

**Minutes of the Meeting held of Histon & Impington Parish Council
Via Zoom
Monday 19th October 2020**

6 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	Present: Cllrs: Denis Payne (Chair), Andy Butcher, Aga Cahn, Marian Cleaver, Walter Davey, Neil Davies, Ashley Gordon, Ros Hathorn, Brian Ing, David Jenkins, Chris Jones, Claire Beressi-Jones, David Legge, Geoff Moore, Yvonne Murray, Pene Nudds, Edd Stonham, Jean Venables Dist Cllr: Steve Hunt, Martin Cahn Also: Theresa King; Clerk: Chelsea O'Brien	
20/068	APOLOGIES FOR ABSENCE Cllrs: Simon Jocelyn (personal)	
20//069	DECLARATIONS OF INTEREST AND DISPENSATIONS a) Declarations of pecuniary interest from Councillors on items on the agenda – <i>Cllr Payne, item 20/077 – expenses</i> <i>Cllr Davies, item 20/077 – Payment to Histon & Impington Community (Charity Manager)</i> b) Declarations of non-disclosable interest on the agenda – <i>Cllr Stonham – item 20/077 – payment to Histon & Impington Community (Trustee)</i> <i>Cllr Murray – item 20/077 – payment to Histon & Impington Community (Trustee)</i> c) Written requests for dispensations for disclosable pecuniary interests – <i>none</i> d) Any new requests for dispensations – <i>none</i>	
20/070	DATE(s) OF NEXT COMMITTEE MEETINGS Available on website www.hisimp.net	
20/071	PUBLIC PARTICIPATION None present	
20/072	TO APPROVE minutes of the meeting held 21st September 2020 072.1 All in favour and agreed Chair to duly sign both sets of minutes	
20/073	MATTERS ARISING FROM PREVIOUS MEETING 073.1 Action List provided to all (Appx 1) Additional discussion on: Item 20/061.2 Land Ownership Hain Daniels – Cty Cllr Jenkins confirms land ownership as displayed on County Council website Item 20/061.2 Planning History SCDC Hain Daniels – Cllr Cahn confirmed documents on website formed part of previous consultation undertaken by applicant Item 20/063.2 Hiller Project – Cllr Nudds highlighted safety aspects of Hillier project and installation, installations to be in line with requirements as highlighted in playground inspections and safety concerns such as finger entrapments to be addressed prior to install.	
20/074	TO RECEIVE REPORTS 074.1 Monthly report from County and District Councillors County Council written monthly report for September provided to all and accepted, covering: Council meetings and local matters. Additional discussion on: Budgets three scenarios being discussed, all with varying levels of deficit. Noting initial discussions were based on no second peak of COVID, work is required to re-model. Deficit options include, cutting back of existing services, increase in Council Tax or use of reserves. Infant School Future meeting to be arranged to discuss options Local Highways Initiative Application for Histon & Impington Cllr Murray thanked Cty Cllr	

074.2	<p>Jenkins for attending productive meeting with Councillors to assist with finalising application. Milton Recycling Centre Cllr Payne queried current status of recycling centre and plans to make permanent and possibly extend. Cty Cllr Jenkins was not aware of plans to date</p> <p>District Council written monthly report for September provided to all and accepted, covering: Planning Committee; Full Council decisions; COVID-19; Track & Trace; Community Support Grants; LED Lighting Upgrades</p> <p>Additional discussion on: Buy to Rent Development and increase in housing allowance due to COVID has seen developers increase rent. Waterbeach to Cambridge Consultation now live Addenbrookes Train Station more information expected</p>	
074.3	<p>Clerk's Report (Appx 2) copied to all and accepted. Additional discussion on: Delegated Spend – The Copse Cllr Nudds confirmed amount was £585 Training Attended, Emergency Plan Clerk to undertake initial review and incorporate ways of working during COVID for report to Working Group to review full plan Website Accessibility Statement to be produced and published highlighting work required to update website in line with requirements SLCC Bookshop request to purchase to books for the Office, Charles Arnold Baker Version 12 and Virtual Leadership, all in favour and agreed Code of Conduct new model code has undergone review to include aspects of social media, date of publication unknown Community Room report of meeting with SCDC Business Support Office and Risk Assessment provided to all. Disappointment in report expressed, members expressed need to include re-opening of public toilets to be included in review. Agreed to delegate to Cllrs Murray and Davies working with staff to review finding and report at next Full Council meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>YM/ND/ Staff</p>
074.4	<p>Chairs Report (Appx 3) copied to all and accepted. Additional discussion on: Etheldreda Medal Cllr Murray congratulated Cllr Payne for his selfless community service in Histon & Impington for over 40 years. Well wishes from Council members were expressed. Queen's Birthday Honours Council to write and congratulate, all in favour and agreed</p>	<p>Clerk</p>
20/075	WORKING PARTY/TASK & FINISH GROUP REPORTS	
075.1	<p>Neighbourhood Plan – Referendum Version (V4) available to view on both SCDC and www.hiplan.net. Report provided to all, Cllr Jenkins emphasised need for Planning Committee to refer to policy when commenting on applications, and Committees to familiarise themselves with the relevant projects identified, especially when considering budgets</p> <p>A14 Action Group – final report from members for next agenda, outstanding landscaping actions to be transferred to Environment Committee. Air monitoring to be repeated January – March, noting monitor is following findings of nearby station</p> <p>Kings Meadow – Cllr Payne to contact group Newsletter Editorial – content continues to be an issue. Any Committee news or events please email to the Office for posting on the website Drainage Working Party – November agenda item to review Plan Climate Emergency – meeting due 20th October via Zoom to discuss energy efficiency report East Impington – meeting held 7th October. Cllr Payne verbally reported on useful presentation to Trinity/Chivers, highlighting:</p> <ul style="list-style-type: none"> - Artist impressions on website - Expert advisor on Community Park yet to be engaged - Anglia water acknowledge opportunity for site to benefit from other uses <p>Public Art – no update</p>	<p>Plg Comm All Comm</p> <p>SJ/Env Comm</p> <p>DWP</p>
075.2	<p>Committee Chair Reports</p> <p>Highways Committee Local Highways Initiative Application 21-22 application submitted to enhance the commercial core of Histon & Impington (High Street, between and including Park Lane and Glebe Lane/B1049) noted. Thanks recorded to Cllrs Murray, Davey, Jenkins and</p>	

