

Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 20th May 2019

10 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	<p>Present: Cllrs: Andy Butcher (Chair for start), Steve Carrington, Aga Cahn, Marian Cleaver, Walter Davey, Neil Davies, Ashley Gordon, Brian Ing, David Jenkins, Simon Jocelyn, David Legge, Yvonne Murray, Geoff Moore, Pene Nudds, Denis Payne (elected as Chair during meeting), Oliver Sellen, Edd Stonham Dist Cllr: Martin Cahn; Also: Mr S Campin Clerk(s): Chelsea O'Brien and Angela Young</p> <p>Prior to the meeting a minute silence was held in memory of the late Trevor Silk, Impington Parish Councillor for 27 years and the initiator of the daffodil planting in the villages</p>	
19/015	<p>ELECTION OF CHAIRMAN OF THE COUNCIL</p> <p>Denis Payne – nominated as Chair by Cllr Jocelyn, seconded Cllr Sellen all in favour and AGREED. Acceptance of Office signed as Chair</p> <p>ELECTION OF VICE CHAIRMAN OF THE COUNCIL</p> <p>Cllr Farrell had confirmed in writing her willingness to continue to stand a Vice-Chair. Elaine Farrell – nominated as Vice Chair by Cllr Ing, seconded Cllr Nudds all in favour and AGREED. Acceptance of Office to be signed at next meeting</p>	
19/016	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence at the AGM received from Elaine Farrell Marcus Romer was absent</p>	
19/017	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>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></p>	
19/018	<p>DATE(s) OF NEXT COMMITTEE MEETINGS</p> <p>Available on website www.hisimp.net</p>	
19/019	<p>PUBLIC PARTICIPATION</p> <p>None in attendance</p>	
19/020	<p>TO APPROVE minutes of the Meeting held 18 March; EOM 26 March; EOM 25 April; EOM 16 May 2019</p> <p>020.1 All in favour to accept minutes 18 March, EOM 26 March, EOM 25 April and EOM 16 May as a true record of meetings</p>	
19/021	<p>MATTERS ARISING FROM PREVIOUS MEETING</p> <p>021.1 <u>Actions List (Appx 1)</u> copied to all and accepted. Further discussion on: <u>Item 135.1 Feast Stalls</u> interest expressed for upcoming footpath improvement works to be advertised; clarity to be sought from Dist Cllrs regarding possible recycling display. Clerk to draft rota and circulate. Material for displays to be provided to the Office by 26 June.</p>	Clerk
19/022	<p>TO ACCEPT COMMITTEE REPORTS, TO NOTE ACTIONS</p> <p>022.1 Recreation Committee – draft minutes 25 March provided to all and accepted. Next meeting due 3 June</p>	

022.2	Community Park Project Sub Committee – draft minutes 1 April provided to all and accepted. Informal and information meetings held. Next meeting due 3 June to elect Chair and Deputy followed by 1 July	
022.3	Highways Committee – draft minutes 23 April provided to all and accepted. Next meeting due 4 June to elect Chair and Deputy followed by 30 July	
022.4	Planning Committee - draft minutes 9 April and 30 April provided to all and accepted. Next meeting due 21 May	
022.5	Environment Committee – draft minutes 26 March provided to all and accepted. Next meeting due 28 May. Walkabouts planned June	
19/023	TO CONSIDER RECOMMENDATION MADE BY A COMMITTEE None	
19/024	TO REVIEW AND ACCEPT 024.1 Detailed within agenda report (Appx 2): <ul style="list-style-type: none"> • Delegation arrangements to committees, sub committees, staff and other local authorities • Terms of Reference for Committees <p>Need for Committees to consider longer term view noted, Finance, Legal & Admin Committee drafting paper for review at next meeting Proposed Cllr Butcher, seconded Cllr Cleaver, all in favour to accept. Each Committee to review its Terms of Reference during the coming year.</p>	FLA
19/025	TO CONFIRM APPOINTMENT 025.1 Proper Officer – Mrs A J Young to 30 June 2019 – Mrs C M O'Brien from 1 July 2019 025.2 Responsible Financial Officer Mrs L M Marsh 025.3 Internal Auditor Mr I M Parish Proposed Cllr Carrington, seconded Cllr Cleaver all in favour and agreed to confirm appointments	
19/026	TO APPOINT MEMBERS to serve on the under mentioned Committees: 026.1 Committees: Employment Committee: M C Cleaver, N S Davies, B S Ing, Y Murray + 2 ex officio members Environment Committee: A Cahn, W Davey, S Jocelyn, G Moore, P J Nudds, M Romer + 2 ex officio members Finance, Legal & Admin Committee: A Butcher, A Gordon, N S Davies, B S Ing, D Jenkins, G Moore, E W Stonham + 2 ex officio members Highways Committee: A Butcher, S Carrington, S Jocelyn, D N Legge, P J Nudds, E W Stonham + 2 ex officio members Planning Committee: A Cahn, S Carrington, M C Cleaver, W Davey, B S Ing, S Jocelyn, O Sellen + 2 ex officio members Recreation Committee: S Carrington, M C Cleaver; N S Davies, B S Ing, E W Stonham, D Jenkins + 2 ex officio members, + plus 4 user representatives Community Park Project Sub Committee: A Butcher, S Carrington, N Davies, B Ing, G Moore, E Stonham Proposed Cllr Butcher, seconded Cllr Carrington all in favour and agreed Committee membership as nominated 026.2 Officers: Allotment – Cllr P J Nudds Rural Footpaths – Cllr G Moore Playground and Open Space Inspector – Cllr S Carrington/Asst Groundsman Tree Warden – Cllrs P J Nudds County Council Highways Co-Ordinator – Mr C Foster Youth Liaison – Cllr S Jocelyn	

