

**Minutes of the Meeting held of Histon & Impington Parish Council**  
**Community Room, Histon & Impington Recreation Ground, New Road, Impington**  
**18<sup>th</sup> March 2019**

**4 Appendices attached**

# Full Council Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	Present: <b>Cllrs:</b> Andy Butcher (Chair), Steve Carrington, Marian Cleaver, Walter Davey, Neil Davies, Ashley Gordon, Brian Ing, David Jenkins, Simon Jocelyn, Geoff Moore, Pene Nudds, Denis Payne, Oliver Sellen Dist Cllr: Pippa Heylings Also: Angela Young Clerk: Chelsea O'Brien	
18/124	<b>APOLOGIES FOR ABSENCE</b>  Cllrs: Aga Cahn (personal), Elaine Farrell (personal), David Legge (personal), Marcus Romer (work), Edd Stonham (work); Dist Cllrs Hunt and Cahn	
18/125	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>  a) Declarations of pecuniary interest from Councillors on items on the agenda <i>Cllr Davies – item 133.3 – expenses claim</i> <i>Cllr Davies item 135.3 – Treasurer, Feast Committee</i> b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i>	
18/126	<b>DATE(S) OF NEXT COMMITTEE MEETINGS</b>  Available on website <a href="http://www.hisimp.net">www.hisimp.net</a>	
18/127	<b>PUBLIC PARTICIPATION</b>  No public in attendance	
18/128 128.1	<b>TO APPROVE minutes of meeting held 18<sup>th</sup> February 2019</b>  Proposed Cllr Ing, seconded Cllr Carrington, all in favour and <b>AGREED</b>	
18/129	<b>MATTERS ARISING FROM PREVIOUS MEETING</b>  <u>Actions List (Appx 1)</u> copied to all and accepted <u>18/091.1 Junior School Projection</u> supplied to the Clerk <u>18/117.1 Vision &amp; Mission</u> date of next session to be confirmed	
18/130	<b>TO CO-OPT TO COUNCIL</b>  One application received, to be deferred to next future agenda	<b>Future agenda</b>
18/131 131.1	<b>TO RECEIVE REPORTS</b>  <u>Monthly report from County and District Councillors</u> <b>County Council</b> written monthly report February copied to all and accepted covering: Council & Committee meetings; Consultations; Local Matters; CIVIC Program Additional discussion on: - <b>Local Validation List Consultation</b> – with Parish Council Planning Committee for review - <b>B1049 Resurfacing</b> – de-brief with Project Manager held, need for improved communication between contractor and residents. Option of white-noise reversing alarm when working in residential areas to be discussed. Clerk to raise option of straight arrow on right hand filter lane with Project Manager. - <b>CIVIC Program</b> – positive discussion underway with Histon Library - <b>Harding Way, bridge works</b> – silt clearance and maintenance underway with minimal impact to community noted <b>District Council</b> written monthly report February copied to all and accepted covering: Business Plan & Budget; Meadow Centre redevelopment; Planning; Policing; Traffic & Transport; 'My South Cambs' Portal; Meetings held; Future Appointments Additional discussion on: - <b>Consultations</b> – Dist Cllr Heylings reminded members to cc Dist Cllrs in consultation	<b>Clerk</b>

