

Minutes of the Meeting held of Histon & Impington Parish Council

Via Zoom

Monday 16th November 2020

6 Appendices attached

Full Council Minutes

Agenda No:	<p>Present: Cllrs: Denis Payne (Chair), Aga Cahn, Marian Cleaver, Walter Davey, Neil Davies, Ashley Gordon, Brian Ing, David Jenkins, Simon Jocelyn, Chris Jones, Claire Beressi-Jones, David Legge, Geoff Moore, Yvonne Murray, Pene Nudds, Edd Stonham, Jean Venables Dist Cllr: Steve Hunt, Martin Cahn, Pippa Heylings Also: Theresa King, Amelia Luck, Lynda Marsh; 1 resident Clerk: Chelsea O'Brien</p> <p>Chairman welcomed all to this monumental meeting noting this would be last meeting Lynda Marsh would attend prior to her retirement at the end of November. Lynda has been with Histon & Impington Parish Council for 24 years, Chair thanked Lynda for her perseverance in ensuring Council finances were always in order and Audit and Precept processes ran smoothly. Everyone wished Lynda well in her retirement and all the best in her new adventures as a Grandparent. It was also noted this was the last scheduled meeting for the Clerk prior to Maternity leave commencing in January</p>	Action/ Power
20/081	<p>APOLOGIES FOR ABSENCE</p> <p>Cllrs: Andy Butcher (work), Ros Hathorn (personal)</p>	
20//082	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>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></p>	
20/083	<p>DATE(S) OF NEXT COMMITTEE MEETINGS</p> <p>Available on website www.hisimp.net</p>	
20/084	<p>PUBLIC PARTICIPATION</p> <p>None present</p>	
20/085	<p>TO APPROVE minutes of the meeting held 19th October 2020</p> <p>085.1 All in favour and agreed Chair to duly minutes as a true record of the meeting</p>	
20/086	<p>MATTERS ARISING FROM PREVIOUS MEETING</p> <p>086.1 Action List provided to all (Appx 1) Additional discussion on: 20/060.1 Flood Plan – deferred to February agenda 20/044.2 Establish Emergency Fund – fund now established, no applications received to date. Item to be removed from list 20/078.2 Policy Investigation Cllr Expenses – Cllr Payne reported no legal route for Parish Councils to cover child/carer expenses for Councillors to attend meetings. Item to be removed from list</p>	
20/087	<p>TO RECEIVE REPORTS</p> <p>087.1 <u>Monthly report from County and District Councillors</u> <u>County Council</u> written monthly report for October provided to all and accepted, covering: Committee Meetings and Council Matters and Local Matters. Cty Cllr Jenkins had no items to add or update on, no further questions were asked <u>District Council</u> written monthly report for October provided to all and accepted, covering: COVID Business Support; Patch Officer; School Meals; Planning Service; Local Plan Update;</p>	

