

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 21st September 2015 7.30 p.m.**

6 Appendices attached

Full Council Minutes

Agenda No:	Action/ Power
Present: Cllrs: David Jenkins (Chair), Hooda Abdullah, Marian Cleaver, Neil Davies, Christine Hertoghe, David Legge, Pene Nudds, Denis Payne, Edd Stonham, Josephine Teague, Nick Wood Clerk: Angela Young Dist Cllr Cross; Cty Cllr Mason 1 member of the Public; 10 representatives Station Gateway	
15/055 APOLOGIES FOR ABSENCE Cllrs: John Dunn (illness), Brian Ing (work), Aga Cahn (council business), Shaun Lindsay (work), Cedric Foster (personal), Derek Marston (personal), Ruth Moulder (council business) Noted resignation of Marcus Dann. Vacancy to be advertised. Next agenda	Next agenda
15/056 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>	
15/057 DATE(s) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net	
15/058 PUBLIC PARTICIPATION 058.1 <u>Max Parish, Church Street, Histon</u> raised Highways issues. Highways Committee asked to respond at next meeting. <u>Crossing at The Green</u> requested details of risks considered when County Council Audit Survey carried out; confirmation that reviews of use of crossing would be undertaken. Clarified that there were no plans to concrete over any part of The Green <u>Traffic Lights at Green</u> requested confirmation that adequate consultation would be undertaken on any project proposed by County Council. Cllr Jenkins clarified that no scheme yet brought forward, but money had been identified under the NCATP funding <u>20mph schemes</u> queried the figures of 6:1 quoted as support for a 20mph at Highways Committee. It was confirmed this was a result of a straw poll at the Feast Market to gauge interest only, and a more formal consultation would be necessary if decision made to progress further. Max Parish urged adequate consultation to reach the 8,500 population. Cllr Jenkins confirmed a dedicated email would be available 20mph@hisimp.net 058.2 <u>Architects & Representatives, Station Design</u> model and presentation board available to view. An open session to gain feedback organised by the architects to take place Thursday 24 September and had been advertised on the Parish Council website and HI People, HI News. A letter drop to 100 close neighbours had been undertaken. Cambridge News to attend 24 th September. Display would then be likely to go into the Library for period of time 8 members of the public left	Highways Committee
15/059 TO APPROVE minutes of the Meeting held 20th July 2015 Proposed Cllr Abdullah, seconded Cllr Teague All in favour to accept as a true record of meeting	
15/060 MATTERS ARISING FROM PREVIOUS MEETING 060.1 <u>Actions List</u> copied to all and accepted. Further discussion on: 060.2 <u>Barclays Bank</u> Cllr Jenkins to call at branch to request meeting 060.3 <u>IVC Bus Panel Report</u> Not yet circulated <u>Station Site Project</u> Cllr Jenkins to issue general consumption paper within next week	DJ DJ
15/061 TO RECEIVE REPORTS 061.1 <u>Monthly reports from County and District Councillors</u> County Cllrs and District Cllrs Reports: County Council 2 written reports provided by Cllr Jenkins covering: Meetings attended; Consultations; Local Matters. Noted Surface	

