

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room, Histon & Impington Recreation Ground, New Road, Impington  
Monday 21<sup>st</sup> January 2019**

**6 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, Brian Ing, David Jenkins, Simon Jocelyn, David Legge, Geoff Moore, Pene Nudds, Denis Payne, Oliver Sellen, Edd Stonham Dist Cllrs: Martin Cahn, Steve Hunt, Pippa Heylings (both in part) Also: Margaret Reed Roberts (Dementia Worker), Paul Seeking (Older Persons Co-Ordinator) – both in part Clerk: Angela Young	
18/098	<b>APOLOGIES FOR ABSENCE</b>  Cllrs: Marian Cleaver (personal), Marcus Romer (work) Josephine Teague had resigned from Council	
18/099	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>  a) Declarations of pecuniary interest from Councillors on items on the agenda – <i>Cllr Jenkins – expenses – 106.3; Cllr Davies 106.5 Cogwheel Trust (Trustee)</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i>	
18/100	<b>DATE(s) OF NEXT COMMITTEE MEETINGS</b>  Available on website <a href="http://www.hisimp.net">www.hisimp.net</a>  Council stood for a minute silence to mark the passing of Alan Eade former Histon Parish Councillor for 25 years. It was hoped the Council could find a practical way of remembering Alan. Cllr Nudds outlined work carried out with Alan right up to the end of 2018 in planning of Public Art Project for the Tithe Barn Aisle post	
18/101	<b>PUBLIC PARTICIPATION</b>  With agreement of Council, Chair brought forward item 108.2 to this part of the meeting and suspended Standing Orders <u>HICOM</u> Margaret Reed Roberts, HICOM Dementia Worker and Paul Seekings HICOM Older Persons Co-Ordinator presented to Council having both been in their current post since November 2018. They worked as a team with HICOM Mental Wellbeing Worker Sefanit Inquai to deliver a service to the community, working closely also with Youth Worker Andrea Cowley and Impington Village College <u>Dementia Worker</u> 30 hours per month (7 hours per week) - has established a relationship with a number of carers, with the aim to keep people at home and help with the stress involved in that - working on relevant activities e.g. Sunshine Activity Club to be introduced - working to earn Histon & Impington Community Friend recognition. Session for Parish Councillors planned 7 February - aiming to set up a Facebook Page and website, as well as written form messages <u>Older Peoples Co-Ordinator</u> 16 hours per week (previously Assistant to Jean Newman now retired) - now three exercise classes on Mondays at Recreation Community Room. Helping isolated and lonely people in some cases - aims to motivate older people to attend community events and activities. Connecting vulnerable older people and show them the community cares - takes physio referrals - developing relationship with The Firs, aiming to reduce Doctors' appointments via the Befriending Scheme - assisting in the Hope Again HICOM Bereavement Course Cllr Davies raised: • <u>Recreation Ground Redevelopment Project</u> in 2005 had fed the ability to provide the activities now enjoyed by so many. He urged the Parish Council to bear this outcome	

