

**NOTICE OF MEETING:** **HISTON & IMPINGTON PARISH COUNCIL**  
**TIME:** **7.30 p.m.**  
**DATE:** **Monday 15<sup>th</sup> May 2023**  
**VENUE:** **Community Room, Recreation Ground, New Road**

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting, as set out below. Members of the public and press are invited to address the Council under the Public Participation item. Advance notice of questions would be appreciated

Mrs C M O'Brien – Clerk to Histon & Impington Parish Council  
10<sup>th</sup> May 2023

MEMBERS: 19

QUORUM: 7

## **ANNUAL GENERAL MEETING AGENDA FRONT SHEET**

23/001	<b>To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office</b>  <b>To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office</b>  <b>Register of Interests to be reviewed individually</b>	<b>For decision</b>  <b>For decision</b>
23/002	<b>To receive and approve apologies for absence</b>	
23/003	<b>To receive declarations of interests and dispensations</b> - <b>To receive</b> declarations of pecuniary interest from Councillors <b>on items on the agenda</b> - <b>To receive</b> written requests for dispensations for disclosable pecuniary interests (if any) - <b>To grant</b> any new requests for dispensation as appropriate	
23/004	<b>Date (s) of next Committee Meetings</b> 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 23/015 And calendar invites emailed to all	
23/005	<b>Public Participation</b> To allow up to 15 minutes for any members of the public to address the meeting	<i>15 mins</i>
23/006	<b>To approve minutes of Meeting held 20<sup>th</sup> March 2023 - <u>attached</u></b>	<b>For decision</b>
23/007	<b>To note minutes of the Annual Parish Meetings held Tuesday 9<sup>th</sup> May 2023 - <u>attached</u></b>	<b>To note</b>
23/008	<b>Matters Arising from previous meetings – for information only</b> <b><u>Actions List attached</u></b> Any other Matters Arising to report	<i>10 mins</i> To note only

23/009	<p><b>To accept Committee Reports, to note actions</b></p> <p><b>Planning Committee</b> – draft minutes 21<sup>st</sup> March and 18<sup>th</sup> April <u>attached</u>. Next meeting due 16<sup>th</sup> May 2023 to elect Committee Chair</p> <p><b>Finance, Governance and Legal Committee</b> – draft minutes 17<sup>th</sup> April <u>attached</u> next meeting due Monday 22<sup>nd</sup> May to elect Committee Chair</p> <p><b>Wellbeing, Recreation and Leisure Committee</b> – draft minutes 24<sup>th</sup> April <u>attached</u> next meeting due Monday 22<sup>nd</sup> May to elect Committee Chair</p> <p><b>Nature &amp; Biodiversity Committee</b> – draft minutes 28<sup>th</sup> March <u>attached</u> next meeting due Monday 22<sup>nd</sup> May to elect Committee Chair</p> <p><b>Dates of upcoming Committee meetings:</b>  <b>Land, Assets and Infrastructure</b> next meeting due Monday 22<sup>nd</sup> May to elect Committee Chair</p>	<p>5 mins</p> <p><b>To note and accept as read</b></p>
23/010	<p><b>To Review and Accept</b></p> <ul style="list-style-type: none"> <li>• <b>Delegation arrangements to committees, sub committees, staff and other local authorities –attached</b></li> <li>• <b>Terms of Reference for Committees</b> – <u>attached</u> to be reviewed and accepted at relevant Committee meetings</li> </ul>	<p>5 mins</p> <p><b>For decision</b></p>
23/011	<p><b>To confirm appointment:</b></p> <p><b>Proper Officer</b> –Mrs C M O'Brien  <b>Responsible Financial Officer</b> – Mrs T King  <b>Internal Auditor</b> – Heelis and Hodge – Heather Heelis</p>	<p>5 mins</p> <p><b>For decision</b></p>
23/012	<p><b>To appoint members (<u>paper attached</u>) to serve on the under mentioned existing Committees</b></p> <ul style="list-style-type: none"> <li>• <b>Employment and Transformation</b> 5+2 ex officio – 2 vacancies</li> <li>• <b>Nature and Biodiversity</b> 6+2 ex officio – 2 vacancies</li> <li>• <b>Finance, Governance and Legal</b> 6+2 ex officio – 1 vacancy</li> <li>• <b>Land, Assets and Infrastructure</b> 6+2 ex officio</li> <li>• <b>Planning and Development Consultation</b> 8+ 2 ex officio – 3 vacancies.  <b>Recommendation to reduce member to 6+2</b></li> <li>• <b>Wellbeing, Recreation and Leisure</b> 8+2 ex officio</li> </ul> <p><b>To receive nominations for Officers:</b></p> <ul style="list-style-type: none"> <li>• Allotment</li> <li>• Rural Footpaths</li> <li>• Playground and open space Inspector</li> <li>• Tree Warden</li> <li>• County Council Highways Co-Ordinator</li> <li>• Youth Liaison</li> </ul> <p><b>To appoint members, including Convenors, to serve on the under mentioned Working Groups and Task &amp; Finish Groups as required. Alphabetically listed:</b></p> <ul style="list-style-type: none"> <li>• Youth Shelter Task &amp; Finish</li> <li>• Cambridge Science Park North (CSPN)</li> <li>• Recreation Development Group</li> <li>• Gate Access System</li> <li>• Neighbourhood Plan Review (membership yet to be agreed, 1 member of each committee + equal number of residents)</li> <li>• Security Improvements</li> </ul>	<p>20 mins</p> <p><b>For decision</b></p> <p><b>For Decision</b></p> <p><b>For decision</b></p> <p><b>For decision</b></p>

23/013	<b>To Review and Accept – (<u>Report Attached</u>)</b> <ul style="list-style-type: none"> <li>• and adopt appropriate Standing orders and financial regulations -</li> <li>• Arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses</li> <li>• Representation on or work with external bodies and arrangements for reporting back</li> <li>• Inventory of land and other assets including buildings and office equipment</li> <li>• Arrangements for insurance cover in respect of all insurable risks</li> <li>• Council's and/or staff subscriptions to other bodies</li> <li>• Council's complaints procedure</li> <li>• Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation</li> <li>• Council's policy for dealing with the press/media</li> <li>• Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence</li> </ul>	15 mins <b>For decision</b>
23/014	<b>To determine the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council; to determine scheduled dates for Committees up to the next annual meeting – <u>attached</u></b>	5 mins <b>For Decision</b>
23/015	<b>To receive Reports</b> <ul style="list-style-type: none"> <li>• <b>Annual report from Histon &amp; Impington Parish Council</b> – including Chair's Annual Report and Finance Report as presented at the Annual Parish Meetings - <u>attached</u></li> <li>• <b>Annual and/or monthly reports</b> from County and District Councillors – <u>attached</u></li> <li>• <b>Clerk's Report</b> – <u>attached</u></li> </ul>	10 mins <b>To note and accept as read</b>
23/016	<b>To Receive Finance &amp; Administration Report</b> <ul style="list-style-type: none"> <li>• To note payment of accounts under delegated approval</li> <li>• <b>To approve</b> payment of outstanding accounts due – see RFO Report <u>attached</u></li> <li>• To report on amounts paid in and other correspondence</li> <li>• To note completion of Risk Assessment Review April 2023</li> <li>• To <b>approve</b> continuation of Direct debits for 2023-24 (<u>attached</u>)</li> </ul>	10 mins  <b>For decision</b>  <b>For decision</b>
23/017	<b>To receive Recent Correspondence</b> <b>None received</b>	
23/018	<b>Other Matters</b>	10 mins
018.1	<b>Resolution: To Reconfirm Use of General Power of Competence:</b> - agreeing that Council has the required electoral mandate (2/3 of the total number of members elected) - and that the Clerk holds the Certificate in Local Council Administration, passed in October 2014	<b>For decision</b>
018.2	<b>To Review: Annual HR Retainer with Ashtons Legal covering: Employment Law and HR advice; disciplinary, grievance, sickness absence issues; helpline retainer; online portal access for template letters and documents at a cost of £1,800 +VAT</b>	<b>For decision</b>
018.3	<b>Recreation Ground Security: To agree to fund up to 10 hours per week for security provision at the Recreation Ground site. To delegate spend of up to £2000 to RFO and Clerk to engage company and make suitable arrangements for 10 week trial</b>	<b>For decision</b>

23/019	<b>How to Communicate This Meeting and To request Matters For Next Agenda</b> <b>Next Agenda:</b> To accept Annual Governance and Accountability Return; Internal Audit Report	
23/020	<b>Next scheduled Full Council: Monday 19<sup>th</sup> June 2023</b>	

**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> 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>

110.2	<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>	
110.3	<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>	Clerk
110.4	<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>	Comm Chairs
22/111	<p><b><u>To Accept Committee Reports</u></b></p>	
111.1	<p><b><u>Planning Committee</u></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>	SJ
111.2	<p><b><u>Land, Assets and Infrastructure</u></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>	DWP/SJ /YM
111.3	<p><b>Dates of upcoming Committee meetings:</b>  <b><u>Finance, Governance &amp; Legal</u></b> 17<sup>th</sup> April 2023  <b><u>Wellbeing, Recreation &amp; Leisure</u></b> 24<sup>th</sup> April 2023  <b><u>Nature &amp; Biodiversity</u></b> 28<sup>th</sup> March 2023</p>	



	<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>	FGL Comm
113.3	<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>	
113.4	<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>	
113.5	<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	LW/ES/ YM



113.6	<b><u>Capital Bid Request to approve</u></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 agreed.	
113.7	<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.	
113.8	To update Council on staff matters. Cllr Murray briefed Council on low staff moral and meetings held to date.	
113.9	<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><u>Confidential minutes</u></b> provided to all. Proposed Cllr Payne, seconded Cllr Hobbs all in favour and agreed to pay all staff in employment at the time of April payment date (26 <sup>th</sup> April 2023)	
113.10	<b><u>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.</u></b> All agreed	
21/114	<b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b>  <b><u>Website:</u></b> Delegated to Cllr Murray to include: Histon & Impington CIC Grant; School Hill Capital Bid; Rec Development Group; GCP Waterbeach to Cambridge	
21/115	<b>Next Full Council: Histon &amp; Impington Parish Council</b> Monday 15 <sup>th</sup> May 2023, Annual General Meeting	
	<b>Meeting closed: 9.40pm</b>  Appendix 1: Action List Appendix 2: County Councillors Report Appendix 3: District Councillor Report Appendix 4: Clerk's Report Appendix 5: Chairman's Report Appendix 6: RFO Report Appendix 7: Recreation Development Group – Evolving Framework Report Appendix 8: HI Hub CIC Funding Request Appendix 9: Safety Surface Repair Appendix 10: Capital Bid School Hill	

Item ref	Detail	Target Completion Date	Responsible	Status	Outcome
<b>Oct-20</b>					
20/074.3	Emergency Plan Review	Aug-23	Clerk	Awaiting Flood Plan for possible inclusion	
<b>May-22</b>					
22/009.1	Review of Committee Delegations	May 2023 for AGM	Clerk to relevant Committee	To be undertaken following adoption of Terms of Reference	
<b>Oct-22</b>					
22/062.3	Review of Neighbourhood Plan Projects - Item for January/February Committee Agenda	Jan/Feb 23	All Committees	Item for all Committee agendas	
22/065.2	Local Council Award Scheme - Office progressing Foundation Level Application	Sep-23	Office Team	Within 12 months of Council approval	
<b>Jan-23</b>					
86.3	Manorial Waste/Stir - details of Heads of Terms following a meeting with PC Solicitor	June agenda	Working Group	Update from meeting with Parish Council appointed Solicitor (Ashtons)	
<b>Mar-23</b>					
22/110.1	Invitation to MP Lucy Frazer to view poor road in the villages and impacts they are having on Community events	Apr-23	LAI/GM		
110.4	Annual Report - Action to all Chairs to produce report	Apr-23	All Comm Chairs		
113.2	Grant and Donations Policies	17th April	FGL Comm		
113.2	Histon & Impington CIC Contract	Apr-23	LW/ES/YM/FGL Comm		

## Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

<b>Agenda No:</b>	Present: Cllrs: Simon Jocelyn(Chair), Walter Davey Clerk: Amelia Luck	
P22/167 167.1	<b>APOLOGIES FOR ABSENCE</b>  Apologies received from Cllrs Payne, Murray, Crockford, Hobbs and Leonard  Cllr Cahn was absent.	
P22/168 168.1	<b>MEMBERS DECLARATIONS OF INTERESTS</b>  <b>None</b>	
P22/169 169.1	<b>PUBLIC PARTICIPATION</b>  <b>None</b>	
P22/170 170.1	<b>MINUTES OF MEETING HELD Tuesday 7<sup>th</sup> February 2023</b>  Approved	
P22/171 171.1	<b>MATTERS ARISING</b>  <b>None</b>	
P22/172 172.1	<b>TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED</b>  <a href="#"><u>23/00881/HFUL 15A Station Road, Histon</u></a> demolition of existing garage; single storey extension to side and rear; roof extension with front and rear dormers; creation of a new drive on drive off access. The meeting was not quorate however if it was quorate we would make a recommendation of <b>approval</b> . With the condition that contractor parking and deliveries are made within the curtilage and not on the highway. We also request that no skips are stored on the highway.	
172.2	<a href="#"><u>23/00686/HFUL 2 Burgoynes Farm Close, Impington</u></a> internal reconfiguration and single storey side extension into part of existing carport. The meeting was not quorate however if it was quorate we would make a recommendation of <b>refusal</b> . We believe the loss of parking would be detrimental especially as there is no on road parking within the vicinity. Noting the uniformity of the houses in this close this development would be outkeeping with the street scene. Finally, if SCDC officers are minded to approve we recommend an agreement be made with land owner/residents regarding parking and deliveries.	
172.3	<a href="#"><u>23/00753/HFUL 55 Station Road, Histon</u></a> ground and first floor rear extensions. This meeting was not quorate however if it was quorate we would make a recommendation of <b>approval</b> . however, noting this road is a primary school traffic route a transport and delivery plan would need to be produced.	
172.4	<a href="#"><u>23/00754/FUL 9 High Street, Histon</u></a> demolition of single storey workshops. Construction of a two storey rear extension. Refurbishment, re-roofing, and re-cladding of an existing two storey office block. Creation of a net zero office development with a single storey front retail unit. New hard and soft landscaping throughout. This meeting was not quorate however if it was quorate we would make no formal comment. We do, however, note concerns raised by highways and neighbour living at 19A. we request an SCDC officer acknowledges these concerns before making a final decision.	
P22/173 173.1	<b>PLANNING CORRESPONDENCE RECEIVED</b>  <b><u>None</u></b>	
P22/174 174.1	<b>HISTON &amp; IMPINGTON NEIGHBOURHOOD PLAN – Reference Points</b>  <a href="#"><u>Histon &amp; Impington Village Design Guide SPD</u></a>	For information only

P22/175 175.1	<b>OTHER MATTERS</b> <b><u>Clerks report</u></b> – written report accepted	<b>Clerk</b>
P22/176 176.1	<b>ITEMS FOR NEXT AGENDA</b> <b><u>None</u></b>	
P22/177	<b>DATE OF NEXT MEETING(S)</b> <b>18<sup>th</sup> April, 16<sup>th</sup> May 2023</b>	
	<b>Meeting Closed: 8:04pm</b>	

## Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

<b>Agenda No:</b>	Present: Cllrs: Simon Jocelyn(Chair), Walter Davey, Jennifer Crockford, James Leonard, Chris Hobbs Clerk: Amelia Luck	
P23/001 001.1	<b>APOLOGIES FOR ABSENCE</b> Apologies received from Cllrs Payne and Cahn.	
P23/002 002.1	<b>MEMBERS DECLARATIONS OF INTERESTS</b> <b>None</b>	
P23/003 003.1	<b>PUBLIC PARTICIPATION</b> 1 member of public in attendance to discuss item 172.4 of the last agenda. Member of public wished to express concerns with this development and the impact it would have on her property. She also wished for advisement on the process of planning applications. Committee clerk to email case officer for an update.	
P23/004 004.1	<b>MINUTES OF MEETING HELD Tuesday 21<sup>st</sup> March 2023</b> Approved	
P23/005 005.1	<b>MATTERS ARISING</b> <b>None</b>	
P23/006 006.1	<b>TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED</b> <a href="#"><u>23/01193/HFUL 14 Merton Road, Histon</u></a> single storey extension to rear. All agreed to make a recommendation of approval. With the conditions that contractor parking and deliveries are made within the curtilage of the property and avoiding peak traffic times.	
006.2	<a href="#"><u>23/01164/HFUL 4 Pages Close, Histon</u></a> changes to internal layout, additions and alterations to fenestration and additional rooflights. All agreed to make a recommendation of approval. With the condition that a transport plan is created due to this road being restricted and within the vicinity of a primary school.	
006.3	<a href="#"><u>23/01101/ADV 11 Shop High Street, Histon</u></a> replacement of fascia sign and installation of new side wall signage and installation of new projecting sign. All agreed to make a recommendation of approval.	
006.4	<a href="#"><u>23/01100/ADV Histon Salvation Army Church, Impington</u></a> replacement of the sign to the main church hall, replacement of existing post and plate sign and the erection of two new additional notice boards to front of church. All agreed to make a recommendation of approval.	
006.5	<a href="#"><u>23/01044/HFUL 8 Farmstead Close, Histon</u></a> single storey side and rear extension to first floor dormer extension. All agreed to make a recommendation of refusal. This is due to inadequate parking according to HIM05 of the Neighbourhood Plan which states 3 parking spaces are required and the proposed plans only demonstrate one.	
006.6	<a href="#"><u>23/00229/HFUL Shackleton House School Lane, Impington</u></a> loft conversion with rear box dormer extension, rooflights on the front elevation, demolition of existing porch, new canopy, alterations to the fenestration and associated works. All agreed to make a recommendation of approval. With the condition that construction does not block neighbouring properties access.	
P23/007 007.1	<b>PLANNING CORRESPONDENCE RECEIVED</b> <b><u>None</u></b>	

P23/008 008.1	<b>HISTON &amp; IMPINGTON NEIGHBOURHOOD PLAN – Reference Points</b> <a href="#"><u>Histon &amp; Impington Village Design Guide SPD</u></a>	For information only
P23/009 009.1	<b>OTHER MATTERS</b> <b><u>Clerks report</u></b> – written report accepted	Clerk
P23/010 010.1	<b>ITEMS FOR NEXT AGENDA</b> <b><u>None</u></b>	
P23/011	<b>DATE OF NEXT MEETING(S)</b> <b>16<sup>th</sup> May 2023</b>	
	<b>Meeting Closed: 8:33pm</b>	

**Minutes of Histon & Impington Parish Council Finance, Governance & Legal Committee**  
**Monday 17th April 2023 at 7.30pm at the Community Room at the Recreation Ground**  
**Finance, Governance & Legal Committee Minutes**

