

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room, Histon & Impington Recreation Ground, New Road, Impington  
Monday 20<sup>th</sup> June, 7.30pm**

5 Appendices attached

# Full Council Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	Present: <b>Cllrs:</b> David Jenkins (Chair), Andy Butcher, Marian Cleaver, Tim Ewbank, Elaine Farrell, Ashley Gordon, Christine Hertoghe, Brian Ing, Simon Jocelyn, Pene Nudds, Denis Payne, Edd Stonham, Josephine Teague Also: Jean Newman, Paul Seekings (in part) - Older Persons Co-Ordinators Clerk: Angela Young	
16/039	<b>APOLOGIES FOR ABSENCE</b>  Cllrs: Steve Carrington (personal), Aga Cahn (work), Neil Davies (personal), Cedric Foster (personal), Nick Wood (work)	
16/040	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>  a) Declarations of pecuniary interest from Councillors on items on the agenda – <i>Cllr Denis Payne, item 048.2 expenses</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i>	
16/041	<b>DATE(s) OF NEXT COMMITTEE MEETINGS</b>  Available on website <a href="http://www.hisimp.net">www.hisimp.net</a>	
16/042	<b>PUBLIC PARTICIPATION</b>  With agreement of the Committee, Chair brought forward item 050.1 Older Person Co-Ordinator Presentation Jean Newman has been in post 5 years and gave a good summary of work being carried out ( <b>Appx 1</b> ) Following questions additional discussions on: <ul style="list-style-type: none"> <li>- Assistant co-ordinator works 25 hours per month, frees up time to take on additional challenges including dementia care</li> <li>- Good outcomes on well-being of stroke survivors members and their carers</li> <li>- Exciting launch of Generation Game 20 June 2016</li> <li>- Review being undertaken of minibus usage to help more isolated residents</li> <li>- Aspirations for a day centre arrangement to give carers a break, especially for married couples. Jean intends to report back on proposals as would have financial implications</li> <li>- Ways to support care locally often previously covered by County Council</li> <li>- Success of Mental Health Week Awareness week and hidden benefit for Jean of networking with experts for signposting</li> <li>- Meetings with Doctors surgery to encourage referrals</li> </ul> Members congratulated Paul and Jean on their work and confirmed a wish to support as much as possible in the community	
16/043	<b>TO NOTE draft Annual Parish Meeting minutes of meeting held 16<sup>th</sup> May 2016</b>  Draft minutes for both Histon and Impington Annual Parish meetings noted	
16/044	<b>TO APPROVE minutes of the Meeting held 16<sup>th</sup> May 2016 and Extra Ordinary meeting held 6<sup>th</sup> June 2016</b>  <u>Minutes 16<sup>th</sup> May 2016</u> – Proposed Cllr Ing, seconded Cllr Butcher all in favour to <b>accept</b> as a true record of the meeting <u>Extra Ordinary Meeting 6<sup>th</sup> June 2016</u> – Proposed Cllr Teague, seconded Cllr Stonham all in favour to <b>accept</b> as a true record of the meeting	

