

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room, Histon & Impington Recreation Ground, New Road, Impington  
Monday 21 October 2013 7.30 p.m.**

5 Appendices attached

# Full Council Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	Present: <b>Cllrs:</b> J D Jenkins (Chairman - also County), H S Abdullah, M C Cleaver, I Cooper, M P Dann, N S Davies (also District), J A Diplock, J Dixon, J Dunn, C J Foster, B S Ing, D N Legge, D V Marston, R Moulder P J Nudds, D W Payne, E W Stonham, J P Teague Dist Cllr Chatfield; Cty Cllr Mason Clerk: Mrs A J Young	
13/081	<b>APOLOGIES FOR ABSENCE</b>  None received	
13/082	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>  a) Declarations of pecuniary interest from Councillors on items on the agenda – <i>non-pecuniary interest declared, Cllr Davies item 90.7 – Feast Committee Chair</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>Cllr Neil Davies for setting of Recreation Ground fees/terms and conditions</i>	
13/083	<b>DATE(s) OF NEXT COMMITTEE MEETINGS</b>  Environment Committee – 7.30pm Tuesday 22 October Planning Committee – 7.30pm Tuesday 29 October Planning Committee – 7.30pm Tuesday 12 November Highways Committee – 7.30pm Thursday 14 November  <b><u>Other events/meeting</u></b>  Informal Community Facilities – 6.45pm Wednesday 23 October Northstowe Forum – 7pm Wednesday 23 October, Cottenham VC Feast Presentation – 8pm Wednesday 23 October Speedwatch Training – 7pm Thursday 24 and Wednesday 30 October Bonfire Burn 10k Run – Sunday 3 <sup>rd</sup> November Bypass Farm Public Meeting – 7.30 Monday 4 November, H&I Jnr School WISER Electrical goods door stop collection – Thursday 7 November	
13/084	<b>PUBLIC PARTICIPATION</b>  None present	
13/085	<b>TO APPROVE minutes of the Meeting held 16 September and Extra Ordinary meeting 26 September 2013</b>  Minutes 16 September - Proposed Cllr Foster seconded Cllr Dann all in favour to <b>accept</b> as a true record of meeting including "In Committee"  Minutes 26 September – Proposed Cllr Marston seconded Cllr Stonham all in favour to <b>accept</b> as a true record of meeting	
13/086	<b>MATTERS ARISING FROM PREVIOUS MEETING</b>	
086.1	<u>Actions List (Appx 1)</u>	
086.2	<u>Noted 13/052 Mill Lane parking</u> now a closed issue <u>Item 069.1 Register of Interests</u> completed and returned for Cllrs Moulder and Dixon	
13/087	<b>VACANCY &amp; CO-OPTION TO PARISH COUNCIL</b>	
087.1	<u>Co-Option</u> no nominations. Next agenda	

