

**Minutes of the Meeting held of Histon & Impington Parish Council**  
**Community Room, Histon & Impington Recreation Ground, New Road, Impington**  
**Monday 16<sup>th</sup> October 2017**

**4 Appendices attached**

# Full Council Minutes

<b>Agenda No:</b>	<b>Action/ Power</b>
Present: <b>Cllrs:</b> Andy Butcher (Chair), Aga Cahn, Steve Carrington, Marian Cleaver, Neil Davies, Elaine Farrell, Cedric Foster, David Jenkins, Brian Ing, Simon Jocelyn, David Legge, Denis Payne, Helena Perry, Nick Wood Also: Dist Cllr Cross; 3 residents (in part)  Clerk: Angela Young	
17/061 <b>APOLOGIES FOR ABSENCE</b>  Cllrs: Edd Stonham (personal), Tim Ewbank (personal), Ashley Gordon (personal), Pene Nudds (personal), Josephine Teague (personal)	
17/062 <b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>  a) Declarations of pecuniary interest from Councillors on items on the agenda – <i>Cllr Perry, item 069.3 – expenses claim</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i>	
17/063 <b>DATE(s) OF NEXT COMMITTEE MEETINGS</b>  Available on website <a href="http://www.hisimp.net">www.hisimp.net</a>	
17/064 <b>PUBLIC PARTICIPATION</b>  <u>Resident of New School Road</u> attended to raise issues on parking. Invitation to attend Highways Committee 9 <sup>th</sup> November. Additional comment on future use of Infant School site, with the Parish Council sharing wish to see it used for Community Facilities. <u>Resident of Harding Way</u> attended with views on street lighting being on throughout the night. Cty Cllr Jenkins agreed to take up the approach but warned that County had already reversed a decision on this due to an upsurge of opinion. Cllr Legge reminded the residents of option to apply for a cowl to minimise light pollution. Following comment on the state of Harding Way (potholes), Cllr Foster requested that any areas of problem be reported to him for forward sending to County Council. The level of intervention being 50mm	<b>Highways Committee</b>
17/065 <b>TO APPROVE minutes of Meeting held 18<sup>th</sup> September 2017</b>  All in favour to <b>accept</b> as a true record of meeting	
17/066 <b>MATTERS ARISING FROM PREVIOUS MEETING</b>  <u>Actions List (Appx 1)</u> copied to all and accepted <u>Item 015.2 Impact of Spatial Planning on Local Plan Timetable</u> Cllr Payne re-iterated need for clarity on the Mayor's spatial plan and impact on the Local Plan. District Councillors to report back. <u>Item 055.1 Removal of tree The Boot</u> permission document to be provided to Councillors	<b>District Cllrs</b>
17/067 <b>TO RECEIVE REPORTS</b>  067.1 <u>Annual and/or monthly reports from County Councillors</u> <b>County Council</b> written monthly report copied to all and accepted covering: Health & Wellbeing Board; Greater Cambridge Partnership Assembly; Cambridgeshire & Peterborough Combined Assembly; Cambridgeshire Police & Crime Panel; Consultations; Local Matters; Diary Dates. Additional discussion on: Cty Cllr Jenkins to ascertain date for <u>Junior School planning application</u> (Full) meeting. Cllr Stonham to be asked to update all on current position with access arrangements. <u>Histon Road Forum</u> Cllr Jenkins will alert Parish Council to next meeting <b>District Council</b> no written report	<b>JDJ EWS JDJ</b>

