

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 17th September 2018**

4 Appendices attached

Full Council Minutes

Agenda No:	Action/ Power
Present: Cllrs: Andy Butcher (Chair), Aga Cahn, Steve Carrington, Marian Cleaver, Walter Davey, Neil Davies, Ashley Gordon, Brian Ing, Simon Jocelyn, David Legge, Geoff Moore, Pene Nudds, Denis Payne, Marcus Romer, Oliver Sellen Dist Cllrs: Martin Cahn; Steve Hunt Also: 1 member of public Clerk: Angela Young	
18/054 APOLOGIES FOR ABSENCE Cllrs: Elaine Farrell, David Jenkins, Edd Stonham, Josephine Teague (all personal) Dist Cllr Pippa Heylings Cllr Teague had requested a sabbatical from Council business, noted	
18/055 DECLARATIONS OF INTEREST AND DISPENSATIONS a) Declarations of pecuniary interest from Councillors on items on the agenda <i>Cllr N Davies item 062.3 – expenses claim; Cllr Nudds item 064.2 – volunteer member enviro.vols</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i>	
18/056 DATE(s) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net	
18/057 PUBLIC PARTICIPATION No public participation	
18/058 TO APPROVE minutes of meeting held 16 July and 3 September 2018 058.1 Minutes of the meeting held 16 July – proposed Cllr Carrington, seconded Cllr Davies all in favour to accept as a true record 058.2 Minutes of the extra ordinary meeting held 3 September – proposed Cllr Davies, seconded Cllr Gordon all in favour to accept as a true record	
18/059 MATTERS ARISING FROM PREVIOUS MEETING <u>Actions List (Appx 1)</u> copied to all and accepted Further discussion on: <u>Item 001.3 Register of Interest</u> Cllr Stonham has supplied direct to SCDC <u>Item 052 Village Design Statement</u> Sue Lee, resident and member of Neighbourhood Plan Group is in touch with SCDC regarding progression of supplementary Village Design Statement	
18/060 TO RECEIVE REPORTS 060.1 <u>Monthly report from County and District Councillors</u> County Council written monthly report August copied to all and accepted covering Committee meetings; Local Matters, including: A14 Action Group, Histon Library, B1049 junction Cty Cllr Jenkins was not available to attend. Council commended A14 work at Bar Hill bridge over the weekend 15-16 September District Council written monthly report July & August copied to all and accepted covering: A14 Improvement Works; Community Room reviews; Planning; Local Plan News; Climate Change; Full Council Meeting; Community Chest grants; Food bank collection points; Meetings held. Additional discussion on: <u>A14 Liaison Group</u> Dist Cllr Heylings to be asked to brief Parish Council on landscaping issues. Cllr Payne updated on meetings held and sub groups set up, including landscaping. Extra staff had reportedly been made available to SCDC to deal with A14 issues	

