Minutes of the Meeting held of Histon & Impington Parish Council, Community Room, Histon & Impington Recreation Ground, New Road, Impington Monday 20th August 2012 7.30 p.m.

Full Council Minutes

Agenda No:	Present: Clirs: I M Parish (Chairman), H S Abdullah, M C Cleaver, I Cooper, J Dunn, J P Emmines, B S Ing (Vice Chairman), D N Legge, P J Nudds Cty Cllr Gymer (in part) 1 member of public (in part) Clerk: Mrs A J Young	Action/ Power
12/084	APOLOGIES FOR ABSENCE	
	Cllrs Neil Davies (personal), Janet Diplock (illness), Cedric Foster (personal), Derek Marston (holiday), Denis Payne (illness), Edd Stonham (holiday), Josephine Teague (holiday), Alison Turnbull (holiday); Dist Cllr Chatfield; Cty Cllr Jenkins	
12/085	MEMBERS DECLARATIONS OF INTERESTS	
	None	
12/086	PUBLIC PARTICIPATION	
	None present	
12/087	TO APPROVE MINUTES OF THE MEETING HELD 16 th July 2012	
	Proposed Cllr Ing, sec Cllr Abdullah, all in favour to accept as a true record of the meeting	
12/088	MATTERS ARISING FROM PREVIOUS MEETING	
088.1 088.2 088.3 088.4 088.5	Item 074.9 School Governor meeting to be arranged. Early Years Centre not included Item 074.10 Police Panel no progress with Chairmanship options Item 076.2 VAT payment confirmed as annual payment Item 079.2 Code of Conduct issues with information continuing to be supplied by SCDC, deferred to September for review including Dispensation procedure. Copy Interest Registers to be provided to all ClIrs. Item 080.1 SCDC Awards Nominations for Neil Davies and enviro.volunteers made. No Youth nomination agreed. Ceremonies due 28 September Item 080.6 Neighbourhood Watch Clerk working with PCSO Martin to obtain information on current scheme set up, following request from County Council co-ordinator Polly Wilderspin	Sept Agenda Sept agenda
088.7	to address September meeting SHLAA Group has been set up by Planning Committee to look at issues and responses. Any names of residents wishing to assist/input to be provided to Cllrs Ing or Payne. Cllr Nudds confirmed she would be happy to facilitate this for the group VACANCY & CO-OPTION TO PARISH COUNCIL	
089.1	SCDC confirm vacancy caused by the resignation of lan Levitt may now be filled by co-	
	option. 2 vacancies therefore existed. Next agenda	Sept agenda
12/090	TO RECEIVE REPORTS	
090.1	County Cllrs and District Council Reports: County Council written report accepted from Cty Cllr Gymer. Questions followed on Ely 110 Bus service. Funding to stop April 2013. Dan Clark Cambridge Future Transport would be contacting the Parish Council for evidence of use of community based transport. Cllr Gymer outlined other plans for 106 service and Haddenham to Milton service to include a link to Histon & Impington passengers. All residents using the 110 service should be encouraged to complete a survey yet to be published. A14 Improvements some reservations from members re. rat running fears. Cllr Gymer briefed on recent developments. On-going Infant School Placements Cty Clr Jenkins would provide copy correspondence from County Council. Joint letter from Parish Council/Cty Cllrs to Ombudsman planned. Mereway S106/cycleway. Cty Cllr Gymer agreed to contact Mike Davies to enquire on: agreed length of S106 funded stretch; standards of construction; overgrowth from hedge; timing for completion. Enforcement was	SG



