Minutes of the Meeting held of Histon & Impington Parish Council Via Zoom Monday 21st September 2020

7 Appendices attached

Full Council Minutes

Agenda No:	Present: CIIrs : Denis Payne (Chair), Andy Butcher, Aga Cahn, Marian Cleaver, Walter Davey, Neil Davies, Ashley Gordon, Ros Hathorn, Brian Ing, David Jenkins, Simon Jocelyn, Chris Jones, Claire Beressi-Jones, David Legge, Geoff Moore Yvonne Murray, Pene Nudds, Jean Venables Dist Cllr: Steve Hunt, Martin Cahn (in-part) Also: Theresa King; Clerk: Chelsea O'Brien	Action/ Power
20/055	APOLOGIES FOR ABSENCE	
	Cllrs: Edd Stonham (work)	
20//056	DECLARATIONS OF INTEREST AND DISPENSATIONS	
	 a) Declarations of pecuniary interest from Councillors on items on the agenda – none b) Declarations of non-disclosable interest on the agenda – none c) Written requests for dispensations for disclosable pecuniary interests – none d) Any new requests for dispensations – none 	
20/057	DATE(s) OF NEXT COMMITTEE MEETINGS	
	Available on website www.hisimp.net	
20/058	PUBLIC PARTICIPATION	
	None present	
20/059	TO APPROVE minutes of the meeting held 20 th July 2020 and EOM held 1 st September 2020	
059.1	All in favour and agreed Chair to duly sign both sets of minutes	
20/060	MATTERS ARISING FROM PREVIOUS MEETING	
060.1	Action List provided to all (Appx 1) Additional discussion on: Item 19/123.1 Renaming Gatehouse Road – now complete, item to be removed Item 20/043.1 Flood Plan – Item for November agenda	
20/061	TO RECEIVE REPORTS	
061.1	Monthly report from County and District Councillors County Council written monthly report for August provided to all and accepted, covering: Committee updates noting most have not met; local matters and meetings attended. Additional discussion on: COVID updates at most committee meetings had stopped, likely to be reversed	
	Mobile Library to be located at Histon Baptist Church noting temporary closure of Histon	
	Library Staff diverted into local activities and projects as a result of COVID	Cty Cllr Jenkins
	Infant School Site Cty Cllr Jenkins to enquire and report back at next meeting. July Monthly report to be circulated on email by Clerk Unitary Organisation and impact on social care	Clerk
	Land Ownership query at Hain Daniels site – Cllr Nudds queried ownership of strip of land adjacent to Home Close footpath, CCC to establish ownership. Cllr Payne advises resident also making enquiries as land registry indicated Hain Daniels. Cllr Jenkins reminded all of NHP plan submission for this site	Cty Cllr Jenkins
061.2	District Council written monthly report for August provided to all and accepted, covering: COVID 19 Testing; Planning Committee; Joint Development Control Committee; Water	



	Treatment Plant relocation consultation; Call for Sites Consultation; Crime; Anglia Fire Place redevelopment; Meeting diary Additional discussion on: Planning Committee now meeting once a month. Cllr Payne queried link to historic planning document linked to previous application at the Hain Daniel site. Dist Cllr Cahn to review, advising most likely linked to a pre-application advice application submitted Water Treatment Consultation Response Cllr Ing queried whether response was approved by SCDC Planning Committee, Dist Cllr Cahn confirmed it had not been present before Committee. Cllr Ing expressed concern no mention of Green Belt in SCDC response and disappointed the opportunity to defend core policies was missed District Council first draft to change to planning consultation – Cllr Hunt to circulate link	Dist Cllr Cahn Dist Cllr Hunt
061.3	<u>Clerk's Report</u> (Appx 2) copied to all and accepted. Additional discussion on: <u>Ornate Street Lights</u> four columns in Histon being upgraded, opportunity for Parish to retain if suitable storage location can be provided to SCDC early October. Cllr Nudds to work with Clerk on retaining columns noting previous request with SCDC was not fulfilled	PJN/ Clerk
061.4	Chairs Report (Appx 3) copied to all and accepted. Additional discussion on: Planning Committee Chair highlighted three vacancies on Planning Committee and the need for support and to build expertise for new members noting large developments and consultations in the pipeline. Need for PC to show support and have a social media presence for local consultations noting success of the Anglia Water campaign, Cllrs Jocelyn and Payne to discuss and report to Planning Committee Website more hits the last week noting boost in news items posted from staff and Councillors Dist Cllr Hunt left the meeting Training Opportunities Chair urged all to consider CAPALC training events circulated by Clerk and recommended attendance at the virtual Cambs ACRE Annual Conference	SJ/DWP
20/062	WORKING PARTY/TASK & FINISH GROUP REPORTS	
062.1	Neighbourhood Plan no update A14 Action Group no update Kings Meadow no update Newsletter Editorial no September issue planned noting content is light due to COVID. Committees advised to post project updates on the website in the meantime, Clerk to review content and look to review edition later this year noting the importance of a paper news update to all residents and not just posts on website/social media Drainage Working Party – Cllr Moore progressing plan, update at November meeting Climate Emergency – energy efficiency survey undertaken at Recreation Centre, meeting due 22 nd September to discuss recommendations and options going forward	Clerk
062.2	Highways Committee Local Highways Initiative Application 21-22, deadline for applications Sunday 27 th September. Noting number of responses received from residents, all in favour and agreed to submit an application, capping Parish contribution to £10k To Review and approve project list, report provided to all (Appx 4) with resident suggestions to date. Following discussion, agreed to delegate to Cllrs Jenkins, Davey, Murray and Committee Clerk to meet 25 th September to discuss and approve project. Agreed to delegate to Committee Clerk to review and submit final application within the deadline Parking on Pavements Consultation running until 22 nd November 2020 – to review and consider a response. Item for next agenda To Agree Committee meetings to be suspended for 12 months and all Highways Matters to be reported to Full Council to enable collaborative working with other Committees. Members of the Highways Committee expressed preference to remain as a Committee and urged a meeting to be arranged to address outstanding items. Next meeting due 6 th October. Noting Committee structure is part of the Employment Committee update, item to be addressed later in the agenda.	DJ/WD/ YM/ Comm Clerk



