

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 20th March 2017, 7.30pm**

5 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	Present: Cllrs: David Jenkins (Chair), Andy Butcher, Aga Cahn, Marian Cleaver, Steve Carrington, Neil Davies, Tim Ewbank, Elaine Farrell, Cedric Foster, Ashley Gordon, Brian Ing, Simon Jocelyn, David Legge, Denis Payne, Pene Nudds, Edd Stonham, Nick Wood, Josephine Teague 3 residents (in-part) Clerk: Angela Young	
16/151	APOLOGIES FOR ABSENCE Cllrs: Christine Hertoghe (work); Dist Cllr Cross, Cty Cllr Mason	
16/152	DECLARATIONS OF INTEREST AND DISPENSATIONS a) Declarations of pecuniary interest from Councillors on items on the agenda <i>Cllr Jenkins item 161.1 IVC, Trust Board Member (non-pecuniary)</i> <i>Cllr Jenkins item 161.3 High Street Task & Finish, public political position taken (non-pecuniary)</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i>	
16/153	DATE(s) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net	
16/154	PUBLIC PARTICIPATION Residents of Villa Place asked whether the planning application for the Bishop site would be put before SCDC Full Planning Committee and not decided under delegated powers, and whether SCDC would adhere to the published Planning policies Parish Council Planning Committee Chair Cllr Payne felt it likely the Committee would be requesting the SCDC Full Planning Committee to take the final decision on the application. Although local members may need to support that request, there could be no guarantee Dist Cllrs Davies and Stonham outlined changes to process but queried whether it was better in such cases to encourage further discussion between SCDC Officers, the developers and the Parish Council with a view to modifications. A material planning reason is required to request the application to go to Full Planning Committee. Cllr Payne countered that SCDC had already had sight of early plans and indicated they looked forward to sight of final plans for consideration Dist Cllr Davies and Stonham queried whether the Parish Council Planning Committee were in a position to make a recommendation based on input given to developers Cllrs Jenkins and Payne stressed the Parish Council involvement had been to encourage the three developers in the area in question to work together and had early sight of their ideas. The Parish Council had never taken any position in respect to particular designs Cllr Ing indicated the Parish Council Planning Committee would need to consider any aspects that go strongly against the Parish Council's policy view. Any resident with views should be encouraged to comment separately. Parish Council Planning Committee to consider this application and the application for the Station Site 21 March 2017. A Public Participation slot was on the agenda	
16/155	TO APPROVE minutes of the Meeting held 20 February 2017 Prop Cllr Cleaver sec Cllr Farrell all in favour to accept as a true record of the meeting	

<p>16/156</p> <p>156.1</p>	<p>MATTERS ARISING FROM PREVIOUS MEETING</p> <p><u>Actions List (Appx 1)</u> copied to all and accepted. Additional discussion on: <u>Item 046.3 Facebook Profile</u> Cllr Stonham working with Mrs O'Brien. Implications to be addressed <u>Item 085 Longstanding issues</u>. Cllr Jenkins and Ing to meet 23 March <u>Item 144.1 County Council Tax – Social Care Element</u> responses received from CEO at County Council and from a Labour County Cllr</p>	<p>EWS</p> <p>JDJ/BSI</p>
<p>16/157</p> <p>157.1</p> <p>157.2</p> <p>157.3</p> <p>157.4</p>	<p>TO RECEIVE REPORTS</p> <p><u>County Council</u> written report received from Cty Cllr Jenkins noted, covering: Full Council; Committee Meetings; Consultations; Local Matters. Additional discussion on: <u>Histon Road</u> Cllr Ing and Payne had met representatives of Local Liaison Forum (Darwin Green). Cty Cllr Jenkins had no official update but was following through on issues at County Council. He would investigate invitation promised for Histon & Impington Parish Council to panel looking at Darwin Green junction <u>Highways & Community Infrastructure</u> Cllr Jenkins outlined discussions and meeting planned with Cllr Butcher and himself to move proposals on <u>South Cambs</u> written report received from Dist Cllrs Stonham and Davies, noted covering: Waterbeach new town; Budget; Council priorities; Bin Collection days; Appointment of new CEO; Mental Wellbeing Workshop</p> <p><u>Clerk's Report (Pg 1 - 2) (Appx 2)</u> accepted. Additional discussion on: <u>Histon & Impington Feast</u> road closure application. AGREED to support request to County Council. Feast Committee are requested to fully explain details to all residents directly affected. Finance, Legal & Admin Committee to look at part funding request 10 April 2017 <u>Police Panel 22 February</u> Cllr Farrell attended. Any issues surrounding A14 re-direction of traffic should be directly reported to Chief Inspector Sutherland <u>Freedom of Information, Data Protection, and General Power of Competence</u> Training date now 18 May 2017 <u>Police Community Safety Day 10 March</u> Cllr Farrell attended, notes to be circulated <u>Councillor Training</u> Clerk to provide immediate dates for any Cllr training session to newer Councillors. AGREED to look at tailored training at Histon & Impington May/June 2018</p> <p><u>Chairman's Report (Appx 3)</u> noted and accepted. Additional discussion on: <u>Firs House</u> meeting on Infant School site options. Start of a dialogue noted <u>Anti-Social Behaviour Issues</u> Cllr Jenkins reported on a programme of actions agreed with Police and Impington Village College. Cllr Nudds detailed anti-social behaviour at and around the Guided Busway and Crossing Keepers Hut. Cllr Jenkins agreed to contact Chief Insp Sutherland and arrange a site meeting with Campbell Ross-Bain and PCSOs</p> <p><u>Other Committee Chairs reports/Items for Decision</u> <u>Highways Committee</u> next meeting due 20 April <u>Recreation Committee</u> next meeting due 27 March <u>Employment Committee</u> next meeting due 23 March</p> <p>"Auto Enrolment" Pensions: Paper provided to all. <i>The following actions proposed:</i></p> <ul style="list-style-type: none"> • <i>The office together with support from Chairs of Finance Legal & Admin, and Employment prepare and register a scheme as soon as possible</i> • <i>The initial scheme registration should be based around a pension scheme provider that does not charge a set up cost</i> • <i>That an IFA is engaged to recommend a provider which is compatible with our current payroll processing arrangements and provides a good return on investment for the pension holders – budget of up to £1,000 funded from general reserves</i> • <i>That a proposal is made to Council for the confirmation of the scheme to be used in practice and the registration is amended in time for the first potential new employee. Proposed Cllr Ing</i> <p>Cllr Ing outlined reasons for meeting the "staging date" of 1st may 2017 and detailed current position re pension provision by Histon & Impington Parish Council. Noted a 12 month fixed term contract likely for a new Grounds Maintenance Operative around July 2017. Seconded Cllr Teague all in favour and AGREED. Noted Cllr Payne now on the Local Pension Board Proposed Cllr Ing that:</p> <ul style="list-style-type: none"> • Council to decide on the contribution rate to be made by the Council to each 	<p>JDJ/ALB</p> <p>FLA Committee</p> <p>EF</p> <p>May 2018</p> <p>JDJ</p>

