

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room, Histon & Impington Recreation Ground, New Road, Impington  
Monday 21<sup>st</sup> May 2018**

**9 Appendices attached**

# Full Council Minutes

<b>Agenda No:</b>	<b>Action/ Power</b>
<p>Present: <b>Cllrs:</b> Andy Butcher (Chair), Steve Carrington, Aga Cahn, Marian Cleaver, Walter Davey, Neil Davies, Elaine Farrell, Ashley Gordon, Brian Ing, David Jenkins, Simon Jocelyn, David Legge, Geoff Moore, Pene Nudds, Denis Payne, Oliver Sellen, Edd Stonham, Josephine Teague                      Marcus Romer (co-opted during meeting); 2 residents                      Dist Cllrs: Pippa Heylings, Martin Cahn, Steven Hunt                      Mrs L M Marsh, Mrs Chelsea O'Brien Clerk: Angela Young</p> <p>Prior to the meeting the Chair presented a certificate of service to ex Cllr Foster for exceptional work in 11 years on the Parish Council</p>	
<p>18/001 <b>ELECTION OF CHAIRMAN OF THE COUNCIL</b></p> <p>001.1 Andy Butcher – nominated as Chair by Cllr Carrington, seconded Cllr Gordon all in favour and <b>AGREED</b>. Acceptance of Office signed as Chair</p> <p>001.2 <b>ELECTION OF VICE CHAIRMAN OF THE COUNCIL</b></p> <p>Denis Payne – nominated as Vice Chair by Cllr Teague. Cllr Payne declined to stand                      Elaine Farrell – nominated as Vice Chair by Cllr Teague, seconded Cllr Payne                      Brian Ing – nominated as Vice Chair by Cllr Gordon. Cllr Ing declined to stand                      Neil Davies – nominated as Vice Chair by Cllr Carrington, seconded Cllr Jocelyn. Cllr Davies expressed gratitude for the nomination but did not wish to stand against Cllr Farrell</p> <p>All in favour and <b>AGREED</b> Cllr Farrell to be elected as Vice Chair. Acceptance of Office signed as Vice Chair</p> <p>001.3 <b>DELIVERY OF ACCEPTANCE OF OFFICE FORMS</b></p> <p>All 18 elected Councillors delivered their signed and witnessed forms to the Clerk. All Register of Interest forms would be completed and provided to the Clerk within 28 day</p>	
<p>18/002 <b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence at the AGM received from Tim Ewbank, Helena Perry, Nick Wood</p>	
<p>18/003 <b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>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></p>	
<p>18/004 <b>DATE(s) OF NEXT COMMITTEE MEETINGS</b></p> <p>Available on website <a href="http://www.hisimp.net">www.hisimp.net</a></p>	
<p>18/005 <b>PUBLIC PARTICIPATION</b></p> <p>Dist Cllr Pippa Heylings, one of the three newly elected District Councillors for Histon, Impington and Orchard Park, thanked the outgoing District Councillors for all their long years of service and hard work, which the Council echoed</p>	
<p>18/006 <b>TO APPROVE minutes of the Meeting held 19 March 2018</b></p> <p>Proposed Cllr Payne, seconded Cllr Carrington, all in favour to <b>accept</b> as a true record of meeting</p>	

