

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 17th June 2019**

6 Appendices attached

Full Council Minutes

Agenda No:		Action/Power
	<p>Present: Cllrs: Denis Payne (Chair), Andy Butcher, Steve Carrington, Marian Cleaver, Walter Davey, Neil Davies, Elaine Farrell, Ashley Gordon, Brian Ing, David Jenkins, Simon Jocelyn, Geoff Moore, Pene Nudds, Denis Payne, Oliver Sellen Dist Cllrs Steve Hunt and Martin Cahn Also: Max Parish, Steve Campin, Trevor Smith (all in part); Lynda Marsh, Chelsea O'Brien Clerk: Angela Young</p> <p>Ahead of the meeting, Council presented the Clerk Angela Young with gifts and flowers to mark her retirement after 25 years as Clerk</p>	
19/035	<p>APOLOGIES FOR ABSENCE</p> <p>Cllrs: Aga Cahn (personal), David Legge (personal), Edd Stonham (work); Dist Cllr Heyling</p>	
19/036	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>a) Declarations of pecuniary interest from Councillors on items on the agenda <i>None</i></p> <p>b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i></p> <p>c) Any new requests for dispensations – <i>None</i></p>	
19/037	<p>DATE(S) OF NEXT COMMITTEE MEETINGS</p> <p>Available on website www.hisimp.net</p>	
19/038	<p>PUBLIC PARTICIPATION</p> <p>Max Parish, former Chair of the Parish Council, outlined Mrs Young's time as Parish Clerk dating back to her interview with him and others in 1994, and the many changes that have taken place in Parish Council work since that time. All wished Mrs Young well in her retirement.</p>	
19/039	<p>TO NOTE draft Annual Parish Meeting minutes of meetings 13th May 2019</p> <p>Noted</p>	
19/040	<p>TO APPROVE minutes of Annual General meeting held 20th May 2019</p> <p>040.1 Proposed Cllr Cleaver, seconded Cllr Ing, all in favour and <u>AGREED</u></p>	
19/041	<p>MATTERS ARISING FROM PREVIOUS MEETING</p> <p><u>Actions List (Appx 1)</u> copied to all and accepted. Further discussion on: <u>18/108.3 Emergency Plan</u> Assigned to Cllr Ing to form Emergency Committee to meet and review over a 12 month period <u>18/117.3 Vision & Mission</u> Cllrs Payne and Farrell progressing <u>18/118.1 The Phoenix</u> New owners now identified. No timescales for opening as yet <u>19/021.1 Feast Stalls</u> Cllr Payne to provide a report following Festival 30 June <u>19/029.2 Infant School</u> Noted no specific Working Party covered the future of the site. Noted the Neighbourhood Plan project headings covered this <u>19/029.3 SCDC Housing Community Rooms</u> Dist Cllr Cahn to report back on any new booking system plans</p>	<p>BSI</p> <p>DWP/EF</p> <p>DWP</p> <p>Dist MC</p>
19/042	<p>TO RECEIVE REPORTS</p> <p>042.1 <u>Monthly report from County and District Councillors</u> County Council written monthly report May 2019 copied to all and accepted covering: Council & Committee meetings; Consultations; Local matters</p>	

	<p>Additional discussion on:</p> <ul style="list-style-type: none"> - Guided Bus Route – Cty Cllr Jenkins to get further clarification on length of closures - Local Highways Initiatives – 4 bids may be available for Histon & Impington area - CIVIC Project – Cty Cllr Jenkins clarified this was a Social Enterprise organisation using Council space to get more value for all the community. Criteria unknown but Histon Library was not part of the pilot - Deputy Leader of the Lib Dems – Cty Cllr Jenkins had been appointed and was congratulated <p>District Council written monthly report May copied to all and accepted covering: Meetings; Impington Lane appeal, bike thefts, Environmental Health, Police Station, Meadows Centre redevelopment, Neighbourhood Plan</p> <p>Additional discussion on:</p> <ul style="list-style-type: none"> - Street Cleansing – Zone routine trial planned, where Parish Councils would be able to advise which areas needed most attention - Drainage – when contacting Pat Matthews at SCDC Dist Cllr Hunt suggested copying in Trevor Nicholl in future. Concern expressed that network was not cleared over the winter period and any quick rainfall now could cause flooding locally. Dist Cllr Hunt to check on plans to clear during Winter 2019 and propose a site meeting with the Parish Council - A14 Landscaping – Dist Cllrs continued to press for meeting dates 	<p>JDJ</p> <p>Dist SH</p>
042.2	<p>Clerk's Report (Pg 1/2) (Appx 2) copied to all and accepted. Additional discussion on:</p> <ul style="list-style-type: none"> - Chairman's Training CAPALC – available in July. Any interested Councillor to contact office for details 	All Cllrs
042.3	<p>Chairs Report (Appx 3) copied to all and accepted. Additional discussion on:</p> <ul style="list-style-type: none"> - NIAB Open Day – 25 June. All Councillors urged to make appointment if wish to attend - Weather Report – agreed Cllr Payne to link to Parish Council website in future - Feast Market – planning meeting held. Cllr Farrell organising a “dry run” on 27 June. Any contributions to the office by 24 June latest 	All Cllrs DWP EF All Cllrs
042.4	<p>Working Group/Task & Finish Groups Reports</p> <p>Neighbourhood Plan Task & Finish report (Appx 4) – Cllr Jenkins confirmed 6 week consultation to start Wednesday 19 June, to then be referred to the Examiner before any referendum. Proposed Cllr Jenkins, seconded Cllr Payne, all in favour and AGREED Council and its Committees to now consider projects listed and identify the ones appropriate to themselves or to Full Council, and produce action plans. Village Design Statement consultation event due 1 July at St Andrew's Centre, 4pm – 8pm</p> <p>A14 Action Group (Appx 5) – Cllr Jocelyn awaiting further information regarding live weblink. Confirmation that SCDC were trying to work with Parish Councils to improve communication, e.g. on road closure dates</p> <p>Kings Meadow Working Party – meeting due 17 July 2019</p>	All Committees
042.5	<p>Committee Chair Reports</p> <p>Employment Committee – Cllr Farrell reported as Interim Chair. Apprentice due to start in role 1 July 2019. Committee Clerk/Information Officer due to start 5 August 2019. Councillors urged to consider pressure on office staff during July and August and encouraged to contact Chair and Vice Chair with any pressing approach, who would be supporting the staff through this period of training, induction and transition</p>	
19/043	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p>	
043.1	<p>Planning Committee – draft minutes 21 May, 4 June 2019 provided to all and accepted. Next meeting due 2 July 2019</p>	
043.2	<p>Recreation Committee – draft minutes 3 June 2019 provided to all and accepted. Next meeting due 5 August 2019</p>	
043.3	<p>Community Park Project Sub Committee – draft minutes 10 June 2019 provided to all and accepted. Informal meetings held. Next meeting to be confirmed. Cllr Davies advised of meeting held with Sports Centre representatives and requested support from Council to encourage the Sports Centre at IVC to progress proposals to site a 3G there, facilitating them working with the local football community. AGREED to remove from CPP aspirational list in the meantime</p>	
043.4	<p>Environment Committee – draft minutes 28 May 2019 provided to all and accepted. Workshop due 18 June, next meeting due 27 August 2019. Walkabouts due 20 and 25</p>	

