

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 15th January 2018**

7 Appendices attached

Full Council Minutes

Agenda No:	Action/ Power
Present: Cllrs: Andy Butcher (Chair), Aga Cahn, Steve Carrington, Marian Cleaver, Neil Davies, Tim Ewbank, Elaine Farrell, Cedric Foster, Ashley Gordon, David Jenkins, Brian Ing, Simon Jocelyn, Helena Perry, Edd Stonham, Josephine Teague Dist Cllr Cross, Chris Cox (HICOM), 2 residents Clerk: Angela Young	
17/091 APOLOGIES FOR ABSENCE Cllrs: David Legge (personal), Pene Nudds (personal), Denis Payne (illness), Nick Wood (personal)	
17/092 DECLARATIONS OF INTEREST AND DISPENSATIONS a) Declarations of pecuniary interest from Councillors on items on the agenda <i>Cllr Davies – Non pecuniary interest (HICOM Trustee item 099.5)</i> <i>Cllr Ing – Non pecuniary interest (HICOM Trustee item 099.5)</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i>	
17/093 DATE(s) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net	
17/094 PUBLIC PARTICIPATION Resident of Waterbeach updated Council following a visit made to Highways Committee in November regarding Guided Bus service. Situation had worsened with reports of 30+ people waiting for nearly 30 minutes at Histon stop. Input from Cty Cllr Jenkins , Cllr Butcher and Cllr Ing followed: Points raised: <ul style="list-style-type: none"> • Cty Cllr Jenkins would visit 8am morning to witness • Reports by Stagecoach at Northstowe Forum on impact of Northstowe development on services, expected to be compounded as more development comes on stream. The resident had been present also and had put forward possible solutions to Andy Campbell • Citi 8 service seen to exacerbate the problem as change required in Cambridge for Addenbrookes and train station • Issues caused by use of single decker buses • Suggestion of guided bus to start from Histon during peak periods • Parish Council had no control over bus services but happy to highlight residents' issues Next agenda, Highways Committee, resident had provided written feedback to Highways Clerk	Highways Committee agenda
17/095 095.1 TO APPROVE minutes of Meeting held 20th November 2017 Proposed Cllr Carrington, seconded Cllr Cleaver all in favour to accept as a true record of the meeting	
17/096 MATTERS ARISING FROM PREVIOUS MEETING <u>Actions List (Appx 1)</u> copied to all and accepted Further discussion on: <u>Item 41.4 Health & Wellbeing Working Party</u> due to be called <u>Item 85.1 Cty Cllr Lena Joseph</u> Cty Cllr Jenkins had contacted with invitation	

17/097	<p>TO RECEIVE REPORTS</p>	
097.1	<p><u>Monthly report from County and District Councillors</u> County Council written monthly reports November and December copied to all and accepted covering: Full Council and Committee meetings; Consultations; Local Matters Additional discussion on: <u>Cambs Police – PCSOs</u> Concern over cuts to service voiced. All agreed to send a strong letter to the Police and Crime Commissioner pointing out the value brought to our community, and nationally proven statistics that PCSOs cut costs and crime levels District Council written monthly report copied to all and accepted covering: New Homeless Law; Noise disturbance at Holiday Inn; A10 Upgrade Additional discussion on: <u>Homeless People</u> more information to follow on definition of homeless people</p>	
097.2	<p>Clerk’s Report (Pg 1 & 2) (Appendix 2) copied to all and accepted. Additional discussion: <u>Channel 4 Village of The Year</u> Histon & Impington due to appear in heats Thursday 1 February. Semi-final for our area Saturday 3 February. Grand final Saturday 10 February. Filming had included Histon Feast; Histon Hornets at Recreation Ground; High Street; Station Stores; HICOP (Community Orchard); Guided Bus graffiti project <u>Christmas Lights</u> Members joined residents who had written thanking the Environment Committee and Groundstaff for the fantastic lights at both The Green and The Copse <u>SCDC Community Awards</u> Agreed to nominate Connections Bus Project for “outstanding Youth initiative”</p>	
097.3	<p>Chairs Report (Appx 3) copied to all and accepted. Noted “Council Surgery” due 1 March 3-5 pm as a trial</p>	
097.4	<p>Any other Working Group / Task & Finish Group Reports <u>Community Park Project Working Party</u> no meeting held since 24 October Agreement to disband (see item 101.2 Community Park Project Sub Committee Terms of Reference). Cllr Davies reported Conditional Purchase Agreement now signed and complete. Meeting with Flagship Housing to be arranged for new Sub Committee. All agreed to formally disband the Working Party and commended the group for its work</p> <p>With agreement of the Committee chair brought forward item 101.1 Mental Wellbeing Champion. Standing Orders suspended Chris Cox, HICOM presented on the updated position following the resignation of Annabel Webb as Mental Health Wellbeing Champion (Appx 4 Powerpoint Presentation) Detail on:</p> <ul style="list-style-type: none"> • Scope of role has grown, more hours to be allocated for a 2 year appointment from March 2018 term time • Objectives and aims of Phase 2 • Community engagement is key, increased collaboration with schools • Signposting remains important • Now to be called Mental Health Wellbeing Worker, based out of IVC • Isolation of early parenthood – additional concern <p>Members thanked HICOM for all their hard work on this important role. Cllr Jenkins urged thought beyond the initial 2 year period in terms of finance likely to be requested from the Parish Council. It was felt 10k per annum was more likely</p> <p>Neighbourhood Plan meetings held 30 November and 4 January. Presentation (Appx 5 Powerpoint Presentation) Cllr Jenkins presented on behalf of the Neighbourhood Plan Group. Council had seen version 0.6 in September 2017 and the latest version 0.91 would be available on the Hisimp website and available to view in the Parish Office from 16 January. It would be checked for consistency and finalised over next 2 weeks Detail on:</p> <ul style="list-style-type: none"> • Polices changed following discussion with expert employed by the Parish Council • Request for an additional member to help with finalising the document • Further opportunity planned for input by the Parish Council in January a last chance to ensure members in agreement with all policies • Referendum would need a majority vote • Information to be requested on any revision process and provided in January • Areas such as Affordable Housing need to be expanded upon 	

