

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 15 September 2014 7.30 p.m.**

6 Appendices attached

Full Council Minutes

Agenda No:	Action/ Power
<p>Present: Cllrs: J D Jenkins (Chair), K R Andrews, 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, R Moulder, S D Lindsay; P J Nudds, D W Payne, J P Teague, N J Wood Clerk: Mrs A J Young Cty Cllr Mason; 9 members of public (in part) Item 14/070.2 was brought forward following Public Participation</p>	
<p>14/058 APOLOGIES FOR ABSENCE</p> <p>Cllrs: Edd Stonham (work), Dist Cllr Chatfield</p>	
<p>14/059 DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>a) Declarations of pecuniary interest from Councillors on items on the agenda b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i> Cllr Lindsay declared an interest item 0671. expenses claim (delegated payment)</p>	
<p>14/060 DATE(s) OF NEXT COMMITTEE MEETINGS</p> <p>Available on website www.hisimp.net</p>	
<p>14/061 PUBLIC PARTICIPATION</p> <p>Standing Orders suspended during Public Participation <u>Mr Michael Tildesley, New Road, Impington</u> expressed concern over reported proposals for double yellow lines in New Road, particularly where affecting residents No's 15 to 33. Assurance given that comments made would be taken into account and that further consultation with residents would take place <u>Mr Max Parish, Church Street, Histon</u> raised four issues - Whether discussion had taken place at Parish Council or County Council on a permanent footpath across the Green from a new controlled crossing area. Chairman stated no discussions had taken place and no intention to engage in such discussions - When formal consultation was due on proposals for changes to highways at School Hill. Chairman confirmed no final detail yet ready to go forward for review with residents and public. Safety Audit details would be available at time of such Public Consultation. - Query over recommendation to dispose of proposals to site barrier to car park. Agenda item 065.2 refers - Disbanding of Christmas Lights Working Party. Mr Parish urged the Environment Committee to keep provision of lights on agenda to build on work carried out and was thanked for his contributions over the previous 12 months - Query over provision of cyclepath alongside Manor Field. Understood not now planned by County Council <u>Mr Mike Mason, Cottenham</u> outlined concerns over development at the Green, including additional signage, lighting etc. and stressed the correct procedure between the Parish Council and the County Council to agree to such development. Regarding street lighting Mr Mason remained against the siting of columns in the grass area, which if did proceed would require legal agreement. Chairman assured the Parish Council would not allow any other body to make decisions or carry out actions without the Parish Council being part of the process and those decisions being agreed by the Parish Council. Highways Chair advised no formal decision had been taken to go forward with a controlled zebra crossing at The Green and the Highways Committee would be keen to involve Cty Cllr Mason in any meeting to discuss that further. Members noted currently no school crossing patrol person at The Green, with the post advertised as a relief position. Pene Nudds expressed concern that paving had been laid by County Council Highways for a crossing, apparently without permission from Secretary of State Chairman brought forward item 070.2 and Standing Orders remained suspended <u>Mr John Hall, Director of Histon Football Club</u> spoke to the meeting about the current situation at HFC. Four Directors now in post, soon to be six it was hoped. Shares now</p>	

