

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 20th October 2014 7.30 p.m.**

6 Appendices attached

Full Council Minutes

	Prior to the meeting Mr Steve Wilkinson attended to present the Quality Council certificate for the grouped Council. This accreditation was dated December 2010 being the date of the last certificate for Impington Parish Council. Renewal was due December 2014 although changes in the Quality Council accreditation system were underway and clarity awaited on timings and criteria. Mr Wilkinson outlined attempts at joining the two Parish Councils many years and his own involvement as former Histon Parish Council Chairman for 16 years	
Agenda No:	Present: Cllrs: J D Jenkins (Chair), H S Abdullah, M C Cleaver, M P Dann, J Dunn, N S Davies, C J Foster; B S Ing, D N Legge, D V Marston, S D Lindsay; P J Nudds, D W Payne, E W Stonham, N J Wood Clerk: Mrs A J Young Cty Cllr Mason; 3 members of public (in part) one of which was co-opted during meeting	Action/ Power
14/073	APOLOGIES FOR ABSENCE Cllrs: Josephine Teague (personal), Ruth Moulder (personal), Kevin Andrews (work). Dist Cllr Chatfield	
14/074	DECLARATIONS OF INTEREST AND DISPENSATIONS 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>	
14/075	DATE(s) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net	
14/076	PUBLIC PARTICIPATION No public wished to address the Council	
14/077	TO APPROVE minutes of the meeting held 15 September 2014 Proposed Cllr Dann, seconded Cllr Davies all in favour and RESOLVED to accept as a true record of meeting	
14/078	MATTERS ARISING FROM PREVIOUS MEETING <u>Actions List</u> and <u>Decision Statement</u> provided to all and accepted (Appendix 1) <u>Item 14/061</u> Additionally, County Council confirmed no immediate plans to install cycleway adjacent to Manor Field	
14/079	CO-OPTION TO PARISH COUNCIL 2 applicants had supplied information on reasons for wishing to join the Parish Council, Christine Hertoghe and Peter Snow. Following a ballot, with one abstention, RESOLVED to co-opt Mrs Hertoghe, who having signed Declaration of Acceptance took part in the remainder of the meeting. Mr Snow was invited to be co-opted to the Kings Meadow Committee	
14/080 080.1	TO RECEIVE REPORTS County Cllrs and District Councillors Reports: County Council written report for September accepted from Cllr Jenkins covering: Adults & Wellbeing Committee; Children & Young People Committee; Meetings attended; Northstowe JDCC; Balfour Beatty; Histon Infant School; Upcoming meetings. District Council written report from Cllr Davies covering: City Deal; SCDC and Cambridge	

080.2	<p>City Shared Services; Electoral Review; Orchard Park; Northstowe. Cllr Davies reported further on <u>Histon Football Club Trees</u> A deliverable scheme had been bought forward with end of year set as end date. Constraints of the site noted. <u>Wildlife Flower Scheme</u> Dist Cllr Davies to look into funding from this scheme towards Brook Improvement plans</p> <p><u>Budgeting Pressures</u> Confirmed that Revenue Support grant from Government expected to go to zero by end of decade. Other revenue opportunities were being identified including housing stock. <u>Boundary Review</u> Cllr Davies to investigate details of scope. Cllrs Davies and Stonham had pressed for a review of the original Orchard Park scrutiny report</p> <p>Clerks Report (Pg 1-2) (Appendix 2) accepted</p>	
080.3	<p>Proposed Cllr Payne, seconded Cllr Lindsay all in favour and RESOLVED, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, 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 the Histon & Impington British Legion to include cost of Poppy Wreath”.</p> <p>Chairman’s Report (Appendix 3) accepted. Noted:</p>	LGA 1972 S137
080.4	<p><u>Neighbourhood Plan</u> two further useful meetings held. Steering Committee established. Meeting due 30 October, to define 6-10 major issues. All Parish Councillors invited</p> <p>Other Committee Chair Reports/Items for Decision</p>	
080.5	<p><u>Environment Committee</u> next meeting due 4 November. Cllr Marston outlined proposals under delegated powers for additional Christmas lighting for 2014, total cost £3451 + VAT. Planned lighting of tree on NE corner would follow in 2015 following treatment of ivy. Cllr Nudds requested budget be included 15-16 for infrastructure at The Copse for Christmas lighting in 2015</p> <p><u>Kings Meadow Committee</u> meeting due 1 October postponed, meeting due 10 December. Christmas tree would be ordered as budgeted for</p> <p>Any Working Group/Task & Finish Group Reports</p>	
	<p><u>Communication & Engagement Working Party</u> meeting due 13 November</p> <p><u>Drainage Task & Finish</u> Report provided by Cllr Payne (Appx 4). Noted. Cty Cllr Mason reported on particular attention being paid to <u>Park Lane stretch</u> during handwork due by SCDC. Cllr Payne advised County Council contractors to meet Pat Matthews SCDC Drainage Manager to look at culvert in October. Gareth Guest CCC Bridges Manager has agreed to take action on Park Lane culvert if budget allowed. <u>Brook Improvements</u> Cty Cllr Mason raised possible source of private funding which he was pursuing with Cllr Marston. <u>South Road</u> Parish Council was attempting to obtain feedback from SCDC to relay to residents</p> <p>Public Art official opening of Homefield Park gates had been held</p> <p><u>20/20 Task & Finish</u> meeting held 16 September (Appx 5)</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. Revised calendar where all Committee meetings and Council meetings would be on Monday or Tuesday - example provided to all 2. Community Park Project Committee be changed to a Working Party 3. Reduce Environment, Highways and Recreation Committee memberships to 5+2 ex officio (all currently 7+2) <p>Full discussion followed on:</p> <ul style="list-style-type: none"> • The need for Committee Chairs to meet and discuss Committee structures • Individual Councillors interests, family life commitments. Personal issues with Tuesday meetings • Personal preference of all current members of Highways Committee members for Thursday meetings • The need to increase frequency of Highways & Environment Committees to say 6 weekly. Possibility of pre-meeting briefings but fear of loss of democracy and transparency raised • Benefits of higher number of members to give broader input into the group • Changes in the Parish Council to become more business-like, seen to possibly curb enthusiasm of volunteer councillors • The need to finish meetings within a reasonable timeframe if quorum issues to be avoided. Suggestion of time for end of 1 ½ hours (currently 2 hours) • Focus on administration by staff resulting in lack of delivery, noting empowerment key • Suggestion that each Committee could alternate Monday and Tuesday 	

