

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room, Histon & Impington Recreation Ground, New Road, Impington  
Monday 18 November 2013 7.30 p.m.**

**3 Appendices attached**

# Full Council Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
13/095	<p><b>Present: Cllrs:</b> D W Payne (in Chair), H S Abdullah, M C Cleaver, I Cooper, N S Davies (also District), J A Diplock, J Dunn, C J Foster, B S Ing, D V Marston, E W Stonham, J P Teague    Cty Cllr Mason    1 member of public    Clerk: Mrs A J Young</p> <p><b>APOLOGIES FOR ABSENCE</b></p> <p>Cllrs: Marcus Dann (personal), David Legge (personal), David Jenkins (holiday), Ruth Moulder (personal), Pene Nudds (work), Jonathan Dixon (work). Dist Cllr Chatfield</p>	
13/096	<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>	
13/097	<p><b>DATE(S) OF NEXT COMMITTEE MEETINGS</b></p> <p>Recreation Ground Committee – 7.30 p.m. Monday 25 November  Planning Committee – Tuesday 26 November  Community Facilities Committee – 7.30 p.m. Thursday 28 November  Environment Committee – 7.30 p.m. Tuesday 3 December  Kings Meadow Committee – 7.30 p.m. Wednesday 4 December  Finance Legal &amp; Admin Committee – 7.30 p.m. Monday 16 December  Planning Committee – 7.30 p.m. Tuesday 17 December  2014: Planning Committee – 7.30 p.m. Tuesday 7 January  Finance (Precept) Committee – 7.30 p.m. Monday 13 January  Youth Committee – 7.30 p.m. Tuesday 14 January</p> <p><b><u>Other events/meeting</u></b></p> <p>New Councillor Induction – 7pm Thursday 21 November  Social Media Training – 10am – 1pm Sutton Friday 22 November  Kings Meadow Informal meeting at Wherry Housing, 4pm Thursday 28 Nov  SCDC Parish Planning Forum – Tuesday 3 December  Informal Chairmen’s session – 7.30 p.m. Thursday 5 December  CAPALC AGM – 7pm Monday 9 December  Communications &amp; Engagement Working Party – 7.30 p.m. Tuesday 10 Dec  2020 Project – 2pm Thursday 19 December  Northstowe – Oakington – Saturday 18 January</p>	
13/098	<p><b>PUBLIC PARTICIPATION</b></p> <p>None</p>	
13/099	<p><b>TO APPROVE minutes of the Meeting held 21 October</b></p> <p>All in favour to <b>accept</b> as a true record of meeting including “In Committee”</p>	
13/100	<p><b>MATTERS ARISING FROM PREVIOUS MEETING</b></p> <p>100.1 <u>Actions List (Appx 1)</u>  Agreed Councillors responsibility to inform the clerk when actions completed</p> <p>100.2 <u>In Committee item</u> Pension scheme news. Cllr Ing reported on meeting attended 15 November where an increase of up to 4.4% in overall employer’s contribution had been mooted, part of which to recover deficits</p>	
13/101	<p><b>VACANCY &amp; CO-OPTION TO PARISH COUNCIL</b></p> <p>101.2 <u>Co-Option</u> no nominations. Next agenda</p>	<b>Next agenda</b>

