

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

**5 Appendices attached**

# Full Council Minutes

| <b>Agenda No:</b> |  | <b>Action/ Power</b> |
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|                   | Present: <b>Cllrs:</b> Denis Payne (Chair), Andy Butcher, Steve Carrington, Marian Cleaver, Walter Davey, Neil Davies, Ashley Gordon, Ros Hathorn, Brian Ing, David Jenkins, Simon Jocelyn, David Legge, Geoff Moore, Yvonne Murray, Pene Nudds, Oliver Sellen, Edd Stonham<br>Dist Cllrs: Martin Cahn, Steve Hunt<br>Clerk: Chelsea O'Brien<br>Residents: 1, Chris Jones co-opted during the meeting  |                      |
| 19/101            | <b>APOLOGIES FOR ABSENCE</b><br>Cllrs: Aga Cahn (personal)   |                      |
| 19/102            | <b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b><br><br>a) Declarations of pecuniary interest from Councillors on items on the agenda<br><i>Cllr Carrington – item 111.2 expenses claim</i><br>b) Declarations of non-disclosable interest on the agenda<br><i>Cllr Jocelyn – item 114.5</i><br>c) Written requests for dispensations for disclosable pecuniary interests – <i>None</i><br>d) Any new requests for dispensations – <i>None</i>        |                      |
| 19/103            | <b>DATE(S) OF NEXT COMMITTEE MEETINGS</b><br><br>Available on website <a href="http://www.hisimp.net">www.hisimp.net</a>   |                      |
| 19/104            | <b>TO ELECT VICE CHAIR</b><br><br>Cllr Murray: Proposed Cllr Payne, seconded Cllr Cleaver, all in favour and <b>AGREED</b> , Cllr Murray elected as Vice Chair. Declaration of Office was duly signed as Vice Chair  |                      |
| 19/105<br>105.1   | <b>PUBLIC PARTICIPATION</b><br><br><b>Resident of Impington</b> outlined Community Trigger process initiated 13 <sup>th</sup> January 2017 due to harassment. South Cambridgeshire District Council and the Police have been involved in the initiation of the Community Trigger. Noting this is out of the control of the Parish Council, Chair will discuss with colleagues and Clerks to assist with identifying the correct communication channels |                      |
| 19/106<br>106.1   | <b>TO APPROVE minutes of the meeting held 21<sup>st</sup> October 2019</b><br><br>Proposed Cllr Carrington, Seconded Cllr Davies, all in favour to <b>accept</b> as a true record of the meeting   |                      |
| 19/107<br>107.1   | <b>MATTERS ARISING FROM PREVIOUS MEETING</b><br><br>Action List provided to all ( <b>Appx 1</b> ), no items raised for further discussion  |                      |
| 19/108<br>108.1   | <b>TO CO OPT TO COUNCIL</b><br><br>Chris Jones, resident of Histon in attendance. Bio provided to all<br>Proposed Cllr Nudds, seconded Cllr Cleaver all in favour and <b>AGREED to co-opt</b> Chris Jones to fill vacancy. Cllr Jones duly signed declaration of office and joined the meeting   |                      |
| 19/109<br>109.1   | <b>TO RECEIVE REPORTS</b><br><br><b>Monthly report from County and District Councillors</b><br><b>County Council</b> written monthly report October provided to all and accepted, covering: Full Council; Committee Meetings; Consultations; Local Matters. Cty Cllr Jenkins updated on the ownership of streetlights Cambridge Road, Impington – confirmed as Guided Busway.  |                      |