097.5	<p>Standing Orders re-instated All agreed the Neighbourhood Plan team had the Parish Councils support to go to the next step. Members congratulated the team for the speed in bringing this work forward High Street & Beyond Working Party meeting held 23 November. Next meeting 30 January Primary School Development Task & Finish meeting held 6 December. Next meetings due 25 January, 22 February. Cllr Stonham reported the planning application for extension at Junior School had been approved and work commenced. Actions arising from meeting 6 December would be progressed this week Public Art Working Party meeting held 14 December. 10 Artists had been invited to come forward by A Turnbull Associates, with 4 shortlisted. <u>Glazed Pavilion</u> planning application was with SCDC. Noted funding for this project from Section 106 Public Art monies provided by developers and to be spend only on Public Art Newsletter Editorial Team meeting due 22 February. Copy deadline 12 March, ready for delivery from 21 March 2018</p> <p>Any Committee Chair Reports Highways Committee no date set for next meeting, Useful workshop held 10 January on Local Highways Application 18-19 Baptist Church Phase 2 Environment Committee workshop due 18 January, meeting due 30 January</p>	
17/098 098.1 098.2 098.3	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p>Planning Committee draft minutes 28 November, 18 December provided to all and accepted. Next meetings due 23 January, 13 February Planning Application – S/4421/17/FL 5 Muncney Walk, Histon – Proposed side and rear extension to bungalow. Item was taken at end of meeting with Cllrs Jocelyn, Cahn, Cleaver, Farrell, Foster, Ing and Teague reviewing and recommending approval</p> <p>Recreation Committee draft minutes 27 November provided to all and accepted. Next meeting due 22 January</p> <p>Employment Committee draft minutes 5 December and 11 December provided to all. Next meeting due 23 March. Noted change to Delegation Policy and Review & Development programme agreed MOTION: To approve recommendation to increase SCP salary scales in line with Living Wage Policy; to approve recommendation for progression through salary scales following Review & Development appraisals Under Standing Order 1c) and due to the confidential nature of the business to be transacted, the public were excluded from this item. The item was taken at the end of the meeting. Dist Cllr Cross and HICOM representative left. 2 residents left for this item only. Clerk was invited to remain. Cllr Farrell outlined discussions at Employment Committee and proposals put forward covering both the Living Wage Policy and outcomes of recent Review and Development meetings. Precept calculations included these proposed changes. Proposed Cllr Teague, seconded Cllr Perry all in favour to accept: Grounds Operative regrade in line with LW policy Asst Groundsman 2 scale increase backdated to 1 December, further 2 scale increase to from 1 April 2018, LW policy related Head Groundsman 1 scale increase backdated to 1 October 2017 Deputy Clerk 1 scale increase from 1 April 2018 Office Manager/RFO 2 scale increase from 1 January 2018 Clerk 3 scale increase from 1 January 2018</p> <p>2 residents returned to the meeting</p>	
17/099 099.1 099.2 099.3 099.4	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 2 Pgs 3- 4)</p> <p>Finance, Legal and Administration Committee draft minutes 27 November, 4 December, 8 January provided to all and accepted. Next meeting due 9 April</p> <p><u>Delegated payment of accounts</u> noted</p> <p><u>Approve payment of outstanding accounts</u> Proposed Cllr Ing, seconded Cllr Cleaver all in favour and AGREED to approve.</p> <p><u>Amounts paid in</u> noted Noted new accounts paid section to be included under Transparency on website</p>	

