

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 15th October 2018**

4 Appendices attached

Full Council Minutes

| Agenda No: | | Action/ Power |
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| | Present: Cllrs: Andy Butcher (Chair), Aga Cahn, Steve Carrington, Marian Cleaver, Walter Davey, Neil Davies, Elaine Farrell, Ashley Gordon, Brian Ing, David Jenkins, Simon Jocelyn, Denis Payne, Oliver Sellen, Edd Stonham Dist Cllrs: Martin Cahn, Steve Hunt, Pippa Heylings; Also Sefanit Inquai Also: 2 members of public Clerk: Angela Young | |
| 18/067 | APOLOGIES FOR ABSENCE Cllrs: David Legge, Geoff Moore, Pene Nudds, Marcus Rome, Josephine Teague (all personal) | |
| 18/068 | DECLARATIONS OF INTEREST AND DISPENSATIONS 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> | |
| 18/069 | DATE(s) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net | |
| 18/070 | PUBLIC PARTICIPATION Resident of New Road, Impington raised issues regarding highways safety near the entrance to Impington Sports Centre, believing the double yellow lines were in the wrong place to ensure safety of children and others using the facility of existing houses opposite. Letters had been sent in 2015 – 17 to County Council, SCDC and the Parish to which he had no response. The unavailability of Police time from the Police Station in New Road was also raised. Cty Cllr Jenkins undertook to follow up with the resident in his capacity of County Councillor, and as Impington Village College Governor, and provide a response | |
| 18/071 | TO APPROVE minutes of meeting held 17th September | |
| 071.1 | Proposed Cllr Carrington, seconded Cllr Cleaver, all in favour and agreed . Cllr Farrell abstained | |
| 18/072 | MATTERS ARISING FROM PREVIOUS MEETING <u>Actions List (Appx 1)</u> copied to all and accepted Further discussion on: <u>Piaggio Parts</u> for electric piaggio had been delivered 15 th October With agreement of Council, Chair brought forward item 077.1 | |
| 18/073 | TO RECEIVE REPORTS | |
| 073.1 | <u>Monthly report from County and District Councillors</u> County Council written monthly report September copied to all and accepted covering: full month of Committee meetings; Local Matters. Additional discussion on: <u>Community Resilience</u> Defined as 'Enabling communities to look after themselves and less of a drain on the public purse' <u>St Lukes Barn</u> explained had been designated as a digital user venture for community use, now sold off resulting in a £1m grant fund loss from the Arts Council <u>Financial Problems at County Council</u> noting mandatory 3 day unpaid leave over Christmas for staff; overspent budgets on demand-led services; income not delivered as expected <u>Library</u> Future of Histon Library appears to be secure Cllr Jenkins to re-raise issue of any <u>unitary plan</u> at Council 16 th October District Council written monthly report September copied to all and accepted covering: Adoption of Local Plan; Full Council; A14 Improvement Works; Community Chest Grants; | |