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| <p>109.2</p> <p>109.3</p> <p>109.4</p> <p>109.5</p>                            | <p>Columns to be updated to include details how to report faults<br/> <b>District Council</b> written monthly report October copied to all and accepted covering: Green Groups; General Election; Impington Lane development; Burdett House<br/> Additional discussion on:</p> <ul style="list-style-type: none"> <li>- <b>Licencing panel, field at Holiday Inn</b> – panel approved licence with conditions to include a graduated turn-down</li> <li>- <b>Impington Lane development</b>, SCDC purchasing affordable properties on Hill Development, Impington Lane. 10 properties, 4 shared ownership, 6 affordable rent</li> <li>- <b>Burdett House</b> – deadline for decision brought forward to 31<sup>st</sup> January 2020</li> </ul> <p><b>Clerk's Report (Pg 1/2) (Appx 2)</b> copied to all and accepted.<br/> <b>Chairs Report (Appx 3)</b> copied to all and accepted. Additional discussion on:</p> <ul style="list-style-type: none"> <li>- <b>Vision &amp; Mission</b> low attendance to first session 14<sup>th</sup> November, follow up scheduled 21<sup>st</sup> November</li> <li>- <b>Fireworks</b> – letter of thanks to be sent to organisers from the Parish Council</li> <li>- <b>Busway Consultation</b> – Thursday 28<sup>th</sup> November, Cllr Moore attending</li> </ul> <p><b>Working Group/Task &amp; Finish Groups Reports</b><br/> <b>Neighbourhood Plan</b> report provided to all, examiner due to visit the Community end of November<br/> <b>A14 Action Group</b> Cllr Hathorn provided a verbal update of progress made with air quality analysis. Location yet to be finalised, SCDC and HE will be informed of location once confirmed<br/> <b>Kings Meadow</b> – meeting scheduled 13<sup>th</sup> November postponed, date TBC. Concerns expressed noting contact at registered social landlord for Kings Meadow has been re-assigned, no replacement contact yet provided. Dialogue to be made with residents of Daisy Close, noting active communication surrounding the re-development of the Meadow Centre<br/> <b>Newsletter Editorial</b> – deadline for submission Monday 2<sup>nd</sup> December<br/> <b>Drainage Working Party</b> – no update<br/> Any Working Party Funding Requests for 2020-21 to be received by 29<sup>th</sup> November 2019</p> <p><b>Committee Chair Reports</b><br/> <b>Community Park Sub Committee</b> – next meeting TBC<br/> <b>Environment Committee</b> – next meeting due 26<sup>th</sup> November 2019<br/> <b>Recreation Committee</b> – next meeting due 25<sup>th</sup> November 2019<br/> <b>Highways Committee</b> – next meeting due 10<sup>th</sup> December 2019</p> | <p>Clerk<br/>GM</p> |
| <p>19/110</p> <p>110.1</p> <p>110.2</p> <p>110.3</p> <p>110.4</p> <p>110.5</p> | <p><b>TO ACCEPT COMMITTEE REPORTS note actions and agree</b></p> <p><b>Planning Committee</b> – draft minutes 12<sup>th</sup> November provided to all and accepted. Next meetings due 3<sup>rd</sup> December, 17<sup>th</sup> December</p> <p><b>Finance, Legal &amp; Admin Committee</b> – draft minutes 28<sup>th</sup> October provided to all and accepted. Next meeting due 9<sup>th</sup> December 2019 (to review Committee Budget Requests)<br/> Cllr Jenkins verbally updated on successful 3 year plan workshop attended by Committee Chairs</p> <p><b>To review scope of Finance, Legal &amp; Committee</b> – recommendation to rename to Finance &amp; Assets Committee. Paper provided to all (<b>Appx 4</b>). Paper outlined split in committee remit, all items within the Clerks remit to be dealt with under delegation (as existing) or reported to Full Council. Noting need for management of relationships to remain with Finance Committee. Proposed Cllr Jenkins seconded Cllr Ing all in favour, <b>AGREED</b>. Cllr Cleaver abstained from vote. Finance Chair to review Committee title and report at next Committee meeting.</p> <p>With agreement of the Committee Chair, items 110.5, 110.5 and 111.2 were taken at the end of the meeting omitting press and public</p> <p><b>Employment Committee</b> – draft minutes 7<sup>th</sup> November provided to all and accepted. Next meeting TBC. <b><i>Under Standing Order 10 xi) members of the press and public will be excluded from the meeting in respect to this item</i></b></p> <p><b>To agree any recommendations on Salary Scales</b><br/> <b>RFO/Office Manager</b> all <b>AGREED</b> to recommendation of 1 scale rise backdated to 1<sup>st</sup> October in line with Appraisal policy</p>   |                     |

