

MINUTES OF ANNUAL PARISH MEETING OF IMPINGTON PARISH COUNCIL HELD MONDAY 19 MAY 2008 7.00 p.m. at ST ANDREW'S CHURCH HALL, BURGOYNES ROAD, IMPINGTON

PRESENT: Chairman Cllr D W Payne, H S Abdullah, M V Cope, C D Creasey, P D Gooden, B S Ing, V A Kelly, J Kirschner, P J Nudds, G S Payne, N Warren
Dist Cllr N S Davies; Cty Cllr D J Jenkins & M Bradney (in part); 5 Members of the public Mrs A Young Clerk

1 WELCOME BY THE CHAIRMAN

19 The Chairman welcomed all present to the 114th Annual Parish Meeting of Impington Parish

2 APOLOGIES

20 Dist Cllr Chatfield; PCSOs Cleet and Neill; Max Parish

3 MINUTES OF THE ANNUAL PARISH MEETING HELD 21 MAY 2007 and MATTERS ARISING

21.1 The Minutes had been copied to all prior to the meeting and all were AGREED to sign as a true record.

21.2 No Matters Arising

4 CHAIRMAN'S REPORT TO MARCH 2008

22 The Chairman's report was given by Cllr D W Payne and is attached as Appendix 1 to these Minutes. It would also be available on the website www.impington.net and at the Histon library or parish office.

5 PRESENTATION OF ACCOUNTS 2007 – 2008

23 An unaudited summary of accounts for the previous year had been provided to all showing a balance brought forward of £136,783 and carried forward of £134,130. All in favour, that the Chairman's report and the accounts be accepted

6 OPEN FORUM

24.1 Anti Social Behaviour Chris Creasey of Arbury Park asked how ASB had been approached in Impington and Histon. Denis Payne outlined the Neighbourhood Panel meeting process and formation of "Problem Solving Group" resulting in increased resources initially. Concerns over long term impact were raised. Mr Rob Campbell Principal IVC confirmed the college would continue to deal with young peoples education in responsibility within the community and detailed the role of the PCSO in the college and other local primary schools. Mr Campbell made it clear he and his staff took responsibility to the community very seriously. Pene Nudds detailed issues raised at recent Homefield / Hereward Resident Association meetings and work looking at landscape changes and the Enviro Volunteers trying to engage with the young people. Brian Ing felt it worth mentioning that thought into community safety at the planning stage was key

24.2 Nick Warren wished to re-iterate the comments of Cllr Orgee featuring in the Chairman's Report (Appx 1). He stated most Arbury Park residents would not recognise the fact but that he wished it recorded that Arbury Park residents should be enormously indebted and hugely grateful to Impington Councillors for the hours put in on their behalf on a whole range of issues. Denis Payne equally wished that Nick Warren's own efforts be recognised

24.3 Resident of Impington raised the problem seen with traffic lights at the A14 roundabout and asked whether a pedestrian/cyclist bridge over the A14 had been considered. Denis Payne outlined the problems encountered by County Council with the traffic lights resulting in complete replacement of wiring and controllers. It was understood some 1200 cycle movements per day used the route and he confirmed the Parish Council concurred with the concerns over risks to cyclists, including students using the route. He further described the Sec 106 negotiations for funds and the County Council's view that provision of a bridge was too impracticable and expensive, due partly to the relative elevation of the roundabout. Pressure continued to be put but without solution at present. Some other, less expensive, ideas were outlined. Nick Warren mentioned that TIF funding may be applicable if congestion charge delivered

Meeting was closed at 7.40 p.m.

MINUTES OF ANNUAL GENERAL MEETING OF IMPINGTON PARISH COUNCIL MONDAY 19 MAY 2008
COMMENCING AT 7.50 P.M., IMMEDIATELY FOLLOWING THE ANNUAL PARISH MEETING AT ST
ANDREW'S CHURCH HALL, BURGOYNES ROAD, IMPINGTON

Present: Chairman Cllr D W Payne, H S Abdullah, M V Cope, C D Creasey, P D Gooden, B S Ing, V A Kelly, J Kirschner,
P J Nudds, G S Payne, N Warren

Dist Cllrs N S Davies, M J Mason; Cty Cllrs D J Jenkins & M Bradney (in part)

Mrs A Young Clerk

Power Action

1 APOLOGIES

25 Dist Cllr Chatfield; PCSOs Cleet and Neill; Max Parish Histon Parish Council Chairman

2 DECLARATIONS OF INTEREST

26.1 All Councillors signed Declaration of acceptance of office and to check and would return Register of Interests form
within the next 28 days. **All Councillors**

26.2 Cllrs Payne and Creasey (Prejudicial interests) 14b) Own expenses and spouse

3 ELECTION OF CHAIRMAN

27 Prop Cllr G Payne, sec Cllr Kirschner, all in favour, Cllr Payne be elected Chairman. No other nominations and
AGREED. Declaration of Acceptance of Office of Chairman signed by Cllr Payne.

