Council written report provided by Cllrs Stonham and Davies covering: Local Plan; Affordable Housing Seminar; Northstowe; Boundary Commission; Teenage Mental Wellbeing. Additional discussion on: <u>District Council Boundary Review</u> issue of District Ward covering small portion of Milton noted. District Councillors urged to resolve <u>Clerk's Report (Pg 1 & 2) (Appendix 2)</u> provided to all and accepted. Further discussion on: <u>Feast Festival Stall</u> Group members to provide good notice for any work required at Parish Office. <u>Feast Flower Festival</u> Cllr Hertoghe agreed to provide display for Parish Council. £50 maximum spend. <u>Balfour Beatty</u> meetings on Green. No further contact received. Clerk to follow up with agreed actions. <u>Police Panel</u> Cllr Abdullah asked for any items to raise a the panel 18 June 2015</p> <p><u>Chairman's Report (Appx 3)</u> provided to all and accepted. Further discussion on: <u>Quality Council</u> noted resolution required at July Full Council on application level</p> <p>Other Committee Chair Reports/Items for Decision</p> <p><u>Highways</u> meeting du 18 June 2015</p> <p><u>Employment</u> meeting due 23 June. Following report by Cllr Abdullah on difficulties of employing via County Council proposed Cllr Ing, seconded Cllr Wood all in favour and agreed to request Employment Committee "to produce relevant procedures/contracts to enable the employment by delegated power, of up to 2 (at any one time) additional youth workers if required"</p> <p><u>Youth Committee</u> meeting due 22 June. Working Party meeting held 28 April and meeting due 6 July. Cllr Abdullah reported on initiative to set up a Senior Youth Club. Unfortunately no young people attended first session at Impington Church Hall, reportedly due to exam dates. An initiative for a café session at StAC being progressed separately by Neil Davies, who outlined possibilities for a trial launch funded separately from Parish Council.</p> <p><u>King's Meadow Committee</u> meeting due 1 July</p> <p><u>Recreation Committee</u> meeting due 6 July. Cllr Davies outlined plans to present on 3 projects to Full Council September meeting:</p> <ol style="list-style-type: none"> 1) Cricket – including nets, site safety 2) Tennis – detailed proposals including drainage report results 3) Play Area at Recreation Ground – 5 year "MOT" proposals keeping area fit for business for next 5 years <p>Working Groups/Task & Finish Group Reports</p> <p><u>Neighbourhood Plan Task & Finish Core Group</u> – meeting held 1 April, 14 April</p> <p><u>Sustainability Working Party</u> – meeting held 23 April</p> <p><u>Community Park Project Working Party</u> – meeting held 27 April</p> <p><u>Communication & Engagement Working Party</u> – meeting held 8 June, 2 Councillors and 2 staff attended. Recommendations made:</p> <ol style="list-style-type: none"> 1) Carry out audit of hisimp.rec site to achieve a better profile 2) Organise direct feed from hisimp.net and hisimp.rec to HIPeople Facebook 3) Organise session of website training for all members, especially Committee Chairs 4) Put up website link to "Welcome Leaflet" once updated – "Are You New to the Village?" 5) Communication issues – going forward, issues need to be communicated in a timely fashion to enable residents to comment 6) Put aside one full page in Newsletter for September, December and March 2016 on the work of the Council, leading to the final article encouraging residents to stand for Council elections <p>Proposed Cllr Abdullah, sec Cllr Teague all in favour and agreed to accept recommendations and ask the office team to come forward with proposals for implementation. Noted membership of Working Party not defined at AGM</p> <p><u>Drainage Task & Finish</u> – members to meet County Council officers 18 June</p> | <p>CMH</p> <p>July Full Council</p> <p>Employment Committee</p> <p>September Full Council</p> |
| <p>15/036</p> <p>036.1</p> | <p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p><u>Planning Committee</u> - draft minutes <u>attached</u> 19 May and 9 June provided to all and accepted. Next meetings due 23 June, 14 July</p> <p><u>S/00006/15/CC Cambs County Council</u>: Histon & Impington Junior School, The Green, Histon – temporary installation of two 7-bay mobile classrooms (8.4m x 21m) until 31</p> | |

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| 036.2 | <p>August 2019. Permanent installation of additional car parking spaces, cycle parking spaces and an emergency services access track http://planning.cambridgeshire.gov.uk/swift/apas/run/wphappcriteria.display Cllrs Wood, Legge, Davies and Jenkins left the room. (interim) Cllr Payne took the Chair for this item. Members reviewed reports from a public meeting held 2 June 2015 on the proposals. Cllr Payne reminded members to separate the education plan aspects from the planning application. Cllr Ing commented on the County Council's decision to act as their own planning authority for the application. All AGREED to comment that:</p> <ul style="list-style-type: none"> - The planned zebra crossing be completed prior to the start of the new term - County Council should implement a permanent 20mph limit along the roads between the 2 sites of the Infant and Junior School - County Council implement a HCV ban on Station Road until 31 August 2019 - County Council review and strengthen the Transport Plan to take account of the current limitations on access - Temporary permission should be time limited to August 2019 - Overhanging hedges along the route on Station Road be kept clear of the path for safety reasons - Histon & Impington Parish Council consider it would have been appropriate to use the SCDC Planning route for this application <p>Cllr Jenkins, Wood and Legge returned to the meeting. Cllr Davies left</p> <p><u>Environment Committee</u> – draft minutes 12 May, 4 June provided to all and accepted. Next meeting due 7 July 2015</p> <p><u>Biodiversity Verge Planting</u> Cllrs Marston and Moulder updated Council on the decision to run a trial for 2015-16. A resident in Toft had given advice on community engagement and choice of areas. AGREED Cllr Moulder and Environment Committee Chair to agree four sites. Sustainability Group members to manage in consultation with contractors. Cllr Abdullah raised concern over litter and dog mess issue</p> | RM/DVM |