<p>061.2</p> <p>061.3</p> <p>061.4</p> <p>061.5</p>	<p>Water Management Plan issues to be discussed under Chair's Report 061.3 District Council written report provided by Cllrs Stonham and Davies covering: Local Plan; Boundary Review; Affordable Housing; Northstowe. Additional discussion on: <u>SCDC Drainage Manager – reduced hours</u> Concern over loss of expert resources <u>SCDC IT Staff – shared services</u> with City Council and Huntingdon District Council. Concern over necessary skills and staffing levels <u>Boundary Review Submission</u> query over Histon & Impington Dist Cllr input. All 3 Dist Cllrs requested to work together to take issue of Drainage Manager up and report back. Jean Hunter CEO had updated District Council on the IT situation 17th September, discussion on-going but understood TUPE transfers due end of September. Boundary consultation was being re-questioned due to previously misleading questions <u>Clerk's Report (Pg 1 & 2) (Appx 1)</u> provided to all and accepted. Further discussion on: <u>Darwin Green Exhibition</u> due 23 September at Mayfield School. Cllr Cleaver to attend <u>Anti-Social Behaviour Meeting</u> being arranged to include Police and IVC representatives Council noted with sadness the passing of Alan Cornell ex Cllr for Impington Parish Council and Bob Tuckwell County Council Transport Services <u>Residents Meeting Lucy Frazer MP 4 August</u> AGREED to remind Lucy Frazer of issues taken away from the meeting, any results to be shared on website. Particular concern raised over cost of housing locally, affordable housing availability and loss of S106 and CIL funding in South Cambs while SCDC have not adopted a policy. Need to feed into Darwin Green process highlighted <u>Clerks Catch Up Day 2</u> October. Clerk attending at £25 fee <u>Chairman's Report (Appx 2)</u> provided to all and accepted. Further discussion on: <u>Surface Water Management</u> Cty Cllr Mason outlined discussion at recent meeting between Cty Cllrs Jenkins and Mason, Cllr Payne and Sass Pledger (County Council). £300,000 required locally for project to attenuate upstream for Awarded Drains 164 and 165 to proceed. Report by Cty Cllr Mason had been submitted on behalf of HIVAG and now formed part of the Inquiry documents. County Council funding cuts meant no Project Officer available to take forward. Other possible contributors to scheme: SCDC contribution "in kind" by helping to construct the balancing; Highways England; Anglian Water; Darwin Green 2 (Darwin Green 1 contributed £80k for improved maintenance of public drain); County Council £105k grant funding enabled. A total of 59 properties could benefit from the scheme, although 100 houses at severe risk of flooding, another 100 less so. Further Cty Cllrs meeting with Graham Hughes at County Council to be held. Environment Agency detail the scheme to remain in the 6yr programme, showing figures of £10k grant during 2015-16, £40k 2016-17 All AGREED Parish Council to convene meeting of potential funding partners inviting Lucy Frazer MP to attend. Issue of lack of identified power for Parish Council to contribute raised, plus Community Services budget newly introduced in 2015-16 <u>Other Committee Chair Reports/Items for Decision</u> <u>Employment Committee</u> due to meet 16th October <u>Youth Committee</u> due to meet 28th September <u>Any Working Party/Task & Finish Group Reports</u> <u>Youth Working Party</u> Insufficient numbers had attended 9th September. Chairman urged support from colleagues for Cllr Abdullah's work with this Working Party. See item 065.1 <u>Community Park Project/Bypass Farm Task & Finish</u> meeting of all members held 7th September. See item 065.3 <u>Neighbourhood Plan Task & Finish</u> meeting held 3rd September. Informal briefing session on the Station Development Strategy Plan held 17th September. Architects Open Evening due Thursday 24th September in Community Room, Recreation Ground</p>	<p>Dist Cllrs</p> <p>MC</p> <p>JDJ</p>
<p>15/062</p> <p>062.1</p> <p>062.2</p>	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p><u>Planning Committee</u> – draft minutes 28th July, 18th August and 8th September provided to all and accepted. Next meetings due 22nd September, 13th October. Proposed Cllr Legge, seconded Cllr Hertoghe and AGREED Parish Council confirmed support for <u>double yellow line proposals</u> in New Road. Noted aim to assist access for buses and emergency services, as well as protection of verges. 9 in favour 1 abstention. Cllr Payne expressed disappointment that timing had not allowed an article in September newsletter to widen the consultation <u>Planning Chair</u> suggestion made Committee consider electing a Vice Chairman in future <u>Highways Committee</u> – draft minutes 6th August provided to all and accepted. Next meeting due 15th October.</p>	

062.3	<u>A14 Statement of Common Ground</u> Cllr Legge outlined issues raised and introduction of “very low noise road surface” in latest version. Process of engagement and participation in Inquiry via written submission and informal sessions attended with noise experts outlined. Committee Clerk to enquire of Highways England on options remaining for Parish Council to re-emphasise points made, particularly by attendance at Inquiry. Final version noted <u>Street Lighting (Appx 3)</u> report from Cllr Stonham, delegated by Highways Committee who had indicated unwillingness to contribute to energy costs. Proposed Cllr Stonham, seconded Cllr Abdullah, all in favour to challenge the decision of switching off lights in passageways, as listed, and request they be changed from switched off to dimmed	
062.4	<u>King’s Meadow</u> minutes 1 st July as accepted at July Full Council. Proposed Cllr Teague, seconded Cllr Cleaver all in favour and AGREED to sign as correct record	
062.5	<u>Recreation Committee</u> draft minutes 7 th September provided to all and accepted. Next meeting due 23 rd November	
	<u>Environment Committee</u> draft minutes 1 st September provided to all and accepted. Next meeting due 6 th October	
15/063	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 1 Pgs 3- 4)	
063.1	<u>Finance Legal & Administration Committee</u> –next meeting due 12 th October	
063.2	<u>Delegated payment of accounts</u> noted (Appx 1) Clerks Report	
063.3	<u>Approve payment of outstanding accounts (Appx 1)</u> Clerks Report. Proposed Cllr Stonham, seconded Cllr Payne, AGREED all in favour to approve	
063.4	<u>Amounts paid in</u> noted	
063.5	To Accept <u>Internal Audit Scope and Arrangement for Internal Audit 2015-16</u> scope copied to all, proposed Cllr Teague, seconded Cllr Cleaver all in favour to ACCEPT . Letter of acceptance and terms sent to Max Parish. First Internal Audit visit due 24 th September	
063.6	To Accept <u>Risk Management Review (Appx 4)</u> Proposed Cllr Hertoghe, seconded Cllr Stonham all in favour to ACCEPT	
15/064	RECENT CORRESPONDENCE	
064.1	<u>Circulation file</u> available for all	
064.2	<u>Cambridge Primary Education Trust</u> – application to sponsor Clay Farm Primary School to join multi-academy trust	
064.3	<u>Modern Day Slavery Issues</u> public assistance plea. Cllr Teague AGREED to represent community at meeting Saturday 17 th October, SCDC Council Chamber 10am – 1pm	JPT
064.4	<u>NALC Newsletter September 2015</u>	
064.5	<u>Charity Commission News</u>	
064.6	<u>SCDC Consultation on moving to all-out-election</u> all Cllrs had been invited to respond individually	
064.7		
064.8	<u>CCC Street Lighting Energy Charges</u> changes to admin fees noted	
15/065	OTHER MATTERS	
	Cty Cllr Mason and resident left during this item	
065.1	<u>Youth Club Funding</u> to agree funding of £300 for new Senior Youth Club at Histon Football Club. Cllrs Abdullah and Wood outlined proposals for a 7 week trial from 4 th November, with shared costs to secure site. Staffing from already budgeted Youth Workers. Proposed Cllr Abdullah, seconded Cllr Teague all in favour and AGREED to spend up to £300 for the purpose. Publicity and possible grant funding raised	
	<u>St Andrews Café</u> starting an opening session 4pm for young people, funded by outside resource	
065.2	<u>Capital Projects at Recreation Ground (Appx 5)</u>	
	Replacement Cricket Nets Cllr Davies outlined success and thriving membership of Histon Cricket Club with 139 members and league success for all teams. Noted external funding from Histon Cricket Club, Friends of Rec and Histon Feast and requirement for professional contract management to liaise for access to football club. Health and Safety issues surrounding need for new fencing on Histon Football Club boundary outlined Proposed Cllr Davies, seconded Cleaver, 7 in favour 3 abstentions and AGREED to support the capital expenditure authorisation up to £23,750 pending meeting with Histon FC to discuss implementation and possibility of shared costs for fencing on their boundary	
	Perimeter Fencing Project Completion Discussion with landlord outlined resulting in request made for replacement/modified fencing, to exclude gates. Proposed Cllr Davies,	