099.5	<p>Precept – to approve recommendation to request precept for 2018-2019 from South Cambridgeshire District Council being: £348,112, an increase of 9.4%, being an increase of £9.13 per annum on a Band D property, with Council Tax rates continuing to be equal for the two parishes.</p> <p>And to note the capital plans as submitted, with approval to be given on a case by case basis after a detailed submission, Finance Legal & Administration Committee/RFO to have final responsibility for determining the source of funding. Paper provided to all (Appx 6) and accepted. Cllr Jenkins summarised recommendations made. District and County Council increases as yet unknown. Band D household payment would increase by approximately 17p per week under the recommendation. Proposed Cllr Teague, seconded Cllr Farrell all in favour and agreed</p> <p>Committees were urged to reflect on their budget, put a plan in place for spending, and monitor accordingly</p> <p>Chairman formally asked for an extension of 10 minutes under Standing Order 1x), All agreed</p>	All Committees
099.6	<p>Strategic Partnerships Paper from Cllr Jenkins provided to all (Appx 7) and accepted. Definitions for strategic leadership were outlined and the importance of developing potential local relationships. Members supported in principle noting that Council and its Committees all need to identify key partners where a close working relationship would be of benefit; it was acknowledged this was a natural evolution of what was already happening in some areas</p>	All Committees
17/0100 100.1 100.2 100.3	<p>RECENT CORRESPONDENCE</p> <p><u>Circulation file</u> available on request</p> <p><u>Youth Work Termly Report</u> September to December 2017 noted and shared with Liaison Officer Cllr Wood. Noted Generation Game project would not run in the Spring Term</p> <p><u>SCDC Election Timetable</u> 3 May 2018</p> <p>Publication of Notice of Election – Monday 26 March 2018</p> <p>Deadline for Receipt of Nominations – 4pm Friday 6 April 2018</p> <p>Withdrawal of candidate – 4pm Friday 6 April 2018</p> <p>Appointment of Election Agents -4pm Friday 6 April 2018</p> <p>Last date for Publication of Notice of Election Agents – 4pm Friday 6 April 2018</p> <p>Last date for Publication of Statements of Persons Nominated - 4pm Monday 9 April 2018</p> <p>Last date for Registration – Tuesday 17 April</p> <p>Receipt of postal vote applications - 5pm Wednesday 18 April 2018</p> <p>Last date for Publication of Notice of Poll – Wednesday 25 April 2018</p> <p>Receipt of proxy vote applications – 5pm Wednesday 25 April 2018</p> <p>Appointment of poll and count agents – Thursday 26 April 2018</p> <p>First day to issue replacement lost postal ballot papers – Friday 27 April 2018</p> <p>Last day to issue replacement spoilt or lost postal ballot papers – 5pm Thursday 3 May 2018</p> <p>Receipt of emergency proxy vote applications – 5pm Thursday 3 May 2018</p> <p>Day of Poll – 7am to 10pm Thursday 3 May 2018</p> <p>Return of elections expenses – Thursday 31 May 2018</p>	
17/101 101.1 101.2 101.3	<p>OTHER MATTERS</p> <p>Mental Health Wellbeing Champion – update from HICOM, see above (Item 097.4)</p> <p>Community Park Project Sub Committee – to accept Terms of Reference. Delegated to Recreation Committee</p> <p>“Demain” Film Festival supported by H & I Sustainability Group. Film festival event 10 February. All Councillors were invited and it was hoped there would be good opportunities to come together with like-minded people to share experiences of individual groups in the villages</p>	Recreation Committee
17/102	<p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> <p>Website: Mental Health Wellbeing Worker; Neighbourhood Plan Support; Demain 10th February</p>	

	<p>Next Agenda/s: Future Employment Structure relative to Council ambition – discussion Ways of Working 2018</p> <p><u>Future agendas:</u> Strategic Land or Building Acquisition / Power of Competence</p>	
17/103	<p>Next Full Council: Histon & Impington Parish Council</p> <p>Next Full Council Monday 19th February 2018 7.30pm – Recreation Centre, Recreation Ground, New Road, Impington</p>	
	<p>Meeting closed 9:40pm</p>	

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