	<p>largely owned by people in the community, with a hope to be debt free by 2019. HFC wished to rebuild trust in the community and now hold open monthly meetings and were working closely with Histon Hornets. Mr Hall outlined current issues of concern:</p> <ul style="list-style-type: none"> - Parking - Fence issues and attempts to change people's habits for access - Tree replacement proposals – SCDC fine now paid. Protected whips to be planted, mix details awaited. HFC also aware of the impact of removal of trees previously alongside the B1049 and Recreation Ground boundary - The need for a properly permissioned sign at entrance – for community notices as well as HFC events - Possibilities of regular meeting with Parish Council. Noted Recreation Ground Committee due to meet with HFC Holdings to discuss fencing, trees, car park and issues surrounding The Copse area in their ownership - Scholar Scheme still in existence <p>Members thanked Mr Hall and Lynn Kemp for attending and wished the club all the best in the coming season. Four members of public left meeting. Standing Orders re-instated</p>	
14/062	<p>TO APPROVE minutes of the meeting held 21 July 2014</p> <p>Proposed Cllr Foster, seconded Cllr Marston all in favour to accept as a true record of meeting</p>	
14/063	<p>MATTERS ARISING FROM PREVIOUS MEETING</p> <p><u>Actions List and Decision Statement</u> provided to all and accepted (Appendix 1). Noted Decision Statement to be provided within a week of meeting in future and posted on-line</p>	
14/064	<p>CO-OPTION TO PARISH COUNCIL</p> <p>No application for vacancy, next agenda. All agreed Kevin Andrews to move from Planning Committee (leaving 2 vacancies) to Youth Committee. Cllr Stonham to stand down from Youth Committee</p>	Next agenda
14/065	<p>TO RECEIVE REPORTS</p> <p>065.1 County Cllrs and District Councillors Reports: <u>County Council</u> written report for July and August accepted from Cllr Jenkins covering: Minor Highways Improvement Schemes; Flood Meetings; Traffic Regulations Orders; Meetings Attended. No questions. Cty Cllr Mason reported additionally on attendance at SCDC Local Plan Pre-Inquiry meeting. District Council No written report. Matters raised: Dist Cllr Davies to update Cllr Nudds on wildflower schemes. New dog bins poorly installed, reported to SCDC. Next District Cllr Report to include update on progress with joint working with City and Hunts and impacts envisaged</p> <p>065.2 Clerks Report (Pg 1-2 and attachment) (Appendix 2) accepted. Noted proposed Cllr Legge seconded Cllr Foster <u>Virement of Fund</u> for payment of laptop and Microsoft Office package. Finance, Legal & Admin Committee to agree virement source at next meeting <u>Data Protection</u> Members urged to read training report and support the principles set out <u>Recommendation to cancel car park barrier installation</u> order at accommodation cost of £1283 + VAT (retaining steel used in manufacture or free delivery of barrier to site in Histon. Clerks Report contained details of discussions held. Cllr Payne spoke further to the recommendation. Following some discussion and clarification, proposed Cllr Teague, seconded Cllr Payne all in favour and agreed to pay accommodation costs of £1,283 + VAT with immediate effect and delegate to Clerk to proceed appropriately once ownership of land strip proven</p> <p>065.3 Chairman's Report (Appendix 3) accepted. Noted: <u>Street Lights on Green 2</u> final scheme choices awaited from Balfour Beatty. Clerk previously delegated to progress <u>Kings Meadow</u> Fayre. Chairman and Clerk had attended and met residents</p> <p>065.4 Other Committee Chair Reports/Items for Decision None <u>Community Park Project</u> next meeting due 17 September <u>Kings Meadow Committee</u> next meeting due 1 October <u>Employment Committee</u> next meeting due 2 October</p>	NSD/PJN FL&A Committee

065.5	<p><u>Any Working Group/ Task & Finish Group Reports</u> <u>Drainage Task & Finish</u> Cllr Payne reported on flooding events and subsequent meetings. HISIMP News to carry front page article. Information collated highlighted to members. Meeting between Parish Council, County Council and SCDC planned early October. Discussion on:</p> <ul style="list-style-type: none"> - Tree root problems - HYDER Survey - Blue dot significance on gullies – if public notice any omissions or concerns should report ASAP. Gully clearance due during September for Histon & Impington - Camera survey plans along Glebe Way and through culvert under High Street. Request to be made to include Harding Way 	JDJ
14/066 066.1 066.2 066.3 066.4 066.5	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p><u>Planning Committee</u> draft minutes 29 July, 19 August and 2 September provided to all and accepted. Next meeting due 16 September then 7 October</p> <p>To re-affirm decision that Darwin Green should not remain as part of Impington Parish – Proposed Cllr Payne, seconded Cllr Legge all in favour and agreed to re-confirm with SCDC</p> <p><u>Pre Inquiry SCDC Local Plan</u> Cllr Ing reported on attendance. Full report to Planning Committee 16 September. Inspector will decide what issues to look at who to call. Noted HIVAG had been called on a general issue. Programme extends to Easter 2015. Series of modifications to plan could follow for consultation. Likely to be 2016 before process complete. Equal weight will be given to written submissions as appearances at hearing. <u>Noted Letter</u> from Stephen Conrad, County Council, informing of decision not to withdraw County’s representations in respect of the Buxhall Farm site</p> <p><u>Highways Committee</u> draft minutes 24 July provided to all and accepted. Minutes from the meeting held 4 September not yet available</p> <p>To Ratify recommendation of £350 TRO contribution to Junior School Some concern expressed over precedent issues. Proposed Cllr Foster, seconded Cllr Wood 10 in favour, 3 against, 3 abstentions and agreed to formally sanction</p> <p>To Ratify transfer of £10,000 Crossing Specified Reserves fund to earmarked fund for Green Improvements background information on previous earmark for crossing (now not required) and need for additional funding to improve parking arrangements at Green. Noted work required may cost £12,000 but £2,000 remains in NCATP fund. Proposed Cllr Legge, seconded Cllr Foster all in favour and agreed to transfer funds to new Specified Reserves for “Green Improvements”</p> <p><u>Environment Committee</u> draft minutes 26 August provided to all and accepted. Next meeting due 4 November</p> <p><u>Recreation Ground Committee</u> draft minutes 14 August provided to all and accepted. Next meeting due 14 October</p> <p><u>Youth Committee</u> draft minutes 31 July provided to all and accepted. Next meeting due 13 October</p> <p>To note start date of Youth Worker’s Secondment to Histon & Impington Parish Council 8 September 2014</p>	
14/067 067.1 067.2 067.3 067.4 067.5	<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> Cllr Lindsay declared an interest (delegated payment expenses claim) so did not participate in vote. Proposed Cllr Ing, seconded Cllr Wood all in favour and AGREED to approve</p> <p><u>Amounts paid in and correspondence</u> noted</p> <p>Draft minutes 14 August provided to all and accepted. Next meeting due 6 October</p> <p><u>To Accept Risk Management (Appx 4)</u> Proposed Cllr Payne, seconded Cllr Dann all in favour and accepted. Two members of public left the meeting</p>	
14/068 068.1	<p>TO ACCEPT Motions Received</p> <p>MOTION: “The Environment Committee supports and proposes the establishment of a Working Party to take forward an unbudgeted project to install estate railings at Homefield Park front boundary by Spring 2015. Budget to be allocated up to £12,500 funded from reserves or otherwise as seen appropriate by Finance Legal & Administration Committee. Any changes to budget requirement to be reported to Council as soon as apparent, for further consideration and agreement” Proposed Cllr</p>	