**Membership: 6 + 2**

**Quorum: 3**

**Appendices:**

<b>Agenda No:</b>	Present: <b>Cllrs</b> Edd Stonham (Chair), Yvonne Murray (Vice Chair). Denis Payne, David Legge, Neil Davies, James Leonard, Sarah Smith Clerk for the meeting: Theresa King (RFO) <b>1 vacancy</b>	
<b>F23/001</b> <b>001.1</b>	<b>To Receive Apologies for Absence</b> No apologies received.	
<b>F23/002</b> <b>002.1</b>	<b>MEMBERS DECLARATIONS OF INTEREST</b> (for items on the agenda) Cllrs Stonham declared non-pecuniary interests in item 008.1 as Trustee of HI Friends. Cllr Davies declared a pecuniary interest in item 008.1.	
<b>F23/003</b> <b>003.1</b>	<b>PUBLIC PARTICIPATION</b> No members of the public were present.	
<b>F23/004</b> <b>004.1</b>	<b>APPROVE MINUTES OF MEETING HELD 9<sup>th</sup> January 2023 (Appx 1)</b> <b>Proposed Cllr Stonham, seconded Cllr Murray, all in favour to accept</b> minutes as a true record of the meeting on 9 <sup>th</sup> January 2023. Chair to sign at a later date.	
<b>F23/005</b> <b>005.1</b>	<b>MATTERS ARISING</b> Agenda List after meeting of 9 <sup>th</sup> January 2023 circulated ( <b>Appx 2</b> ). Report noted. Cllr Smith joined the meeting. Cllr Payne observed that the dates for completion of the items had passed, RFO to refresh after this meeting.	<b>RFO</b>
<b>F23/006</b> <b>006.1</b>	<b>To receive, Review and Accept</b> <b>RFO's Report (Appendix 3) including End of Year review of Section 106 Funds and Specified Reserves (Appendix 4)</b> RFO outlined in her report the responses to questions asked at last meeting. Cllr Murray explained that Histon Football Club Holdings Limited (HFCHL) had agreed a schedule of works and therefore would not have required a tree survey at this time. Cllr Payne commented on the low interest rate on the Cambridge Building Society Account, and asked if the Unity Trust Savings Account would be a better deposit for these funds. RFO to ascertain information and bring to next meeting. Cllr Payne also enquired if all interest went into General Reserves, and whether this decision had ever been formally made, RFO to investigate.  The Reserves Balance report was noted. Cllr Leonard questioned the difference between a transfer and a spend on the report; RFO explained that transfers were always between reserves, such as a transfer of monies back into general reserves, whereas a spend would be recorded as part of the expenditure for the year.  Cllr Murray questioned whether information could be stored against the Reserves in the accounts system, and the RFO answered they could. Cllr Stonham also suggested that a Reserves Policy be set up, to define how reserves are create, and the committee were in agreement.  The RFO highlighted that some Section 106 monies had expiration dates in 2023, and that projects to spend this money should be considered. RFO to email Council to	<b>RFO</b> <b>RFO</b>

	inform them of what monies could be considered for spending for forthcoming projects.	<b>RFO</b>
<b>006.2</b>	<b>End of Year Committee Budget vs Spend interim report (Appendix 5)</b> – report noted and accepted.	
<b>006.3</b>	<b>End of year review of Capital Spend (Appendix 6)</b> – report noted and reviewed in item 007.1.	
<b>F23/007 007.1</b>	<b>Capital Projects and Spend</b> <b>To review capital budgets for 2023/24 and receive capital projects.</b>  Committee accepted report of projects already identified, and noted total cost exceeded value of budgeted capital spend. RFO to work with Chair to ascertain funding source for each project, and present report to next meeting.	<b>RFO/Chair</b>
<b>007.2</b>	<b>To agree process for funding of third-party service providers (Appendix 7)</b>  Cllr Stonham noted the need for a policy and process for entering into arrangements with partner organisations after recent funding requests, which would also cover third party service providers and general donations and funding requests. Cllr Payne suggested the draft process was too complicated for smaller projects as groups would not have available all the information required. Cllr Stonham explained that the process would be tested on existing agreed spends, in order to refine the process and check it delivers what was required, and that the Grants and Donations policy (for payments up to £500) would be included as part of this process. Cllr Stonham said he was looking at the policies of other Parish Councils as examples. Discussion followed covering the following points: <ul style="list-style-type: none"> <li>• Cllr Davies noted that this would provide a consistent level playing field for all donations, grants and funding, and asked that there be a clear definition between groups offering services such as HI Friends and those where funding needed a simpler agreement such as the HI Hib magazine request.</li> <li>• Cllr Smith noted that the Donations policy must also be amended as part of the process.</li> <li>• Cllr Stonham highlighted the process would be considered by the office team and the relevant committee.</li> <li>• The SLA would only be referred to one place for that organisation.</li> <li>• Cllr Davies questioned where the reporting and financial reporting would take place, Cllr Stonham confirmed that it would be with the relevant committee, Friends would report to Wellbeing Recreation and leisure, HIGS to Nature and Biodiversity etc.</li> <li>• Cllr Leonard questioned if it would cover tenders and contracts, Cllr Stonham explained it was more a policy for people asking the Parish Council for funding.</li> <li>• Cllr Davies said the 3-year financial forecasting might be burdensome for some groups and suggested there would need to be flexibility in what information was received.</li> </ul> <p>The committee agreed that the process should be refined, and testing take place with existing projects from all committees, and the amended process brought to the next Finance, Governance and Legal committee. After further agreement, this would then be presented to Full Council.</p>	
<b>007.3</b>	<b>To agree Capital Bid process (Appendix 8)</b> Cllr Stonham highlighted that the Capital Bid Process had been modified by previous Committees, but one document referred to in the process regarding Project Management Guidance had never been agreed, and this was the document presented to the Committee. Committee to review and feedback any comments, RFO to circulate along with Capital Bid Policy. Agreement deferred to next Agenda.	<b>Next Agenda</b>  <b>RFO/Committee</b>  <b>Next Agenda</b>
<b>F23/008 008.1</b>	<b>To approve the following payments:</b> <b>CAPALC affiliation</b> - Cllr Payne explained that as well as providing training, the	



	<p>CAPALC affiliation included NALC membership. <b>Proposed Cllr Payne, seconded Cllr Murray, all agreed to pay.</b> Cllr Murray requested a letter of thanks be sent to CAPALC for their recent support in matters, RFO to send.</p> <p><b>CONNECTIONS BUS Spring invoice – Proposed Cllr Murray, seconded Cllr Davies, all agreed to pay the invoice, but asked that the Service Level Agreement for the group be considered by the Wellbeing, Recreation and Leisure Committee.</b></p> <p><b>Gallagher Car Insurance renewal - proposed Cllr Smith, seconded Cllr Payne, all in favour to pay.</b></p> <p>Cllrs Davies and Stonham left the room.</p> <p><b>HI Friends first half of funding payment – proposed Cllr Smith, seconded Cllr Legge, all in favour to pay.</b></p> <p>Cllrs Davies and Stonham returned to the room.</p>	<p>RFO</p> <p>WRL committee</p>
<b>F23/009</b>	<b>Other Matters</b>	
<b>009.1</b>	<p><b>To discuss the creation of a central database to record projects and project leaders and agree way forward.</b></p> <p>Cllr Stonham showed two spreadsheets on the projector screen, one from himself and one from Cllr Payne, outlining suggested ways of recording projects or tasks and associated timescales and responsibilities. Cllr Payne highlighted that “who doing what by when” is not always known, and that something like his list would enable the Council to record items that may not be high priority and that might be in danger of being lost as a task. The list could then be reviewed to ascertain priorities.</p> <p>Cllr Smith said that having such a list would be useful for new committee Chairs or members as a piece of historical information. Cllr Stonham suggested that existing systems could be used to create a form that entries could be added from, and suggested this could be tested using previous Environment Committee project ideas. It would also feed into the Capital Bid and project management processes.</p> <p><b>All agreed</b> to create database of some kind and include in relevant policies. Cllr Stonham to refine and present to committee at next meeting.</p>	
<b>009.2</b>	<p><b>To approve expenditure up to £2,200 to provide planting materials for two western most bunds on the northside of The Brook (Appendix 9)</b></p> <p>The Land Assets and Infrastructure committee requested this item due to time sensitive restraints. <b>Proposed Cllr Davies, seconded Cllr Smith, all in favour and agreed.</b></p>	<b>ES</b>
<b>F23/010</b>	<b>Date of next meeting(s): 17<sup>th</sup> April 2023</b>	
<b>F23/011</b>	<b>How to Communicate 17<sup>th</sup> April 2023 FG&amp;L meeting on website</b>	
<b>011.1</b>	Chair to draft communication, highlighting refinement of processes and agreement to plant the bunds at the Brook.	
<b>011.2</b>	<b>Items for next agenda: To review scope and objectives of committee; Process for funding of third-party service providers; Capital Bid Policy Review; Review of Grant and Donations Policy; Central Database recording.</b>	
	<p><b>Meeting Closed at 9.00 p.m.</b></p> <p><b>Appendix 1: Minutes of the meeting 9<sup>th</sup> January 2022</b></p> <p><b>Appendix 2: Agenda list after 09.01.23</b></p> <p><b>Appendix 3: RFO's Report</b></p> <p><b>Appendix 4: End of year Section 106 report and Reserves Balance report</b></p> <p><b>Appendix 5: End of Year Committee Budget vs Spend interim report.</b></p> <p><b>Appendix 6: Capital Spend and projects list.</b></p>	

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## Wellbeing, Recreation & Leisure Committee Minutes

**Appendices: 6      Quorum: 3**

**RFO**

**RFO**

**Working Parties**

<b>WRL23/008</b>	<b>To receive club reports</b>	
008.1	<b>Bowls Club-</b> Andrew Grimmer expresses thanks to Steve Campin for the excellent condition of the playing surface. Andrew Grimmer also confirms that Bowls Club are struggling with numbers and Bowls Club are looking at ways to increase uptake and participation. Article to be produced for June HISIMP news – RFO to circulate submission deadlines and print dates.	<b>RFO</b>
008.2	<b>Cricket Club-</b> no representative in attendance.	
008.3	<b>Croquet Club</b> - Dave Rush expresses thanks to Steve Campin for the condition of the grounds and having the pitch prepared ready for the start of the season. Club to run open days on Sundays to encourage new members, dates provided to office. Article for June HISIMP News to be produced.	
008.4	<b>Histon Hornets-</b> Steve Carrington expresses thanks to Steve Campin and states grounds are immaculate. Histon Hornets have been trialling a coffee trailer on Saturday mornings and are looking for the committee to grant permission for the coffee trailer to be a regular facility on Saturday mornings which can be used by all users. As item is not on the agenda it cannot be decided at this meeting. RFO to ask Clerk to extend the trial. Hornets to communicate with other clubs over the availability of the trailer.	<b>RFO</b>
008.5	<b>Tennis Club-</b> no representative in attendance.  David Rush left the meeting,	
<b>WRL23/009</b>	<b>To agree to proceed with project to replace hard court surface (Appx 5)</b>	
009.1	Cllr Payne queried why Contractor 1 had been selected. RFO confirmed best value, contractors previously used, price included root barrier work and contractors had agreed ease of access.  Councillor Stonham proposed, Councillor Hobbs seconded, <b>all voted in favour</b> to accept recommendation. Delegated to RFO and Groundstaff to implement	<b>RFO/ Ground staff</b>
<b>WRL23/010</b>	<b>To review (at the request of the Tennis Club) £3.75 hourly rate for Tennis Club additional hours as approved at the 28<sup>th</sup> November 2022 meeting. Formal arrangement to be finalised on the agreement of hourly rate, to be signed by 1<sup>st</sup> May 2023 by Tennis Club (Appendix 6)</b>	
010.1	Committee discussed the paper and the draft review of charges information. Cllr Allen stated that data was needed in order to review the figures longer term and suggested that data on the throughput of members for each club needed to be considered, such as how many players are actively taking part, and what is the age and disability range. Cllr Stonham suggested that capital spend figures for future projects also needed to be considered so that longer term information could be fed into budget setting.  Councillor Davies states that he has met with the Tennis Club Chair. Tennis Club Chair agreed that Tennis Club may need to increase their charges. Councillor Davies proposes that an amendment to the motion is made and proposes a charge of £2.75 is considered. Councillor Davies proposed, Councillor Wilbraham seconded. 3 votes in favour. 3 votes against. Chair Councillor Murray has casting vote. Councillor Murray votes for Councillor Davies proposal of £2.75, 4 in favour 3 against, motion carried.  Cllr Stonham requested that it be noted that clubs cannot be allowed to go against a decision already agreed.	
<b>WRL23/011</b>	<b>To agree to review the Terms and Conditions for major sports clubs including a review of the formula for the calculation of club charges, for implementation for the 2024-2025 financial year.</b>	

011.1	<p>Councillor Murray outlined the need for the review to take into account costs and incomes from sports club and other sports facilities users. Councillor Davies stated that the original charges had been set lower to make it affordable for the clubs and their members. Cllr Payne said that the figures on the Annual Parish Meeting Finance Report showed that the income and the expenditure on the Recreation ground varied greatly. The charges needed to take into account how much the Council wanted to subsidise the groups, whilst still encouraging people to get active and fit.</p> <p>Councillor Stonham proposes. Councillor Payne seconds. <b>All in favour.</b> Delegated to staff to begin work on review and bring to next appropriate meeting.</p>	Office
WRL23/012	<p><b>To consider the role of the Committee in providing Wellbeing provision for residents</b></p> <p>012.1</p> <p>Cllr Davies suggested that the committee had not actioned very much on the wellbeing side of the committee remit, focusing mainly on the Recreation ground and its development, and that there was no current forum to discuss wellbeing. Cllr Davies also queried whether the groups who provide third party services for the Council should also be included in this discussion. Cllr Payne highlighted that the Connections Bus project is the only provider of youth services in the area, and questioned whether the committee should be including uniformed groups, in order to get all relevant parties together to include all those with an interest. Steve Carrington stated that the number of people, especially young people, looked after by Histon Hornets is colossal, whereas the Connections Bus project considers a few outside of the sporting arena.</p> <p>The committee agreed to look at the terms of reference of this committee to include wellbeing aspects. The committee also suggested undertaking a survey of young people to see what they needed or wanted re facilities in the village to gather more information, Cllr Allen to suggest contacts for arranging this.</p>	SA
WRL23/013	<p><b>Other Matters</b></p> <p>013.1</p> <p><b>Request from Land, Assets and Infrastructure Committee to agree sealed bid of £2,000 to purchase additional unused MVAS Speedwatch sign from Gamlingay Council</b></p> <p>Councillor Payne requests an amendment be made to make the figure £2,010.52. Councillor Payne proposes. Councillor Hobbs seconds. <b>All in favour.</b> Amended motion approved. RFO to progress with Clerk.</p> <p>013.2</p> <p><b>To agree to spend up to £5000 for the purchase of a new ride on mower, selection and purchase delegated to RFO and Head Groundsman (Appendix 7)</b></p> <p>Cllr Payne queried whether electric vehicles had been considered. RFO and Head Groundsman stated that these had been looked at, but there were very few brands available which were of the same power as was needed, and that many producers were not producing electric models as yet. The only model of comparison was over £12,000. RFO also explained that there was currently nowhere in the compound where a safe charging point could be installed. Councillor Hobbs proposed, Councillor Davies seconded, <b>all in favour to agree spend.</b></p> <p>013.3</p> <p><b>To receive update from Recreation Development Group (RDG)</b></p> <p>Cllr Davies verbally updated. Advisers had been contacted and two site visits with companies organised. Next meeting of RDG will consider responses at meeting on 11<sup>th</sup> May 2023.</p>	<p>RFO/ Clerk</p> <p>RFO/ Head Grounds man</p>
WRL23/014	<p><b>DATE OF NEXT MEETING : 22<sup>nd</sup> May 2023 (to elect Chair)</b></p> <p><b>Communicating the 24<sup>th</sup> April Wellbeing, Recreation and Leisure meeting;</b></p>	

	<p>Review of Charges; Terms and Conditions review; Committee focus on Wellbeing; Undertaking Youth survey.</p> <p><b>Items for next agenda:</b> Election of Committee Chair</p> <p><b>Meeting closed: 9.20pm</b></p>	
	<p><b>Appendix 1: Minutes of the meeting on 6<sup>th</sup> February 2023</b></p> <p><b>Appendix 2: Action list</b></p> <p><b>Appendix 3: Operations Report</b></p> <p><b>Appendix 4: Year End Budget vs Spend report</b></p> <p><b>Appendix 5: Hard Court surface replacement</b></p> <p><b>Appendix 6: Tennis Club fee paper</b></p> <p><b>Appendix 7: Purchase of ride on mower</b></p>	

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**Minutes of Histon & Impington Nature & Biodiversity**  
**7:30pm, Tuesday 28<sup>th</sup> March 2023**  
**Community Room, Recreation Ground, New Road, Impington**

## Nature & Biodiversity Committee Minutes

**Membership: 6 + 2 ex-officio**

**Appendices: 3**

**Quorum: 3**

<b>Agenda No:</b>	<b>Present:</b> Cllrs: Joseph Adam, Aga Cahn, Yvonne Murray, Sarah Smith, Denis Payne <b>HI Trees/HICOP:</b> Dan Mace <b>Clerk:</b> Theresa King  <b>Resident: 1</b>  <b>2 vacancies</b>	
NB22/036 036.1	<b>APOLOGIES FOR ABSENCE</b>  Apologies from Cllr McKeown. HI Sustainability - Nicole Barton	
NB22/037 037.1	<b>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</b>  None declared.	
NB22/038 038.1	<b>PUBLIC PARTICIPATION</b>  No public present	
NB22/039 039.1	<b>To Approve minutes of the meeting held 31<sup>st</sup> January 2023 (Appx 1)</b>  <b>All in favour</b> for Chair to sign as a true and accurate record of the meeting, <b>approved.</b>  <b>Cllr Adam joined the meeting</b>	
NB22/040 041.1	<b>Matters Arising</b>  Matters discussed as they occurred on the agenda.	
NB22/041 041.1  041.2	<b>To receive Reports</b>  <b>Clerks Report (Appx 2).</b> Report noted.  <b>HITrees/HICOP</b> Dan Mace gave a verbal update for both groups. <b>HICOP-</b> The wassail event had been well attended and enjoyed by all. As part of the Nature England project, HICOP had considered laying the remaining hedges at the Community Orchard, but due to delays on finalisation of the project funding it was considered to be too late in the season to undertake the work as birds were starting to nest. The project will be delayed until later in the year, with the aim to fundraise to complete the work.  <b>One member of the public joined the meeting.</b>  The pruning session at the orchard had been attended by 15 people, and all the trees pruned. Other trees at Clay Close Lane and the Burial Ground had also been pruned.  <b>HI Trees</b> – 60 trees had been replanted from donations from residents, including some grown in milk bottles. A loss of between 20% and 40% had been expected, but there was encouraging signs at the base of some trees that they may grow. The Woodland Trust had suggested that a 40% loss would be typical after the extreme weather last summer, and the Trust are running schemes to help with replanting where it had supported a project. The trees would be surveyed in summer and a decision made on the next phase of replanting. The Woodland Trust had recommended keeping the trees mulched and free of weeds, and cages had been installed around the specimen trees. The aim is for 1400 trees to have been planted when the project is complete.	

041.3	<p><b>HI Sustainability – no one present from the group.</b></p> <p><b>Standing orders were suspended by the Committee to allow the member of the public to speak.</b></p> <p>The resident had responded to a planning application on the High Street, to which she is a neighbour, with concerns including environmental and sustainability concerns, and was unsure as to which Parish Council committee this would lie under. The resident outlined some of her concerns, noting she had submitted her response to the planning application, and that she had had discussions with Cllr Jocelyn and District Cllr Martin Cahn. The resident offered to forward her comments to the committee, Clerk to distribute when received. Cllr Payne reported that the application had already been discussed by the Planning and Development committee, and that the committee had seen her response.</p> <p><b>Standing orders were reinstated.</b></p>	Clerk
NB22/042	<p><b>Project Updates and Decisions</b></p> <p><b>Review of PECT Recommendations (Appx 3).</b> Cllr Smith had extracted some possible areas of action from the PECT Energy Efficiency Review of the Pavilion, and the Clerk had added some comments for the report circulated. Items discussed were:</p> <ol style="list-style-type: none"> <li>Changing lighting to LED. Clerk to investigate further cost of changing floodlights to LED.</li> <li>Extend light sensors – Clerk to investigate suitability of rooms and corridor in which this could be use in addition to existing ones.</li> <li>and d) Ground Source or Air Source Heat Pump – the existing radiator and pipework system may not work well with heat pumps, and heat pumps can be slow to respond for heating purposes. Infrared heating is very good to use when room is being used, also heat pump versions of infrared available. Cllr Adams said he would look at the heating air con quotes to see how efficient they would be as this an issue that needs to be addressed quickly.</li> <li>Thermal blinds and film – Office team to obtain quotes. Rec Development Group to be asked to consider in their planning whether the building needs that much glass if they are looking at improving the building.</li> <li>Check seals – Clerk to investigate and obtain quotes.</li> <li>Automatic doors – consider in future.</li> <li>Solar panels – Cllr Smith to investigate further.</li> <li>Wind turbines – Cllr Adams said expensive for amount of electricity produced.</li> <li>EMS system – consider in future.</li> </ol> <p>Clerk requested Committee to send any relevant contacts of specialists in these fields to Clerk in order to provide a starting point for obtaining quotes.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Committee</p>
042.2	<p><b>Doctors Close/Nature England funding update</b> Cllr Smith updated verbally on the project. Parish Council part of project is hedge planting at Doctor's Close. Location had been changed as shrub removal would not have been possible now nesting season started. More planting done alongside existing hedge which had not performed well. Any future maintenance required to be sent to Clerk. This should be Included in a site maintenance plan for the location.</p>	Cllr Smith
042.3	<p><b>ECO Fest Funding Bid – to agree to fund up to £650 towards the staging of the ECO Fest (Appx 4)</b> Cllr Smith updated the committee on the capital bid. The event is to take place on Saturday 10<sup>th</sup> June, a festival getting together groups around various schemes then launch 30 days of action. Breakdown of bid provided. Cllr McKeown had questioned via email to Cllr Smith whether stall holders would be required to pay a fee, Cllr Smith to take back to planning group. Cllr Payne asked whether we were delivering the project or making a contribution, Cllr Smith said delivering in partnership, also cannot give money to HI Sustainability to spend as they do not have the capacity to manage a grant at the</p>	Cllr Smith



