

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 19th October 2015 7.30 p.m.**

6 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	Present: Cllrs: David Jenkins (Chair), Hooda Abdullah, Aga Cahn, Marian Cleaver, Neil Davies, Cedric Foster, Christine Hertoghe, Brian Ing, David Legge, Shaun Lindsay, Ruth Moulder, Pene Nudds, Denis Payne, Edd Stonham, Josephine Teague Clerk: Angela Young Andrew Butcher (co-opted during meeting); Ashley Gordon, resident	
15/072	APOLOGIES FOR ABSENCE Cllrs: Nick Wood (personal), Derek Marston (personal); Dist Cllr Cross, Cty Cllr Mason Good wishes for speedy recovery to Cllr Marston Noted resignation of John Dunn. Vacancy advertised	
15/073	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>	
15/074	DATE(s) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net	
15/075	PUBLIC PARTICIPATION None	
15/076	TO APPROVE minutes of the Meeting held 21st September 2015	
076.1	Prop Cllr Teague, sec Cllr Hertoghe. Agreed to accept as a true record of meeting	
076.2	TO APPROVE Extra Ordinary Meeting 1st October 2015 Prop Cllr Davies, sec Cllr Stonham, agreed to accept as a true record of meeting	
15/077	MATTERS ARISING FROM PREVIOUS MEETING	
077.1	<u>Actions List (Appx 1)</u> copied to all and accepted. Further discussion: <u>Barclays Bank</u> has confirmed no plans to shut Histon branch	
15/078	CO-OPTION TO PARISH COUNCIL One vacancy had been confirmed for co-option. Second vacancy advertised time not yet completed. Andrew Butcher and Ashley Gordon attended and presented reasons for wishing to join the Parish Council, agreeing that both were excellent candidates all in favour to co-opt Andrew Butcher of Nun's Orchard, Histon to the Parish Council, delegating to Planning Committee, if timescales fitted, to co-opt second vacancy once confirmed by SCDC, otherwise next agenda Declaration of Acceptance of Office signed and Cllr Butcher took part in rest of meeting. Register of Interests to be completed and returned within 28 days. Committee and other vacancies as result of the 2 recent resignations reviewed, agreed Cllr Davies to join Darwin Green Task and Finish other such vacancies to be filled November	Planning Comm/Next agenda Next agenda
15/079	TO RECEIVE REPORTS	
079.1	<u>Monthly reports from County and District Councillors</u> County Cllrs and District Cllrs Reports: County Council written report provided by Cllr Jenkins covering: Full Council; Committee meetings; Consultations; Local Matters; Diary dates. Additional discussion on: <u>Cllr Payne</u> requested information on County Council plans to talk to Parish Councils about the publicly announced need for Parish Councils to become involved in <u>devolved services</u> ,	

