

**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 2018**

**3 Appendices attached**

# Full Council Minutes

<b>Agenda No:</b>	<b>Action/ Power</b>
Present: <b>Cllrs:</b> Andy Butcher (Chair), Walter Davey, Elaine Farrell, Ashley Gordon, David Jenkins, Brian Ing, Simon Jocelyn, David Legge, Pene Nudds, Denis Payne, Marcus Romer, Josephine Teague Dist Cllrs: Martin Cahn; Steve Hunt; Pippa Heylings Clerk: Angela Young	
<b>18/022 APOLOGIES FOR ABSENCE</b>  Cllrs: Aga Cahn (personal); Steve Carrington (personal); Marian Cleaver (personal); Neil Davies (personal); Geoff Moore (personal); Oliver Sellen (persona); Edd Stonham (work)	
<b>18/023 DECLARATIONS OF INTEREST AND DISPENSATIONS</b>  a) Declarations of pecuniary interest from Councillors on items on the agenda <i>Cllr D W Payne Item 031.3 account payable</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i>	
<b>18/024 DATE(s) OF NEXT COMMITTEE MEETINGS</b> Available on website <a href="http://www.hisimp.net">www.hisimp.net</a>	
<b>18/025 PUBLIC PARTICIPATION</b> No public present	
<b>18/026 TO NOTE DRAFT Annual Parish Meeting minutes 14<sup>th</sup> May 2018</b> Noted	
<b>18/027 TO APPROVE minutes of Annual General Meeting held 21<sup>st</sup> May 2018</b> 027.1 Proposed Cllr Teague, seconded Cllr Gordon all in favour to accept as a true record of the meeting	
<b>18/028 MATTERS ARISING FROM PREVIOUS MEETING</b>  <u>Actions List (Appx 1)</u> copied to all and accepted Further discussion on: <u>Item 17/107 Cty Cllr Lina Joseph</u> – Community Champion post no longer in place. Remove from list <u>Item 18/016.3 Piaggio</u> Cllr Farrell meeting with staff for update <u>Item 18/016.3 Training</u> All training requests to be with clerk as soon as possible	EF
<b>18/029 TO RECEIVE REPORTS</b> 029.1 <u>Monthly report from County and District Councillors</u> <b>County Council</b> written monthly report May copied to all and accepted covering: Move to Alconbury Weave agreed; Dementia Strategic plan; General Purpose Committee; Environment & Economy; Histon Junior School expansion, agreement; Consultations undertaken; local matters. Further discussion on: <u>“This Land”</u> – Cllr Jenkins clarified this was wholly owned by the County Council, enabling them to maximise revenues and compete effectively, <u>Parish Council’s current informal policy against residential development at Buxhall Farm</u> – Cllr Ing asked for clarification on Cllr Jenkins’ view. Cllr Jenkins confirmed he would take a decision based on the best interests of the community, which may or may not be the same as the Parish Council. The emerging Neighbourhood Plan was discussed. <u>Proposed Primary School Buxhall Farm</u> Primary School Development Task & Finish had met with agents and the County Council and would be meeting again following the recent Exhibition at the Infant School, to review feedback <u>Junior School Expansion</u> permission covered the Station Road pavement up-grade work	DWP