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| 073.2 | <p>Histon & Impington Village Design Statement; Committee meetings. Additional discussion on: <u>Roll out of Universal Credit</u> Dist Cllrs were concerned on effect on local residents in need and were seeking ways to keep informed of options, e.g. payment direct to landlords rather than wait for personal payments. Libraries, Churches, housing associations, schools, parentmail, community centres all suggested <u>Local Plan</u> now approved and adopted. New review to commence immediately for implementation by 2021. Some discussion on lengthy time for current agreement on plan <u>Impington Lane Planning Application</u> S/1486/18/FL had been postponed to go before Planning Committee in November Clerk's Report (Pg 1/2) (Appx 2) copied to all and accepted. Further discussion on: <u>Audit Certificate</u> to be reported at Finance, Legal and Admin Committee 22 October <u>Aims & Ambitions Workshop</u> Cllrs Payne and Farrell to meet facilitator and organise session <u>Remembrance Sunday</u> Clerk to send out details to all Councillors <u>Mobile Warden meeting</u> due 18 October <u>Connections Bus Project</u> AGM. Cllr Jocelyn to attend and raise issues highlighted on social media re youth provision <u>Code of Conduct Training</u> Cllrs: Davey, Farrell, Legge, Romer, Stonham, Teague, Nudds, Butcher, Clerk and RFO expected to attend <u>Local Parish Councils</u> Chair and Clerks invited to meet other Chairs and Clerks of neighbouring parishes, November dates suggested</p> | <p>FLA Committee</p> <p>DWP/EF</p> <p>SJ</p> |
| 073.3 | <p>Chairs Report (Appx 3) copied to all and accepted. Chair drew attention to the need for all Councillors to respond both with suggestions and positive comments to the Neighbourhood Plan Consultation and encourage groups they may be members of to do so also</p> | |
| 073.4 | <p>Any other Working Group / Task & Finish Group Reports <u>Drainage Working Party</u> no meeting held <u>Public Art Working Party</u> - no meeting held. Cllr Farrell reported on plans to professionally paint strip BT Phone Box Milton Road <u>Primary School Development Task & Finish</u> – no meeting held. Cllr Farrell reported on:</p> <ul style="list-style-type: none"> • Meeting Project Manager <u>Kier at Play Area</u>, further meeting sought • Meeting with <u>County Council</u> 27 July, Cllr Farrell and Cty Cllr Jenkins met team <p>Advised that:</p> <ul style="list-style-type: none"> • Two storey block at Junior School due to be handed over October half term • Junior School site due to finish January 2019, three mobiles would remain onsite until completion of Buxhall Farm (no planning application yet in). No school likely at Buxhall site until at least Summer 2020 • Mature hedge fronting Buxhall site would be removed and replaced. Cllr Farrell discussing options with Dist Cllr Heylings • No technical reasons found to install roundabout facility at Cottenham Road junction • Parish Council suggestion for pedestrian access on southern boundary of Buxhall Farm site had been relayed to County Council but no agreement made. Pollution/connection issue to be pursued • No sight of solar cost benefits analysis yet. Members were concerned that safe route to school condition of planning permission for Junior School site not yet met <p>A further meeting with the County Council Buxhall site team was being requested <u>High Street & Beyond Task & Finish</u> – Traders meeting held 27 September <u>A14 Group</u>- meetings held 18 September, 1 October. Sincere thanks to all working on the A14 group recorded. <u>Health & Well Being Working Party</u> – meeting held 24 September. Cllr Payne updated verbally on discussions and news. Diabetes support group had met twice, with some 540 on the Firs Register with Type 2 Diabetes. The group were looking for a new, free of charge, home for meetings. Some data on free school meal provision locally had been received <u>King's Meadow Working Party</u> – meeting held 10 October. Cllr Payne reported verbally on the meeting. Recent litter pick poorly attended. Next litter pick 24 November, all welcome. Problems with roadside weeds would be raised with North Patch Officer. Discussion on possible parishing of Kings Meadow continued <u>Newsletter Editorial</u> –meeting due 8 November 2018, deadline for next edition copy Monday 3 December <u>Neighbourhood Plan Task & Finish</u> – drop ins and presentation arranged October and</p> | <p>EF</p> |

