

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room at the Recreation Ground  
7.30pm, Monday 20<sup>th</sup> March 2023**

10 Appendices attached

# Full Council Minutes

Agenda No:		Action/ Power
	<p>Present: <b>Cllrs:</b> Denis Payne (Chair), Yvonne Murray (Vice Chair), Joseph Adam, Sarah Allen, Aga Cahn, Walter Davey, Neil Davies, Christopher Hobbs, Simon Jocelyn, David Legge James Leonard, Tom McKeown, Geoff Moore, Sarah Smith, Edd Stonham, Joe Uttridge, Louise Wilbraham</p> <p><b>Clerk(s):</b> Chelsea O'Brien; Theresa King</p> <p><b>Resident(s):</b> 1</p> <p><b>Dist Cllr(s):</b> Hansraj (in part) and Cahn</p> <p><b>Cty Cllr:</b> Ros Hathorn (in part)</p>	
22/104	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies: Cllr Jennifer Crockford (personal), Andrew Butcher (work)</p>	
22/105	<p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>Cllr Payne – pecuniary interest – 22/113.2 – Director of CIC</p>	
22/106	<p><b>DATE(s) OF NEXT COMMITTEE MEETINGS</b></p> <p>Upcoming dates shared on events page of <a href="http://www.hisimp-pc.gov.uk">www.hisimp-pc.gov.uk</a> detailed under agenda item 22/111 and calendar invites emailed to all</p>	
22/107	<p><b>PUBLIC PARTICIPATION</b></p> <p>No members of public present</p>	
22/108	<p><b><u>TO APPROVE minutes of the meeting held 20<sup>th</sup> February 2023</u></b></p>	
108.1	All in favour Chair to sign as a true and accurate record of the meeting, <b>approved</b>	
22/109	<p><b><u>MATTERS ARISING</u></b></p>	
109.1	Action list provided to all ( <b>Appendix 1</b> ) and accepted. No additional discussion Cllr Adam joined the meeting	
22/110	<p><b>REPORTS TO NOTE</b></p> <p>1 resident joined the meeting during this item</p>	
110.1	<p><b><u>County Council</u></b> written monthly reports February copied to all and accepted (<b>Appendix 2</b>) covering: <b>A14 Trees Update; Consultations; County Council Budget; Teacher Strikes; Supermarket Vouchers; 20mph Speed Limit Application; Food Waste; Speedwatch.</b></p> <p>Additional discussion on: Cty Cllr Hathorn urged all to report directly to her areas of flooding to enable a collaborative approach with the District Council who are responsible for street sweeping.</p> <p><b>Potholes:</b> the village roads are currently in a very poor condition and noting the recent weather, temporary repairs have now all been washed out with rain and requiring work. Noting this is a national problem, Cllr Davies urged Council to consider inviting MP Lucy Frazer to the village to view the problem first hand, support expressed by other members and action delegated to Land Assets and Infrastructure Committee to progress. Cllr Davies noted the impact the poor road conditions are having on planned community events as it is likely the Strawberry 50 cycle ride will be cancelled due to safety. Station Road is highlighted as one of the worst roads, Local Highways Officer has visited site and has confirmed the surface is too far gone for crack sealing and has been added to the list for resurfacing, no timescale for this work is available.</p>	<b>LAI</b>

