

**Minutes of the Meeting held of Histon & Impington Parish Council**  
**Community Room, Histon & Impington Recreation Ground, New Road, Impington**  
**Monday 18<sup>th</sup> May 2015 8.45 p.m.**

**2 Appendices attached**

# Full Council Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	Present: <b>Cllrs:</b> David Jenkins (Chair), Hooda Abdullah, Aga Cahn, Marian Cleaver, Marcus Dann, Neil Davies, Cedric Foster, Christine Hertoghe, Brian Ing, David Legge, Derek Marston, Pene Nudds, Denis Payne, Edd Stonham, Josephine Teague, Nick Wood Dist Cllr Cross, Mrs L M Marsh Clerk: Angela Young 2 members of public	
15/011	<p><b>ELECTION OF CHAIRMAN OF THE COUNCIL</b></p> <p>David Jenkins – nominated as Chair by Cllr Foster, seconded Cllr Hertoghe all in favour and <b>AGREED</b>. Acceptance of Office signed. Cllr Jenkins thanked council for their support and reported that Cllr Payne had decided not to stand as vice-chairman after an excellent 2 year period of support</p> <p><b>ELECTION OF VICE CHAIRMAN OF THE COUNCIL</b></p> <p>Cedric Foster – nominated as Vice Chair by Cllr Legge, seconded Cllr Wood all in favour and <b>AGREED</b>. Acceptance of Office signed</p>	
15/012	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Cllrs: John Dunn (personal), Ruth Moulder (personal), Shaun Lindsay (personal); Also Rob Campbell (IVC), PCSO Tony Martin</p>	
15/013	<p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></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>	
15/014	<p><b>DATE(s) OF NEXT COMMITTEE MEETINGS</b></p> <p>Available on website <a href="http://www.hisimp.net">www.hisimp.net</a></p>	
15/015	<p><b>PUBLIC PARTICIPATION</b></p> <p>No matters to address to Council. Chair welcomed newly elected Dist Cllr Christopher Cross</p>	
15/016	<p><b>TO APPROVE minutes of the Meeting held 20<sup>th</sup> April 2015</b></p> <p>All in favour to <b>accept</b> as a true record of meeting</p>	
15/017	<p><b>MATTERS ARISING FROM PREVIOUS MEETING</b></p> <p><u>Actions List</u> accepted. All items being progressed:  <u>Item 14/055.3</u> Safety &amp; Security Programme  <u>Item 14/106.5</u> Drainage meeting  <u>Item 14/120.3</u> Barclays Bank  <u>Item 14/133</u> Emergency Response</p>	<b>JDJ</b>
15/018	<p><b>TO CONFIRM APPOINTMENT</b></p> <p>018.1 <b>Proper Officer</b> – Mrs A J Young; <b>Responsible Financial Officer</b> - Mrs L M Marsh All in favour and <b>AGREED</b></p> <p>018.2 <b>Internal Auditor</b> – Valerie Seekings was unable to take on any more Parish Councils. <b>AGREED</b> to appoint Max Parish as Internal Auditor for 2015-16. Scope to be drawn up and agreed with Finance Chairman and Clerk</p>	<b>Finance Chair</b>

