

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 19th November 2018**

6 Appendices attached

Full Council Minutes

Agenda No:	Action/ Power
Present: Cllrs: Andy Butcher (Chair), Steve Carrington, 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 Dist Cllrs: Martin Cahn, Steve Hunt, Pippa Heylings; Also Rob Campbell, MET; 3 members of public Clerk: Angela Young	
18/085 APOLOGIES FOR ABSENCE Cllrs: Aga Cahn (personal), Marcus Romer (work), Edd Stonham (work), Josephine Teague (personal)	
18/086 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>	
18/087 DATE(s) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net	
18/088 PUBLIC PARTICIPATION With agreement of Council, Chairman suspended standing orders and brought forward <u>item 95.1 IVC/MET Presentation by Rob Campbell (Appx 5)</u> Rob Campbell, Chief Executive Office, Morris Education Trust updated on: <ul style="list-style-type: none"> • Background of special needs provision at IVC • Cavendish School will cater for years 3 – 14 (ages 7 to 19); ultimately 80 children and 50 staff (building over 4 years); preferred site on “old nursery” building area • Delays due to personnel changes • Self-contained school with its own OFSTED report; access via Park Drive; gives access to playing fields and woods – proven that natural environment helps with autism • Believed to be in line with emerging Neighbourhood Plan; benefits for community – additional employment; community room availability • Out to tender for construction by Christmas; New Year will know how might look • Hope to open 2020 Rob Campbell undertook to provide report for all Councillors by separate cover Questions followed: <u>Access arrangements</u> Aim to stagger arrivals and departures to complement existing traffic footfall. School to try to work on parking problems where yellow lines outside school exist, both alone and with the Police. Cty Cllr Jenkins confirmed County Council had been asked to improve signage and PCSOs requested to take more action <u>Safeguarding</u> There will be a secure perimeter fence around the new school. No plans to change open access to rest of site <u>Catchment Area</u> places are on a needs-assessed basis. No priority will be given on proximity to home <u>4 year phased opening</u> 30 children (years 3 – 7) in first year, 12 each year until full. Accepted demand may outweigh places. Year classes have to be staggered and phased to better meet the needs of the children <u>Referrals</u> Timing for referrals will depend on tendering process <u>Green Belt</u> land in Green Belt although part of it already built on. County Council will likely be the planning authority, but SCDC will be involved in Green Belt issues <u>Car Parking</u> MET will be trying to encourage more foot and cycle access across both schools. Suggestion for separate entrance and parking noted Council thanked Rob Campbell for the update and wished him well on the project. Rob and 2 residents left meeting	