<p>110.2</p> <p>110.3</p> <p>110.4</p>	<p>Cllr Jocelyn thanked Cty Cllr Hathorn and District Councillors on the success establishing planting to commence October 2023 noting 70% of the trees originally planted as part of the A14 scheme have failed.</p> <p><b>District Councillor Report</b> written monthly report March copied to all and accepted (<b>Appendix 3</b>) covering: <b>Support for Coronation Events; Community Ownership; A14 Tree Planting; Cambridge South Station; The Meadows; District Council Budget; Fly Tipping Impington Farm; Cost of Living Support; Councillors Allowance; Guests from Ukraine; Hunters Close</b>. Additional discussion on: <b>Street sweeping</b> Dist Cllr Cahn confirmed scheduled every 3 months and would provide link to rota. Areas can be reported on the South Cambs Environmental Crime webpage. <b>Hunters Close</b> play area continues to flood. District Council cannot force the builders to undertake work on neighbouring properties or do work after project signed off. Water is obstructed from flowing freely across the site causing areas of flooding. Cllr Payne advised anyone with questions to contact him directly as he is following progress.</p> <p><b>Clerk's Report</b> written report provided to all and accepted (<b>Appendix 4</b>). Cllr Payne reminded all of the need for Committee Annual Reports with photos, Clerk to send out details.</p> <p><b>Chairman's Report</b> written report provided to all and accepted (<b>Appendix 5</b>) additional discussion on: <b>Chair Position</b> Cllr Payne reminded all this was his final full meeting as Chair following a combined period of 18 years and urged all to consider the role as the definition of Chair is very different to the role Cllr Payne undertakes. <b>Hunters Close</b> Cllr Payne added two households have unresolved complaints and this could easily happen again on another site. Cllr Jocelyn thanked Cllr Payne for his report, but wished it noted numerous acronyms within the report were not expanded upon leading to some confusion. Going forward, all reports with abbreviations are to be expanded to ensure clarity.</p> <p><b>Negative Precept</b> Cllr Legge queried the definition, Cllr Payne confirmed there have been occasions the precept is negative which means the District Council pays the householder rather collecting money via Council tax.</p> <p><b>Annual Report</b> Cllr Payne asked all Committee Chairs to get in touch with the Office for guidance on this years Annual Report</p> <p>Cty Cllr Hathorn left the meeting.</p>	<p>Clerk</p> <p>Comm Chairs</p>
<p>22/111</p> <p>111.1</p> <p>111.2</p> <p>111.3</p>	<p><b><u>To Accept Committee Reports</u></b></p> <p><b>Planning Committee</b> – draft minutes 28<sup>th</sup> February 2023 provided to all and accepted. Next meeting due 21<sup>st</sup> March</p> <p><b>To Agree and Delegate Submission of:</b> Parish Council response to Greater Cambridge Partnership Waterbeach to Cambridge 2023 Consultation. Draft response provided to all for comment. Response due Friday 24<sup>th</sup> March. Members content all comments have been captured but wished for these to be emphasised in the conclusion. Cllr Jocelyn to amend and provide final copy to the Office.</p> <p><b>To Agree:</b> How to move forward with the next version on the Histon and Impington Neighbourhood Plan. Supporting paper with suggestion from Cllr Jocelyn provided to all. Cllr Murray expressed her support for the suggestion of a Parish Council/Resident Task and Finish Group and wished to be a member. Cllr Payne put this as a recommendation to Council: to form a Council/Resident Task and Finish Group consisting of at least 1 representative from each Committee and an equal number of residents to report to Full Council and disband after the referendum of the next version of the Neighbourhood Plan. All in favour and <b>agreed</b>. Cllrs Payne, Jocelyn and Murray to work on set up and membership.</p> <p><b>Land, Assets and Infrastructure</b> draft minutes 7<sup>th</sup> March 2023 provided to all and accepted. Next meeting due 22<sup>nd</sup> May (Election of Committee Chair)</p> <p><b>Dates of upcoming Committee meetings:</b>  <b>Finance, Governance &amp; Legal</b> 17<sup>th</sup> April 2023  <b>Wellbeing, Recreation &amp; Leisure</b> 24<sup>th</sup> April 2023  <b>Nature &amp; Biodiversity</b> 28<sup>th</sup> March 2023</p>	<p>SJ</p> <p>DWP/SJ /YM</p>