157.5	<p>employee who stays enrolled in the scheme.</p> <ul style="list-style-type: none"> • Council recommend the employer percentage it would wish to contribute to the pension scheme of new employees. <p>Full discussion followed on relevant percentage contribution rates to be implemented. Issues discussed:</p> <ul style="list-style-type: none"> • Equitability for same roles/scales • Defined benefit schemes v defined contribution schemes • Talks underway with CAPALC on possible improvements in LGPS provision • Decision needed by May 2017 Full Council <p>AGREED to postpone decision until May meeting when better information would be available</p> <p>Working Group/Task & Finish Group Reports</p> <p><u>Neighbourhood Plan</u> meeting due 23 March 2017</p> <p><u>Public Art Working Party</u> meeting due 30 March 2017. To agree “Quacky Races” application process, paper provided to all (Appx 4). Both Public Art Working Party and Environment Committee had discussed the proposals from A T Associates. Issues raised:</p> <ul style="list-style-type: none"> • Good guidance from Council required – Cllr Nudds and Clerk to guide discussions • Time definition unclear, timetable required • Some concern over “manufactured” process • Better value alternative unknown and non-local professional service • Opportunities open to AT Associates for match funding applications <p>Proposed Cllr Ing, seconded Cllr Jocelyn 16 in favour, 1 abstention and AGREED that “Environment Committee and Public Art Working Party work with Cllr Nudds and Clerk in partnership with A T Associates, and a sum of £1,500 be put aside to pay for AT Associates’ efforts throughout the process of proposing and completing projects within the allocated funds for Public Art.”</p> <p><u>Community Park Project Working Party</u> informal meetings held. Cllr Davies reported on current position:</p> <ul style="list-style-type: none"> • Conditional agreement with Solicitors, due to be finalised May 2017 • Flagship Housing carrying out sequential testing of sites, prior to engaging Access and Drainage consultants • Stakeholder meeting due May/June <p>Next Working Party meeting due after Easter. Public statement to be considered</p> <p><u>Committee Structure Task & Finish</u> meeting held 27 February, report from Cllr Butcher noted, on-going</p> <p><u>Youth Task & Finish</u> informal meeting held 24 February, Service Level Agreement now signed, KPIs awaited. Liaison Officer required from September 2017 (currently Hooda Abdullah until July 2017), AGM item. Clerk to be main point of contact. Members recorded thanks to Andrea Cowley, Youth Worker for work carried out to date and looked forward to working with her through the Connections Bus Project from April 2017</p> <p><u>Kings Meadow Working Party</u> meeting held 7 March, notes provided to all. Next meeting due 23 May</p> <p><u>Drainage Working Party</u> no meeting held</p> <p><u>Primary School Development Task & Finish</u> no meeting held. Task & Finish members due to attend event at Junior School 21 March. Terms of Reference drafted, Chair Cllr Edd Stonham to meet Clerk 23 March to discuss first meeting arrangements</p>	<p>May agenda</p> <p>PJN</p> <p>EWS</p>
16/158 158.1 158.2	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p><u>Planning Committee</u> draft minutes 28 February provided to all and accepted. Next meetings due 2 March, 4 April 2017</p> <p><u>Environment Committee</u> draft minutes 14 March provided to all and accepted. Next meeting due 30 May</p>	
16/159 159.1 159.2 159.3	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 2 Pgs 4 & 5)</p> <p><u>Finance, Legal and Administration Committee</u> next meeting due 10 April 2017</p> <p><u>Delegated payment of accounts</u> noted</p> <p><u>Approve payment of outstanding accounts</u> Proposed Cllr Teague, seconded Cllr Foster all in favour and AGREED to approve. Payment for Tates £200 for work at The Coppice to be withheld until work complete</p> <p>Noted ex-gratia payment for Youth admin additional hours for grant funded work. All Councillors reminded that expenses claims required by 31 March</p>	