4 ELECTION OF PROPER OFFICERS, REPRESENTATIVES AND COMMITTEES

28.1 Vice Chairman Prop Cllr Cope that Cllr Ing be elected. Following some discussion proposed Cllr Nudds, sec Cllr
Kirschner that Cllr Ing be elected Vice-Chairman for one month, for review in June. 8 in favour, 1 abstention. Cllrs
Ing and Chairman did not vote. **June agenda**

28.2 Responsible Financial Officer and Proper Officer All in favour that Mrs Young, Clerk, be RFO and Proper Officer

28.3 Internal Auditor Finance Committee recommend re-appointment of Mr Seaton

28.4 Environment Committee/Burial Ground Committee Prop Cllr D Payne, seconded Cllr G Payne that the Burial
Ground Committee be disbanded and combined with the Environment Committee. All in favour

28.5 Environment Committee (including Burial Ground) All in favour to elect Cllrs P J Nudds, D W Payne, H S
Abdullah, M V Cope. Mr Trevor Silk and Ms Allison Conder to also sit on this Committee as co-optees

28.6 Tree Warden Allison Conder. All agreed

28.7 Playground Inspector Impington North Cllr Abdullah, Impington South Cllr N Warren. All agreed

28.8 Youth Committee (advisory body) All agreed to nominate Cllrs Abdullah, Nudds and Kelly

28.9 Planning Committee All Councillors members of the Planning Committee

28.10 Arbury Park Planning Sub Committee All agreed to elect Cllrs D W Payne, N Warren, J Kirschner, C Creasey, B
Ing, M Cope, G Payne. Committee open to all Councillors

28.11 Arbury Park Steering Group Cllr N Warren to attend where possible. Cllr Warren to draw up list of other Groups
requiring representation, deferred to June when the question of co-operation of District and County Groups with
Parish Council would be further discussed **June agenda**

28.12 Finance Committee All agreed Cllrs D W Payne, Gooden, Abdullah, Ing and Warren be elected

28.13 Employment Working Group Pending formation of Committee, agreed Cllrs Gooden and G Payne to work on
employment matters on an ad hoc basis. Cllrs Cleaver and Jones were similarly acting for Histon Parish Council

5 ELECTION OF VARIOUS COMMITTEES AND OFFICERS

29.1 Early Years Centre Governor, Malcolm Ruel (joint representative); Histon & Impington Recreation Ground
Managing Committee Cllrs P Gooden, N Warren, B S Ing elected; Highways Traffic & Transport Committee
(Histon) Cllrs D W Payne, V A Kelly, H S Abdullah stand in elected; CPALC To attend District Association
meetings and back up, Cllrs D W Payne and J Kirschner; Poorland Charity Jo Teague; Police Committee
Representative Cllrs P J Nudds and G S Payne; Representative to Day Centre Mr Colin Moore; Rep to Community
Minibus Mr G B Waters; Rep to Village Warden Scheme Cllr H S Abdullah; Health & Safety Officer: Cllr G Payne;
Parish Plan Liaison Cllrs M V Cope and B S Ing; Landfill Liaison Cllrs M V Cope and B S Ing; Joint Action Group
Liaison Cllrs D W Payne and G S Payne

With agreement of Council, Chairman brought forward item 13

13 COUNTY COUNCIL REPORTS

30.1 Cllrs Bradney and Jenkins had provided annual reports to all and Cllr Jenkins a monthly report.

30.2 Cllr Bradney up-dated Council on his appointment as portfolio holder for "Growth & Infrastructure"; appeal due 21
May on bus route for Oakington/Girton to IVC; TIF Consultation results; New Leader of Council and Chief
Executive; closure of Cottenham High Street and temporary ban on HGVs in Lambs Lane; Street Lights PFI bid

- 30.3 Cllr Jenkins up-dated Council on problems with overnight HGV parking Cambridge Road. Petition to AJC had been suggested.
- 30.4 Meeting with Histon FC regarding parking had been re-arranged
- 30.5 Cty Cllrs Jenkins and Bradney left the meeting

6 MINUTES OF MEETINGS HELD ON 21 APRIL 2008

- 31 All in favour, approved and signed as true record.