<p>042.4</p>	<p>moment. Clarification needed as to whether Parish Council can be invoiced directly for items.</p> <p>Cllr Murray proposed, Cllr Adam seconded, <b>all in favour to agree</b> Capital Bid. Cllr Smith suggested others welcomed to join planning committee, Cllr Murray and Cllr Cahn were interested.</p> <p><b>P12/Biodiversity Recovery Plan paper (Appx. 5)- to agree in principle to:</b>  <b>i) using the 2023/2024 funding allocation for an internship or consultancy project to collate and map existing data and identify gaps</b>  <b>ii) to plan a workshop once this work has been completed</b></p> <p>Cllr Smith verbally outlined the proposal, as per the paper. The Cambridgeshire and Peterborough Environmental Records Centre (CPERC) was suggested as a central point for information, but other platforms were available. Cllr Smith said that CPERC have worked with other villages to create a village interface so that lists of nature etc could be made for those villages. Entering the data would give a baseline of information and allow monitoring. Once entered, a toolkit that South Cambs District Council (SCDC) have available could be used to make a nature recovery plan.</p> <p>Cllr Payne queried whether the funding of someone to undertake the work was necessary as Histon and Impington Green Spaces (HIGS) had said they would do it, but Cllr Murray and Cllr Smith confirmed they had only offered to help with the project. Due to the amount of work involved in accessing data and mapping areas, Cllr Smith felt additional help was needed. The benefit of using the CPERC system was that this was where SCDC looked when reviewing planning applications. Cllr Smith suggested a conversation could be had with Anglia Ruskin University and other institutions to investigate whether an internship contribution could be a solution to this.</p> <p>Proposed Cllr Murray, seconded Cllr Cahn, <b>all in favour to agree.</b></p>	<p>Cllr Smith</p>
<p>042.5</p>	<p><b>Small biodiversity projects (Appx 6)</b>  Clerk had reviewed and added some comments, Cllr Smith to circulate updated document. Cllr Smith requested the committee to review the projects and send comments to whole committee, volunteering to lead on any item. To be reviewed at next meeting</p>	<p>Cllr Smith Committee Next agenda</p>
<p>042.6</p>	<p><b>Any Other updates</b>  <b>Daffodil planting</b> - site visit completed, suggestions prepared, next agenda for decision.  <b>Public Art project updates</b> – next agenda item.</p>	<p>Next agenda</p>
<p><b>NB22/043</b></p> <p>043.1</p> <p>043.2</p> <p>043.3</p>	<p><b><u>Other matters</u></b></p> <p><b>To consider relocation of existing dog waste bin from Pak Lane to Long Meadow (information in Clerk's report)</b>  The proposition was discussed by the Committee. Discussion covered:</p> <ul style="list-style-type: none"> <li>• Bins are not usually installed on private land.</li> <li>• Potential issues if bin not emptied, thereby having bags lying in the field;</li> <li>• Possible disruption to footpaths when collections take place.</li> </ul> <p>All in favour to decline request to relocate dog bin. Clerk to feedback decision to SCDC.</p> <p><b>To consider request from resident to add additional no-mow verge area at the Crescent/Villa Road junction.</b>  Clerk to investigate if any issues as County Council Highways owned land; Dan Mace confirmed he had previously met with the Highways office regarding tree planning at the site and this was approved. <b>All in favour to add to no mow verges</b>; delegated to Clerk and Chair to include in grass cutting contract.</p> <p><b>Management Plans for HI Owned Sites- to agree to develop an example for one or two sites and to prepare a motion for Full Council</b></p>	<p>Clerk</p> <p>Clerk/ Chair</p>

	<p>Cllr Smith verbally updated the Committee on suggestion. A five-year plan had been created some time ago. with broad recommendations on what should happen to Parish Council owned sites, and some sites had plans listed in the Neighbourhood Plan. Cllr Smith had spoken to Cllr Moore as Chair of Land, Assets, and Infrastructure Committee, who had confirmed there were no succinct plans for sites to include maintenance, mowing regimes, future plans etc. Cllr Smith suggested developing an example and bringing to next meeting and also getting other committees to prepare samples, and take to their relevant meetings. Cllr Payne suggested that having this accessible on our website at some point would be useful. Cllr Smith to circulate a suggested draft template, to be completed for Manor Field and Doctor's Close for this committee.</p> <p>Proposed Cllr Sith, seconded Cllr Murray, <b>all in favour and agreed.</b></p>	<b>Chair</b>
<b>NB22/044</b>  044.1	<p><b>Communicating the January 23 Nature and Biodiversity Committee Meeting and Request Matters for Next Agenda</b></p> <p><b>Communicate: 6 free trees planting with information from Dan Mace; ECO Fest Funding; Launch of P12 Biodiversity Recovery Project; Introduction of Site Management plans.</b> Delegated to Clerk and Chair.</p> <p><b>Items for Next Agenda;</b> Small Biodiversity projects update; Daffodil planting; Blue Plaque scheme update, Pat Fleet Memorial Bench project; Site management templates</p> <p><b>Meeting closed at 9 p.m.</b></p>	<b>Chair/ Clerk</b>
	<p><b>Date of next meeting – Monday May 22<sup>nd</sup>, 2023 (to elect Chair of committee)</b></p> <p><b>Appendix 1: Minutes of Meeting</b>  <b>Appendix 2: Clerk's Report</b>  <b>Appendix 3: Review of PECT Recommendations</b>  <b>Appendix 4: ECO Fest Funding Bid</b>  <b>Appendix 5: P12/Biodiversity Recovery Plan paper</b>  <b>Appendix 6: Small biodiversity projects</b></p>	

District of South Cambridgeshire



# DELEGATED POWERS

**AS ADOPTED BY HISTON & IMPINGTON PARISH COUNCIL**

## DELEGATED POWERS

Members will be advised by the Clerk **of the meeting** whether or not a particular item under discussion is within the Committee's delegated powers. The minutes will then record the decision as **"AGREED"**. If it is not, then the minutes will show the decision as **"RECOMMENDED"**, and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee Chairman is unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

### Delegation of Powers

**The Committee may spend up to its agreed delegated budget without recourse to Full Council on items or cost categories that have been budgeted. Virement can be made between cost categories if necessary. Any items that have not been budgeted for must be referred to Full Council as soon as possible.**

**Non financial matters of an urgent nature** requiring settlement before the next meeting of the Committee may be dealt with by the Chairman of the Committee at their discretion **but must be with the knowledge of the Clerk and submitted for approval or otherwise to the next meeting of that Committee.**

### Parish Clerk and RFO Delegation

**The Clerk or RFO may proceed with any project, in conjunction with the Chair of Committee once decision to proceed taken by Council or Committee**

**The Clerk or RFO may spend on any matter deemed as an emergency, up to £2,500 for that class of expenditure in the approved budget headings in any one reporting period**

## **POWERS SPECIFICALLY DELEGATED TO THE CLERK - current incumbent Chelsea O'Brien**

- 1.0 **Authorising expenditure on basic office equipment or basic supplies as required to carry out the functions of the Council e.g. PPE, litter bin liners**
- 1.1 **Authorising expenditure on items where the Council, or the appropriate Committee under delegated powers, within a budget approved by the Council, has agreed the expenditure. Clerk can proceed on orders for any agreed project and in the case of Committees may refer to Committee Chair and 1 other member between Committee meetings if appropriate**
- 1.2 **The Clerk may spend on any matter deemed as an emergency, up to £2,500 for that class of expenditure in the approved budget in any one reporting period**  
*(1.0 – 1.2 reporting to the next available meeting of any such action)*
- 1.3 **Acting as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an officer.**

- 1.1 To act as the Responsible Officer for Health and Safety
- 1.5 In conjunction with the RFO to propose a budget to the Finance, Governance and Legal Committee for the forthcoming year
- 1.6 Day to day matters in relation to the Burial Ground function, including the allocation of plots and charging of appropriate fees, in accordance with policies and decisions of the Land, Assets and Infrastructure Committee

## **POWERS SPECIFICALLY DELEGATED TO THE RFO / ACCOUNTS MANAGER – current incumbent Theresa King**

- 1.0 In conjunction with the Chairman of the Finance, Governance and Legal Committee, investing the Council's monies on condition that such monies are appropriately invested with a reputable Bank, the Post Office or a reputable building society.
- 1.1 ***Authorising expenditure on basic office equipment or wide range of basic supplies as required to carry out the functions of the Council*** e.g. PPE, seeds and fertilizers, grounds equipment parts
- 1.2 ***Authorising expenditure on items where the Council, or the appropriate Committee under delegated powers, within a budget approved by the Council, has agreed the expenditure. Clerk can proceed on orders for any agreed project***
- 1.3 May spend on any matter deemed as an emergency, up to £2,500 for that class of expenditure in the approved budget in any one reporting period
- 1.4 Has the **discretionary authority in the acceptance of all bookings and the charging of appropriate fees**
- 1.5 In conjunction with the clerk to propose a budget to the Finance, Governance and Legal Committee for the forthcoming year

## **POWERS SPECIFICALLY DELEGATED TO GROUNDSMAN – current incumbent Steve Campin**

- 1.0 In consultation with the RFO may authorise expenditure on supplies for day to day operation of recreation spaces e.g. PPE, seeds and fertilisers, machinery servicing and grounds equipment parts using authorised trade accounts

## **SUMMARY OF FINANCIAL DELEGATIONS**

### **DELEGATED POWERS**

Members will be advised by the Clerk **of the meeting** whether or not a particular item under discussion is within the Committee's delegated powers. The minutes will then record the decision as **"RESOLVED"**. If it is not, then the minutes will show the decision as **"RECOMMENDED"**, and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

### **Parish Council:**

- To approve any **payments already made for expenditure** which have been previously authorised within Standing Orders or within Financial Regulations
- To approve, prior to payment, **any other items of expenditure**.
- To consider expenditure **not within previously approved budgets**.
- To consider expenditure within a generally agreed budget but where the costs (or estimated costs) **exceed** that budget **by more than 10 per cent**.
- To consider expenditure within generally agreed budgets but **on items insufficiently clarified**.
- To **authorise the disposal of** surplus items of plant, furniture and equipment
- To consider **applications for grants within a budget previously approved by the Council**
- To approve the **virement of expenditure** between committee categories within overall approved estimates

### **Committees:**

- All Committees may spend **up to its agreed delegated budget without recourse to Full Council on items or cost categories that have been budgeted**. Virement can be made between cost categories if necessary. Any items that have **not been budgeted for** must be **referred to Full Council** as soon as possible.
- May **authorise expenditure on revenue items up to the amounts included for that class** of expenditure in the approved budget
- The Clerk or RFO may proceed with **any project, in conjunction with the Chair of Committee once decision to proceed taken by Council or Committee**
- The Clerk or RFO may spend on any matter **deemed as an emergency, up to £2,500** for that class of expenditure in the approved budget headings in any one reporting period

### **Land Assets and Infrastructure:**

- Agree the **level of charges** in respect of the Council's cemetery, allotments and any other areas within the Committee's remit
- Agree the **purchase of items of plant and equipment** within generally approved budgets where not already identified.

### **Wellbeing, Recreation and Leisure:**

- 2.1 **Approve rents and fees for persons using the facilities provided by the Council**
- 2.2 **Approve annual fees for member clubs**
- 2.3 **Approve hiring agreements**

### **Chelsea O'Brien**

- 2.4 **May authorise expenditure on basic office equipment or basic supplies as required to carry out the functions of the Council e.g. PPE, litter bin liners**
- 2.5 **May authorise expenditure on items where the Council, or the appropriate Committee under delegated powers, within a budget approved by the Council, has agreed the expenditure. Clerk can proceed on orders for any agreed project and in the case of Committees may refer to Committee Chair and 1 other member between Committee meetings if appropriate**
- 2.6 **May spend on any matter deemed as an emergency, up to £2,500 for that class of expenditure in the approved budget in any one reporting period**

### **Theresa King**

- In conjunction with the Chairman of the Finance, Governance and Legal Committee and in line with Policy, **may invest the Council's monies on condition that such monies are appropriately invested with a reputable Bank, the Post Office or a reputable building society**
- May **authorise expenditure on basic office equipment or wide range of basic supplies** as required to carry out the functions of the Council e.g. PPE, seeds and fertilizers, grounds equipment parts
- May **authorise expenditure on items where the Council, or the appropriate Committee under delegated powers, within a budget approved by the Council, has agreed the expenditure. RFO can proceed on orders for any agreed project**
- May **spend on any matter deemed as an emergency, up to £2,500 for that class of expenditure in the approved budget in any one reporting period**
- Has the **discretionary authority in the acceptance of all bookings and the charging of appropriate fees**

### **Steve Campin**

- **In consultation with the RFO may authorise expenditure on supplies for day to day operation of recreation spaces e.g. PPE, seeds and fertilisers, machinery servicing and grounds equipment parts using authorised trade accounts**

District of South Cambridgeshire



# **TERMS OF REFERENCE**

**AS ADOPTED BY HISTON & IMPINGTON PARISH COUNCIL**



# TERMS OF REFERENCE

## PUBLIC AND PRESS

Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) the Council or Committee may exclude the public or press from the meeting. A motion must be passed at the meeting to the effect that, "as publicity would be prejudicial to the public interest by reason of the {Special} {Confidential} nature of the business about to be transacted at Agenda Item... Namely... (state nature of business eg 'Discuss Clerk's Contract'), it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw."

Exclusion of the public and press must be minuted but it does not have to be on the Agenda.

The exclusion of public and press should be used prudently and the Council must be clear on the reasons for doing so.

The press and public may be excluded for the following reasons:

1. To discuss terms and condition of employment, or to discuss the conduct and dismissal of a member of staff
2. Terms and proposals and counter proposals in negotiating contracts
3. Preparation in legal proceedings
4. The early stages of a dispute
5. The early stages of agreeing tender/quotation details
6. The approval of tender/quotation details

# **PARISH COUNCIL**

## **Reporting in by**

### **Task & Finish Groups: Youth Shelter; Cambridge Science Park North**

#### **Terms of Reference**

Membership shall comprise all members of the Council.

Seven members shall constitute a quorum, so long as the total membership of the council shall not exceed 19 councillors

The Council will consider the annual Estimates of Expenditure of the Council and recommend an annual precept to be issued upon the District Council

The Council shall approve arrangements to secure the proper administration of the financial affairs of the Council under Section 151 of the Local Government Act 1972 or such other relevant legislation.

The Council shall deal with any matters not specifically referred to any other Committee of the Council.

The Council may approve any payments already made for expenditure which have been previously authorised within Standing Orders or within Financial Regulations

The Council may approve, prior to payment, any other items of expenditure.

#### **Powers**

To elect the Chairman and Vice Chairman at the beginning of the Civic year

To appoint the members of the committees.

To co-opt onto the Council new Councillors for un-contested vacancies during the term of the Council or to make arrangements for election where required

To consider expenditure not within previously approved budgets.

To consider expenditure within a generally agreed budget but where the costs (or estimated costs) exceed that budget by more than 10 per cent.

To consider expenditure within generally agreed budgets but on items insufficiently clarified.

To approve a calendar of meetings of the Council and its Committees.

To advise the Chairman on any matter relating to the execution of the functions of that office.

To authorise the disposal of surplus items of plant, furniture and equipment.

To nominate persons to represent the Council on other organisations

To ensure the Council's compliance with the provisions of the Health and Safety at Work Act.

To consider applications for grants within a budget previously approved by the Council

To authorise support for an objection to any relevant Bill during its passage through Parliament.

To approve the virement of expenditure between committee categories within overall approved estimates.

To approve the use by other organisations of the Parish Council logo.

Matters of an urgent nature requiring settlement before the next meeting of the Council, **other than financial without reference to the Financial Regulations**, may be dealt with by the Chairman and Vice Chairman at their discretion but **must be with the knowledge of the clerk** and submitted for approval or otherwise to the next meeting of the Council.

Matters may also be delegated to the appropriate Committee if the matter requires further information/consideration.

The Chairman and Vice Chairman of the Council shall be an ex-officio voting member of every Committee and Sub-committee of the Council

## **ALL COMMITTEES:**

- Non-Committee members can address the Committee, subject to the prior approval of the Chairman, on a particular item on the agenda for a period of not more than 3 minutes, but they will have no voting rights on this item
- The **quorum** necessary for the transaction of any business shall be **three**. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum then the **meeting shall be adjourned and business not transacted shall be transacted at either the next full Council meeting or the next meeting of the Committee** or on such a day as the Chairman may fix
- The Committee shall appoint a Chairman by election from members of the Committee at the first meeting in any financial year
- The Committee can co-opt and co-opted members can vote on management of land **as long as it is for items within a budget determined by the Council**

## **Notice of Meeting**

The Clerk will call a meeting of each Committee at such time as agreed by the Committee or the Committee Chairman and publish the agenda following standard Council practice.

## **Minutes of Meetings**

Every meeting of a Committee shall be minuted and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practise. Draft minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date.

## **NATURE AND BIODIVERSITY COMMITTEE**

### **Terms of Reference**

Membership shall comprise of six members of the Council + ex-officio members

The committee shall normally meet bi-monthly as per the calendar of meeting circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

### **Powers**

The Nature and Biodiversity Committee has the delegated authority to:

Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget

Arrange for production of and signing off of policies in relation to nature and biodiversity

Support the Environment Statement and continue to review, implement and develop the plan including the Public Art Strategy, Tree Policy and Sustainable Energy

Manage and maintain the public unequipped open spaces including: Ambrose Way, Clay Close Lane Pocket Park, Doctors Close Pocket Park, The Copse, The Coppice, rear of Manor Park, Homefield Park and Windmill Gardens including trees and informal open spaces in the sole ownership of the Council, and agree their usage by outside organisations

Manage other land (eg County Council verges) which the Council (on the recommendation of the Committee) accepts temporary responsibility for

Establish and maintain a regular cycle of tree inspections by properly qualified and responsible organisation, and act on those recommendations so as to manage the Council's liability

Agree the purchase of items of plant and equipment within generally approved budgets where not already identified.

Initiate new projects and monitor completion of projects

Oversee provision of dog and litter bins, refuse and litter picking issues

## **FINANCE, GOVERNANCE AND LEGAL COMMITTEE**

### **Terms of Reference**

Membership shall comprise of six members of the Council + ex-officio members

The committee shall normally meet bi-monthly as per the calendar of meeting circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

### **Powers**

Oversee all aspects of the Council's management of its financial resources

Oversee all aspects of the Council's management of its information resources

Oversee the management of the administrative processes of the Council; ensure that they are legal and effective

Authorise expenditure up to the amounts in the approved budget

Review the accounts, estimates and forecasts throughout the year

Develop the annual budget and recommend the precept

Review insurance policies and requirements

Consider financial implications of other committees

Ensure Council meets its audit requirements

Monitor spend against budget

Formulate medium and long terms financial strategies

Ensure the asset register is accurate and current

Make sure that PAYE is administered correctly

Oversee property matters

Provide financial information to committees etc

Maintain good and effective relationships with key stakeholders and external contacts (Auditors, Solicitors, SCDC, Unity Trust)

## **EMPLOYMENT AND TRANSFORMATION COMMITTEE**

### **Terms of Reference**

Membership shall comprise five members of the Council + ex-officio members

The committee shall normally meet quarterly as per the calendar of meeting circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

### **Powers**

To agree job descriptions for all staff and suitable salaries.

To oversee training opportunities for Committees, Councillors and staff

Annually to review staffing levels and make recommendations to the Parish Council now and in the future

To receive annual reports on staff review and development sessions in October of each year.

Regularly review Employment policies. Conduct an annual review of terms of employment  
December annually

Chairman and clerk delegated to authorise the advertisement of vacant posts within an agreed  
staff establishment

## **PLANNING & DEVELOPMENT COMMITTEE**

### **Terms of Reference**

Membership shall comprise of six members of the Council + ex-officio members

The Committee shall normally meet every three weeks as per the calendar of meetings circulated  
by the Clerk at the beginning of the year, as long as there is business to conduct and at such times  
as the Committee Chairman shall require

### **Powers**

The Planning & Development Committee has the delegated authority to:

Authorise expenditure on revenue items up to the amounts included for that class of expenditure in  
the approved budget

Make representations to the appropriate planning authority on applications for planning permission

Make representations in respect of appeals against the refusal of planning applications

Identify and make representations to the relevant authority in respect of enforcement action or any  
other matters considered to be breaches of planning regulations

Consider and make representations to the appropriate authorities on any planning related matter or  
document that may affect the Parish from a planning perspective

Receive and consider applications for planning permission received from the Local Planning  
Authority. Having regard to the parish map, parish amenities and other relevant considerations,  
shall make suitable recommendations to the Local Planning Authority as to whether or not planning  
permission should be granted, withheld or granted subject to certain conditions.