026.3	<p>Proposed Cllr Butcher seconded Cllr Carrington all in favour and agreed appointment of Officers</p> <p><u>To appoint members, including Convenors, to serve on the under mentioned Working Groups and Task & Finish Groups as required</u></p> <p>Drainage Working Party – Cllrs, E Farrell, B S Ing, G Moore, D W Payne; Mr R Barrett Health & Well-Being Working Party – Cllrs, S Jocelyn, G Moore, Y Murray, D W Payne M Romer High Street & Beyond Working Party – Cllrs D Jenkins, P J Nudds; Mr C Foster, Mr I M Parish, Ms H Perry King’s Meadow Working Party – Cllrs A Cahn, M C Cleaver, D W Payne, + residents Neighbourhood Plan Task & Finish Core Group – Cllrs B Ing, D Jenkins, G Moore, D W Payne, M Romer, O Sellen Newsletter Editorial Team – Cllrs B Ing, D W Payne, editors and residents Primary School Development Task & Finish – Cllrs A Butcher, E Farrell, S Jocelyn, D W Payne, Oliver Sellen Public Art Working Party – Cllr Cahn, B Ing, G Moore, P J Nudds, M Romer</p> <p>All memberships proposed Cllr Butcher, seconded Cllr Carrington all in favour and agreed</p>	
18/027 027.1 027.2 027.3 027.3 027.4 027.5 027.6 027.7 027.8 027.9 027.10	<p>TO REVIEW AND ACCEPT</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 <p>Detailed in Agenda Report (Appx 3) provided to all for review. All items proposed Cllr Ing, seconded Cllr Nudds all in favour to accept</p>	
18/028 028.1	<p>TO DETERMINE time and place or 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</p> <p>Calendar of meetings provided to all (Appx 4)</p>	
18/029 029.1	<p>TO RECEIVE REPORTS</p> <p>Annual report from Histon & Impington Parish Council Committees and representatives (Appx 5) Copies would be available on the website, at the Parish Office and Library. A version of the Chairman’s Annual Report and Financial Report would feature in the June 2019 HISIMP News</p>	