7 MATTERS ARISING FROM PREVIOUS MINUTES

- 32.1 Matters arising listed on Clerk's report (Appx 1)
- 32.2 Item 7.1 Parish Plan Cllr Ing provided Briefing note to all and invited comment. Future agenda. Rob Campbell Principal IVC had shown encouraging support in plans to involve older students

8 RECREATION GROUND MANAGEMENT COMMITTEE REPORT

- 33.1 Minutes 9 April copied for all and accepted. Further meeting due 28 May. Half Yearly meeting of Recreation Ground Committee due 18 June
- 33.2 Cllr D Payne questioned Committee representatives on bowls green watering system and pavilion temperature setting
- 33.3 Cllr Abdullah queried Childrens Play Area fencing design (not yet circulated nor ordered); identity of local cricket club mentioned (Red Lion); design of Perspex cover for clock and positioning of clock (recently vandalised)

9 PLANNING COMMITTEE REPORT

- 34.1 a) Committee Reports 6 May copied for all and accepted. Next meeting 27 May
- 34.2 14 day application: S/0482/08/F Mr S Allred, 99 Station Road – conversion of part ground floor to form self contained flat Amended “Car park layout and red line” All AGREED to **RECOMMEND APPROVAL**
- 35.1 b) Arbury Park 6 May copied for all and accepted. Next meeting due 27 May
- 35.2 POS 3 & 7 Pathway Surface Cllr Warren outlined proposals to provide alternative surface and detailed maintenance issues and aesthetics. All agreed to accept proposed use of Breedon Special Aggregates, sands and natural
- 35.3 Bus Shelter Design (Elite) Designs provided for agreement, and request for colour selection of seats etc. Cllr D Payne outlined design features and choice of roof shape. Noted No Smoking signs would be required. Understood 4 shelters to be provided by Gallaghers. All agreed to delegate decision to clerk and Cllrs Creasey, Warren and Kirschner. Cllr Warren to check sites as some concern not to be too close to school. Flat roof not a popular choice
CDC/NJW/JK
- 36 c) Northstowe Section 106 requirements – Agreed to delegate to Planning Committee. Members unsure of amount likely to be available after Guided Bus payment made. Cllr Ing outlined bids already discussed by Oakington Parish Council for allotment land and JAGs suggestion of a joint bid for drainage/traffic matters. Cllr D Payne outlined procedures for affordable housing land in Sec 106 payments affecting quality of build **Planning Committee**

10 CLERK'S REPORT

- 37 Accepted (Appx 1)

11 CHAIRMAN'S REPORT

- 38.1 Provided for all and accepted (Appx 2)
- 38.2 Item 5 Arbury Park Agreed Arbury Park report to be delegated to Cllr Warren from June **NJW**
Item 6 Newsletter published by 5 July. Cllr G Payne to edit, all items to Cllr G Payne by mid-June **All Cllrs**
Item 8 Histon Football Club Agreed to write congratulating club on their good seasons. Regarding removal of trees, Cllr Nudds reported on an agreed planting scheme now to be provided to Parish Council which sounded substantial. Following discussion on how the removal had occurred, and queries over ownership of the land, agreed to refer to Planning Committee to work with Dist Cllr Mason to look at plans for boundary claims, obtain copy of scheme and take the issue to SCDC Planning Authority for resolution **Planning Committee**

12 DISTRICT COUNCILLORS' REPORT

- 39.1 Cllr Davies outlined recent work of Arbury Park Task & Finish Group, and site visits attended. He highlighted need for a Forum for residents and Parish Council after Task & Finish Group finish their work
- 39.2 Cllr Mason also referenced the T & F Group and changes to Scrutiny Committee. Funding for resources at Arbury Park had become an issue and action being sought from developers. Powers of Scrutiny Committee debated
- 39.3 Cllr Mason outlined major Guided Busway problems seen in Histon and possible problems for Impington and Arbury Park. Queries over fencing in front of housing at Arbury Park and the Guided Busway raised