Receive on behalf of the Council such statutory notifications as fall within the function of Town  
Planning.

Act in respect of any other matter requiring any form of planning consideration and which is within  
the purview of the Committee and which requires some form of recommendation to the Council.

Represent Council at any Committee, Sub-committee, panel or form of another authority to support  
the Council's best interests on any matter within the remit of this Committee

# **LAND, ASSETS AND INFRASTRUCTURE COMMITTEE**

## **Terms of Reference**

Membership shall comprise of six members of the Council + ex-officio members

The Land, Assets and Infrastructure Committee shall normally meet bi monthly as per the calendar of meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

## **Powers**

The Land, Assets and Infrastructure Committee has the delegated authority to:

Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget

Monitor traffic management, parking and speeding problems within the villages

Monitor transport issues, including cyclists, Guided Busway, bus service and shelter requests

Co-ordinate with Highways Division and County Council Traffic Management

Make representation to the relevant authority in respect of highways management and maintenance i.e., roads, footpaths, cycle ways, street lighting, Gritting, bollards, street name signs and other observations from walkabouts

Contribute to a transport plan, neighbourhood plan for the villages and the creation of a more extensive cycle path network

Report matters associated with Highways projects and consultations, i.e A14, HCV, Co Op Crossing, Double Yellow line request, speed limit issues, A14 toucan and new and proposed traffic control schemes

Maintain MVAS equipment and support Community Speedwatch Team

Formulate bids for schemes such as the Local Highways Initiative Scheme, 20mph and other grant funding opportunities

Manage and maintain the public formal open spaces including: the War Memorial, Burial Ground, Glebe Way and Gatehouse Road Allotments, Village Green, High Street Car Park, Infant School Playing Field, street furniture and signs in the sole ownership of the Council

Undertake an assessment of the maintenance, remaining working life, replacement strategies and associated costs for all assets used; and the liabilities inherent in any land for which the committee is responsible.

Review annually and maintain the Asset Register

Administer both allotment sites, Glebe Way Impington, Gatehouse Road, Histon

Agree the level of charges in respect of the Council's Burial Ground, allotments and any other areas within the Committee's remit

Administer the Burial Ground, adhering to agreed Regulations, maintain all the facilities on the site and to approve applications for Exhumation Orders

Maintain and administer all aspects of the Village Green including: maintenance, signage, rails, fencing, duck viewing platform

Oversee day to day management and maintenance of assets: e.g. Crossing Keepers Hut, Village Signs, Bus Shelters, two village signs, street furniture (benches)

Oversee condition of public bridleways and rural footpaths, and report issues to County Council

Contribute to Flood Plan and oversee award drains and maintenance of the Brook

## **WELLBEING, RECREATION AND LEISURE COMMITTEE**

**Reporting in:**

**Task & Finish/Working Groups: Recreation Development Group; Gate Access System**

### **Terms of Reference**

Membership shall comprise of six members of the Council + ex-officio members

The Committee can co-opt up to four members of the major user groups (currently Histon Bowls Club, Histon Cricket Club, Histon Hornets and Histon Tennis Club). Co-opted members can vote on management of land and buildings as long as it is for items within a budget determined by the Council, but not on matters relating to financial aspects of hiring and fees of the facilities provided by the Council

Three Parish Council members shall constitute a quorum at Recreation Ground Committee meetings. The meetings will only be quorate if **three Parish Council** members are present. Co-opted members may only vote on items with budget determined by the Committee when the meeting is quorate. The number of voting club representatives must not exceed the number of Parish Council members present and able to vote at any meeting and under such circumstances no vote shall take place

If a quorum is not present when the committee meets or if during a meeting the number of Councillors present (and not debarred by reason of a declared prejudicial interest) falls below the required quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such a day as the Chairman may fix

The Committee shall normally meet bi-monthly as per the calendar of meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

### **Powers**

The Wellbeing, Recreation and Leisure Committee has the delegated authority to:

Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget

Review annually and when deemed necessary, the fees required for the hiring of the rooms and grounds in the Council's ownership



Manage and maintain the buildings and public open spaces at 12 New Road, the Recreation Ground, South Road, Manorial Waste School Hill and the Green Play Area in the sole ownership of the Council

Discuss, review and manage sporting and recreation facilities

Submit to the Council proposals for new and improved services

Approve rents and fees for persons and organisations using the facilities provided by the Council

Approve annual fees for member clubs

Approve hiring agreements

At its first meeting in the financial year plan and review the budget

DRAFT

# HISTON & IMPINGTON PARISH COUNCIL

## CURRENT COMMITTEES

### COMMITTEES

Employment and Transformation Committee <a href="mailto:employment@hisimp-pc.gov.uk">employment@hisimp-pc.gov.uk</a>	
Current Membership 5+2 Ex Officio	D Legge
	A Butcher
	S Smith
	VACANCY
	VACANCY
	Ex Officio Member
	Ex Officio Member – Y Murray CHAIR

Nature and Biodiversity Committee <a href="mailto:nature@hisimp-pc.gov.uk">nature@hisimp-pc.gov.uk</a>	
Current Membership 6+2 Ex Officio	A Cahn
	T McKeown
	<b>S Smith- CHAIR</b>
	J Adams
	VACANCY
	VACANCY
	Ex Officio Member
	Ex Officio Member

Finance, Governance and Legal Committee <a href="mailto:finance@hisimp-pc.gov.uk">finance@hisimp-pc.gov.uk</a>	
Current Membership 6+2 Ex Officio	N Davies
	D Legge
	<b>E Stonham - CHAIR</b>
	O J Leonard
	VACANCY
	VACANCY
	Ex Officio Member
	Ex Officio Member

Land, Assets and Infrastructure Committee <a href="mailto:land@hisimp-pc.gov.uk">land@hisimp-pc.gov.uk</a>	
Current Membership 6+2 Ex Officio	S Jocelyn
	J Adam
	T McKeown
	<b>G Moore- CHAIR</b>
	E Stonham
	O J Leonard
	Ex Officio Member
	Ex Officio Member

Planning and Development Consultation Committee <a href="mailto:planning@hisimp-pc.gov.uk">planning@hisimp-pc.gov.uk</a>	
<b>Current Membership</b> <b>6+2 Ex Officio</b>	A Cahn
	O J Leonard
	VACANCY
	W Davey
	<b>S Jocelyn - CHAIR</b>
	VACANT
	<b>Ex Officio Member</b>
	<b>Ex Officio Member</b>

Wellbeing, Recreation and Leisure Committee <a href="mailto:wellbeing@hisimp-pc.gov.uk">wellbeing@hisimp-pc.gov.uk</a>	
<b>Current Membership</b> <b>8+2 Ex Officio</b>	L Wilbraham
	T McKeown
	VACANCY
	J Uttridge
	E W Stonham
	S Allen
	N Davies
	C Hobbs
	<b>Ex Officio Member</b>
	<b>Ex Officio Member-Y Murray CHAIR</b>

**OFFICERS:**

Allotments Officer	Cllr G Moore
Rural Footpaths	Cllr G Moore
Playground an Open Space Inspector	Head Parish Ranger, Cllr T McKeown
Tree Warden	Advertised
County Council Highways Co-Ordinator	Resident C Foster
Youth Liaison	Cllr S Allen

**WORKING PARTIES AND TASK & FINISH:**

Youth Shelter Task & Finish	
	A Cahn
	L Wilbraham
	S Allen
	T McKeown
	C Hobbs
	Y Murray
	<b>Convener: L Wilbraham</b>

Cambridge Science Park North (CSPN)	
	D Payne
	G Moore
	S Stonham
	C Hobbs
	S Allen
	Y Murray
	T McKeown
	N Davies
	<b>Convener: VACANT</b>

Recreation Development Group	
	N Davies
	C Hobbs
	E Stonham
	J Uttridge
	Y Murray
	Club Representatives
	<b>Convener: N Davies</b>

Gate Access System – Sport Facilities	
	E Stonham
	C Hobbs
	D Payne
	Club Representatives
	<b>Convener: E Stonham</b>

Neighbourhood Plan	
1 Councillors from each Committee + equal number of residents	Councillor
	Councillor
	Councillor
	Councillor
	Councillor
	Councillor
	+ 6 residents

Security Improvements	
	E Stonham
	J Uttridge
	L Wilbraham
	S Allen
	<b>Convener: Y Murray</b>

## Annual General Meeting

15<sup>th</sup> May 2023

### Agenda Item: 23/014: To Review and Accept

#### Standing Orders

No changes – recommend to accept [Attached](#)

#### Financial Regulations

Changes tracked in document (reference to Finance Committee removed) – recommend to accept [Attached](#)

#### Arrangements with other local authorities

<b>Street lighting payment for energy only</b>	Cambridgeshire County Council for 36 Street lights in Histon and 15 lights in Impington
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<b>High Street Car Park</b>	lease with South Cambridgeshire County Council
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<b>Land to rear of Manor Park</b>	lease with Cambridgeshire County Council
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<b>Histon &amp; Impington Community Orchard</b>	sub-lease on land rear of Manor Park with Cambridgeshire County Council
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<b>Recreation Ground</b>	Lease with Chivers Farms
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<b>Former Infant School Playing Field</b>	Lease with Cambridgeshire County Council
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#### Representation on or work with external bodies and arrangement for reporting back

<b>H&amp;I Town Charity: Trustees (3 positions)</b>	
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<b>IVC Liaison</b>	Cllr E W Stonham
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<b>HI HUB</b>	Cllr T McKeown
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Community Land Trust	Cllr Moore, Cllr Cahn
Youth Liaison, Village Warden and HI Friends to be included within Service Level Agreement	

### Inventory of land and assets

“Everything We Own” Report and map of land ownership. [Attached](#)

### Arrangements for insurance cover in respect of all insured risks

All risks insured via Hiscox. Annual agreement expires July 2025 when a review will be necessary. RFO and FGL Committee regular reports. Annual premium £8,607.71. Excess £250

Summary of material cover:	<ul style="list-style-type: none"> <li>Buildings</li> </ul>	£1,618,715
Property damage – all risks (including theft)	<ul style="list-style-type: none"> <li>General Contents</li> <li>Gates &amp; Fences</li> <li>Mowers &amp; Machinery</li> <li>Natural Surfaces</li> <li>Other Surfaces</li> <li>Outside Equipment</li> <li>Playground Equipment</li> <li>Sports Equipment</li> <li>Street Furniture</li> <li>War Memorials</li> </ul>	£31,690 £70,114 £53,241 £0.00 £99,300 £0.00 £151,837 £36,933 £100,083 £41,045
Employee Dishonesty	£818,000	
Business interruption (on gross revenue)	£37,500	
Employers Liability	£10,000,000	
Public & Products Liability	£10,000,000	
Hirers Indemnity	£5,000,000	
Legal Liability & Legal Expenses	£500,000	
Officials Indemnity	£500,000	
Libel & Slander	£500,000	
Employee Personal Accident	£100,000	
Data Protection	£1,000,000	

### Subscriptions to other bodies

CCVS	£60
CAPALC (inluding GDPR)	£1251.60
NSALG	£55
Geoxsphere	£100
SLCC (Clerk)	£270
Cambs ACRE	£50

### Complaints Procedure

Last reviewed May 2022 with no changes	<u>Attached</u>
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### Freedom of Information/Data Protection Procedures & Policies

Freedom of Information/Publication Scheme, last reviewed May 2022 with changes to support the publication of the agenda pack	<u>Attached</u>
Record Management Policy, last reviewed May 2022 with no changes	<u>Attached</u>

### Press & Media Policy

Last reviewed May 2022 with no changes	<u>Attached</u>
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### Section 137 Spend

<p><b>S137 spend is a power for the Council to provide other things not otherwise authorised for the benefit of some or all of its parishioners. A financial constraint is in place of no more than £8.82 per elector and the council must ensure that the benefits must be commensurate with the expenditure. During 202-23 payments of donations or grants were made to:</b></p>	
Royal British Legion	£100
<b>Total</b>	<b><u>£100</u></b>

# **STANDING ORDERS 2023 (ENGLAND)**

Based on NALC 2018 Model

The Parish Office  
Histon & Impington Recreation Ground  
New Road, Impington  
Cambridge CB24 9LU  
Email: [clerk@hisimp-pc.gov.uk](mailto:clerk@hisimp-pc.gov.uk)  
Tel: 01223 235906



<b>1. RULES OF DEBATE AT MEETINGS .....</b>	<b>4</b>
<b>2. DISORDERLY CONDUCT AT MEETINGS .....</b>	<b>5</b>
<b>3. MEETINGS GENERALLY .....</b>	<b>6</b>
<b>4. COMMITTEES AND SUB-COMMITTEES.....</b>	<b>9</b>
<b>5. ORDINARY COUNCIL MEETINGS.....</b>	<b>10</b>
<b>6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES.....</b>	<b>12</b>
<b>7. PREVIOUS RESOLUTIONS .....</b>	<b>12</b>
<b>8. VOTING ON APPOINTMENTS .....</b>	<b>13</b>
<b>9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....</b>	<b>13</b>
<b>10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE....</b>	<b>14</b>
<b>11. MANAGEMENT OF INFORMATION .....</b>	<b>14</b>
<b>12. DRAFT MINUTES .....</b>	<b>15</b>
<b>13. CODE OF CONDUCT AND DISPENSATIONS.....</b>	<b>16</b>
<b>14. CODE OF CONDUCT COMPLAINTS.....</b>	<b>17</b>
<b>15. PROPER OFFICER .....</b>	<b>17</b>
<b>16. RESPONSIBLE FINANCIAL OFFICER .....</b>	<b>19</b>
<b>17. ACCOUNTS AND ACCOUNTING STATEMENTS .....</b>	<b>19</b>
<b>18. FINANCIAL CONTROLS AND PROCUREMENT .....</b>	<b>20</b>
<b>19. HANDLING STAFF MATTERS.....</b>	<b>22</b>
<b>20. RESPONSIBILITIES TO PROVIDE INFORMATION.....</b>	<b>23</b>
<b>21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION .....</b>	<b>23</b>
<b>22. RELATIONS WITH THE PRESS/MEDIA .....</b>	<b>23</b>
<b>23. EXECUTION AND SEALING OF LEGAL DEEDS .....</b>	<b>23</b>
<b>24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS .....</b>	<b>24</b>
<b>25. RESTRICTIONS ON COUNCILLOR ACTIVITIES .....</b>	<b>24</b>
<b>26. STANDING ORDERS GENERALLY.....</b>	<b>24</b>

## **HOW TO USE MODEL STANDING ORDERS**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. Standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The standing orders do not include financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

## **DRAFTING NOTES**

Standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A standing order that includes brackets like this '( )' requires information to be inserted by a council. A standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

**1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (5) minutes without the consent of the Chair of the meeting.

## 2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave

Histon & Impington Parish Council Standing Orders  
 Reviewed May 2022  
 Next Review Date: May 2023

Amended April 2021 inline with NALC Advice Note L09-18

offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of any matter on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response

Histon & Impington Parish Council Standing Orders  
Reviewed May 2022  
Next Review Date: May 2023

at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x Meetings shall not exceed a period of 2 hours unless a positive decision by the meeting to continue has been taken. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than

Histon & Impington Parish Council Standing Orders  
Reviewed May 2022  
Next Review Date: May 2023



three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if any) of the Council. The tenure for any individual as Chair of the council, or of any committee shall not exceed four years in any one period.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

Histon & Impington Parish Council Standing Orders  
Reviewed May 2022  
Next Review Date: May 2023

Amended April 2021 inline with NALC Advice Note LO9-18

- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also *standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the Chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

**7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (4) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

**8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.
- b In the case of appointment of Chair and vice-Chair, if the meeting so requests, and where two or more persons have been nominated, the voting shall be carried out by paper ballot

**9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

b If a motion fall within the terms of reference of a committee or sub committee or within the delegated power conferred on an employee, a referral of the same may be made to such committee or sub committee or employee provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience

11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data)**

Histon & Impington Parish Council Standing Orders  
Reviewed May 2022  
Next Review Date: May 2023

which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. DRAFT MINUTES

Full Council meetings                      ●  
Committee meetings                        ●  
Sub-committee meetings                    ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
"The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a**

**website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. **CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the

meeting for which the dispensation is required

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a** Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b** Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c** The Council may:
  - i.** provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii.** seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d** **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### **15. PROPER OFFICER**

- a** The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.



- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
  - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - **A hard copy will subsequently be provided for council meetings and for committees and sub-committees on request**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (7) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;(if there is one)
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in his absence the Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or Planning committee
- xvi. manage access to information about the Council via the publication scheme;  
and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

## 16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure)

Histon & Impington Parish Council Standing Orders  
Reviewed May 2022  
Next Review Date: May 2023

for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. **FINANCIAL CONTROLS AND PROCUREMENT**

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with an**

Histon & Impington Parish Council Standing Orders  
Reviewed May 2022  
Next Review Date: May 2023

**estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers**

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370**

**for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

**19. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Employment Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the employment committee or, if he is not available, the Chair of the Council of absence occasioned by illness or other reason and that person shall report such absence to the employment committee at its next meeting.
- c The Chair of the council or in his absence, the Chair of the employment committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. All other appraisals shall be conducted by the Line Manager. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the employment committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the employment committee] or in his absence, the Chair of the council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the employment committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the Chair or vice-Chair of the employment committee, this shall be communicated to another member of the employment committee which shall be reported back and progressed by resolution of the employment committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- l Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to (post holder the clerk and the Chair of the council OR [the (Employment) committee]

Histon & Impington Parish Council Standing Orders  
Reviewed May 2022  
Next Review Date: May 2023

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *If gross annual income or expenditure (whichever is the higher) exceeds £200,000]*  
**The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a **The Council may appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Histon & Impington Parish Council Standing Orders  
Reviewed May 2022  
Next Review Date: May 2023

Amended April 2021 inline with NALC Advice Note L09-18

**Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

**24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b At ordinary meetings of the council and where the business is relevant to the authorities on which they serve, they may, at the invitation of the Chair speak without Standing Orders being suspended

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

**26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

# FINANCIAL REGULATIONS

## 2023

The Parish Office  
Histon & Impington Recreation Ground  
New Road, Impington  
Cambridge CB24 9LU  
Email: [clerk@hisimp-pc.gov.uk](mailto:clerk@hisimp-pc.gov.uk)  
Tel: 01223 235906

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1. General	2
2. Accounting and audit (internal and external)	4
3. Annual estimates (budget) and forward planning	6
4. Budgetary control and authority to spend	6
5. Banking arrangements and authorisation of payments	8
6. Instructions for the making of payments	9
7. Payment of salaries	12
8. Loans and investments	13
9. Income	13
10. Orders for work, goods and services	14
11. Contracts	15
12. <del>{Payments under contracts for building or other construction works}</del>	17
13. <del>{Stores and equipment}</del> 17	
14. Assets, properties and estates	17
15. Insurance	18
16. <del>{Charities}</del>	18
17. Risk management	19
18. Suspension and revision of Financial Regulations	19

## 1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. ~~The Office Manager~~~~Clerk~~~~Committee Clerk~~ has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;

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<sup>1</sup> Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

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1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant; ~~and or a single commitment in excess of [£5,000]; and~~
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. Accounting and audit (internal and external)**

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Finance, [Governance & Legal](#) Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. Annual estimates (budget) and forward planning**

3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of **November** each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than month, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### 4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over ~~£5,000~~;
- a duly delegated committee of the council for items over ~~£500~~; or
- the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below ~~£2,500-£500~~.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.

For this purpose "material" shall be in excess of ~~£100~~ or ~~15%~~ of the budget.

**Commented [C1]:** For decision whether to add – was not in previous version

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## 5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. ~~[[The council shall seek credit references in respect of members or employees who act as signatories.]]~~

**Commented [C2]:** For decision whether to add – was not in previous version

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or finance committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance, [Governance & Legal](#) Committee meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance, [Legal and Governance](#) Committee;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~for Finance, Legal & Governance Committee~~; or

~~c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [for finance committee].~~

**Commented [C3]:** For decision whether to add – was not in previous version

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular

maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance, [Governance & Legal](#) Committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. Instructions for the making of payments**

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated Committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by ~~one~~ two member{s} of council ~~and countersigned by the Clerk,~~ in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting).