<p>161.4</p> <p>161.5</p>	<p>local pubs. Council further noted the importance of our High Street to the climate and sustainability of our community.</p> <p>Proposal: Council proposes to establish a Task & Finish Group to:</p> <ol style="list-style-type: none"> 1) Bring the High Street traders together so that they can share their concerns and where appropriate act collectively 2) Develop a vision and strategy for Histon High Street <p>Discussion held:</p> <ul style="list-style-type: none"> • Does this sit with the Neighbourhood Plan remit? Seems a much wider remit • Effect of Northstowe shopping centre in 3-4 years' time • Expertise required for strategy and vision work – encouragement may be the only option, as a catalyst to facilitate • Histon High Street refers to all traders in Histon & Impington • Position of landlords in any discussion • Future for library premises, joined up approach when developing school site <p>Proposed Cllr Foster, seconded Cllr Wood to amend the proposal “Agree to create a Traders Task & Finish Group to review the position with traders and commercial activity in the villages”. 15 in favour, 1 against, 1 abstention. Amendment put to the vote, Proposed Cllr Foster, seconded Cllr Teague 15 in favour, 1 against, 1 abstention, AGREED. Cllr Jenkins returned to Chair and meeting</p> <p>Brook Flooding Mitigation Scheme To agree to engage the services of the AGA Group. Clerk had met five contractors on site with Cllrs Foster/Payne and three suggested ways forward received. Rob Mungovan at SCDC had reviewed and suggested AGA had understood the brief, and were a reputable company established 20 years. Proposed Cllr Foster, seconded Cllr Cleaver all AGREED under Financial Regulation 11d, in order to negotiate a price without competition following the initial tendering process, to agree to engage AGA to:</p> <ul style="list-style-type: none"> • Investigate the silt depths (cost is known) • Produce a design for necessary works (fixed cost needed) • Undertake necessary consent process with the county council (fixed rate should not be much more than £600 as it would be doubtful that this is any more than 2days work given that they have produced the drawings) • Undertake work to implement the approved drawings (if so approved) <p>Cllrs Nudds, Carrington, Foster to review plans once design drawn up before agreeing to proceed. Surplus funds in Specified Reserves can be allocated to aesthetic works e.g. floating reed bed. Residents of Clay Close Lane (drainage consultants) offered expertise</p> <p>To agree arrangements and speaker for Annual Parish Meeting. All AGREED to invite Annabell Webb, newly appointed Mental Health Champion to speak at Annual Parish Meeting. APMs to be held concurrently prior to Parish Council Annual General Meeting on 15 May 2017</p>	<p>PJN/SDC/ CJF</p>
<p>16/162</p>	<p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> <p>Website: Public Art, Well-Being, IVC, High Street T&F, Brook Works</p> <p>Next agenda/s: AGREED no April meeting. Next meeting AGM 15 May. Cllr Jenkins confirmed he was not standing for Chair for 2017-18 and thanked all Councillors for their support in his time as Chair. He was warmly thanked for all his efforts and dedication</p>	
<p>16/163</p>	<p>Next Full Council: Histon & Impington Parish Council</p> <p>Next Full Council Monday 15 May 2017 being the AGM – Recreation Centre, Recreation Ground, New Road, Impington, preceded by the Annual Parish Meetings</p>	
	<p>Meeting closed 9:50.pm</p> <p>Appendices Attached:</p> <p>Appx 1 – Actions List</p> <p>Appx 2 – Clerk’s Report</p> <p>Appx 3 – Chair’s Report</p> <p>Appx 4 – Quacky Races</p> <p>Appx 5 – Health & Well Being</p>	