	<p>Committee Clerk.</p> <p><u>Parking on Pavements Consultation</u> running until 22nd November 2020. Councillors to email Highways Committee with any views prior to next meeting on 9th November. All agreed to delegate response to Highways Committee</p> <p><u>Committee Structure</u> informal meeting held 6th October, current Committee structure to remain in place, review of Terms of Reference and frequency of meetings due on the 9th November as well as election of Committee Chair</p>	
075.3	<u>Environment Committee</u> workshop scheduled 28 th October via Zoom, next meeting due 17 th November	
075.4	<u>Finance & Assets Committee</u> Next meeting due 26 th October	
075.5	<u>Employment Committee 1 vacancy</u> – to elect new member. Cllrs Beressi-Jones and Venables expressed interest. Cllr Ing proposed to accept both proposed members and delegate Employment Committee to formally make this happen at their meeting. All in favour and agreed . Terms of Reference to be amended to increase Committee membership	
20/076	TO ACCEPT COMMITTEE REPORTS note actions and agree	
076.1	<u>Planning Committee</u> – draft minutes 29 th September provided to all and accepted. Next meeting due 20 th October. Two vacancies noted, no interest expressed. Item for next agenda	Nov Agenda
076.2	<u>Recreation Committee</u> – draft minutes 28 th September 2020 provided to all and accepted. Next meeting due 2 nd November. One vacancy noted, no interest expressed. Item for next agenda	Nov Agenda
	<p><u>HI Active Leisure and Recreation Needs</u> – Project Initiation Document and Proposal Paper provided to all (Appx 4). Cllr Ing verbally briefed Council on project objectives and actions required outlining:</p> <ul style="list-style-type: none"> - Factual based survey to identify the needs of the Community not to produce recommendations - Learn new habits of the Community to enable to Council to move forward <p>To review and endorse project and to discuss options for delivery (Committee or Full Council Led). Cllrs Moore and Payne expressed the need for a community survey and not just data gathering from select sources, a document sent to every household in the village would quantify the project. Project group to revise delivery to include survey and report back at next meeting.</p> <p>To fill vacancy on project group. Cllr Cahn volunteered for vacancy, all in favour and agreed</p>	Nov Full Council
20/077	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appx 5)	
077.1	<p>Cllr Payne declared a pecuniary interest and took no part in the meeting. Cllr Murray took the Chair for this item.</p> <p>Cllr Davies declared a pecuniary interest and took no part in the meeting.</p> <p>To note payment of accounts under delegated approval, RFO report provided to all and noted</p> <p>Cllr Nudds queried payment listed for Haydens noting discrepancies on tree surveys received and order made. Cllr Nudds to arrange meeting with Haydens, payment to be deferred to Finance & Assets Committee 26th October for authorisation</p>	Cllr Nudds F&A Comm
077.2	To approve payment of outstanding accounts due as outlined in RFO report including additional payment, proposed Cllr Venables, seconded Cllr Ing all in favour and approved	
077.3	To report on amounts paid in, noted	
077.4	<u>Committee Budgets</u> request for all Committees to review Neighbourhood Plan Project list in line with budget requests for 21-22 noted	

<p>20/078</p> <p>078.1</p> <p>078.2</p>	<p>OTHER MATTERS</p> <p>Policy Review to review and adopt Policy Book, provided to all (Appx 6). All agreed to following policies be reviewed by the appropriate Committee to be sanctioned at the next appropriate Full Council meeting:</p> <ul style="list-style-type: none"> - Homefield Park – Environment - Finance Strategy – Finance & Assets - Capital Spend – Finance & Assets - Code of Conduct – noting updated version due to be released in the New Year - Social Media – Cllr conduct on social media to be included in updated Code of Conduct model, agreed to review both on release. <p>All other policies, all in favour and agreed to accept</p> <p>Cllr Hathorn queried mechanism for Councillor expenses to allow for diversity in personal circumstances, child care etc. Cllr Payne agreed to explore options and update at the next meeting</p> <p>To Agree purchase of wreath and donation for Remembrance Day Fund. All in favour and agreed that Histon & Impington Parish Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:- “to purchase wreath and include donation to total £100”</p>	<p>Cllr Payne</p> <p>S137 and S139 LGA</p>
<p>20/079</p> <p>079.1</p>	<p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> <p>Website article: No items to communicate Next/Future agenda: None requested</p>	
<p>20/080</p>	<p>Next Full Council: Histon & Impington Parish Council</p> <p>Monday 16th November 2020 7.30pm, via Zoom</p>	
	<p>Meeting closed: 9.30pm</p> <p>Appendix 1: Action List Appendix 2: Clerks Report Appendix 3: Chairs Report Appendix 4: HI Active Leisure and Recreation Needs Appendix 5: RFO Report Appendix 6 : Policy Book</p>	