Any signatures obtained away from such meetings shall be reported to the council or Finance, [Legal & Governance](#) Committee at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, ~~the the Clerk (RFO)~~ shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. ~~The bank mandate will state clearly the amounts of payments that can be~~

~~instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.~~

**Commented [C4]:** For decision whether to add – was not in previous version

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by ~~two of~~ the Clerk or ~~the~~ RFO and ~~the~~ a member. A programme of regular checks of standing data with suppliers will be followed.

~~6.18. Any Debit Card issued for use will be specifically restricted to the Clerk (and the RFO) and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.~~

**Commented [C5]:** For decision whether to add – was not in previous version

~~6.189.~~ A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the ~~council~~ Finance, Governance & Legal Committee. Transactions and purchases made will be reported to the ~~council~~ relevant committee and authority for topping-up shall be at the discretion of the ~~council~~ relevant committee.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk ~~and RFO~~ reviewed annually and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

## **7. Payment of salaries**

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

## **8. Loans and investments**

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chair of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. Income**

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

[9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

## **10. Orders for work, goods and services**

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## 11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants ~~legal professionals acting in disputes;~~
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice Chair of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract

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<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders ~~18d~~,<sup>4</sup>~~[insert reference of the council's relevant standing order]~~ and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below ~~£3,000~~ and above ~~£5400~~ the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **~~{12. Payments under contracts for building or other construction works}~~**

~~{12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).}~~

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<sup>3</sup> Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)  
b) For public works contracts 5,225,000 Euros (£4,551,413)

<sup>4</sup>~~Based on NALC's Model Standing Order 18d ©NALC 2018~~

{12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.}

{12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.}

### **{13. Stores and equipment**

{13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.}

{13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.}

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### **14. Assets, properties and estates**

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. Insurance**

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **16. Charities**

16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **17. Risk management**

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **18. Suspension and revision of Financial Regulations**



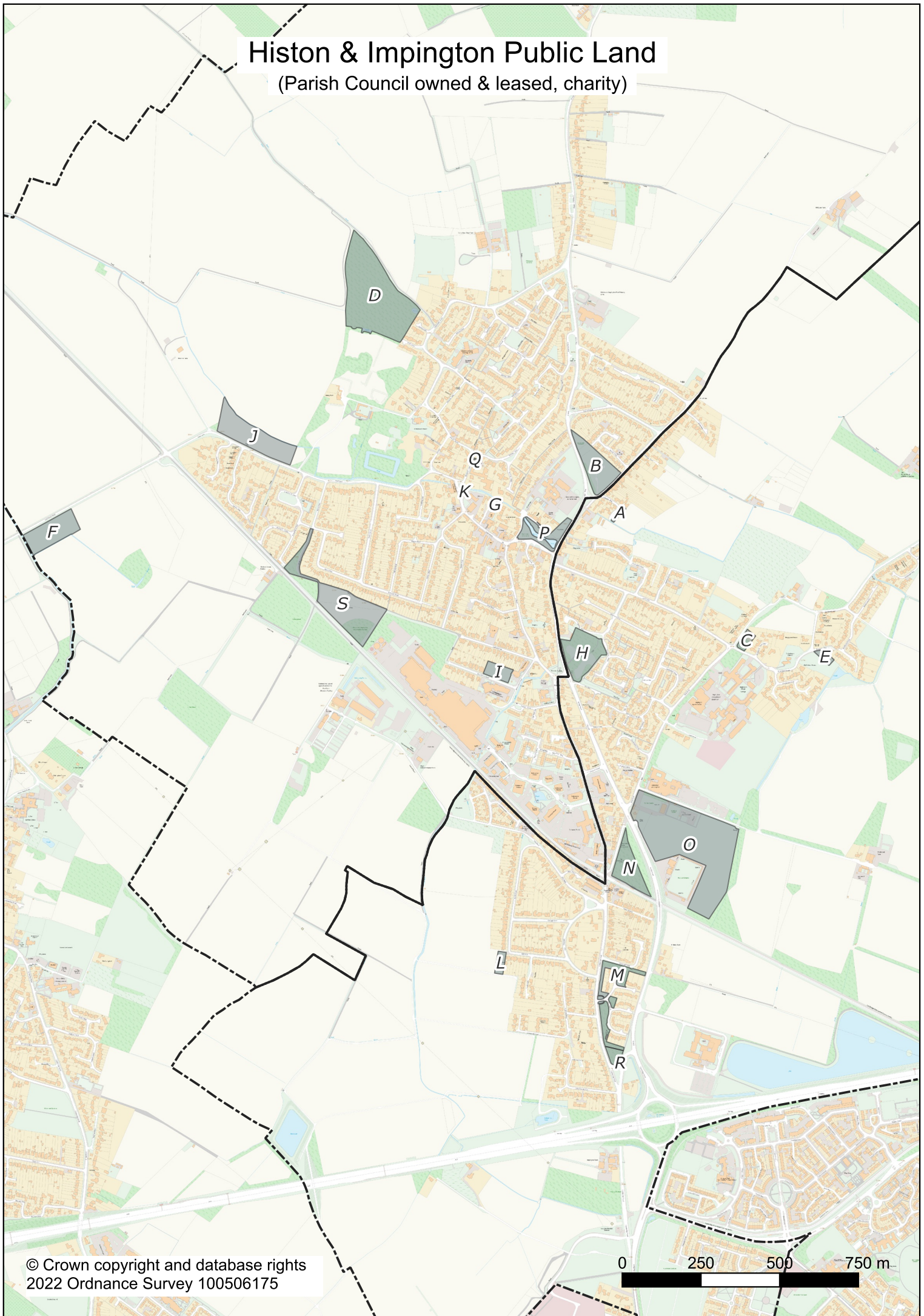
18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

~~The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.~~

# Histon & Impington Public Land

(Parish Council owned & leased, charity)



<b>Name</b>	<b>Reference</b>	<b>Area (ha)</b>
Ambrose Way	A	0.054
Cemetery	B	1.238
Clay Close Lane Pocket Park	C	0.198
Croft Close Set Aside (HIGS)	D	4.683
Doctor's Close Rec	E	0.137
Gatehouse Road Allotments	F	1.231
High Street Car Park	G	0.102
Homefield Park	H	1.418
Infants' School Playing Field	I	0.368
Long Meadow (HIGS)	J	1.822
Manorial Waste	K	0.024
South Road Rec	L	0.187
The Coppice	M	0.892
The Copse	N	0.998
The Recreation Ground	O	6.482
Village Green & Play Area	P	0.68
Windmill Garden	Q	0.005
Woodland south of the Coppice	R	0.209

# Everything I Own

## Inventory Item Listing

<u>Name of Item</u>	<u>Item Description</u>	<u>Purchase Date</u>	<u>Per Item Replacement Cost</u>
12 New Road	Groundsman's House	01/06/1965	£223,350.35
Additional Street Furniture	General		£2,997.00
Allett 24 inch shaver mower	Allett 24 inch shaver mower	22/03/2023	£5,100.00
Allotments	Gatehouse Road		£1.00
Amenity Land	Freehold Land Certificate CB250954		£1.00
Amenity Land (Pocket Park)	Freehold Land Certificate CB152105		£1.00
BT Kiosk			£1.00
Bamford Agricultural Pump	and information board		£1.00
Bench- Teak	Teak circular bench at Manor Field	19/03/2021	£977.36
Bollards	At Village Green	01/06/2008	£2,036.00
Bowls Club Shelter	Bowls Club Shelter	01/06/1990	£15,773.68
Bowls Shed	Bowls Shed	01/06/1999	£799.23
Burial Ground	3.12 acres Conveyance Freehold SCDC to IPC	01/04/1980	£1.00
Burial Ground Shed/Street Furniture	Shed, bins, seats		£16,298.29
Burial Ground Sign	Sign		£229.00
Bus Shelter	Brick	01/06/1950	£3,425.00
Bus Shelter	Brick	01/06/1950	£3,425.00
Bus Shelter	Poly Carb	01/06/1995	£2,249.00
Bus Shelter	Various (2) Poly Carb		£4,488.00
C C T V System	CCTV & Alarms	25/02/2019	£5,785.00
CCTV & Car Park Lights	CCTV	01/11/2011	£13,650.00
Car Park SCDC Lease	Car Park	01/06/2011	£1.00
Christmas Lights	Held at Burial Ground		£1,255.00
Christmas Lights	Christmas Lights	01/11/2019	£2,206.00
Christmas Lights - Big tree replacement	To be left erected in tree	28/10/2022	£2,311.68
Christmas Lights - additional	Held at Burial Ground	15/12/2017	£1,004.00
Christmas Lights - additional(2)	Held at Burial Ground	14/11/2018	£982.00
Christmas Lights - new	To be left erected in tree	28/11/2016	
Containers x 2	Shipping Containers	17/01/2019	£3,330.00
Coppice Gate	Coppice Gate	01/06/2006	£385.00

# Everything I Own

## Inventory Item Listing

<u>Name of Item</u>	<u>Item Description</u>	<u>Purchase Date</u>	<u>Per Item Replacement Cost</u>
Cricket Practice Nets		11/03/2016	£18,250.00
Cricket Wicket Roller Powerroll 12	Redexim Charterhouse 7215	01/06/2011	£7,895.00
Crossing Keepers Hut	Crossing Keeper Hut	01/06/2010	£9,468.53
Cycle Stores	Recreation Ground	01/06/2006	£3,515.96
Defibrillator	Community Public Access Defibrillator	14/05/2014	£1,775.00
Drinking Fountain	With bottle filling station	22/08/2018	
Duck Platform/Lecturns	Duck Platform/Lecturns	01/11/2011	£4,969.60
Estate Railings	Homefield Park Fencing	10/02/2020	£11,211.45
EvenSprey Sprayer	EvenSprey Sprayer	21/12/2021	£950.00
Feeder Pillar	Village Green	01/06/2005	£1,607.00
Fencing	Ambrose Way		£2,272.00
Fencing	New and Safety CPA		£11,000.00
Fencing	Perimeter Fencing and gates	30/11/2014	£29,300.00
General Contents	Fixtures, fittings & stock inc. Trade Cycle		£6,012.00
Glazed Pavilion			£1.00
Goal Posts	South Road	01/06/2000	£375.00
Goals Posts	Recreation Ground	16/07/2013	£8,014.00
Hillier Sculpture	Camel		
Hillier Sculpture	Spider		
Hillier Sculpture	Man & Dog		
Hillier Sculpture	Man and Grandson		
Hillier Sculpture	Sewing		
Homefield Park	Histon 2.495/Impington 1.082	01/06/1978	£1.00
Homefield Park Gates	Homefield Park Gates	30/06/2014	£8,000.00
Infant School Field	Former Infant School Field CCC LEase	30/06/2022	£1.00
John Deere Compact Tractor	Compact Tractor 3320	05/03/2019	£17,850.00
Litter Bins	Various (8)	01/06/2000	£2,947.00
MUGA/Astro Turf	Recreation Ground	01/06/2006	£87,436.00
Manor Park Land	Manor Park Land CCC Lease	01/04/2012	£1.00
Manorial Waste	Adjacent to 14 School Hill	01/06/1913	£1.00

# Everything I Own

## Inventory Item Listing

<u>Name of Item</u>	<u>Item Description</u>	<u>Purchase Date</u>	<u>Per Item Replacement Cost</u>
Manorial Waste Railings	Railings around Manorial Waste land	15/06/1913	£6,429.00
Notice Board	Crossing Keepers Hut	01/06/2003	£984.00
Notice Board	Recreation Ground	01/06/2008	£684.00
Notice Boards	Various (8)		£11,349.00
Notice Boards	Various (2)		£984.00
Office Contents	Computers, laptops, printers, projector etc	01/06/2002	£8,166.00
Office Contents	Hardware		£4,431.00
Outdoor Gym Equipment	Recreation Ground	01/06/2011	£12,316.00
Pavilion Contents	tables, chairs, 3 tea urns, fridge microwave, kitchen equip. oven, hob etc.		£4,500.00
Pavilion Water Boiler	Pavilion Wall mounted Water Boiler	23/02/2023	£449.94
Perimeter Path	Recreation Ground	01/06/2011	£11,000.00
Piaggio Ape 50cc Cross	3 wheeled electric vehicle	21/04/2016	£12,903.00
Piaggio Ape 50cc Cross	3 wheeled petrol vehicle	05/12/2018	£6,588.73
Play Area	Village Green, Histon	01/06/1961	£1.00
Play Area	Freehold Deed of Gift Chivers & Sons	20/11/1953	£1.00
Play Area	Freehold Deed of Gift Chivers & Sons	20/11/1953	£1.00
Play Area Fencing	Play Area Fencing	01/06/2004	£2,475.00
Play Equipment	Village Green Play Area	01/06/2011	£42,500.00
Play Equipment	South Road		£6,406.00
Play Equipment	Recreation Ground		£70,000.00
Pressure Washer	Pressure Washer 190bar		£416.66
Pressure Washer	Battery Operated - 22 bar	01/07/2020	£119.99
Recreation Centre & Parish Office	inc. Ornamental Clock	01/06/2006	£820,321.00
Recreation Grd - Misc	Misc equip. inc spreaders, rollers, sprinklers, chain harrows etc.		£6,500.00
Recreation Ground	Part 8.5 acres	01/06/2000	£1.00
Recreation Ground	Purchase of Freehold £80k June 2005	01/06/2005	£1.00
Recreation Ground	Storage Shed	23/09/2014	£2,337.00
Recreation Ground Machinery	various		£42,500.00
Safety Netting		18/03/2016	£6,000.00
Seats	Various (12)		£7,665.00

# Everything I Own

## Inventory Item Listing

<u>Name of Item</u>	<u>Item Description</u>	<u>Purchase Date</u>	<u>Per Item Replacement Cost</u>
Seats	Various (3) (one replaced 2006)		£1,350.00
Seats	Recreation Ground Various (11)		£9,150.00
Section 52 Land	Section 52 Land	01/06/1993	£1.00
Speedwatch Equipment	Vario Radar Speed Sign	23/05/2018	£2,872.00
Stihl Electric hedgetrimmers	Standard electric hedgetrimmers	19/10/2021	£217.71
Stihl Pro Battery	Battery for electric hedgetrimmers	19/10/2021	£158.33
Stihl Telescopic Hedgetrimmer	Stihl Telescopic Hedgetrimmer	19/10/2021	£355.46
Store	Groundsman's	01/06/2006	£23,438.27
The Coppice	Freehold land Certificate CB1104		£1.00
The Copse	Freehold purchase	01/06/2005	£1.00
Theories of Home bronze sculpture	Theories of Home bronze sculpture	31/12/2020	
Theories of Home sculpture	Theories of Home stone sculpture	31/12/2020	
Tools and Equipment	Various		£3,548.00
Trolley	100ltr Heavy Duty Garden Trolley	04/06/2019	£37.49
Verti Drainer	Drainage Equipment	01/06/2011	£12,500.00
Village Green	Village Green	01/06/1913	£1.00
Village Pump	Village Pump		£6,303.00
Village Sign	Village Sign	01/06/1990	£6,057.00
Village Sign	Village Sign		£1,343.00
War Memorial	War Memorial	15/06/1920	£36,141.95
War Memorial Site	Land at War Memorial		£1.00
Youth Shelter	Youth Shelter	01/06/2004	£5,742.00

**Total Report Number of Items:** 112



## Complaints Procedure

1. The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration
2. This part of the procedure does not cover complaints about the conduct of a Member of the Parish Council (see attached procedures 13 – 16)
3. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint
4. The complainant will be asked to put the complaint in writing to the Clerk to the Council at the Parish Office, Histon & Impington Recreation Ground, New Road, Impington Cambridge CB24 9LU. The complaint will be dealt with within 21 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if in writing
5. If the complainant prefers not to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example) he or she should be advised to write to the Chairman
6. (a) on receipt of a written complaint, the Clerk to the Council (except where the complaint is about his or her own actions) or Chairman of Council (if the complaint relates to the Clerk) will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage  
  
(b) where the Clerk to the Council or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chairman of the Council. The Clerk to the Council will be formally advised of the matter and be given an opportunity to comment
7. The Clerk to the Council (or Chairman) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council
8. The Clerk to the Council (or Chairman) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally
9. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures
10. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public



11. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken
12. The Council may defer dealing with any complain if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received
13. Complaints about the conduct of a Member of the Parish Council should be made in writing to the Clerk of the Council (or the Chair of Council if the complainant prefers not to put to the complaint to the Clerk to the Council) at the Parish Office, Histon & Impington Recreation Ground, New Road, Impington Cambridge CB24 9LU
14. Upon receipt of a written complaint the Clerk will advise the complainant that the councillor(s) against whom the complaint(s) is made will be 5 working days to offer a response and that response will be copied to the complainant within 24 hours of such receipt
15. The complainant will be given 48 hours to consider the response after which time the Clerk will ask whether the complainant is satisfied or whether an additional letter of apology from the councillor(s) would resolve the matter or whether further action is required
16. If the matter cannot be resolved locally the complaint, in writing, will be forwarded to the Monitoring Officer at the District Council ([monitoring.offiicer@scambs.gov.uk](mailto:monitoring.offiicer@scambs.gov.uk))

# Freedom of Information Act 2000

## Publication Scheme

Adopted 21<sup>st</sup> September 2015 (Full Council); Reviewed: May 2021 (AGM), May 2022 (AGM)

Review Date: May 2023

Published on Website

### **Introduction**

It is the duty of Histon & Impington Parish Council to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to organize such services across its entire area.

### **Exemptions**

It is the policy of Histon & Impington Parish Council to be as open as possible, but not all information can be made available to the public. Information will be made publicly available where the law allows, except where it is considered that the release of information will cause significant harm or prejudice. Information (including that listed in this document) will be withheld from publication in whole or in part where it is considered by the Parish Council that disclosure may harm or prejudice law enforcement, legal proceedings or the administration of justice; or may infringe the privacy, personal, commercial, contractual or other confidences of any person or otherwise prohibited by law.