<p>22/112</p> <p>112.1</p> <p>112.2</p> <p>112.3</p>	<p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appendix 6)</b></p> <p><b>To note</b> payment of accounts under delegated approval, noted</p> <p><b>To approve</b> payment of outstanding accounts due and retrospective payments for March.. Proposed Cllr Stonham, seconded Cllr Murray <b>all in favour and approved.</b> RFO noted another payment run is likely prior to end of financial year</p> <p><b>To report</b> on amounts paid in. Noted</p>	
<p>22/113</p> <p>113.1</p> <p>113.2</p>	<p><b><u>Other Matters</u></b></p> <p><b>Recreation Development Group</b> Evolving Framework Report March 2023 provided to all and accepted (<b>Appendix 7</b>) detailing the following motions for consideration: Histon &amp; Impington Parish Council agree to the following:</p> <ul style="list-style-type: none"> <li>• notes the March 2023 report from the Recreation Development Group (RDG)</li> <li>• the RDG seeking quotes from professional advisors to produce a master plan in respect of the: <ul style="list-style-type: none"> <li>➢ potential improvement of existing and the provision of new facilities as outlined in the RDG report</li> <li>➢ potential provision of a new Artificial Grass Pitch on the leased land at the Recreation Ground</li> </ul> </li> <li>• request the RDG to provide an updating report once quotes received from professional advisers so that Parish Council can make a decision to progress with an appointment</li> <li>• a continuing dialogue with CSPN project group</li> <li>• acknowledging and thanking Chivers Farm's offer in relation to the leased land at the Recreation Ground and updating on recent work of the Recreation Development Group</li> </ul> <p>Cllr Davies outlined the purpose of the report is to ensure transparency on progress within the Recreation Development Group and the proposals are for the current Recreation Ground footprint. Cllr Leonard queried the risk to Council of the development group being too close to the Science Park project, Cllr Stonham confirmed there is no risk to Council and relationship is merely keeping all parties informed of progress. Cllr Murray thanked Cllr Davies for the updating report.</p> <p>Cllr Leonard questioned what is the benefit of having an all-weather pitch at the Recreation Ground? Cllr Davies, Stonham, Hobbs and Utridge all confirmed a need has been identified by Cambridgeshire FA and the capacity for two artificial pitches within the villages, the other plus side of having this at the Recreation Ground is the full time ground staff and maintenance available from the Parish Council to ensure the pitch is always safe to use as neighbouring parishes have recently had facilities closed due to poor maintenance. Cllrs Payne and Smith requested details of phasing as outlined in the report and the need for ballpark costings to be added to Appendix 1 (draft letter to provisional advisor), Cllr Davies accepted the request and agreed to amend. Cllr Payne outlined Council needs to be aware of costings, even if just rough indicators so Council has a feel of the impact on the Precept. Cllr Davies confirmed next report to Council will include costing details. Cllr Smith requested professional advisors to also be informed of Council commitment to be 'green' and to detail the impact on the environment.</p> <p>Proposed Cllr Davies, seconded Cllr Stonham all in favour to <b>accept motion and report.</b></p> <p>Cllr Payne declared a pecuniary interest and left the meeting. Cllr Murray chaired the item.</p> <p><b>Histon &amp; Impington Communications CIC Printed Magazine</b> Parish Council to consider recommendation from working group under <b>General Power of Competence (GPC)</b>. Paper outlining process to date provided to all (<b>Appendix 8</b>)</p> <ol style="list-style-type: none"> <li>1. to make a grant of <b>£6,453.50</b> to support Histon &amp; Impington CIC establishment of a printed magazine with a minimum of 24 pages to be delivered to every household within the Parishes of Histon and Impington</li> <li>2. Council to commit to purchase 4 pages to be used for Parish Council content for one year (3 issues) within the HI Hub Magazine at a cost of <b>£3,690</b>, to be invoiced in three instalments on publication.</li> </ol>	

