

**Minutes of the Meeting held of Histon & Impington Parish Council
St Andrew's Centre, School Hill, Histon
Monday 19 May 2014 8.30 p.m.**

5 Appendices attached

Full Council Minutes

Agenda No:	Present: Cllrs: J D Jenkins (Chair), H S Abdullah, K R Andrews, M C Cleaver, M P Dann, N S Davies, C J Foster, B S Ing, D N Legge, D V Marston, D W Payne, E W Stonham (also District), J P Teague; N J Wood Dist Cllr Chatfield, Cty Cllr Mason; Mrs L M Marsh; PSCO Martin; 4 members of public Clerk: Mrs A J Young	Action/ Power
P14/010	<p>ELECTION OF CHAIRMAN OF THE COUNCIL</p> <p>David Jenkins – nominated as Chair by Cllr Payne, seconded Cllr Ing all in favour. Acceptance of Office signed</p> <p>ELECTION OF VICE CHAIRMAN OF THE COUNCIL</p> <p>Denis Payne – nominated as Vice Chair by Cllr Jenkins, seconded Cllr Foster all in favour. Acceptance of Office signed</p>	
14/011	<p>APOLOGIES FOR ABSENCE</p> <p>Cllrs: John Dunn (personal), Ruth Moulder (personal), Pene Nudds (work)</p>	
14/012	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>a) Declarations of pecuniary interest from Councillors on items on the agenda – <i>None</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i></p>	
14/013	<p>DATE(S) OF NEXT COMMITTEE MEETINGS</p> <p>Available on website www.hisimp.net</p>	
14/014	<p>PUBLIC PARTICIPATION</p> <p><u>Max Parish, Church Street, Histon</u> asked if data was to be obtained from monitoring station on A14 during the 50mph speed limit period. Agreed to invite SCDC Officer to next Highways meeting, to include volume of traffic during the checks</p> <p><u>Max Parish, Church Street, Histon</u> queried the Parish Council's views on moving from grouped to fully merged council. Agenda item for 2014-15</p> <p><u>Max Parish, Church Street, Histon</u> queried proposals to improve/alter junction School Hill/Park Lane. Chairman advised full consultation would follow once County Council had carried out safety audit of initial proposals, now agreed for funding from Minor Highways Improvement fund</p> <p><u>Mark Layzell</u> queried the current planning status of the Station Building/Bishops DIY site area. Confirmed the Parish Council now had good communication channels with owners of land at Station House and adjacent to the north and west. This area covered by South Cambs Local Plan, restricted to mixed use housing and commercial. Planning application for Bishops DIY Store site had been due to go before Design Panel, which applicant had declined. Now to return to Planning Committee for determination, with appeal options on non-determination if refused</p> <p><u>Mike Mason, Cottenham</u> queried boundary issues on land at Orchard Park. Advised to raised at Orchard Park community council for advice</p>	<p>Highways Committee</p> <p>Future agenda</p>
14/015	<p>TO APPROVE minutes of the Meeting held 14 April 2014</p> <p>Prop Cllr Cleaver, seconded Cllr Payne, all in favour to accept as a true record of meeting</p>	
14/016	<p>MATTERS ARISING FROM PREVIOUS MEETING</p> <p><u>Actions List</u> accepted (Appx 1) Agreed to strike historical items as appropriate</p>	

