

**Minutes of the Meeting held of Histon & Impington Parish Council, Community Room, Histon & Impington Recreation Ground, New Road, Impington  
Monday 17<sup>th</sup> September 2012 7.30 p.m.  
3 appendices attached**

# Full Council Minutes

<b>Agenda No:</b>	Present: <b>Cllrs:</b> I M Parish (Chairman), H S Abdullah, M C Cleaver, N S Davies, J A Diplock, J P Emmine, B S Ing (Vice Chairman), D N Legge, D V Marston, P J Nudds, D W Payne, J P Teague, A Turnbull Cty Cllr Gymer (in part) 1 member of public (in part) Clerk: Mrs A J Young	<b>Action/ Power</b>
12/101	<b>APOLOGIES FOR ABSENCE</b> Cllrs Cedric Foster (personal), Edd Stonham – also District Cllr (work), John Dunn (personal), Ian Cooper (holiday); Cty Cllr Jenkins	
12/102	<b>MEMBERS DECLARATIONS OF INTERESTS</b> <u>Item 118.3 and 112.2</u> Cllr Davies – Pecuniary - Trustee HICOM / Non disclosable - expenses claim	
12/103 103.1 103.2	<b>PUBLIC PARTICIPATION</b> Mr Tim Tucker, Vice Chair Histon & Impington Garden Club, enquired about planned Feast events for 2013. Although not a Parish Council issue, Neil Davies was able to advise on early ideas for a Sports event on 30 June and an event centred round The Green on 7 July to include Market Stalls and other attractions With agreement of Council, Chairman brought forward item <b>12/114 Presentation by Polly Wilderspin – Neighbourhood Watch</b> . Polly addressed the Council ( <b>Appendix 1</b> ) and introduced Neighbourhood Watch members from Histon and Impington. The need for a “driver” or Village Co-Ordinator was highlighted and it was felt the Parish Council may be able to identify such a person from their contacts. Village Co-ordinator would pass information to street co-ordinator for quicker dissemination Questions and comments followed: <ul style="list-style-type: none"> <li>• Good relations with Police in Histon &amp; Impington – would not alter, troubleshooting would be a good addition to the support already in place</li> <li>• Liaison between Neighbourhood Watch and the Police had greatly improved in recent years</li> <li>• Proven statistics showed improvements in crime levels compared to comparable villages without Neighbourhood Watch scheme</li> <li>• Individual street co-ordinators could publish their own newsletter, based on E-Cops and other information</li> <li>• Possible communication problems with volunteer based schemes</li> <li>• 101 Emergency number now well publicised</li> <li>• “Watch” means “to notice what is not normal” not to patrol</li> <li>• Risks of information overload</li> <li>• Possible promotion on Feast stall or visits to SCDC Housing schemes</li> <li>• Query how Parish Council gets information from public on Neighbourhood concerns - people largely approach the Parish Council independently</li> <li>• Parish Council may have a role in publicising</li> </ul> Members generally felt Parish Council should be supportive in finding ways of helping to publicise the scheme. Polly Wilderspin, PCSO Martin and 8 members of public left meeting	
12/104	<b>TO APPROVE MINUTES OF THE MEETING HELD 20<sup>th</sup> August 2012</b> Proposed Cllr Emmine, sec Cllr Legge, all in favour to accept as a true record of the meeting, including “In Committee” minutes	
12/105 105.1	<b>MATTERS ARISING FROM PREVIOUS MEETING</b> <u>Item 088.1</u> School Governor meeting held Monday 10 September. Notes from Cllr Parish to be provided to all for information. Issues surrounding pupil numbers referred to Planning Committee. Noted Junior School receiving Section 106 funding for modular meeting	<b>IMP</b>

