

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room at the Recreation Ground  
7.30pm, Monday 15<sup>th</sup> May 2023**

## Annual General Meeting Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	<p>Present: <b>Cllrs:</b> Denis Payne (opened the meeting as Chair), Jospeh Adam, Sarah Allen, Aga Cahn, Walter Davey, Neil Davies, Christopher Hobbs, Simon Jocelyn, David Legge, Owen Leonard, Tom McKeown, Geoff Moore, Yvonne Murray, Sarah Smith, Edd Stonham, Louise Wilbraham</p> <p><b>Dist Cllrs:</b> Martin Cahn, Sunita Hansraj</p> <p><b>Cty Cllrs:</b> Ros Hathorn</p> <p><b>Clerk(s):</b> Chelsea O'Brien; Theresa King, Amelia Luck</p> <p><b>Member of Public:</b> 5 members of public</p>	
<b>23/001</b>	<p><b>ELECTION OF COUNCIL CHAIR</b></p> <p>Cllr Davies proposed Cllr Stonham for Chair, seconded Cllr Legge Cllr Jocelyn proposed Cllr Murray, seconded Cllr Davey Item taken to vote. Following completion of voting slips and count, result concluded election of Councillor Yvonne Murray as Chair of Histon &amp; Impington Parish Council by majority.</p> <p>Cllr Murray wished to say a few words on behalf of Council to thank Cllr Denis Payne for record length of service as Chair for Histon &amp; Impington Parish Council. Cllr Murray outlined just a few highlights of Cllr Payne's service to Council including: merging of Histon Parish Council and Impington Parish Council, Bishop of Ely's Etheldreda Medal presented to Denis, Charles III Ascension on The Green in 2022, his ability to change with the times and his continued goal to improve community engagement which stems from the 2006 Impington Quarterly. Councillor Murray presented Cllr Payne with a gift from Council and flowers but due to the overwhelming donations a further personalised will follow at a later date.</p> <p>Cllr Murray signed the Declaration of Office and took the position of Chair.</p> <p><b>ELECTION OF COUNCIL VICE CHAIR</b></p> <p>Cllr Legge proposed Cllr Stonham, seconded Cllr Hobbs Cllr McKeown proposed electing no Vice Chair, noting this is not a statutory role for Parish Councils, and instead have the responsibility of the Vice Chair to fall to Committee Chairs, seconded by Cllr Smith. Item taken to vote with the Chair informing all to indicate at the bottom of the voting slip if they did not wish for this role to be elected. Following completion of voting slip and count, result concluded in election of Cllr Stonham as Vice Chair of Histon and Impington Parish Council by majority.</p> <p>Cllr Stonham signed the Declaration of Office as Vice Chair.</p> <p><b>REGISTER OF INTERST FORMS</b></p> <p>Councillors received paper copies of their register of interest forms. These are to be reviewed individually and returned to the office.</p>	
<b>23/002</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies from Cllr Crockford and Cllr Uttridge. Clerk informed all of the resignation of Cllr Andrew Butcher from Council with immediate effect. Clerk to contact South Cambs District Council to notify of vacancy.</p>	
<b>23/003</b>	<p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>None declared.</p>	

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. Annual Calendar of meetings presented at item 23/014 for approval.	
23/005	<b>PUBLIC PARTICIPATION</b> 5 members of public in attendance. A member of the public performed a version of the song 'My Way' to Cllr Payne in appreciation for his time serving as Chair to the Parish Council. The lyrics were amended by Cllr Cahn, performed by Mr A Cahn. Applause awarded to Mr Cahn and thanks expressed by Cllr Payne. 1 member of public left the meeting.	
23/006	<b><u>TO APPROVE minutes of the meeting held 20<sup>th</sup> March 2023</u></b>	
006.1	Proposed Cllr Stonham, seconded Cllr McKeown, all in favour for Chair to sign as a true and accurate record of the meeting, <b>approved</b>	
23/007	<b><u>To note minutes of the Annual Parish Meetings held Tuesday 9th May 2023</u></b>	
007.1	APM minutes to be circulated once finalised.	
23/008	<b><u>MATTERS ARISING</u></b>	
008.1	Actions List provided to all and noted Clerk noted completion of the Annual Report, to be removed from the list.	
23/009	<b>TO ACCEPT COMMITTEE REPORTS</b>	
009.1	<b>Planning Committee</b> draft minutes 21 <sup>st</sup> March and 18 <sup>th</sup> April provided to all and accepted. Next meeting due 16th May 2023 to elect Committee Chair	
009.2	<b>Finance, Governance and Legal Committee</b> draft minutes 17th April provided to all and accepted. Next meeting due Monday 22 <sup>nd</sup> May to elect Committee Chair	
009.3	<b>Wellbeing, Recreation and Leisure Committee</b> draft minutes 24 <sup>th</sup> April provided to all and accepted. Next meeting due Monday 22 <sup>nd</sup> May to elect Committee Chair	
009.4	<b>Nature &amp; Biodiversity Committee</b> draft minutes 28 <sup>th</sup> March provided to all and accepted next meeting due Monday 22 <sup>nd</sup> May to elect Committee Chair	
009.5	<b>Dates of upcoming Committee meetings:</b> Land, Assets and Infrastructure next meeting due Monday 22 <sup>nd</sup> May to elect Committee Chair	
23/010	<b>TO REVIEW AND ACCEPT</b>	
010.1	<b>Delegation arrangements to committees, sub committees, staff and other local authorities:</b> Copy provided to all for review. Proposed Cllr Payne, seconded Cllr Stonham all in favour and <b>approved</b> .	
010.2	<b>Terms of Reference for Committees:</b> draft copy provided to all to be reviewed and accepted at relevant Committee meetings. Clerk thanked Cllr Moore for his work on the Terms of Reference for the Land, Assets and Infrastructure Committee. Cllr Payne noted the Employment and Transformation Terms of Reference requires detail on the transformation scope but that this needed to be considered carefully so that there was no conflict with the roles of other committees. Cllr Payne confirmed he is working on a copy to be reviewed by the Committee at their next meeting.	Review Required
23/011	<b>TO CONFIRM APPOINTMENT</b> <b>Proper Officer</b> –Mrs C M O'Brien <b>Responsible Financial Officer</b> – Mrs T King <b>Internal Auditor</b> – Heelis and Lodge – Heather Heelis	