087.2	<p>To Fill Vacancies:  <u>Allotment Officer</u> <b>agreed</b> to elect Ian Cooper to join Pene Nudds as Allotment Officer  <u>Playground Inspector</u> <b>agreed</b> to elect Jonathan Dixon as Playground Inspector. Noted weekly inspections carried out by staff at present  <u>Health &amp; Safety Inspector</u> <b>agreed</b> to accept offer of Mr Geoff Payne of Impington to act as Health &amp; Safety Officer  <u>Police Panel Representative</u> <b>agreed</b> to elect Hooda Abdullah to join Josephine Teague as Police Panel Representative  <u>Recreation Ground Committee</u> <b>agreed</b> to elect Jonathan Dixon onto Recreation Ground Committee  <u>Environment Committee</u> no nomination. Consider reducing Committee numbers</p>	
13/088	<p><b>TO RECEIVE REPORTS</b></p>	
088.1	<p><b>County Cllrs and District Councillors Reports: County Council</b> written report accepted from Cty Cllr Jenkins covering: meetings attended including to discuss the Transport Delivery Plan, Major Schemes funding, Park &amp; Ride charges; PSCO consultation; County Officers walk about in Kings Meadow. Cllr Mason updated on: <u>Transport Delivery Programme</u>, item in Histon and Impington listed under City – Junction improvements Station Road/High Street £70,000, Cambridge Road/New Road parking and bus delay improvement work £50,000; <u>Guided Busway costings</u> progress on obtaining details; <u>Flood &amp; Coastal Committee</u> surface water drainage scheme may be submitted for Histon next year, Drainage Task &amp; Finish asked to provide any relevant information on flooding locally to consultants acting, noting expectations of financial contributions in long term; <u>20mph speed limit proposals</u> anomalies between inclusion of District areas; <u>Guided Busway concrete blocks/graffiti</u> no action due to lack of funding. Suggestions that Parish Council could intervene on removal; <u>Mitigation works Brook enhancement</u> deferred in 2013, Cllr Mason to investigate current position. <b>District Council</b> written report accepted from Dist Cllr Stonham. Cllr Chatfield updated on: <u>Darwin Green</u> briefing attending. Applications for Darwin Green 2 and 3 to be submitted in May 2014 issues raised re Darwin Green 2: Drainage; Governance; traffic; noise reflection; pedestrian bridge; country park area. Noted expected meetings to be organised by Julie Ayre covering highways and drainage issues</p>	
088.2	<p><u>Clerks Report</u> provided to all and accepted (<b>Appx 2 Pg 1</b>) provided to all and accepted Additional discussion on:</p> <ul style="list-style-type: none"> <li>• <u>Histon Football Club</u> Cllr Moulder outlined the excellent nationally recognised Scholarship Scheme at the club. Support was key to club's success and should be encouraged in the community</li> <li>• <u>Library Presentations – Reading Scheme</u> Cllr Cleaver reported on the success of the scheme with 90 children completing the award</li> <li>• <u>Police Panel 8 October</u> Cllr Teage provided written report for all</li> <li>• <u>Social Media Training 22 November 2013</u> All interested Cllrs to contact Clerk, £25 per attendee. Staff would attend if possible</li> </ul>	
088.3	<p><u>Chairman's Report</u> provided to all and accepted (<b>Appx 3</b>). Cllr Jenkins updated on:</p> <ul style="list-style-type: none"> <li>• <u>Allotment site visit</u> with plotholder. Some interesting ideas had been raised for future consideration</li> <li>• <u>Cottenham Road drainage</u> A positive meeting with Anglia Water had led to a review of procedures</li> <li>• <u>Balfour Beatty</u> useful meeting on Village Green held, actions with Balfour Beatty and County Council outstanding. Further meetings had followed at Milton Road/Burgoynes Road/The Coppice/Homefield/Station Road regarding issues with street light removals/replacements. Some columns will be moved as a result. Conservation Area issues had also been raised. Balfour Beatty confirmed they would cut back vegetation in the first instance, but responsibility would revert to tree owner thereafter.</li> <li>• <u>Heritage Columns</u> explained columns belong to Balfour Beatty, but County Council are entering into an agreement on heritage columns, but at cost to Parish Council of £300 for the legal costs. Cllr Nudds will negotiate transfer of ownership of posts, storage to be arranged. Query to be raised over need for costs involved</li> <li>• <u>Police Commissioner</u> meeting arranged for 5 November 2013</li> </ul>	PJN
088.4	<p><u>Environment Committee</u> meeting due 22 October. Cllr Marston reported on:</p> <ul style="list-style-type: none"> <li>• WISER Electrical collection 7 November 2013</li> <li>• Footpath completed at Burial Ground</li> <li>• Burial Ground/Spring Close boundary cleared</li> </ul>	

