

**Draft Minutes of the Meeting held of Histon & Impington Parish Council, Community Room, Histon  
& Impington Recreation Ground, New Road, Impington  
Monday 18<sup>th</sup> June 2012 7.30 p.m.**

<b>Agenda No:</b>	<b>Action/ Power</b>
Present: <b>Cllrs:</b> I M Parish (Chairman), H S Abdullah, M C Cleaver, N S Davies (also District), J A Diplock, J P Emmines, C J Foster, B S Ing (Vice Chairman), D N Legge, D V Marston, P J Nudds, D W Payne, J P Teague, A Turnbull Cty Cllr Jenkins 6 members of public (in part) <span style="float: right;">Clerk: Mrs A J Young</span>	
12/052 <b>APOLOGIES FOR ABSENCE</b>  Cllrs I Levitt (personal), E W Stonham (illness), J Dunn (holiday), I Cooper (holiday) Dist Cllr Chatfield	
12/053 <b>MEMBERS DECLARATIONS OF INTERESTS</b>  Item 065 Expenses claim - Cllrs Parish and Foster, (to note only) - personal Item 060 Planning Bellway Homes - Cllrs Abdullah (lives nearby), Turnbull (professional), Legge (lives nearby) – all personal	
12/054 054.1 <b>PUBLIC PARTICIPATION</b>  <u>Mr &amp; Mrs V Smith</u> addressed the Council on problems with school intake for September 2012. 3 Histon & Impington resident children were not accepted into Infant School despite being in catchment area and offered instead Orchard Park. Parish Council were asked to indicate opinion on the situation and to support the parents by writing to the Admissions Team at County Council and the Chair of Governors to seek a way of accommodating the three plus another five not in catchment similarly refused admission. Discussion also on future development in the villages and likely future problems. Questions followed with clarification on: <ul style="list-style-type: none"> <li>• Those living geographically closer to school placed higher on list on moving into village</li> <li>• Capacity currently 30 maximum class size</li> <li>• Appeals process week commencing 25 June 2012</li> <li>• Cty Cllr Jenkins actively following up cases</li> </ul> 054.2 <b>Agreed</b> to write in support of residents <u>School Governors from Histon Junior School</u> attended with concerns over safety outside Junior School at drop-off and collection time. Request made on behalf of Governing Body for a designated safe footway to Junior School along the Green. PCSOs had been involved in discussion. It was accepted this had been an issue for 25 plus years and previous attempts by Parish Council to involve "Safer Routes To School" funding were reviewed. Difficulties with encroachment onto the Green and position of trees discussed. Confirmed that school newsletter regularly requests parents not to drive into The Green and to exercise care. Caretaker in fluorescent jacket attendant at times. Parish Council explained schemes proposed for crossing at the Co-Op and narrowing of entrance to The Green and invited the Governors to attend next Highways Management meeting 26 July. Resident present previously worked as Safety Officer with Police and outlined a brave move by a school in Peterborough some years ago when a playground had been opened at school in and out times to cope with problem 054.3 <u>Mr &amp; Mrs Ackroyd, Somerset Road</u> updated Council on activity on land rear of Manor Park and near to Guided Busway, with new concerns voiced over safety for young people congregating near to the Guideway. Concerns will be made in writing for Council's information when debating siting of proposed skatepark on July or September agenda, once working party have again met. All Cllrs were reminded of large numbers of residents attending and speaking at previous Histon Parish Council meeting on the subject of skatepark proposals	<b>July/ September agenda</b>
12/055 <b>TO NOTE DRAFT MINUTES OF ANNUAL PARISH MEETINGS FOR HISTON AND FOR IMPINGTON HELD 14<sup>TH</sup> MAY 2012</b> Noted	

