## Minutes of the Meeting held of Histon & Impington Parish Council Community Room, Histon & Impington Recreation Ground, New Road, Impington Monday 16<sup>th</sup> November 2015 2015 7.30 p.m.

7 Appendices attached

## **Full Council Minutes**

Agenda No:	Present: Cllrs: David Jenkins (Chair), Hooda Abdullah, Andrew Butcher, Marian Cleaver, Neil Davies, Cedric Foster, Ashley Gordon, Christine Hertoghe, Brian Ing, David Legge, Shaun Lindsay, Pene Nudds, Denis Payne, Josephine Teague Clerk: Angela Young Michael Simmonds (resident), Kirstin Donaldson (SCDC) both in part	Action/ Power
15/092	APOLOGIES FOR ABSENCE  Cllrs: Nick Wood (personal), Derek Marston (personal), Aga Cahn (personal), Ruth Moulder (personal), Edd Stonham (personal) Dist Cllr Cross, Cty Cllr Mason Noted co-option of Ashley Gordon at Extra Ordinary meeting 28 <sup>th</sup> October 2015	
15/093	DECLARATIONS OF INTEREST AND DISPENSATIONS	
	<ul> <li>a) Declarations of pecuniary interest from Councillors on items on the agenda Cllr Teague – expenses claim item 101.3 (pecuniary) Also: Cllr Ing – Trustee Friends of The Rec (non-pecuniary); Cllr Davies – Trustee Friends of the Rec, Trustee Histon &amp; Impington Community minibus (non-pecuniary)</li> <li>b) Written requests for dispensations for disclosable pecuniary interests – None</li> <li>c) Any new requests for dispensations – None</li> </ul>	
15/094	DATE(s) OF NEXT COMMITTEE MEETINGS	
	Available on website <u>www.hisimp.net</u>	
15/095	PUBLIC PARTICIPATION	
	<u>Item 103.1 Kirstin Donaldson</u> – presentation on role as South Cambridgeshire District Counci'ls Development Officer (North Locality) and <u>101.5 Half Yearly Review of Donations</u> brought forward to this part of the meeting where Standing Orders suspended	
	Item 103.1 Kirstin Donaldson outlined her role as Development Officer for Northern Locality and gave presentation (Appx 1) She stressed her role was not one of a gatekeeper, but was intended to streamline processes for parishes. Particular comment on:	
	Assets of Community Value – Kirstin offered to assist with an application to list pubs in Histon & Impington	
	If services were not primarily SCDC, e.g. youth and transport she may ultimately signpost to County Council if were appropriate, although SCDC were working in partnership with County Council on a youth initiative on child exploitation and covered Community Transport issues	
	Training for development officers had centred on legal issues involved	
	<ul> <li>Kirstin had agreed to feedback to the Parish Council on electoral registration issues in order that a website article could be prepared</li> </ul>	
	Item 101.5 Half Yearly Review of Donation Michael Simmonds (Methodist Church) outlined in detail a grant application made for funding now and to be considered for 2016-17 budgets to help with a community outreach £500k project to refurbish and expand their facilities in Histon High Street. A full application pack had been provided to Councillors. Particularly stressed:	
	All ages catered for by community facilities at Church Hall	
	<ul> <li>Extremely competitive pricing at coffee shop to meet needs of those not so able to afford other café facilities locally</li> </ul>	
	Partnership working with CAMTRUST	
	Other grant applications made/to be made	



