

**Minutes of the Meeting held of Histon & Impington Parish Council
Via Zoom
Monday 18th May 2020**

6 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, Pene Nudds Dist Cllrs: Martin Cahn, Steve Hunt, Pippa Heylings; Also: Theresa King, Lynda Marsh, Amelia Luck Clerk(s): Chelsea O'Brien Residents: 1 (in part) joined the meeting during item 20/016	
20/007	APOLOGIES FOR ABSENCE Cllrs: Cllr Yvonne Murray To note the resignation of Cllr Sellen with immediate effect	
20//008	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>none</i> c) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> d) Any new requests for dispensations – <i>None</i>	
20/009	DATE(s) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net	
20/010	TO NOTE – Coronavirus Act 2020	
010.1	Regulation 6(c) removes the requirement for a parish council to hold an annual meeting in May 2020	
010.2	Regulation 4 (2) carries the current appointment of chairman on until the Annual Meeting in May 2021 although councils may elect a chairman at earlier meeting should they wish to. Chairman: Denis Payne Vice Chair: Yvonne Murray Chair advised, if any Councillor wishes to bring forward that election to advise the Clerk	
20/011	PUBLIC PARTICIPATION	
011.1	No public present at this time	
20/012	TO NOTE meeting scheduled 16th March 2020 was cancelled due to COVID 19	
012.1	TO APPROVE minutes of the Extra Ordinary meeting held 24th April 2020 Proposed Cllr Ing, seconded Cllr Jones, all in favour and agreed Chair to sign minutes	
20/013	MATTERS ARISING FROM PREVIOUS MEETING	
20/13	Action List provided to all (Appx 1), including actions from postponed March meeting, noted	
20/14	TO RECEIVE REPORTS	
014.1	<u>Monthly report from County and District Councillors</u> <u>County Council</u> written monthly report April provided to all and accepted, covering: Virtual Full Council meeting in May; Committee Meetings; Local Matters. Orchard Road Tree Clearance Cllr Nudds queried if either Cty or Dist Cllrs were aware of tree removal works on Orchard Road if they were linked to Buxhall School, Cty Cllr Jenkins to raise	JDJ

014.2 014.3	<p>District Council written monthly report for April shared via screen sharing, covering: COVID 19 Response; SCDC Financial Position; Waste Collection; Restart of Planning System; Traffic & Transport; Virtual Meetings</p> <p>Precept Payment RFO confirmed second payment received, next payment at 50% due in September</p> <p>Waste Collections Green bins collected ahead of schedule, thanks noted</p> <p>Planning Consultations confusion noted to consultation period dates posted, Dist Cllr Heylings ensured a minimum of 21 days will still be enforced</p> <p>Scheme of Delegation (Planning) due to be adopted at the Full Council on Thursday (21st May)</p> <p>Council Operations Cllr Jones queried level of services at both District and County Council. Dist Cllr Heylings, confirmed measures in place for staff to work from home; Cty Cllr Jenkins, most of County Staff are working as normal where safe to do so, including Highways, some departments have been seconded to the Hub.</p> <p>Clerk's Report (Appx 2) copied to all and accepted. Cllr Davies confirmed there would be no Feast this year, Clerk to advise Whyatts Amusements</p> <p>Chairs Report (Appx 3) copied to all and accepted</p>	Clerk
20/015 015.1	<p>TO AGREE existing arrangements/appointments to remain in place until 2021 unless an earlier meeting is called to agree changes:</p> <p>Delegation arrangements to committees, sub committees, staff and other local authorities</p> <p>Terms of Reference for Committees</p> <p>Committee, Working Party and Task & Finish Membership as existing</p> <p>Proper Officer – Mrs C M O'Brien</p> <p>Responsible Financial Officer – Mrs L M Marsh</p> <p>Internal Auditor – Mr I M Parish</p> <p>With agreement of the Council, Chair grouped all the items, proposed Cllr Jenkins, seconded Cllr Jocelyn all in favour and agreed</p>	
20/016 016.1	<p>TO AGREE all existing policies and procedures to remain in place until 2021 unless an earlier meeting is called to agree changes</p> <p>Including:</p> <p>Standing Orders and Financial Regulations as approved 2019</p> <p>Histon & Impington Parish Council Policy Book as approved 2019</p> <p>Staff Handbook as approved 2018</p> <p>With agreement of the Council, Chair grouped all the items, proposed Cllr Jocelyn, seconded Cllr Jones all in favour and agreed</p> <p>1 resident joined the meeting during this item</p>	
20/017 017.1 017.2	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p>Planning Committee – draft minutes 12th May provided to all electronically and accepted, next meeting to be confirmed</p> <p>Finance Committee – draft minutes 20th April 2020 provided to all electronically and accepted, next meeting to be confirmed</p>	
20/018 018.1 018.2 018.3 018.4	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 4)</p> <p>Delegated payment of accounts noted</p> <p>Approve payment of outstanding accounts Proposed Cllr Cleaver, seconded Cllr Stonham all in favour agreed</p> <p>Amounts paid in noted</p> <p>To approve continuation of Direct debits for 2020-21 report provided to all (Appx 4). Proposed Cllr Cleaver, seconded Cllr Stonham, all in favour and agreed</p>	