088.5	<ul style="list-style-type: none"> <li>4 hours per week worked at Burial Ground by Assistant Groundsman</li> <li>Tree Works being prioritised, for spend 2013-14</li> <li>2 volunteers had trained with County Council to carry out winter gritting duties</li> </ul> <p>Noted <u>resignation</u> of Janet Diplock. All <b>agreed</b> to elect Ruth Moulder to Committee as replacement</p> <p><u>Christmas Lights 2013</u> Proposed Cllr Ing, seconded Cllr Teague all in favour and <b>agreed</b> to delegate to Derek Marston and Clerk to implement Christmas light improvements for The Green and Crossing Keepers Hut, within budget, using wayleave moneys if required. Noted some £300+ raised from donations from businesses, thanks expressed to Cllr Teague for visiting premises to explain the proposals</p> <p><u>Public Art Plan</u> Cllr Payne outlined the appointment of Alison Turnbull Associates and dates for selection of artists, with 5 applications received. Interviews planned for November, public consultation to follow. Discussion continued with SCDC re timings for Bellway public art Section 106 moneys and possible need to buy in more specialist work to progress</p> <p><u>Community Facilities</u> Cllr Davies reported on Public Meeting due 4 November 2013 at Histon Junior School and urged Cllrs to attend. County Council were ready to proceed to the first stage of valuation process on 22 October 2013, for which shared costs had previously been agreed</p>	DVM
<p>13/089</p> <p>089.1</p> <p>089.2</p> <p>089.3</p> <p>089.4</p> <p>089.5</p>	<p><b>TO ACCEPT COMMITTEE REPORTS note actions and agree</b></p> <p><u>Planning Committee</u> draft minutes 8 and 15 October provided to all and accepted, next meeting due 29 October. Cllr Payne reported on:</p> <ul style="list-style-type: none"> <li><u>South Cambs Local Plan</u> response had been submitted, thanks to all who provided input. Noted County Council had submitted a paper on Buxhall Farm for re-instatement in the plan</li> <li><u>Mitre Development, Bishops DIY Site</u> date of SCDC Planning Committee awaited</li> <li><u>Neighbourhood Plan Task &amp; Finish</u> Neighbourhood Plan by Thame had been obtained and studied. A number of Councillors had been approached to look at individual topics, over what was expected to be an 18 month programme. A high percentage resident participation would be required. The notional team to launch would be Cllr Jenkins, Legge, Marston, Moulder, Ing, Davies, Payne, Abdullah and Diplock. Therefore proposed Cllr Dixon, seconded Cllr Ing all in favour and <b>agreed to add Cllrs Legge, Davies and Moulder to the existing membership (“Task Force Team”)</b>. Cllrs would be encouraged to work in pairs on subjects to bring forward a structure and timetable, and develop contacts to provide the data required</li> </ul> <p><u>Youth Committee</u> draft minutes 14 October provided to all and accepted. Next meeting due 3 February 2014. Noted vacancy for a co-optee. Cllr Abdullah highlighted questionnaire data being analysed</p> <p><u>Recreation Ground Committee</u> draft minutes 30 September provided to all and accepted. Next meeting due 25 November 2013. Cllr Davies outlined:</p> <ul style="list-style-type: none"> <li>Remedial work on play area by TCL</li> <li>Quote requested for work on the play area mound</li> </ul> <p><u>Employment Committee</u> “In Committee” deferred to end of meeting</p> <p><u>Highways</u> draft minutes 12 September provided to all and accepted. Next meeting due 14 November Cllr Legge highlighted:</p> <ul style="list-style-type: none"> <li><u>A14 Terms of Reference</u> to be taken to next Committee meeting for acceptance. Response to larger scheme submitted. Joint statement with Girton PC released.</li> <li><u>Street Lighting</u> poor work reported re access and Health &amp; Safety. Conservation Area issues reported. Concerns over community safety issues, especially The Coppice area</li> <li><u>30mph</u> no objections to scheme. Proposed Cllr Legge seconded Cllr Dann all in favour to delegate spend up to £2,000 in line with known and budgeted for costs</li> <li><u>Drainage Task &amp; Finish</u> Cllr Payne updated on progress, currently in the form of an information gathering exercise. Major works have been carried out in the High Street outside Lighthouse Toys. Noted County Council would expect input into the Surface Water Flood Scheme, upcoming meetings outlined. New Floodmaps to be released November 2013</li> <li><u>“Bus Boost” Scheme</u> Proposed Cllr Abdullah seconded Cllr Stonham all in favour to delegate responsibility for input to scheme by end of October to Cllr Legge and Clerk. Noted £40,000 available under the scheme</li> <li><u>Northern Corridor Growth Fund</u> Proposed Cllr Abdullah seconded Cllr Stonham all in</li> </ul>	<p>NSD</p> <p>Highways Committee</p> <p>DNL</p>