105.2	room/activity space. Chair of Infants School willing to discuss status of playing field	<b>Action/ Power IMP</b>	
105.3	<u>Item 088.2 Police Panel</u> Cllr Parish compiling mail to local Chairs		
105.4	<u>Item 088.4 Code of Conduct issues</u> clarification still awaited. Copy Register of Interest forms provided to all for use when alterations required. Future agenda		
105.5	<u>Item 090.2 Buchans meeting</u> to be set end of September; <u>General Power of Competence training</u> Cllrs Payne, Emmines and Teague attending at £35 per attendee; <u>Communications between Councillors</u> feedback received, will form part of a review by Cllr Ing		<b>DWP/JPE/ JPT</b>
105.6	<u>Item 091.3 signs</u> SDC were working on NIAB land, signs now removed. Further sign for Bellway Homes is confusing on B1049		<b>PJN</b>
105.7	<u>Item 091.4 Merrington Place</u> Campbell Buchanan refer Council to Luminus. Environment Committee to follow up, noting overlap with Planning Committee		
105.8	<u>Item 096.4 Newsletter preparation time</u> calculation of time made		<b>BSI/JD</b>
105.8	<u>Item 097.2 Cambs ACRE</u> Cllrs Ing, Dunn and Clerk to attend session on Community Led Plans		
12/106	<b>VACANCY &amp; CO-OPTION TO PARISH COUNCIL</b> No nominations received for 2 vacancies. Next agenda	<b>October agenda</b>	
12/107	<b>TO RECEIVE REPORTS</b>		
107.1	<b>County Cllrs and District Council Reports:</b> <u>County Council</u> written report accepted from Cty Cllr Jenkins covering: Economy Transport & Environment Services; Children & Young People's Services; Adult & Community Services; local matters including speeding, cycle route survey. Up-date from Cllr Gymer: <u>Toucan crossings</u> on A14 approved 17 September; Takeover at <u>Premier Brands site</u> by Hain Celestial. <b>Agreed</b> to write to welcome to our village; <u>Guided Busway</u> Ownership issues and damage to noise barrier; Cllr Nudds has written to Mike Davies concerning vegetation growing on <u>cycleway to Cottenham</u> and <u>cycleway to Milton</u> Cllr Ing requested Highways Committee look at ways of dealing with 20m gap in provision; <u>Citi8</u> poor reliability late afternoon; <u>Histon Police Station</u> possible closure – Parish Council to write to appropriate Authority requesting retention; <u>Infants School intake</u> Cllr Gymer to follow up status of responses and joint response to be made to Ombudsman with Cllr Jenkins; Real Time Bus Information boards currently being erected in Histon & Impington; <u>District Council</u> written report accepted from Dist Cllr Chatfield covering: Orchard Park retail units planning issues; Scrutiny & Overview; Youth Council; Housing. Noted South Cambs Issues & Options Report (Local Plan) deadline noon Friday 28 September. Cllr Chatfield agreed to request consideration be given in future to 8am Monday deadlines to allow volunteers to work over the final weekend	<b>PJN / Employment Committee</b>	
107.2	<u>Clerks Report</u> (Pg 1-2 <b>Appx 2</b> ) Noted: <u>Big Tidy Up 8 September</u> Noted Methodist Church had donated cost of refreshments; <u>Burial Ground Groundsman</u> Clerk to liaise with Cllr Nudds to put forward ideas on how to approach a review of the workload. Employment Committee then to consider way forward. Employment Committee to consider policy on marking length of service; <u>relocation of roundabout and springys at South Road</u> Order to be made as soon as possible		
107.3	<u>Other Committee Chairman's Reports</u> – <u>Recreation Ground</u> A matter concerning "arisings" pile at Homefield Park had been reported. After some discussion on past decisions and meetings, agreed Cllrs Turnbull and Nudds would meet to bring forward a plan to carry out necessary work on deadline and fencing at Homefield Park		<b>AT/PJN</b>
12/108	<b>TO RECEIVE Planning Committee Reports</b>		
108.1	Draft minutes 21 August, 11 September provided for all and accepted. Next meeting due 25 September	<b>Planning Committee</b>	
108.2	<u>South Cambs Consultation on Issues &amp; Options (Local Plan)</u> – Working Party. Cllr Payne reported on differences of opinion on treatment of proposals for housing at Buxhall Farm. Capacity issues and relevance of development at Northstowe, Waterbeach. Any comments from Cllrs welcomed for Working Party meeting due 19 September 4.30 p.m. parish office. Some discussion also on B1049 capacity issues; "Business Plan" requirement for the community; County Council offer of meeting to discuss issues and concerns, previously declined. Planning Committee to confirm Working Party delegation to respond within timescale (by noon 28 September)		
108.3	<u>Station Design Group</u> Working Party. Cllr Ing confirmed this could be included as part of the Local Plan submission for consideration by SCDC		