18/007	<p><b>MATTERS ARISING FROM PREVIOUS MEETING</b></p> <p><u>Actions List (Appx 1)</u> copied to all and accepted. Further discussion on:  <u>Item 17/120 A14 Team Meetings</u> Cllr Nudds requested an update on meetings held. Cllr Jenkins explained the team was a Community Task Force, facilitated by him as County Councillor, hosted by the Parish Council at their premises. Cllr Payne is a member. Open to input from all. The team meet approximately every 2 weeks, plus meetings with Highways England contacts. An open event organised by Highways England had been held 10 May. A Facebook group has also been formed. Team next due to meet 22 May. Cllr Jenkins agreed to review letters received by the Parish Council to ensure they were logged in the team's records  <u>Item 17/122 PCSO Reduction Programme</u> Inspector Rogerson to be invited to Summer meeting. PS Emma Hilson had contacted the Council to advise PCSO Mani had been urged to liaise directly with the Parish Council re community concerns and events, suggesting a crime prevention event be organised, or be incorporated in an existing upcoming event  <u>Item 17/123.1 Waterbeach Incinerator</u> meeting 20 March, Cllr Ing had attended and reported back. Discussions due with County Council Officer at Planning Committee Thursday 24 May  <u>Item 17/123.4 Neighbourhood Plan</u> Cllr Jenkins outlined roles undertaken by local residents Max Parish and Simon Payne in reviewing the structure, and good feedback received from professional planners. He thanked also Cllrs Payne and Ing for input. The remaining work on the Neighbourhood Plan would be largely procedural, with the next step to make a proposal to Full Council to fund an agency to complete the process. Cllr Ing highlighted the need to enable response to the changes in the Local Plan being brought forward by the Inspector</p>	JDJ
18/008	<p><b>TO CO-OPT TO COUNCIL</b></p> <p>Following the election a vacancy remained for an Impington Parish member. Mr Marcus Romer introduced himself to the Council together with reasons for wishing to participate. Proposed Cllr Payne, seconded Cllr Carrington all in favour and <b>AGREED</b> to co-opt. Cllr Romer signed his Declaration of Acceptance of Office and Register of Interests form would be completed and returned within 28 days.  Cllr Ing took the opportunity to address all on his belief that, despite being elected uncontested once more, the Council were depended on by electors to work on their behalf, not on their own behalf. He urged the Council to continue working as a team, to protect the Council's reputation, and to make the villages proud of what the Council does together</p>	
18/009	<p><b>TO ACCEPT COMMITTEE REPORTS, TO NOTE ACTIONS</b></p> <p><u>Employment Committee</u> draft minutes 5 April provided to all and accepted. Next meeting TBC  <u>Recreation Committee</u> draft minutes 26 March provided to all and accepted. Next meeting due 25 June. Interim meeting scheduled 4 June at 7pm  <u>Community Park Project Sub Committee</u> draft minutes 30 April provided to all and accepted. Next meeting 7 June  <u>Highways Committee</u> draft minutes 20 March provided to all and accepted. Workshop held 3 May. Next meeting due 26 June  <u>Planning Committee</u> draft minutes 27 March, 17 April, 3 May provided to all and accepted. Next meetings due 24 May (exceptionally); 12 June</p>	
18/010  010.1	<p><b>TO CONSIDER RECOMMENDATION MADE BY A COMMITTEE</b></p> <p><b>Highways:</b></p> <p><b>To agree purchase of Speedwatch equipment at cost of up to £2,900</b> - paper provided to all (<b>Appx 2</b>). Cllr Stonham supported proposal having been at the demonstration in Impington with the Speedwatch Co-Ordinator. It was confirmed:</p> <ul style="list-style-type: none"> <li>• Mountable as well as free-standing</li> <li>• Ability to use tailored text, carry out traffic surveys</li> <li>• Logo plates included</li> <li>• Police pre-agree Speedwatch locations; safety is paramount</li> </ul> <p>Discussion followed on need to consider protection and security issues. Some felt a more</p>	