	<p>in mind when planning new facilities</p> <ul style="list-style-type: none"> <li>• <u>Friends of Rec</u> have nearly raised the £8k needed for a TrioBike to provide assisted cycle rides for people with long term conditions</li> <li>• <u>'Worry Tree' Café</u> proposals to provide a place for people to unburden regarding a range of mental health issues</li> <li>• <u>Rec Sunshine Sports &amp; Activities Club</u> for over 55s. Particular emphasis on memory loss and their carers. Hope to start in late Spring 2019</li> </ul> <p>Cllr Davies confirmed the team were supervised and supported professionally. Members thanked the presenters for attending and welcomed their work in the Community. Cllr Payne asked that the Parish Council be kept informed of progress and let the Parish Council know how they could be of assistance over and above the part-funding</p>	
18/102 102.1	<p><b>TO APPROVE minutes of meeting held 19<sup>th</sup> November 2018</b></p> <p>Proposed Cllr Ing, seconded Cllr Jenkins, all in favour and <b>AGREED</b>.</p>	
18/103	<p><b>MATTERS ARISING FROM PREVIOUS MEETING</b></p> <p><u>Actions List (Appx 1)</u> copied to all and accepted</p> <p>Further discussion on:</p> <p><u>073.2 Vision &amp; Mission Session</u> due 31 January, all encouraged to attend</p> <p><u>093.6 Donations</u> letters of thanks received from MAGPAS Air Ambulance and Cambridgeshire Search and Rescue</p>	
18/104 104.1	<p><b>TO RECEIVE REPORTS</b></p> <p><u>Monthly report from County and District Councillors</u></p> <p><b>County Council</b> written monthly reports November and December copied to all and accepted covering: Full Council and Committee meetings; Local Matters; Consultations</p> <p><b>District Council</b> written monthly report November copied to all and accepted covering: Brexit; IT/Email Issues; Green Energy Investment; Planning; Highways Problems; Environmental Health Problems; Orchard Park; Ice Rink funding</p> <p>All reports taken together. Further District Council report for December to be circulated by Cllr Cahn after the meeting</p> <p>Matters raised:</p> <ul style="list-style-type: none"> <li>- <u>Orchard Park Planning Application</u> Cllr Ing outlined Parish Council response and concern over car park dangers and reflective noise</li> <li>- <u>A14</u> Cllr Nudds sought feedback on meeting re landscaping attended November 2018. Dist Cllr Heylings updated on meetings held and actions taken. Cllr Jocelyn now to attend group meetings. Cty Cllr Jenkins confirmed he was happy an effective liaison group was working on the A14 issues, and liaising with Highways Agency</li> </ul> <p>It was noted the Parish Council would be approached by the group were any proposals to come forward for action and funding. Dist Cllr Heylings was invited to attend the next Environment Committee meeting 5 February to update members and discuss Parish Council involvement opportunities. Dist Cllr Heylings also undertook to provide a separate monthly update on A14 meetings and action taken for the Parish Council and the Highways Committee</p> <ul style="list-style-type: none"> <li>- <u>Impington Lane</u> planning application S/1486/18/FL. Cllr Cahn outlined reason for appeal, on non-determination grounds</li> <li>- <u>Meadows Community Centre</u> proposals by City Council to demolish and rebuild outlined</li> </ul> <p>Dist Cllrs Heylings and Hunt left the meeting</p>	
104.2	<p><b>Clerk's Report (Pg 1/2) (Appx 2)</b> copied to all and accepted. Further discussion on: <u>Compound Improvements</u> Agreed to write to Inspector Rogerson with disappointment over action taken and invite him to a meeting to discuss Police work locally</p>	
104.3	<p><b>Chairs Report (Appx 3)</b> copied to all and accepted. Additional discussion on: <u>Resignation by Josephine Teague</u> Members joined in universal praise for Mrs Teague's work on the Parish Council and at District level over a number of terms and years.</p> <p><b>AGREED</b> council to formally thank her for this when presenting her certificate for the last 5 years</p>	
104.4	<p><b>Working Group/Task &amp; Finish Groups Reports</b></p> <p><u>Primary School Development Task &amp; Finish</u> Cllr Farrell now convener of this group. Cllr Farrell outlined meeting held with County Council primarily on siting of school at Buxhall Farm, 7 January 2019. Cllr Payne queried the condition re access to the Junior School site,</p>	