14/017	CO-OPTION TO PARISH COUNCIL Item for next agenda	Next agenda
14/018	TO CONFIRM APPOINTMENT	
018.1	Proper Officer – Mrs A J Young Responsible Financial Officer - Mrs L M Marsh Proposed Cllr Jenkins, seconded Cllr Payne all in favour and agreed	
018.2	Internal Auditor – Mr Gerry Whitfield Proposed Cllr Jenkins, seconded Cllr Teague all in favour and agreed	
14/019	TO REVIEW COMMITTEE STRUCTURE and to appoint members to serve on the under mentioned Committees:	
019.1	Committees: Planning Committee: K R Andrews, M C Cleaver; M P Dann, J Dunn; B S Ing; D N Legge; P J Nudds; J P Teague + ex officio members. 1 vacancy remains Recreation Committee: K R Andrews; M C Cleaver; N S Davies B S Ing; E W Stonham; N J Wood + ex officio members. 1 vacancy remains, plus 4 user representatives Environment Committee: J Dunn; C J Foster; D V Marston; R Moulder; P J Nudds; N J Wood +ex officio members. 1 vacancy remains Highways Committee: H S Abdullah; M P Dann; C J Foster; D N Legge; P J Nudds + ex officio members. 2 vacancies remain Finance, Legal & Administration Committee: H S Abdullah; N S Davies; B S Ing; D V Marston + ex officio members. 1 vacancy remains Employment Committee: M C Cleaver; N S Davies; B S Ing; E W Stonham; + ex officio members Community Park Project Committee: H S Abdullah; N S Davies; B S Ing; E W Stonham + ex officio members, plus 4 resident co-optees Youth Committee: H S Abdullah; N S Davies; E W Stonham; N J Wood + ex officio members, plus 3 youth representatives King's Meadows Committee: H S Abdullah; M P Dann; J P Teague + 2 ex officio members, plus 6 resident co-optees Proposed Cllr Ing, seconded Cllr Wood all in favour and agreed Committee membership as nominated. Vacancies to be filled once new co-optees on Council. Councillors to be discouraged from membership of more than 2 substantial Committees. Membership may yet need adjusting downwards in some cases	Next agenda
019.2	Officers: Tree Wardens – Cllrs P J Nudds (Head), D N Legge and resident co-optee Alan Eade Playground Inspector – Cllr K R Andrews Allotment – Cllr P J Nudds + 1 vacancy. Clerk to approach Cllr Moulder Footpaths – Cllrs J Dunn; D V Marston County Council Walkabout Co-Ordinator – Cllr C J Foster Proposed Cllr Teague seconded Cllr Stonham, all in favour and agreed	
019.3	Working Parties: Public Art: D W Payne (Convener); H S Abdullah; P J Nudds; J P Teague (plus 4 resident co-optees) A14 Improvements: D N Legge (Convener); B S Ing; J D Jenkins; D W Payne (plus co-optees) Christmas Lights: D V Marston (Convener); M P Dann; P J Nudds; E W Stonham; J P Teague (plus resident co-optees) Communications & Engagement: D W Payne (Convener/Webmaster); B S Ing; D N Legge; J D Jenkins; R Moulder; E W Stonham + office staff on rota Task & Finish Groups: 2020 Project: J D Jenkins (Convener); B S Ing; J P Teague; all 3 office staff Drainage: D W Payne (Convener); J Dunn; B S Ing; D N Legge (plus Dist Cllr, County Cllr and resident co-optee)	

	<p>Darwin Green: D W Payne (Convener); M Dann; B S Ing; E W Stonham Neighbourhood Plan: J D Jenkins (Convener); N S Davies; J Dunn; B S Ing; D W Payne; D N Legge; R Moulder; P J Nudds; D V Marston</p> <p>Proposed Cllr Davies, seconded Cllr Teague, all in favour and membership agreed Noted need to adjust number of groups during year, some significant overlap existing</p>	
14/020	<p>TO NOTE 4 year representations on/work with external bodies and appoint replacements where required</p> <p>Older Persons Co-Ordinator (HICOM sub group) - Mr I M Parish HIAFOP (Older Persons) - Cllr N S Davies Village Warden Scheme Link Group - Cllrs H S Abdullah, M C Cleaver Police Panel - Cllrs H S Abdullah; J P Teague Trustees to Poorsland Charity (3) - Cllrs M C Cleaver; B S Ing; Mr I M Parish CAPALC - Cllr D W Payne Waste Management – Cllr B S Ing IVC Liaison – Cllr E W Stonham Health & Safety Advisor - Mr G Payne Health & Safety Officer – Cllr K R Andrews</p> <p>Proposed Cllr Payne, seconded Cllr Wood, all in favour to note or appoint</p>	
14/021	<p>TO RECEIVE REPORTS</p> <p>021.1 <u>Annual Report from Histon & Impington Parish Council (Appx 2)</u> Accepted. 021.2 <u>Annual and/or monthly reports from County and District Councillors</u> County Council written reports for March and April accepted from Cty Cllr Jenkins covering: Economy, Transport and Environment services; Health; Children’s services; Customer Service and Transformation. Annual report covering: Street lighting; highways improvements; the City Deal; Chesterton Station; Northstowe developments. No questions District Council written reports accepted from Dist Cllrs Stonham and Davies covering: Planning matters; Local Plan; City Deal; investment in Council housing; Northstowe and A14. Further discussion on: <u>Mitre Development planning application, Bishops DIY site</u> Noted possible item on SCDC Planning Committee agenda 4 June although SCDC Annual General Meeting may affect dates of forthcoming meetings. Cllr Jenkins undertook to liaise with possible new speakers and arrange representation slots. Standing orders suspended to allow residents to contribute. One resident spoke about need for networking and co-working space to held independent traders, and how that fitted in with plans for a digital village. Standing orders reinstated. 021.3 <u>Clerk’s Report (Pg 1 & 2) (Appendix 3)</u> accepted. Additional discussion on: <u>Histon Library</u> Request from County Council for financial support of Summer Reading Challenge. Usual agenda item for donations is June, organisers would need an answer sooner. Cllrs Cleaver and Ing spoke in support of the challenge, with any Parish Council funding to go toward employment of readers for the children. Prop Cllr Cleaver, sec Cllr Ing, 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 County Council for Summer Reading Challenge” 021.4 <u>Chairman’s Report (Appendix 4)</u> accepted. Additional discussion on newsletter, with more items required, not necessarily Parish Council related 021.5 <u>Working Party and Task & Finish Reports</u> None</p>	
14/022	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p>022.1 <u>Planning Committee</u> draft minutes 25 March, 8 April, 29 April, and 13 May 2014 provided to all and accepted. Next meeting due 27 May. Cllr Payne to prepare draft CIL (Community Infrastructure Levy) response for meeting due 10 June. All Committees to provide ideas for capital projects which might be considered for the SCDC element of CIL funding 022.2 <u>Environment Committee</u> draft minutes 22 April 2014 provided to all and accepted. Next meeting due 17 or 24 June 022.3 <u>Recreation Committee</u> draft minutes 1 April 2014 provided to all and accepted. Next</p>	