010.2	<p>permanent solution for speeding problems may be required in the future, as seen in some other villages. Proposed Cllr Payne, seconded Carrington all in favour and <b>AGREED</b> to purchase sign to include flight case, spare battery and 2 name plates</p> <p><b>To agree to increase Parish Council contribution to Local Highways Initiative Scheme by up to £5000</b> paper provided to all (<b>Appx 3</b>). Proposed Cllr Payne, seconded Cllr Carrington all in favour and <b>AGREED</b> to increase contribution from £10k to £15k to enable all projects listed to be completed:</p> <ul style="list-style-type: none"> <li>• Greenleas – half-length resurface of footpath</li> <li>• Pages Close – ¾ resurface</li> <li>• Kingsway – full length</li> <li>• Saffron Road – full length</li> </ul> <p>Cllr Farrell wished thanks to be recorded to all concerned in bringing this scheme to fruition</p>	<p><b>LGRA 1997 s31</b> <b>LTRA 1984 s 72(1)</b></p> <p><b>Highways Act 1980 ss43,50</b></p>
18/011 011.1 011.2	<p><b>TO REVIEW AND ACCEPT</b></p> <p><b>Delegation arrangements to committees, sub committees, staff and other local authorities</b> – detailed in Agenda Report (<b>Appx 4</b>), all in favour to <b>accept</b></p> <p><b>Terms of Reference for Committees</b> – within Agenda Report (<b>Appx 4</b>), all in favour to <b>accept</b></p> <p>It was confirmed these were all unchanged from those existing as adopted. Each Committee would review its Terms of Reference during the coming year</p>	<p><b>All Comm'tees</b></p>
18/012 012.1	<p><b>TO CONFIRM APPOINTMENT</b></p> <p><b>Proper Officer</b> – Mrs A J Young <b>Responsible Financial Officer</b> Mrs L M Marsh <b>Internal Auditor</b> Mr I M Parish Proposed Cllr Ing, seconded Cllr Payne all in favour and <b>AGREED</b> to confirm appointments</p>	
18/013 013.1 013.2	<p><b>TO APPOINT MEMBERS to serve on the under mentioned Committees:</b></p> <p><b>Committees:</b> <b>Employment Committee:</b> M C Cleaver, N S Davies, B S Ing, D W Payne + 2 ex officio members <b>Environment Committee:</b> A Cahn, W Davey, S Jocelyn, G Moore, P J Nudds, M Romer + 2 ex officio members <b>Finance, Legal &amp; Admin Committee:</b> A Gordon, N S Davies, B S Ing, D Jenkins, G Moore, D W Payne, E W Stonham + 2 ex officio members <b>Highways Committee:</b> S Jocelyn, D N Legge, P J Nudds, E W Stonham + 2 ex officio members <b>Planning Committee:</b> A Cahn, S Carrington, M C Cleaver, W Davey, B S Ing, S Jocelyn, D W Payne, O Sellen, J P Teague + 2 ex officio members <b>Recreation Committee:</b> S Carrington, M C Cleaver; N S Davies, B S Ing, E W Stonham, David Jenkins + 2 ex officio members, + <b>plus 4 user representatives</b> <b>Community Park Project Sub Committee:</b> To be confirmed following first Rec Committee – S Carrington, N S Davies, B S Ing, E W Stonham, A L Butcher, G Moore + co-optee Mr T Ewbank + up to 4 other co-optees Proposed Cllr Stonham, seconded Cllr Legge all in favour and <b>AGREED</b> Committee membership as nominated</p> <p><b>Officers:</b> <b>Allotment</b> – Cllr P J Nudds - Proposed Cllr Carrington, seconded Cllr Ing all in favour <b>Rural Footpaths</b> – Cllr G Moore – Proposed Cllr Nudds, seconded Cllr Ing all in favour <b>Playground and Open Space Inspector</b> – Cllr Carrington/Asst Groundsman – Proposed Cllr Stonham, seconded Cllr Ing all in favour <b>Tree Warden</b> – Cllrs P J Nudds, E Farrell – Proposed Cllr Carrington, seconded Cllr Ing all in favour <b>County Council Highways Co-Ordinator</b> – Mr C Foster. Proposed Cllr Farrell, seconded Cllr Ing all in favour <b>Youth Liaison</b> – Cllr S Jocelyn. Proposed Cllr Ing, seconded Cllr Carrington, all in favour</p>	

013.3	<p><b>To appoint members, including Convenors, to serve on the under mentioned Working Groups and Task &amp; Finish Groups as required</b></p> <p><b>Brook Enhancement Working Party</b> – Cllrs P J Nudds, S Carrington, D W Payne; <b>A J Young</b></p> <p><b>Drainage Working Party</b> – Cllrs D W Payne, E Farrell; Mr R Barrett; <b>A J Young</b></p> <p><b>Health &amp; Well-Being Working Party</b> – Cllrs <b>D W Payne</b>, S Jocelyn, G Moore, M Romer, J P Teague</p> <p><b>High Street &amp; Beyond Working Party</b> – Cllrs D Jenkins, P J Nudds; Mr T Ewbank, Mr C Foster, Mr I M Parish, <b>Ms H Perry</b></p> <p><b>King’s Meadow Working Party</b> – Cllrs D W Payne, A Cahn + residents</p> <p><b>Neighbourhood Plan Task &amp; Finish Core Group</b> – Cllrs B Ing, <b>D Jenkins</b>, G Moore, D W Payne, M Romer, O Sellen</p> <p><b>Newsletter Editorial Team</b> – Cllrs B Ing, D W Payne, J P Teague; Mr T Ewbank + <b>Editors</b> and residents</p> <p><b>Primary School Development Task &amp; Finish</b> – Cllrs A Butcher, E Farrell, S Jocelyn, D Legge, D W Payne, Oliver Sellen</p> <p><b>Public Art Working Party</b> – Cllr Cahn, B Ing, G Moore, P J Nudds, M Romer</p> <p>All memberships proposed Cllr Payne, seconded Cllr Teague all in favour and <b>AGREED</b></p> <p>Noted:</p> <p><b>Time Banking Working Party</b> – to be resurrected when appropriate</p> <p><b>Finance, Legal and Admin</b> would run with 7 members pending re-assessment of need</p> <p><b>Recreation Committee</b> would run with 6 members pending re-assessment of need</p> <p><b>Highways Committee</b> was 2 short. New Councillors would be invited to attend meetings to assess interest. Cllr Jenkins had declined to stand as he felt inappropriate as County Cllr but was willing to attend whenever required</p> <p><b>Recreation Committee</b> would confirm membership of Community Park Sub Committee at their next meeting 4 June. Cllrs Butcher and Moore confirmed a willingness to be members</p> <p>Cllr Davies stressed the role of the Recreation Committee in facilitating opportunities for involvement to participation in sport and leisure activities, citing several recent examples. He believed every member must be fully committed to this cause and should respect existing practice</p>	
18/014	<p><b>TO REVIEW AND ACCEPT</b></p> <ul style="list-style-type: none"> <li>• <b>and adopt appropriate Standing orders and financial regulations</b></li> <li>• <b>Arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses</b></li> <li>• <b>Representation on or work with external bodies and arrangements for reporting back</b></li> <li>• <b>Inventory of land and other assets including buildings and office equipment</b></li> <li>• <b>Arrangements for insurance cover in respect of all insurable risks</b></li> <li>• <b>Council’s and/or staff subscriptions to other bodies</b></li> <li>• <b>Council’s complaints procedure</b></li> <li>• <b>Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation</b></li> <li>• <b>Council’s policy for dealing with the press/media</b></li> <li>• <b>Council’s employment policies and procedures</b></li> <li>• <b>Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence</b></li> </ul> <p>Detailed in Agenda Report (<b>Appx 4</b>) provided to all for review. All items proposed Cllr Payne, seconded Cllr Teague all in favour to <b>accept</b></p>	
18/015	<p><b>TO DETERMINE</b> time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council; to determine scheduled dates for Committees up to the next annual meeting</p>	

