

Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 16th March 2015 7.30 p.m.

3 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	Present: Cllrs: D W Payne (Chair), H S Abdullah, M C Cleaver, M P Dann, N S Davies, C J Foster, C M Hertoghe, B S Ing, D N Legge, S Lindsay, D V Marston, P J Nudds, J P Teague Dist Cllr Chatfield Also 2 members of the public (one of which Aga Cahn, co-opted during meeting) Margaret Roberts – Dementia Friends Clerk: Mrs A J Young	
14/127	APOLOGIES FOR ABSENCE Cllrs: David Jenkins (personal), John Dunn (personal), Nick Wood (personal), Edd Stonham (work) Cty Cllr Mason At this point with agreement of Council, Chair brought forward item 138.3 DEMENTIA FRIENDS PRESENTATION and suspended standing orders. Margaret Roberts outlined her work as a Dementia Friend and Dementia Champion for Histon & Impington, showing a Powerpoint presentation by the Alzheimer's Society, which would be available to circulate to all. Margaret offers face to face sessions with community members lasting 45 minutes to 1 hour either closed or open, aiming to improve the understanding of dementia and encourage people to help those living with dementia feel part of the community. Parish Council members confirmed a willingness to attend future session and to run a newsletter article in June edition. Margaret agreed to provide material for including in Neighbourhood Plan work being carried out. Council thanked her for the interesting presentation. Margaret left the meeting. Chair re-instated standing orders and returned to the agenda order	
14/128	DECLARATIONS OF INTEREST AND DISPENSATIONS a) Declarations of pecuniary interest from Councillors on items on the agenda – <i>None received</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i> Noted expenses claim for Cllr D W Payne had already been met	
14/129	DATE(S) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net	
14/130	PUBLIC PARTICIPATION No public participation	
14/131	TO APPROVE minutes of the meeting held 16th February 2015 Proposed Cllr Foster, seconded Cllr Cleaver all in favour and RESOLVED to accept as a true record of meeting	
14/132	MATTERS ARISING FROM PREVIOUS MEETING <u>Action List and Decision Statement</u> provided to all and accepted (Appx 1) Additional discussion on: 14/065.2 <u>Car Park Barrier</u> due to the passage of time and lack of necessary detail, Vice Chairman and Clerk had taken delegated decision to close the matter and would not proceed with installation of barrier. Noted 14/124.1 <u>Emergency Response</u> Cllr Ing reminded members that comments/input expected by 12 April 2015. Next agenda for acceptance of paper	Next agenda
14/133	CO-OPTION TO PARISH COUNCIL Agnieszka Cahn (Aga) had applied for co-option to the Parish Council, for the Histon	

	vacancy. Proposed Cllr Dann, seconded Cllr Ing all in favour and RESOLVED to co-opt. Declaration of Acceptance of Office signed with Register of Interest to be completed and returned with 28 days. Cllr Cahn took part in rest of meeting	
14/134	TO RECEIVE REPORTS	
134.1	County Cllrs and District Councillors Reports: County Council No County Councillors present, report accepted. District Council no written report. Dist Cllr Chatfield outlined discussion at Full Council 22 February when Medium Term Financial Strategy had gone through resulting in a 1.99% Council tax increase. Inspector's private visit due at Bishops DIY Site 17 March 2015. Questions and comments followed on the City Deal, now a standing item on every District Council Full Council meeting. Cllr Ing undertook to provide a report of Liaison meeting attended and advised each Parish Council was to be provided with a prime contact officer at SCDC, with a Parish Council explanatory visit expected in June. Dist Cllr Davies to provide written report next month	BSI
134.2	Clerks Report (Pg 1-2) (Appendix 2) accepted. Further discussion on: CAPALC Community Work Placement Scheme Interest registered. This scheme could work well in parallel with an apprentice, if progressed. Noted new closing date for apprenticeship 17 March 2015. Interviews to follow. Histon & Impington Community Car Scheme noted more drivers required. Website article to be written. Buchans- noted 1% increase in prices for 2015-16. SLCC Regional Conference noted Cllr Wood and Clerk to attend at cost of £148	NJW
134.3	Other Committee Chair Reports/Items for Decision Kings Meadow – meeting due 4 March postponed. Drop in session held 17 February. Governance consultation, Committee members to follow up responses door to door Environment Committee – meeting due 31 March. Cllr Payne confirmed written report on Public Art Working Party to be provided for next agenda Recreation Committee – meeting due 23 March Highways Committee – meeting due 30 April Any Working Group/Task & Finish Group Reports A14 Working Party – consultation response drafted and submitted on behalf of Working Party provided to all. Team congratulated on thorough response Neighbourhood Plan Task & Finish Core Group – meeting due April Sustainability Working Party – updating report from Cllr Moulder outlining final list of projects agreed Communication & Engagement Working Party – final meeting to be arranged Community Park Project Working Party – next meeting due 26 March	DWP
14/0135	TO ACCEPT COMMITTEE REPORTS note actions and agree	
135.1	Planning Committee draft minutes 24 th February and 10 th March provided to all and accepted. Next meetings due 24 th March, 14 th April	
135.2	Employment Committee draft minutes 26 th February provided to all Councillors. Meeting in March to be confirmed, next scheduled meeting 4 th June. All agreed to defer "In Committee" item to end of meeting. At that time: Agreed that under the (Public Bodies (Admission to Meetings) Act 1960) , the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business because of the confidential nature of the business to be transacted: Recommendation to agree a one scale point rise for Committee Clerk from 1 April 2015 Proposed Cllr Ing, Seconded Cllr Lindsay all in favour and RESOLVED to increase scale to SCP18 from 1 April 2015. Cllr Ing highlighted formal review to be carried out on Assistant Groundsman scale at next meeting. Noted post holder completes 30 years service in June 2015	
135.3	Youth Committee draft minutes 9 th March provided to all and accepted. Cllr Abdullah reported on decision to form a Working Party in addition to retaining the Committee. Committee to provide a forum for business of budgets, costs etc, Working Party to be a more inclusive group to look at strategy. The Youth Forum was a separate group. Prop Cllr Abdullah, seconded Cllr Teague all in favour and RESOLVED to adopt Terms of Reference as drafted, to be reviewed by Youth Committee in due course. Youth Worker Employment Contract Terms and Conditions not yet written, feedback awaited from professionals. Working Party Parish Council agreed: Cllrs Abdullah, Cahn, Davies and Wood.	HAS/AC/NSD/ NJW