068.2	<p>Nudds. Paper provided to all (Appx 5) Cllrs Marston and Nudds made a presentation in support of the motion. It was explained that Homefield Park was previously the responsibility of the Recreation Ground Management Committee prior to grouping, now under the Environment Committee. A long term management programme drawn up by Cllr Nudds had been accepted during that time and work by enviro.volunteers and others had effected major improvements over recent years, culminating in the Public Art project for a new front gate. The current fence was proven to be beyond economic repair and had become a health and safety issue. A bid for budget at precept time had failed but S106 funding was not appropriate for the work proposed and grant funding was presumed to be required by other new projects planned or agreed. Following searching questions on timings of spending, and also Highways Authority acceptance of design, proposed Cllr Nudds, seconded Cllr Cleaver all in favour and agreed to establish Working Party as proposed. Cllrs Nudds and Marston to work with Clerk in first instance Noted 3 Year Plan for Committees requested</p> <p>MOTION: <i>“To reconfirm Parish Council’s commitment to developing a Neighbourhood Plan; To accept revised timetable; To agree to the setting up of a Steering Committee and to the proposed membership thereof; To reconstitute the Task & Finish Group”</i> Proposed Cllr Jenkins. Paper provided to all (Appx 6) Cllr Jenkins put forward proposals for formation of Working Party (Project Team) and Steering Committee. Suggestion of 10-12 issues of priority to be drawn up. Cllr chosen to lead Project Team, would be asked to concentrate on that issues only without other Committee membership commitments. At least one member of Steering Committee would need to have dual membership with Project Team. Proposed Cllr Jenkins, seconded Cllr Payne all in favour and agreed to accept amended motion: <i>“To reconfirm Parish Council’s commitment to developing a Neighbourhood Plan; To accept revised timetable; To agree to the setting up of a Steering Committee To reconstitute the Task & Finish Group”</i> Comment followed on need to retain flexibility for plans to evolve where necessary. Again 3 Year Plan for each Committee remained an important part of any process. Chairman formally asked for 15 minute meeting extension under Standing Order 1x). Agreed</p>	PJN/DVM
14/069 069.1 069.2 069.3 069.4	<p>TO RECEIVE Recent Correspondence</p> <p>069.1 Circulation File available on request 069.2 <u>Homefield and Hereward Close Residents Meeting</u> available on request 069.3 <u>To note Cambs County Council Household Recycling Service Consultation</u> – on line by 26 September 069.4 <u>To agree process for Cambs County Council questionnaire re flooding from surface water sources</u> – response by 30 September. Proposed Cllr Dunn, seconded Cllr Ing agreed to delegate to Clerk in consultation with Drainage Task & Finish Group</p>	Drainage T&F
14/070 070.1 070.2	<p>OTHER MATTERS</p> <p>070.1 <u>Emergency Plan Principles</u> Cllr Ing outlined work on draft principles. Agreed all to provide comments/amendments/input to Cllr Ing by end September. Draft to be brought forward to next agenda for acceptance 070.2 <u>Histon Football Club</u> Speaker John Hall, see item 061.1 Public Participation</p>	
14/071	<p>TO REQUEST Matters for next Agenda</p> <p>None requested</p>	
14/072	<p>Date of Next Meeting:</p> <p>Monday 20 October 7.30pm – Recreation Centre, Recreation Ground, New Road, Impington</p>	
	<p>Meeting closed 9.45 pm</p>	

HISTON & IMPINGTON PARISH COUNCIL
FINANCE REPORT

REPORT TO:	Full Council	September 2014
AUTHOR/S:	Lynda Marsh, Office Manager	

Purpose

To list accounts paid by delegated approval, and payment of outstanding accounts.