<p>087.2</p> <p>087.3</p>	<p>Housing; Policing; Environmental Health; LED Lighting Upgrade; Transport; Consultation; Dates for the Diary. Noting the report was received late, District Councillors highlighted main points of interest: COVID Business Support funding for rateable businesses that have had to close due to COVID, those eligible should receive a letter; Local Plan Evidence shared on social media; Zero Carbon Study Histon, Impington and Milton largest number of responses received</p> <p>Additional discussion on: SCDC views on Metro Plans – Dist Cllr Heylings informed SCDC aims to improve co-ordination noting SCDC members on GCP Board, awaiting further information as project evolves Retro Fitting Solar Panels to new build houses – Dist Cllr Heylings clarified Local Plan has lowest requirement for renewables, up to 10% total energy consumption which means no obligation to go above. New Local Plan seeks to change this School Meals – members congratulated collaboration between Dist Cllrs, HI Community and Neil Davies on community fundraising efforts to ensure children eligible have school meals during half term Clerk’s Report (Appx 2) copied to all and accepted. Additional discussion on: Clerk highlighted staff changes and email contact details for staff and Committees they are covering from January – April. During this time, Councillors are encouraged to maximise use of Workshops with items for decision to be taken to scheduled meetings to ease the pressure on staff resources. Committee and Working Group Chairs are advised to check with the Office team prior to scheduling additional meetings during this time if staff attendance is required Clarity sought and confirmed, Councillors can take minutes at meetings if staff are not available to attend</p> <p>Chairs Report (Appx 3) copied to all and accepted. No further question on content of the report discussed During this item Cllr Legge raised concern with a recent publication from HI Hub on COVID in village schools. Cllr Legge queried whether the Parish Council should be distancing from HI Hub content. Cllr Payne clarified article was approved by HI Hub prior to review with the Schools, Foundation Heads and Cllr Jenkins confirming content was factual prior to publication. Decision is to be reviewed by HI Hub with a response due to be published. Cllr Beressi-Jones confirmed at a recent Governors meeting at IVC, dissatisfaction was expressed at the tone and stigmatism of the article. Cllr Payne to feedback detail to HI Hub for inclusion in their internal review.</p>	<p>DWP</p>
<p>20/088</p> <p>088.1</p> <p>088.2</p>	<p>WORKING PARTY/TASK & FINISH GROUP REPORTS</p> <p>Neighbourhood Plan – Referendum Version (V4) available to view on both SCDC and www.hiplan.net A14 Action Group – agreed group to be dissolved with outstanding landscaping matters to be transferred to Environment Committee Kings Meadow main contact has now moved away from Impington, no active members. Agreed group to remain in abeyance Newsletter Editorial – December edition confirmed, print slot booked 9th December Drainage Working Party – review of flood plan to be deferred to February 2021 Climate Emergency – Energy Efficiency informal meeting held 11th November. Project cost (estimates) required to be presented to Finance & Assets Committee to ensure sufficient funds can be allocated when Capital Bid Projects are received East Impington – next informal meeting due 27th November covering ecology and biodiversity. Cllr Jones reported on successful meeting with Histon Football Club and Impington Village College regarding development of sites and facilities. Cllr Nudds wished to be kept informed of meetings to ensure Environment Committee aspirations could be included within the discussions Public Art – Cllr Nudds reported on progress with Theories of Home Project with update expected at Environment Committee 17th November</p> <p>To note working Parties to submit budget requests by 27th November</p> <p>Committee Chair Reports Environment Committee informal workshop held 28th October via Zoom, next meeting</p>	

	<p>due 17th November</p> <p>1 vacancy – to elect new member. All in favour and agreed item to be delegated to Environment Committee to fulfil vacancy</p>	
20/089	<p>TO ACCEPT COMMITTEE REPORTS note actions and agree</p> <p>089.1 Planning Committee – draft minutes 20th October, 10th November provided to all and accepted. Next meeting due 1st December</p> <p>2 vacancies – to elect new members, noted</p> <p>089.2 Finance & Assets Committee – draft minutes 26th October provided to all and accepted. Next meeting due 8th December</p> <p>Capital Spend Policy – reviewed and approved by Finance & Assets Committee provided to all for information only. Members requested a further review at the next Finance & Assets Committee to ensure the policy allows for flexibility and clarity on 12 month condition for outstanding projects</p> <p>Risk Management Plan – reviewed and approved by Finance & Assets Committee, provided to all for information only</p> <p>Financial Strategy – final review by Finance & Assets Committee due at next meeting, 8th December</p> <p>089.3 Recreation Committee – draft minutes 2nd November provided to all and accepted. Informal workshop due 30th November, next Committee meeting due 25th January 2021</p> <p>Cllrs Davies and Ing declared a non-pecuniary interest as sports club representatives and abstained from the discussion and vote</p> <p>Sports Club and Facility Charges – (Appx 4) Recommendation at Recreation Committee to be sanctioned by Full Council: Proposed Cllr Jenkins, seconded Cllr Murray to increase charges by 2% in line with inflation. Error in wording on agenda noting Recreation Committee only reviewed and recommended increase on Sports Club Charges. Cllr Jones proposed a revised motion: Sport Clubs charges to increase by 2% in line with inflation – Proposed Cllr Jones, Seconded Cllr Stonham, 8 in favour, 4 against, 2 abstentions, motion carried Cllr Jenkins proposed motion as agenda: Sports Club and Facility Charges to increase by 2% in line with inflation – Proposed Cllr Jenkins, Seconded Cllr Murray, 5 in favour, 8 against, 3 abstentions – motion not carried. Motion taken to vote: Sport Clubs charges to increase by 2% in line with inflation – Proposed Cllr Jones, Seconded Cllr Stonham – 13 in favour motion carried and approved</p> <p>12 New Road to review and accept quotes for emergency structural and landscaping works required paper provided to all (Appx 5). Four contractors approached for quotes, only two have been received. Noting urgency of works, Council agreed to proceed with two quotes noting Financial Regulation 11.1ii. Proposed Cllr Ing, Seconded Cllr Stonham all in favour to accept recommendation of RFO with a total expenditure of £7066 +VAT</p> <p>HI Active Leisure and Recreation Needs project update paper provided to all. Cllr Ing verbally updated all on progress made to date and workshop due 30th November</p> <p>1 vacancy – to elect new members, noted</p> <p>089.4 Highways Committee – draft minutes 9th November provided to all and accepted. Informal workshop scheduled 3rd December, next meeting due 8th December</p>	<p>F&A Comm</p> <p>F&A Comm</p>
20/090	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 6)</p> <p>090.1 To note payment of accounts under delegated approval as outlined in RFO report provided to all, noted</p> <p>090.2 To approve payment of outstanding accounts due as outlined in RFO report including</p>	