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|        | <p><b>Assistant Groundsman</b> all <b>AGREED</b> to recommendation of 1 scale rise backdated to 1<sup>st</sup> October in line with Appraisal policy</p> <p><b>Clerk</b> all <b>AGREED</b> to recommendation of 1 scale rise backdated to 1<sup>st</sup> October in line with Appraisal policy</p>   |     |
| 19/111 | <p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appx 2)</b></p> <p>Cllr Carrington declared a pecuniary interest and left the meeting.</p> <p>111.1 <b>Delegated payment of accounts</b> noted</p> <p>111.2 <b>Approve payment of outstanding accounts</b> Proposed Cllr Nudds, seconded Cllr Hathorn all in favour <b>AGREED</b></p> <p>111.3 <b>Amounts paid in</b> noted</p> <p>Cllr Carrington returned to the meeting</p>   |     |
| 19/112 | <p><b>CLIMATE EMERGENCY</b></p> <p>112.1 Climate Emergency Workshop held Saturday 2<sup>nd</sup> November at St Audrey's Community Centre, follow up sessions planned, including transport workshop January 2020<br/>Eco Fair held Saturday 16<sup>th</sup> November well attended, encouragement engagement of young people. Questionnaires and collection point box at the Parish Office<br/>Cllr Hathorn urged the Parish Council to take leadership, option for planning committee when considering applications to review green initiative and the possibility of 'retro-fitting'.<br/>Feedback from the event highlighted a need for honest, reliable information for residents</p>  |     |
| 19/113 | <p><b>RECENT CORRESPONDENCE</b></p> <p>113.1 <b>E-Circulation File</b> available on request</p>  |     |
| 19/114 | <p><b>OTHER MATTERS</b></p> <p>114.1 <b><u>CAPALC becoming an incorporated body:</u></b><br/><b><u>MOTION:</u></b><br/><i>The board intends to give 28 days' notice of a general meeting to seek approval of dissolution of CAPALC and transferring the assets and liabilities to CAPALC LTD as soon as practicable. In accordance with the constitution the motion must be confirmed by two thirds of the votes cast</i><br/>Following discussion, all in favour and <b>AGREED</b>, Cllr Payne to inform CAPALC</p> <p>114.2 <b><u>Darwin Green Governance &amp; Planning</u></b><br/><b><u>MOTION:</u></b><br/><i>The Council re-affirms its position regarding Darwin Green, and will communicate this to SCDC, as follows:</i><br/>- at the appropriate time Histon &amp; Impington Parish Council would expect a Community Governance Review to be undertaken, and would wish to see the creation of a new parish covering Darwin Green 2/3 (with similar reasoning as the creation of Orchard Park parish). We would expect, therefore, that the S106 agreement would provide suitable accommodation for the new Council, and to cover all the costs of its establishment<br/><br/>- recognising the load that covering all the planning issues for Orchard Park put on the Council, we will review planning materials associated with DG 2/3 but will only comment on matters that may affect Histon &amp; Impington - i.e. drainage, traffic and noise.<br/><b>Proposed Cllr Payne</b></p> <p>Cllr Payne updated all on discussions with SCDC Officer, noting future of Kings Meadows could be included with the scope of review. Option include review of existing number of Councillors for Histon &amp; Impington</p> <p>Proposed Cllr Payne, seconded Cllr Ing all in favour and <b>AGREED</b>. Clerk to inform SCDC</p> <p>114.3 <b><u>Local Council Award Scheme – Gold Standard</u></b> to agree to proceed and submit application to apply for Local Council Award Scheme, Gold Standard<br/>Scheme overview – <a href="#">Click Here</a><br/>Scheme Guidance – <a href="#">Click Here</a><br/>Discussion outlined ambition of the Council and staff to achieve gold standard. Proposed Cllr</p> | DWP |

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|                | Butcher, seconded Cllr Ing all in favour and <b>AGREED</b>   |                    |
| 114.4          | <b><u>Donation Requests</u></b><br>Histon & Impington Day Centre - £400 – application provided to all. Further information required, request to be re-considered at the next agenda  | <b>Next agenda</b> |
| 114.5          | <b><u>Gatehouse Road, Histon</u></b> to agree spend up to £300 to submit application to South Cambridgeshire District Council to name and have two name plates placed on 'Gatehouse Road'. Paper provided to all ( <b>Appx 5</b> ) outlining history of item. Cllr Jocelyn did not take part in the discussion or vote. Proposed Cllr Nudds, seconded Cllr Butcher, all in favour and <b>AGREED</b> . Cllr Payne abstained from the vote | <b>Clerk</b>       |
| 19/115         | <b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b>  |                    |
| 115.1<br>115.2 | <b><u>Website article: Gatehouse Road; New Vice Chair; New Councillor</u></b><br><b><u>Next/Future agenda: Donation Request</u></b>  |                    |
| 19/116         | <b>Next Full Council: Histon &amp; Impington Parish Council</b>  |                    |
| 116.1          | <b>Monday 20<sup>th</sup> January 2020 7.30pm</b> , Recreation Centre, Recreation Ground, New Road, Impington  |                    |
|                | Meeting closed: 9.15pm<br><br><b>Appendix 1: Action List</b><br><b>Appendix 2: Clerks Report</b><br><b>Appendix 3: Chairs Report</b><br><b>Appendix 4: FLA Scope Review</b><br><b>Appendix 5: Gatehouse Road</b>   |                    |