<p>067.2</p> <p>067.3</p> <p>067.4</p> <p>067.5</p>	<p><u>Clerk's Report (Pg 1 &amp; 2) (Appendix 2)</u> copied to all and accepted. Additional discussion: Up to date leaflet showing powers of Parish, Town &amp; Community Councils provided to all</p> <p><u>Chairs Report (Appx 3)</u> copied to all and accepted. No questions</p> <p><u>Any other Working Group / Task &amp; Finish Group Reports</u></p> <p><u>Community Park Project Working Party</u> informal meetings held. Members of working party finalising comprehensive report for Extra Ordinary Full Council, designed to encourage and facilitate discussion. Legal aspects of Conditional Purchase Agreement to be finalised</p> <p><u>Kings Meadow Working Party</u> meeting held 5 October. The small group of Kings Meadow residents are actively working on running a second Big Tidy Up event and planning the second issue of their local newsletter. Parish Council continued to offer positive support to build community spirit</p> <p><u>Neighbourhood Plan</u> meetings held 28 September, 5 October. Next meeting due 19 October. Cllr Ing updated on meeting with Planning Consultant and actions now pending. Cllr Jenkins expressed gratitude to colleagues on the Task &amp; Finish, especially Sue Lee for work carried out in his recent absence. The owner of land surrounding Tesco had contacted the Neighbourhood Plan group again</p> <p><u>Enterprise Working Party</u> Noted name now reverted to High Street &amp; Beyond Working Party. Cllr Perry reported on a successful forum attended by 5 businesses. Whatsapp group formed for Traders to communicate with each other, Buckingham &amp; Stanley have offered car park spaces for shoppers. Further meeting planned for November. As agreed at Environment Committee, planter to be placed at Village Green notice board area</p> <p><u>Any Other Committee Chair Reports</u></p> <p><u>Recreation Committee</u> next meeting due 13 November 2017</p> <p><u>Highways Committee</u> next meeting due 9 November 2017</p>	
<p>17/068</p> <p>068.1</p> <p>068.2</p> <p>068.3</p>	<p><b>TO ACCEPT COMMITTEE REPORTS note actions and agree</b></p> <p><b>Planning Committee</b> draft minutes 26 September provided to all and accepted. Cllr Payne outlined concerns over parking policies at SCDC and their effect on recent planning applications at 66 Station Road (Dentist) and The Railway Vue. Despite requests for the applications to go to SCDC Planning Committee for determination, a meeting between the SCDC Planning Officer, Parish Council and applicant was on offer. Discussion followed on other possible options for improving parking conditions</p> <p><b>Employment Committee</b> 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>Draft minutes 13<sup>th</sup> October provided to all and accepted. Noted discussions on possible requirements for compulsory training for Councillors. Comments invited by Committee Chair.</p> <p>To <b>agree</b> recommendation for proposed changes to staff structure – Clerk and Office Manager formal request for reduction in hours; recommendation for renaming of Assistant Clerk post to Deputy Clerk and appropriate re-scale. Council were provided with reported presented to Employment Committee (<b>Appx 4</b>). Proposed Cllr Farrell, seconded Cllr Davies, all in favour and <b>AGREED</b> that:</p> <p>Clerk to reduce hours from 30 to 27.5 per week</p> <p>Office Manager to reduce hours from 27.5 to 25 per week</p> <p>Asst. Clerk role to be renamed Deputy Clerk and scale increase from SCP23 to 26 from 1 November 2017. Scale to be reviewed as and when areas are formally delegated.</p> <p>Contracts for Clerk and Deputy Clerk to state 2 months' notice of resignation from post, increased from 1 month. Noted that staff had been advised to obtain professional advice on improvements required re software, wifi etc.</p> <p><b>Environment Committee</b> draft minutes 10<sup>th</sup> October provided to all and accepted. <u>Stolen cycle provision</u> solutions for safe storage would continue to be considered. <u>Bench for War Memorial</u> Cllr Ing confirmed an approach was due to the Parish Council for siting of commemorative bench</p>	
<p>17/069</p> <p>069.1</p>	<p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appx 2 Pgs 3- 4)</b></p> <p><b>Finance, Legal and Administration Committee</b> next meeting 23 October. Additional meeting may be called to look at legal issues surrounding Conditional Purchase Agreement (Milton Road) and use of Play Area at The Green.</p> <p>Cllr Perry declared a pecuniary interest and left the room</p>	

069.2 069.3 069.4 069.5	<p><u>Delegated payment of accounts</u> noted</p> <p><u>Approve payment of outstanding accounts</u> Proposed Cllr Payne, seconded Cllr Cleaver all in favour and <b>AGREED</b> to approve</p> <p><u>Amounts paid in</u> noted</p> <p><u>To Note Progress with Forward Planning Template for all Committees</u> All Committee Chairs encouraged to contact Cllr Jenkins if help required. Office will do work on fixed budgets for Finance, Legal and Admin and Employment Committee (once input received from Committees on project work)</p>	
17/070 070.1 070.2	<p><b>RECENT CORRESPONDENCE</b></p> <p><u>Circulation file</u> available for all</p> <p><u>Other Correspondence</u> none</p>	
17/071 071.1	<p><b>OTHER MATTERS</b></p> <p><u>Committee Restructure Task &amp; Finish</u> to <b>agree</b> to disband and find alternative ways of working. In November 2016 a Task &amp; Finish group was created to discuss the Committee restructure proposal presented by Cllr Jenkins. The T&amp;F group met in February and it was clear from the debate and discussions that the proposal as presented lack justification, explanation and ultimately the support needed to implement the changes. Since the T&amp;F group first met, focus and progression has been limited as other projects have taken greater priority. With this it was clear the forum was unsustainable in its current form. In detailed discussion with the Clerk and Vice Chair it has become clearer that operational changes rather than structure changes may in the near future be more beneficial in making Council more efficient and effective. These changes to be led by the Clerk and office staff. Proposed Cllr Butcher, seconded Cllr Payne, all in favour and <b>AGREED</b></p>	
17/072	<p><b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b></p> <p><b>Website:</b> High Street &amp; Beyond Forum Planter for The Green</p> <p><b>Next Agenda/s:</b> Conditional Purchase Agreement Milton Road Project Half Yearly Review of Donations Ways of Working 2018</p> <p><u>Future agendas:</u> Strategic Land or Building Acquisition / Power of Competence</p>	
17/073	<p><b>Next Full Council: Histon &amp; Impington Parish Council</b></p> <p>Next Full Council Monday 20<sup>th</sup> November 7.30pm – Recreation Centre, Recreation Ground, New Road, Impington</p>	
	Meeting closed 8.37 pm	