

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 15th May 2017 8.15 p.m.**

7 Appendices attached

Annual General Meeting

Agenda No:		Action/ Power
	Present: Cllrs: Andy Butcher (Chair), Aga Cahn, Steve Carrington, Marian Cleaver, Neil Davies, Tim Ewbank, Elaine Farrell, Cedric Foster, Brian Ing, Simon Jocelyn, David Legge, Pene Nudds, Denis Payne, Helena Perry (co-opted during meeting), Edd Stonham, Josephine Teague, Nick Wood Dist Cllr Cross Mrs L M Marsh; Mrs Chelsea O'Brien, Mr Steve Campin (in-part) 7 residents (in-part) Clerk: Angela Young	
17/001	ELECTION OF CHAIRMAN OF THE COUNCIL Andy Butcher – nominated as Chair by Cllr Jocelyn, seconded Cllr Foster Edd Stonham – nominated as Chair by Brian Ing, seconded Cllr Nick Wood Cllr Stonham addressed the meeting on his suitability in the role Following a paper ballot, Andy Butcher declared as elected. Cllr Butcher signed the Acceptance of Office as Chairman and thanked Council for their support and Edd for standing ELECTION OF VICE CHAIRMAN OF THE COUNCIL Denis Payne – nominated as Vice Chair by Cllr Jocelyn, seconded Cllr Nudds Edd Stonham – nominated as Vice Chair by Cllr Carrington, seconded Cllr Cleaver Following a paper ballot, Denis Payne was declared as elected	
17/002	APOLOGIES FOR ABSENCE Cllrs: Ashley Gordon (work), David Jenkins (personal), Rob Campbell (IVC), Max Parish, PCSO Mani	
17/003	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> All Councillors were requested to check their Register of Interests for changes	
17/004	DATE(s) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net	
17/005	PUBLIC PARTICIPATION No matters to address to Council.	
17/006	TO APPROVE minutes of the Meeting held 20th March 2017 Proposed Cllr Farrell, seconded Cllr Ing, all in favour to accept as a true record of meeting	
17/007	MATTERS ARISING FROM PREVIOUS MEETING <u>Actions List (Appx 1)</u> copied to all and accepted. Further discussion on: <u>Item 16/083.2 Safety & Security Plan</u> Cllrs Jenkins and Ing had met and agreed actions. Update at next meeting <u>Item 16/114.1 Job Description Assistant Clerk</u> now reviewed <u>Item 16/148.1 Timebanking and other Feast Festival Stalls</u> County Council yet to confirm requirements for Assistive Technology stand <u>Item 16/157.2 Feast Funding Request</u> Finance, Legal and Admin had considered. Possible further review pending	BSI/JDJ

17/008	<p>TO CO-OPT to Council</p> <p>Following resignation of Christine Hertoghe as Impington ward Parish Councillor, two applications received for casual vacancy for remaining year of Council. Following a paper ballot, Helena Perry of Histon was co-opted to the Parish Council and signed a Declaration of Acceptance of Office. Register of Interest to be completed and returned within 28 days. Beccy Talmy of King's Meadow, Impington had also applied for co-option and members discussed the desire to facilitate better engagement with King's Meadow in future. Standing Orders were suspended to allow Beccy to talk to Council about her experience door knocking at King's Meadow at County Council election time and perception of the Parish Council's work. Beccy was willing to join the King's Meadow Working Party as resident co-optee. Beccy also confirmed interest in Darwin Green discussions in relation to King's Meadow as they progress. Standing Orders re-instated</p>	
17/009 009.1 009.2 009.3	<p>TO CONSIDER recommendations made by a Committee</p> <p>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</p> <p>Employment – “In Committee” Agreement to:</p> <ul style="list-style-type: none"> • Job description change and scale point adjustment for Assistant Clerk backdated to April 2017 – Cllr Ing outlined discussions at Employment Committee, following recommendation of change in job description to take into account Newsletter Editing. Proposed Cllr Davies, seconded Cllr Jocelyn to change Job Description accordingly and award SCP Point 1 to 23, being a new scale range backdated to 1st April 2017. This had been budgeted for, all in favour and agreed • Offer Assistant Clerk increase in hour to full time 37 hours per week (from 35) with immediate effect or to suit role holder following AGM, independent to the scale rise - Cllr Ing outlined useful development gained by Mrs O'Brien at Orchard Park and proposal by put forward by Clerk to make role full time. Proposed Cllr Stonham, seconded Cllr Wood all in favour and agreed • Job Description change and Scale point adjustment – Cllr Ing outlined extra responsibility on Mr Campin following decision to increase Assistant Groundsman hours and offer new groundstaff operative role to apprentice. Noted that the remit of the Groundstaff had extended to other areas in the villages over recent years. Discussion followed on history of scale review for Groundsman. Proposed Cllr Stonham, seconded Cllr Wood all in favour to award a SCP Point 1 to 26, being a new scale range backdated to 1st April 2017 <p>Finance, Legal and Admin – Agreement to:</p> <ul style="list-style-type: none"> • Ratify acceptance of newly published national payscales of 1% rise from 1st April 2017 Proposed Cllr Ing, seconded Cllr Teague all in favour <p>Finance, Legal and Admin working with Employment – Agreement to:</p> <ul style="list-style-type: none"> • To adopt “People’s Pension for Auto Enrolment • To set employee and employer contribution rate at 6% <p>Cllr Ing outlined work carried out to date and proposed adoption of “Peoples Pension” for auto-enrolment employee and employer contribution at 6%. Proposed Cllr Ing, seconded Cllr Farrell all in favour and agreed</p>	
17/010 010.1 010.2	<p>TO REVIEW AND ACCEPT</p> <p>Delegation arrangements to Committees, staff and other local authorities. (Appx 2) also covering item 013. Proposed Cllr Payne, seconded Cllr Ing all in favour and agreed to accept as reported</p> <p>Terms of Reference Proposed Cllr Ing, seconded Cllr Teague all in favour and agreed to accept as reported</p> <p>Each Committee would review their own Terms of Reference during the year</p>	
17/011 011.1 011.2 011.3	<p>TO CONFIRM APPOINTMENT</p> <p>Proper Officer Mrs A J Young Responsible Financial Officer Mrs L M Marsh Internal Auditor Mr I M Parish Proposed Cllr Teague, seconded Cllr Stonham all in favour and agreed</p>	