14 FINANCE

- 40.1 Cllrs D Payne and Creasey left the meeting, declaring prejudicial interests. Cllr Ing took the Chair. Confirmed payment of accounts, prop Cllr Gooden, sec Cllr G Payne, all in favour:
- | | |
|--|-----------|
| Administration M1 <u>£1,517.56</u> | £1,517.56 |
| Burial Ground: Burial Ground Expenses <u>£30.44</u> + VAT £5.33 = | £466.28 |
| H L Hutchinsons Limited Roundup Biactive <u>£53.45</u> + VAT £9.35 = | £62.80 |
- 40.2 Approved payment of outstanding accounts, prop Cllr Gooden, sec Cllr G Payne:
Arbury Park (from No 1 account, to be deducted from commuted sum expected):
Giovanna Creasey Arbury Park Community Centre contract 4 March 08 – 25 April 08 122 hours 50 minutes
@ £15 p.h. = £1,842.50 + expenses (ink, punch pockets, paper, BT calls) £53.84 + VAT £9.42 = £63.26, and BT calls £5.46. Total **£1,911.22** £1,911.22
- | | |
|--|-----------|
| D W Payne Mileage expenses Cambourne 16 April (£8), expenses for USB for office (£18.47) <u>£26.47</u> | £26.47 |
| Burial Ground Cambridge Water Company Water rates <u>£15.06</u> | £15.06 |
| NALC Local Council Review subscription <u>£13.50</u> | £13.50 |
| Histon & Impington Recreation Ground Insurance for office, 51.51% formula applies <u>£162.60</u> | £162.60 |
| PWLB Parish office 5 of 50 <u>£1,454.90</u> | £1,454.90 |
| Rospa Play area inspection <u>£60</u> + VAT £10.50 = | £70.50 |
| Buchans Landscapes Grass cutting 3 verges, 1 inner <u>£642.99</u> + VAT £112.52 = | £755.51 |
| Petty Cash Imprest account <u>£35.70</u> | £35.70 |
| PWLB Freehold loan 6 of 50 <u>£1,400.91</u> | £1,400.91 |
- Cllr Payne returned to the meeting and the Chair, with Cllr Creasey
- 40.3 Paid in: Allotment fees £30; SCDC Precept £66,500
- 40.4 **Internal Audit and Arrangements for External Audit** Internal Audit due 21/22 May. External Audit due 1 July. Statement of accounts, next agenda 16 June. **June agenda**
- 40.5 **Finance Committee** All agreed to sign minutes 9 October and Precept notes. Minutes 29 April copied to all and accepted. Cllr Abdullah to sign Asset Register **HSA**
- 40.6 **Risk Management Policy Reviewed** and signed in acceptance for review by June 2009
- 40.7 **Risk Assessment Policy Review** Cllr G Payne reviewed Risk Assessments. Accepted for further review October 2008
- 40.8 **Final Budgets** Ratified as supplied to Finance Committee 29 April
- 40.9 **Health & Safety LCAS** Cllr D W Payne to attend seminar at cost of £60 **DWP**
- 40.10 **Review of Effectiveness of Audit Notes** 1 May copied for all, together with draft letter of appointment. Proposed Cllr Ing, sec Cllr G Payne, all in favour “that Mr Ron Seaton be re-appointed for further year and letter of appointment setting out the scope, access arrangements and responsibilities in relation to fraud be forwarded”

15 ANNUAL REPORTS FROM COMMITTEES AND REPRESENTATIVES

- 41 All agreed to accept comprehensive reports

16 RECENT CORRESPONDENCE

- 42.1 Circulating file available on request: Histon Parish Council minutes and various magazines/leaflets
- 42.2 SCDC Bulletins to all; Housing Futures – views by 20 June. Dist Cllr Mason gave a brief overview of operation. Views to Clerk, possible newsletter article
- 42.3 Cambs County Council – timeframes requested from Matt Pickering for works outstanding
- 42.4 CPALC – District association agenda 5 June; EGM agenda 31 May; Councillor Training Stages I, II, and III June and July £40 per session, 3 sessions for £105; Chairmans professional training June – August Stages I and II £45 per session, both for £80. All Cllrs wishing to attend to contact clerk
- 42.5 Cambs Horizons Stakeholder event (Water Cycle Strategy for Major Growth in and around Cambridge) 2 June. Cllr Ing to attend **BSI**

17 OTHER MATTERS

- 43.1 (a) **Youth Advisory Body** Minutes 3 March copied to all and accepted. Cllr Abdullah reported on further meeting attended by Histon resident who had been surprised at amount of work put in on youth provision by Committee and Parish Council. Youth Committee to have separate stand at Feast Market
- 43.2 (b) **Feast Market Arrangements 5 July** Rota to be drawn up for attendance. Friends of Homefield Park to have separate stand. Clerk to draw up list of displays and suggested volunteers, based on Appx 1, plus Enviro Volunteers board, Northstowe walk maps
- 43.3 (c) **Community Centre Project Group** held “In Committee”

18/19 DATE & PLACE OF NEXT MEETING / FORTHCOMING MEETINGS

- 44 Next meeting due Monday 16 June 2007, 7.30 p.m. at **St Andrew's Church Hall, Burgoynes Rd, Impington**
- 45 Dates of forthcoming Committees confirmed

This part of meeting closed 10 p.m. As per standing order 67, in view of the confidential nature of business about to be transacted, any public were temporarily excluded and instructed to withdraw. Clerk invited to remain