089.6	<p>favour to delegate responsibility to Cllrs Payne, Legge and Jenkins for putting forward schemes from Highways Committee Priority List to meeting due 24 October 2013 which Cllr Payne and Jenkins would attend</p> <p><u>Kings Meadow Committee</u> draft minutes 2 October provided to all and accepted. Next meeting due 4 December. Noted Finance, Legal and Administration Committee had confirmed delegated costs for Christmas tree and lights. Cllr Jenkins reported on good engagement with King's Meadow and meeting due with Whippet to discuss withdrawal of service</p>	DWP/DNL/ JDJ
13/090	<p><b>TO RECEIVE Finance Report</b></p> <p>090.1 <u>Delegated payment of accounts:</u> noted for Parish Council and Recreation Ground accounts (<b>Appendix 2 Pgs 2 &amp; 3</b>). Proposed Cllr Foster, seconded Cllr Dunn, all in favour to accept</p> <p>090.2 <u>Approve payment of outstanding accounts due</u> (<b>Appendix 2 Pgs 2 &amp; 3</b>) Proposed Cllr Foster, seconded Cllr Ing all in favour to approve</p> <p>090.3 <u>Amounts Paid In and Correspondence</u> (<b>Appendix 2 Pgs 2 &amp; 3</b>) Noted.</p> <p>090.4 Draft tax base figures received from SCDC. Queries pending. Next agenda <u>Finance, Legal and Administration Committee</u> draft minutes 7 October provided to all and accepted.</p> <p>To accept revised Audit Plan <b>agreed</b> to email proposals round for input before confirming plan with Internal Auditor ready for October start. Proposed Cllr Davies seconded Cllr Stonham all in favour final response delegated to Cllr Jenkins and Clerk</p> <p>To accept <u>Review of Effectiveness of Internal Auditor</u> paper provided for all (<b>Appx 4</b>). All in favour and accepted</p> <p>To agree <u>2020 project membership and Terms of Reference</u> Finance, Legal and Administration committee had agreed to set up a Task &amp; Finish project group. Proposed Cllr Dunn seconded Cllr Stonham <b>agreed</b> initial membership: Cllrs Jenkins, Ing and Teague. 3 Clerks also members. Terms of Reference yet to be negotiated</p> <p>To review <u>Standing Orders following changes to Code of Conduct</u> draft provided to all for acceptance (<b>Appx 5</b>) Proposed Cllr Payne, seconded Cllr Legge all in favour to alter Standing Orders with immediate effect suggested by SCDC Legal to give Cllrs the better opportunity for openness and honesty with interests. Noted wording may be refined after further reference to Legal Office at SCDC but this would not make material change. Resulting revised Standing Orders as adopted to be provided to all next meeting Chairman formally asked for meeting extension of time under Standing Order 1 x). <b>All agreed</b></p> <p>090.5 <u>External Audit Statement 2013-14</u> copy of unqualified statement provided for all. No issues to discuss</p> <p>090.6 To agree <u>expenditure for Poppy Wreath 2013</u> Proposed Cllr Payne seconded Cllr Jenkins, all agreed that Histon &amp; Impington Parish Council in accordance with its powers under <b>sections 137 and 139 of the Local Government Act 1972</b>, 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 £50 to Histon British Legion to include purchase of wreath".</p> <p>090.7 Chair and Vice Chair to represent Parish Council at War Memorial Ceremony</p> <p>To consider <u>request for £1,250 funding for WW1 Centenary events</u> Cllr Davies declared interest, Feast Committee Chair. He outlined discussion held on organising a respectful series of events to mark 100<sup>th</sup> anniversary of start of WW1 in 2014, to be seen as a time for reflection and costing in the region of £2,500. Ideas for investigations into events outlined including outdoor film show on Village Green 4 August 2013. Full discussion followed on:</p> <ul style="list-style-type: none"> <li>• How these events might fit in with other arrangements</li> <li>• British Legion role</li> <li>• The role of Parish Council</li> <li>• Appropriateness of marking the centenary</li> <li>• Social history opportunities</li> </ul> <p>Proposed Cllr Jenkins, seconded Cllr Nudds all in favour to recommend budget item for £1,250 to Precept meeting in January</p>	<p>Next agenda</p> <p>JDJ</p> <p>I</p> <p>Next agenda</p> <p>LGA 1972 S137</p> <p>FLA Committee</p>
13/091	<p><b>RECENT CORRESPONDENCE</b></p> <p>091.1 <u>Circulating File</u> with Cllr Legge</p> <p>091.2 <u>Half Marathon 2014</u> – request for support for temporary road closure order on route and traffic order to provide lights for crossing B1049 at Buxhall Farm. Proposed Cllr Nudds,</p>	