### **Complaints**

Any complaints concerning the Publication Scheme should be forwarded to either:

The Parish Clerk or the Parish Council Chairman,  
Parish Office, Histon & Impington Recreation Ground  
New Road Impington Cambridge CB24 9LU.  
Email: [clerk@hisimp-pc.gov.uk](mailto:clerk@hisimp-pc.gov.uk)

# Information available from Histon & Impington Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>  (Organisational information, structures, locations and contacts)  This will be current information only		
Who's who on the Council and its Committees	Website Hard Copy	10p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)	Website Hard Copy	10p per sheet plus postage
Location of main Council office and accessibility details	Website Hard Copy	10p per sheet plus postage
Staffing structure	Website Hard Copy	10p per sheet plus postage
<b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual return form and report by auditor (limited to last Financial Year)	Website Hard Copy	10p per sheet plus postage
Finalised budget (limited to last Financial Year)	Hard Copy	10p per sheet plus postage

Precept (limited to last Financial Year)	Hard Copy	10p per sheet plus postage
Borrowing Approval letter	Hard Copy	10p per sheet plus postage
Standing Orders and Financial Regulations	Website Hard Copy	10p per sheet plus postage
Grants given and received	Website Hard Copy	10p per sheet plus postage
List of current contracts awarded and value of contract	Hard Copy	10p per sheet plus postage
Members' allowances	N/A members do not have allowances	
Member's expenses	Hard Copy	10p per sheet plus postage
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A – not in place	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	10p per sheet plus postage
Local Government Award Scheme	Hard Copy	10p per sheet plus postage
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	10p per sheet plus postage
Agendas of meetings (current version only)	Website Hard Copy	10p per sheet plus postage
Minutes of meetings (Limited to last 2 years) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	10p per sheet plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	10p per sheet plus postage

Responses to consultation papers (limited to the last 2 years)	Hard Copy	10p per sheet plus postage
Responses to planning applications (limited to the last 2 years)	Hard Copy	10p per sheet plus postage
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Website Hard Copy Website Website	10p per sheet plus postage
Policies and procedures for the provision of services and about the employment of staff:  Policy Book	Hard Copy	10p per sheet plus postage
Records management policies (records retention, destruction and archive)*	Hard Copy	10p per sheet plus postage
Data protection policies	Hard Copy	10p per sheet plus postage
Schedule of charges (for the publication of information)	Website Hard Copy	10p per sheet plus postage
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	10p per sheet plus postage
Assets Register	Website Hard Copy	10p per sheet plus postage
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not applicable	
Register of members' interests	Website Hard Copy	

Register of gifts and hospitality	Not applicable	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <b>Current information only</b>		
Allotment Rules	Website Hard Copy	10p per sheet plus postage
Burial grounds and closed churchyards Fees and Regulations	Website Hard Copy	10p per sheet plus postage
Community centres and village halls	Website Hard Copy	10p per sheet plus postage
Parks, playing fields and recreational facilities	Website Hard Copy	10p per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per sheet plus postage
Bus shelters	Hard Copy	10p per sheet plus postage
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Station Design Statement	Hard Copy	10p per sheet plus postage
Safety Inspection Reports (ROSPA and external bodies)	Inspection Only	

**Contact details:**

Histon & Impington Parish Council  
Parish Office, Histon & Impington Recreation Ground  
New Road, Impington  
Cambridge  
CB24 9LU

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10.p per sheet (black & white)	Actual cost – 10p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>		





# Histon & Impington Parish Council

## Record Management Policy Statement

Review Date: May 2023

Record	Action	Minimum Retention Period	Reason
<b>Administration</b>			
Signed Minutes of Council Meetings	P	Indefinite	Archives
Draft Minutes	D	Destroy when minutes approved	FOI
Reports & Appendices	R	5 Years	
Standing Orders and Terms of Reference	P	Indefinite	Archives
Councillors Declarations of Office	P	Indefinite	Archives
Byelaws and Orders	P	Indefinite	Audit, Management/Legal
Registration of Village Green	P	Indefinite	Audit, Management/Legal
Property and Land Registrations	P	Indefinite	Audit, Management/Legal
Leases, Agreements, Contracts and Wayleaves	P	Indefinite	Audit, Management/Legal
Maps, Plans and Surveys of property owned by Parish Council	P	Indefinite	Archives
Correspondence and papers on important local issues or activities	R	Indefinite	Archives
Quotations and Tenders	D	6 years	Statute of limitation
Unsuccessful Tenders	D	3 years	Challenge
Routine Correspondence, paper and emails	D	Retain as long as useful	
Employee Personnel Records	D	6 Years	
Applications Forms, Interview Records	D	3 months	
Health & Safety Records	P	Indefinite	
Scale of Fees and Charges (Burial Ground, Allotments, Recreation Centre)	D	6 Years after termination	Management
Insurance	D	Retail while valid	
Certificates of Insurance against liability for employees		40 year from date on insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1988 (SI.2753) Management

Key: P = Preserve; R = Review; D= Destroy

Record	Action	Minimum Retention Period	Reason
<b>Finance</b>			
Income and Expenditure Records	P	Indefinite	Archive
Investments	P	Indefinite	Audit, Management
Financial Returns to External Auditor (if general accounts do not survive)	D/P	6 years	Audit
Internal Audit Reports	D/P	6 Years	Audit
Petty Cash books and Rent Details (if general accounts do not survive)	D/R	6 Years	TAX, VAT, Limitation period
Receipt books of all kinds	D	6 Years	VAT
Bank Statements, including deposit/saving accounts	D	Last completed audit year	Audit
Bank paying-in books and cheque book stubs	D	Last completed audit year	Audit
Paid Invoices	D	6 Years	VAT
Paid Cheques	D	6 Years	Limitation Period
VAT Records	D	6 Years	VAT
Time Sheets	D	Last completed audit year	Audit
Salaries Record	D	12 Years	Superannuation
<b>Property</b>			
Asset Register	P	Continuously updated	Management
Legal Papers relating to sale	P	Indefinite	Archive
Legal Papers relating to acquisition	P	Indefinite	Legal/Management
Correspondence relating to maintenance/improvements	R	7 Years	Management
Correspondence relating to rents	R	12 Years or dependent upon terms of lease	Management
Plans, surveys, installation manuals, certificates of approval	R	Retain for life of/property/building	Management

Record	Action	Minimum Retention Period	Reason
<b>Miscellaneous</b>			
Hisimp News	P	Indefinite	Archive
Photographs	P	Indefinite	Archive
All Burial Ground records (registers, plans, applications for interment and memorials, exclusives rights of burials)	P	Indefinite	Regulation
Reports, Handbooks	R/D	Retain as long as useful	
Planning Applications and related papers for major developments/historical interest	R	10 years	Available on SCDC website
Planning Applications and related papers for minor works	D	2 Years	Available
Local Plans and Planning Policies	R	Retain as long as useful	

# **Press and Media Policy**

Adopted: 19<sup>th</sup> June 2017; Reviewed: October 2020 (Full Council); September 2021; May 2022  
Review Date: May 2023

The policy defines the roles and responsibilities within the Council for working with the media and deals with day to day relationships between the Council and the media

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media

## **AIMS**

The Council is accountable to the local community for its actions and this can be achieved through effective two-way communication. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities

It is important that the press have access to the Clerk/Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary

## **LEGAL FRAMEWORK**

The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988, The Freedom of Information Act 2000 and the Transparency Code 2015, as a minimum. The Council must also have regard to the governments Code of Recommended Practice on Local Authority Publicity.

The Parish Council's adopted Standing Orders should be adhered to

## **CONTACT WITH THE MEDIA**

The Clerk and Members should always have due regard for the long term reputation of the Council in all their dealings with the media

Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action will be taken

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceeding then advice should be taken from the Council's solicitor before any response is made

There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain); disciplinary procedures and long term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media

**When responding to approaches from the media, the Clerk and Chairman are authorised to make contact with the media. In specific cases the Clerk and/or Chairman may authorise other Member/s to respond to media requests**

Statements made by the Chairman and the Clerk should reflect the Council's opinion

There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. **All correspondence must come from the Clerk**

Should a member decide to submit a letter to the press on any subject they should not use the term "Parish Councillor" or give the impression, directly or implied, that they are writing on behalf of the Council

### **ATTENDANCE OF MEDIA AT COUNCIL MEETINGS**

The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media on request

The media are encouraged to attend Council meetings and seating and workspace will be made available

### **PRESS RELEASES**

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and members to look for opportunities where the issuing of a press release may be beneficial

**All press releases must be issued by the Clerk** in order to ensure that the principles outlined in the section on Legal Framework (above) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored

### **Newsletters/Publications** produced by the Parish Council

Final drafts of items for publication will be circulated to the Office Team and Chair of the relevant Committee for comment before publishing. The Office team makes the final decision on content. Other Council publications, when delegated to Councillors to prepare, will always be proof read before distribution.

**Newspapers** with Parish Council information included, produced by others. See above, and in the case of a local newspaper for Histon & Impington, any information item prepared by the office staff will be circulated to all for comment prior to submission

# Histon and Impington Parish Council –Calendar of meetings for 2023-24

Regular meetings: F = Full Council; PD = Planning & Development; WRL = Wellbeing, Recreation & Leisure; FG= Finance & Governance; NB = Nature & Biodiversity, LAI= Land, Asset and Infrastructure

	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
May 2023				1 BH	2	3	4	5	6	7	8 BH	9 APM	10	11	12	13	14	15 AGM	16 PD	17	18	19	20	21	22 FL/WRL /LAI/NB /EMP	23	24	25	26	27	28	29 BH	30	31			
June							1	2	3	4	5 WRL	6 PD	7	8	9	10	11	12	13 LAI	14	15	16	17	18	19 FC	20	21	22	23	24	25	26 FG	27 PD	28	29	30	
July		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17 FC	18 PD	19	20	21	22	23	24	25 NB	26	27	28	29	30	31					
August					1	2	3	4	5	6	7	8 PD	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28 BH	29 PD	30	31		
September	1	2	3	4 WRL	5	6	7	8	9	10	11	12 LAI	13	14	15	16	17	18 FC	19 PD	20	21	22	23	24	25 FG	26	27	28	29	30							
October			1	2	3 NB	4	5	6	7	8	9	10 PD	11	12	13	14	15	16 FC	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31 PD				
November						1	2	3	4	5	6 WRL	7 LAI	8	9	10	11	12	13	14 NB	15	16	17	18	19	20 FC	21 PD	22	23	24	25	26	27	28	29	30		
December	1	2	3	4 FG	5	6	7	8	9	10	11	12 PD	13	14	15	16	17	18	19	20	21	22	23	24	25 BH	26 BH	27	28	29	30	31						
January 2024				1 BH	2	3	4	5	6	7	8 FG	9 PD	10	11	12	13	14	15 FC	16	17	18	19	20	21	22 WRL	23 LAI	24	25	26	27	28	29	30 PD	31			
February							1	2	3	4	5	6 NB	7	8	9	10	11	12	13	14	15	16	17	18	19 FC	20 PD	21	22	23	24	25	26	27	28	29		
March	1	2	3	4 WRL	5 LAI	6	7	8	9	10	11	12 PD	13	14	15	16	17	18 FC	19	20	21	22	23	24	25	26	27	28	29 BH	30	31						
April				1 BH	2 PD	3	4	5	6	7	8	9	10	11	12	13	14	15 FG	16	17	18	19	20	21	22	23 PD	24	25	26	27	28	29	30 NB				
May						1	2	3	4	5	6	7	8	9	10	11	12	13 APM	14	15	16	17	18	19	20 AGM	21	22	23	24	25	26	27 BH	28	29	30	31	



# Annual Report May 2023



## Land, Assets & Infrastructure Committee

Over the last year the Land Assets and Infrastructure (LAI) committee has been getting to grips with its new responsibilities. It took over the work of the previous Highways committee and also took on responsibility for the more formal spaces owned or managed by the Parish Council. The latter include The Green, the burial ground, allotments at Gatehouse Road and Glebe Way are the most significant areas.

The committee also picked up responsibility for developing a flood plan to manage the risk to the community that might arise from the local drainage system in the event of very prolonged rainfall and ground saturation. Working with the County Council's Flood Risk Team a visit by their Floodmobile was arranged in late April. The Floodmobile contained a wide range of equipment and devices that households can install to prevent or avoid damage from flood water. The most impressive and practicable item I saw was an inflatable toilet seat seal, particularly useful and effective in ground floor toilets. Areas identified as being at risk of rising water from the local drainage system were leafleted. The Flood Risk Team reported that attendance was better than usual at these events.

The other key focus of the committee's work is highway safety. We have continued to work on the usual Local Highway Improvement (LHI) programme with the County Council, offering matched funding in order to attract investment, particularly to make junctions safer. The committee continued the previous work of the Highways committee which was to build on one of the themes of the Neighbourhood Plan; this was to enhance the sustainability of the High Street. To this end we fulfilled the client role in relation to the scheme which delivered a raised table across Brook Close on the southside of The Green, yellow line additions at the beginning of Park Lane and the refreshing of road markings along the High Street. We also submitted a new proposal for a similar crossing at the junction of station road and the High Street between The Boot and The Coop. In preparation for this bid, which is still under consideration, we conducted a survey online and encouraged junction users to complete it by handing out, at busy times, leaflets with QR codes to access it. This proved particularly useful and nearly 70 responses were provided. The highway safety work of the committee is not restricted to physical improvements but also involves sponsoring the work of the local Speedwatch group. The committee was able to, secure consent from the County Council to erect the Moving Vehicle Activated Sign (MVAS) equipment that it had purchased for Speedwatch and to help erect it on the B1049 starting at the southern entrance near the A14 and then moving to the northern approach from Cottenham. These settings provided invaluable information for our 20MPH zone bids revealing some 2700 daily vehicle movements in each direction on the B1049 and 45% of vehicles approaching from the north exceeding the 30 MPH speed limit near the new Park Junior School. Thanks are due in particular to Andy Boylett for his work on setting up the MVAS equipment and extracting the data they recorded.

Two other large pieces of work which the committee undertook during the year were the development of responses to the Cambridgeshire and Peterborough Combined Authority for a community wide 20MPH zone. This was also informed by an online survey and leafleting with QR codes to encourage participation. This was very successful eliciting some 480 responses which is the equivalent of some 10% of households in the community. This enabled the committee to draft a proposal with a high degree of confidence that it reflected the views of the community. This first proposal was under the aegis of the Combined Authority and would use funding from the



Department of Transport. The second opportunity presented itself when the County Council issued a countywide call for 20MPH zone proposals. Whilst this used a more modest level of local funding the committee felt that we should use the opportunity to reiterate what we had said previously in the first response. However, we were able to develop it further by combining some of the pertinent information from the LHI, Station Rd - High Street, bid particularly relating to accident risks. We were also able to identify responses in relation to particular roads within the community in the event that the community wide 20MPH zone was unsuccessful.

In order to encourage walking and cycling around village the committee commissioned an audit of pedestrian barriers with a view to identifying those that could be safely removed, redesigned or left in place.

A walkabout with colleagues from the Nature and Biodiversity committee at The Green, our allotments and the burial ground have produced a programme of improvements that will also enhance the capacity of these sites to help sustain biodiversity. At The Green a programme of planting water side species in pre-planted coir mats has been commissioned following specialist advice from local experts. This will happen in the coming months and will result in the two bunds or bay areas which contained silt from when The Brook was dredged some 18 months ago being covered in species suitable for water margins.

It has become evident that The Green is attracting a greater footfall both as a route to the two junior schools but also at weekends. It is obviously good that this amenity is being used but it means that we will need to undertake some TLC for the grass surfaces. Our walkabout identified that general seed drilling of the whole green will be needed as the ground has become quite compacted and we will look to see how we can repair the large warm patch opposite the zebra crossing.

During the year the committee decided that it would revisit scheme of works developed before COVID to improve the area around the Pump

In order to provide a quick and simple way to find, share and save their exact locations What3words signage was installed at The Green, Recreation Ground and South Road Play Areas

We were able to agree with the County Council the installation of planters at the bottom of Bell Hill to replace the temporary red and white plastic bollards now that the one-way system has been adopted as permanent.

Finally , replacement Christmas lights on The Green were ordered and installed providing an enhanced display last Christmas.

***Geoff Moore, Chair, Histon & Impington Land, Assets and Infrastructure Committee***

## **Planning & Development Committee**

Many residents may feel that not a lot has changed in our villages in the last year but 14 times last year the Parish Council Planning Committee have reviewed, discussed and asked members of the public with regards to planning applications for our villages. We have also made additional comments on planning appeals where applicants want to overrule the decision made to refuse their application for development.

Since May 2022 the committee has discussed 75 applications varying from new dwellings to Conservatories, dropped kerbs to Dormers. Some of these applications the committee and residents

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had concerns on. Some were considered by the committee as been totally unsuitable for Histon and Impington.

Two appeals we have been involved with over the last year includes a 4 story apartment block where Station Stores are (refused but applicant appealed this decision) and applications for 15M monopoles for the purpose of 5G network in the villages. With all of these appeals, the involvement of residents has made an impact to these been overruled.

Of course, residents opinions may differ. Those opinions are taken on board at meetings. Before each Planning meeting, we look at comments made by members of the public whom are welcome at not just Planning meetings but can attend almost all Parish Council meetings. To give you a guide, 100% of the comments residents made regarding the 4 story apartment block objected though 2 of the 75 comments made with regards to the 5G Monopoles supported the proposal. Examples of 5G masts in other areas are on the next page.

Inadequate vehicle parking is a common reason to recommend refusal covering 8 of the 15 applications we have recommended refusal on. This itself is something some residents may disagree on. For example, if a 2 bedroom home on a busy road with no off street parking wanted an extension resulting in a total of 4 bedrooms, neighbouring residents may have concerns they themselves would not be able to park nearby and if they are parking on the public highway, they (with some exceptions) have no more rights to park outside their home than anyone else. Parking provision for cars and Cycles is something the H&I Neighbourhood plan covers which states the indicative car parking provision for a 4 bedroom home is 3 spaces as an example.

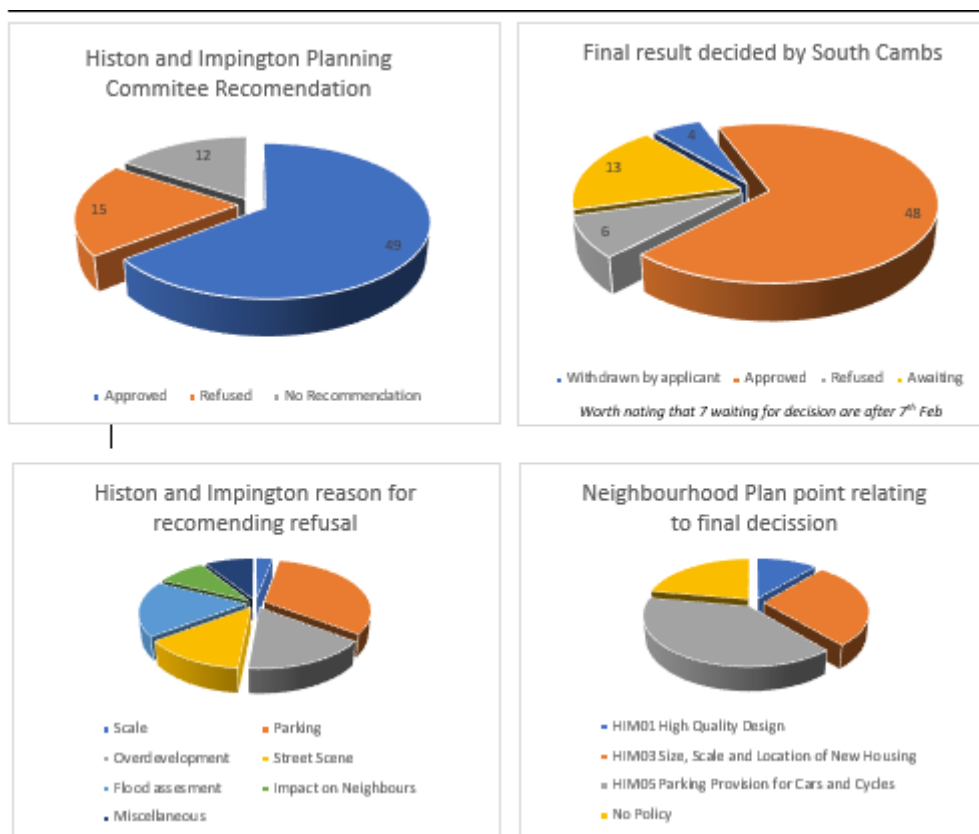
It would be great if members of the public with strong opinions of what changes should happen to our villages in the next decade or two became involved in the next version of the H&I Neighbourhood plan. We need differences of opinion from those residents who are likely to be impacted by potential future changes to Impington and Histon.

So far, the Neighbourhood Plan has (in all likelihood) backed up our recommendation to refuse 15 planning applications the committee had concerns with.

Charts on the next page include our recommendations and final recommendations made by Greater Cambridge Shared Planning.



5G Masts on Kings Hedges Road and on entrance to Fen Ditton



***Simon Jocelyn, Chair Histon and Impington Planning and Development Consultation Committee***

## Nature & Biodiversity

The Nature and Biodiversity Committee is a new committee which started its work in May last year. To help scope its workplan, it held a community workshop and other consultations, at which people gave their views on the role of the Committee overall and on projects they would like to see to enhance nature and biodiversity.

As a result of these consultations, site-based projects are now being further discussed and taken forward with residents groups and more ideas are welcome! Progress so far has included adding new “no mow” verges and other areas to the Parish mowing regime to encourage plant diversity and wild flowers; trialling a new management regime of Manor Field (next to the Orchard ) to manage it like a hay meadow; working with the Land, Assets and Infrastructure Committee and volunteers from HI Green Spaces on some new planting in the brook bunds on the green; and working with HI Green Spaces and the Enviro-volunteers on hedging in Doctor’s Close under a Natural England funded project. The Committee is also looking at management of the “WI Woods” in Histon, which were planted on land owned by the County Council. We have secured permission to remove some invasive Holm Oaks and are discussing longer term management with the Council.

The Parish Council was able to take up the Six Free Trees offer from South Cambridgeshire District Council, obtaining a total of seven trees, one large and six smaller ones. HI Trees led the planting of six of these at Manor Field, three silver birch trees and three field maples, and the local Cubs group helped with the planting. At the Recreation Ground, a single oak tree will be planted in memory of the late Queen.

More biodiversity projects in the coming year will include the launch of “Project P12” in the Histon & Impington Neighbourhood Plan – “to identify and catalogue the biodiversity within the community and ways to enrich species diversity and population levels”. The Committee has also agreed to develop management plans for all of its sites, and it will need to act on the results from the recent tree surveys for all Parish Council owned sites and is looking for a volunteer tree office to support its decision making (more details [here](#)).

The Committee also leads on wider sustainability for the Parish Council. It held a “Climate Fresk” training event in February, attended by a group of Parish, District and County Councillors and local residents to look at the fundamental science behind climate change and empower action. It is looking at an energy efficiency survey which was undertaken on the Recreation Ground pavilion, to see if there are any improvements that can be made to the building to reduce the carbon footprint of the facilities, and exploring other possibilities such as solar panels over the car park.

The Committee has recently approved funding for a “Histon & Impington Eco Fest” on Sat 10<sup>th</sup> June at Histon Baptist Church. This event is being run by HI Sustainability, along with HI St Andrews’ Churches Histon and Impington, Histon Baptist Church and Cambridge Carbon Footprint. It will launch with a day of stalls, talks and activities, and aims to inspire and inform the community of both small and significant actions that they can take to tackle the climate crisis and biodiversity loss. Thirty days of action will follow through June and into early July. Lots of community groups and local businesses are involved and more information will follow in the next few weeks.