101.3	To Fill Vacancies: <u>Environment Committee</u> no nomination <u>Youth Committee</u> no nomination	
13/102	<b>TO RECEIVE REPORTS</b>	
102.1	<b>County Cllrs and District Councillors Reports: County Council</b> written report accepted from Cty Cllr Jenkins covering: Cabinet; Economy Transport & Environmental Services; Kings Meadow Bus Service; Balfour Beatty issues; Probation Service Foul Water drainage issues. Cllr Mason updated on: <u>Cabinet</u> Cllrs Jenkins and Mason had attended and spoken on Guided Bus. Challenge made on limited Inquiry held. Cabinet decided to appoint an independent person to enquire into the contract. Cllr Mason raised issues over access to information and would meet Guided Bus team member to discuss 20 November; <u>Regional Flood &amp; Coastal Committee</u> meeting called to discuss schemes in central region. Meeting w/c 9 November held to evaluate schemes in the programme and draw up a priority list. Histon & Impington surface water drainage scheme now removed and will be re-submitted next year. Local information to be gathered in that time; <u>Environment Agency data</u> – Cllr Mason will continue to push for access to the information by Parish Councils; <u>County Council new Constitution</u> to be set December 2013 to operate from May 2014. Return to a Committee system proposed. Increased responsibility for health relevant; <u>Sec 106 Darwin Green proposals</u> not yet agreed by developers. Downstream effects need to be investigated	
102.2	<b>District Council</b> written report accepted from Dist Cllr Davies. Additional discussion on: Presentation on <u>new Rental Scheme</u> attended; iPad provision; <u>Air Quality Management scheme</u> – request for Dist Cllrs to investigate position for Lone Tree Avenue residents <u>Clerks Report</u> provided to all and accepted ( <b>Appx 2 Pg 1</b> ) provided to all and accepted No questions	Dist Cllrs
102.3	<u>Chairman's Report</u> provided to all and accepted ( <b>Appx 3</b> ). No questions. Noted that meeting with Hain Daniel was not a detailed discussion, but in generic terms only	
102.4	<u>Community Facilities Committee</u> Cllr Davies reported on: <ul style="list-style-type: none"> <li>Useful well attended public meeting, views openly expressed and willingness to alleviate concerns shown</li> <li>Valuation reports awaited, next meeting 28 November</li> <li>Formal consultation via website planned – mandate required if impact on Council Tax</li> </ul>	
102.5	<u>Kings Meadow Committee</u> Next meeting (informal) 28 November. Next Committee 4 December. Membership to be reviewed now Committee established	
102.6	<u>Youth Committee</u> Next meeting 14 January 2014. Noted Councillor and co-optee vacancies	
102.7	<u>Recreation Ground Committee</u> Next meeting due 25 November. Cllr Davies reported on Friends of the Rec 10K run, making £6,000 profit, and plans for the Flaming June Half Marathon 1 June 2014	
102.8	<u>Employment Committee</u> Next meeting due 6 March 2014	
102.9	<u>Communication &amp; Engagement Working Party</u> first meeting held 6 November – detailed notes to follow from Cllr Ing. Next meeting due 10 December	BSI
13/103	<b>TO ACCEPT COMMITTEE REPORTS note actions and agree</b>	
103.1	<u>Planning Committee</u> draft minutes 29 October and 12 November provided to all and accepted, next meetings due 26 November, 17 December, 7 January 2014. SCDC Planning Officer had been asked for a meeting re Bishops site, no progress to date	
103.2	<u>Environment Committee</u> draft minutes 22 October provided to all and accepted. Next meeting due 3 December. Noted vacancy. Discussion on: <ul style="list-style-type: none"> <li>Public Art Working Party up-date. Artist now selected to produce a functional piece of art associated with the entrance to Homefield Park, meeting planned to discuss engagement with the community</li> <li>Christmas Lights 2013 update. Some £450 had been collected by Cllr Teague from businesses to date. Logistics problems encountered with lighting tree on north east corner. A more modest approach therefore agreed, with a bigger Christmas tree, curtain of lights outside Daisy Chain, additional lights across the Brook. Any unspent funding to be carried forward to 2014 to look at trenching of power to tree on south east corner to enable it to be lit up as a feature in future years</li> </ul>	
103.3	<u>Highways</u> draft minutes 14 November provided to all and accepted. Next meeting due 23 January. Up-date on:	