131.2	<p>responses to champion through</p> <ul style="list-style-type: none"> <li>- <b>Police</b> – event 4 April, workshops planned on community resilience at the Recreation Centre</li> <li>- <b>Hill Development, Impington Lane</b> – conditions covering drainage applied by SCDC, waiting for Inspectors views</li> <li>- <b>Tree Replacement Policy</b> – Cllr Heylings to follow up with Landscape Officer</li> <li>- <b>Urban Tree Challenge</b> – application by SCDC to ensure no deprivation in terms of trees for new developments</li> </ul>	<b>Dist Cllr Heylings</b>
131.3	<ul style="list-style-type: none"> <li>- <b>Histon Road</b> – Dist Cllrs agreed to follow up concern over traffic forecasts and ensure figures updated</li> </ul>	<b>Dist Cllrs</b>
131.4	<p><b>Clerk's Report (Pg 1/2) (Appx 2)</b> copied to all and accepted. Additional discussion on:</p> <ul style="list-style-type: none"> <li>- <b>Wellbeing Week</b> – 25 events organised, grant received from National Lottery of £2900 has enabled a more creative programme. Friends of Rec and HICOM joint newsletter being produced for every household</li> </ul> <p><b>Chairs Report (Appx 3)</b> copied to all and accepted. Additional discussion on:</p> <ul style="list-style-type: none"> <li>- <b>Projects underway</b> - Baptist Church LHI; Crossing Keepers Hut electricity supply</li> <li>- <b>Chairman</b> – Cllr Butcher informed all he would not be standing as Chair, Cllr Davies wished it noted the debt of gratitude due on behalf of the community and thanked Cllr Butcher for his support during his time as Chair</li> </ul>	
131.5	<p><b>Working Group/Task &amp; Finish Groups Reports</b></p> <p><b>Neighbourhood Plan Task &amp; Finish</b> - informal and formal meetings held. Checklist shared on server, near end of drafting policies. Village Design Statement reviewed by Planning Committee, comments shared with Steering Group</p> <p><b>Newsletter Editorial</b> – meeting held 19 February</p> <p><b>Public Art</b> – meeting held 5 March 2019. Presentation from artist held, community engagement plans at Feast underway. Exhibition in the High Street Community Shop scheduled 23 March</p> <p><b>A14</b> – meeting held 6 March 2019. Update provided by Cllr Jocelyn copied to all. NIAB committed to opening up bridge for pedestrian/cycle access for link to Impington, route yet to be agreed</p> <p><b>Drainage</b> – no meeting held</p> <p><b>To agree:</b> Drainage Working Party to prepare a Flood Plan for Histon and Impington using the Environment Agency's template, with a view to accessing subsequently the Community Flood Kit issued by the EA to parishes with a suitable Flood Plan</p> <p>Cllr Moore to join Working Party. All in favour and <b>AGREED</b>, Cllrs Moore, Payne and Ing to prepare plan, calling on support of expert knowledge in the village if required</p> <p><b>Committee Chair Reports</b></p> <p><b>Recreation Committee</b> – next meeting due 25 March 2019</p> <p><b>Environment Committee</b> – workshop held 14 March, next meeting due 26 March, 28 May 2019. Cllr Butcher thanked Tree Warden Cllr Nudds for her over-and-above work Saturday 16 March organising emergency tree works in the Copse due to wind damage</p> <p><b>Highways Committee</b> – next meeting due 23 April 2019. Issues raised regarding barrier at end of footpaths preventing good access by less mobile</p>	<b>GM/DWP/BSI</b>
18/132 132.1 132.2	<p><b>TO ACCEPT COMMITTEE REPORTS note actions and agree</b></p> <p><b>Planning Committee</b> – draft minutes 19 February, 12 March 2019 provided to all and accepted. Next meetings due 9 April, 30 April, 21 May 2019</p> <p><b>Community Park Project Sub Committee</b> – informal meetings and Working Group meetings held. Draft minutes 4 March 2019 provided to all and accepted</p> <p><b>To agree:</b> change to clause 1.1 of Community Park Terms of Reference. Proposed Cllr Davies, seconded Cllr Nudds, 11 in favour, 2 abstentions, <b>AGREED</b></p> <p>Updating report (<b>Appx 4</b>) provided to all including copy of letter sent to Carter Jonas dated 5 March. Letter of clarity requested not received to date. Invitation received for members to attend informal open forum at Carter Jonas offices on Monday 15 or Tuesday 16 April, 6.30pm. Discussion covered:</p> <ul style="list-style-type: none"> <li>- Application likely to be submitted before meeting</li> <li>- Independent planning advice confirmed the Parish Council could respond as Statutory Consultee to application</li> <li>- Application to be considered at Full Council rather than Planning Committee</li> </ul>	

