

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 15th July 2019**

8 Appendices attached

Full Council Minutes

Agenda No:		Action/Power
	Present: Cllrs: Denis Payne (Chair), Andy Butcher, Steve Carrington, Walter Davey, Elaine Farrell, Ashley Gordon, Brian Ing, David Jenkins, Simon Jocelyn, David Legge, Yvonne Murray, Pene Nudds, Oliver Sellen Dist Cllrs Steve Hunt and Pippa Heylings Clerk: Chelsea O'Brien Residents: 2 (in-part)	
19/049	APOLOGIES FOR ABSENCE Cllrs: Aga Cahn (personal), Marian Cleaver (personal), Neil Davies (personal), Geoff Moore (personal), Edd Stonham (work)	
19/050	DECLARATIONS OF INTEREST AND DISPENSATIONS 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>	
19/051	DATE(S) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net	
19/052	PUBLIC PARTICIPATION Two residents highlighting safety concerns Park Lane/High Street especially on the corner where pedestrians cross to the access the St Andrews Centre. Options suggested include a speed bump on the corner to slow traffic down. Cty Cllr Jenkins urged Highways Committee to explore options of a raised crossing point to encompass desire line from bus stop on School Hill to St Andrews Centre. Item to be added to Highways Committee agenda 30 th July. Residents were thanked for their input and left the meeting	
19/053	TO APPROVE minutes of the meeting held 17th June 2019 053.1 Proposed Cllr Butcher, seconded Cllr Ing, all in favour and AGREED	
19/054	MATTERS ARISING FROM PREVIOUS MEETING <u>Actions List (Appx 1)</u> copied to all and accepted. Further discussion on: <u>Item 18/041 Emergency Plan</u> Cllr Ing to meet with Clerk to update and progress <u>Item 18/117.3 Vision & Mission</u> next session to be arranged 25 th July <u>Item 18/118,1 The Phoenix</u> soft opening Saturday 20 th July <u>Item 19/021.1 Feast Festival Report</u> agenda item 19/060.1 <u>Item 19/042.1 Drainage Network Maintenance</u> detailed in Chairs Report	BSI/Clerk
19/055	TO CO OPT TO COUNCIL Item for next agenda	
19/056	TO RECEIVE REPORTS 056.1 <u>Monthly report from County and District Councillors</u> County Council written monthly report June 2019 copied to all and accepted covering: Council & Committee meetings; Consultations; Local Matters Additional discussion on: - NIAB Visit – update expected on three proposals, Cllr Jenkins to follow up - Overgrowth – process required at Parish Council level to include contact with residents in the first instance. Cty Cllr Jenkins to discuss delegation/powers at County level to feed into Parish Council process. Item for Highways agenda 30 th July	JDJ JDJ/HWays agenda

	<p>District Council no monthly report available at the meeting. Cllrs Hunt and Heylings verbally updated on: New CEO; street cleaning/litter; dog bin success, Home Close; A14; A428; Planning Department 25% vacancy</p> <p>Additional discussion on:</p> <ul style="list-style-type: none"> - Street Cleansing – restructured into five zone teams covering all of the SCDC service area including consolidation of bin and dog waste rounds - Collection of hazardous waste – out of hours service being clarified - A14 – Highways England have opted to appeal stricter threshold conditions applied by SCDC. Improved communication with HE and residents noted. Works underway with HE, SCDC and residents to restore landscaping in Histon, Impington and Orchard Park - A428 Upgrade – contract awarded to HE, need for stronger environmental commitment and improved communication to be made by HE in their plans - Planning Department – 25% vacancy, 140 applications per officer a week. Evolving to shared services with Cambridge City Council within 2 months. Cllr Heylings to seek update on School Hill application and determination process. Milton Road application extension requested by Carter Jonas to seek clarity on facilities and commitment from Parish Council - Sheltered Housing – opportunity to provide with refurbished IT equipment, Cllr Heylings to work with Histon & Impington Town Charity to progress 	<p>Dist Cllr Heylings</p>
056.2	<p>Clerk's Report (Pg 1/2) (Appx 2) copied to all and accepted.</p> <ul style="list-style-type: none"> - Decision: to agree Head Groundsman to work bank holiday Monday 26th August due to rescheduling of cricket matches to facilitate Friends of The Rec event at the Recreation Ground 5th July. Agreement required as per condition of employment contract. Proposed Cllr Butcher, seconded Cllr Sellen, all in favour, 1 abstention, AGREED 	
056.3	<p>Chairs Report (Appx 3) copied to all and accepted. Additional discussion on:</p> <ul style="list-style-type: none"> - Climate Emergency aim for Council to double tree planting on Parish owned land. Cllr Nudds confirmed tree and hedge planting identified this year at Manor Park and The Copse - Environment Committee to consider value of green open space in the village, item for next agenda - Challenge Committees to 'think green' – tree planting, install more cycle stands etc - Grant incentive grant from SCDC opening end of the month - More detailed discussion at Vision & Mission session Thursday 25th July - Invitation to Histon & Impington Youth Eco Council to present at September Full Council noted - Brook Mitigation meeting to be confirmed with Pat Matthews 	<p>Env Agenda</p>
056.4	<p>Working Group/Task & Finish Groups Reports</p> <p>Neighbourhood Plan Task & Finish consultation underway for both the Neighbourhood Plan and Village Design Statement. Cllr Jenkins urged all to comment, comments to be submitted by 31st July. Planning Committee to write to express support. Presentation at St Andrews Centre 1st July commended, thanks recorded to all involved. Dist Cllr Heylings to pass back to SCDC</p> <p>A14 Action Group (Appx 4) – provided to all. Cllr Jocelyn verbally updated on MP Lucy Frazer planning to submit representation in support of residents and District Council to appeal. Leaflet drop with details how to stay informed planned A14 works undertaken</p> <p>Kings Meadow Working Party – meeting due 17th July 2019</p> <p>Newsletter Editorial – next meeting due 20th August, copy deadline 9 September</p>	<p>Dist Cllr Heylings</p>
056.5	<p>Committee Chair Reports</p> <p>Employment Committee – next meeting to be confirmed</p> <p>Recreation Committee – next meeting 5th August 2019</p>	
19/057	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p>	
057.1	<p>Planning Committee – draft minutes 2nd July provided to all and accepted. Next meetings due 23rd July, 13th August</p>	
057.2	<p>Environment Committee – workshop held 18th June; walkabout 20th June. Next meeting 27th August</p> <p>To approve spend for infill of pedestrian crossing area at The Village Green, and to delegate to nominated Councillor(s) working with the Clerk to progress. One quote received,</p>	