080.6	<ul style="list-style-type: none"> • Praise for practice of including hyperlinks in Planning agendas • View that each Committee should operate under different needs “one size does not fit all” • Fact that Monday and Tuesday meetings gave office staff a good discipline with minutes and resulting action carried out by end of the week <p>Recommendation for calendar and Committee size deferred for future agenda. 2020 Committee to canvas further with Chairs of Committees with a view to bringing any resulting changes to new municipal year</p> <p>Proposed Cllr Davies seconded Cllr Stonham all in favour and RESOLVED to change Community Party Project Committee to Working Party, with same membership</p> <p><u>Resignations from Committees</u></p> <p>Cllr Wood stepped down from Recreation Ground Committee</p> <p>Cllr Nudds stepped down from Planning Committee</p> <p>It was hoped that all vacancies would be filled next agenda</p> <p>Neighbourhood Plan covered in Chair’s Report item 080.3</p>	2020 Project T&F
14/081 081.1 081.2 081.3 081.4 081.5 081.6	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p><u>Planning Committee</u> draft minutes 16 September, 7 October provided to all. Next meetings due 28 October, 11 November</p> <p><u>Community Park Project</u> draft minutes 17 September provided to all and accepted. Next meeting due 27 November</p> <p><u>Employment Committee</u> draft minutes 17 September provided to all. Next meeting due 27 November</p> <p><u>Highways Committee</u> draft minutes from meeting held 16 October not yet available. Cllr Legge summarised discussion:</p> <ul style="list-style-type: none"> • Acceptance of Zebra crossing design • Acceptance of StAC drawings • Discussion on 20mph speed limit • Busway lighting • Junior School TRO <p><u>Recreation Ground Committee</u> minutes from the meeting held 14 October not yet available. Next meeting due 24 November</p> <p><u>Youth Committee</u> draft minutes 13 October provided to all and accepted. Members highlighted positivity of decision to second Youth Worker, resulting in open access youth club</p>	
14/082 082.1 082.2 082.3 082.4	<p>TO RECEIVE Finance & Administration Report (Appx 2 Pgs 3,4)</p> <p><u>Delegated payment of accounts</u> noted</p> <p><u>Approve payment of outstanding accounts</u> Proposed Cllr Ing, seconded Cllr Davies all in favour and RESOLVED to approve</p> <p><u>Amounts paid in and correspondence</u> noted</p> <p>Draft minutes 6 October provided to all and accepted. Next meeting due 15 December (TBC)</p>	
14/083 083.1 083.2 083.3	<p>TO RECEIVE Recent Correspondence</p> <p><u>Circulation File</u> available on request</p> <p><u>Letter of introduction</u> from Police Sergeant Mark Rabel, posted onto website. Plans for home safety workshop organised by PCSO Martin 4 December 2014</p> <p><u>SCDC Plain English Account</u> “What we do and how we spend your money doing it” Copies on request</p>	
14/084 084.1 084.2 084.3	<p>OTHER MATTERS</p> <p>To adopt <u>Emergency Plan Principles</u> deferred to next agenda</p> <p>To agree design for replacement street lights on The Green – 4 possible schemes details provided. Delegated decision made to accept option 1 of 4 with caveat on realignment with road. Balfour Beatty confirm no liability on Parish Council. Noted due process required via Secretary of State</p> <p>To establish Sustainability Working Party within the Environment Committee in accordance with the Terms of Reference provided to all (Appx 6). Proposed Cllr Marston, seconded Cllr Foster all in favour and RESOLVED to so do. Noted Working Party would to</p>	Next agenda

084.4	some extent serve cross-Committee but will report to Environment Committee To agree to engage an apprentice to undertake 'E' Training Intermediate Level Apprenticeship (ILA) in Horticulture via CWA. To commence by end of year. Report provided to all. Cllr Davies outlined events and details of costs leading to recommendation from Employment Committee and Finance, Legal & Admin Committee. Proposed Cllr Davies seconded Cllr Cleaver all in favour and RESOLVED to engage as recommended. Cllr Abdullah requested urgent review on staff facilities including restroom facilities	
14/085	TO REQUEST Matters for next Agenda None requested	
14/086	Date of Next Meeting: Monday 17 November 2014 7.30pm – Recreation Centre, Recreation Ground, New Road, Impington	
	Meeting closed 9.15 pm	

DRAFT