

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 18th March 2013 7.30 p.m.**

4 Appendix attached

Full Council Minutes

Agenda No:	Action/ Power
Present: Cllrs: I M Parish (Chairman), H S Abdullah, M C Cleaver, I S Cooper, N S Davies (also District), J A Diplock, J Dunn, J P Emmine, C J Foster, B S Ing, J D Jenkins (also County), D N Legge, D V Marston, P J Nudds, D W Payne, E W Stonham Marcus Dann (co-opted during meeting) Clerk: Mrs A J Young	
12/198 APOLOGIES FOR ABSENCE Cllrs: J P Teague (illness), Dist Cllr Chatfield, Cty Cllr Gymer	
12/199 DECLARATIONS OF INTEREST AND DISPENSATIONS a) Declarations of pecuniary interest from Councillors on items on the agenda – <u>Cllr Payne and Jenkins</u> expenses claim item 207.2. <u>Cllr Jenkins</u> Cty Cllr involvement item 205.4 (20mph Kings Meadow) b) Written requests for dispensations for disclosable pecuniary interests – None c) Any new requests for dispensations – None	
12/200 DATE(s) OF NEXT COMMITTEE MEETINGS Environment Committee – 7.30 p.m. Tuesday 26 March 2013 Highways Committee – 7.30 p.m. Thursday 28 th March 2013 Planning Committee – 7.30 p.m. Tuesday 2 nd April 2013 Finance Committee – 7.30 p.m. Monday 8 th April 2013 Other events/meeting 110/106 Bus Service meeting, Community Room – 7 p.m. Tuesday 19 th March Circle 33 Patch Panel, Kings Meadow 1pm Wednesday 20 th March, Cllr Payne and Clerk (L Marsh) to attend Northstowe Parish Forum Cambourne – 5.30 pm Wednesday 20 th March Employer's Pension Forum – Friday 22 March, Cllr Parish to attend Police Liaison Panel – Community Room – Tuesday 9 April 2013. Cllr Emmine to attend and raise issues surrounding graffiti and vandalism	
12/201 PUBLIC PARTICIPATION None	
12/202 TO APPROVE MINUTES OF THE MEETING HELD 18 February 2013 Proposed Cllr Cleaver, seconded Cllr Emmine, all in favour to accept as a true record of meeting	
12/203 MATTERS ARISING FROM PREVIOUS MEETING 203.1 <u>Item 186/195.3 Street Light Changes in Impington</u> Information provided. Plans in hand to advise Kings Meadows residents of proposals via next Patch Panel. A number of lamps now to be de-illuminated in Impington instead of replacement of bulbs. Clarification to be sought from Balfour Beatty on precise works and timings. Highways Committee item 28 March 2013 to look at dissemination of information and/or process for raising objections 203.2 <u>Item 189.4 Police</u> any reports copied to all. E-Cops mails sent to all mailing group members 203.3 <u>Item 192.1 Local Green Spaces</u> No suggestions submitted <u>Item 192.2 Community Facilities Working Party</u> Deferred pending further report from Committee 203.4 203.5 <u>Item 195.2 Strategy Workshop Feedback</u> – deferred pending written report.	Future agenda Future agenda Future agenda

