

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room, Histon & Impington Recreation Ground, New Road, Impington  
Monday 16<sup>th</sup> July 2018**

**3 Appendices attached**

# Full Council Minutes

<b>Agenda No:</b>	<b>Action/ Power</b>
Present: <b>Cllrs:</b> Andy Butcher (Chair), Aga Cahn, Steve Carrington, Walter Davey, Neil Davies, Elaine Farrell, Ashley Gordon, David Jenkins, Brian Ing, Simon Jocelyn, Geoff Moore, Pene Nudds, Denis Payne, Marcus Romer, Josephine Teague Dist Cllrs: Martin Cahn; Steve Hunt Also: Alison Turnbull (in part) Clerk: Angela Young	
18/036 <b>APOLOGIES FOR ABSENCE</b>  Cllrs: Marian Cleaver (personal); David Legge (personal) Dist Cllr Pippa Heylings Absent: Oliver Sellen; Edd Stonham	
18/037 <b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>  a) Declarations of pecuniary interest from Councillors on items on the agenda <i>Cllr J Teague item 044.3 – expenses claim; Cllr N Davies item 044.3 – expenses claim</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i>	
18/038 <b>DATE(s) OF NEXT COMMITTEE MEETINGS</b>  Available on website <a href="http://www.hisimp.net">www.hisimp.net</a>	
18/039 <b>PUBLIC PARTICIPATION</b>  No public participation	
18/040 040.1 <b>TO APPROVE minutes of meeting held 18<sup>th</sup> June 2018</b>  With amendment on item 18/022 to read Aga Cahn (work), proposed Cllr Teague, seconded Cllr Romer all in favour to accept as a true record of the meeting	
18/041 <b>MATTERS ARISING FROM PREVIOUS MEETING</b>  <u>Actions List (Appx 1)</u> copied to all and accepted Further discussion on: <u>Item 029.2 Crime Commissioner</u> Cllr Ing reported on slot to discuss role of PCSO; Safety and Security Plan involvement; future of Police Station use <u>Item 029.4 Clarion Housing</u> meeting to be re-arranged <u>Item 033.1 Boot Bin</u> Discussion outstanding on emptying responsibilities	
18/042 042.1 <b>TO RECEIVE REPORTS</b>  <u>Monthly report from County and District Councillors</u> <b>County Council</b> written monthly report June copied to all and accepted covering: Committee meetings; Consultations; Buxhall Farm drop in session. Additional discussion on: <u>Cherry Hinton Airfield Site</u> : Query over City/Council responsibility. Possible mis-reporting by Cambridge Evening News. <u>Cambridgeshire Day</u> Support for idea suggested <b>District Council</b> written monthly report June copied to all and accepted covering: Change to pre-scrunity; 'Chairs Dele' attended by Cllr Heylings, Chair of Planning Committee and Heads of Development & Planning; Brexit Committee; Licensing Consultation; IT Drop In sessions; Planning Issues; A14 Works; Next month's meeting schedule. Additional discussion on: <u>Scrutiny Committee</u> Pilot scheme on questioning to be introduced. Dist Cllrs to take back queries on a rota aspect. <u>Community Chest</u> Dist Cllrs confirmed continuation of scheme - criteria and priorities being reviewed. <u>Sheltered Housing Community Room Use Consultation</u> members stressed need for more visibility on website etc. on availability. Noted idea put forward by resident for affordable housing above existing rooms. Open days due end of July	