<p>18/089</p> <p>089.1</p> <p>089.2</p>	<p>TO APPROVE minutes of meeting held 15th October and EOM held 1st November 2018</p> <p>15 October: Proposed Cllr Sellen, seconded Cllr Cleaver, all in favour and agreed. 1 November: Proposed Cllr Sellen, seconded Cllr Farrell, all in favour and agreed.</p>	
<p>18/090</p>	<p>MATTERS ARISING FROM PREVIOUS MEETING</p> <p><u>Actions List (Appx 1)</u> copied to all and accepted Further discussion on: <u>070 New Road resident</u> Cty Cllr Jenkins had not yet successfully contacted <u>072 Piaggio Electric Piaggio</u> now back in service</p>	
<p>18/091</p> <p>091.1</p> <p>091.2</p> <p>091.3</p> <p>091.4</p>	<p>TO RECEIVE REPORTS</p> <p><u>Monthly report from County and District Councillors</u> County Council written monthly report October copied to all and accepted covering: Full Council and Committee meetings; Consultations; Local Matters. Additional discussion on: <u>Junior School/Buxhall Farm site plans</u> Cty Cllr Jenkins undertook to investigate position with smaller class sizes currently seen at Junior School and projections for future years <u>Busway Proposals at Cambourne A428</u> Cllrs commented on disappointing content of report made available District Council written monthly report October copied to all and accepted covering: Changes to green bin collection; Local Green Spaces; Food Banks; Planning; Reporting Highways and Environmental Problems Additional discussion on: <u>Sheltered Housing Schemes</u> Dist Cllrs agreed to follow up comments on hedge maintenance and poor splays ; replacement tree policy at SCDC schemes <u>Bonfire Burn</u> Thanks expresses to Dist Cllr Heylings on help given with arrangements at CRC bridge <u>Waste Collection Concerns</u> over proposals to change for collection of green bin waste/supply of green bins. Dist Cllrs outlined issues:</p> <ul style="list-style-type: none"> • Plans to encourage more and proper use of green bins • Fines for contaminated waste in blue bins (frequent); black plastic complications • District Council does not have an obligation to collect green; complications on differing roles for County Council and District Council • Need for better education on recycling and contamination issues • HI Sustainability group introducing an education tool on social media: "Susie Street Sorter" to answer queries on recycling • City Council allow small (slim) bins, not yet available with SCDC <p>Histon and Impington had an opportunity to take part in a pilot scheme to provide information for a "base line" and look at ways to improve. Parish Council members indicated support of this. Cllr Nudds requested Dist Cllrs to investigate provision of bins and "what waste goes where!" game for Feast 2019. HISIMP News articles suggested from District Councillors on pilot scheme, deadline 3 December</p> <p>Clerk's Report (Pg 1/2) (Appx 2) copied to all and accepted. Further discussion on: <u>SCDC Sleeping Rough Survey</u> Any reported to District Councillors for report. Specifically interested in overnight 22 and 23 November <u>Emergency Plan</u> Cllr Moore and Clerk to provide draft plan to January Full Council for submission to SCDC by end of January 2019 <u>SLCC Membership</u> agreed to continue membership for Clerk and Deputy Clerk 2019 at cost of £393 <u>SLCC Regional Conference</u> agreed staff to attend £90 per member, less early bird discount</p> <p>Chairs Report (Appx 3) copied to all and accepted. Noted emphasis on engagement successes seen and encouraged</p> <p>Working Group/Task & Finish Groups Reports <u>Drainage Working Party</u> no meeting held <u>Primary School Development Task & Finish</u> no meeting held. Cllr Payne reported on meeting with County Council Buxhall site team 15 November which discussed:</p> <ul style="list-style-type: none"> • <u>Air Quality</u> Concern over proximity of school to B1049. Cty Cllr Jenkins organising a meeting with Public Health 	<p>JDJ</p> <p>GM/Clerk January agenda</p> <p>JDJ</p>