12/204	VACANCY & CO-OPTION TO PARISH COUNCIL	
204.1	<u>Marcus Dann</u> of Cottenham Road Histon had contacted the Parish Council with a view to co-option. Proposed Cllr Diplock, seconded Cllr Abdullah all in favour to co-opt as Histon representative, one vacancy remains for Impington Parish. Declaration of Acceptance of Office signed and Register of Interest Form completed. Noted internal training for to be arranged for Cllrs Cooper, Jenkins, Dunn and Dann. Cllr training from CAPALC to be arranged	
204.2	<u>Committee Vacancies</u> remained Recreation Ground 1, Youth 2, Planning 2, plus working party vacancies	
12/205	TO RECEIVE REPORTS	
205.1	County Cllrs and District Councillors Reports: County Council written report accepted from Cty Cllr Jenkins covering: Economy, Transport and Environmental Services, Children and Young People's Services, Local Issues, Forthcoming meeting and events. <u>Additional discussion on: Graffiti</u> Cllr Nudds sought assistance to raise on the County's agenda. Dist Cllr Davies undertook also to investigate current position with Chris Bradley at SCDC. <u>Northstowe</u> Cllr Payne noted section 106 payments had been cut back, as reported in press. Cty Cllr Jenkins confirmed he would be seeking information on all funding issues; <u>Potholes and Highways Maintenance</u> noted Cambridge had been severely underfunded over several years. <u>Cycleway rear of Manor Park</u> Cllr Jenkins undertook to liaise with Stephen Conrad at County Council regarding provision using funding from lease payment from Parish Council and negotiation with new owners of Premier Foods	NSD JDJ JDJ
205.2	District Council written reported accepted from Dist Cllr Chatfield covering: Planning, Graffiti, Welfare Reform, and Living Wage. Additional discussion on: <u>A14 Toll</u> displeasure regarding triple taxation issues involved	
205.3	<u>Clerk's Report (Appendix 1)</u> provided to all and accepted. Noted delegated expenditure item and attached report re Real Time PAYE Issues	
205.4	<u>Chairman's Report (Appendix 2)</u> provided to all and accepted. Additional discussion on: <u>Village Society Autumn Meeting</u> clarification sought on topics for presentation; <u>110 Bus Route</u> Cllr Jenkins and Parish attending meeting on 19 March; <u>HICOP</u> Cllr Parish agreed to write to team commending them on the tree planting carried out and thanking for opportunity to be involved in the initial stage	IMP
205.4	<u>Other Committee Chairmen or Officer's Reports</u> None received: <u>Employment Committee</u> to be called prior to scheduled one for 13 June; <u>Highways Committee</u> due 28 March <u>20mph consultation for areas south of A14</u> request from SCDC for the Kings Meadow estate to be included within 20mph project area, response by 19 March. Cllr Jenkins declared interest as Cty Cllr. Agreed to respond advising Parish Council happy for Kings Meadow to be consulted and requesting the Parish Council be included as part of that consultation, offering to attend any meetings. Noted Cllr Payne and Mrs Marsh to attend Kings Meadow Patch Panel meeting 20 March when information would be given to residents. <u>Road Closure request</u> for Histon & Impington Feast Festival event 2013 – letter of support required from Parish Council to closure of "The Green" Sunday 7 July 10am to 5pm. Agreed to support the request on condition that the Committee inform in a timely fashion and liaise with businesses (including Phoenix) and residents of The Green affected. Noted bus company would need to be informed	
12/206	TO ACCEPT Committee Reports and to deal with Matters Arising	
206.1	<u>Environment Committee</u> draft minutes 7 March provided to all and accepted. Next meeting due Tuesday 26 March. Noted some items in appendix (Chairman's Report) going forward to next agenda. <u>HICOP</u> some questions remained on best way to handle information meeting required	
206.2	<u>Recreation Ground Committee</u> draft minutes 25 February provided to all and accepted. Next meeting due 29 April 2013	
206.3	<u>Youth Committee</u> draft minutes 11 March provided to all and accepted. Next meeting due 13 May 2013	
206.4	<u>Planning Committee</u> draft minutes 26 February, 12 March provided to all and accepted. Next meeting due Tuesday 2 April 2013. Comment made on need to put hole in noise barrier at Primrose Lane site to accommodate access path onto guideway. <u>Merrington Place</u> noted concerns over ex-compound area and need to meet developers there and at Primrose Lane to review progress	
206.5	<u>13/0279/FUL</u> Land concerning M11 and Madingley Road Cambridge – temporary use of land to provide temporary access road during construction, for a period of 10 years – laying	