042.2	<p><b>Clerk's Report (Pg 1/2) (Appx 2)</b> copied to all and accepted. Further discussion on: <u>Library Representation</u> Cllr Jocelyn to represent Parish Council when available, Cllr Ing as stand in. Cty Cllr Jenkins confirmed meetings will be ad hoc. First meeting due 18 July 2018. <u>Mythbuster Affordable Housing Tour</u> Cllr Farrell to provide report and circulate</p>	SJ/BSI EF
042.3	<p><b>Chairs Report (Appx 3)</b> copied to all and accepted. Further discussion on: <u>Benefits of community contact</u>; <u>Code of Conduct Training</u> opportunities, with policy to protect the individuals as well as Council. Second date to be made available to those unable to attend 3 September; <u>Community Park Project</u> underlining the need to attend events, updates and workshops. Cllr Davies confirmed the willingness to meet new Councillors and discuss the project; <u>Highways Footpath Project</u> Chair thanked all involved with improvements particularly benefitting more vulnerable residents</p>	
042.4	<p><b>Any other Working Group / Task &amp; Finish Group Reports</b></p> <p>Emphasis on need for Councillors to take ownership of working parties and task and finish groups. Meetings to be an informal format with no expectation of clerking time and member notes to be provided following any meeting</p> <p><b>Public Art Working Party</b> meeting held 21 June reported to Environment Committee. With agreement of Council, Standing Orders suspended to allow Alison Turnbull to address the meeting. Alison updated on:</p> <ul style="list-style-type: none"> <li>• Consultation progress</li> <li>• Events &amp; workshops held and planned; themes</li> <li>• Feast Market engagement stall feedback</li> <li>• Next steps: Exhibition of design work; identify permanent artwork; location choices; further fundraising (50% of total spend minimum); Feast /Community Development Fund</li> <li>• Future S106 opportunities; £10k committed at present</li> </ul> <p>Standing Orders reinstated</p> <p><b>To authorise signature and execution of letter of appointment</b> regarding Contract between Histon &amp; Impington Parish Council and Charlotte Howarth, Making Marks Limited for "Theories of Home; phase one creative workings and community engagement"</p> <p>Proposed Cllr Payne, seconded Cllr Davies all in favour and <b>AGREED</b> to authorise Clerk to sign off the contract material in order to pay Charlotte Howarth for work undertaken so far. Alison Turnbull left the meeting</p> <p><b>Neighbourhood Plan Task &amp; Finish</b> meetings held 27 June, 4 July. Professional Adviser appointed. The Task &amp; Finish Group are proposing to make a bid for help from SCDC to create a Village Design Statement, that will become (in parallel to the Neighbourhood Plan) Supplementary Planning Guidance. The paperwork would be completed by Sue Lee and Denis Payne, and submitted for Monday 23rd July. Report from Cllr Jenkins provided to all and accepted (<b>Appx 4</b>). First meeting had taken place with development partner Rachel Hogger. Other applicants had been advised of unsuccessful bid by Cllr Jenkins.</p> <p><b>To agree that</b> The "Expression of Interest" to bid for SCDC support to create a Village Design Statement has the full support of the Parish Council. In addition, the form requires the identification of a Project Champion. Council is invited to suggest suitable candidate Proposed Cllr Jenkins all in favour and <b>AGREED</b> Project Contact to be identified by Task &amp; Finish Group. Clarification that SCDC will be supporting just 6 communities but Rachel Hogger felt it a good opportunity. Cllr Ing highlighted the need to reconsider priorities in general. Cllr Payne considered the workload on this Parish Council with this venture would not be high. Cllr Jenkins clarified process for consultation, including with Parish Council Committees and the need for the Parish Council to take engagement and ownership. Publicity plans also reported. 1 October – mid November – dates for 6 week consultation</p> <p><b>High Street &amp; Beyond Task &amp; Finish</b> – meeting held 28 June. Congratulations expressed to Task &amp; Finish group on High Street planters</p> <p><b>Primary School Development Task &amp; Finish</b> – no date set. Site visit to Play Area 7 July, reported into Environment Committee. With agreement of Council, Chair brought forward item 43.2:</p> <p><b>To agree recommended response</b> to Kier on Play Area works required relating to new access to school field. Members inspected plan put forward for works suggested. Cllr Farrell outlined detail:</p> <ul style="list-style-type: none"> <li>• Exact collection area for children – clarity needed from school</li> <li>• Cycle use</li> <li>• Path durability</li> </ul>	

042.5	<ul style="list-style-type: none"> <li>• Longer term solution needed</li> <li>• Adequacy of current gate size</li> <li>• Preference for tarmac on outer boundary, with railings, together with crossing from Mill Lane area, better link to second primary site at Buxhall Farm</li> <li>• On-going maintenance</li> </ul> <p><b>Agreed</b> to refer back to Task &amp; Finish Group and arrange meeting with Junior School Head as soon as possible to seek clarification on matters. Noted it should be incumbent on both the Parish Council and developers to ensure communication is kept up. Cllr Payne outlined meeting held with developers and officers on proposed Buxhall site school development and plans to meet again now consultation complete, to review feedback. Noting new Junior School site building due for occupation December 2018. Next agenda to report on progress <b>Newsletter Editorial</b> next meeting 16 August. Deadline for copy 10 September <b>King's Meadow Working Party</b> no meeting held <b>Health &amp; Well Being Working Party</b> meeting date to be confirmed <b>Drainage Working Party</b> meeting date to be confirmed. Cllr Payne to convene as soon as possible</p> <p><b>Any Committee Chair Reports</b>  <b>Recreation Committee</b> –next meeting to be confirmed  <b>Employment Committee</b> – next meeting due 26 July</p>	<p>Next agenda</p> <p>DWP</p>
<p>18/043</p> <p>043.1</p> <p>043.2</p> <p>043.3</p> <p>043.4</p>	<p><b>TO ACCEPT COMMITTEE REPORTS note actions and agree</b></p> <p><b>Planning Committee</b> – draft minutes 12 June provided to all and accepted Next meetings due 24 July, 14 August, 4 September  Noted <b>Northstowe Forum</b> due 18 July, Cllrs Payne and Ing attending.  <b>To agree response</b> to planning application <a href="#">S/1615/18/FL</a> Land to rear of 130 Cottenham Road, Histon – Development of a 5 bedroom dwelling with a new driveway, external amenity spaces, landscaping, garage and access arrangements. Demolition of existing side extension and removal of window. With agreement of Council, item deferred to end of meeting  <b>Waterbeach Incinerator</b> Noted consultation with Environment Agency and opportunities for Environment Committee to respond through this route  <b>Waterbeach Barracks</b> Residential units for Addenbrooke's workers now included  <b>Environment Committee</b> –Workshop held 2 July. Next meeting due 28 August. Draft minutes 10 July not yet available, Chair Cllr Romer highlighted decisions made. Following question, Cllr Romer expanded on the benefits of providing electricity to the area at the Crossing Keepers Hut, opening up additional possibilities for community use and providing a focus for activity.  <b>To agree</b> recommended response to Kier on Play Area works required relating to new access to school plan – see item 042.4 Primary School Development Task &amp; Finish  <b>Community Park Project Sub Committee (Recreation)</b> – draft minutes 2 July provided to all and accepted. Informal meetings and information meetings held. Workshop held 2 July. Next meeting due 30 July. Cllr Davies and Ing reported on workshop - Outline plan presented was for aspirational facilities only, not a proposal for final layout. Consultation due April – June 2019 on what would be provided, if planning permission agreed. Cllr Teague requested an opportunity to be involved in the Sub Committee going forward. Cllr Davies agreed to provide a more informed reported on timings at September Full Council. Cllr Jenkins felt valuable work was being undertaken by the Sub Committee for any future projects were this one not to run to fruition  <b>Highways Committee</b> – draft minutes 26 June provided to all and accepted. Next meetings 31 July and 11 September. <b>Agreed</b> parking hotspots on next agenda  <b>To approve/sanction Local Highways Initiative Project application 2019/20</b> as agreed at Highways Committee 26 June 2018 – paper copied to all. Proposed Cllr Jenkins, seconded Cllr Carrington all in favour and <b>AGREED</b> to approve Phase 2 application. Members thanked Highways Committee for all their hard work on these projects</p>	<p>Sept Agenda</p> <p>Highways Agenda</p>
<p>18/044</p> <p>044.1</p> <p>044.2</p>	<p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appx 2)</b></p> <p><b>Finance, Legal and Administration Committee</b> Next meeting due 23 July.  <b>Delegated payment of accounts</b> noted</p>	