091.5	<ul style="list-style-type: none"> • <u>Crossing B1049</u> included, plus footpath on west side. No specific proposals for signage/controls at entrance. Cty Cllr Jenkins organising a meeting with Jon Finney (County Council) <p>Planning application now live (click here) on a 13 week consultation. Planning Committee will be considering.</p> <p><u>High Street & Beyond Task & Finish</u> – no meeting held</p> <p><u>A14 Group</u>- meeting held 1 November, see item 095.3</p> <p><u>Health & Well Being Working Party</u> – meeting held 10 October</p> <p><u>King's Meadow Working Party</u> – meeting held 10 October, Cllrs noted litter pick date 24 November, help welcome</p> <p><u>Newsletter Editorial</u> –meeting held 8 November, deadline for copy 3 December 2018</p> <p><u>Neighbourhood Plan Task & Finish</u> – drop ins and presentations October and November. Cllr Jenkins updated verbally on good response levels and work now required on collations; analysis; responses; meetings with key stakeholders, before end January 2019</p> <p><u>Any Committee Chair Reports</u></p> <p><u>Recreation Committee</u> - next meeting due 26 November. Cllr Carrington reported on installation of new water fountain; concrete table tennis table (funded by Friends of The Rec) and new oak tree planted</p> <p><u>Employment Committee</u> – discussion meetings held 1 and 8 November. See item 095.7. Next meeting due 27 November</p> <p><u>Environment Committee</u> – next meeting due 4 December</p>	JDJ
18/092 092.1 092.2 092.3	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p><u>Planning Committee</u> – draft minutes 16 and 23 October provided to all. Next meetings due 20 November, 18 December, 8 January 2019</p> <p><u>Highways Committee</u> – workshop held 30 October, draft minutes 13 November provided to all. Next meeting due 15 January 2019. Meeting regarding Histon Road cycling issue due 26 November, Committee to send attendee</p> <p><u>Community Park Project Sub Committee (Recreation)</u> – draft minutes 24 October provided to all. Informal meetings and information meetings held. Cllr Davies had updated all Cllrs on project including exhibition details and indicative timetable. Cllr Davies clarified:</p> <ul style="list-style-type: none"> • Project members and staff had given feedback on display items, Carter Jonas had been accepting of many changed requested • Exhibitions were essential part of any medium size development, a requirement for planning process. It was specifically on the planning application, not costings • Public support would undoubtedly provide a valuable addition to planning process (some Cllrs were unhappy that evidence supporting the planning application may be provided without approval of Council) • Leaflet designed and produced by CPP Sub Committee with staff assistance would be available at the exhibition and stakeholder meetings. Clearly stating the Parish Council has made no commitment to provide the aspirational facilities (some Cllrs felt the community area should be shown as blank, fearing expectations may be set) <p>Public exhibitions due 20 November, 3-8pm Methodist Church, stakeholder meetings to follow 22 November and workshop for invited groups 29 November</p>	
18/093 093.1 093.2 093.3 093.4 093.5 093.6	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 2)</p> <p><u>Finance Legal & Administration Committee</u> – draft minutes 22 October provided to all, next meetings due 3 December, 14 January 2019 (Precept recommendations)</p> <p><u>Delegated payment of accounts</u> noted.</p> <p><u>Approve payment of outstanding accounts</u> Proposed Cllr Ing, seconded Cllr Carrington all in favour and agreed. Noted £300 uplift in invoice expected from Flagship Housing (as Clerks Report)</p> <p><u>Amounts paid in</u> noted</p> <p><u>To note External Auditor Report 2017-18 (Appx 4)</u> Council noted item F18/036.5, no immediate action required</p> <p><u>Half Yearly Review of Donations</u> 4 applications received. Noted budget remains at £2,700. Clerks Report and recommendations noted. (pages 7 -8 Appx 2)</p> <p><u>Royal Papworth Hospital Charity</u> no proposal to award</p> <p><u>Cambridgeshire Search and Rescue</u> proposed Cllr Jenkins, seconded Cllr Ing, 13 in favour, 1 against, 1 abstention and AGREED that Histon & Impington Parish Council in</p>	