015.1	Calendar of meetings provided to all ( <b>Appx 5</b> ). Employment Committee dates to be agreed at first meeting	
18/016	<b>TO RECEIVE REPORTS</b>	
016.1	<b>Annual report from Histon &amp; Impington Parish Council</b> Committees and representatives ( <b>Appx 6</b> ) Copies would be available on the website, at the Parish Office and Library. A version of the Chairman's Annual Report and Financial Report would feature in the June 2018 HISIMP News	
016.2	<p><b>Annual and/or monthly reports</b> from County and District Councillors. <b>Cty Cllr Jenkins</b> provided an annual report for County Council, available on his website, covering: Histon Library; Transport scheme delivery; Ely Southern Bypass; County budgets; Healthcare; Crime; Greater Cambridge Partnership; A14</p> <p>Additional discussion on:  <u>Shire Hall</u> proposed move to Alconbury. Issues surrounding public transport and staff retention raised. Cty Cllr Jenkins was following the scheme carefully.</p> <p><b>District Councillors</b> present reported verbally on their early days in the role  <u>Dist Cllr Hunt</u> confirmed he was taking up the issue of reasonable hire charges for St Audrey's Close Community Centre for community benefit events with the Community Impact Team Leader. He also reported on efforts to assist on unblocking communication between developers and SCDC on the Station development  <u>Dist Cllr Heylings</u> reported on SCDC Full Council meeting due 23 May when her appointment as Planning Committee Vice Chair would be announced, also Chair of newly formed Committee on Climate Change. She has held/continued to hold meetings with Planning, Legal and Environmental Health Departments at SCDC on the A14 issues, particularly on DCO Monitoring Enforcement Control and air quality issues, noting no base line figures were available. She had met the A14 Project Director and secured daily information briefings, with notification of works 2 weeks in advance. Several sub groups of the A14 team were being set up. The Parish Council expressed frustration that the Government's Planning changes had hamstrung the attempts of the Parish Council to ameliorate the impact of the A14 upgrade in advance.  <u>Dist Cllr Cahn</u> confirmed he was on SCDC Planning Committee and Vice Chair of the Climate Change Committee. He had been contacted by residents on the application now in for Impington Lane and pointed out he and Dist Cllr Heylings would not be able to express an opinion at Planning Committee if it was considered  Dist Cllrs confirmed written report would be provided to the Parish Council in future. It was clarified that the Local Plan was now with the Inspector who should have finalised comments in 2 weeks. It was reported the 5 year Housing Supply has now been met. All planning applications will be considered as if the new Local plan was in place and an immediate review would commence due to time taken on current review round.</p>	
016.3	<p><b>Clerk's Report</b> (Pg 1 and 2) (<b>Appx 6</b>) copied to all and accepted.</p> <p>Additional discussion on:  <u>Piaggio Vehicle</u> currently with Scamblers for diagnosis  CAPALC Bulletin May 2018 provided to all. Clerk to send out all training opportunities.  Those interested in topics available to contact office  <u>Mental Health Worker</u> Sefanit Inquai was in post and getting established at IVC and Junior School. HICOM were running an Older Persons Forum 7 June with an opportunity to meet her. Noted also Friends of Rec advertising for a Monday Club Co-Ordinator  <u>New Primary School</u> meeting due with County Council 31 May 2018</p>	
016.4	<b>General Data Protection Regulations (GDPR)</b> – status report presented ( <b>Appx 7</b> ). Noted actions taken and the need for a Data Protection Officer were a breach to occur	
016.5	<b>Internal Auditor's Report to year end 2018 (Appx 8)</b> . Copied to all and noted. No issues of concern.	
016.6	<p><u>Any other Committee Chair reports:</u></p> <p><b>Environment Committee</b> – next meeting due 29 May. 3 further Workshops held. Agenda would be kept to procedural matters plus emerging 5 year plan. Cllr Nudds stressed the benefits seen of recent workshop sessions to inform Committee</p>	
016.7	<p><u>Any other Working Group / Task &amp; Finish Group Reports</u></p> <p><b>Public Art Working Party</b> – interviews held and Public Artist appointed. Visit to villages planned 23 May</p>	