14/136	TO RECEIVE Finance & Administration Report (Appx 2 Pgs 3,4)	
136.1	<u>Delegated payment of accounts</u> noted	
136.2	<u>Approve payment of outstanding accounts</u> Proposed Cllr Foster seconded Cllr Abdullah all in favour RESOLVED to approve.	
136.3	<u>Amounts paid in and correspondence</u> noted	
136.4	<u>Finance, Legal & Admin Committee</u> next meeting due 13 April	
136.5	To accept Risk Assessment review dated February 2015. Proposed Cllr Ing, Seconded Cllr Abdullah all agreed and RESOLVED to accept. Noted separate Risk Assessments carried out by Recreation Committee for Recreation Ground activities, by staff on office workstations and Youth activities Risk Assessments to be drawn up.	
136.6	<u>Half Year Review of Donations</u> Village society had withdrawn an application for funding. No further application received.	
136.7	<u>Policy for Capital Spend</u> Cllr Payne outlined position: <ul style="list-style-type: none"> - Finance, Legal & Admin Committee had noted all bids for budget, expecting a process to be in place for taking bids through i.e. any capital bid coming to Full Council for approval would have gone through the individual Committee, discussed, reviewed, approved and then brought to Council - Process not yet agreed or documented, expected to be available for Finance, Legal and Admin Committee due 13 April Some discussion followed on Council objectives and vision and whether an adopted view on that could help to set a criteria for acceptance of capital bids, with flexibility for taking care not to exclude viable projects	Finance, Legal & Admin Committee
136.8	To Consider quotes for maintenance repair to community notice board at The Green and School Hill in year 2014/15 members received 2 quotes to remedy problems seen with design of community notice board and resultant damage. Some discussion on alternative methods. Proposed Cllr Abdullah, Seconded Cllr Lindsay all in favour and RESOLVED to delegate Clerk to negotiate price and accept quote from Ian Levitt to modify both noticeboards to a high standard. Budget available with Environment Committee account lines. Good standard of work on climbing frame repairs at South Road by Ian Levitt noted	
14/137	TO RECEIVE Recent Correspondence	
137.1	<u>Circulation File</u> available on request	
137.2	<u>Community Speedwatch</u> Update from Andrew Boylett. Copied to all. Noted more volunteers sought. Some discussion followed on flashing sign provision in villages	
137.3	<u>County Council Evaluation of "No Cold Calling" scheme at Greenleas</u> Evaluation of this existing No Cold Calling zone requested to feed into Neighbourhood Plan	
137.4	<u>Feast Festival Stall 5 July 2015</u> invitation to book pitch. All agreed to book a stall, free of charge, next agenda item to form group to plan	April Full Council
137.5	<u>IVC</u> letter from Rob Campbell seeking Parish Council support in promoting awareness of project to celebrate the works of Tony Hillier. All happy to do so	
14/138	OTHER MATTERS	
138.1	<u>Committee Annual Plans</u> to note all Committee plans will be brought together on April agenda into Council plan. Committee Chairs will be issued with a proforma to assist	
138.2	RESOLUTION Tennis Court request for funding - paper provided to all (Appx 3) " <i>That Histon & Impington Parish Council agree to engage professional support up to cost of £5,750 to obtain specialist advice prior to any decision by the Parish Council to proceed with a project to replace the tennis courts</i> " Proposed Cllr Davies. Cllr Davies outlined the proposal and previous work and reports leading to the present position. Discussion on: <ul style="list-style-type: none"> - Professional advice need - Car Park material options - The need to obtain accurate figures before Council asked to make a decision on progressing the project - Impact of delays on timing of project - Queries on costs involved for this specialist work - Hopes for planting schemes in future - First stage costs only, not an agreement to proceed Proposed Cllr Davies, Seconded Cllr Ing 10 in favour, 1 abstention, 2 against and RESOLVED	
138.3	<u>Presentation by Margaret Roberts</u> – Dementia Friends. Held at start of meeting	

138.4	<p><u>Arrangements for APM and AGM</u> Proposal: a) To be held at Recreation Ground Centre b) To invite speaker on 20mph limit projects</p> <p>All agreed and RESOLVED to hold APM and AGM on 18 May at Recreation Ground Centre. Named recommendations for a balanced view speaker/s on 20 mph limit projects to be provided to clerk for invitation/s to be made</p>	All Councillors
14/139	<p>TO REQUEST Matters for next Agenda</p> <p>Adoption of Employment Policies Adoption of Emergency Response Finalisation of Council Plan & Vision Preparation for new Financial Year Feast Festival Planning Group</p>	
14/140	<p>Date of Next Meeting: Monday 20th April 7.30pm – Recreation Centre, Recreation Ground, New Road, Impington</p>	
	Meeting closed 9.10 pm	

DRAFT