	<p>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 donate £100 to Cambridgeshire Dearch & Rescue” <u>MAGPAS Air Ambulance</u> – Proposed Cllr Davies, seconded Cllr Farrell, 12 in favour, 3 abstentions 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 donate £100 to MAGPAS Air Ambulance” <u>Histon & Impington Diabetes Support Group Chair suspended Standing Orders</u> to allow Mike Willis, applicant, to address Council. Group has come out of Parish Council Health & Wellbeing Working Party and:</p> <ul style="list-style-type: none"> • has held 3 meetings to date • obtains training from Diabetes UK, insurance cover from Diabetes UK • attendance not charged; aim for awareness spreading/self-help group • 500 on register at Firs House have been diagnosed with Type 2 Diabetes <p>Proposed Cllr Payne, seconded Cllr Sellen 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 cover costs up to £103, plus commitment to fund alternative meeting space if Council were approached for a regular paying booking slot for the Histon & Impington Diabetes Support Group” Meetings to be advertised over a 3 month period. Group were encouraged to also approach the Feast Committee for future funding</p> <p>Chairman formally asked for an extension of 15 minutes under Standing Order 1x), All agreed. Cllr Sellen left meeting</p>	<p>LGA 1972 Sec 137</p> <p>LGA 1972 Sec 137</p> <p>LGA 1972 Sec 137</p>
<p>18/094</p> <p>094.1</p> <p>094.2</p> <p>094.3</p>	<p>RECENT CORRESPONDENCE</p> <p><u>Circulation File</u> available on request.</p> <p><u>SCDC Legal issue Former Railway Keeper’s Cottage land, Park Lane</u> deferred to Finance, Legal and Admin 3 December</p> <p><u>Other correspondence</u> none</p>	<p>FLA 3 December</p>
<p>18/095</p> <p>095.1</p> <p>095.2</p> <p>095.3</p> <p>095.4</p> <p>095.5</p> <p>095.6</p>	<p>OTHER MATTERS</p> <p>IVC/MERT presentation from Rob Campbell on developments at Impington Village College (Appx 5) see item 088.1</p> <p>Youth Provision Report from Cllr Jocelyn and press release from Connections Bus Project copied to all. Bus Project has also supplied a request for £22,553 for 2019-20. Precept Discussions due. Full evaluation of youth provision value due during 2019-20</p> <p>To Accept Standards Report. Accepted. All comments to Clerk for implementation final version (to include social media) January 2019 Full Council</p> <p>A14 Group request for expert advice funding on long term noise issues – up to £4,000 (Appx 6) Members wished to recognise the huge effort put in by group members. Proposed Cllr Payne, seconded Cllr Cleaver all in favour and agreed, summary of areas of work:</p> <ul style="list-style-type: none"> • Providing technical inputs to Action group proposals for long term noise mitigation • Critiquing Highways England models and value for money calculations • Providing other technical advice on long term noise mitigation <p>WW1 Commemoration in Histon & Impington Proposed Cllr Payne, seconded Cllr Carrington all in favour to formally thank all who took part in the commemoration of the 100 years. Article in HISIMP News suggested</p> <p>Histon & Impington Communications CIC request for funding to set up Community Interest Company - £35. Cllrs Payne and Stonham had been made Directors of the CIC to be formed, following a series of meetings regarding a Communication Hub for Histon & Impington, based on survey of residents. Proposed Cllr Farrell, seconded Cllr Payne 13 in favour, 1 abstention, to fund. Cllr Payne left the meeting</p>	<p>January agenda</p> <p>Highways Act section 274A (b)</p> <p>LGA 1972 S142</p>

095.7	<p><u>To agree to apply to engage an apprentice</u> to undertake Level 2 Diploma Apprenticeship in Business Administration via CRC. To commence as soon as possible. Under Standing Order 10 xi) and due to the confidential nature of the business to be transacted, the public were excluded from item 095.7. Deferred to end of meeting.</p> <p>Council reviewed discussions held between Employment Committee members regarding advertising for Apprenticeship in Business Administration, proposed Cllr Farrell, seconded Cllr Davies 12 in favour, 1 abstention, to authorise Employment Committee to make a decision on proceeding with application at next meeting</p> <p>Noted the request from Clerk for Council to hold early discussion with staff regarding structure plans for 2019-20 onwards</p>	Employment Committee
18/096	<p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> <p><u>Website article:</u> Rob Campbell Presentation; Donations</p> <p><u>Next agenda (s):</u> Council Property – Security; Paul Seekings & Margaret Reed-Roberts (HICOM)</p> <p><u>Future Agenda:</u> Strategic Land or Building Acquisition</p>	
18/097	<p>Next Full Council: Histon & Impington Parish Council</p> <p>Next Full Council Monday 21st January 2019 7.30pm, Recreation Centre, Recreation Ground, New Road, Impington</p>	
	Meeting closed 9.50pm	