090.3	additional payment for Ashton Legal, proposed Cllr Davies, seconded Cllr Cleaver all in favour and approved To report on amounts paid in, noted	
20/091	STAFF MATTERS	
091.1	Appointment of RFO to formally appoint Mrs T King as RFO for Histon & Impington Parish Council from 1 st December 2020. Proposed Cllr Payne, seconded Cllr Cleaver all in favour and agreed . All congratulated Mrs King on her new appointment and wished her all the best in her new role	
091.2	Transfer of Clerks Delegations to agree to transfer Clerks Delegation to RFO from January – April 2021. Proposed Cllr Payne, seconded Cllr Venables all in favour and agreed	
20/092	OTHER MATTERS	
092.1	Connections Bus minutes from AGM provided to all for information only Report from Youth Liaison Officer provided to all for information only. Cllr Jocelyn was thanked by all for attending and report	
092.2	Cambridgeshire Constabulary – Proposed Changes to Neighbourhood Policing staffing consultation - full details available here Comments to be submitted by 20 th November. To review and agree process for responding. Cllr Ing wished it noted the role of the PCSO has been of great benefit to Histon & Impington and the Parish Council in local policing matters and incidents. Cllr Ing urged the Council to respond to consultation expressing concern for the proposed cuts and impact they will have on local policing. All in favour and agreed to delegate response to Cllr Ing and Clerk	BSI/ Clerk
092.3	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 – Cllr Jenkins abstained from vote, all in favour and agreed . Resident and Dist Cllrs left the meeting for the remainder of items.	
092.4	Community Park, Milton Road Project update from Carter Jonas and review of Conditional Purchase Agreement Conditions. Email update received 16 th November circulated to all covering: <ul style="list-style-type: none"> - Dialogue with landowners to progress variation to Tripartite agreement - No specific feedback regarding Call for Sites - Aspirations to log planning application end of Q1 2021 following further community consultation Following debate, it was agreed Council to note update. Noting this was the last scheduled meeting of the year, any decision required that is time sensitive from now until January will need to be discussed at an extra ordinary meeting of Council	
092.5	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 agreed	
20/093	HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA	
093.1	Website article: Staff Changes, PCSO Consultation Next/Future agenda: None requested	
20/080	Next Full Council: Histon & Impington Parish Council Monday 18th January 2021 7.30pm, via Zoom	
	Meeting closed: 9.30pm Appendix 1: Action List	

	Appendix 2: Clerks Report Appendix 3: Chairs Report Appendix 4: Sports Club & Facility Charges Appendix 5: 12 New Road Appendix 6 : RFO Report	
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