<p>029.2</p> <p>029.3</p> <p>029.4</p> <p>029.5</p>	<p><u>Combined Authority</u> Cllr Jenkins reported on a meeting with the Mayor called by Scrutiny Committee which the Mayor had not attended and which had not been quorate</p> <p><u>Histon Library Working group</u> proposed with membership from various parts of the community including the Parish Council. Remit to be evolution into a library of the future</p> <p><b>District Council</b> written monthly report May copied to all and accepted covering: New Liberal Democrat lead for SCDC; 5 year housing land supply achieved; new Climate &amp; Environment Committee; local matters including A14 widening; Planning issues; scheduled meetings; interim webpage with reports <a href="http://www.hiopcouncillors.org">www.hiopcouncillors.org</a></p> <p>Further discussion on:</p> <p><u>5 Year Housing Supply</u> Dist Cllrs to report back on whether recent larger Histon and Impington applications included in these figures. Cllr Hunt advised that the Bishops DIY site application had been held up due to statutory issues</p> <p><u>Unauthorised tree works at The Rose &amp; Crown</u> to be taken up by Cllr Heylings</p> <p>Members wished the incoming District Cllrs success in their new roles and welcomed the scheduled meetings list</p> <p><b>Clerk's Report (Pg 1/2) (Appx 2)</b> copied to all and accepted. Further discussion on: <u>Response Standards Workshop</u> Cllr Payne will talk to CAPALC. All Councillors and staff encouraged to attend</p> <p><u>Police One to One Public Surgery 2 July</u> Cllr Ing to represent Council and raise issues surrounding PCSOs, parking, anti-social behaviour</p> <p><b>Chairs Report (Appx 3)</b> copied to all and accepted. Highlighted cross-Committee communication. Discussion on possibility of meeting for Chairs of each Committee, or alternatively workshops with representation from each Committee.</p> <p><b><u>Any other Working Group / Task &amp; Finish Group Reports</u></b></p> <p><b><u>Neighbourhood Plan</u></b> meeting held 27 June.  <i>"Recommendation that the Neighbourhood Plan team employ a 3rd party to support the final stages of the process including but not limited to:</i></p> <ul style="list-style-type: none"> <li>. updating the plan document to reflect SCDC input and specifically to eliminate Local Plan overlap</li> <li>. prepare pre-submission and submission documents</li> <li>. support the pre-submission consultation</li> </ul> <p>Total amount <b>estimated to be maximum £6000</b>. Final decision to be delegated to the Clerk in consultation with Cllrs Jenkins, Ing and Payne. Application should also be made for additional grant funding". Proposed Cllr Jenkins, seconded Cllr Payne, 11 in favour, 1 abstention and <b>AGREED</b>. Meeting called to review quotations 27 June.</p> <p><b><u>Newsletter Editorial</u></b> - held 24 May</p> <p><b><u>Primary School Development Task &amp; Finish</u></b> – updating meeting held 31 May. Cllr Payne contacting Kier to arrange further meeting</p> <p><b><u>King's Meadow Working Party</u></b> – meeting held 7 June. Clerk to meet Clarion Housing regarding care of grassed areas. Buchans continue to undertake work in meantime.</p> <p><b><u>High Street &amp; Beyond Working Party</u></b> – due 28 June. Members formally recorded delight and pleasure at results of the working party's ambition in Histon High Street. Traders Forum due 25 June. Noted desire for similar improvements in Impington</p> <p><b><u>Health &amp; Well Being Working Party</u></b> – meeting date to be confirmed</p> <p><b><u>Public Art Working Party</u></b> – meeting due 21 June</p> <p><b><u>Drainage Working Party</u></b> – meeting date to be confirmed</p> <p><b><u>Brook Enhancement Working Party</u></b> – meeting date to be confirmed</p> <p><b><u>Any Committee Chair Reports</u></b></p> <p><b><u>Highways Committee</u></b> – next meeting due 26 June. Chairman yet to be appointed</p> <p><b><u>Employment Committee</u></b> – meeting date to be confirmed. Chairman yet to be appointed</p>	<p>Dist Cllrs</p> <p>Dist Cllr</p> <p>DWP All Cllrs</p> <p>BSI</p> <p>DWP</p>
<p>18/030</p> <p>030.1</p> <p>030.2</p> <p>030.3</p> <p>030.4</p>	<p><b>TO ACCEPT COMMITTEE REPORTS note actions and agree</b></p> <p><b><u>Planning Committee</u></b> draft minutes 24 May provided to all and accepted. Draft minutes 12 June next meeting. Next meeting due 3 July.</p> <p><b><u>Environment Committee</u></b> draft minutes 29 May provided to all. Next meeting due 10 July. Workshop planned 2 July</p> <p><b><u>Recreation Committee</u></b> draft minutes 4 June provided to all and accepted. Next meeting due 6 August</p> <p><b><u>Community Park Sub Committee</u></b> (Recreation) draft minutes 7 June provided to all and accepted. Workshop due 2 July (confirmation due 27 June). Next planned meeting 30</p>	