12/056	<b>TO APPROVE MINUTES OF THE MEETING HELD 14<sup>TH</sup> MAY 2012 BEING THE ANNUAL GENERAL MEETING</b> Proposed Cllr Abdullah, seconded Cllr Emmines with alteration to item 048.2 last sentence from "Youth Committee" to "Youth Council" and <b>agreed</b> to accept as a true record of the meeting, including "In Committee" minutes	Action/ Power
12/057	<b>MATTERS ARISING FROM PREVIOUS MEETING</b>	All July/ September agenda
057.1	<u>Item 044.1</u> Planning Committee membership formally increased to 9+2 ex-officio; Finance Legal and Administration Committee formally decreased to 5+2 ex officio; Environment Committee membership formally increased to 7+2 ex-officio; Employment Committee yet to meet, membership to formally be decreased to 3+2 ex-officio	
057.2	<u>Item 044.2</u> 4 <sup>th</sup> additional Tree Warden not yet identified; Health & Safety Officer - Geoff Payne has <b>agreed</b> to advise the Council	
057.3	<u>Item 046.3</u> Inventory of land and assets – Future agenda following Finance Legal & Administration meeting	
057.4	<u>Item 050</u> Skatepark Siting – Working Party has not yet met, future agenda	
057.5 057.6	<u>Older Persons Co-Ordinator</u> – report due end of May , future agenda <u>Expenses Claim Policy</u> – Future agenda following Finance Legal & Administration meeting	
12/058	<b>CO-OPTION TO PARISH COUNCIL</b> No nominees. Item for Feast Festival stall	
12/059	<b>TO RECEIVE REPORTS</b>	NSD/DWP
059.1	County Cllrs and District Council Reports: <u>County Council</u> written report accepted covering: Cabinet meetings; County Archive issues; bus services; Minor Highways Improvements; North West Cambridge; Cycle crossing proposals. Questions followed on Infant School capacity issues; Station Building rental; Milton to Impington cycleway issues. Cty Cllr Jenkins to provide Council with a copy of a Community Plan process being followed by Barton & Madingley area	
059.2	<u>District Council</u> no written report. Cllr Davies reported on Full Council briefing, attendance and consideration of Local Plan Issues and options; NCATP Workshop attendance with £4m funding for projects locally; meeting planned with Kate Wood, SCDC Community Planning to take forward outstanding Histon & Impington Issues. Dist Cllr Davies will liaise with Cllr Payne on items to be raised	
059.3	<u>Clerks Report (Appx 1)</u> Additionally: <ul style="list-style-type: none"> <li>All Committee Chairs requested to provide newsletter articles. Deadline 27 June</li> </ul>	
059.4	<u>Chairman's Report</u> No written report. Chairman thanked and congratulated all involved in Jubilee Celebrations at Histon & Impington. A letter would be sent on behalf of the Parish Council. He reminded all about Feast Festival event due 1 July 2012. Letter of thanks received from Mike Mason following presentation evening in May. Chairman outlined some issues of housekeeping for the future: <ul style="list-style-type: none"> <li>Written reports to be provided to Clerk by the <b>Tuesday prior to Full Council</b></li> <li>Changes to published calendar of meetings should be kept to a minimum</li> </ul> <u>Website</u> concern over slippage of website deadlines and confusing message to the public. Some discussion on current status and difficulties in operating now grouped. Council joined Cllr Nudds in thanking Cllr Payne for work put in as webmaster previously <b>Agreed</b> Finance Legal and Administration Committee agenda item 2 July 2012 to work out how to move forward with a "paid for" professional organisation. Noting it was important to be mindful of the vulnerability of relying on one or two Councillors' input to maintain a site	FL&A Committee
12/060	<b>TO RECEIVE Planning Committee Reports</b> Minutes 15 May, 29 May, 12 June, Sub Committee 21 May 2012 provided to all and accepted. Next meeting due 26 June 2012	
12/061	<b>TO RECEIVE Recreation Ground Committee Report</b>	
061.1	Minutes 28 May 2012 provided to all and accepted. Next meeting due 23 July	
061.2	Proposed Cllr Davies, seconded Cllr Legge all in favour to elect Cllr J Emmines to fill remaining vacancy on Recreation Ground Committee	
061.3	Details of Olympic Event on Recreation Ground 6 July 2012 5-8.30 p.m. provided	