132.3	<ul style="list-style-type: none"> <li>- Flexibility key, no constraints what the PC will deliver</li> <li>- District Council trigger points likely on Community Facilities at reserved matters stage</li> <li>- Community Park Sub Committee to refer legal aspects to FLA Committee</li> <li>- Independent legal and planning advice key going forward</li> </ul> <p><b>Actions AGREED:</b></p> <ul style="list-style-type: none"> <li>- Clerk to request letter of clarity from Carter Jonas prior to meeting 16 April</li> <li>- To accept offer of informal open forum at Carter Jonas Offices, Tuesday 16 April</li> </ul> <p><b>Employment Committee</b> – draft confidential minutes 28 February 2019 provided to members. Next meeting to be confirmed</p> <ul style="list-style-type: none"> <li>- Noted <b>1 scale uplift</b> for Acting Clerk during period of acting up</li> <li>- Noted <b>National re-scaling from 1 April 2019</b> to be automatically implemented for all permanent staff, 12 month fixed contract staff to transfer to policy appropriate scale</li> <li>- Apprenticeship deadline extended to 10 May. Clerk and Cllr Butcher attended CRC Apprenticeship Fayre 4 March, 6 visits to stand. Histon Hornets have offered to share with their members via Facebook. Option of work placement as an alternative noted</li> <li>- One item Full Council to be called April 2019 to discuss Employment matters</li> </ul>	
18/133 133.1 133.2 133.3 133.4 133.5	<p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appx 2)</b></p> <p><b>Finance Legal &amp; Administration Committee</b> - next meeting due 29 April 2019 Cllr Davies declared a pecuniary interest and left the meeting.</p> <p><b>Delegated payment of accounts</b> noted</p> <p><b>Approve payment of outstanding accounts</b> Proposed Cllr Jenkins, seconded Cllr Ing, all in favour and <b>AGREED</b></p> <p><b>Amounts paid in</b> noted</p> <p>Cllr Davies returned to the meeting</p> <p>Cllr Davies declared non-pecuniary interest, spouse employed by Cambs County Library service. <b>To consider</b> continued support to Cambs County Council Library Summer Reading Challenge 2019 in the sum of £200. Following debate and noting choice to further support work during the year, proposed Cllr Sellen seconded Cllr Payne 11 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 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 <b>to donate £400</b> to Summer Reading Challenge</p> <p>Chairman formally asked for an extension of 20 minutes under Standing Order 1x), all <b>agreed</b>. Cllr Sellen left the meeting</p>	S137 LGA 1972
18/134 134.1 134.2 134.3	<p><b>RECENT CORRESPONDENCE</b></p> <p><b>Circulation File</b> available on request</p> <p><b>Villa Road Management Co</b> – details of efforts to raise funding for fence construction at Primrose Lane Play Area detailed to all. It was re-affirmed the Council would not normally budget or spend on improvements to private property. Clerk to advise of upcoming Police event 4 April at the Community Room covering community resilience issues, illegal occupation of private land and crime prevention</p> <p><b>Other correspondence</b> none received</p>	
18/135 135.1 135.2 135.3 135.4	<p><b>OTHER MATTERS</b></p> <p>Cllr Davies left the meeting</p> <p><b>To agree</b> Feast Stall/s at £20 each for Feast Festival Sunday 30 June 2019. <b>Agreed</b> to purchase 2 stalls; Parish Council and Community Park Sub Committee</p> <p><b>To approve</b> Feast Festival arrangements as set out in email 28 February, and note Health &amp; Safety document provided, noted</p> <p><b>To consider</b> request from Feast Committee for funding road closure 30 June 2019 in sum of £1,231.02 to include VAT. Proposed Cllr Nudds, seconded Cllr Jocelyn, 8 in favour, 2 against, 1 abstention, <b>AGREED</b></p> <p><b>To confirm</b> arrangements for Annual Parish Meeting 2019. Community Centre booked for Monday 13 May, 7pm. Clerk to confirm details with guest speaker <b>AGREED</b></p>	Clerk  Clerk  Clerk

18/136	<p><b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b></p> <p><b>Website article:</b> Summer Reading Challenge support; Feast Road Closure; Crossing Keepers Hut Electricity  <b>Next/Future agenda:</b> Co-Option; Standards</p>	
18/137	<p><b>Next Full Council: Histon &amp; Impington Parish Council</b></p> <p><b>Propose no April Full Council Meeting</b> – Proposed Cllr Ing. Seconded Cllr Carrington, 10 in favour 1 against</p> <p><b>AGM Monday 20<sup>th</sup> May 7.30pm</b>, Recreation Centre, Recreation Ground, New Road, Impington</p> <p>A Full Council (extra ordinary) meeting to consider Employment issues is likely to be called during April</p>	
	<p>Meeting closed 9.40pm</p> <p><b>Appendix 1: Action List</b>  <b>Appendix 2: Clerks Report</b>  <b>Appendix 3: Chairs Report</b>  <b>Appendix 4: Community Park Updating Paper</b></p>	

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