022.4	meeting due 8 July 2014 <u>Community Park Project Committee</u> draft minutes 20 March 2014 provided to all and accepted. Informal meeting held 23 April. Stakeholders meeting held 13 May. Next Committee meeting due 5 June	
022.5	<u>Youth Committee</u> – meeting due 7 April postponed. Next meeting due 2 June	
022.6	<u>Kings Meadow Committee</u> draft minutes 26 March provided to all and accepted. Next meeting due 2 July	
022.7	<u>Employment Committee</u> draft minutes 3 April 2014. Next meeting due 19 June Under standing order 1c) and due to the confidential nature of the business to be transacted, this item was deferred to the end of the meeting, when the public were excluded. <u>Salary Review – Accounts Manager/Recreation Ground Manager</u> Employment Committee members explained the grade increase recommendation was in recognition of work carried out competently over last year and also in anticipation of entry for the CiLCA qualification. Noted recommendation prior to appointment as RFO. Members stated preference to award scale increases based on performance issues, not paper qualifications. Prop Cllr Davies, sec Cllr Stonham, all in favour and agreed to award a one scale increase to Scale 24, backdated to 1 April 2014	
14/023	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 3 Pgs 3- 5)	
023.1	Minutes 31 March and draft minutes 22 May provided to all and accepted. Next meeting due 30 June	
023.2	<u>Delegated payment of accounts</u> noted	
023.3	<u>Approve payment of outstanding accounts</u> Proposed Cllr Teague, seconded Cllr Dann all in favour and agreed to approve	
023.4	<u>Amounts paid in</u> noted	
023.5	<u>To approve continuation of Direct Debits for 2014-15 (Appendix 5)</u> . Noted payments carefully monitored by RFO. Proposed Cllr Ing, sec Cllr Davies all in favour and agreed	
023.6	<u>To approve Sec 106 funding for perimeter fencing at £27,500</u> Cllr Davies gave background information on Health & Safety needs and additional security benefits. Timescales July/August 2014. Proposed Cllr Stonham, seconded Cllr Foster, all in favour and agreed	
023.7	<u>Budgets 2014-15</u> As ratified at Finance, Legal & Administration Committee, proposed Cllr Payne, sec Cllr Teague, all in favour and accepted. Chairman pointed out this was a key document for all Committee Chairs and encouraged all Committees to use budgets during the forthcoming year	
14/024	RECENT CORRESPONDENCE <u>Circulation file</u> available for all	
14/025	MATTERS FOR NEXT AGENDA Noted 2 speakers due: Jean Newman, Older Person's Co-Ordinator and Inspector Sutherland, Histon Police Sector	
14/026	Next Full Council: Histon & Impington Parish Council Monday 16 th June 2014 7.30pm – Recreation Centre, Recreation Ground, New Road, Impington	
	Meeting closed 9.50 pm	