060.2	<p><u>Impington Lane Planning application</u> Cllr Payne undertook to brief Dist Cllr Heylings on concerns over process for determination following re-consultation <u>Paul Quigley</u> Environment Service Manager, South Cambs District Council was leaving after 30 years' service Clerk's Report (Pg 1/2) (Appx 2) copied to all and accepted. Further discussion on: <u>Reading Awards Library</u> 25 September 3:45pm, Cllr Cleaver to attend <u>Timebanking</u> Cllr Moore reported on session attended 15 August. 50% funding for scheme (say £6,000) available from SCDC. Noting provision for funding under CCC Innovative & Cultivation Funding Scheme, and previous positivity shown by Parish Council for a timebanking scheme, agreed to invite Liz Talbot of CHS Group to present. Cllr Davies attending Cultivation & Innovation Fund Workshop 24 September and would enquire about possible additional funding <u>Mental Wellbeing Worker</u> Sefanit Inquai, Council are asked to provide any input/ideas into her work in the community. Sefanit intends to attend October Full Council to introduce herself. Cllr Davies detailed informal meeting 9 October and training session due December, contact Cllr Davies for details <u>Second round of Code of Conduct Training</u> to be organised for those who could not make the first session. <u>New Councillor Training</u> Barton 10 November, Cllrs Moore and Davey attending following cancellation of CAPALC events during September <u>Cambs Local Council Conference 23 November</u> Huntingdon, Clerk, Cllr Ing and Butcher attending. Clerk to be advised of other interest. Cllr Payne will attend as an organiser. Mayor of Cambridge & Peterborough attending as Speaker</p>	MC NSD October agenda GM/WD Clerk/BSI/AB
060.3	<p>Chairs Report (Appx 3) copied to all and accepted. Chair commented on very useful <u>Code of Conduct training session</u> and pleasing level of engagement. <u>Neighbourhood Plan</u> - importance of engagement by all Committees and Cllrs. Noted also additional 10% CIL funding arising from a Parish with a Neighbourhood Plan</p>	
060.4	<p>Any other Working Group / Task & Finish Group Reports <u>Drainage Working Party</u> meeting held 25 July <u>A14 Group</u>- meetings held 1 August, 29 August, 13 September. Meeting due 18 September <u>Health & Well Being Working Party</u> – meeting held 13 August. Cllr Payne reported, on a wider aspect, on new Diabetes Support Group, with Facebook Page; a new Histon & Impington Dementia Facebook Group <u>Newsletter Editorial</u> – meeting held 16 August. Next meeting 8 November 2018 <u>Neighbourhood Plan Task & Finish</u> - meeting held 29 August. Professional support meetings held. Update paper provided to all. Cllr Payne outlined formal process involved with a consultation from 1 October for 6 weeks (Regulation 14 Consultation), being the last chance for individuals or Committees to comment. For review by Inspector early 2019; referendum expected late 2019. See item 064.1 for agreement to support <u>High Street & Beyond Task & Finish</u> – meeting held 5 September, Traders meeting due <u>King's Meadow Working Party</u> – to be rescheduled <u>Public Art Working Party</u> - no meeting held. Newsletter item published September 2018. Quotes awaited before working party called <u>Primary School Development Task & Finish</u> – Cllr Farrell to be asked to brief Council by email. Noted work at Junior School scheduled to finish December 2018 Any Committee Chair Reports <u>Recreation Committee</u> –next meeting 18 September</p>	EF
18/061 061.1 061.2	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree Planning Committee minutes 24 July, 14 August, 30 August provided to all. Next meetings due 25 September, 16 October. Cllr Ing reported on County Council Examination meeting 18 September when Waterbeach Incinerator had been refused Planning Permission after a full day deliberation. 7 votes to 1. Discussion followed on reported Government Policy and recent NIC report Environment Committee – minutes 10 July, 28 August provided to all. Next meeting due 9 October To agree recommendations on Burial ground fees and rules. Clerk read out proposals for fees from 1 October and detailed addition of Sunday fees for ashes interment. Proposed Cllr Nudds, seconded Cllr Payne all in favour and agreed To agree recommendations on Allotment fees and rules. Proposed Cllr Nudds seconded Cllr Romer all in favour for notice to be given of £1 increase from October 2019</p>	

	<p><u>To agree communication</u> regarding memorial rule infringement. Environment Committee members and Clerk took Council through discussions on this sensitive subject. Discussion on:</p> <ul style="list-style-type: none"> • Designation of newer part of “green cemetery” and impact of “visual distress” on other families • Rules provided to local Funeral Directors and on website • Maintenance issues, and administrative load, resulting from any precedent set • Possible changes to policy, including exception fees; reasons to resist change of policy • Future requirement for signed and initialled as understood, receipt of rules prior to any burial • 3 Environment Committee members present supported a compromise <p>Option 1: Guttering and stones to be removed from grave by end of October, in order that the plots can be returned to lawn Option 2: Council would be willing to look at a solution with less impact to the site together with detail of provisos</p> <p>Option 1: Proposed Cllr Legge, seconded Cllr Payne 10 in favour, 4 against Option 2: Proposed Cllr Davies, seconded Cllr Payne 4 in favour, 10 against</p> <p>Agreed to write to plotholder accordingly requiring the plots to be returned to lawn only</p> <p>061.3 <u>Community Park Project Sub Committee (Recreation)</u> – draft minutes 30 July provided to all and accepted. Informal meetings and information meetings held. Cllr Davies advised pre-application advice for SCDC to Flagship was awaited. He again offered to brief any newer Councillors on the scheme. Cllr Romer spoke on the interesting opportunity which could be offered for an arts focus, something missing in the villages at present, detailing:</p> <ul style="list-style-type: none"> • Touring network opportunities • Multi-purpose/functional space options • Equal benefits from arts and health and wellbeing to sport activities – social and meaningful activities <p>061.4 <u>Highways Committee</u> – draft minutes 31 July provided to all and accepted. Next meeting due 13 November, workshop planned</p> <p>061.5 <u>Employment Committee</u> – draft minutes 26 July, 23 August provided to all and accepted. Next meeting due 11 October All agreed to defer to end of meeting; member of public and Dist Cllrs left meeting due to confidential nature of matters discussed under this item. Cllr Sellen was not present for this item <u>To confirm offer of further 12 month fixed term contract</u> as Grounds Operative. Proposed Cllr Ing, seconded Cllr Davies all in favour and agreed <u>To confirm offer to be made to Grounds Operative</u> for pension provision from October 2018. Proposed Cllr Ing, seconded Cllr Davies all in favour but notwithstanding decision made, agreed employee contribution should not exceed that of CCC scheme. Employer contributions to remain at 6%. Employment Committee requested to carry out review of contributions at next opportunity</p>	Emp Comm
18/062 062.1 062.2 062.3 062.4 062.5	<p><u>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 2)</u></p> <p>Finance Legal & Administration Committee – draft minutes 23 July provided to all and accepted. Next meeting due 22 October. Cllr Davies declared a pecuniary interest (expenses claim) and left the room. Cllr Carrington declared a non-pecuniary interest (employer a Recreation Ground supplier)</p> <p><u>Delegated payment of accounts</u> noted.</p> <p><u>Approve payment of outstanding accounts</u> Proposed Cllr Sellen, seconded Cllr Payne all in favour and agreed. Cllr Davies returned to the meeting</p> <p><u>Amounts paid in</u> noted</p> <p><u>To accept review of Internal Controls</u> provided to all (Appx 4). Reviewed carried out by Responsible Finance Officer and Cllr Ing. Proposed Cllr Ing, seconded Cllr Nudds all in favour to accept</p>	