090.2	being sought at County and District Council simultaneously. <u>Disabled Parking</u> following approach at Feast Market and subsequent meeting held by Cty Cllr Jenkins, clarity sought on advice given. Cllr Parish to provide Cty Cllr Gymer with information to follow up <u>District Council</u> written report accepted from Dist Cllr Stonham covering: Sec 106 Bellway Homes; Greener Council; Local Plan Public Consultation; Full Council; Community Chest Grants. Timescales for <u>Northstowe Phase 1 application</u> noted. <u>Clerks Report</u> (Pg 1 Appx 1) Noted: <u>Temporary back-up</u> arrangements to be made 22 August 2012. <u>Computer towers</u> hard drives to be removed and towers recycled. <u>Play Area cut</u> Noted meeting with Buchans due. Suggestion to be made on facilitating easier access. <u>CAPALC General Power of Competence</u> 2 October. Any interest Cllr to contact Clerk. <u>Spire Hospital</u> meeting 19 July. Cllr Ing outlined discussion largely based on Parish Council Planning objections, to "workshop" for reasons of visual appearance, at request of Hospital Manager. Spire Hospital to contact SCDC for a pre-application discussion. Cllr Nudds was concerned other issues were still outstanding with the Hospital, including tree issues. Chairman encouraged all members to ensure communication with Cllrs on meeting dates and topics was considered. Noted HICOP had been provided with final draft of license for use of Manor Park land. To be referred to King & Co in due course Other Committee Chairman's Reports None received	Action/ Power IMP
090.4	Other Committee Chairman's rieports None received	
10/00/		
12/091	TO RECEIVE Planning Committee Reports	
091.1 091.2 091.3 091.4 091.5 091.6	Minutes 24 July and draft minutes 7 August provided for all and accepted. Next meeting due 21 August, then a 3 week period to 11 September Bellway Homes Noted mail from the Managing Director on follow-up on asbestos issues Bellway Homes – Contractor Route Notices had been erected by "SDC" taking traffic down Cambridge Road. Clerk to contact Bellway Homes to query. Following a meeting at SCDC Cllr Ing reported only site activity times could be enforced, not access times. Members felt as Developer would have full control of its staff/contractors a strong letter of complaint should be sent to the Head of Planning and Portfolio Member. Cllr Parish to work with Cllr Payne and Ing to produce and send letter via Clerk Merrington Place Campbell Buchanan to be chased over landscaping issues outstanding Holiday Inn Noted application on agenda 21 August maybe retrospective. Members raised the issues of a recent brown sign erected on site Working Parties set up by Planning Committee to discuss response to Issues and Options Report and Station Design were not currently clerked. Cllrs would be kept briefed by attendees. Cllr Ing reported on informal meeting with David Roberts, SCDC Principal Planning Policy Officer, on a 2 year contract to assist with the Local Plan. He had raised possible mechanisms to bring Histon & Impington Neighbourhood Planning topics into the Local Plan, including the Station Design and would report back. Noted arguments for inclusions in Local Plan would need to be submitted by Christmas 2012 Cllrs requested an up to date list of outstanding enforcement issues SCDC Section 106 payment development at Merrington Place (Phase 2) Impington. To authorise signature of indemnity by Cllrs Payne and Ing. Noting sums expected and 10 year indemnity period, proposed Cllr Parish seconded Cllr Emmines, all in favour to sign indemnity. Noted commuted sum was for maintenance costs. Public Art contribution (on site) not yet clarified	IMP/DWP/ BSI BSI/DWP
12/092	TO RECEIVE Employment Committee Report	
092.1		
002.1	"In Committee" minutes 28 June provided to all and accepted. Due to confidential nature of business discussed, items 92.2 and 92.3 were deferred to "In Committee" at end of meeting under Standing Order I c). Clerk left the meeting, Cllr Parish took minutes	
92.2	To accept recommendation presented to Full Council in July regarding Clerk's remuneration package, paper provided	
92.3	To accept recommendation from Clerk on contracted hours for Admin Clerk, paper provided. Clerk returned to meeting.	
12/093	TO RECEIVE Environment Committee Report	
093.1	Draft minutes 28 June provided to all and accepted. Next meeting due 28 August 2012	