15/019	<p><b>TO REVIEW COMMITTEE STRUCTURE and to appoint members to serve on the under mentioned Committees:</b></p>		
019.1	<p><b>Committees:</b>  <b>Planning Committee:</b> A Cahn; M C Cleaver; M P Dann; J Dunn; C Hertoghe; B S Ing; D N Legge; D W Payne; J P Teague + 2 ex officio members  <b>Recreation Committee:</b> M C Cleaver; N S Davies; B S Ing; E W Stonham + 2 ex officio members, + <b>plus 4 user representatives.</b> 3 vacancies remain  <b>Environment Committee:</b> A Cahn; J Dunn; C Hertoghe; D V Marston; P J Nudds; N Wood + 2 ex officio members. 1 vacancy remains  <b>Highways Committee:</b> D N Legge; S Lindsay; P J Nudds; E W Stonham + 2 ex officio members. 3 vacancies remain  <b>Finance, Legal &amp; Administration Committee:</b> N S Davies; B S Ing; D V Marston, D W Payne + 2 ex officio members. 1 vacancy remains  <b>Employment Committee:</b> H S Abdullah, M C Cleaver; N S Davies; B S Ing; + 2 ex officio members  <b>Youth Committee:</b> H S Abdullah; A Cahn; N S Davies; N J Wood + 2 ex officio members, <b>plus 3 youth representatives</b>  <b>King's Meadows Committee:</b> A Cahn; D W Payne; J P Teague + 2 ex officio members, <b>plus 6 resident co-optees</b></p> <p>Proposed Cllr Ing, seconded Cllr Hertoghe all in favour and <b>AGREED</b> Committee membership as nominated. No changes to Committee sizes. Each individual Committee to consider whether wished to request change of membership numbers.</p> <p>Cllr Marston wished it noted he believed that Councillors should serve on at least one of the main Committees, as this was where detailed discussion took place.</p>	All Committees	
019.2	<p><b>Officers:</b>  <b>Tree Wardens</b> – Cllrs P J Nudds (Head Warden), Alan Eade, David Legge. To confirm with Alan Eade if wished to continue. Replacement Tree Warden sought for David Legge in the long term  <b>Allotment</b> – Cllr P J Nudds + 1 vacancy. Cllr Nudds to approach Cllr Moulder  <b>Footpaths</b> – Cllrs J Dunn; D V Marston  <b>County Council Walkabout Co-Ordinator</b> – Cllr C J Foster  Agreed no need for Councillor Playground Inspector. Office staff check Mr Smith's inspections and report to Recreation Ground Committee where appropriate. Proposed Cllr Teague, seconded Cllr Abdullah all in favour and <b>AGREED</b></p>		
019.3	<p><b>Working Parties:</b>  <b>Public Art:</b> D W Payne (Convener); H S Abdullah; J P Teague (plus 4 resident co-optees)  <b>A14 Improvements:</b> D N Legge (Convener); B S Ing; J D Jenkins; D W Payne (plus co-optees)  <b>Community Park Project:</b> N S Davies (convener); B S Ing; E W Stonham; D Jenkins; D W Payne (plus co-optees)  <b>Sustainability:</b> R Moulder (convener); J D Jenkins; (plus co-optees)  <b>Youth:</b> H S Abdullah (convener); N Wood; N Davies; A Cahn (plus co-optees)  <b>Task &amp; Finish Groups:</b>  <b>Neighbourhood Steering Group:</b> J D Jenkins (convener); N S Davies; J Dunn; B S Ing; D N Legge; R Moulder; P J Nudds; D V Marston; D W Payne; plus S Lee; C Miles; J Newman; M Crook; L Hill; S Poole; L Birch; M Donachy; C Chivers; J Blandford-Baker; V Heine; F Difranco; R Davis-Chamberlain; G Smallwood; D Mace  <b>Neighbourhood Core Group:</b> J D Jenkins; D W Payne; N Wood; plus J Polley; M Barrett  <b>Drainage:</b> J Dunn; B S Ing; D N Legge; D W Payne; Dist Cllr E Stonham; Cty Cllr M J Mason; resident R Barrett  <b>Darwin Green:</b> D W Payne (convener) M P Dann; B S Ing; E W Stonham, N S Davies  <b>Newsletter Team:</b> D W Payne; R Moulder; B S Ing; J P Teague; A J Young (Clerk); plus B Stewart-Deane; J Walker; M Ward  <b>Homefield Park Fence:</b> P J Nudds, D V Marston; A J Young (Clerk)  <b>Bypass Farm:</b> N S Davies; H S Abdullah; B S Ing; J D Jenkins; D V Marston; S Lindsay</p> <p>Proposed Cllr Teague, seconded Cllr Davies, all in favour and membership <b>AGREED</b></p>		

15/020	<p><b>TO NOTE 4 year representations on/work with external bodies and appoint replacements where required</b></p> <p><b>Older Persons Co-Ordinator</b> (HICOM sub group) - Mr I M Parish  <b>HIAFOP</b> (Older Persons) - Cllr N S Davies  <b>Village Warden Scheme Link Group</b> - Cllrs H S Abdullah, M C Cleaver  <b>Police Panel</b> - Cllrs H S Abdullah; J P Teague  <b>Trustees to Pooresland Charity (3)</b> - Cllrs M C Cleaver; B S Ing; Mr I M Parish  <b>CAPALC</b> - Cllr D W Payne  <b>Waste Management</b> – Cllr B S Ing  <b>IVC Liaison</b> – Cllr E W Stonham  <b>Health &amp; Safety Advisor</b> - Mr G Payne  <b>Health &amp; Safety Officer</b> – Vacant</p> <p>Noted Health &amp; Safety Officer currently covered by Clerk assisted by Recreation Ground Manager, as no Councillor wished to stand. Noted no training yet provided. Cllr Davies to discuss any future role as representative to Older Person Co-Ordinator HICOM sub group with Max Parish and report back. Proposed Cllr Ing, seconded Cllr Cahn, all in favour and <b>AGREED</b> to note or appoint</p>	NSD
15/021 021.1 021.2 021.3 021.4 021.5	<p><b>TO RECEIVE REPORTS</b></p> <p><u>Annual Report from Histon &amp; Impington Parish Council (Appx 1)</u> provided to all. To be available at Parish Office, Library, shops and on website</p> <p><u>Annual and/or monthly reports from County and District Councillors</u>  <b>County Council</b> written annual and monthly reports provided to all and accepted. No questions</p> <p><b>District Council</b> written monthly report provided to all and accepted. No questions</p> <p><u>Clerk's Report (Pg 1 &amp; 2) (Appendix 2)</u> accepted. Cllr Foster and Ing to attend Dementia Presentation elsewhere and report back to Parish Council. Clerk advised: <u>Deed of Grant</u> for street lighting on Village Green received and would be signed and returned once final planning meeting held with Balfour Beatty and County Council. <u>Office Work</u> Collacots will be asked to provide necessary new electrical points and relocate heater in second office/meeting room</p> <p><u>Chairman's Report</u> No report for May</p> <p><u>Working Party and Task &amp; Finish Reports</u> None</p>	
15/022 022.1 022.2 022.3 022.4 022.5 022.6	<p><b>TO ACCEPT COMMITTEE REPORTS note actions and agree</b></p> <p><u>Employment Committee</u> taken at end of meeting "In Committee". At that time, members of the public left. Draft minutes 24 April noted, next meeting due 23 June 2015  <b>RESOLUTION:</b> "that Histon &amp; Impington Parish Council agree to offer a fixed term, term time only Youth Worker contract to Andrea Cramp as detailed in the draft contract provided and that Histon &amp; Impington Parish Council agree to include this position in the contributory pension scheme" Proposed Cllr Ing  Cllr Abdullah outlined history of secondment and changes to post holder's employment terms at County Council. Draft contract showed 12 month fixed term time contract, term time only, annualised. Proposed Cllr Ing, seconded Cllr Abdullah all in favour and <b>AGREED</b>, covering letter would explain need to obtain independent advice before accepting the role</p> <p><u>Environment Committee</u> draft minutes 31 March provided to all and accepted. Draft minutes 12 May not yet available. Next meeting due June 2015</p> <p><u>Highways Committee</u> draft minutes 30 April provided to all and accepted, next meeting due 18 June</p> <p><u>Kings Meadow Committee</u> draft minutes 8<sup>th</sup> April provided to all and accepted. Next meeting due 3 June</p> <p><u>Planning Committee</u> draft minutes 24<sup>th</sup> March, 14<sup>th</sup> April and 5<sup>th</sup> May provided to all and accepted. Next meetings due 19<sup>th</sup> May and 9<sup>th</sup> June</p> <p><u>Recreation Ground Committee</u> draft minutes 23<sup>rd</sup> March provided to all and accepted. Next meeting due 1 June</p>	