| 15/037 037.1 037.2 037.3 037.4 | <p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 2 Pgs 3- 5)</p> <p><u>Delegated payment of accounts</u> noted</p> <p><u>Approve payment of outstanding accounts</u> Proposed Cllr Payne, seconded Cllr Hertoghe all in favour and AGREED to approve</p> <p><u>Amounts paid in</u> noted</p> <p>To formally approve 2015 Annual Audit Return: Accounting Statement and Annual Governance Statement for Histon & Impington Parish Council. Papers provided to all. Following explanation that those present were confirming approval of the statements for signature by the Chairman on their behalf: Proposed Cllr Ing, seconded Cllr Abdullah 9 in favour, 2 abstentions and AGREED to authorise signature</p> <p>To consider <u>Half Yearly Review of Donations.</u></p> <p>Application received from Cambs County Council – Summer Reading Challenge – request for extra staffing funding</p> <p>Grant policy and application form has been provided to 1st Histon Scout Group but no funding application yet received. Mail of support to application to SCDC Community Chest fund provided for the Group</p> <p>Proposed Cllr Nudds, sec Cllr Hertoghe, all in favour, and AGREED 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:- “to donate £200 to Cambs County Council”. £800 remains in budget for British Legion wreath and further consideration December/January Full Council</p> | LGA Sec 137 |
| 15/038 038.1 038.2 | <p>RECENT CORRESPONDENCE</p> <p><u>Circulation file</u> available for all</p> <p>To agree process for any response to Consultations:</p> <p>a) Update of Cambridgeshire's Strategy for Flood Risk, responses by 14 July 2015: http://www.cambridgeshire.gov.uk/site/custom_scripts/cons_details.aspx?ref=369 Proposed Cllr Moulder, seconded Cllr Cahn and AGREED to delegate response to Cllrs Payne and Jenkins working with the Clerk and other members following the forthcoming</p> | DWP/DJ/ Clerk |

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| <p>038.3</p> <p>038.4</p> | <p>County Council meeting 18 June 2015 b) Electoral Review of Cambridgeshire: Draft Recommendations, responses by 6 July 2015: https://consultation.lgbce.org.uk/ . Proposed Cllr Wood, seconded Cllr Ing all in favour and AGREED to request Clerk to make an input supporting the basic concept of a single member Histon & Impington division and requesting “tidy up” of small Milton area currently on Histon & Impington ward, also expressing hope will be durable and survive any changes that SCDC review brings forward <u>Ms Frazer MP</u> letter offering meeting for Council members and residents. AGREED to offer dates 3 or 4 August. Noted letters previously sent to Jim Paice (Finance, CIL and A14 issues) to be re-sent to Ms Frazer for comment <u>SCDC Invitation Workshop on Community</u> 30 June 2015. Cllr Payne to attend</p> | <p>DWP</p> |
| <p>15/039</p> <p>039.1</p> <p>039.2</p> <p>039.3</p> <p>039.4</p> | <p>OTHER MATTERS</p> <p><u>Purchase of Piaggio Ape 50 at cost of £5,309 + equipment and running costs as identified</u> – proposed Cllr Marston, sec Cllr Hertoghe all in favour and AGREED to progress purchase once full costs identified. Consequences of purchase to be reported to Employment Committee. Security to be carefully considered</p> <p><u>Application for increase in Capital Funding for ranch style fencing at Homefield Park and Manor Field</u> – budget initially set at £1,250, request from Environment Committee for release of £1,504. Second quote received for £1,655. Proposed Cllr Teague, sec Cllr Hertoghe all in favour and AGREED to release funding and place order once clarification received on future status of acoustic fence at St Audrey’s Close. Finance Legal & Admin Committee 13 July to confirm budgets/reserves use for additional cost. Cllr Nudds advised project for estate railings at Homefield Park would likely be postponed to early 2016.</p> <p><u>Request for in principle agreement to Capital Funding for Upgrade to Street Light</u> as part of Village Green works. Proposed Cllr Woods, sec Cllr Payne, all in favour and AGREED to negotiate up to £1,000 on upgrade if required.</p> <p>Chairman reported on passing of ex-Impington Parish Councillor Colin Moore. Letter of condolence to be sent</p> | <p>Employment Committee</p> <p>LGA 1972 S111</p> <p>OSA 1906 s 9 & 10</p> <p>PCA 1957 s3</p> |
| <p>15/040</p> | <p>MATTERS FOR NEXT AGENDA</p> <p>Employment policies – a comprehensive set of employment policies following 2 years development to replace references in contracts of employment, and according to latest standards</p> <p>Emergency Response – paper from Cllr Ing following previous agenda items and discussions</p> <p>Capital Spend Policy – paper from Cllr Payne, policy for future capital project budget applications</p> <p>Resolution on Quality Award Scheme – application for 2016</p> | |
| <p>15/041</p> | <p>Next Full Council: Histon & Impington Parish Council</p> <p>Monday 20th July 2015 7.30pm – Recreation Centre, Recreation Ground, New Road, Impington</p> <p>Review of meeting decisions for communication to residents. Chairman to report on website:</p> <ul style="list-style-type: none"> • Planning application for school – discussion centred on planning aspects • Cambs County Council Library grant • Flooding Consultation input – inviting others to do so • Invitation to MP for residents meeting • Piaggio purchase proposal • Fencing installation | |
| | <p>Meeting closed 9.30 pm</p> | |