

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room, Histon & Impington Recreation Ground, New Road, Impington
Monday 17th February 2020**

7 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	Present: Cllrs: Denis Payne (Chair), Andy Butcher, Aga Cahn, Steve Carrington, Marian Cleaver, Walter Davey, Ashley Gordon, Ros Hathorn, Brian Ing, David Jenkins, Simon Jocelyn, Chris Jones, Geoff Moore, Yvonne Murray, Pene Nudds, Oliver Sellen Dist Cllrs: Martin Cahn, Steve Hunt, Pippa Heylings Clerk(s): Chelsea O'Brien; Theresa King Residents: 1	
19/132	APOLOGIES FOR ABSENCE Cllrs: Cllr Davies (personal), David Legge (personal) Cllr Stonham was absent	
19/133	DECLARATIONS OF INTEREST AND DISPENSATIONS a) Declarations of pecuniary interest from Councillors on items on the agenda – <i>none</i> b) Declarations of non-disclosable interest on the agenda – <i>Cllr Carrington, item 141.2, employee of Berrycroft</i> c) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> d) Any new requests for dispensations – <i>None</i>	
19/134	DATE(s) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net	
19/135 135.1	PUBLIC PARTICIPATION Resident of Histon addressed Council to seek views how to resolve persistent parking problem at The Green, thought to be visitors/teachers at the Junior school. Regular illegal parking on double yellow lines and access protection markings, often blocking driveways of residents. Resident advised to keep a diary of incidents and call 101 when vehicles are illegally parked. Cllrs Payne and Jenkins to meet with representatives of the Junior School to discuss options for alternative nearby parking. Resident left the meeting	DWP/ JDJ
19/136 136.1	TO APPROVE minutes of the meeting held 20th January 2020 All in favour to accept as a true record of the meeting, Chair duly signed	
19/137 137.1	MATTERS ARISING FROM PREVIOUS MEETING Action List provided to all (Appx 1), further discussion on: <u>19/123.1 Emergency Plan</u> Cllr Ing met with Clerk to draft edits required to the Emergency Plan document. List of supplies required for emergency boxes received, for review by Office team <u>19/124.2 Local Plan Consultation</u> two additional session held in Histon & Impington facilitated by District Councillors <u>19/124.4 Doctorlink</u> Cllr Payne working with Firs House to circulate details, article to feature in Hisimp News	
19/138 138.1	TO RECEIVE REPORTS Monthly report from County and District Councillors County Council written monthly report January provided to all and accepted, covering: Full Council; Committee Meetings; Consultations; Local Matters; A14 and B1049. Additional discussion on: Council Tax increase of 1.59% approved Cambourne to Cambridge Transport Link Mayor James Palmer, now leading project Gatehouse Road deposit of top soil noted as part of works for Guided Busway	

<p>138.2</p> <p>138.3</p>	<p>Improvements. Options for future use of land discussed, noting in current ownership of CCC General Purposes Committee to implement no car zones outside two schools, clarified in the City</p> <p>District Council written monthly report January copied to all and accepted covering: Scheme of Delegation Planning Committee; Local Plan Issues & Options; Zero Carbon Grants; Community Safety Resilience Workshop; Coffee with a Cop; New Complaints Procedure; East-West Rail Route; Proposals to Upgrade South Cambridgeshire Hall; Revised Air Quality Strategy; Holocaust Memorial Day; Biosphere Reserve; Meetings</p> <p>Additional discussion on</p> <p>Scheme of Delegation legal requirement by SCDC to review scheme, amendment accepted. Consultation to seek views of Parish Councils expected, Cllr Payne highlighted action on Parish Council Planning Committee to meet with SCDC to discuss inconsistencies with planning conditions requested by other authorities and sites considered sensitive by the Parish Council</p> <p>Clerk's Report (Appx 2) copied to all and accepted.</p> <p>Cllr Murray wished to thank the efforts of Cllrs Jones, Nudds and the Assistant Groundsman dealing with storm damage out-of-hours including the Tree in The Copse, in the ownership of Histon Football Club that fell and partially blocked the B1049 and damaged the highway barrier. Cllr Carrington to enquire with Holding Company about future of the site and concerns regarding health of some of the trees</p> <p>Manor Park Cambridge Water will be undertaking investigative work 19th February, machinery and pump expected on-site</p> <p>Chairs Report (Appx 3) copied to all and accepted. Additional discussion on:</p> <p>Spam Emails – Chair reminded all to check email addresses if a mail looks suspicious, happy to give advice to those who have concerns</p> <p>HI Hub now live, Chair urged all to sign up www.hihub.info/</p> <p>Local Plan Issues & Options online submission, Chair sought the views of members who had tried to submit comments. General census, difficult and long-winded with regular cyber checks to check authenticity</p> <p>Live Planning Applications to feature on HI Hub, volunteers required to post regular updates to the HI Hub team. Cllr Ing expressed interest to help when required</p>	<p>SC</p> <p>DWP/BSI</p>
<p>19/139</p> <p>139.1</p> <p>139.2</p>	<p>Working Group/Task & Finish Groups Reports</p> <p>Neighbourhood Plan written report provided to all (Appx 4), reaffirming action on all Committees to adopt NP Projects and develop plans to address them, supported and noted by all present. Cllr Jenkins thanked all that assisted with Examiner queries during his absence, final report expected later this month</p> <p>A14 Action Group written report provided to all (Appx 5) detailing species of trees to be re-planted. Thanks recorded to David Hamilton, SCDC for work to date. Cllr Hathorn confirmed triangular piece of land on B1049 will not be grassed due to maintenance issues, option for low-level planters noted. Air Quality monitor in situ on Cambridge Road currently tracking Orchard Park monitor, to be reviewed following re-instatement of 70mph</p> <p>Kings Meadow – meeting TBC</p> <p>Newsletter Editorial – next meeting due 18th February</p> <p>Drainage Working Party – flooding on High Street reported to CCC, drains to be sluiced ASAP, Cllr Jenkins to advise of flooding at the pump area and request drain to be included</p> <p>Committee Chair Reports</p> <p>Community Park Sub Committee – next meeting TBC</p> <p>Finance & Assets Committee – next meeting due 27th April 2020</p> <p>Highways Committee – meeting scheduled 11th February postponed, next meeting scheduled 14th April</p>	<p>JDJ</p>
<p>19/140</p> <p>140.1</p>	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p>Planning Committee – draft minutes 4th February provided to all electronically and accepted, next meeting due 24th February.</p> <p>Greater Cambridge Shared Planning Consultation Issues and Options for the Greater Cambridge Joint Local Plan comments due 24th February. Workshop held 12th February to finalise response.</p>	