043.5	<p>June 2019. Noting resignation of Marcus Romer from Council, a vacancy now existed on the Committee, to be filled next agenda. Council were happy for Environment Workshop to decide on whether to proceed in Froglife project</p> <p>Highways Committee – draft minutes 4 June 2019 provided to all and accepted. Next meeting due 30 July 2019. Deputy Clerk confirmed issues with Phase 2 Baptist Church re-instatement of grass had been reported to County Council. Phase 1 verges to be brought up to standard by Parish Council staff</p>	July agenda
19/044	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 2)</p> <p>044.1 Finance Legal & Administration Committee – draft minutes 3 June 2019 provided to all and accepted. Next meeting due 8 July.</p> <p>044.2 Delegated payment of accounts noted</p> <p>044.3 Approve payment of outstanding accounts Proposed Cllr Ing, seconded Cllr Jenkins, all in favour and AGREED</p> <p>044.5 Amounts paid in noted</p> <p>044.6 To consider findings of the Internal Auditor's annual review of Internal Controls by the members meeting as a whole. Final report noted, stating Parish Council were fully compliant</p> <p>044.7 To resolve to approve the Annual Governance Statement by resolution – copy provided to all. Proposed Cllr Ing, seconded Cllr Davies, 13 in favour, 1 abstention and RESOLVED to approve</p> <p>044.8 To consider the Accounting Statement – copy provided to all. Considered and noted.</p> <p>044.9 To resolve to approve the Accounting Statement, to be signed by the Chair of the meeting Proposed Cllr Davies, seconded Cllr Cleaver, 13 in favour, 1 abstention and RESOLVED to approve for signature by Chair</p> <p>044.10 To consider Donation requests at half yearly review – none received</p>	
19/045	<p>RECENT CORRESPONDENCE</p> <p>045.1 Circulation File available on request</p> <p>045.2 HICOM Charity Annual Accounts 2018 available on request</p> <p>045.3 Youth Club Half Term Update noted</p> <p>045.4 Other Correspondence none</p>	
19/046	<p>OTHER MATTERS</p> <p>046.1 To agree £3,000 funding to kick-start a Green Gateway Tree Planting Project at the entrance to the villages – Request from Dan Mace on behalf of the A14 Action Group to assist with the establishment of 4 acres of new woodland on land owned by Holiday Inn and Chivers Farms at entrance to village for A14. Paper provided (Appx 6). This would be in addition to Highways England remedial works. Discussion on:</p> <ul style="list-style-type: none"> • Maintenance plan requirements; long term commitment • Powers available to Parish Council to plant trees <p>Proposed Cllr Jenkins, seconded Cllr Nudds all in favour to agree funding of £3,000 towards project. Finance, Legal & Admin Committee to consider source from budget/reserves</p> <p>046.2 Update on A14 upgrade works and request from the A14 Action Group for funding of Noise monitoring equipment - deferred until agenda paper provided</p>	FLA Committee agenda
19/047	<p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> <p>047.1 Website article: £3,000 Tree Planting Project, Clerks Retirement, Apprentice start date</p> <p>047.2 Next/Future agenda: Co-Option; 3 Year Planning Paper from FLA; Review of Feast Market</p> <p>Agreed to strike Strategic Land or Building Acquisition from list pending any paper coming forward</p>	

19/048	<p>Next Full Council: Histon & Impington Parish Council Monday 15th July 7.30pm, Recreation Centre, Recreation Ground, New Road, Impington</p>	
	<p>Meeting closed 8:47pm</p> <p>Appendix 1: Action List Appendix 2: Clerks Report Appendix 3: Chairs Report Appendix 4: Neighbourhood Plan Task & Finish Appendix 5: A14 Action Group Update Appendix 6: Green Gateway Tree Planting</p>	

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