16/045	<p><b>MATTERS ARISING FROM PREVIOUS MEETING</b></p> <p><u>Actions List (Appx 2)</u> copied to all and accepted. Further discussion on:  <u>Item 15/083.2 Safety and Security Plan</u> Cllr Ing outlined history of this item, initially conceived to respond to decline in services of localised PCSOs. Cllrs Teague and Jocelyn volunteered to meet with Cllr Ing to progress  <u>Item 15/083.3 Emergency Plan</u> Cllr Ing outlined history of this item, and the work outstanding on contacting local businesses/groups and the emergency services. Cllrs Hertoghe, Farrell and Teague volunteered to meet Cllr Ing and the Clerk to progress  <u>Item 16/006 Meeting County Council and Cllr Nudds</u> had met  <u>Item 16/019 Meeting re Village Green Street Lights</u> some matters were outstanding. Cllr Nudds contacting County Council on behalf of Environment Committee  <u>Item 16/019 Community Payback</u> Cty Cllr Jenkins expected to be able to report July meeting  <u>Item 024.1 County Council Charge for Street Lights</u> Cllr Jenkins expected to be able to report July meeting</p>	<p>JPT/SJ/BSI</p> <p>CMH/EF/JPT BSI</p>
<p>16/046</p> <p>046.1</p> <p>046.2</p> <p>046.3</p> <p>046.4</p> <p>046.5</p>	<p><b>TO RECEIVE REPORTS</b></p> <p><b>To Accept</b> revised <u>Terms of Reference (Appx 3)</u>. Proposed Cllr Hertoghe, seconded Cllr Stonham all in favour and <b>AGREED</b>. Noting that all Working Party's and Terms of Reference may also report to Full Council if Committee timetable dictates</p> <p><b>County Council</b> written report received from Cty Cllr Jenkins covering: Committee meetings; consultations; local matters. SCDC and County Council both to meet in June for briefings and decisions on the "Devolution Deal"</p> <p><b>District Council</b> written report received from Cllrs Stonham and Davies covering: New Leader Council Cllr Peter Topping; Local Plan; Challenge to run Council Services; Devolution; Planning Committee. Dist Cllr Stonham to follow up on requests for details on refuse collection changes</p> <p><b>Clerk's Report (Pg 1 &amp; 2) (Appx 4)</b> accepted. Additional discussion:  <u>Feast Market 9<sup>th</sup> July</u> Cllrs Hertoghe and Butcher to organise display material. Suggestions include:</p> <ul style="list-style-type: none"> <li>- Parish Council Open Spaces</li> <li>- Recycling, compost, refuse</li> <li>- Milton Road proposals</li> <li>- Glazed pavilion</li> </ul> <p>Separate Neighbourhood Plan stall planned adjacent to Parish Council stall  <u>Facebook Profile</u> Cllr Stonham to discuss with Cllr Jenkins when meeting to discuss IT issues</p> <p><u>Chairman's Report (Appx 5)</u> accepted including update on Neighbourhood Plan project. Neighbourhood Plan briefings meeting due in June, starting 21 June</p> <p><u>Any Working Groups/Task &amp; Finish Group reports</u></p> <p><b>Community Park Project Working Party</b> – meetings held 23 May and 31 May 2016. Next meeting due 4 July. Resident meeting and public meetings planned during June. Informal meetings due 28 June and 1 July</p> <p><b>Public Art Working Party</b> Cllrs Nudds and Cahn had met architects and SCDC planners on site re glazed pavilion. Cllr Nudds to provide file note</p> <p><b>King's Meadow Working Party</b> meeting held 28 May notes provided to all. Noted Wherry Housing no longer based at King's Meadow. Ruth Mann was providing electronic copies of leases and other legal documents for safekeeping</p> <p><b>Neighbourhood Plan Steering Group and Core Group Task &amp; Finish</b> reports to Full Council only- update meetings held. Informal meeting due 14 June</p> <p><b>Youth Task and Finish Group</b> meeting held 7 June 2016, noted provided. Next meeting due 11 July 2016. Any proposal on employment by Impington Village College or others for July agenda</p>	<p>Dist Cllr Stonham</p> <p>CMH/ALB</p> <p>PJN</p> <p>July agenda</p>
16/047	<p><b>TO ACCEPT COMMITTEE REPORTS note actions and agree</b></p> <p>047.1 <u>Employment Committee</u> draft minutes 27<sup>th</sup> May provided to all. Further meeting to be arranged during June. Next meeting 22 July 2016  Clerk had advised first Apprentice had left to take up a horticultural post. Second Apprentice due to start 5 July 2016.  To <b>agree</b> to ex gratia payment of £2 per month for use of mobile by qualifying staff</p>	