044.3	Approve payment of outstanding accounts Cllr Teague and Davies declared interests (expenses claim) and left room. Cllr Carrington declared personal interest as employee of payee. Proposed Cllr Nudds, seconded Cllr Ing, 1 abstention all in favour and <b>AGREED</b> to approve. Cllrs Teague and Davies returned to the meeting	
044.4	Clerk confirmed discussion held on repayment of damage to barrier at Recreation Ground <u>Amounts paid in</u> noted	
18/045	<b>RECENT CORRESPONDENCE</b>	
045.1	Chairman formally asked for an extension of 20 minutes under Standing Order 1x), All <b>agreed</b> <u>Circulation file</u> available on request	
18/046	<b>OTHER MATTERS</b>	
046.1	<u>Youth Work</u> end of term report, not yet available. Cllr Jocelyn to visit Youth Club to introduce himself as Youth Liaison Officer	
046.2	<u>Review Feast Market Feedback</u> Comments received reviewed and each Committee would consider. <b>Agreed</b> to provide banner for gazebo, bunting and A-Frame board for next event	
18/047	<b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b>	
	<b>Website article:</b> Footpath Project; Phase 2 Baptist Church Public Art Progress Feast Feedback Speedwatch sign at Market	
	<b>Next agenda (s):</b> Future Employment Structure - relative to Council ambition and Ways of Working 2018 Finance Legal & Admin Committee input required Policies Review	
	<b>Future Agenda:</b> Strategic Land or Building Acquisition	
18/048	<b>Next Full Council: Histon &amp; Impington Parish Council</b>	
	<b>Next Full Council Monday 17<sup>th</sup> September 2018 7.30pm</b> , Recreation Centre, Recreation Ground, New Road, Impington There will be no scheduled August Full Council meeting unless Extra Ordinary Meeting called as Council agenda requires	
	Cllrs: Neil Davies, Ashley Gordon, Pene Nudds, Marcus Romer, Brian Ing, David Jenkins left the meeting Leaving Cllrs Denis Payne, Simon Jocelyn, Aga Cahn, Walter Davey, Josephine Teague, Andy Butcher, Elaine Farrell, Steve Carrington, Geoff Moore	
	<b>To agree response</b> to planning application <a href="#">S/1615/18/FL</a> Land to rear of 130 Cottenham Road, Histon – Development of a 5 bedroom dwelling with a new driveway, external amenity spaces, landscaping, garage and access arrangements. Demolition of existing side extension and removal of window. Following full discussion and some concern over precedence, proposed Cllr Carrington 8 in favour 1 against to <b>recommend approval</b> requesting conditions: <ul style="list-style-type: none"> <li>- Drive should be a low noise surface to protect neighbour amenity</li> <li>- Construction/delivery related vehicles within in the curtilage of property only</li> <li>- Hours of delivery must be outside peak times</li> <li>- Review of visibility splay requirements, noting County Council requirement of 2.4m x 70m visibility splay for a recent nearby application (S/2991/17/OL)</li> </ul>	
	Meeting closed 9.50pm	