091.3	seconded Cllr Payne all in favour to support <u>Mobile Warden</u> meeting notes 25 September provided to all and accepted. Noted £1,000 request for precept meeting for 2014. Cllr Cleaver flagged up funding decreases from other sources which could mean a larger request in future years	
091.4	<u>Review of Polling Districts and Places</u> comments by 13 November. <b>Agreed</b> no response	
13/092	<b>OTHER MATTERS AND REPORTS</b>	
092.1	<u>To approve launch of website</u> as link provided to all for comment. Discussion on status of emerging website. Proposed Cllr Dann, seconded Cllr Legge all in favour to take the site "live" by 28 October 2013. All Cllrs requested to provide a brief "bio" 100 words maximum <ul style="list-style-type: none"> <li>• Noted no on-going maintenance contract in place</li> <li>• Cllr Jenkins to provide all Cllrs with an A4 page of instructions on putting up data</li> <li>• Cllr Ing suggested rota for members to be responsible for updating the site</li> </ul> It was additionally <b>agreed</b> to write to Paul Oldham who provided underlying software to run the current site to thank him for this work at no cost Proposed Cllr Foster seconded Cllr Stonham all in favour to set up a Communication & Engagement Working Party to meet monthly comprising of Cllrs Stonham, Moulder, Jenkins, Ing, Payne and Legge. First meeting 7 November 2013, Terms of Reference to be agreed	
092.2	<u>Community Calendar arrangements</u> deferred pending clarity on item	
13/093	<b>MATTERS FOR NEXT AGENDA</b> None	
13/094	<b>Date of Next Meeting:</b> <b>Full Council:</b> Monday 18 November 2013– Recreation Centre, Recreation Ground, New Road, Impington	
	<b>This part of the meeting closed 9.55 p.m.</b>	