206.6	out of road, surfaced vehicle turning and inspection area, pedestrian link for site operatives, storage area, security kiosk and barrier and drainage. Agreed no comment be made	
206.7	<u>Meeting and Exhibitions</u> Public Exhibition at Bishops DIY site attended – 21 February; <u>Station Design Report</u> – Public meeting held 28 February; Darwin Green 2 – meetings attended by Clerks 7 and 28 February at SCDC; Darwin Green 2 Exhibition at Girton 15 March. Cllr Davies commented on what he felt to be an impressive amount of open space planned as part of Darwin Green 2 along A14 boundary, with access over the NIAB footbridge. Cllr Ing highlighted increased total run-off issues raised at the exhibition, although noting rate would be controlled	
12/207	TO RECEIVE Finance Report	
207.1	<u>Retrospective accounts</u> : noted retrospective accounts for Parish Council and Recreation Ground accounts (Appendix 1 Pg 3,4).	
207.2	<u>Approve payment of outstanding accounts due</u> (Appendix 1 Pg 3) Cllrs Payne and Jenkins left the meeting (interest in expenses claim). Prop Cllr Ing, sec Cllr Cooper all in favour to approve. Cllrs Payne and Jenkins returned to meeting. Agreed to investigate Small Business Rate Relief rules	
207.3	<u>Amounts Paid In and Correspondence</u> (Appendix 1 Pg 3) noted	
207.4	<u>Expenses Claim Policy</u> Agreed to refer to Finance, Legal and Administration Committee, meeting due 8 April 2013. All expense claims to be with Clerk by end of March for 2012-13	
207.5	<u>War Memorial/Section 52</u> Quote received from Adam Scott for annual maintenance at £450. Prop Cllr Davies, sec Cllr Stonham all in favour to accept and agreed with review to be carried out 2013 to include option of inclusion in contract with Buchans	
207.6	<u>Insurance Cover</u> for Parish Council. Paper supported by Finance, Legal and Admin members provided to all and accepted (Appendix 3) setting out options provided by Came & Co, current Parish Council providers. Cllr Parish outlined other issues of interest. Prop Cllr Davies, sec Cllr Ing to accept recommendation: 3 year policy, with 16 month option in first year to take review date to August annually. All in favour and agreed	
207.7	<u>Finance, Legal and Administration Committee</u> next meeting due Monday 8 April 2013 – agenda items: Final Budgets 2013-14; Communications Strategy/Policy up-date	
12/208	RECENT CORRESPONDENCE	
208.1	<u>Circulating File</u> available	
208.2	<u>Approach from SCDC member for Cottenham regarding invitation to join Task & Finish group being set up to review enforcement</u> at SCDC. Further information requested	
208.3	<u>Post Office Histon</u> to be closed 10-19 April for upgrade, to include Sunday opening and longer opening hours from 7.30 am on weekday mornings	
208.4	<u>Newsletter on Older Persons Programme</u> received and referred to Older Persons Co-Ordinator and Mobile Warden	
208.5	<u>Consent Streets</u> list of current streets obtained from SCDC. Agreed Finance, Legal and Administration Committee to review requirements to add newer developments, costs involved	Finance, Legal & Admin Committee
208.6	<u>CAPALC March Bulletin</u> provided to all	
12/209	OTHER MATTERS AND REPORTS	
209.1	<u>Neighbourhood Plan Proposals</u> – “How a Plan would deliver and how would develop provisioning Cllr D W Payne prepared paper provided to all (Appendix 4). Cllr Payne gave further update and background. Councillor and residents interested in joining a Neighbourhood Plan group to contact Cllr Payne, noting the majority of any team should be non-councillors. Cllrs Ing and Payne to discuss concept of taking forward in conjunction with a village forum. Some concern voiced over care needed to ensure over-commitment by councillors be avoided. All input to go via Cllr Payne	
209.2	<u>Review of Committee Structure and Frequency</u> Chairman provided initial report requested by Council, intended for members to consider and debate on April agenda, after Finance, Legal and Administration Committee had considered further. All urged to feedback into	Next agenda

209.3	<p>process. Chairman noted Cllr Davies displeasure and exception to some content of report and comment that Committee Chairmen should meet to produce a paper to take forward. Noted proposed Drainage Group and Histon High Street, and Histon North End groups had not yet been formed. Agreed Chairs of Planning, Environment and Highways to meet to discuss formation of Drainage Working Party for agenda item April</p> <p><u>Arrangements for Annual Parish Meeting and Annual General Meeting</u> All agreed both Parish meetings to be with AGM on 20 May 2013. Chairman agreed to approach Mike Mason to organise showing of his film of the year 2012 in Histon & Impington, or investigate speaker possibilities</p>	<p>April agenda</p> <p>IMP</p>
12/210	EMPLOYMENT MATTERS – “In Committee”	
12/211	<p>MATTERS FOR NEXT AGENDA</p> <p>Police Commissioner Item – To produce letter covering issues: Police Station closure; Future of PCSO's; Police Priorities; Police Panel changes</p>	
12/212	<p>Date of Next Meeting:</p> <p>Monday 15 April 2013 7.30 p.m. – Recreation Centre, Recreation Ground, New Road, Impington</p>	
	Meeting closed: 9.29 p.m.	

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