

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room, Histon & Impington Recreation Ground, New Road, Impington  
Monday 18<sup>th</sup> September 2017**

**8 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, Tim Ewbank, Cedric Foster, Ashley Gordon, Brian Ing, Simon Jocelyn, David Legge, Pene Nudds, Denis Payne, Helena Perry, Josephine Teague, Nick Wood Clerk: Angela Young	
17/048	<b>APOLOGIES FOR ABSENCE</b>  Cllrs: Edd Stonham (work), Neil Davies (personal), Elaine Farrell (personal), David Jenkins (personal), Dist Cllr Cross	
17/049	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>  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>	
17/050	<b>DATE(s) OF NEXT COMMITTEE MEETINGS</b>  Available on website <a href="http://www.hisimp.net">www.hisimp.net</a>	
17/051	<b>PUBLIC PARTICIPATION</b>  None	
17/052	<b>TO APPROVE minutes of Meeting held 17<sup>th</sup> July 2017</b>  All in favour to <b>accept</b> as a true record of meeting	
17/053	<b>MATTERS ARISING FROM PREVIOUS MEETING</b>  <u>Actions List (Appx 1)</u> copied to all and accepted <u>Item 16/149 Website Analysis</u> Cllr Payne will provide <u>Item 17/015.2 Spatial Planning</u> Clerk to chase Dist Cllrs for feedback <u>Item 17/041.1 Histon Road Forum</u> Cty Cllr Jenkins reports on request for invitation to re-initiated forum – a matter for the forum itself	
17/054	<b>TO RECEIVE REPORTS</b>	
054.1	<u>Annual and/or monthly reports from County Councillors</u> <b>County Council</b> written monthly reports copied to all and accepted covering: Full Council July Meeting; Committee Meetings; Consultations; Local Matters. Additional discussion on <u>Highways &amp; Community Infrastructure</u> Clarification that charging policy related to project management fees <b>District Council</b> written report provided covering: Local Plan Member Briefing; Housing Options for Older People; Health & Wellbeing; New SCDC Chief Executive; Elite Athlete Award Scheme; Unauthorised Traveller encampments; Community Housing Groups; Kerbside Collection of Recycling Materials. Additional discussion on: <u>Tree Warden Seminar</u> Cllr Nudds expressed concern that the SCDC Tree Officer was no longer in post but Parish Council had not been notified. <u>Community Housing Fund</u> further information to be requested from Dist Councillors for report back	
054.2	<u>Clerk's Report (Pg 1 &amp; 2) (Appendix 2)</u> copied to all and accepted. Additional discussion on: <u>Artisan Market</u> future plans unclear. <u>Histon &amp; Impington Mental Health Wellbeing Week</u> 7-13 October. Details provided to all Councillors. <u>Clerks &amp; Councillors Catch Up</u> 22 September, Cllr Teague and Clerk to attend, £25 each attendee	
054.3	<u>Chairs Report (Appx 3)</u> copied to all and accepted. No questions	
054.4	<u>Any other Working Group / Task &amp; Finish Group Reports</u> <u>Community Park Project Working Party</u> meeting held 17 July, 10 August, 11 September.	