	<ul style="list-style-type: none"> <li>• 30mph speed limit north of the Green. Scheme to start 21 November</li> <li>• Speedwatch. Training session had been held at Garden Walk, further sessions planned. Resident being asked to identify streets and times via Twitter, Facebook. Possibility of the use of existing traffic data raised</li> <li>• Noted Item 34.3: "<u>Local Highways Improvement Initiative Submissions due by 9 December. One submission per applicant. Agreed to</u>  <ul style="list-style-type: none"> <li>- Prepare submission for speed limit reduction at Gatehouse Road (60 to 40mph) and Butt Lane (50 to 40 mph). Noted requirement to pay minimum of 10% towards the work</li> <li>- Prepare a submission to present to StAC for the Church to apply for one-way system improvement to junction High Street/Park Lane.</li> </ul> </li> </ul> <p>Query on Parish Council's preferred application should StAC be unwilling to submit. 3 in favour to continue with submission on speed limit, 2 against and 2 abstentions. Delegated to Cllrs Jenkins and Legge to work with Clerk to prepare and submit speed limit application and approach StAC re separate submission". Prop Cllr Abdullah, sec Cllr Marston, all in favour to ratify this delegation</p> <ul style="list-style-type: none"> <li>• Drainage Working Party update. Further meeting due to be called, information requested from County Council proving difficult to obtain</li> </ul>	
13/104	<b>TO RECEIVE Finance &amp; Administration Report</b>	
104.1	<u>Delegated payment of accounts:</u> noted for Parish Council/Recreation Ground accounts ( <b>Appendix 2 Pgs 3 &amp; 4</b> ). Proposed Cllr Teague, seconded Cllr Foster, to increase British Legion payment from previously agreed £50 to £70, all in favour. Proposed Cllr Stonham, sec Cllr Foster to accept as amended	<b>Also S137 LGA 1972</b>
104.2	<u>Approve payment of outstanding accounts due</u> ( <b>Appendix 2 Pgs 3 &amp; 4</b> ) Proposed Cllr Stonham, seconded Cllr Foster all in favour to approve	
104.3	<u>Amounts Paid In and Correspondence</u> ( <b>Appendix 2 Pgs 3 &amp; 4</b> ) Noted. Thank you letter from StAC for grant received	
104.4	<u>Receive Tax Base Estimates from SCDC</u> ( <b>Appendix 2 Pge 2</b> ) Explanation of queries made received from SCDC. Delegated to Clerk to work with Cllr Ing to review information and respond with any changes by 30 November	<b>BSI</b>
104.5	<u>Accept reviewed Standing Orders following changes to Code of Conduct</u> replacement page provided to all	
13/105	<b>RECENT CORRESPONDENCE</b>	
105.1	<u>Circulating File</u> available on request	
105.2	<u>South Cambs Joint Panels (Constabulary)</u> noted Panels to be reduced, to meet 3 times per year	
105.3	<u>CRIF Workshoptn</u> details 21 November copied to all	
13/106	<b>MATTERS FOR NEXT AGENDA</b>  None	
13/107	<b>Date of Next Meeting:</b>  <b>Full Council:</b> Monday 20 <b>January 2014</b> – Recreation Centre, Recreation Ground, New Road, Impington. If any matters of urgency arise an Extra Ordinary meeting will be called as appropriate	
	<b>Meeting closed 8.35 p.m.</b>	

**HISTON & IMPINGTON PARISH COUNCIL**  
**FINANCE REPORT**

<b>REPORT TO:</b>	<b>Full Council</b>	<b>11<sup>th</sup> November 2013</b>
<b>AUTHOR/S:</b>	<b>Lynda Marsh, Office Manager</b>	

**Purpose**

To list accounts paid by delegated approval, and approve payment of outstanding accounts.  
N.B. All accounts reported to Full Council only.

- Accounts paid by delegated approval – to note only:

<b>M7 Administration</b> – wages, NI and Pension <b><u>£9,586.81</u></b>	£9,586.81
<b>M7 Rec Groundsman</b> expenses <b><u>£25.53</u></b>	£25.53
<b>Siemens</b> (DDR) copier rental <b><u>£176.85</u></b> + vat £35.37	£212.22
<b>Barclaycard</b> (DDR) Retirement gift <b><u>£62.50</u></b> ; Workwear <b><u>£15.71</u></b> ; Stamps <b><u>£42.00</u></b> Talk, Talk <b><u>£26.99</u></b> ; Groupon training <b><u>£15.00</u></b> ; Scaffold net <b><u>£33.33</u></b>	
<b>Total</b> <b><u>£195.53</u></b> + vat £22.30	£217.83
<b>E-ON</b> feeder pillar <b><u>£19.99</u></b> + vat £1.00	£20.99
<b>Cambridge Water</b> Homefield Park <b><u>£14.30</u></b>	£14.30
<b>PWLB</b> (DDR) 12New Road, pmt 7 of 20 <b><u>£1,315.03</u></b>	£1,315.03
<b>PWLB</b> (DDR) Office, pmt 16 of 50 <b><u>£1,564.55</u></b>	£1,564.55