Finally, the Committee is also responsible for Public Art and has also agreed to support two possible Public Art projects in the villages. The first is the installation of a bench in memory of Pat Fleet, and the second is the creation of a scheme similar to the Blue Plaque scheme to recognise local residents and the places that they lived in the villages

***Sarah Smith, Chair Histon and Impington Nature & Biodiversity Committee***

## **Wellbeing, Recreation & Leisure Committee**

The brief of our Wellbeing Recreation & Leisure Committee renamed from Sport & Recreation last year was as with many of our re-organised committees to take on broader function working cross-functionality with all committees and with our residents and stakeholders to bring a greater understanding to Histon & Impington Parish Council of requirements for our villages.

I am excited by the opportunities and challenges of this Committee. I am also excited by the new perspectives and expertise of our current Councillors to bring to a resolution. This committee has been frustrated that our deliverables have not been as focused and speedy as we would like them to be. However, we are beginning to find new ways of delivering solutions.

I list some of these deliverables below:

- Co-opting all key Recreation users to our WRL Committee so they can bring their perspectives and those of their teams to the Parish Council table. We will work together and use data to gather your wider requirements and increase understanding of what matters to our villages.

- Improvement of Parish Council land to support increased usage and recreation by STIR. See our Parish Council website for the proposed design.
- Anti-Social Behaviour – This has increasingly been an issue for our Parish Council Staff and as a result we are looking at identify a resolution to this issue as a priority. This is something that has been happening especially at our Recreation Ground for some while, but we are seeing an increase since COVID.
- Challenges in accommodating all teams and organisations in our current Pavilion, which is because of the work done by many on our local Sports clubs to encourage and support increasing numbers of residents of all ages taking part in many of our village sporting and recreational activities.
- Improving Parish Council Facilities and ensuring that our Operational Budget, Capital Spend and Income is consistent and fair across all our sports teams and allows our facilities to be maintained to the highest value possible.
- Working with our Recreation Development Group to improve and create facilities throughout our villages that meet the requirements of our residents for and of the future.

Last and by no means least putting Wellbeing of our residents at the very heart of Histon and Impington Parish Council across all our committees. Our committee carries the name Wellbeing, but it is the responsibility of the entire Council. This is something of which we were importantly reminded by Cllr Davies at our last meeting and of course something he has supported for over 20 years.

We will work with Cllr Davies and all organisations supporting Well-being in Histon and Impington to support all the excellent work underway and to plan for the future.

***Yvonne Murray, Chair Histon & Impington Wellbeing, Recreation and Leisure Committee***

# Histon & Impington Parish Council

## Chairman's report to 31<sup>st</sup> March 2023

I started my last report with "We're in a very different place to a year ago" - and I really want to say the same again! The Council has changed a lot over the last year.

The Council comes up for election every 4 years - and 2022 was one of those. Rarely do we have a poll - where electors get to put a cross on a piece of paper, but we did this year. This was the first Impington poll since 1987. We are still the two Parishes of Histon & Impington, and we had a poll just in Impington, where there were more candidates than seats. Histon had the same number of candidates as seats - so no poll, and no vacancies.

And, at the same time, we had a number of established Councillors stand down from both Histon and Impington - we've lost tens of years of experience and knowledge as a result, but have a splendid set of new Councillors (almost half the Council).

We've taken the opportunity also to revamp the committee structure (and names) - so we now have:

- Nature & Biodiversity - as it says, but also looking at climate related issues, and public art;
- Land, Assets & Infrastructure - handling highway matters, some of the land owned by the Council, and a range of other matters;
- Wellbeing, Recreation & Leisure - the Recreation Ground, but a number of our agreements for services around wellbeing;
- Planning & Development - planning applications, appeals, Local and Neighbourhood Plans;
- Finance, Governance & Legal - as it says, supporting the work of the other committees and full Council;
- Employment & Transformation - staff matters, and how the Council can change and evolve.

It's great to see that new Councillors, including Councillors elected in 2022, are leading these committees.

The Council has also started to change how it communicates and interacts with the community. Recent issues of HisImp News have included reports from the committees, increasing the visibility of both what we've done, and what we're planning. And online consultations have been run to gauge residents' views on matters that will affect them, particularly around highways matters.

Council has also recently accepted an offer from HI HUB who is planning to launch a magazine for the community. The magazine will carry advertising, thereby supporting businesses in the community, something we did not manage to do with HisImp News. The new magazine will carry Council content, and material that was previously in HisImp News, and, as a result, the Council will cease publication of HisImp News. This will allow Council to focus on what it wants to get out to the community without having to worry about getting it there, and should, long term, cost no more than today.

The other major item that took a great deal of Councillor time this year was support for Histon & Impington Green Spaces (HIGS). Both Long Meadow and the Croft Close Set Aside land were on a lease from Anthony Jenking funded by the Council whilst HIGS was raising the cash to acquire them. Long Meadow, thanks to the generosity of Sally London, was transferred early on. However, Croft Close Set Aside took much longer to raise the necessary funds, and Council agreed to not seek repayment of various sums that it had spent on works associated with HIGS. As a result, both pieces of land will shortly be under the control of the trustees and no longer dependent on Council funding.

Returning to my last year's report - I covered plans to celebrate the Queen's Platinum Jubilee. That we did, and a good time was had by many. What we didn't know was that we'd shortly be mourning the death of the Queen after over 70 years on the throne. For many, she was the only monarch we'd

known, through good times and bad for the Royal Family. New, therefore, to most of us were the processes to announce the accession of King Charles III. We took the opportunity to create a little bit of local history when I, as the Council Chairman, read the proclamation of the accession to a crowd of several hundred at the village green. I was quoted in HI HUB: *"I feel very honoured at being able to do this at this saddest of times. It was good that so many, from the very young upwards, were able to be there along with also most of the local clergy. Being together with friends is so important on such an occasion. I do hope that Histon & Impington will continue to honour this tradition next time around"*.

Our committees are working hard, and written reports will be available from all of them. I won't, therefore, be repeating here their achievements or plans.

I'd like to close by thanking - you, the community, for everything you have done; all of the councillors working so hard for the community at County, District and Parish levels; our office and grounds teams for all that they do - whether visible or not. And also for HI HUB and the village Facebook groups for keeping us in touch - and amused.

And finally, this is my final Chairman's report for Histon & Impington. Our Standing Orders, the rules by which the Council operates, limit the term of Council or Committee Chairs to four years - and I am at the end of my four years. Having argued for that to be included in our Standing Orders you might say that I'm *"hoist with my own petard"*, but it is good for change to happen. I will be staying on Council until 2026, but do not currently plan to stand for election then.

*Denis Payne*  
*Chairman, Histon & Impington Parish Council*



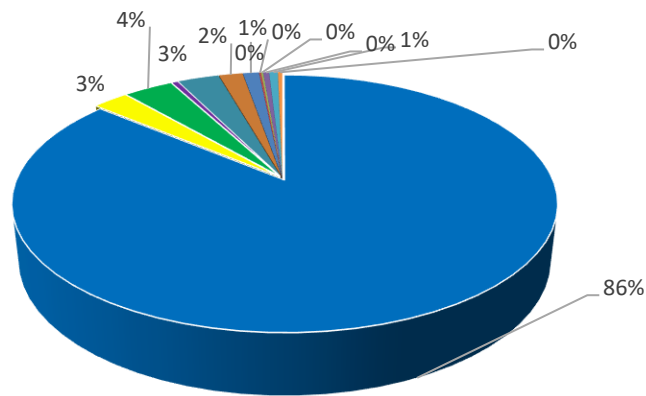
## ANNUAL PARISH MEETING 9<sup>th</sup> May 2023

**INTERIM END OF YEAR ACCOUNTS 2022-23 – Figures are provisional and subject to audit**  
**In May 2022, after the election of the new council, we restructured our Committees and the information below reflects that new committee structure**

Expenditure		Income	
Finance, Governance and Legal (now includes the Admin budget)	97,442	Council Tax/Precept	399,661
Public Work loans - capital and interest payments	28,667	Interest	11,825
Land Assets and Infrastructure	42,810	Recreation ground - Club receipts	16,384
Nature and Biodiversity	35,526	Recreation ground - Ground takings	2,229
Planning	8,450	Recreation ground - Sports courts fees	13,647
Wellbeing, Recreation and Leisure	123,156	Recreation ground Pavilion Hire	7,799
Youth	23,872	Burial Ground fees	5,292
Community Support- Village Warden Scheme	8,000	Allotment Rents	666
Community Support - Hi Friends Older Person Worker, Dementia Support, Wellbeing Team	15,000	Village Green Hire	600
Donations - HI Hub £1,000 for screen in library; COVID 19 volunteers thank you party £141.41; Cambs SAR £300; Cogwheel Trust £500; Royal British Legion £100	2,041	Refuse Collection School Hill	1,950
Section 106 spend - Abbeyfields £3,083.30; Infant School field legal fees, lease and maintenance £,4015.44; Office refurbishment £767.81; new lights in Pavilion £1,374.27	9,241	Grass Cutting Grant from CCC	2,851
Specified Reserve spend - new lawnmower at Recreation ground £4,250; Abbeyfields costs £8,721.00	12,971	Asset income	1,431
General Reserve spend - Rec Play Rea fencing £7,000; Grass Court fencing replacement and new path lights £9,888.73; Lights in big tree on green and installation £2,426.40; Design work for School Hill £410.60; Work on drainage ditches at Recreation ground and scarifying of courts and pitches after dry summer £3,022.47; Application fee for Highways bid £500; training on road Closures £996.00; new diesel tank for Recreation ground £2,950.00	27,194		
<b>TOTAL EXPENDITURE</b>	<b>434,370</b>	<b>TOTAL INCOME</b>	<b>464,335</b>
		<b>Surplus/Deficit for year</b>	<b>29,964</b>
Closing balance 2021-2022	937,718	Balance Carried forward as of 31.03.23	968,094

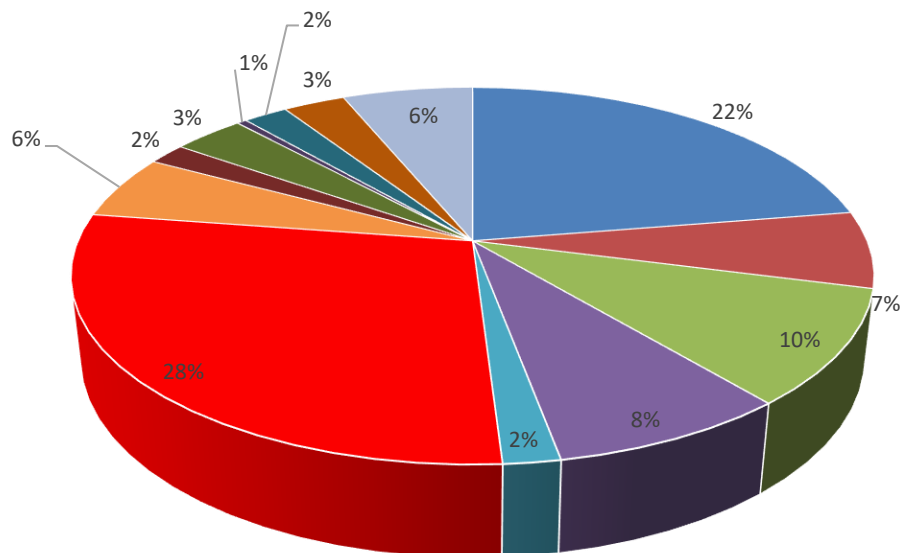


## Histon & Impington Parish Council Income 2022-23



- Council Tax/Precept
- Interest
- Recreation ground - Club receipts
- Recreation ground - Ground takings
- Recreation ground - Sports courts fees
- Recreation ground Pavilion Hire
- Burial Ground fees
- Allotment Rents
- Village Green Hire
- Refuse Collection School Hill
- Grass Cutting Grant from CCC
- Asset income

## Histon & Impington Parsh Council Expenditure 2022-23



- Finance, Governance and Legal
- Land Assets and Infrastructure
- Planning
- Youth
- Community Support - Hi Friends
- Section 106 spend
- General Reserve spend -
- Public Work loans - capital and interest payments
- Nature and Biodiversity
- Wellbeing, Recreation and Leisure
- Community Support- Village Warden Scheme
- Donations
- Specified Reserve spend

The Parish Council services a series of loans taken out to fund the development at the Recreation Ground from 2005. These loans will be fully paid off in 2030 if the Council does not take out any more loans and merge all the loans together. The payments this year for all loans amounted to £28,667.

There are also sums of £224,727.13 in various Section 106 funds, which is funding provided by developers which must be spent on specific projects within a 10-year time frame on various community focused areas.

This leaves a general reserves fund of £443,327.76. The advice from Auditors is to maintain a general reserves fund of at least 50% of annual precept, which for 22-23 would be £199,830.50.

The precept for 2023/24 for Histon and Impington is for £411,743.61 and has increased by 2.9%. Our expenses budget largely matches the amount requested for precept. The Council's plans for capital projects will need to be partially funded from the general reserves fund, and the Finance, Governance and Legal committee will monitor any requests for capital spend in the coming year.

Our main sources of income are from the Parish Precept (the parish part of the Council Tax bill provided by South Cambs District Council), facilities charges including the Recreation Ground, Sport Club fees, Burial Ground fees, allotment fees, and grants. We are keen to obtain more grant funding where available, and are lucky to be the recipients of a donation from the Friends of H&I Community, who run a variety of community events and fundraisers in the village, as well as an ever growing choice of classes in our Community Room such as the Stroke Recoverers Group and Chair Based Activity Class, Table Tennis, Tai Chi classes, Memory & Co-Ordination Group and Dance & Fitness Class. The Council itself financially supports Youth services and the Age UK Village Warden Scheme.

The Parish Council employed 6 members of staff in this financial year:

**Full Time:**

Clerk:	Mrs Chelsea O'Brien
Head Groundsman:	Mr Steve Campin
Head Parish Ranger:	Mr Trevor Smith

**Part Time:**

RFO:	Mrs Theresa King
Administration Assistant:	Miss Amelia Luck
Assistant Parish Ranger	Mr Martin Cornell

# COUNTY COUNCILLOR'S ANNUAL REPORT 2022/23



Ros Hathorn, 76 Cambridge Road, Impington, Cambridge CB24 9NU

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Tel: 07548 745197 <https://hiopcouncillors.wordpress.com/>

With inflation at around 10% and Council Tax increasing by 5% this year was always going to be challenging. Since 2014 government funding to the Council has decreased by 70% in real terms, a situation so challenging a cross party letter was sent to the government signed by all parties (this is the only instance of such cross party collaboration I have seen in 2 years).



## Highways and Transport

-Maintenance funding comes from central government topped up by the council. As the funding has reduced over the last 10 years essential long term maintenance such as resurfacing has been cut and we have seen the consequences this winter. Repeated bouts of freezing followed by extremely heavy rain have wrought havoc on the roads.

-We did get a road resurfaced here the B1049 city side approach to the roundabout.

-In South Cambridgeshire the previous Conservative administration adopted a deprivation index approach for road maintenance; more money to maintain roads in poorer areas. South Cambridgeshire received the lowest funding, with districts with Conservative Councillors seeing the most. We see the impact of this on our roads every day.

-Pot holes. Inflation has hit the budget, Brexit and HS2 have made it impossible to fill vacancies in the service. The City has had just one of it's two Local Highways officers in post for over 18 months. I met with the Chief Executive of the Council this week who acknowledged that Highways maintenance was the biggest challenge for the council and they needed to do far better. I hope to have better news in 12 months, this is the number one issue.

-Phase one of the Parish Council's ambitious scheme to make Histon High Street a space where people felt safe led to installation of a raised table at Brook Close and tidying up of the High Street. This was a joint Parish/County project the parish won funding for.

-Gullies (drains) have begun to be cleared after years of neglect. This is not a quick process and there is still lots to do. I am working with local volunteers to ensure blockages are addressed. Many thanks to Cedric Foster who works tirelessly to keep the streets of Histon and Impington tidy and to parish and community councillors who give a great deal of time.

-A14 trees. National highways finally admitted that over 500,000 of their trees had died, and agreed to change their maintenance approach with their 5 year maintenance commitment being restarted. Myself and Dan Mace of HI trees will be meeting with National Highways to discuss the tree planting here.

## COUNTY COUNCILLOR'S ANNUAL REPORT 2022/23

-Looking to the future, Histon and Impington are due to see improvements at the Cambridge Road/Bridge Road junction a crucial connection between Histon, Impington and Orchard Park. Hedgerows alongside cycle and footpaths have been cut back so that they should be less overgrown this summer. Orchard Park should trial street planters to combat pavement parking and we hope to plant more street trees. The big challenge for me is to work better with colleagues to keep our streets tidy.

### **Adults and Health**

- Adult social care is an ongoing challenge. This year the government back tracked and halved previously committed funding. The Care Together approach the council are adopting focuses on attempting to support people living at home with stronger communities, more support and care workers doing their job more and driving to appointments less.

-The Joint Administration had already increased council wages to living wage levels which cushioned some of the worst impacts of inflation, meaning fewer workers left the sector than might have been the case.

### **Children and Young people.**

-Unfunded increases in salaries of teaching assistants are leading to really hard decisions being made to balance schools' budgets. This is a government decision but the impact is felt here particularly in local authority schools like Orchard Park primary with single form entry.

-A number of year 6 students in Orchard Park were allocated secondary school places in St Neots. Whilst it looks like places will be found for students locally this is not acceptable. I have raised this with the Education director with the Orchard Park head and will continue to pursue this until we see tangible changes here.

-The government hardship fund is being used to provide supermarket vouchers and play scheme places for all those eligible for free school meals during the school holidays.

-Special Educational Needs remains a challenging area, the Council reached agreement with the government to create over 100 additional places in mainstream schools and 463 new special school places. This is a small amount of good news in a really difficult area.

### **Environment and Green Investment**

-The investment element of this is paying off with green energy schemes on County land making money and council properties making savings after green energy retrofits.

-Waste. I represent the Council on RECAP where all the councils locally come together to agree on waste issues (district councils collect, County Councils dispose and Peterborough does everything). The government is changing the law in several ways, whilst this is a good thing overall the implementation is challenging and will be expensive despite previous promises that all changes will be funded. Our relationship with waste is key to net zero.

-The Trees and biodiversity strategy will be published this summer.

### **Communities, social mobility and inclusion.**

-The last phase of the Cultivate fund allocated grants for Camtrust and a youth worker in Orchard Park.

## COUNTY COUNCILLOR'S ANNUAL REPORT 2022/23

-Libraries, Trading standards, Registration and Coroners' services sit under this committee. If you are looking for drama and intrigue I thoroughly recommend the Trading Standards annual report (see committee papers December 2022).

-A new one off capital fund is likely to be launched over the summer with grants of up to £25,000 available for community focussed projects.

-The hardship fund administered by the County Council from government funding has now been agreed for the full 2023/24 financial year, previously confirmation of grants would come just days before they started making planning impossible. Please do apply for this if you are struggling with the cost of living, along side small amounts of money there is access to a wide range of advice which regularly gives people access to additional funds.

### **Cambridgeshire and Peterborough Combined Authority (The Unitary Mayor, CPCA)**

-So many people want to see VOI scooters return (although parked in the right places) the CPCA is pushing for this but the department of transport (DoT) are delaying. Perhaps we could all write to our MP Lucy Frazer to ask her to nudge the DoT.

### **Greater Cambridge Partnership (GCP)**

Long a source of controversy this year the Greater Cambridge Partnership (GCP) consulted on a Sustainable Travel Zone. All I know is that whatever happens next will happen after the May elections.

Here is my perhaps foolish defence of the unpopular GCP. The City deal was signed with the offer of significant funding to the area (city and South Cambs) in 2015 which led to the creation of the GCP to manage the deal. The deal was contingent on massive economic growth including a lot more housing. This growth is incredibly challenging to live with. There will always be things that could have been done differently or better. New towns appear where before there was nothing. It feels overwhelming. I have lived in the area almost all my life and that is how I feel too. The local council have a strong local plan and are working on the next one and that helps as it allows them to control some of the development. East Cambs have not had one since 2015 and have almost no legal ability to limit development or demand higher building standards. So Councillors are trying hard to manage the growth as thoughtfully as possible.