062.3	Finance Committee – next meeting due 26 th October 2020	
20/063	TO ACCEPT COMMITTEE REPORTS note actions and agree	
063.1	Planning Committee draft minutes 28th July, 18th August, 8th September provided to all and accepted. Next meeting due 29th September	
	3 vacancies noted	
	<u>S106 Contributions, Impington</u> request from SCDC for identification of projects if funds were to be secured	
	To Review and Approve suggested projects recommendations from both Environment and Recreation Committee Clerks provided to all (Appx 5) . All in favour and agreed to support projects submitted, Committee Clerk to advise of decisions from energy efficiency meeting scheduled 22 nd September to be included within the recommendations. Clerk to submit report to SCDC once input received	Comm Clerk/ Clerk
063.2	Environment Committee – draft minutes 15 th September 2020 provided to all and accepted. Next meeting due 17 th November 2020	
	<u>Capital Bid Request</u> Tony Hillier Sculpture Adoption, to <u>approve</u> bid request up to £5,000 paper provided to all (Appx 6) and accepted. Thanks recorded to Committee Clerk and Cllr Jones for progressing project and hosting a walkabout to view the locations prior to Full Council. Noting £5k does include contingency and likely to be less. Parish Council insurance company advice has been received and noted. Proposed Cllr Jones, seconded Cllr Payne all in favour and approved , website article to be posted in due course	
	Gatehouse Road/Glebe Way Allotment Rents Recommendation from Allotment Officer: To agree to raise annual allotment rent from September 2021 by inflation as a minimum, which is currently 1.19% to whole number (£1) making the rates £17 per plot for both sites. Proposed Cllr Nudds, seconded Cllr Jones, al in favour and approved. Committee Clerk to advise all plotholders of the increase for year 21/22	Comm Clerk
063.3	Recreation Committee – draft minutes 10 th August 2020 provided to all and accepted. Next meeting due 28 th September	
	Bonfire Burn 2020 Request to host event at Recreation Ground Event Management Plan provided to all to review (Appx 7). Cllr Davies took no part in the discussion or vote. Noting COVID level has now risen to 4, members noted the decision may be taken out of hands following expected Government guidelines changes. Proposed Cllr Butcher, seconded Cllr Cleaver majority vote in favour to approve event	
	Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public - to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting. All in favour and approved Cllr Cahn and Committee Clerk left the meeting	
063.4	Employment Committee to review and sanction recommendations of the meeting held 16 th September 2020. Noting the confidential nature, this discussion was held in a closed session.	
	 Actions agreed Flexible working arrangements and maternity leave for Clerk commencing January 2021 to February 2022. Proposed Cllr Jones, seconded Cllr Ing, all in favour Payment in lieu of holiday for RFO noting letter of resignation received. Last working day noted as 27th November 2020. Proposed Cllr Payne, seconded Davies, all in favour 	
	 Handover/training arrangements for Committee Clerk for role of RFO including increase of hours and review of scale – increase to 30 hours from 1st October, SCP 13. Noting RFO role is a 'bolt-on' to existing role. Proposed Cllr Payne, seconded Cllr Davies, all in favour, Cllr Nudds abstained Implementation of permanent contract of employment for Assistant Parish 	



002.5	Ranger/Assistant Parish Groundsman. Proposed Cllr Payne, seconded Cllr Cleaver, all in favour Offer of 12 month contract for Apprentice as Admin Assistant, 30 hours at SCP 3, proposed Cllr Payne, seconded Cllr Davies, all in favour	
063.5	Statement from Chair and Vice Chair verbal statement provided to all covering:	
	Encourage informal discussions noting imminent staff changes and reduced Committee timetable January – March 2021	
	- Highways Committee agreed the meeting scheduled 6th October to be informal with a view to discuss reporting lines and need for Committee meetings. Item for next Full Council agenda	Next agenda
	Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and the Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting. All in favour and approved	
	Chairman formally asked for an extension of 10 minutes under Standing Order 3x, all agreed	
20/064	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 8)	
064.1 064.2	To note August Finance Report, noted To note payment of accounts under delegated approval, RFO report provided to all and noted	
064.3	To approve payment of outstanding accounts due as outlined in RFO report including additional payment, proposed Cllr Ing, seconded Cllr Cleaver all in favour and approved	
064.4	To report on amounts paid in, noted	
064.5	To Review and Approve closure of Barclays Bank Account use mainly for petty cash. Proposed Cllr Murray, seconded Cllr Cleaver, all in favour and approved	
20/065	OTHER MATTERS	
065.1	<u>CAPALC Training Opportunities</u> email circulated to all, please advise the Clerk if you would like to attend any of the courses	
065.2	The Strategic Partnership Annual Conference organised by Cambs ACRE, details available from the Clerk	
20/066	HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA	
066.1	Website article: Delegated to Clerk and Chair Next/Future agenda: None requested	
20/067	Next Full Council: Histon & Impington Parish Council	
	Monday 19 th October 2020 7.30pm, via Zoom	
	Meeting closed: 9.39pm	
	Appendix 1: Action List Appendix 2: Clerks Report	
	Appendix 3: Chairs Report Appendix 4: LHI Project List	
	Appendix 5: S106 Project List Appendix 6: Capital Bid Request – Hillier Project	
	Appendix 7: Bonfire Burn Management Plan	