15/023	<b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appx 2 Pgs 3- 5)</b> Minutes 13 <sup>th</sup> April provided to all and accepted. Next meeting due 13 <sup>th</sup> July <u>Delegated payment of accounts</u> noted <u>Approve payment of outstanding accounts</u> Proposed Cllr Marston, seconded Cllr Cahn all in favour and <b>AGREED</b> to approve <u>Amounts paid in</u> noted. Cllr Payne reported Cambs Counties Bank was in profit for year <u>To approve continuation of Direct Debits for 2015-16 (Appendix 3)</u> . Noted payments carefully monitored by RFO. Proposed Cllr Ing, sec Cllr Payne all in favour and <b>AGREED</b> . <u>Budgets 2014-15</u> As ratified at Finance, Legal & Administration Committee, proposed Cllr Hertoghe, sec Cllr Teague, all in favour and <b>ACCEPTED</b> . Committee Chairs to monitor own spend against budget and endeavour to spend as budgeted at Precept time	
15/024	<b>TO AGREE</b> <u>To develop a programme towards paying a Living Wage</u> . Cllr Ing outlined discussion at Employment Committee. Proposed Cllr Davies, seconded Cllr Hertoghe all in favour that Parish Council <b>AGREES</b> in principle to support the concept of a Living Wage. Further proposed Cllr Davies, seconded Cllr Teague all in favour to delegate to Finance Committee to develop a programme of implementation	FLA Comm
15/025	<b>RECENT CORRESPONDENCE</b> 025.1 <u>Circulation file</u> available for all 025.2 <u>Other Correspondence:</u> <u>Ditch at South Road, Impington</u> Complaints received from residents re state of ditch. Chair and Clerk to follow up ownership issues	JDJ
15/026	<b>MATTERS FOR NEXT AGENDA</b> <b>Employment policies</b> – a comprehensive set of employment policies following 2 years development to replace references in contracts of employment, and according to latest standards <b>Child Protection Policy</b> – to introduce policy following engagement of Youth Worker <b>Process for Engaging Additional Youth Workers</b> <b>Emergency Response</b> – paper from Cllr Ing following previous agenda items and discussions <b>Capital Spend Policy</b> – paper from Cllr Payne, policy for future capital project budget applications <b>Purchase of suitable Grounds person’s vehicle</b> – proposal by Clerk, informal discussion at Employment Committee, Environment Committee and Recreation Ground input requested <b>Quality Award Scheme</b> – whether Parish Council wishes to submit application for 2016 and if so at which level <b>Parish Council Position with Junior School proposals</b> – if appropriate following an open meeting due to be arranged week commencing 1 June. Maybe more appropriate for Committee agenda <b>Recreation Committee – Cricket Nets and Tennis Court Proposals</b> – tennis court subject to availability of survey report	
15/027	<b>Next Full Council: Histon &amp; Impington Parish Council</b> Monday 15 <sup>th</sup> June 2015 7.30pm – Recreation Centre, Recreation Ground, New Road, Impington	
	Meeting closed 10.00 pm	