

NOTICE OF MEETING: **HISTON & IMPINGTON PARISH COUNCIL**
TIME: **7.30 p.m.**
DATE: **Monday 20th May 2019**
VENUE: Community Room, Recreation Ground, New Rd, Impington

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting, as set out below. Members of the public and press are invited to address the Council under the Public Participation item. Advance notice of questions would be appreciated

Mrs C M O'Brien – Acting Clerk to Histon & Impington Parish Council
14th May 2019

MEMBERS: 19

QUORUM: 7

ANNUAL GENERAL MEETING **AGENDA FRONT SHEET**

Refreshments will be offered from 7 p.m.		
19/015	<p>To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office</p> <p>To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office</p> <p>Register of Interests to be reviewed individually</p>	<p>For decision</p> <p>For decision</p>
19/016	To receive and approve apologies for absence	
19/017	<p>To receive declarations of interests and dispensations</p> <ul style="list-style-type: none"> - To receive declarations of pecuniary interest from Councillors on items on the agenda - To receive written requests for dispensations for disclosable pecuniary interests (if any) - To grant any new requests for dispensation as appropriate 	
19/018	<p>Date (s) of next Committee Meetings</p> <p>Available on the website www.hisimp.net</p>	
19/019	<p>Public Participation</p> <p>To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda</p>	<i>15 mins</i>
19/020	To approve minutes of Meeting held 18 March; EOM 26 March; EOM 25 April; EOM 16 May 2019 – <u>attached</u>	For decision
19/021	<p>Matters Arising from previous meetings – for information only</p> <p><u>Actions List</u> attached - Any other matters arising</p>	<p><i>10 mins</i></p> <p>To note only</p>

19/022	<p>To accept Committee Reports, to note actions</p> <p>Recreation Committee – draft minutes <u>attached</u> 25 March. Next meeting due 3 June</p> <p>Community Park Project Sub Committee – draft minutes <u>attached</u> 1 April Informal and information meetings held. Next meeting due 3 June to elect Chair and Deputy followed by 1 July</p> <p>Highways Committee – draft minutes <u>attached</u> 23 April. Next meeting due 4 June to elect Chair and Deputy followed by 30 July</p> <p>Planning Committee - draft minutes <u>attached</u> 9 April; 30 April. Next meeting due 21 May</p> <p>Environment Committee – draft minutes <u>attached</u> 26 March. Next meeting due 28 May. Walkabouts planned June</p>	<p>5 mins</p> <p>To note and accept as read</p>
19/023	<p>To Consider recommendations made by a Committee</p> <p>None</p>	
19/024	<p>To Review and Accept</p> <ul style="list-style-type: none"> • Delegation arrangements to committees, sub committees, staff and other local authorities – see agenda report <u>attached</u> • Terms of Reference for Committees – see agenda report <u>attached</u> 	<p>5 mins</p> <p>For decision</p>
19/025	<p>To confirm appointment:</p> <p>Proper Officer – Mrs A J Young to 30 June 2019 – Mrs C M O'Brien from 1 July 2019</p> <p>Responsible Financial Officer – Mrs L M Marsh</p> <p>Internal Auditor – Mr I M Parish</p>	<p>5 mins</p> <p>For decision</p>
19/026	<p>To appoint members (BLUE paper attached) to serve on the under mentioned existing Committees</p> <ul style="list-style-type: none"> • Employment Committee • Environment Committee • Finance, Legal & Administration Committee • Highways Committee • Planning Committee • Recreation Committee and Community Park Project Sub Committee <p>To receive nominations for Officers:</p> <ul style="list-style-type: none"> • Allotment • Rural Footpaths • Playground and open space Inspector • Tree Warden • County Council Walkabout Co-Ordinator • Youth Liaison <p>To appoint members, including Convenors, to serve on the under mentioned Working Groups and Task & Finish Groups as required. Alphabetically listed:</p> <ul style="list-style-type: none"> • Drainage Working Party • Health & Well-Being Working Party • High Street & Beyond Working Party • King's Meadow Working Party • Neighbourhood Plan Task & Finish Core Group • Newsletter Editorial Team • Primary School Development Task Finish • Public Art Working Party 	<p>20 mins</p> <p>For decision</p> <p>For decision</p> <p>For decision</p>

19/027	<p>To Review and Accept – see agenda report - <u>attached</u></p> <ul style="list-style-type: none"> • and adopt appropriate Standing orders and financial regulations • Arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses • Representation on or work with external bodies and arrangements for reporting back • Inventory of land and other assets including buildings and office equipment • Arrangements for insurance cover in respect of all insurable risks • Council's and/or staff subscriptions to other bodies • Council's complaints procedure • Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation • Council's policy for dealing with the press/media • Council's employment policies and procedures • Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence 	15 mins For decision
19/028	<p>To determine the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council; to determine scheduled dates for Committees up to the next annual meeting - <u>attached</u></p>	To note
19/029	<p>To receive Reports</p> <ul style="list-style-type: none"> • Annual report from Histon & Impington Parish Council Committees and representatives – <u>attached</u> including Chair's Annual Report and Finance Report as presented at the Annual Parish Meetings • Annual and/or monthly reports from County and District Councillors – <u>attached</u> • Clerk's Report – <u>attached</u> • Internal Auditor's Report – <u>attached</u> • <u>Any other Committee Chair reports:</u> Employment Committee – next meeting TBC • <u>Any other Working Group / Task & Finish Group Reports</u> 	10 mins To note and accept as read
19/030	<p>To Receive Finance & Administration Report</p> <p><u>Finance Legal & Admin Committee</u> – draft minutes <u>attached</u> 29 April 2019. Next meeting due 3 June to elect Chair and Deputy followed by 8 July</p> <ul style="list-style-type: none"> • To note payment of accounts under delegated approval • To approve payment of outstanding accounts due – see Clerk's Report <u>attached</u> • To report on amounts paid in and other correspondence • To note completion of Risk Assessment Review April 2019 • To approve amendments to Unity Trust Bank Mandate by removing retiring 	10 mins For decision For decision

	<p>Councillors and adding newly elected members. Also to agree to nominate one new signatory to the account</p> <ul style="list-style-type: none"> To approve continuation of Direct debits for 2019-20 (GREEN paper <u>attached</u>) 	For decision
19/031	<p>To receive Recent Correspondence</p> <p>Circulation File available</p> <p>Connections Bus Project Termly Report - <u>attached</u></p> <p>Other correspondence</p>	<i>5 mins</i>
19/032	<p>Other Matters</p> <p>Update on A14 upgrade works and request from the A14 Action Group for funding of Noise, Vibration and Pollution monitoring equipment – <u>paper attached</u></p> <ul style="list-style-type: none"> - Up to £8,000 noise monitoring - Up to £8,000 air quality monitoring 	<i>10 mins</i> For decision
19/033	<p>How to Communicate This Meeting and To request Matters For Next Agenda</p> <p>To accept draft Annual Parish Meeting minutes</p> <p>To accept Annual Governance and Accountability Return</p> <p>Half Yearly Donations Requests</p>	For decision
19/034	<p>Next scheduled Full Council: Monday 17 June 2019 7.30 p.m. - Recreation Centre, Recreation Ground, New Road, Impington</p>	