12/109	<b>TO RECEIVE Environment Committee Report</b> Draft minutes 28 August provided to all and accepted. Also notes of Walkabout 28 August. Next meeting due 30 October 2012	<b>Action/ Power</b>
12/110 110.1 110.2 110.3	<b>TO RECEIVE Highways Committee Report</b> Draft minutes 6 September (Strategic Transport Planning) provided to all and accepted. Next Highways Management Committee due 18 October; Strategic Transport Planning meeting due 6 December <u>Cambs Future Transport Council</u> agreed to send representative to meeting due 24 September including item on Ely bus 110 <u>Response to Transport Consultation due by 28 September 2012</u> <b>Agreed</b> to delegate to Cllrs Parish, Diplock and Legge to respond within timeframe. All input welcome	<b>IMP</b>  <b>IMP/JAD/ DNL</b>
12/111 111.1 111.2	<b>TO RECEIVE Youth Committee Report</b> Draft minutes 10 September provided to all and accepted. Next meeting due 10 December Proposed Cllr Ing, sec Cllr Payne, all in favour and agreed to increase membership from 3 to 4 Councillors (plus 2 ex-officio) and from 3 to 4 non-Councillor members. Vacancy to be filled next agenda	<b>October agenda</b>
12/112 112.1 112.2 112.3 112.4 112.5	<b>TO RECEIVE Finance, Legal and Administration Report</b> Next meeting due 1 October. <u>Retrospective payments (Appx 2)</u> Noted retrospective accounts for Parish Council and Recreation Ground accounts. See Clerks Report page 3 <u>Approve payment of outstanding accounts due (Appx 2)</u> Cllr Davies declared interest and left meeting. Proposed Cllr Ing seconded Cllr Payne all in favour to pay all listed except for: Getmapping plc £50 + VAT (question over population figure) and Histon & Impington Community Minibus £1,353.10 (deferred to item 118.3 following consideration of request). Cllr Davies returned to meeting <u>Amounts paid in (Appx 2)</u> <u>To ratify adoption of Cambridgeshire Local Authority Code of Conduct</u> as formally adopted by SCDC (Minute 12/079.2). Proposed Cllr Payne, sec Cllr Cleaver all in favour and <b>agreed</b> <u>Risk Assessments Review</u> confirmed carried out by Cllr Emmines and Clerk	
12/113	<b>RECENT CORRESPONDENCE</b> Circulation List available for all: Cambridgeshire Age UK – Improving later life 2011-12 Annual Report and Accounts; Community Right to Build application information; ACRE free seminars Autumn Programme 2012 – sent to all	
12/114	<b>PRESENTATION BY POLLY WILDERSPIN – NEIGHBOUHOOD WATCH</b> See item 103.2	
12/115	<b>TO CONSIDER PROCESS FOR NEW WORKING ARRANGEMENTS REVIEW</b> Cllr Ing reminded all Councillors to ensure any input to review to be with him by end September, for report at October or November meeting latest. All comments to remain anonymous for purposes of review report	<b>All Cllrs</b>  <b>October/ November agenda</b>
12/116	<b>TO AGREE RECOMMENDATION FOR EXPERIMENTAL REMEDIAL WORKS AT 12 NEW ROAD</b> Report received outlining problems encountered in glazing to windows. Recommendation made “To fit custom made acoustic triple glazed unit to master bedroom at cost of £529 + vat and review effectiveness after three months”. Noted no noise readings prior to work were taken; no budget assigned. Following discussion on Committee members’ understanding of discussions to date, wording of recommendation amended to “ To fit custom made acoustic triple glazed unit to master bedroom at cost of £529 + vat”. Proposed Cllr Davies, sec Cllr Emmines, all in favour and <b>agreed</b>	