	<p>raised by Planning Committee. Noted the access through the Play Area was not being used by the school and no improvements had been agreed or made to the Play Area footpath</p> <p><u>A14 Group</u> see item 104.1</p> <p><u>Neighbourhood Plan</u> Report received from Cllr Jenkins (<b>Appx 4</b>). Cllr Jenkins added that the Independent Examiner costs would be taken from the overall budget agreed. Dates in report for meetings clarified as 28 and 29 January</p> <p>Following a query Cllr Jenkins advised the Referendum aim was “before Summer”</p>	
18/105	<b>TO ACCEPT COMMITTEE REPORTS note actions and agree</b>	
105.1	<p><b>Planning Committee</b> draft minutes 20 November, 18 December 2018, 8 January 2019 provided to all. Next meetings due 29 January, 19 February</p> <p><u>Buxhall Farm School S/0101/18/CCC</u> Members stressed that County Council will determine the application (and were also the applicant) but it was no forgone conclusion as planning policies prevailed</p>	
105.2	<p><b>Highways Committee</b> draft minutes 15 January 2019 provided to all. Next meeting due 26 February. <u>School Parking Concerns</u> noted a group of parents were meeting 22 January to discuss concerns and suggest improvements. Cllr Farrell attending as a resident</p> <p><u>Neighbourhood Plan issues</u> relating to Highways had been raised as part of the process. Highways Committee <b>agreed</b> to engage in the process and take the issues forward e.g. increase seen in ‘buggy’ bikes locally and need to consider when planning cyclestands</p>	EF
105.3	<p><b>Recreation Committee</b> draft minutes 26 November 2018 provided to all. Next meeting due 11 February 2019. Cllr Carrington mooted an idea for a Parish Council bowls competition to complement work being carried out on under 12, 13 &amp; 14 bowls competition to encourage use of bowls club and facilities. Enthusiastic support shown</p>	<b>Highways Committee</b>
105.4	<p><b>Community Park Project Sub Committee (Recreation)</b> draft minutes 6 December 2018 provided to all. Informal meetings and information meetings held recorded in Sub-Committee minutes. Stakeholder and Developer Exhibition meetings held November 2018. Two updating reports provided to all (<b>Appx 5</b>)</p> <p>Cllr Payne queried:</p> <ul style="list-style-type: none"> <li>- <u>Planning Application process</u> Community Park members detailed process for outline permission to test principles of housing and community space being sought by Flagship Housing and pointed out opportunity that members had to comment during the recent exhibition/consultation events held</li> </ul> <p>Discussion on:</p> <ul style="list-style-type: none"> <li>- Presentation by Carter Jonas 6.45pm 11 February on outline submission. For information and brief only, despite previous understanding. Pointed out that members had opportunity to comment during the recent Exhibition/consultation events held</li> <li>- Position of Parish Council Planning Committee in responding as a statutory consultee. Dist Cllr Cahn to check legal position as party to a Conditional Purchase Agreement</li> <li>- Cllr Davies and Ing advised the planning application would not involve any financial commitment to the Parish Council. The outline permission sought would commit only to the facilities listed in the Conditional Purchase Agreement</li> <li>- The need for all Sub Committee members to be involved in knowledge of discussions and information given</li> <li>- Tight deadline for Carter Jonas to submit Planning Application by 21 February with all the technical work involved. Parish Council will have an opportunity to contribute to the application once submitted with a continual dialogue envisaged between all parties to identify issues needing further discussion</li> <li>- Chair and Deputy Clerk had requested a meeting with the Traffic Consultant which has been arranged</li> <li>- Possibility of engaging independent planning advice</li> <li>- Possible need for any Planning Committee of the Sub Committee to declare a conflict of interest when any discussion at Planning Committee held</li> </ul> <p>Cllr Davies to re-issue timetable to Councillors with dates for Parish Council decision triggers only</p>	
105.5	<p><b>Employment Committee</b> – Confidential draft minutes 6 December 2018 provided to Councillors. Next meeting to be confirmed</p> <p>Staff Briefing details – deferred to end of meeting, Dist Cllr Cahn left the room for the item. Cllr Farrell confirmed the Deputy Clerk would be Acting Clerk from 1 February 2019 for a 3 month trial period. All staff had been advised. After that time and a review any</p>	