- Accounts paid by delegated approval – to note only

M4 Administration – wages, NI and Pension	<u>£10,026.96</u>	
M4 Rec Groundsman expenses	<u>£25.53</u>	£25.53
A Turnbull reimbursement for Flower Festival	<u>£27.47</u>	£27.47
Team Flitwick (DDR) gasoil	<u>£378.95</u> + vat £18.95	£397.90
Barclaycard (DDR) stamps, skip (Mick George)	<u>£258.28</u> + vat £30.00	£288.28
London Fuel Ltd (DDR) unleaded fuel	<u>£25.53</u> + vat £5.11	£30.64
E-oN (DDR) feeder pillar	<u>£23.41</u> + vat £1.17	£24.58
Land Registry The Coppice - application for official copy of register	<u>£14.00</u>	£14.00
Land Registry Manorial Waste – application for title absolute	<u>£40.00</u>	£40.00
CAPALC Councillor training	<u>£280.00</u>	£280.00
Site & Maintenance emergency repair to bollard	<u>£116.00</u> + vat £23.00	£139.00
Roger Hovells office cleaning	<u>£40.00</u>	£40.00
Copy IT Solutions copier reading	<u>£80.25</u> + vat £16.05	£96.30
Petty Cash	<u>£47.79</u>	£47.79
M Collis reimbursement for fuses re floodlights	<u>£13.03</u> + vat	£15.63
Working Turd Ltd herbicide treatment to rec grd	<u>£751.50</u> + vat £150.30	£901.80
M5 Administration – wages, NI and Pension	<u>£9,996.96</u>	£9,996.96
M5 Rec Groundsman expenses	<u>£25.53</u>	£25.53
S Lindsay travelling expenses to councillor training	<u>£40.50</u>	£40.50
Barclaycard (DDR) stationery	<u>£9.81</u> + vat £1.96	£11.77
London Fuel Ltd (DDR) unleaded fuel	<u>£18.54</u> + vat £3.71	£22.25
E-On (DDR) feeder pillar	<u>£6.89</u> + vat £0.34	£7.23
PWLB (DDR) Pavilion loan pmt 18 of 50	<u>£11,480.74</u>	£11,480.74
PWLB (DDR) Completion Loan pmt 16 of 48	<u>£1,513.96</u>	£1,513.96

- Accounts for approval:

Site & Maintenance paint / treat circular bench on School Hill	<u>£360.00</u> + vat £72.00	£432.00
Cambs CC Youth Work summer term	<u>£3,199.71</u>	£3,199.71
NSALG (Allotment Soc) annual subs	<u>£55.00</u> + vat £11.00	£66.00
Copy IT Solutions copier reading	<u>£27.63</u> + vat £5.53	£33.16
Buchans Landscapes grasscutting – July	<u>£1,800.92</u> + vat £360.18	£2,161.10
Buchans Landscapes grasscutting – August	<u>£1,775.66</u> + vat £355.13	£2,130.79
Cambs CC 30mph minor improvements scheme	<u>£873.63</u> + vat £174.73	£1,048.36
Print-Out stationery	<u>£73.96</u> + vat £14.80	£88.76
Getmapping Parish Online annual subs	<u>£70.00</u> + vat £14.00	£84.00
Roger Hovells office cleaning	<u>£40.00</u>	£40.00
World of Computers MS Office 2013	<u>£169.00</u> + vat £33.80	£202.80

Petty Cash <u>£20.49</u>	£20.49
P Scott partial ditch clearance at rec <u>£70.00</u>	£70.00
PHS Group annual Duty of Care certificate <u>£69.95</u> + vat £13.99	£83.94
CamAlarms Ltd 50% fire alarm service <u>£68.00</u> + vat £13.60	£81.60
Munro Building Services annual planned maintenance contract <u>£820.00</u> + vat £164.00	£984.00
Mower People replacement Hayter mower <u>£645.83</u> + vat £129.17	£775.00
L M Dewar Cleaning Services Pavilion – July <u>£238.10</u>	£238.10
L M Dewar Cleaning Services Pavilion – August <u>£238.11</u>	£238.11
Tomlinson Groundcare tractor service <u>£457.77</u> + vat £91.56	£549.33
ESPO office supplies <u>£43.94</u> + vat £8.79	£52.73
P A Collacott replace light sensor in changing room <u>£92.02</u> + vat £18.40	£110.42
S D Grounds Care Ltd wicket renovation seed mix <u>£225.00</u> + <u>£9.95</u> carriage charge + vat £1.99	£236.94

Amounts paid in (16.7.14 to 9.9.14):

Burial Fees	£1,300.00
Ground Fees	£1,133.34
Sports Court Fees	£549.17
Pavilion Rent	£872.91
Sec106 - 18 Pages Close	£7,234.84
WISER Wee Collection	£116.00

DRAFT