	Chairman re-instated Standing Orders	
15/096	TO APPROVE minutes of the Meeting held 19th October 2015	
096.1	Prop Cllr Foster, sec Cllr Ing all in favour AGREED to accept as true record of meeting	
	TO APPROVE Extra Ordinary Meeting 28 <sup>th</sup> October 2015	
096.2	Prop Cllr Abdullah, sec Cllr Nudds, all In favour <b>AGREED</b> to <b>accept</b> as true record of meeting. Noted co-option of Ashley Gordon at Extra Ordinary meeting 28 <sup>th</sup> October 2015	
15/097	MATTERS ARISING FROM PREVIOUS MEETING	
097.1	Actions List (Appx 2) copied to all and accepted. Further discussion on:  IVC Bus Report now provided  Elizabeth Woodcock House update provided steps taken by SCDC to preserve  Station Site Project events held now rendered consumption paper surplus to requirement  Kings Meadow Working Party  Terms of Reference drafted to review at first working party due 26 November 2015  Modern Day Slavery report provide for December newsletter  Foundation Award application submitted  Safety & Security Plan Cllr Ing requested volunteers to take lead in new year  Item 101.5 Half Yearly Review of Donations brought forward at this stage (see Finance, Legal and Admin Report (Appx 3)) Michael Simmonds and Kirstin Donaldson left after that item	
15/098	CO-OPTION TO COMMITTEES	
	Current vacancies reported. All <b>agreed</b> to co-opt Cllr Butcher to Highways Committee and Recreation Committee. Review of remaining vacancies January agenda	January Agenda
15/099	TO RECEIVE REPORTS	
099.1	Monthly reports from County and District Councillors  County Clirs and District Clirs Reports: County Council written report provided by Clir Jenkins covering: Consultations; City Deal; Diary Dates. Additional Discussion on: Clir Nudds again requested updates on: Payback scheme; Guided Busway works; Graffiti;. Cty Clir Jenkins outlined proposals for Traffic Regulation Orders (New Road) going to Committee; meeting with Andy Campbell at Stagecoach arranged, Clir Legge to attend re plans to discontinue through route to Addenbrookes for Citi 8 from 1 January 2016; City Deal issues. The need for the Parish Council to keep the community and its members involved and informed with important issues such as Citi 8 proposals stressed District Council written report provided by Clirs Stonham and Davies covering: Local Plan; Shared Services; Ermine Street Housing; Meeting with Brandon Lewis Housing Minister; SCDC Ward Review; City Deal. No additional comments	DNL
099.2	Clerk's Report (Pg 1 & 2) (Appx 3) provided to all and accepted. Further discussion on: SCDC Nominations for 2016 Community Awards All Councillors urged to consider possible nominations, open until 15 January 2016  Training Clerk to identify staff training needs and delegated to book as appropriate	
099.3	Chairman's Report (Appx 4) provided to all and accepted. Further discussion on: Informal meeting with Impington Village College and Histon Football Club planned with Recreation Chairman in new year.  Budget and Precept - plans for seminar. Parish Council would have to consider budget to be allowed for Community Services fund. Current year's budget set at £10,000. Cllr Payne outlined an invitation from Dan Thorp at County Council to meet Histon & Impington with a view to drawing up a list of possible devolved services/delegated powers across the County. No commitment involved, but an opportunity as a larger community to influence, and negotiate at an early stage. All agreed Cllr Payne to lead, involving CAPALC in the process. Warnings made that Histon & Impington Parish Council must recognise the importance of a robust staffing and member infrastructure if additional services are to be delivered. Cllr Payne to invite David Thorp to Finance, Legal & Admin Committee meeting	DWP



099.4	Other Committee Chair Reports/Items for Decision Recreation Committee next meeting due 23 November Planning Committee next meetings due 24 November, 15 December, 5 January 2016 Highways Committee next meetings due 26 November, 14 January 2016 Employment Committee next meeting due 27 November Youth Committee next meeting due 7 December Environment Committee next meeting due 8 December	
099.5	Any Working Group/Task & Finish Group Reports Public Art Working Party notes of meeting held 28 October provided to all. Cllr Nudds reported on progress with a meeting due 17 November to find a clearer way forward for the glazed pavilion programme; BT Kiosk now adopted Newsletter Initial deadline for articles 20 November. Papers due for delivery at Parish Office 3 December. Neighbourhood Plan Cllr Jenkins urged members to attend Public Realm Workshop 19 November. Cllr Davies queried whether dedicated housing needs survey formed part of neighbourhood plan survey plans for newsletter in March, and although included housing needs, clarified there was no dedicated survey for housing needs Community Park Project next meeting likely to be January 2016 although acknowledging precept requirements would be needed by 11 January 2016 for Finance, Legal and Admin meeting to consider	
15/100	TO ACCEPT COMMITTEE REPORTS note actions and agree	
100.1	No Committee meetings held	
15/101	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 3 Pgs 3-4)	
101.1	Cllr Teague declared a pecuniary meeting and left the meeting  Finance, Legal and Administration Committee next meeting due 14 December, then	
101.2	precept meeting due 11 January 2016 <u>Delegated payment of accounts</u> noted (Appx 3) Clerk's Report	
101.3	Approve payment of outstanding accounts (Appx 3) Clerk's Report. Prop Cllr Ing, sec Cllr Payne, AGREED all in favour to approve. Bank reconciliation item was noted. Cllr Teague returned to the meeting	
101.4	Amounts paid in noted	
101.5	Half Yearly Review of Donations Items had been brought forward to start of meeting (Page 2 Appx 3) Following presentation under Public Participation by Methodist Church, members reviewed application from Friends of Rec for Public Art S106 funding of £1,000 and asked questions of the 2 Trustees present, Cllrs Ing and Davies who declared non-pecuniary interests. Outlined a weekend of events and celebrations including an Olympic celebration for village and local schools to feature Brazilian samba dancing. Overall cost of this element of the weekend £4,000 and the Friends were requiring assistance on the cultural side for S106 Public Art Funding held for the community by the Parish Council. Clerk advised Parish Council had a power to contribute to the Arts so this was not a S137 spend, if agreed. Members highlighted a preference for all ages to be involved in any event part funded by Public Art moneys. Cllrs Ing and Davies left the meeting by choice for item on donations to be considered. Clerk outlined recommendations.	
	Proposed Cllr Jenkins, sec Cllr Abdullah, 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 £100 to Royal British Legion, including price of wreath at £17 and £200 to Histon & Impington Day Centre"	LGA 1972 s137
	Additionally <b>AGREED</b> to provide <b>£500 to Histon Methodist Church</b> confirming that a proposal for further funding from Community Support budget would be considered at Precept if application made to Finance, Legal and Administration committee at meeting due	LG (Misc Provs) Act 1976 s19
	14 December, and £1,000 Public Art Funding for Samba event, referring to Public Art Working Party to encourage the Friends of Rec to consider a more broad involvement for	LGA 1972 s145