140.2	Recreation Committee – draft minutes 10 th February provided to all electronically and accepted. Next meeting due 23 rd March	
140.3	Environment Committee – draft minutes 11 th February provided to all electronically and accepted. Next meeting due 3 rd March	
140.4	Employment Committee - draft minutes 24 th January provided to all and accepted, next meeting due 20 th February	
19/141	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 2)	
141.1	Delegated payment of accounts noted	
141.2	Approve payment of outstanding accounts Proposed Cllr Ing, seconded Cllr Jenkins all in favour agreed	
141.3	Amounts paid in noted	
141.4	Review of Finance Software Packages report provided (Appx 6) with recommendation: Upgrade current software (Quickbooks) – delegating to the Clerk and Office Manager to identify most suitable level of Quickbooks for the Parish Council Clerk and Committee Clerk to produce report with costing to Full Council for Rialtas Burial Ground and Assets Management software with the option to link to Pear Mapping Cllr Ing highlighted request of Internal Auditor to run software parallel for 3 months. Proposed Cllr Ing, seconded Cllr Carrington all in favour and agreed	Clerk/ Office Manager Clerk/ Comm Clerk
19/142	CLIMATE EMERGENCY	
142.1	Cllr Hathorn verbally updated all of two information gathering sessions held discussing: - Carbon footprint of the Community Centre, aspirations for an Energy Audit. Dist Cllr Heylings to share County Carbon Footprint - 'What are we doing' mind maps - Developing a project plan with clear deliverables - Overall goal of the Parish Council being Carbon Neutral by 2021 - Upgrade of SCDC streetlights to LED Dist Cllr Heylings informed all of collaborative community solar panel project with County Council, details to be circulated.	Dist Cllr Heylings Dist Cllr Heylings
19/143	RECENT CORRESPONDENCE	
143.1	E-Circulation File available on request	
19/144	OTHER MATTERS	
144.1	Annual Parish Meeting Arrangements Monday 11 th May 2020, to agree venue and guest speaker. Following discussion, agreed Office team to enquire at the Methodist Church Hall and St Andrews Centre. Guest speakers to have a theme of Community Support network - Friends of Histon & Impington Wellbeing Team to be asked to present, as well as PCSO Tony Martin. Office team to progress.	Clerk
144.2	Byelaws report provided to all (Appx 7) with recommendation of no changes required. Proposed Cllr Gordon, seconded Cllr Jocelyn all in favour and agreed	
144.3	Histon Feast 2020 Requests from Histon Feast: - Use of the Village Green for the Feast to host Big Band concert Friday 10 th July. - Use the Village Green for the Feast to run their bi-annual Saturday morning Feast Market 11 th July Cllr Nudds reminded Council of the suggestion to use an alternative venue for the Feast activities. All in favour and agreed to permit use of the Village Green, Cllr Nudds to contact Feast Committee to advise of other open space venues in the Villages which could be used to host events. Clerk to contact Feast Committee authorising use of the Village Green To agree to fund £25 to Litter Picking Flower Festival Display – all in favour and agreed To agree to fund up to £50 for Parish Council Flower Festival Display – all in favour and agreed	PN Clerk

<p>19/145</p> <p>145.1</p> <p>145.2</p>	<p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> <p><u>Website article:</u> No items requested</p> <p><u>Next/Future agenda:</u> A14 Monitoring Data</p>	
<p>19/146</p>	<p>Next Full Council: Histon & Impington Parish Council</p> <p>Monday 16th March 2020 7.30pm, Recreation Centre, Recreation Ground, New Road, Impington</p>	
	<p>Meeting closed: 9.20pm</p> <p>Appendix 1: Action List</p> <p>Appendix 2: Clerks Report</p> <p>Appendix 3: Chairs Report</p> <p>Appendix 4: Neighbourhood Plan</p> <p>Appendix 5: A14 Action Group</p> <p>Appendix 6 : Finance Software Review</p> <p>Appendix 7: Review of Byelaws</p>	

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