93.2 93.3	Noted with regret special thanks to Rachel McInley and Kate Low for work on Play Area project had not been recorded in Newsletter. Agreed to include next opportunity NIAB Fence noted response awaited	
12/094	TO RECEIVE Highways Committee Report	Action/
094.1	Draft minutes 26 July (both Strategic Transport Planning and Highways Management Committees) provided to all and accepted. Strategic Transport Planning meeting due 6 September	Power
12/095	TO RECEIVE Recreation Ground Committee Report	
95.1 95.2 95.3	Draft minutes 30 July provided to all and accepted. Next meeting due 24 September Item 017.1 Grass Tennis Courts Cllr Abdullah expressed concern over possible loss of valuable grass courts and surprise that only 1 court was available for public hire. Cllr Ing outlined concerns voiced by the Tennis Club over club development issues with grass facilities. Meeting of Committee members and Tennis Club members due 28 August 2012. Council advised any request for changes to facilities should come from the Sports Club, not the Recreation Ground Committee. Item 021.1 Homefield Park Cllr Nudds confirmed points had been raised at the meeting regarding disposal of vegetation cleared off fences by probation team/enviro.volunteers	
	(collection awaited) and feedback had been requested but not yet received	
12/096	TO RECEIVE Finance, Legal and Administration Report	
096.1 096.2	Draft "In Committee" minutes 25 July provided to all and accepted. Next meeting 1 October Acceptance of Internal Audit Report Gerry Whitfield confirmed no material matters to bring to attention of Histon & Impington Parish Council. Proposed Cllr Parish, seconded Cllr Abdullah all in favour to accept report. External Audit Report All 3 audit certificates received from Moore Stephens showing completion of unqualified audit to 2011-12. Noted this was the last year Moore Stephens would act as External Auditor. Agreed Finance Legal and Admin Committee to look at suggested Internal Audit Plan for 2012-13, next agenda	Finance, Legal & Admin Committee
096.3	Retrospective payments (Appx 3) Noted retrospective accounts for Parish Council and	
096.4	Recreation Ground accounts. See Clerks Report pages 3 and 4 <u>Approve payment of outstanding accounts due</u> (Appx 3) Proposed Cllr Ing seconded Cllr Cleaver all in favour to pay. Office staff requested to provide an estimation of time spent on preparing initial newsletter for July 2012	Office Staff
096.5	Amounts paid in (Appx 3)	
12/097	RECENT CORRESPONDENCE	
097.1	 Process to agree any consultation responses on: Department for Communities & Local Government: Payments by Parish and Community Councils and Charter Trustees – due by 11 September 2012. Finance, Legal and Admin Committee to consider and agree response via email SCDC Gambling Act 2005 – due by 24 September 2012. Cllr Parish to report on any response recommendation SCDC Grants and Partnership Funding Arrangements – due by 28 September. Cllr Ing to report any response recommendation 	Finance, Legal & Admin Committee IMP
097.2	ACRE AGM due 25 September including session on Community Led Plans. Clarification on Histon & Impington Parish Council eligibility for assistance to be sought (due to size of Council)	
12/098	OTHER MATTERS AND REPORTS	
098.1	To report on Manor Park Land Briefing held 25 July – notes provided to all and accepted, together with report from Cllrs Parish and Abdullah on previous attempts to site skateparks in Histon and Impington. Agreed: August agenda – report on briefing and previous attempts to site skateparks September agenda – report if not met August dates, plus confirmation of any proposal Public meeting early October – skatepark group and design consultant to attend,	



	presentation on all sites considered and who consulted, reasons for decision – (Recreation Ground; Homefield Park; The Green Play Area; Manor Park; Clay Close Lane; South Road; Doctors Close; Manorial Waste; Ambrose Way) October agenda – decision on siting, if anywhere Cllr Parish had received input on skatepark siting issues from Cllrs Abdullah and Ing.	Action/ Power
	Report to be prepared and circulated prior to September meeting. Next agenda. Noted grass cutting quality a little disappointing. Item for Buchans review meeting	Sept agenda
98.2	Nomination to A14 Working Party (12/H013.7) At request of Highways Committee. Expressions of interest received from Cllrs: Payne, Emmines, Parish, Ing and Cty Cllr	Sept agenda
98.3	Gymer. Next agenda Set date for "Vision Meeting" Agreed to look at Saturday a.m. session 10 or 24 November. Cllr Ing to arrange	BSI
98.4	Newsletter Arrangements (Appx 4) Paper supplied by Cllr Payne with recommendations. Noted response from one resident on being "eyes and ears" for the Parish Council and one interested in Winter Gritting. Proposed Cllr Dunn, seconded Cllr Cooper all in favour to accept recommendation A with an addition to team of Cllr Parish:	
	A) HISIMP NEWS a) We should plan to deliver Second Edition, with a plan to start distributing in the last week of October, Format etc to be as the first edition b) Team tasked to make this happen should be Angela Young, Chelsea Presland, Cllrs Foster, Payne	CJF/DWP/ IMP
	Chairman formally asked for meeting extension under Standing Order No 1 (x) Concerning recommendation B, agreed to revisit on September agenda and question how this might fit in with a Communications Strategy. Pending any movement on encouraging a replacement for HI Courier, agreed a tentative timetable for Parish Council newsletters: October 2012; January 2013; May 2013	Sept agenda
12/099	MATTERS FOR NEXT AGENDA	
099.1	Vice Chair "Progress Review report on New Working Arrangements". Proposal would be for collection on unattributed comments by Cllr Ing by end of September for report on November agenda. Contribution from all Councillors welcome	Then November agenda
099.2	Discussion on timing of move of Homefield Park responsibility from Recreation Ground Committee to Environment Committee, following item at July Recreation Ground Committee	
099.3	Any ratification of Consultation responses made	
12/100	Date(s) of Full Council Meetings and forthcoming Committee meetings:	
	Monday 17 th September 2012, 7.30 p.m.	
	Community Facilities Committee – 7.30 p.m. Tuesday 4 th September 2012 TBC Strategic Transport Planning Committee – 7.30 p.m. Thursday 6 th Sept 2012 Youth Committee – 7.30 p.m. Monday 10 th September 2012	
	Planning Committee – 7.30 p.m. Tuesday 11 th September 2012	
	Meeting closed 9.40 p.m.	