	<p>July. Dist Cllrs requested a briefing from the Sub Committee in order to understand the Planning aspects. Cllr Ing advised the pre-application was due to go in and outlined process to date. All Parish Councillors are invited to the internal Workshop 2 July to give feedback on priorities and input on housing development. Carter Jonas and consultants on drainage and access would be present.</p> <p>Cllr Payne referred to item 017.3 and advised the Primary School Development Task &amp; Finish would deal with meetings with the school and report back</p>	<p><b>All Parish Cllrs</b></p> <p><b>DWP</b></p>
18/031	<p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appx 2)</b></p>	
031.1	<p><b>Finance, Legal and Administration Committee</b> – draft minutes 4 June provided to all and accepted. Next meeting due 23 July.</p>	
031.2	<p><u>Delegated payment of accounts</u> noted</p>	
031.3	<p><u>Approve payment of outstanding accounts</u> Cllr Payne declared interest (expenses claim) and left room. Proposed Cllr Teague, seconded Cllr Cleaver, all in favour and <b>AGREED</b> to approve. Cllr Payne returned to the meeting</p>	
031.4	<p><u>Amounts paid in</u> noted</p>	
031.5	<p><b>To consider</b> findings of the Internal Auditor's annual review of Internal Controls by the members meeting as a whole (reported to FLA Committee 23 April 2018). Noted</p>	
031.6	<p><b>To resolve to approve</b> the Annual Governance Statement by resolution – copy provided to all. Proposed Cllr Ing, seconded Cllr Teague, 10 in favour, 2 abstentions and <b>RESOLVED</b> to approve</p>	
031.7	<p><b>To consider</b> the Accounting Statement – copy provided to all. Considered and noted.</p>	
031.8	<p><b>To resolve to approve</b> the Accounting Statement, to be signed by the Chair of the meeting. Proposed Cllr Ing, seconded Cllr Teague, 10 in favour, 2 abstentions and <b>RESOLVED</b> to approve for signature by Chair</p>	
031.9	<p><b>To consider</b> <u>Donation requests</u> at half yearly review – none received.</p>	
031.10	<p>November/January agenda</p> <p><b>To agree</b> increase in fee for annual VAT review – following report from RFO, proposed Cllr Nudds, seconded Cllr Payne, all in favour and <b>AGREED</b> to accept invoice in sum of £1,350.</p>	<p><b>November/January agenda</b></p>
18/0032	<p><b>RECENT CORRESPONDENCE</b></p>	
032.1	<p><u>Circulation file</u> available on request</p>	
032.2	<p><u>HICOM Charity Annual Accounts</u> year ended 30 June 2017. Clerk to circulate. Noted new bus purchased, volunteer drivers still required</p>	
032.3	<p><u>Youth Club Half Term Report</u> and <u>Connections Bus Project</u> survey results.</p>	
18/033	<p><b>OTHER MATTERS</b></p>	
033.1	<p><b>To consider purchase of litter bin for corner of High Street / Station Road together with proposals for regular emptying</b> – following request from Highways Co-Ordinator and High Street &amp; Beyond Working Party members for land at The Boot. Members felt unable to fund on private property. High Street &amp; Beyond Working Party were working with businesses on contribution towards community assets.</p>	
18/034	<p><b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b></p> <p>No website article</p> <p><b>Next agenda (s):</b></p> <p>Strategic Land or Building Acquisition</p> <p>Future Employment Structure - relative to Council ambition and Ways of Working 2018</p>	
18/035	<p><b>Next Full Council: Histon &amp; Impington Parish Council</b></p> <p><b>Next Full Council Monday 16<sup>th</sup> July 2018 7.30pm</b>, Recreation Centre, Recreation Ground, New Road, Impington</p>	
	<p>Meeting closed 8.55 pm</p>	