- Outstanding Accounts for approval:

<b>Petty Cash</b> <b><u>N/R</u></b>	
<b>Copy IT Solutions</b> copier reading <b><u>£46.42</u></b> + vat £9.28	£55.70
<b>Tomlinson Groundcare</b> long reach hedge cutter <b><u>£360.00</u></b> + vat £72.00	£432.00
<b>Print-Out</b> stationery <b><u>£33.98</u></b> + vat £6.80	£40.78
<b>BT</b> final bill, now on DDR to inc. broadband <b><u>£3.10</u></b> + vat £0.62	£3.72
<b>Royal British Legion</b> sec 137 <b><u>£70.00</u></b>	£70.00
<b>Roger Hovells</b> office cleaning <b><u>£40.00</u></b>	£40.00
<b>Cambridge Web Solutions</b> final 50% pmt for website <b><u>£250.00</u></b> + vat £50.00	£300.00
<b>Cambridge Water</b> Burial Ground <b><u>£18.74</u></b>	£18.74
<b>L M Dewar Cleaning Services</b> rec centre (October) <b><u>£260.61</u></b>	£260.61
<b>Fleet Line Markers Ltd</b> 'superwhite' line marker <b><u>£202.46</u></b> + vat £40.49	£242.95
<b>P A Collacott</b> replace faulty path light <b><u>£346.75</u></b> + vat £69.35	£416.10
<b>N Unwin</b> grass contractor (summer season at rec) <b><u>£1,971.00</u></b>	£1,971.00
<b>London Fuel Ltd</b> (Buckingham & Stanley) unleaded fuel <b><u>£26.15</u></b> + vat £5.23	£31.38
<b>Rigby Taylor</b> Surrey loam <b><u>£654.40</u></b> + vat £130.88	£785.28
<b>Cambridge Water</b> recreation ground <b><u>£499.75</u></b>	£499.75
<b>Pippa's Blinds</b> replacement blinds rec centre <b><u>£996.66</u></b> + vat £199.33	£1,196.00
<b>Colin Dunn</b> hire of scarifier (tennis, bowls and cricket) <b><u>£140.00</u></b>	£140.00

**Additional Accounts for approval:**

<b>Buchans</b> grasscutting – October <b><u>£881.95</u></b> + vat £176.39	£1,058.34
<b>SLCC</b> annual subs <b><u>£184.00</u></b>	£184.00

<b>Adam Scott</b> maintenance Sec 52 Windmill Lane/War Memorial <b><u>£225.00</u></b>	£225.00
<b>H&amp;I Community Minibus</b> Older Persons Co-Ordinator July – Oct <b><u>£893.75</u></b>	£893.75
<b>P J Townsend &amp; Assoc</b> Comm Facilities prem. cost estimates <b><u>£189.00</u></b>	£189.00
<b>M &amp; M Heating (Cambs) Ltd</b> boiler replacement <b><u>£2,280.00</u></b> + vat £456.00	£2,736.00
<b>Site &amp; Maintenance</b> repairs to cradle swings <b><u>£50.00</u></b> + vat £10.00	£60.00
<b>Site &amp; Maintenance</b> pressure wash hardcourt <b><u>£250.00</u></b> + vat £50.00	£300.00
<b>Berrycroft Stores</b> grass seed, fertilisers <b><u>£470.00</u></b> + vat £77.00	£547.00
<b>P A Collacott &amp; Co</b> repair fault on floodlight <b><u>£45.00</u></b> + vat £9.00	£54.00
<b>PWLB</b> (DDR) Freehold pmt 17 of 50 <b><u>£2,719.69</u></b>	£2,719.69
<b>Orchard Park Community Council</b> Councillor training <b><u>£105.00</u></b>	£105.00

○ Amounts paid in:

Burial fees	£2,255.00
Ground takings	£185.41
Sports court fees	£1,054.21
Community room hire	£670.00
Section 106: 24 Hereward Close; 4a Water Lane	£8,580.16
SCDC – electoral arrangements (Orchard Park)	£503.52
Allotment Rents	£252.00
Bank Interest	£199.20
VAT refund	£10,159.61

DRAFT