	<p>and whether County Council intended to assist Parish Councils in their budget setting processes in this regard. Both Cty Cllrs and Dist Cllrs were requested to submit a paper for next Finance, Legal and Admin Committee meeting outlining what additional costs might be expected from Parish Councils 16-17 and 5 years going forward. <u>Cllr Ing</u> additionally requested feedback on implications of the new <u>Business Rate distribution rules</u>.</p> <p><u>Cllr Nudds</u> requested information on:</p> <ul style="list-style-type: none"> - County Payback Scheme – current status - Guided Busway works on-going - Graffiti on Guided Busway and plans to remove or paint over <p>Cty Cllr Jenkins undertook to take all these points forward, working with Cty Cllr Mason and the District Councillors</p> <p>District Council written report provided by Cllrs Stonham and Davies covering: Local Plan; City Deal; Development Officer Northern Locality; Food and Garden Waste; Council House rent; Boundary Commission Review. Further discussions on:</p> <p><u>Cllr Ing</u> queried the role of <u>Kirsten Donaldson</u> officer for <u>North Locality</u> at South Cambs District Council - to attend November meeting to explain role at South Cambs District Council</p> <p><u>Cllr Nudds</u> queried parties involved in food and garden waste bin education project. Dist Cllrs to report back.</p> <p>Noted Lucy Frazer MP not included in meeting called with Brandon Lewis MP to discuss <u>council house rents</u>. <u>Dist Cllr Davies</u> had followed up on this omission. Discussion followed on what action was needed locally to address the challenge of lack of affordable housing in Histon & Impington</p> <p>079.2 <u>Clerk's Report (Pg 1 & 2) (Appx 2)</u> provided to all and accepted. Further discussion on: <u>Modern Day Slavery Report</u> from Cllr Teague to be prepared for website and newsletter <u>Clerks Catch Up Day</u> report to follow. Clerk reported on very useful agenda and 2.5 CPD points earned</p> <p>079.3 <u>Outreach Training Day</u> Saturday 28th November at Fulbourn. Untrained or new Councillors encouraged to attend. Contact Clerk to book</p> <p><u>SLCC</u> advise HR Training being organised for members. Noted CILCA qualification now recognised at NVQ Level 3</p> <p>079.4 <u>Chairman's Report (Appx 3)</u> provided to all and accepted. Further discussion on: <u>Progress with Station Design Site</u> and meetings held. Exhibition to be shown in Library. Pre-application process expected</p> <p><u>Neighbourhood Plan Core Group</u> to meet 22 October. Affordable housing a key item. Concern over “viability” arguments raised at Northstowe and increasingly at Darwin Green over affordable housing provision</p> <p><u>Surface Water Management</u> further meeting date not yet agreed</p> <p>079.4 <u>Colin Rose</u> ex Histon Parish Councillor. Council noted with sadness his passing</p> <p>079.5 <u>Other Committee Chair Reports/Items for Decision</u></p> <p><u>Recreation Committee</u> had met 19 October for single item agenda on appointment of contractors for replacement cricket nets and changes to height of perimeter fence. Chivers Farm had kindly agreed to meet up to half the costs of fencing. Insurers had confirmed go ahead for work on fencing at time to suit Parish Council</p> <p><u>Any Working Party/Task & Finish Group Reports</u></p> <p><u>Kings Meadow Working Party</u> Date to be confirmed. Agenda to include provision of Credit Union branch at Kings Meadow. Some concern voiced over possible cuts to Community Centre funding by City Council</p> <p><u>Neighbourhood Plan Task and Finish</u> meetings held 24 September, 8 October. Next meeting due 22 October. Station Project open meeting held 24 September, informal meeting on landscapes due 13 October, Architects briefing due 21 October</p>	<p>Cty/Dist Cllrs</p> <p>JPT</p>
<p>15/080</p> <p>080.1</p> <p>080.2</p> <p>080.3</p>	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p><u>Planning Committee</u> draft minutes 22 September, 13 October provided to all and accepted. Next meeting due 27 October (to be confirmed), 10 November</p> <p><u>Youth Committee</u> draft minutes 1 October provided to all and accepted. Next meeting due 21 December (to be confirmed)</p> <p><u>Environment Committee</u> draft minutes 6 October provided to all and accepted. Next meeting due 8 December.</p> <p><u>Item E15/052.2 Flexible Open Space Pack</u> Application to take free ownership had been successful, thanks to Cllr Nudds, transport and erection included. Parish Council would be</p>	