Many of the things the GCP do are unpopular because they are about developing ways to respond to this growth. It is easy to attack the GCP but is it the GCP or the growth that is the problem? Whilst we all might wish it was different I do not think we have any choice as a region other than to accept this growth. With an eye on net zero this country has to have an economic strategy, with a successful tech and pharmaceutical industry here it was pretty much inevitable that Cambridge would be singled out as a critical economic growth area. The businesses here help to pay for the country's education and healthcare.

Yes the GCP is not perfect, yes it could regularly do things differently and yes we might all like the excessive growth to stop, but I don't think we have any choice, Cambridge is too important to the nation for its revenue generation to stop growing. So if we as a region reject the GCP we will just have to accept growth without investment in infrastructure. It is a problem borne of the success of some of the industries here and not easy.

# COUNTY COUNCILLOR'S REPORT MARCH 2023



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**CONTENTS: Potholes, Micro asphalt road resurfacing, Gulley Clearing, Cambourne busway vote, Parking enforcement, Special Educational Needs, Care Funding held back**



## *Infrastructure, highways, busways and maintenance*

### **Potholes**

I am not going to pretend that our roads are in a good state of repair. Many are failing. So why can't the County Council get a handle on this?

The funding for road maintenance comes from Central government is allocated by road type and includes £0 for maintaining footpaths and cycleways. It is topped up by the County Council but there is only so much money. The level of funding to the County Council has been cut and cut over the last 13 years.

Perhaps the biggest issue here is that roads which have 'failed' and require a full resurface such as Milton Road, Impington are not being resurfaced. Milton Road is always on the list for resurfacing but every year other roads which are a higher priority (ie busier or more critical) push Milton Road off the list. Instead thousands and thousands of pounds are spent fixing pot holes on roads which should be resurfaced. Station Road (High Street to raised table at Early Years centre) has now effectively failed.

There is not enough money to maintain the highways network so each year they degrade further. A recent industry report estimated it would cost £14 billion and take 11 years to 'fix the country's roads', the government allocated £200million additional funding for potholes for the whole country. This means the 11 year estimate is likely to get longer.

What is the County council doing?



## COUNTY COUNCILLOR'S REPORT MARCH 2023

-staff recruited to fill vacancies including Highways Director, Highways Assistant Director for Maintenance, Chief Executive of the County Council, Director for Place and Economy (number two in the County Council which Highways report to).

-work has begun to change the culture of the County Council. The highways service was demoralised operating in a County Council where there had been a culture of bullying as evidenced through an independent report.

-comprehensive re-evaluation of roll of highways maintenance officers, results of consultation being implemented now

-invested in technical solutions such as Karbontech gulley cleaning

-invested more money in road fixing (although inflation means more money goes less far) and adjusted budget allocations so that road gritting money can be used more flexibly ie it can be spent on other types of highways maintenance in years when gritting is not required

The next step is to review the contracts with external contractors. This could have been done earlier, however, when you review a contract if you don't fully understand the issues you can negotiate a worse deal. You need to understand the issues and have confidence in your staff to get the best deal possible.

And finally....

Financial year 2022/23 was a perfect storm in terms of highways maintenance. The impact of inflation meant that the budget for highways went a lot less far as all operational costs rocketed. In addition to that the winter was particularly hard on the roads, there were prolonged periods of freezing often followed by heavy rainfall which washed away both road surfaces and temporary pot hole fills. The local highways officer hopes to get more on top of pot holes in the next month or so.

### **Why is the County Council resurfacing the wrong roads?**

Burrough Green, The Coppice and Park Avenue are receiving the 'Microsurfacing' treatment. Whenever roads are chosen for these programmes I receive complaints that the wrong roads have been chosen. This is a programme which is relatively low cost, this is not a full resurface so Station Road north section and Milton Road are not eligible. This is a process designed to increase the operational life of roads so if you perform this relatively cheap treatment on roads which are in a good condition you can stop pot holes forming and the roads deteriorating ie you can extend the roads 20 year working life span further. It is a treatment specifically designed to save the Council money and is about keeping roads in good working order for as long as possible.

### **Gully cleaning and flooding**

As you will see from the photos I have chosen one of my favourite moments in March. The road by the Peace memorial flooded, I reported the flooding, at school pick up time I saw the gully clearing team out in that location. When it next rained flooding had stopped.

## COUNTY COUNCILLOR'S REPORT MARCH 2023

My working observation is that if I report one flooding incident on a week day I get attention. So please forward photos and location details. When I report more than one flooding issue I don't necessarily get the same level of action.

Gully cleaning has improved but there are still residual issues.

Road sweeping and footpath clearing are district council responsibilities if you find that debris on the footpath or road is impeding your ability to walk or cycle local or seems to be leading to blocked gulleys please do report it to your district councillors. Tidy streets help us maintain our highways network.

### **Cambourne busway vote.**

The situation in Cambourne is acute. It is a town built with no decent public transport, a lot of affordable housing and families who moved to Cambourne with young children who are now growing up. There is further housing planned for Bourn and Cambourne. The current public transport provision is dire, with those travelling to Cambridge facing 3 hour round trips and only 2 buses per hour.

The Greater Cambridge Partnership (GCP) have gone back again and again to the question of an on-road service vs a busway in order to best deliver public transport. The busway option runs through an orchard whilst the on-road route risked disturbing Madingley Wood, a Site of Special Scientific Interest and ancient woodland. The on-road route would fell trees in some very sensitive sites and is very close to the American Cemetery. An independent assessment has confirmed that the busway is on balance the better option.

The loss of trees in Coton Orchard from the busway has been a flashpoint for concerns. No one wants to agree to cut down trees but the busway has been designed to minimise the number of trees lost, almost of all of those felled in the orchard will be commercial fruit trees less than 30 years old. The orchard will be reduced in size but not lost. The scheme commits to a net biodiversity increase of 10-20% and we as Councillors will make sure this happens. The orchard owners felled a large part of the orchard to build the Coton garden centre and to further extend it. The orchard owners have campaigned to cancel the busway as it goes through the orchard but have not suggested it go through their car park instead.

The busway will also provide bus stops for other villages such as Coton. There will be a large park and ride style car park and space for cycling. Increased bus travel and cycling will lead to carbon reductions from far fewer car journeys. This decision has been in development for many years and it was time to be decisive.

### **Parking enforcement in South Cambs**

An application will shortly be made to the Government with a decision expected to be made by October. The council is also preparing similar applications for Fenland and Huntingdonshire which it expects to send to the Department for Transport (DfT) later this year. Highways officers have worked closely with South Cambridgeshire District Council, Huntingdonshire District Council and Fenland District Council on the development of the schemes.



# COUNTY COUNCILLOR'S REPORT MARCH 2023

## *Education, a fairer Cambridgeshire*

### **Special Education needs**

Pressure on school places for children in Cambridgeshire with additional needs should be eased thanks to an agreement forged by the county council with national Government which will see almost 600 new school places created in the next three years. Without this 'Safety Valve' agreement the council would have to make widespread cuts in its support for children with SEND ie those children with EHCPs.

The package of support announced by DfE is worth £49 million. The Government has also allocated a further £11.3m for capital funding to Cambridgeshire to support new SEND provision on mainstream school sites. The funding will help tackle a gap in the budget for SEND provision which was expected to hit around £58 million by the end of March. The County Council will contribute £9million over 5 years.

Requests for Education, Health and Care Plans (EHCP) in Cambridgeshire have more than doubled from 3,429 in 2016 to more than 7,000 currently.

The council will use the new funding to create 463 new special school places. There will also be extra support for 105 pupils at mainstream schools by September 2026 through a programme of expanding current sites and building new schools. The council has also applied to the free school programme for two new special schools in Fenland and Gamlingay.

<https://www.cambridgeshire.gov.uk/news/49m-extra-funding-for-cambridgeshire-set-to-ease-special-education-pressures>

## *Care – Central Government goes back on promises for a fairer Cambridgeshire*

### **Care Funding Held back**

Senior councillors at Cambridgeshire County Council have criticised the Government for failing to address pay and conditions for social care workers to help recruitment.

Ministers announced this week that half the £500m promised to help address staff shortages would now be held back.

With an average 9.5% vacancy rate in the social care sector in large shire county areas such as ours - higher than the national average - tackling the challenge of workforce capacity was a key plank of these proposed reforms, and a reduction in funding coupled with a lack of focus on pay and conditions will ultimately make it almost impossible to drive forward improvements.

The government's White Paper allocated £500m to support this work, the new paper halves this to just £250m over the next two years - an unrealistic figure that simply will not meet need.

## COUNTY COUNCILLOR'S REPORT MARCH 2023

### Parking enforcement in South Cambs

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### INFORMATION

**Report a Highways fault** If you see a problem; blocked gully/ drain, pot hole or other Highways issue please report it using the tool below.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults>

**Adult care assessment** Call centre: [0345 045 5202](tel:03450455202) 8am - 6pm Mon to Fri, 9am - 1pm Sat

<https://www.cambridgeshire.gov.uk/residents/adults/organising-care-and-support/care-needs-assessment>

Do get in touch with me directly if you have any problems, questions or concerns.

**I've got a problem who do I contact?** Organisational structure in Cambridgeshire is complicated, just ask the question. Email me, a District Councillor or the Parish Clerk we'll all point you to the right person (or try to).

**Climate Emergency** the county council wants to hear your thoughts. What are your ideas? What have you done? What projects could do with some help? The County Council really wants to hear your ideas email [climate@cambridgeshire.gov.uk](mailto:climate@cambridgeshire.gov.uk) .

**Government Structure in Cambridgeshire** *detailing responsibilities*

## COUNTY COUNCILLOR'S REPORT MARCH 2023

**County Council;** education, transport, highways, heritage, social care, libraries, trading standards, waste management, maintaining their estate.

**District Council;** council tax payments, household bin collections, housing and housing benefits, council leisure facilities, environmental health, residential planning, local emergency, community policing contact point.

**Parish/ Community Council;** looking after community buildings, open spaces, allotments, play areas, bus shelters, community projects.

**Greater Cambridge Partnership (GCP)** 'The local delivery body for a City Deal with central Government worth up to £500 million over 15 years to deliver infrastructure (decarbonising transport), 44,000 new jobs, 33,500 new homes and 420 additional apprenticeships.'

Partnership between Cambridge City Council, Cambridgeshire County Council, South Cambridgeshire District Council, University of Cambridge

**The Combined Authority, Cambridge and Peterborough, our elected Mayor (CPCA)** A board consisting of representatives from the District, City and County Councils and Peterborough Unitary Authority, headed by the Mayor.

Responsible for - Business support, skills, housing, transport strategy-liaising with Department of Transport, environment, international, digital connectivity, resilience, research and strategy and new homes.

**Police and Crime Commissioner, Cambridge and Peterborough** To support and challenge the Chief Constable to provide effective and efficient policing services for the area.

**Cambridgeshire and Peterborough Fire Authority** the governing body responsible for the fire and rescue service, made up of County Councillors and Peterborough City Councillors.

## **Joint report from the District Councillors for Histon and Impington Parish Council – April 2023**

**Your Councillors are always ready to help. If you have any questions about these - or indeed any other - matters, please do not hesitate to contact:**

**Pippa Heylings : [cllr.heylings@scambs.gov.uk](mailto:cllr.heylings@scambs.gov.uk) M: 07837228146**

**Martin Cahn : [cllr.cahn@scambs.gov.uk](mailto:cllr.cahn@scambs.gov.uk) M:07826748407**

**Sunita Hansraj : [cllr.hansraj@scambs.gov.uk](mailto:cllr.hansraj@scambs.gov.uk) M: 07584671322**

### **CIVILITY IN PUBLIC LIFE**

This motion was submitted jointly by the Leader of the Council and the Leader of the Opposition. The motion read

“The intimidation and abuse of councillors, in person or otherwise undermines democracy; preventing elected members from representing the communities they serve, deterring individuals from standing for election, and undermining public life in democratic processes. This Council notes that increasing levels of toxicity in public and political discourse is having a detrimental impact on local democracy and that prevention, support and responses to abuse and intimidation of local politicians must improve to ensure councillors feel safe and able to continue representing their residents’ the text of the motion went on to say that the Council should have a zero tolerance approach to abuse of councillors and officers and listed a number of actions.

The motion was carried unanimously.

### **DRINK AND DRUG DRIVING**

The Police have asked us to publicise the confidential hotline to report suspected drink or drug drivers. The hotline: 0800 032 0845 is available 24/7. If someone is in immediate danger always call 999

### **FREE SCHOOL MEALS**

You may remember the Free School Meals campaign that, as District Councillors, we led together with the HI Covid Coordinating Team and implemented successfully with the generosity of residents and support from the Heads of our local schools and local charity HI Friends. We also sent letters requesting our local MPs and government to provide funding to cover all holidays. That was not forthcoming. That is why it was an important decision by the County Council to commit funding to cover all holiday periods last year. The County Council has committed to holiday meal vouchers for a further year. Given that we are in a cost-of-living crisis it is hardly surprising requests for free school meals during term time have increased by 24% in the past 16 months.

Please just google ‘Cambridgeshire free school meals’ to find out more about support and how to access it

### **MORE MONEY TO DECARBONISE COUNCIL HOUSES**

Since declaring a climate emergency and setting its net zero target, Cllr Pippa Heylings and Cllr Martin Cahn, as Chair and Vice Chair of the Climate Change and Environment Committee, have been pushing for the Council to do an audit of its own Council and also housing to understand how many homes have already had retrofitting through government Warm Grants Schemes and how many still needed retrofitting - and how much it would cost to make the remaining homes insulated so they're warm and cheaper., something that's critical given the volatility of energy prices. This has led to the first deep audit and the development of a new SCDC Asset Strategy that looks to

ensure maintenance of residents, Council homes as well as ways to decarbonise our stock and keep energy bills down. Given Council funding, it is very difficult to fund the scale of retrofit needed alone. That is why we agreed to fund some additional time for an officer to find and apply for big government grants.

We are very happy that SCDC has successfully bid for 1.7 million Government funding to continue work to decarbonise Council homes. This will be added to projects the council has already started to improve the fabric of Council homes. It will also support the other measures being put in place to help the Council achieve its own and the Government's Net Zero targets

The District Council owns and maintains around 5,600 Council homes in South Cambridgeshire.

### **ZERO CARBON COMMUNITIES' GRANTS**

It was also through the Climate Change and Environment Committee recommendations that the Zero Carbon Community Scheme was created. We are now running the fourth round of the Grant scheme which has opened for 2023 to encourage exciting community projects that reduce carbon emissions and engage local people about climate change.

Community groups are invited to bid for a share of 125,000, with the scheme closing on June 2<sup>nd</sup>. Previous projects have included cooking classes that reduce food waste, tree planting, a community e-bike rental scheme, solar panels for village halls and a men's mental health and wellbeing project that runs a mobile library for gardening equipment and tool hire.

Parish councils and non-profit groups or organisations that are based in the district can apply.

Groups can apply to the grant scheme by visiting

[www.scambs.gov.uk/zerocarbongrants](http://www.scambs.gov.uk/zerocarbongrants)

### **PAYING COUNCIL BILLS**

More people pay their council bills online or by direct debit. However we know that some people will be unable to do use these methods of payment.

Council house rents can be paid by phone, if this is not working for you please let SCDC know.

The cash payment office at South Cambs was closed because payment of invoices by cash declined. Cash payments can be made at Cambridge City Council cash office which remains open.

There is also the facility to have a payment card issued which enables customers to pay at banks or post offices by cash or cheque. Just let the council know if this method would suit you.

### **ANTI SOCIAL BEHAVIOUR**

A recent spate of anti-social behaviour in Orchard Park has caused residents distress and has also caused damage to property. On one occasion around 15 children were involved in throwing stones at Marmalade Lane and passers-by including a toddler. Most of the children involved were identified and we found that not all children were residents of Orchard Park.

Cllr Sunita Hansraj spent a lot of time talking to residents and passing on information I received to the Community Safety Partnership and the Police. Orchard Park has been granted funding for a part time youth worker to help with this disruptive behaviour.

At present the measures we used seem to have contained this behaviour but will continue to be alert and responsive to it.

As District Councillors together with Orchard Park Community Council, we have planned a further meeting with the Community Safety Partnership and residents to discuss the issue and ways forward to be held on the 10th of May

## **TAXIS IN SOUTH CAMBRIDGESHIRE**

Taxis registered in South Cambridgeshire will be required to have CCTV installed in their cabs. This is for the safety of the drivers and their passengers

## **Warm Hubs – Evaluation Report published**

Using funding provided by the Cambridgeshire & Peterborough Integrated Care System, we were able to commission Cambridgeshire ACRE to [establish and run Warm Hubs](#) in locations across the district through the winter. 25 Warm Hubs ran across South Cambridgeshire this winter, with more than 3,000 visits recorded up to the start of March. Some will now evolve into Community Wellbeing Hubs, offering more services. In the meantime, Cambridgeshire ACRE have just published an interesting and useful Evaluation Report on the project. This gives extensive insight into the difference Warm Hubs have made whilst they have been open in our communities this winter. You can [view the full report here](#) or the [shorter infographic-based version here](#). Note that Cambridgeshire ACRE were also commissioned by East Cambridgeshire District Council to run Warm Hubs in East Cambs, so the report covers both districts.

**CLERK'S REPORT**

<b>REPORT TO:</b>	<b>Full Council</b>	
<b>AUTHOR/S:</b>	<b>Chelsea O'Brien Clerk</b>	<b>9<sup>th</sup> May 2023</b>

**Purpose**

To highlight matters on agenda and update Council on issues arising since last meeting. Issues requiring particular **ratification or note** in **bold**

**Administration/ General:**

- Worked with Tennis Club Chair to resolve issue of tennis balls entering onto the footpath through the fence. Ball stop netting ordered and due to be installed
- Reviewed and completed all annual Risk Assessments including site wide assessment of the Recreation Ground
- Play Area resurfacing taking place w/c 9<sup>th</sup> May 2023
- Window smashed at pavilion Saturday 6<sup>th</sup> May, reported to the Police and insurance company
- Working with resident to resolve damage to property in Homefield Park
- All Formal Arrangements for use of the Recreation Ground have now been signed
- Increased in anti-social behaviour and use of electronic scooters on the Recreation Ground noted and being recorded
- Coronation Flag installed and flying at The Green
- Bowls Pavilion damage to veranda reported to club representative. Bowls Club arranging repair
- Smart meter in car park replaced
- Review of policies, Standing Orders, Financial Regulations for AGM preparation

**Meetings Attended:**

- Staff team meetings and internal debriefs
- Several meetings and calls with Ashtons to resolve HR issue
- On site meeting with Tennis Club Chair and Head Groundsman
- One to one wellbeing meetings with staff
- Highways and Footpaths meeting scheduled 10<sup>th</sup> May
- Recreation Site Walkabout

<b>REPORT TO:</b>	<b>Full Council</b>	<b>10<sup>th</sup> May 2023</b>
<b>AUTHOR/S:</b>	<b>Theresa King, RFO</b>	

**Purpose:**

**To approve** continuation of Direct Debits for regular Utility/ Provider payments for 2023-23; mandates signed by 2 authorised signatories:

<b>Siemens Financial Services (PEAC Finance)</b>	Photocopier rental:	Feb, May, Aug, Nov quarterly
<b>Sharp Business Systems</b>	Photocopier readings	Monthly
<b>Public Works Loan Board</b>	Loan repayments:	Pavilion: April, October half yearly Office: June, December half yearly Freehold: June, December half yearly Completion: April, October half yearly
<b>London Fuel Ltd</b>	Gulf Petrol Station (unleaded fuel for mowers & Piaggio);	monthly
<b>Cambridge Water Co</b>	<b>(now South Staffs Water/Source for Business)</b>	
	For Burial Ground, Homefield Park. Recreation Ground;	May, November half yearly
<b>Onecom Ltd</b>	Phone & Broadband	Monthly
<b>British Gas</b>	Rec Gas account	Monthly
<b>British Gas Lite</b>	Rec Elec account	Monthly
<b>British Gas</b>	Elec – Feeder Pillar	Monthly
<b>British Gas</b>	Crossing Keepers Hut	Monthly
<b>Team Flitwick (Certas Energy UK)</b>	Gasoil	Variable – when fuel ordered
<b>Information Commissioner</b>	Data Protection Reg.	April, annually
<b>PHS Group</b>	Personal Hygiene	March, annually and Duty of Care September, annually
<b>Unity Trust Bank</b>	Service charges	March, June, Sept, Dec quarterly
<b>B&amp;CE Holdings Ltd</b>	Workplace pension	
<b>(People's Pension)</b>	contributions	Monthly
<b>SSE Business Energy</b>	Street light energy	Monthly
<b>Lloyds Bank plc</b>	Corporate MultiPay	Monthly
	Unity Trust Credit Cards	

Theresa King  
10.05.23