17/012	<p>TO APPOINT MEMBERS to serve:</p>	
012.1	<p>Committees: Environment Committee: A Cahn, E Farrell, C Foster, P Nudds, H Perry, N Wood + 2 ex officio members Highways Committee: E Farrell, C Foster, D Jenkins, D Legge, P Nudds, E Stonham + 2 ex officio members Planning Committee: A Cahn, S Carrington, M Cleaver, E Farrell, B Ing, S Jocelyn, J Teague, N Wood 1 vacancy + 2 ex officio members Finance, Legal & Admin Committee: N Davies, A Gordon, B Ing, D Jenkins, E Stonham + 2 ex officio members Employment Committee: M Cleaver, E Farrell, B Ing, N Davies + 2 ex officio members Recreation Committee: S Carrington, M Cleaver; N Davies, B Ing, E Stonham + 2 ex officio members, + plus 4 user representatives</p> <p>Proposed Cllr Teague, seconded Cllr Stonham all in favour and agreed to elect as listed</p>	
012.2	<p>To consider proposal to enable Committees to elect a Deputy Chair at first meeting of the Committee. Following some discussion on practicalities and advantages – v – disadvantages. Proposed Cllr Stonham, seconded Cllr Legge agreed to enable each committee to elect a Deputy Chair as an option. 13 for, 4 did not vote</p>	
012.3	<p>Officers: Tree Wardens – Cllrs P Nudds, T Ewbank Allotment – Cllr P Nudds Rural Footpaths – Cllr P Nudds County Council Walkabout Co-Ordinator – Cllr C Foster Playground Inspector – Cllr S Carrington, Assistant Groundsman Mr Smith carries out inspections Youth Liaison – N Wood</p> <p>Proposed Cllr Nudds, seconded Cllr Teague all in favour and agreed to appoint as listed</p>	
012.4	<p>To appoint members, including Convenors, to serve on the under mentioned Working Groups and Task & Finish Groups as required. Alphabetically listed: Committee Restructure Task & Finish Community Park Working Party Darwin Green Task & Finish - agreed to disband Health & Well-Being Working Party Homefield Park Estate Railing Task & Finish – agreed to disband King’s Meadow Working Party Neighbourhood Plan Task & Finish Core Group Neighbourhood Plan Task & Finish Steering Group – agreed to disband Newsletter Editorial Team Public Art Working Party Sustainability Working Party – agreed to disband Timebanking Task & Finish Traders/Businesses Task & Finish – name of Task & Finish to be reviewed at first meeting Youth Task & Finish – agreed to disband, remit finished. Youth issues to be referred to Full Council</p> <p>Proposed Cllr Wood, seconded Cllr Ing all in favour and agreed memberships. Convenors to be chosen at first meetings</p> <p>Full review of all Task & Finish and Working Parties requested for June agenda to look at streamlining with a disciplined view. Cllr Davies agreed to work with Cllr Payne on suggestions. Suggestion for Working Party to co-ordinate County Council issues also made</p>	<p>June Agenda</p>
17/013	<p>TO REVIEW AND ACCEPT</p> <p>(Appx 2)</p> <ul style="list-style-type: none"> • adopt Standing orders and financial regulations (noting changes made by Employment Committee re appraisals) 	