105.6	<p>employment offer would be made. Members were asked to appreciate time constraints for the office staff during this period. Employment Committee were asked to ensure that flexibility expectation was reflected in any package coming forward for the role. Current Clerk to remain as Proper Officer for the 3 month period and assist with any projects/work as necessary</p> <p><b>Environment Committee</b> – draft minutes 4 December 2018 provided to all. Next meeting due 5 February 2019</p>	
18/106	<p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appx 2)</b></p>	
106.1	<p><b>Finance Legal &amp; Administration Committee</b> – draft minutes 3 December and 14 January 2019 provided to all. Next meeting due 29 April 2019. Cllrs Jenkins declared a pecuniary interest and the left the meeting</p>	
106.2	<p><u>Delegated payment of accounts</u> noted.</p>	
106.3	<p><u>Approve payment of outstanding accounts</u> Proposed Cllr Farrell, seconded Stonham. 12 in favour, 1 against, 1 abstention and <b>AGREED</b></p>	
106.4	<p><u>Amounts paid in</u> noted</p>	
106.5	<p>Cllr Jenkins returned to the meeting</p> <p><u>Half Yearly Review of Donations</u></p> <p>Over Day Centre – no proposals to donate</p>	
	<p>Cambridgeshire Police Shrievally Trust – Proposed Cllr Carrington, seconded Cllr Payne all in favour and <b>AGREED</b> to pay £100 towards the Bobby Scheme</p>	<p><b>LGRA</b> <b>1997 s.31</b></p>
106.6	<p>The Cogwheel Trust CIO – Cllr Davies left the meeting. Proposed Cllr Nudds, seconded Cllr Stonham, 12 in favour, 2 abstentions and <b>AGREED</b> that Histon &amp; Impington Parish Council in accordance with its powers under <b>sections 137 and 139 of the Local Government Act 1972</b>, should incur the following expenditure of £500 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</p> <p>Noted the Health &amp; Wellbeing Group themselves need to bring a total Budget fund in future to cover all relevant support going forward and build up a policy on how to support all areas</p> <p><b>Precept – to approve</b> recommendation on Agenda to <b>request precept for 2019-2020 from South Cambridgeshire District Council being: £358,544 increase of 3% being an increase of £2.75 per annum on a Band D property, with Council Tax rates continuing to be equal for the two parishes.</b> Paper provided (Appx 6)</p> <p>Cllr Payne pointed out actual precept requirement was for £359,981 when applying the 3% increase to the Band D payment. He outlined where changes in budgets applied and plans to use reserves to fund capital projects brought forward.:</p> <p>Proposed Cllr Payne, seconded Cllr Ing all in favour and <b>AGREED</b> to:</p> <p><b>Request precept for 2019-2020 from South Cambridgeshire District Council being: £359,981 increase of 3% being an increase of £3.19 per annum on a Band D property, with Council Tax rates continuing to be equal for the two parishes</b></p> <p>Noted this equated to a 2.97% increase on a Band D (£3.19 increase per annum)</p> <p>Finance, Legal &amp; Admin Committee are asked to rename 'Maintenance' budget as 'Capital Projects'. County Council and District Council increases as yet unconfirmed. Cllr Butcher urged only that members aim to deliver the projects and spend put forward. Cllr Sellen left during this item</p> <p>Chairman formally asked for an extension of 10 minutes under Standing Order 1x), All <b>AGREED</b></p>	<p><b>LGA 1972</b> <b>Sec 137</b></p> <p><b>Health &amp; Wellbeing</b> <b>WP</b></p>
18/107	<p><b>RECENT CORRESPONDENCE</b></p>	
107.1	<p><u>Circulation File</u> available on request</p>	
107.2	<p><u>HICOM Annual Report</u> supplied to all</p>	
107.3	<p><u>Connections Bus Project</u> minutes AGM 22 October</p>	
18/108	<p><b>OTHER MATTERS</b></p>	
108.1	<p><u>Standards Report</u> revised draft provided. Deferred to February meeting</p>	<p><b>Next agenda</b></p>

108.2	<u>HICOM</u> – Introduction to Paul Seekings, Older Person’s Co-Ordinator and Margaret Reed-Roberts, Dementia Worker – see item 101.1	
108.3	To accept <u>Emergency Plan</u> for submission to SCDC. Draft plan provided to all, Proposed Cllr Davies seconded Cllr Legge, 13 in favour 1 abstention and <b>AGREED</b> to supply to SCDC as an emerging Emergency Plan for review over next year, Committee membership and Phone Tree to be worked on in first instance	
108.4	<u>Youth Termly Report</u> copied to all and accepted	
18/109	<p><b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b></p> <p><b>Website article:</b>  Donations agreed  Precept  Presentations by HICOM and role funding  Co-Option opportunity</p> <p><b>Next agenda:</b> Standards – deferred item</p>	
18/110	<p><b>Next Full Council: Histon &amp; Impington Parish Council</b></p> <p><b>Next Full Council Monday 18<sup>th</sup> February 7.30pm</b>, Recreation Centre, Recreation Ground, New Road, Impington</p>	
	Meeting closed 9.50pm	

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