<p>080.4</p> <p>080.5</p>	<p>asked to provide lifting equipment and pads. Maximum spend £3,000 if progressed. General acknowledgement fitted into a Public Art Scheme by providing a mechanism for performing arts. Proposed Cllr Teague, seconded Cllr Moulder all in favour (1 abstention) to progress issue and Cllr Nudds agreed to convene a meeting of the Public Art Working Party as soon as possible and garner interest as a project, engineering the widest possible community involvement</p> <p><u>Highways Committee</u> draft minutes 15 October provided to all and accepted. Next meeting due 26 November. Concern raised over resident misapprehension over straw poll carried out on 20mph scheme. Highways Chair to provide website article setting out facts of discussion to date</p> <p><u>Employment Committee</u> draft minutes 16 October provided to all and accepted. Next meeting due 27 November. Noted 6 month report on success of apprenticeship scheme</p>	<p>PJN</p> <p>DNL</p>
<p>15/081</p> <p>081.1</p> <p>081.2</p> <p>081.3</p> <p>081.4</p> <p>081.5</p>	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 2 Pgs 3- 4)</p> <p><u>Finance Legal & Administration Committee</u> draft minutes 12 October provided to all. Next meeting due 14 December when all annual plans including costing information input from County Council and District Council would be needed to work on 5 year plan</p> <p><u>Delegated payment of accounts</u> noted (Appx 2) Clerks Report</p> <p><u>Approve payment of outstanding accounts (Appx 2)</u> Clerks Report. Prop Cllr Ing, sec Cllr Foster, AGREED all in favour to approve. Bank reconciliation item was noted. Sustainability Group reported on £500 grant made for their work, yet to be received but to be earmarked</p> <p><u>Amounts paid in</u> noted</p> <p><u>To agree Capital Spend Policy (Appx 4)</u> Prop Cllr Payne, sec Cllr Ing, and agreed to adopt</p>	
<p>15/082</p> <p>082.1</p> <p>082.2</p>	<p>RECENT CORRESPONDENCE</p> <p><u>Circulation file</u> available for all</p> <p><u>Other Correspondence</u></p> <p><u>NALC Consultation</u> Reviewed by CAPALC Representative Cllr Payne and Clerk. No response made</p>	
<p>15/083</p> <p>083.1</p> <p>083.2</p>	<p>OTHER MATTERS</p> <p>RESOLUTION: To confirm that the Council:</p> <p>a) publishes online the necessary criteria Nos 1 – 15 for application for Foundation level of the Local Council Award Scheme, and</p> <p>b) that is has in place the necessary criteria Nos 16 – 22</p> <p>Paper provided to all (Appx 5) Proposed Cllr Teague, seconded Cllr Cleaver all in favour and RESOLVED. Clerk to complete application form and submit before deadline 1 November 2015</p> <p>Police matters – panel meeting report, and</p> <p><u>To consider opportunity to purchase PCSO hours for Police parking scheme</u></p> <p>Cllrs Abdullah and Teague outlined meetings attended and scheme on offer. Panel meeting due October.</p> <p>Discussion on:</p> <ul style="list-style-type: none"> - Parking issues in Histon & Impington, including expected issues when scheme introduced on New Road, Impington - Lack of information on expectations for length of scheme, mechanism for securing suitable times for community <p>Cllrs Teague and Abdullah to obtain clarification of all practical arrangements</p> <ul style="list-style-type: none"> - Highways committee members had been split on opinion when informally discussed but would take forward as an agenda item next meeting and opportunity to request New Road traffic issue as a local priority - Current cover provided by Tony Martin - Budget issues, need for a list of priorities for spending and strategic approach on whole range of devolved services coming forward - Options for fully funded shared PCSO locally. Cllr Abdullah and Teague to investigate through Police Panel 20 October. 	<p>JPT/HAS</p> <p>Highways Committee</p>

083.3	<p>- Lack of interest in a Neighbourhood Watch co-ordinator role locally in the past. The need to consider taking forward as a community co-ordinated approach for the future</p> <p>Agreed Cllr Ing, Teague and Abdullah to put together a skeleton Safety and Security Plan for the community and bring to the January 2016 meeting for further discussion. Followed up by a budgetary consultation, details planned for HI people, HI Chat sites, December newsletter, noting the upward commitment to the Parish Council's costs if this sort of devolvement increases as expected. All ideas for questions to Cllr Payne (Finance, Legal and Admin Committee Chair) to bring forward public consultation paper for next agenda</p> <p><u>To agree Emergency Plan (Appx 6)</u> Cllr Ing presented paper stating:</p> <ul style="list-style-type: none"> - Overall proposed policies and principles were a provision not a requirement - The need for Cllrs to volunteer to help the Clerk and office staff to prepare the action plan were it to be agreed <p>Prop Cllr Teague, sec Cllr Lindsay, all in favour and agreed to accept the plan in principle, Cllr Ing working to enrich it from input received</p>	<p>BSI/JPT/HAS</p> <p>DWP Next agenda</p> <p>BSI</p>
15/084	<p>HOW TO COMMUNICATE SEPTEMBER FULL COUNCIL MEETING and to REQUEST MATTERS FOR NEXT AGENDA</p> <p>Review of meeting decisions for communication by report on website:</p> <ul style="list-style-type: none"> • Public Art News • New Cllr Information • Foundation Level Application • Emergency Plan • Sustainability Group Grant <p>Next agenda: None requested</p>	
15/085	<p>Next Full Council: Histon & Impington Parish Council</p> <p>There would be no Full Council meeting in August.</p> <p>Monday 16th November 2015 7.30pm – Recreation Centre, Recreation Ground, New Rd, Impington</p>	
	<p>Meeting closed 9.10 pm</p> <p>Appendices Attached:</p> <p>Appx 1 – Action List</p> <p>Appx 2 – Clerk's Report</p> <p>Appx 3 – Chairman's Reports</p> <p>Appx 4 – Capital Spend Policy</p> <p>Appx 5 – Foundation Level Paper</p> <p>Appx 6 – Emergency Plan</p>	