

**Minutes of the Meeting held of Histon & Impington Parish Council  
Via Zoom  
Monday 21<sup>st</sup> September 2020**

**7 Appendices attached**

# Full Council Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	Present: <b>Cllrs:</b> 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	
20/055	<b>APOLOGIES FOR ABSENCE</b> Cllrs: Edd Stonham (work)	
20//056	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b> 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>	
20/057	<b>DATE(s) OF NEXT COMMITTEE MEETINGS</b> Available on website <a href="http://www.hisimp.net">www.hisimp.net</a>	
20/058	<b>PUBLIC PARTICIPATION</b> None present	
20/059	<b>TO APPROVE minutes of the meeting held 20<sup>th</sup> July 2020 and EOM held 1<sup>st</sup> September 2020</b>	
059.1	All in favour and <b>agreed</b> Chair to duly sign both sets of minutes	
20/060	<b>MATTERS ARISING FROM PREVIOUS MEETING</b>	
060.1	Action List provided to all ( <b>Appx 1</b> ) 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	<b>TO RECEIVE REPORTS</b>	
061.1	<b><u>Monthly report from County and District Councillors</u></b> <b><u>County Council</u></b> 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: <b>COVID updates</b> at most committee meetings had stopped, likely to be reversed <b>Mobile Library</b> to be located at Histon Baptist Church noting temporary closure of Histon Library <b>Staff diverted</b> into local activities and projects as a result of COVID <b>Infant School Site</b> Cty Cllr Jenkins to enquire and report back at next meeting. July Monthly report to be circulated on email by Clerk <b>Unitary Organisation</b> and impact on social care <b>Land Ownership</b> 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 Clerk
061.2	<b><u>District Council</u></b> written monthly report for August provided to all and accepted, covering: COVID 19 Testing; Planning Committee; Joint Development Control Committee; Water	Cty Cllr Jenkins

<p>061.3</p> <p>061.4</p>	<p>Treatment Plant relocation consultation; Call for Sites Consultation; Crime; Anglia Fire Place redevelopment; Meeting diary Additional discussion on: <b>Planning Committee</b> 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 <b>Water Treatment Consultation Response</b> 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 <b>District Council first draft</b> to change to planning consultation – Cllr Hunt to circulate link</p> <p><b>Clerk's Report (Appx 2)</b> copied to all and accepted. Additional discussion on: <b>Ornate Street Lights</b> 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</p> <p><b>Chairs Report (Appx 3)</b> copied to all and accepted. Additional discussion on: <b>Planning Committee</b> 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 <b>Website</b> more hits the last week noting boost in news items posted from staff and Councillors Dist Cllr Hunt left the meeting <b>Training Opportunities</b> Chair urged all to consider CAPALC training events circulated by Clerk and recommended attendance at the virtual Cambs ACRE Annual Conference</p>	<p>Dist Cllr Cahn</p> <p>Dist Cllr Hunt</p> <p>PJN/ Clerk</p> <p>SJ/DWP</p>
<p>20/062</p> <p>062.1</p> <p>062.2</p>	<p><b>WORKING PARTY/TASK &amp; FINISH GROUP REPORTS</b></p> <p><b>Neighbourhood Plan</b> no update <b>A14 Action Group</b> no update <b>Kings Meadow</b> no update <b>Newsletter Editorial</b> 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 <b>Drainage Working Party</b> – Cllr Moore progressing plan, update at November meeting <b>Climate Emergency</b> – energy efficiency survey undertaken at Recreation Centre, meeting due 22<sup>nd</sup> September to discuss recommendations and options going forward</p> <p><b>Committee Chair Reports</b></p> <p><b>Highways Committee</b> Local Highways Initiative Application 21-22, deadline for applications Sunday 27<sup>th</sup> September. Noting number of responses received from residents, all in favour and <b>agreed</b> to submit an application, capping Parish contribution to £10k</p> <p><b>To Review and approve</b> project list, report provided to all (<b>Appx 4</b>) with resident suggestions to date. Following discussion, <b>agreed</b> to delegate to Cllrs Jenkins, Davey, Murray and Committee Clerk to meet 25<sup>th</sup> September to discuss and approve project. <b>Agreed</b> to delegate to Committee Clerk to review and submit final application within the deadline</p> <p><b>Parking on Pavements Consultation</b> running until 22<sup>nd</sup> November 2020 – to <b>review</b> and <b>consider</b> a response. Item for next agenda</p> <p><b>To Agree</b> 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<sup>th</sup> October. Noting Committee structure is part of the Employment Committee update, item to be addressed later in the agenda.</p>	<p>Clerk</p> <p>DJ/WD/ YM/ Comm Clerk</p>



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