013.2	<ul style="list-style-type: none"> • Arrangements with other local authorities and contributions made to expenditure incurred by other local authorities 	June Agenda
013.3	<ul style="list-style-type: none"> • Representation on or work with external bodies and arrangements for reporting back 	
013.4	<ul style="list-style-type: none"> • Inventory of land and assets including buildings and office equipment 	
013.5	<ul style="list-style-type: none"> • Arrangements for insurance cover in respect of all insured risks 	
013.6	<ul style="list-style-type: none"> • Council's and/or staff subscriptions to other bodies 	
013.7	<ul style="list-style-type: none"> • Council's complaints procedure 	
013.8	<ul style="list-style-type: none"> • Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1968 <p>Proposed Cllr Cahn, seconded Cllr Carrington all in favour to accept items 1 – 8</p>	
013.9	<ul style="list-style-type: none"> • Council's policy for dealing with the press/media - none currently in place, draft provided <p>.Agreed Press & Media Policy June agenda for acceptance</p>	
17/014	<p>TO DETERMINE the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council; to determine scheduled dates for Committees up to the next annual meeting</p>	
014.1	<p>(Appx 3) provided to all. Noted additional meeting scheduled for Finance, Legal & Admin 5th June</p>	
17/015	<p>TO RECEIVE REPORTS</p>	
015.1	<p>Annual Report from Histon & Impington Parish Council (Appx 4) copied to all and accepted. Report of Neighbourhood Plan would be circulated separately, Chair thanked all participants</p>	
015.2	<p>Annual and/or monthly reports from County Councillors County Council written annual and monthly reports copied to all and accepted. No further discussions.</p>	
015.3	<p>District Council no written reports available. Some discussion on the new position of Mayor and possible implications. District Councillors were asked to investigate likely impact of spatial planning on District Councils Local Plan timetable</p> <p>Clerk's Report (Pg 1 & 2) (Appendix 5) copied to all and accepted. Additional discussion:</p> <ul style="list-style-type: none"> • Hollyoak sponsorship – ideas for projects welcome • SLCC secondments to DCLG. If clerk proceeds to take up opportunity with support of Council, noted travel expenses involved • Councillor required to attend Catch Up Day 7 July • Grafitti workshop 13 May. Cllr Nudds reported on successful event 	
015.4	<p>Internal Auditors Report (Appx 6) provided to all detailing assurances that the Parish Council is totally compliant in all key areas of financial control. Proposed Cllr Stonham, seconded Cllr Ing all in favour and agreed to accept</p>	
015.5	<p>Any other Committee Chair reports/items for decision</p>	
015.6	<p>Environment Committee – next meeting due 30 May</p> <p>Any other Working Group / Task & Finish Group Reports</p> <p>Public Art Working Party – meeting held 30 March, notes provided for all</p> <p>Community Park Project Working Party – meeting held 24 April, notes provided for all</p> <p>King's Meadow Working Party – meeting due 23 May</p> <p>Neighbourhood Plan Core Group T&F – meetings held 23 March, 6 April; 27 April. Meeting due 11 May</p> <p>Committee Restructure T&F – meeting will be convened as soon as possible once investigation complete</p>	
17/016	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p>	
016.1	<p>Employment Committee draft minutes 23 March provided to all and accepted. Next meeting 2 June</p>	
016.2	<p>Recreation Committee draft minutes 27 March provided to all and accepted. Next meeting due 22 May</p>	

016.3	Highways Committee draft minutes 20 April provided to all and accepted. Next meeting due 22 June	
016.4	Planning Committee draft minutes 21 March, 4 April, 25 April provided to all and accepted. Next meetings due 16 May, 6 June	
17/017	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 5 Pgs 3- 4)	
017.1	Finance, Legal and Administration Committee draft minutes 10 April provided to all and accepted	
017.2	<u>Delegated payment of accounts</u> noted	
017.3	<u>Approve payment of outstanding accounts</u> Proposed Cllr Ewbank, seconded Cllr Stonham all in favour and agreed to approve	
017.4	<u>Amounts paid in</u> noted	
017.5	<u>To note completion of Risk Assessment Review April 2017</u> noted	
017.6	To approve continuation of <u>Direct Debits for 2016-17 (Appendix 7)</u> . Noted payments carefully monitored by RFO. Proposed Cllr Stonham, sec Cllr Teague all in favour and agreed to approve	
17/018	RECENT CORRESPONDENCE	
018.1	<u>Circulation file</u> available for all	
018.2	<u>Other Correspondence:</u> None	
17/019	HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA Website: New Chair and Vice Chair Co-Option Engagement with King's Meadow Next Agenda: Press & Media Policy Review of all Task & Finish/Working Party requirements Annual Governance and Accounting Statement Half Yearly Review of Donations	
17/020	Next Full Council: Histon & Impington Parish Council Next Full Council Monday 19 th June 2017 7.30pm – Recreation Centre, Recreation Ground, New Road, Impington	
	Meeting closed 10.00 pm	