12/117	<p><b>TO CONSIDER TIMING OF MOVE OF HOMEFIELD PARK RESPONSIBILITY FROM RECREATION GROUND COMMITTEE TO ENVIRONMENT COMMITTEE</b></p> <p>Recreation Ground Committee seek clarity on timing of planned move of item and budget to Environment Committee. Cllrs Nudds and Turnbull set out current position with planned improvements and possible additional funding sums for future improvements. <b>Agreed</b> to defer to October meeting for receipt of detailed proposal. Also for timing of transfer of equipped play areas to Recreation Ground Committee (responsibility for equipment only).</p> <p>Chairman formally asked for meeting extension under Standing Order No 1 (x). Cllr Nudds and Marston left meeting. Remaining 9 Councillors in favour to extend by 20 minutes</p>	<p><b>Action/Power</b></p> <p><b>October agenda</b></p>
<p>12/118</p> <p>118.1</p> <p>118.2</p> <p>118.3</p> <p>118.4</p> <p>118.5</p>	<p><b>OTHER MATTERS AND REPORTS</b></p> <p><u>Land rear of Manor Park / Skatepark proposals</u> Report expected on skatepark siting options from Cllrs Parish and Abdullah not yet complete. Planning application for change of use from agricultural to recreational use submitted at cost of £167.50. Planning Case Officer at SDCD had queried future uses and requested clarity. <b>Agreed</b> Planning Committee to respond seeking ways of ensuring consultation was carried out. No timetable agreed for report provision or Public Meeting. Chairman and Cllr Abdullah to meet Skatepark Group to brief them on current position</p> <p><u>To agree final arrangements for acceptance of HICOP licence for land at rear of Manor Park</u> Noted Environment Committee had asked to meet HICOP representatives. Instead all <b>agreed</b> Chairman to prepare urgent response to recent queries from HICOP members, circulate for comment and Finance, Legal &amp; Admin Committee to finalise and progress the licence</p> <p><u>To receive Report on Older Person's Co-Ordinator</u> –Cllr Davies declared interest as Treasure and Trustee of HICOM. Report provided (<b>Appendix 3</b>) including request that Parish Council:</p> <ul style="list-style-type: none"> <li>❖ Continue to support funding the coordinator role up to a maximum of £3,000 in the next 12 month period from 1 September 2012 and up to a maximum of 60% of any claim for salary and expenses/other costs. Total annual costs not expected to be over £5,000</li> <li>❖ Agree to meet 70% of the cost of the coordinator role from April to August 2012 which amounts to £1,353.10</li> </ul> <p>Cllr Davies gave details of Jean Newman's proactive approach and the service provided to the community. Proposed Cllr Parish seconded Cllr Payne to <b>accept the second part</b> of the request to agree to meet 70% of the cost of the co-ordinator role from April to August 2012 amounting to £1,353.10. All in favour and <b>agreed</b> that Histon &amp; Impington Parish Council in accordance with its powers under <b>sections 137 and 139 of the Local Government Act 1972</b>, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:- "to meet 70% of the cost of the coordinator role from April to August 2012 which amounts to £1,353.10. The first part of the request deferred to next agenda when a tighter motion would be put forward. Members requested a factual report from the Co-Ordinator covering achievements, an outline of the format of the role, quantifiable information and reports against targets</p> <p><u>To review, and consider</u> how fits with emerging Communications Strategy, the Newsletter recommendation Part B, deferred from August agenda concerning HI Courier replacement, proposed Cllr Payne – that the Parish Council should:</p> <ol style="list-style-type: none"> <li>a. Agree that if a team, and a credible business plan are put together, it would fund to the sum of £1,000 in the first year, and £500 in second and subsequent years</li> <li>b. Accept the offer of assistance to find the team to make it happen, but cover all the costs (printing posters, meeting provision etc) of doing so. Back this with use of mailing lists, website, appeals to community groups (particularly those who've used the HI Courier in the past)</li> <li>c. Form a team of Angela Young, Cllrs Foster, Ing, Payne to make this happen</li> </ol> <p>Deferred to October meeting</p> <p><u>Consultation Responses</u>, To ratify <b>consultation response</b> on: Dept. for Communities &amp; Local Government: Payments by Parish and Community Councils and Charter Trustees – Finance Legal &amp; Admin Committee members submitted</p>	<p><b>IMP/HAS</b></p> <p><b>IMP / Finance Legal &amp; Admin Comm</b></p> <p><b>LGA Sec 137</b></p> <p><b>October agenda</b></p> <p><b>October agenda</b></p>

	<p>response, due by 11 September 2012. In fact no response had been made, joint paper may be put together by SLCCNALC which may need input</p> <p>To agree <b>consultation responses</b> on:</p> <p>SCDC: Gambling Act 2005 – due by 24 September 2012. <b>Agreed</b> Cllr Parish to prepare and submit response if appropriate; SCDC: Grants and Partnership Funding Arrangements – due by 28 September 2012. <b>Agreed</b> Cllr Ing to prepare and submit response if appropriate</p>	<p><b>Action/Power</b></p> <p><b>IMP</b></p> <p><b>BSI</b></p>
12/119	<p><b>MATTERS FOR NEXT AGENDA</b></p> <p>Newsletter Item (118.4)</p> <p>All other deferred items</p>	
12/120	<p><b>Date(s) of Full Council Meetings and forthcoming Committee meetings:</b></p> <p><b>Histon &amp; Impington Parish Council: Monday 15<sup>th</sup> October 2012 7.30 p.m.</b> – Recreation Centre, Recreation Ground, New Road, Impington</p> <p>Community Facilities Committee – 7.30 p.m. Tuesday 18 September 2012          Planning Committee – 7.30p.m. Tuesday 25 September 2012          Employment Committee “In Committee” – 7.30 p.m. Thursday 27 Sept 2012          Recreation Ground Committee – 6.30 p.m. Monday 1 October 2012 (TBC)          Finance Legal &amp; Admin Committee – 7.30 p.m. Monday 1 October 2012          Planning Committee – 7.30p.m. Tuesday 9 October 2012</p> <p><u>Other events/meetings:</u></p> <p>Northstowe Forum – Wednesday 19 September 2012          Cross Council Surgery – Recreation Centre, Friday 21 September 2012          CAPALC Training – General Power of Competence – Tues 2 October 2012          Police Panel meeting – Tuesday 9 October 2012</p> <p><b>Meeting closed 9.55 p.m.</b></p>	