065.6	Amounts Paid in and Correspondence <b>Appx 2</b> notes amounts paid in	<b>Action/ Power</b>
12/066 066.1 066.2 066.3 066.4 066.5	<p><b>RECENT CORRESPONDENCE</b></p> <p><u>Consultation on Academy Status for Infant and Junior School</u> No official approach received. <b>Agreed</b> to write requesting extension to consultation dates</p> <p><u>Histon Neighbourhood Panel</u> Police meeting notes 10 April received</p> <p><u>Open Gardens 2013</u> advance notice Sunday 16 June 2013</p> <p><u>Neighbourhood Watch Agreement</u> details. Offer to address Council. Checks to be made with existing Neighbourhood Watch members on requirements</p> <p><u>Circulating File</u> available on request, comprising: Cambs ACRE News Digest May 2012; Clerks and Councils Direct May 2012</p>	
12/067 067.1 067.2 067.3 067.4 067.5 067.6 067.7 067.8 067.9	<p><b>OTHER MATTERS AND REPORTS</b></p> <p><u>Police Panel</u> All in favour and <b>agreed</b> to accept Cllr J Emmines as additional Parish Council representative to Police Panel</p> <p><u>Procedure for electing representatives to Community Minibus and Day Centre</u> <b>Agreed</b> to approach residents for involvement, possibly through newsletter item</p> <p><u>Progress with Feast Council tent arrangements</u> Cllr Turnbull reported on proposals for displays for 1 July. Chairman formally asked for meeting extension under Standing Order No 1 (x). <b>Agreed</b></p> <p><u>Standards Committee</u> – adoption of Localism Bill (Code of Conduct). SCDC Standards Committee meeting due 20 June. <b>Agreed</b> insufficient information received. Finance Legal &amp; Administration Committee to consider 2 July 2012 and report back to Full Council</p> <p><u>Public Art Strategy Working Group</u> – adoption of policy. Written report provided by Cllr Turnbull copied to all (<b>Appx 3</b>). Noted Public Art Strategy previously adopted by Impington Parish Council. Both papers for consideration and adoption at July meeting. In meantime Cllr Turnbull to review paper with Andy O’Hanlon SCDC ahead of adoption</p> <p><u>To accept proposed licence from Histon &amp; Impington Community Orchard Project</u> for use of land rear of Manor Park, Histon to occupy and create an orchard thereon – feedback from Working Party awaited. Chairman noted input received from Cllrs Turnbull, Nudds and Abdullah. Cllr Turnbull declared personal interest as Orchard Group member. Proposed alterations to licence provided by Group provided for all for consideration. <b>Agreed</b> Finance, Legal &amp; Administration Committee to consider for approval, then to Environment Committee for final approval. Stressed that any final licence must be fully cognisant of terms of lease and copy once agreed to be provided to Head Lease Holders County Council</p> <p><u>Infant School Capacity</u> Issues discussed under item 12/054</p> <p><u>Academy Status of Primary Schools</u> Public meeting noted. <b>Agreed</b> to question length of consultation period. Cllr Parish to contact County Council regarding continuation of use of the Junior School playing field and will copy School with the correspondence</p> <p><u>Process to identify new Council’s strategy and vision</u> written report provided to all. Noted workshop event planned for Autumn</p>	<p><b>FL&amp;A Committee</b></p> <p><b>July agenda/ AT</b></p> <p><b>FL&amp;A Comm/ Env Committee</b></p> <p><b>IMP</b></p>
12/068	<p><b>MATTERS FOR NEXT AGENDA</b></p> <p>None identified</p>	
12/069	<p><b>Date(s) of Full Council Meetings for 2012-12 and forthcoming Committee meetings:</b></p> <p><b>Histon &amp; Impington Parish Council: Monday 16th July 2012</b> – Recreation Centre, Recreation Ground, New Road, Impington</p> <p>Employment Committee (“In Committee”) – 7.30 p.m. Thursday 21 June 2012</p> <p>Planning Committee – 7.30 p.m. Tuesday 26 June 2012</p> <p>Finance, Legal &amp; Administration Committee – 7.30 p.m. Monday 2 July 2012</p> <p>Planning Committee – 7.30 p.m. Tuesday 10 July 2012</p> <p>Highways Management Committee – 7.30 p.m. Thursday 26 July 2012</p> <p>Other events:</p> <p>Street Lighting Briefing – Wednesday 20 June – Comberton – Cllr Parish</p> <p>Olympics Celebration event – Friday 6 July 2012 on the Recreation Ground</p> <p>Cambs County Council A14 Cycleway Consultation – Tuesday 10 July 4pm – 7pm</p> <p><b>Meeting closed 9.55 p.m.</b></p>	

**HISTON & IMPINGTON PARISH COUNCIL**  
**FINANCE REPORT**

<b>REPORT TO:</b>	<b>Full Council</b>	<b>12<sup>th</sup> May 2012</b>
<b>AUTHOR/S:</b>	<b>Lynda Marsh, Assistant Clerk</b>	

**Purpose**

To list retrospective payments made, and approve payment of outstanding accounts

o Retrospective accounts:

<b>M2 Administration</b> – wages, NI and Pension <b><u>£8,612.61</u></b>	£8,612.61
<b>M2 Rec Groundsman expenses</b> <b><u>£25.53</u></b>	£25.53
<b>B Presland</b> Sickness cover <b><u>£249.60</u></b>	£249.60
<b>Age Concern</b> (section 137 payment) Mobile Warden Scheme April 2012 to March 2013 <b><u>£1,000.00</u></b>	£1,000.00
<b>PWLB</b> Office loan; payment 13 of 50 <b><u>£1,623.26</u></b>	£1,623.26
<b>PWLB</b> 12 New Road; payment 4 of 20 <b><u>£1,350.39</u></b>	£1,350.39
<b>Danwood Group</b> copier reading <b><u>£73.51</u></b> + VAT £14.70	£88.21
<b>Harry Scott</b> design and digital artwork for duck platform <b><u>£538.00</u></b> + VAT £107.60	£645.60
<b>Barclaycard</b> postage <b><u>£7.98</u></b> , Fire Safety Seminar <b><u>£10.00</u></b> , grass tufts (reimbursed from Friends H&IRG) <b><u>£239.90</u></b> + VAT £49.91	£308.14
<b>Shelley Signs</b> interpretive panels for duck platform <b><u>£370.00</u></b> + VAT £74.00	£444.00
<b>C Foster</b> expenses for duck platform <b><u>£51.60</u></b>	£51.60
<b>ESPO</b> office supplies <b><u>£94.10</u></b> + VAT £18.82	£112.92
<b>AmeyCespa</b> trade waste (x2) <b><u>£930.00</u></b> + VAT £186.00	£1,116.00
<b>Clever Curves</b> Youth mobile skatepark for Jubilee event <b><u>£1,050.00</u></b> + VAT £210.00	£1,260.00
<b>Broker Network</b> additional premium for mobile skatepark <b><u>£79.50</u></b>	£79.50
<b>Print-Out</b> photocopying (office copier out of action) <b><u>£31.42</u></b> + VAT £6.28	£37.70
<b>PWLB</b> freehold loan; payment 14 of 50 <b><u>£2,719.69</u></b>	£2,719.69
<b>Maxim Joinery</b> 2 lecterns for duck platform and notice board on Village Green <b><u>£985.00</u></b>	£985.00
<b>I M Parish</b> office requirements (John Lewis) <b><u>£45.00</u></b> + VAT £9.00	£54.00
<b>Print-Out</b> Youth posters and leaflets for mobile skatepark <b><u>£81.00</u></b> + VAT £4.80	£85.80
<b>Cambs County Council</b> (section 137 payment) donation to reading challenge <b><u>£200.00</u></b>	£200.00
<b>Roger Hovells</b> 3 x office cleans; 3 x bus shelter cleans <b><u>£92.50</u></b>	£92.50
<b>Print-Out</b> stationery <b><u>£16.99</u></b> + VAT £3.40	£20.39
<b>ESPO</b> office supplies <b><u>£45.07</u></b> + VAT £9.01	£54.08
<b>CAPALC</b> CiLCA training courses <b><u>£735.00</u></b>	£735.00
<b>Histon &amp; Impington Feast Committee</b> contribution to road closure for Festival <b><u>£625.00</u></b>	£625.00
<b>Blue Grape</b> Youth comedy course Jubilee event <b><u>£1,000.00</u></b>	£1,000.00
<b>Steven Wallis</b> Youth Jubilee workshop <b><u>£800.00</u></b>	£800.00
<b>B M Pest Solutions Ltd</b> re-bait boxes on Village Green <b><u>£65.00</u></b> + VAT £13.00	

£78.00

**Print-Out** A1 Parish maps **£20.00** + VAT £4.00

£24.00

**IRS Ltd** notice for car park **£180.83** + VAT £36.17

£217.00

**Petty Cash** **£72.67**

£72.67

Outstanding accounts:

**TCLandscapes** Play Area equipment and installation **£58,101.30** + VAT £11,620.26  
£69,721.56

Payments made from the Recreation Ground Committee balances were reported to the first Committee meeting on 28<sup>th</sup> May and are submitted to Full Council as an appendix. The accounts relating to that Committee will continue to be reported as an appendix to Committee minutes

o Amounts paid in to 14.6.12:

SCDC half year payment of precept £79,900 (H), £58,200 (I); Friends H&IRG donation £240.00; Burial Fees £975.00; Histon Feast Committee donation play area £3,000.00; Histon Bowls Club insurance reimbursement £56.40; Allotment Rents £16.00; Customs & Excise vat refund 2011-12 £3,64474 (H) and £2862.29 (I); SCDC street light refund £341.64 (H) and £123.37 (I)