029.2	<p>Annual and/or monthly reports from County and District Councillors. Cty Cllr Jenkins provided annual and monthly reports for County Council, available on his website, covering: Local Schools OfStEd inspections; Histon Library; Highways projects delivered; Committee & Full Council meetings; Consultations</p> <p>Additional discussion on: <u>County Council matters that affect Histon & Impington</u> in the coming year: New School, Buxhall Farm; successful LHI Scheme; Histon Library <u>Library service during construction works at School Hill</u> interim arrangements expected, Cllr Nudds urged continuous library service throughout the re-development <u>Infant School building</u> Cllrs Jenkins, Davies, Moore and Payne had met to discuss future options for site, need for medical centre in the village noted. Site submitted as part of SHLAA process. Cty Cllr Jenkins advised Parish Council to start process to lobby for the right future <u>SHLAA Strategic Housing Land Availably Assessment</u>, County Council have submitted all sites in their ownership in Histon and Impington</p>	
029.3	<p>District Councillors Annual Report provided to all, covering: Governance, New Business Plan, Medium Term Financial Strategy, Housing, New Investment Strategy, Customer Service, Shared Services, 'Green to our Core'.</p> <p>Additional Discussion on: <u>District Council matters that affect Histon & Impington</u> in the coming year: A14 Landscaping; Urban Tree Planting, joint venture with Cambridge City Council; ambition to improve carbon efficiency, increase solar panels and footpath lighting <u>Marshalls Development</u> Cllr Ing queried the impact of 12,000 houses at Marshalls on the five year supply figures, reducing the pressure for development in Parishes <u>Community Centre Consultation</u> St Audreys Close, Kay Hitch Way and Homefield & Hereward, Cllr Cahn to consult contact at SCDC for clarity on proposals for Histon and Impington</p>	Dist Cllr Cahn
029.4	<p>Clerk's Report (Pg 1 and 2) (Appx 6) copied to all and accepted.</p> <p>Additional discussion on: <u>CAPALC Training 28th June</u> ideal opportunity for new councillors, Cllr Ing expressed interest should no other councillor wish to attend <u>Hisimp email address</u> dedicated email for all Councillors, noting option to now respond from address, details available from Acting Clerk</p>	BSI
029.5	<p>Internal Auditor's Report (Appx 7) copied to all and accepted, no issues of concern</p>	
029.6	<p><u>Any other Committee Chair reports:</u> Employment Committee – next meeting to be confirmed</p>	
029.7	<p><u>Any other Working Group / Task & Finish Group Reports</u> Neighbourhood Plan – Cllr Jenkins provided written report copied to all (Appx 8) Village Design Statement now in final draft form, consistent with Neighbourhood Plan. Note VDS is instead of Design Guide. Thanks recorded to all members contributing to the plan and associated documents A14 Action Group – Cllr Jocelyn provided written updating report, copied to all (Appx 9). Cllr Jocelyn urged all to read and ask questions</p>	
19/030	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 6)</p>	
030.1	<p>Finance Legal & Admin Committee – draft minutes 29 April provided to all and accepted. Next meeting due 3 June to elect Chair and Deputy followed by 8 July</p>	
030.2	<p>Delegated payment of accounts noted</p>	
030.3	<p>Approve payment of outstanding accounts Proposed Cllr Ing, seconded Cllr Cleaver all in favour and agreed</p>	
030.4	<p>Amounts paid in noted</p>	
030.5	<p>Completion of Risk Assessment Review April 2019 noted</p>	
030.6	<p>To approve amendments to Unity Trust Bank Mandate by removing retiring Councillors and adding newly elected members, noting resignation of Josephine Teague. Proposed Cllr Butcher, seconded Cllr Cahn all in favour and agreed</p>	
030.7	<p>To agree to nominate one new signatory to the account Proposed Cllr Butcher, seconded Cllr Cahn all in favour and agreed Cllr Cleaver to be added to account signatories</p>	

030.8	To approve continuation of Direct debits for 2019-20 paper provided to all (Appx 10). Proposed Cllr Ing, seconded Cllr Nudds all in favour and agreed	
18/031 031.1 031.2 031.2	TO RECEIVE RECENT CORRESPONDENCE Circulation File available Connections Bus Project Termly Report noted Other Correspondence none	
18/032 032.1	OTHER MATTERS Update on A14 upgrade works and request from the A14 Action Group for funding of Noise, Vibration and Pollution monitoring equipment <ul style="list-style-type: none"> - Up to £8,000 noise monitoring - Up to £8,000 air quality monitoring At the request of the A14 Action Group, this item was deferred to the June agenda	June agenda
18/033	HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA Website: Thanks for Cllr Butcher, welcome new Chair Cllr Payne The late Trevor Silk, Impington Parish Councillor 27 years Next agenda/s To accept draft Annual Parish Meeting minutes To accept Annual Governance and Accountability Return Half Yearly Donations Requests A14 Action Group – request for funding	
18/034	Next Full Council: Histon & Impington Parish Council Monday 17 June 2019 7.30 p.m. - Recreation Centre, Recreation Ground, New Rd, Impington	
	Meeting closed : 8:51pm	