065.3	<p>seconded Cllr Stonham, 7 in favour, 2 against, 1 abstention and AGREED to support the capital expenditure authorisation up to £15,520, noting £98 already paid for planning permission application. Re-use options on hold. Confirmed every opportunity would be considered to reduce cost. Concerns over damage to fences at various locations on Recreation Ground raised</p> <p><u>Capital Projects Community Facilities</u></p> <p>Agreed that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business because of the confidential nature of the business to be transacted:</p> <p>To agree short term action plan for public open space provision. Cllr Teague declared interest and did not vote. 3 members of public left the meeting temporarily</p> <p>Cllr Davies outlined position with withdrawal of offer of lease at Bypass Farm. Assessment of all land opportunities being undertaken. Proposed Cllr Davies, seconded Cllr Hertoghe 8 in favour, 1 abstention and AGREED to pursue discussions with local landowner to look at public open space provision and advise by letter of such initial Parish Council support. Extra Ordinary meeting to be called 1st October to look at process for funding valuation and necessary desktop studies. Dist Cllr Cross and 2 members of public returned to meeting. Chairman formally asked extension under Standing Order 1x). Agreed</p>	
065.4	<p>To Consider opportunity to purchase PCSO hours for Police Parking Scheme. Cllr Abdullah outlined scheme to purchase 42 hours of PCSO time for £1k. All AGREED Cllr Abdullah to report to Police Panel that Parish Council interested in taking part, but asking whether it was possible for work to go beyond parking issues, and details of next steps. At that point, Highways Committee to be delegated to develop a full proposal, dominated by parking requirements</p>	
065.5	<p>To review and agree updated Terms of Reference for Committees (Appx 6) Proposed Cllr Davies, seconded Cllr Stonham all in favour and accepted. Changes to be made and published</p>	Highways Committee
065.7	<p>To review and agree Publication Scheme. Proposed Cllr Payne, seconded Cllr Davies, all in favour to publish for further review by Finance, Legal and Admin Committee</p>	FL&A Committee
065.8	<p>To agree process for implementation of Employment Policies for October 2015. Staff currently reviewing final draft. Delegated to Cllr Ing and Clerk to finalise and introduce as policy booklet</p>	BSI/Clerk
065.9	<p>To agree Capital spend policy- deferred to next meeting</p>	Next agenda
15/066	<p>HOW TO COMMUNICATE SEPTEMBER FULL COUNCIL MEETING and to REQUEST MATTERS FOR NEXT AGENDA</p> <p>Review of meeting decisions for communication to residents. Chairman to report on website:</p> <ul style="list-style-type: none"> • Cricket Nets • Youth Club Funding • Street Lighting • Hyder Work • Exhibition Model • Modern Day Slavery <p>Next agenda: Capital Spend Policy (deferred item)</p>	
15/067	<p>Next Full Council: Histon & Impington Parish Council</p> <p>There would be no Full Council meeting in August. Monday 19th October 2015 7.30pm – Recreation Centre, Recreation Gd, New Rd, Impington</p>	
	<p>Meeting closed 9.35 pm</p> <p>Appendices Attached: Appx 1 – Clerks Report Appx 2 – Chairman’s Report Appx 3 – Street Lighting Report Appx 4 – Risk Management Review Appx 5 – Recreation Ground Capital Projects Appx 6 – Terms of Reference</p>	