	<p>second awaited. Agreed to delegate to Cllrs Moore and Nudds working with the Clerk to accept best value quote and progress project. Proposed Cllr Carrington, seconded Cllr Farrell all in favour and AGREED</p> <p>To agree to purchase replacement 53cm rotary mower for use at The Burial Ground. Three quotes received: Toro 53cm lawnmower, 65lt grass box - £500 Stihl 53cm lawnmower, 70lt grass box - £832.00 Hayter 53cm lawnmower, 54lt grass box - £682.00 All in favour and AGREED to purchase Toro lawnmower at £500 for use around the villages and the Burial Ground</p>	
057.3	<p>Highways Committee – next meeting due 30th July 2019 To sanction Highways Committee to produce and submit LHI 20/21 Application for improvements to footpaths To approve contribution from Histon & Impington Parish Council for further improvements to village footpaths up to £20k Following feedback from Feast Market, Highways Committee to produce and submit LHI application for further footpath improvements, with a financial commitment of up to £20,000. All in favour and AGREED. Item for next Highways agenda to identify paths</p>	H/Ways Agenda
057.4	<p>Community Park Sub Committee – informal meeting due 24th July Project update paper provided to all (Appx 5). Applicant has requested time extension with SCDC to enable more information to be collected with regards to facilities on the Community Park. Informal discussion session planned 29th July for Parish Council to discuss phased facilities for agreement at September Full Council. Further discussion outlined:</p> <ul style="list-style-type: none"> • Community consultation • Need for costings prior to September meeting • Level of facilities required by SCDC 	Next agenda
19/058	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 2)	
058.1	Finance Legal & Administration Committee – draft minutes 8 th July provided to all and accepted. Next meeting due 28 th October 2019	
058.2	For Decision: Committees to accept responsibility to produce 3 year plan in accordance with paper sanctioned by FLA Committee. Paper provided to all (Appx 6). All in favour to accept, paper to form appendix to all Committee terms of reference	
058.3	For Decision: Committees agree to produce 3 year plans using template and narrative formulated by FLA, for receipt by FLA in advance of its meeting due 28 th October. Paper provided to all (Appx 7) Cllr Jenkins agreed to meet with each Committee Chair to progress. Cllr Payne emphasised need for each Committee to progress Annual Plans as part of Local Council Award Scheme criteria.	JDJ
058.4	Delegated payment of accounts noted	
058.5	Approve payment of outstanding accounts Proposed Cllr Butcher, seconded Cllr Ing, all in favour AGREED	
058.6	Amounts paid in noted	
19/059	RECENT CORRESPONDENCE	
059.1	Circulation File available on request. AGREED Clerk to trial electronic file for email circulation	
059.2	Other Correspondence none	
19/060	OTHER MATTERS	
060.1	Feast Market Report provided to all (Appx 8) Author Cllr Payne verbally thanked the organising team for efforts in organising a smooth set-up. Clerk to formally write to all involved. AGREED to run surveys on the website to achieve a larger sample size of data to be carried forward into 3 years plans.	Clerk

<p>19/061</p> <p>061.1</p> <p>061.2</p>	<p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> <p>Website article: LHI Application – Footpath Improvements</p> <p>Next/Future agenda: Co-Option; Community Park Facilities</p>	
<p>19/062</p>	<p>Next Full Council: Histon & Impington Parish Council</p> <p>Monday 16th September 7.30pm, Recreation Centre, Recreation Ground, New Road, Impington</p>	
	<p>Meeting closed 8:47pm</p> <p>Appendix 1: Action List</p> <p>Appendix 2: Clerks Report</p> <p>Appendix 3: Chairs Report</p> <p>Appendix 4: A14 Action Group</p> <p>Appendix 5: Community Park Update</p> <p>Appendix 6: 3 Year Plan Appendix</p> <p>Appendix 7: 3 Year Plan Template</p> <p>Appendix 8: Feast Market Report</p>	

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