018.5	To note audit arrangements 19-20 report provided to all (Appx 4) proposed Cllr Stonham, seconded Cllr Cleaver all in favour and agreed	
20/019	OTHER MATTERS	
019.1	Neighbourhood Plan Update report provided to all (Appx 5), Cllr Jenkins outlined current status concluding once with SCDC and signed off, the plan will have material weight with regards to planning consideration. Cllr Jenkins proposed agreement for Parish Council to endorse plan, seconded Cllr Ing, all in favour and agreed . Chair wished to record a vote of thanks to Cllr Jenkins and the team for leadership and work to get the plan to this stage, proposed Cllr Payne, seconded Cllr Gordon all in favour. Cllr Jenkins thanked the Parish Council for support and advice from members	
019.2	COVID 19 review of government update issued 11 th May 2020 and to agree process for re-opening of facilities at the Recreation Ground – Report provided (Appx 6) to all. Confirmation of facilities: Hard Tennis Court; MUGA; Cricket Practice Net; Bowling Green and Croquet. Community Centre, club rooms, public toilets and changing rooms to remain closed. Recreation Ground Chair, Cllr Carrington urged the Council to make a decision and plan the way and not to delegate to Committee level. Cllr Carrington expressed support for a phased re-opening to club members only with conditions, and would like to see sport being played in a safe manner. Chair suspended Standing Orders to allow resident to take part. Impington Resident and also member of the Tennis Club outlined LTA guidance/protocol which the club will follow should the courts re-open. Following the council decision, club committee would meet to discuss arrangements, confirming there will be no club session; pre-arranged bookings only; 2 per court unless the same household; singles only; ensure every player has their own equipment. Following discussion, Chair re-instated Standing Orders all agreed to a phased re-opening to club members only, subject to each club producing guidelines how they will manage bookings and ensure a safe playing environment in line with Government procedures. Parish Council urged each club to review and adapt their sporting governing body guidelines to suit the facilities provided at the Recreation Ground. All in favour and agreed . Cllrs Carrington, Payne, Recreation Manager and Head Parish Groundman to review documents and sign off if satisfied safety measures are adequate. If at any time, club or government guidance is not adhered to or staff do not feel safe, staff will close the courts at no notice.	
20/020	HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA	
020.1	Website article: Re-Opening of Sports Facilities; NHP; Continuation of Roles Next/Future agenda: None requested	
20/021	Next Full Council: Histon & Impington Parish Council Monday 15th June 2020 7.30pm, via Zoom	
	Meeting closed: 8.36pm Appendix 1: Action List Appendix 2: Clerks Report Appendix 3: Chairs Report Appendix 4: Finance/RFO Report Appendix 5: NHP Report Appendix 6 : COVID 19	