	<p>3. Council agrees to discontinue its publication of the Hisimp News from August 2023 after giving notice to existing providers, thus diverting staff &amp; Councillor time and Council finance.</p> <p>Cllr Murray verbally updated all on work to date on policies and testing undertaken and outlined draft policies would be presented to Finance, Governance and Legal Committee for review and will be shared on Sharepoint. Histon &amp; Impington CIC have confirmed they do not wish to enter into an SLA with the Parish Council as this is a business transaction (purchase of pages) and wished the arrangement with the Parish Council to be no different to anyone else purchasing pages.</p> <p>Cllr Smith expressed need for grant/donation process to be reviewed and consistent going forward and the definitions of grant and donation detailed within the policy. She also outlined the need for some form of contract or agreement with Histon &amp; Impington CIC which is standard practice for grant giving organisations. Cllr Moore supported the need for a contractual provision and wished it included within Motion 1 and noted all three motions are linked to the contract being mutually agreed. He also requested sight of risk management strategies as mentioned in the February meeting by Liz Hill. Monitoring and evaluation required, including sustainability and environmental impact, indicators to be included within the contract.</p> <p>Cllr Murray put the amended motion to vote:</p> <ol style="list-style-type: none"> <li>1. to make a grant of <b>£6,453.50</b> to support Histon &amp; Impington CIC establishment of a printed magazine with a minimum of 24 pages to be delivered to every household within the Parishes of Histon and Impington subject to an agreed contract</li> </ol> <p>Proposed Cllr Murray, seconded Cllr Cahn, 2 abstentions noted, majority in favour and <b>approved</b></p> <p>Motions for decision (taken collectively)</p> <p>To make a grant of <b>£6,453.50</b> to support Histon &amp; Impington CIC establishment of a printed magazine with a minimum of 24 pages to be delivered to every household within the Parishes of Histon and Impington subject to an agreed contract</p> <p>Council to commit to purchase 4 pages to be used for Parish Council content for one year (3 issues) within the HI Hub Magazine at a cost of <b>£3,690</b>, to be invoiced in three instalments on publication.</p> <p>Council agrees to discontinue its publication of the Hisimp News from August 2023 after giving notice to existing providers, thus diverting staff &amp; Councillor time and Council finance</p> <p>Proposed Cllr Murray, seconded Cllr Cahn, 2 abstentions noted, majority in favour and <b>approved</b>. Finance, Governance and Legal to oversee contract, Cllrs Wilbraham, Stonham and Murray to progress. Council noted all three motions are subject to a mutually agreed contract</p> <p><b>113.3</b> <b><u>To Approve</u></b> delegation to Clerk, RFO and Cllr Smith to review and approve best value Parish Council grass cutting contract for April 2023 – March 2027 following receipt of three quotes. Approved contractor to commence 1<sup>st</sup> April 2023. All in favour and <b>approved</b></p> <p><b>113.4</b> <b><u>Replacement Safety Surface Recreation Ground Play Area under tractor and helter skelter slide</u></b>. To review and approve quotes received. Three quotes sought, two contractors responded. Report provided to all (<b>Appendix 9</b>) with recommendation to proceed with contractor 3 £13,720.80. All in favour and <b>approved</b></p> <p><b>113.5</b> <b><u>Annual Parish Meeting Arrangements</u></b> scheduled Tuesday 9<sup>th</sup> May 2023, to <b>agree</b>: Venue and Guest Speakers. Following discussion, all <b>agreed</b> Recreation Ground Community Room, 7pm, Clerk to invite: Connections Bus; HI Friends; Age UK</p>	<p>FGL Comm</p> <p>LW/ES/ YM</p>
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113.6	<p><b>Capital Bid Request to approve</b> up to £15,000 for renovation of open space at School Hill, Histon and to delegate working group to work with Clerk and/or RFO to proceed with best value quote. Application provided to all (<b>Appendix 10</b>). Cllr Wilbraham presented slideshow outlining the aspiration for the site to become a more attractive and usable area. Health of Cherry Tree to be checked on recent tree survey, site will be low maintenance but will need to be added to the Rangers' duties. Proposed Cllr Hobbs, seconded Cllr Cahn all in favour and <b>agreed</b>.</p>	
113.7	<p><b>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.</b> All agreed, Dist Cllr Cahn left the meeting.</p>	
113.8	<p>To update Council on staff matters. Cllr Murray briefed Council on low staff moral and meetings held to date.</p>	
113.9	<p><b>Recommendation from Employment Committee:</b> To review cost of living payment to staff as discussed at Committee 14<sup>th</sup> November 2022 for payment in April payroll. <b>Confidential minutes</b> provided to all. Proposed Cllr Payne, seconded Cllr Hobbs all in favour and <b>agreed</b> to pay all staff in employment at the time of April payment date (26<sup>th</sup> April 2023)</p>	
113.10	<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 agreed</p>	
21/114	<p><b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b></p> <p><b>Website:</b> Delegated to Cllr Murray to include: Histon &amp; Impington CIC Grant; School Hill Capital Bid; Rec Development Group; GCP Waterbeach to Cambridge</p>	
21/115	<p><b>Next Full Council: Histon &amp; Impington Parish Council</b></p> <p>Monday 15<sup>th</sup> May 2023, Annual General Meeting</p>	
	<p><b>Meeting closed: 9.40pm</b></p> <p><b>Appendix 1: Action List</b>  <b>Appendix 2: County Councillors Report</b>  <b>Appendix 3: District Councillor Report</b>  <b>Appendix 4: Clerk's Report</b>  <b>Appendix 5: Chairman's Report</b>  <b>Appendix 6: RFO Report</b>  <b>Appendix 7: Recreation Development Group – Evolving Framework Report</b>  <b>Appendix 8: HI Hub CIC Funding Request</b>  <b>Appendix 9: Safety Surface Repair</b>  <b>Appendix 10: Capital Bid School Hill</b></p>	