18/063	RECENT CORRESPONDENCE	
063.1	Circulation File available on request – CCVS Newsletter September 2018; SLCC The Clerk Magazine Sept; Clerks & Councils Direct Sept; LCR (NALC) Summer 2018	
063.2	SCDC Development Officer – Communities and Partnerships. Agreed to invite Elizabeth Davy to attend Parish Office to meet Chair, Vice Chair and Finance Chair	
063.3	SCDC advise Local Plan adoption decision due 27 September 2018	
063.4	Histon Library Summer Reading Challenge – agreed Cllr Cleaver to attend	
063.5	<u>Other correspondence</u> none	
18/064	OTHER MATTERS	
064.1	To agree support in taking Neighbourhood Plan to the community for its “regulation 14 consultation” 1 October 2018. Proposed Cllr Payne, seconded Cllr Ing all in favour and agreed	
064.2	To review and accept policies – noting new CCTV policy and suggested changes to mileage for volunteer group leaders. Cllr Nudds declared a pecuniary interest (enviro.vols) and left the room. Policies accepted as presented including new CCTV policy. Proposed Cllr Payne seconded Cllr Carrington all in favour and agreed . Following discussion, agreed to alter expenses policy to reflect that at the Clerks discretion, for both volunteers and councillors, it may be appropriate to reimburse for mileage usage within the community. Proposed Cllr Payne seconded Cllr Carrington all in favour and agreed . Cllr Nudds returned to the meeting. Chair formally asked for an extension of 20 minutes under Standing Order 1x). All agreed	
064.3	To agree purchase of a second Piaggio (petrol) vehicle , with Parish Council signwriting and suitable storage arrangement. Clerks Report set out proposal to purchase petrol Piaggio at cost of £6,588.73 + VAT, to include: <ul style="list-style-type: none"> • Piaggio Ape Cross – Sherwood green • Post-delivery inspection • Tax and registration • Delivery • Graphics Discussion on: <ul style="list-style-type: none"> • Storage, noting options. Compound security in general • Success of branding on first vehicle (currently out of service due to electrical issues) • Health and welfare of staff • Concern over future of electric vehicle noting budget currently identified of £2,000 to return to use • Effective doubling of resource/capacity – Grounds Operative now trained to drive 3 wheel vehicle • Exhaustive effort to identify alternative vehicles • Possibility of council funding driving tests for staff Cllr Sellen left the meeting during this item Proposed Cllr Nudds, seconded Cllr Davies 11 in favour, 1 against, 1 abstention and agreed “to proceed immediately to purchase Piaggio Ape Cross at quoted cost of £6,588.73 including post-delivery inspection, tax and registration, delivery and graphics”. Noted eligibility for S106 funding	
064.4	Future employment structure – deferred to next agenda	Next agenda
064.5	Informal training offer – “SLACK” deferred to next agenda	Next agenda
064.6	Youth Work end of term report – provided to all. Cllr Jocelyn, Youth Liaison Officer to visit Youth Club. Noted Connection Bus Project AGM 22 October. 2 attendees invited, interests to Clerk	SJ

18/065	<p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> <p>Website article: Neighbourhood Plan Piaggio</p> <p>Next agenda (s): Update from Mental Wellbeing Worker for Histon & Impington Employment Review 2018 – Job Descriptions and Scale Points Future Employment Structure Informal Training Offer</p> <p>Future Agenda: Strategic Land or Building Acquisition</p>	
18/066	<p>Next Full Council: Histon & Impington Parish Council</p> <p>Next Full Council Monday 15th October 2018 7.30pm, Recreation Centre, Recreation Ground, New Road, Impington</p>	
	Meeting closed 9.45pm	

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