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| 073.5 | <p>November. Cllr Jenkins had circulated a report (Appx 4) and updated on:</p> <ul style="list-style-type: none"> • 2769 reviews of Neighbourhood Plan to date (779 unique visitors) • 44 completed surveys <p>Consultation ends 16th November Any Committee Chair Reports <u>Highways Committee</u> –next meeting 13 November, workshop due 30 October</p> | |
| <p>18/074</p> <p>074.1</p> <p>074.2</p> <p>074.3</p> <p>074.4</p> <p>074.5</p> | <p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p>Planning Committee – draft minutes 25 September provided to all and accepted. Next meetings due 16 October, 6 November</p> <p>Environment Committee – draft minutes 9 October provided to all. Next meeting due 4 December</p> <p>Community Park Project Sub Committee (Recreation) – draft minutes 3 October provided to all. Informal meetings and information meetings held. Cllr Ing updated members on:</p> <ul style="list-style-type: none"> • Confidential pre-application advice and progress with outline application • National Planning Policy Framework on Greenbelt • Indication Timetable to be circulated to all, to be treated as confidential • Consultation requirements – a) Community Support b) Particular use of any community park. Due to follow end of neighbourhood plan consultation period • Justification paper due to be completed and circulated to Full Council in next three weeks <p>Queries followed:</p> <ul style="list-style-type: none"> • <u>Control over type of houses</u> - clarified that Flagship Housing are an affordable housing supplier and affordable housing will always be part of any housing agreed. Community Park members had asked for the affordable housing element to be better spread over the site • <u>Conditional purchase agreement</u> states explicit dates for outline planning submission. Carter Jonas aware of this • <u>Financial Implications</u> - difficulties of providing detail acknowledged, but fair notice of impact on council tax needed. Business plan and fully costed proposal expected by end 2019 • <u>Offsetting facilities for housing</u> SCDC need for satisfaction that facilities will be implemented following any agreement to housing <p>Cllr Ing confirmed the working party would take on board all concerns raised</p> <p>Recreation Committee – draft minutes 18 September provided to all. Next meeting due 26 November</p> <p>Employment Committee – Under Standing Order 10 xi) and due to the confidential nature of the business to be transacted, the public were excluded from this item. The item was taken at the end of the meeting.</p> <p>Draft minutes 11 October provided to all. Next meeting date TBC. Update on future employment structure discussions. Workshop to be arranged.</p> <p>To agree any recommendations on Salary Scales and/or Job Descriptions No changes to Job Descriptions pending any new arrangements following planned retirement of Clerk Summer 2019, when a further review should be made on all Job Descriptions and scale points. Any National Living Wage level increase affecting staff would need to be implemented by May 2019. Assistant Groundsman – 1 scale point increase awarded to SCP 18 backdated to 1 October 2018 Deputy Clerk – 1 scale point increase awarded to SCP 28 backdated to 1 October 2018 All others to be reviewed Summer 2018 following any re-structure Proposed Cllr Farrell, seconded Cllr Payne all in favour and agreed</p> <p>To agree any recommendations to LGPS Pension Designation Agreed that the designation be altered to state the Council will maintain at least one member in the scheme Proposed Cllr Payne, seconded Cllr Farrell 1 abstention</p> | |
| 18/075 | <p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 2)</p> <p>Finance Legal & Administration Committee Next meeting due 22 October</p> | |
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| 075.2 | <u>Delegated payment of accounts</u> noted. | |
| 075.3 | <u>Approve payment of outstanding accounts</u> Cllrs Davies and Stonham (Trustees) declared pecuniary interest (HICOM) – new payment and left the meeting. Proposed Cllr Payne, seconded Cllr Ing all in favour and agreed . Cllrs Davies and Stonham returned to the meeting | |
| 075.4 | <u>Amounts paid in</u> noted | |
| 075.5 | <u>To agree purchase of wreath and donation</u> for 100 year commemoration Remembrance day fund. All in favour and agreed that Histon & Impington Parish Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972 , should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:- “to purchase wreath and include donation to total £100” | Sec 137 |
| 18/076 | RECENT CORRESPONDENCE | |
| 076.1 | <u>Circulation File</u> available on request. | |
| 076.2 | <u>SCDC Communal Room Review Project</u> – invitation to Parish Council to meet, discuss and brainstorm on idea of use of SCDC Sheltered Housing Communal Room as a Community Hub – details provided to all. All agreed to meet. Cllr Payne, Butcher, Farrell and Cahn to attend. Any other interest to Clerk | |
| 076.3 | <u>Other correspondence</u> none | DWP/ALB/EF/AC |
| 18/077 | OTHER MATTERS | |
| 077.1 | <u>Mental Wellbeing Worker</u> – presentation by postholder. Sefanit Inquai introduced herself to the Parish council having had meetings with the Clerk, Youth Worker Andrea Cowley, the GPs, Counselling organisations and due to meet representative of Histon & Impington Wellbeing Working Party Sefanit outlined: <ul style="list-style-type: none"> • 6 months in her preventative role (70 hours per month) starting off in the schools. Some data provided on ages and gender engaged with over that time • Parish Council pay 50% of costs of this HICOM role, the rest funded by other grants • New emphasis and focus since employment for more active involvement from the community • Initial concentration on schools, Impington Village College and Junior School, with one to one therapeutic sessions and group work. Emphasis on listening, not imposing solutions. Sefanit is inspired by the opportunity to connect on a real human level • <u>Infant School and Early Years Centre</u> is a slower process with a joined up solution required throughout the school life to ensure longevity of the service beyond Sefanit's role and a consistency of programme and level support • Problems encountered at school can include: family struggles; friendship/bullying issues; anxiety; suicidal thoughts Members encouraged to liaise with HICOM through the Parish Council representative Cllr Ing with any thoughts/comments Mental Wellbeing worker alerted to other opportunities to engage e.g. through Histon Hornets Health & Wellbeing working party convener was Cllr Payne, all encouraged to provide input via that Parish Council working party Chairman formally asked for an extension of 20 minutes under Standing Order 1x), all agreed | |
| 077.2 | <u>Timebanking – to consider 2 year funding package of £12,000 p.a. commencing March 2019 for Timebanking project for Histon & Impington.</u> SCDC to fund start-up costs between now and March 2019; Parish Council would be employer from March 2019, grants available include Innovate and Cultivate fund – details from CHS provided to all. Following full discussion on information from Cllrs Teague and Moore, plus sessions attended previously by Cllrs Farrell, Ing and Payne. Members highlighted: <ul style="list-style-type: none"> • Existing infrastructure and examples of community action in Histon & Impington • Lack of ambassador for the scheme within the Council • Good opportunity provided for villages without such provision • Need in Histon & Impington is for social prescribing, signposting within community. If funding is available, perhaps this was a better use of it Proposed Cllr Payne, seconded Cllr Cahn to agree to 2 year funding package of £12,000 p.a. commencing March 2019 for Timebanking project for Histon & Impington, SCDC to | |

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| 077.3 | fund start-up costs between now and March 2019 – 3 in favour, 9 against, 2 abstentions – not agreed To discuss Informal training offer – “SLACK” Agreed to ask Cllr Romer to organise a training session for Councillors | MR |
| 18/078 | HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA Website article: Mental Wellbeing Worker Presentation Next agenda (s): Half yearly Review of Donations Future Agenda: Strategic Land or Building Acquisition | |
| 18/079 | Next Full Council: Histon & Impington Parish Council Next Full Council Monday 19th November 2018 7.30pm , Recreation Centre, Recreation Ground, New Road, Impington | |
| | Meeting closed 9.40pm | |

DRAFT