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101.6	all ages. Cllrs Ing and Davies returned to the meeting. The complexities of "multi-stranded task organising" of community events and the time-limited window of 3 hours for the Samba element performance at the Olympic event were stressed <a href="Budgetary Consultation">Budgetary Consultation</a> Cllr Payne had designed a consultation document for the newsletter and website (Appx 5). Following small changes to Question 6 and inserting "Parish" to references to Parish Council all AGREED to proceed	
15/102	RECENT CORRESPONDENCE	
102.1 102.2	<u>Circulation file</u> available for all <u>Electoral Review of Cambridgeshire</u> refers to City issues only Chairman formally asked 15 minute extension under Standing Order 1x). <b>Agreed</b>	
15/103	OTHER MATTERS	
103.1	<u>Kirstin Donaldson</u> – presentation on role of South Cambs District Councils Development Officer (North Locality). Presented under Public Participation	
103.2	Police Matters Panel Meeting Report and Update on Opportunity to Purchase PCSO Hours Clirs Abdullah and Teague had attended Panel Meeting and reported on opportunity to purchase PCSO hours for parking issues only. Discussion on:  - 42 hours over 6 months at cost of £1,000  - Five Parish Councils had signed up to date  - One PCSO had obtained funding from local businesses  - Lack of legal framework in parishes for traffic warden provision  - The use of "polite notices" for inconsiderate parking  - Difference between illegal parking and inconsiderate parking The Police required a firm response to take forward. AGREED Highways Committee to debate 26 November and come forward with any firm proposals for final agreement.	Highways Committee
103.3	Village Older Persons Co-Ordinator - proposal for assistant role (Appx 6). Paper provided to all. Cllr Davies declared non-pecuniary interest as Trustee of Histon & Impington Community Minibus (HICOM) and outlined proposals and took questions Key points:  - Enhancement of services to the elderly following development of post over last 4 years  - Excellent value identified for Parish Council  - Current post holder in agreement with proposals and happy with new role on offer, which would give her time to develop services by taking away administration tasks  - Difficulties across the board in finding volunteers  - Other funding sought largely agreed Cllr Davies left meeting for item to be debated Good support for the proposal voiced. Some comment on:  - Differing management of Older Person's Co-Ordinator and Village Warden Scheme  - Older Person's Forum issues not yet implemented  - Journal or diary of post holder would be useful to give "flavour" of work undertaken  - Concern over reduction in hours for principal post holder  Proposed Cllr Jenkins, seconded Cllr Cleaver all in favour and AGREED extra funding of £1,000 for new assistant role. Noted a more comprehensive view of provision required going forward. Jean Newman to be invited to Parish Council meeting in March to discuss the provision	LGA 1972 s137
103.4	Piaggio Purchase proposal to upgrade to electric vehicle (Appx 7)  Proposed Cllr Lindsay, seconded Cllr Foster, 3 abstentions and AGREED to purchase of:  1) electric Piaggio Ape at £12,904 + VAT with delegation to purchase necessary equipment to maximise use of vehicle round the village to carry out tasks previously contracted out, and  2) purchase of trailer for bicycle at £60 + VAT to enable dual approach to work required locally  Noting additional on-going costs for insurance, training and for battery replacement, likely to be every 4 years	LGA 1972 s111
103.5	<u>Christmas Lights</u> Following difficulty in obtaining quotes from electrical suppliers, and in view of straightforward work for 2015-16 with no new looms/lights, Clerk delegated to obtain services of local tree surgeon to erect lights with electrician on hourly rate to check	



	on completion. Christmas tree provided free of charge by Flora Tec due to be erected after 1 December. Enviro.vols Santa's Grotto at Crossing Keepers Hut event due 5 December	
15/104	HOW TO COMMUNICATE SEPTEMBER FULL COUNCIL MEETING and to REQUEST MATTERS FOR NEXT AGENDA  Review of meeting decisions for communication by report on website:  • Kirstin Donaldson presentation  • Grant agreed for Methodist Church Hall  • Grant agreed for Samba Dancing event  • Budgetary Consultation plans  • Older Persons Co-Ordinator  • Christmas Lights  Next agenda: None requested	
15/105	Next Full Council: Histon & Impington Parish Council	
	There would be no Full Council meeting in December.  Monday 18 <sup>th</sup> January 2016 7.30pm – Recreation Centre, Recreation Ground, New Rd, Impington	
	Meeting closed 9.50 pm	
	Appendices Attached: Appx 1 – Kirstin Donaldson Presentation Appx 2 – Action List Appx 3 – Clerk's Report Appx 4 – Chair's Report Appx 5 – Budgetary Consultation Appx 6 – Village Older Persons Co-Ordinator Assistant Role Appx 7 – Piaggio Purchase	