047.2	(Emp16/005). Cllr Ing outlined Committee suggestion for recompense for use of personal mobiles by four members of staff, in lieu of provision of work mobile. Proposed Cllr Ing, seconded Cllr Hertoghe, 12 in favour, 1 abstention and <b>agreed</b> . Backdated to April 2016 to coincide with financial year. To be paid as frequency as RFO sees appropriate <u>Environment Committee</u> draft minutes 31 May provided to all. Next meeting due 19 July. <u>To discuss as a concept promotion of more events in Homefield Park</u> , and to provide clear guidelines for office (E16/007.3)	<b>Environment Committee</b>
047.3	Proposed Cllr Ing, seconded Payne 12 in favour, 1 abstention and <b>agreed</b> that Histon & Impington Parish Council fully encourages and supports the extended use of Homefield Park for events and facilities for the community. The Environment Committee are requested to define condition of use	
047.4	<u>Highways Committee</u> draft minutes 16 June provided to all and accepted. Next meeting due 15 September <u>Planning Committee</u> draft minutes 17 May, 7 June provided to all and accepted. Next meetings due 21 June and 5 July 2016. Cllr Nudds requested she be notified as Tree Warden whenever a planning application affected tree matters	
047.5	<u>Recreation Committee</u> draft minutes 6 June provided to all and accepted. Next meeting due 25 July.	
16/048	<b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appx 4 Pgs 3- 4)</b>	
048.1	<u>Finance, Legal &amp; Administration Committee</u> draft minutes 13 June provided to all and accepted. Cllr Payne declared a pecuniary interest and left the meeting	
048.2	<u>Delegated payment of accounts</u> noted	
048.3	<u>Approve payment of outstanding accounts</u> Proposed Cllr Teague, seconded Cllr Hertoghe all in favour and <b>AGREED</b> to approve. Bank reconciliations noted. Cllr Payne returned to the meeting	
048.4	<u>Amounts paid in</u> noted	
048.5	<u>To consider findings of the review of effectiveness</u> of internal audit carried out October 2015. Proposed Cllr Ing, seconded Cllr Stonham all in favour and <b>AGREED</b> to accept findings	
048.6	<b>To Resolve to Approve</b> Annual Governance Statement Proposed Cllr Payne, seconded Cllr Ing all in favour and <b>resolved</b> to approve the Annual Governance Statement	
048.7	<u>Members considered the Accounting Statement</u>	
048.8	<b>To Resolve and Approve</b> the Accounting Statement. Proposed Cllr Payne, seconded Cllr Stonham 8 in favour, 3 abstentions it was <b>resolved</b> to approve the Accounting Statement All Councillors would receive a pack of final accounts submitted as audit. Wherever possible Finance, Legal & Admin Committee requested to have sight of Annual Governance and Annual Accounting Statement prior to Full Council approval	
048.9	<u>To Consider</u> Donation requests at half yearly review. None received, next review due November	
16/049	<b>RECENT CORRESPONDENCE</b>	
049.1	<u>Circulation file</u> available for all	
049.2	<u>Other Correspondence:</u> None	
16/050	<b>OTHER MATTERS</b>	<b>BSI/JDJ/ DWP/EWS</b>
050.1	<u>Presentation</u> Older Persons Co-Ordinator. See Public Participation item 16/042	
050.2	<u>Councils Engagement with the Devolution agenda</u> report from Cllr Payne provided to all <b>(Appx 6)</b> Concerns were voiced over non-consultation with Parish Councils Recommendations: 1. Follow up on the references – particularly to inform activities/assets that might be less of a drain on Council resources 2. Challenge CAPALC to raise the questions from Porter and Stoker with those leading the City Deal and also the devolution discussions 3. Challenge County & District Councils with those questions, and also the City Deal Proposed Cllr Payne, seconded Cllr Ewbank all in favour and <b>AGREED</b> that Councillors Ing, Jenkins, Payne and Stonham work together to carry these recommendations through. Cty Cllr Jenkins to look at a motion to go to County Council meeting 19 July	

050.3	To Consider possible "shared cost" co-operation with Cottenham Parish Council (and/or others) Proposed Cllr Jenkins, seconded Cllr Butcher all in favour and <b>AGREED</b> to initiate discussions with Cottenham Parish Council and any other appropriate neighbouring parishes. Cllrs Jenkins, Butcher and Clerk to attend meeting	JDJ/ALB
050.4	<u>Drainage Matters</u> Following recent meetings between Councillors, SCDC and County Council Officers, proposed Cllr Jenkins, seconded Cllr Hertoghe and <b>AGREED</b> that the Drainage Working Party be reformed, with Cllr Foster as Convener. New Terms of Reference to be drawn up. Cllr Jenkins to do file note for recent meeting with County Council	JDJ
16/051	<p><b>HOW TO COMMUNICATE MEETING DECISION AND MATTERS FOR NEXT AGENDA</b></p> <p>Next Agenda:</p> <p>Co-option following casual vacancy caused by failure to accept office</p> <p>Website:</p> <p>Older Person Co-Ordinator New Apprentice Policy Homefield Park Devolution Signing off of Audit documentation</p>	
16/052	<p><b>Next Full Council: Histon &amp; Impington Parish Council</b></p> <p>Next Full Council Monday 18<sup>th</sup> July 2016 7.30pm – Recreation Centre, Recreation Ground, New Road, Impington</p>	
	<p>Meeting closed 9.00pm</p> <p><b>Appendices Attached:</b>  <b>Appx 1 – Older Person's Co-Ordinator report</b>  <b>Appx 2 – Action List</b>  <b>Appx 3 – Terms of Reference</b>  <b>Appx 4 – Clerk's Report</b>  <b>Appx 5 – Chair's Report</b>  <b>Appx 6 – Devolution report</b></p>	