	<p><b>High St &amp; Beyond Working Party</b> – meeting held 27 March. New flower baskets in High Street in evidence. Planters to be delivered early June</p> <p><b>King’s Meadow Working Party</b> – meeting held 3 April, next meeting due 7 June</p> <p><b>Newsletter Editorial</b> – meeting due 24 May</p> <p><b>A14 Group</b> – meetings hosted 28 March; 12 April; 16 April; 26 April, 8 May</p>	
18/017	<p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appx 6)</b></p> <p>017.1 <b>Finance Legal &amp; Admin Committee</b> – draft minutes provided to all 23 April 2018. Next meeting due 4 June</p> <p>017.2 <u>Delegated payment of accounts</u> noted</p> <p>017.3 <u>Approve payment of outstanding accounts</u> Prop Ing, sec Stonham all in favour and <b>AGREED</b> to approve</p> <p>017.4 <u>Amounts paid in</u> noted</p> <p>017.5 <u>Risk Assessment Review April 2018</u>. Noted complete</p> <p>017.6 <u>To approve amendments to Unity Trust Bank Mandate</u> by removing retiring Councillors and adding newly elected members. Also to <b>agree</b> to nominate two new signatories to the account. Prop Payne, sec Carrington to confirm Cllrs Nudds and Farrell as replacement signatories</p> <p>017.7 To <b>approve</b> continuation of Direct debits for 2018-19 (<b>Appx 9</b>). Prop Payne, sec Ing all in favour and <b>AGREED</b></p>	
18/018	<p><b>TO RECEIVE RECENT CORRESPONDENCE</b></p> <p>Circulation File available</p> <p>Update on “Theories of Home” Project</p> <p>Feast Market – 7 July 2018 – Invitation to take stall at £15 each. <b>AGREED</b> one stall.</p> <p>Recreation, Highways and Environment Committee to provide discussion boards</p> <p>Morris Education Trust Newsletter – March 2018</p> <p>New Policing Model - information</p> <p>Connections Bus Project Termly Report noted</p>	
18/019	<p><b>OTHER MATTERS</b></p> <p><b>To consider infrastructure needs of any possible larger development agreed</b> and advise SCDC for S106 planning purposes</p> <p>Cllr Payne abstained, Prop Cllr Ing, seconded Cllr Stonham and agreed delegate to Recreation Clerk to respond, working with key members of Recreation Committee</p>	
18/020	<p><b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b></p> <p><b>Website:</b></p> <p>Appreciation of outgoing Parish and District Councillors</p> <p>Welcome to new members</p> <p>Appointment of Chair and Vice Chair</p> <p>Funding for Speedwatch equipment and additional funding for footpaths/cycle racks</p> <p>Link to annual reports – each Committee to publish on website, one a week</p> <p><b>Next agenda/s</b></p> <p>To accept draft Annual Parish Meeting minutes</p> <p>To accept Annual Governance and Accountability Return</p> <p>Half Yearly Donations Requests</p>	
18/021	<p><b>Next Full Council: Histon &amp; Impington Parish Council</b></p> <p><b>Monday 18<sup>th</sup> June 2018 7.30 p.m.</b> - Recreation Centre, Recreation Ground, New Rd, Impington</p> <p>Cllr Davies outlined plans for an informal briefing on the Community Park Project 2 July 2018 when Highways and Drainage consultants would be available to discuss options</p> <p>Meeting closed 9.30 p.m.</p>	