	<p>Other informal meetings held. Stakeholder meeting held 20 July, Next meeting due 2 October. Updating Report provided to all. Cllr Ing reported on meetings held with SCDC Section 106 Officer and Transport Consultants. Chair urged all Councillors to read information provided by the Working Party in anticipation of decisions to be made later in the year.</p> <p><u>Kings Meadow Working Party</u> next meeting due 5 October. Cllr Payne reported on first Big Tidy Up held in September which had been successful in many ways. County Council had committed to weed kill in September following an error in programming</p> <p><u>Neighbourhood Plan</u> report provided (<b>Appx 4</b>). Draft Neighbourhood Plan now on Parish Council website. Relevant landowners had been contacted by the Team. Further meetings scheduled for September. Members noted the necessary spend of £1,200 for professional, specialist support to enable the plan to be finalised, noting Financial Regulation Item 11.1ii. New owners at "Tesco Site" were aware of sensitivities surrounding the Pat Fleet Memorial Garden area</p> <p><u>Enterprise Working Party</u> Cllr Jenkins provided a written update (<b>Appx 5</b>) Some question over name of the Working Party continued. Request to return to name: High Street &amp; Beyond made. Task &amp; Finish meeting due 27 September. Request for agenda item at Full Council covering strategic land or building acquisition for the future</p> <p><u>Any Committee Chair Reports</u></p> <p><u>Employment Committee</u> next meeting due 29 September; 8 December 2017</p>	Full Council
17/055	<b>TO ACCEPT COMMITTEE REPORTS note actions and agree</b>	
055.1	<p><b>Planning Committee</b> draft minutes 18 July, 8 August, 21 August and 5 September provided to all and accepted. Next meetings due 26 September, 17 October.</p> <p><u>The Boot Public House</u> New proprietors confirm the <u>Moses Carter Stone</u> will be showcased on site, with information boards and presentation area. Cllr Nudds reminded Planning Committee of the need to consider impact of Planning Permission on trees, following the removal of 3 Ash trees at The Boot. As Tree Warden, she had not been aware of this. Clerk to check plans for replacement</p>	
055.2	<p><b>Highways Committee</b> draft minutes 7 September provided to all and accepted. Local Highways Initiative held 1 August. Next meeting due 9 November 2017.</p> <p><u>Item H17/048.1</u> Footpath Priority resurfacing - noted last item should read Doctors Close leading to Woodcock Close. Members noted overgrowth problems in Kingsway</p>	
055.3	<p><b>Recreation Committee</b> draft minutes 7 August provided to all and accepted. Next meeting due 13 November 2017</p> <p><b>Environment Committee</b> draft minutes 15 August provided to all and accepted. <u>New Pest Control</u> company had visited to act upon rat sightings. Clerk to request cut to Play Area hedge at Green at meeting with Contractor 21 September</p>	
17/056	<b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appx 2 Pgs 3- 4)</b>	
056.1	<p><b>Finance, Legal and Administration</b> next meeting 23 October. Meeting still to be called to look at legal issues surrounding use of Play Area at The Green.</p>	EWS
056.2	<u>Delegated payment of accounts</u> noted	
056.3	<u>Approve payment of outstanding accounts</u> Proposed Cllr Foster, seconded Cllr Ing all in favour and <b>AGREED</b> to approve. Cllr Ing requested Finance, Legal and Admin Committee to look at introducing an additional check for delegated approval matters where no Full Council meeting held	FLA Committee
056.4	<u>Amounts paid in</u> noted	
056.5	<u>Approve amendment to Unity Trust Bank</u> mandate to nominate two additional signatories. Proposed Cllr Payne seconded Cllr Ing all in favour to nominate two additional signatories. <b>Agreed</b> as Cllr Andy Butcher and Cllr Helena Perry	
056.6	<u>To Note preliminary results of Finance Consultation 2017</u> Cllr Payne reported on preliminary results of consultation closing 4 September 2017. 186 electronic responses and 7 paper responses had been analysed and documented. Copy to be provided to all. Extended discussion followed. It was noted the only personal question was for the respondents postcode, which evidenced a good spread of responses over the 2 villages	
056.7	<u>To Note Forward Planning Template</u> for all Committees. Template and report provided by Cllr Jenkins, Chair of FLA provided to all. Three year plan to identify the 'What, Why, How to Communicate ambition'. Input from Committees led by Committee Chairs, required at FLA 23 October. Some query over the process, any problems to be referred to Cllr Butcher in first instance	All Committee Chairs

17/057	<b>RECENT CORRESPONDENCE</b>	
057.1	<u>Circulation file</u> available for all	<b>All Councillors</b>
057.2	<u>MET Morris Education Trust</u> – update from Chief Executive Officer Robert Campbell re new special school	
057.3	<u>Dementia Friends Business Breakfast</u> Wednesday 11 October 8am – invitation to every Councillor to attend Histon Baptist Church, provided to all.	
057.4	<u>Mental Health Wellbeing Champion</u> request received for details on role and reporting line	
17/058	<b>OTHER MATTERS</b>	
058.1	<u>To Approve/sanction Local Highways Initiative Application</u> as agreed at Highways Committee 7 September, paper provided to all ( <b>Appx 6</b> ). Each application would entail up to £10k of Parish Council funding. Cllr Legge detailed proposals and discussion at Highways Committee. Following discussion on County Council criteria, especially community benefit, and suggestion of obtaining written support for Stagecoach for Baptist Church Phase 2 application, proposed Cllr Perry, seconded Cllr Cahn, 12 in favour, 2 abstentions to approve both applications, to be submitted by deadline 15 <sup>th</sup> October. Question raised over work to move bus stop in High Street outside Barley Mow - confirmed cost prohibitive	
058.2	<u>To note Youth Liaison Officer feedback</u> end of term report. Cllr Wood had reviewed termly report and confirmed compliance with SLA (Service Legal Agreement)	
058.3	<u>Review and Acceptance of all Council Policies</u> (excluding staff handbook policies) ( <b>Appx 7</b> ) Proposed Cllr Carrington seconded Cllr Perry all in favour to <b>accept</b>	
058.4	<u>Review and Acceptance of all Terms of Reference</u> ( <b>Appx 8</b> ) Proposed Cllr Carrington, seconded Cllr Ing, all in favour to <b>accept</b> Noted any Committees or Working Parties could refer future change requests to Full Council	
17/059	<b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b> <b>Website:</b> Summary of Finance Survey Dementia Friends Event Attendance Information received on Mental Health Wellbeing Week Highways Initiative bids to be made  <b>Next Agenda/s:</b> Task & Finish/Working Parties Review Conditional Purchase Agreement – Milton Road Project	
17/060	<b>Next Full Council: Histon &amp; Impington Parish Council</b> Next Full Council Monday 16 <sup>th</sup> October 2017 7.30pm – Recreation Centre, Recreation Ground, New Road, Impington	
	Meeting closed 9:17pm	