HISTON & IMPINGTON PARISH COUNCIL

FINANCE REPORT

<b>REPORT TO:</b>	<b>Full Council</b>	<b>14<sup>th</sup> October 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>M6 Administration</b> – wages, NI and Pension <b>£9,593.82</b>	£9,659.19
<b>M6 Rec Groundsman expenses</b> <b>£25.53</b>	£25.53
<b>SCDC</b> empty 4 x litter bins The Green <b>£12.00</b> + vat £2.40	£14.40
<b>Roger Hovells</b> office cleaning <b>£40.00</b>	£40.00
<b>Cambridge Web Solutions</b> 50% deposit for website <b>£250.00</b> + vat £50.00	£300.00
<b>PKF Littlejohn LLP</b> annual audit fee <b>£1,600.00</b> + vat £320.00	£1,920.00
<b>Site &amp; Maintenance</b> repair bollard, replace tap at B/Grd <b>£140.00</b> + vat £28.00	£168.00
<b>Acacia Tree Surgery</b> tree works The Green <b>£1,560.00</b> + vat £312.00	£1,872.00
<b>Cambridge News</b> newsletter <b>£385.31</b>	£385.31
<b>British Gas</b> electricity account <b>£1,185.09</b> + vat £237.02	£1,422.11
<b>PWLB</b> (DDR) pavilion pmt 16 of 50, completion pmt 14 of 48 <b>£13,330.54</b>	£13,330.54
<b>British Gas</b> gas account <b>£243.10</b> + vat £12.15	£255.25
<b>Barclaycard</b> (DDR) Shredder <b>£134.99</b> , padlocks <b>£37.00</b> , Talk,Talk <b>£26.99</b> + vat £34.38	£233.36

- Outstanding Accounts for approval:

<b>Petty Cash</b> <b>£92.69</b>	£92.69
<b>Buchans Landscapes</b> grasscutting (September) <b>£2,354.95</b> + vat £470.99	£2,825.94
<b>Cambs CC</b> Youth work – summer term <b>£3,123.10</b>	£3,123.10
<b>ESPO</b> cutlery, diaries, extension cable <b>£107.59</b> + vat £21.52	£129.11
<b>SLCC</b> 9 <sup>th</sup> edition Local Council Administration <b>£63.00</b>	£63.00
<b>Matt Willatt</b> visual identity – web page design <b>£800.00</b>	£800.00
<b>Copy IT Digital Solutions</b> copier reading <b>£29.81</b> + vat £5.96	£35.77
<b>CPRE</b> annual subs <b>£29.00</b>	£29.00
<b>L M Dewar Cleaning Services</b> pavilion (September) <b>£297.16</b>	£297.16
<b>Berrycroft Stores</b> BM100 line marker powder <b>£30.00</b> + vat £6.00	£36.00
<b>CSA</b> wash room supplies <b>£26.98</b> + vat £5.40	£32.38
<b>Rigby Taylor</b> R9, liquid iron, R14 <b>£802.00</b> + vat £43.20	£845.20
<b>Buckingham &amp; Stanley</b> fuel <b>£12.74</b> + vat £2.55	£15.29
<b>Munro Building Services</b> annual planned maintenance agreement <b>£820.00</b> + vat £164.00	£984.00
<b>Giffords Recycling Ltd</b> replenish ‘Cushionfall’ rec play area <b>£325.00</b> + vat £65.00	£390.00
<b>Improvement &amp; Development Agency</b> Local Government Services National Agreement (‘Green Book’) <b>£57.31</b>	£57.31

***Additional Accounts for approval:***

<b>R V Cronin</b> Burial Ground – new footpaths <b>£5,712.00</b> + vat £1,142.40	£6,854.40
<b>Greenham</b> 2 x rolls barrier fencing <b>£79.98</b> + vat £16.00	£95.98
<b>Hutchinsons</b> ‘Rovral WG’, ‘Grazers’ (pest deterrent) <b>£293.38</b> + vat £58.67	£352.05

○ <u>Amounts paid in:</u>	
Burial fees	£2,125.00
Club Receipts	£7,675.00
Ground takings	£827.07
Sports court fees	879.19
Community room hire	£916.68
Donations towards Christmas Lights	£330.00
Precept – 2 <sup>nd</sup> payment	£131,600.00

DRAFT