	Proposed Cllr Stonham seconded Cllr Jocelyn all in favour and <b>approved</b> .	
23/012	<p><b>TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED EXISTING COMMITTEES</b></p> <p><b>Employment and Transformation</b> 5+2 ex officio – Membership: Cllr Legge, Cllr Payne, Cllr Smith, Cllr Stonham, Cllr Murray. 2 vacancies</p> <p><b>Nature and Biodiversity</b> 6+2 ex officio – Membership: Cllr Cahn, Cllr McKeown, Cllr Adam, Cllr Smith, Cllr Stonham, Cllr Murray. 2 vacancies</p> <p><b>Finance, Governance and Legal</b> 6+2 ex officio – Membership: Cllr Davies, Cllr Legge, Cllr Leonard, Cllr Payne, Cllr Stonham, Cllr Murray. 2 vacancies. Nature &amp; Biodiversity need to elect member at meeting scheduled 22<sup>nd</sup> May.</p> <p><b>Land, Assets and Infrastructure</b> 6+2 ex officio – Membership: Cllr Jocelyn, Cllr Adam, Cllr McKeown, Cllr Moore, Cllr Leonard, Cllr Stonham, Cllr Murray. 1 vacancy</p> <p><b>Planning and Development Consultation</b> 8+ 2 ex officio  <b>Recommendation to reduce member to 6+2. Proposed Cllr Stonham, seconded Cllr Jocelyn all in favour and approved.</b> Membership: Cllr Cahn, Cllr Leonard, Cllr Allen, Cllr Davey, Cllr Jocelyn, Cllr Payne, Cllr Stonham, Cllr Murray. Cllr Crockford omitted from list published but confirmed is a member of the committee.</p> <p><b>Wellbeing, Recreation and Leisure</b> 8+2 ex officio – Membership: Cllr Wilbraham, Cllr McKeown, Cllr Uttridge, Cllr Allen, Cllr Davies, Cllr Hobbs, Cllr Stonham, Cllr Murray. 2 vacancies</p> <p>To receive nominations for Officers:  <b>Allotment-</b> Cllr Moore  <b>Rural Footpaths-</b> Cllr Moore  <b>Playground and open space Inspector-</b> Cllr McKeown and Head Parish Ranger  <b>Tree Warden-</b> to be advertised  <b>County Council Highways Co-Ordinator-</b> resident Mr Foster</p> <p>To appoint members, including Convenors, to serve on the under mentioned Working Groups and Task &amp; Finish Groups as required. Convener in bold.  <b>Youth Shelter Task &amp; Finish</b> – Cllr Cahn, <b>Cllr Wilbraham</b>, Cllr Allen, Cllr McKeown, Cllr Hobbs, Cllr Murray  <b>Cambridge Science Park North (CSPN) - Cllr Payne</b>, Cllr Moore, Cllr Stonham, Cllr Hobbs, Cllr Allen, Cllr Murray, Cllr McKeown, Cllr Davies  <b>Recreation Development Group</b> – <b>Cllr Davies</b>, Cllr Hobbs, Cllr Stonham, Cllr Uttridge, Cllr Murray + Club representatives  <b>Gate Access System</b> – <b>Cllr Stonham</b>, Cllr Hobbs, Cllr Payne + Club representatives  <b>Neighbourhood Plan Review</b> - membership yet to be agreed, 1 member of each committee + equal number of residents. Further discussion required with South Cambs District Council, agree to pause group.  <b>Security Improvements</b> – Cllr Stonham, Cllr Uttridge, Cllr Wilbraham, Cllr Allen, <b>Cllr Murray</b></p>	
23/013	<p><b>TO REVIEW AND ACCEPT</b></p> <p>013.1 <b>Standing orders and financial regulations</b></p> <p><b>Arrangements (including legal agreements) with other local authorities, not for-profit bodies and businesses</b>  <b>Representation on or work with external bodies and arrangements for reporting back</b>  <b>Inventory of land and other assets including buildings and office equipment</b>  <b>Arrangements for insurance cover in respect of all insurable risks</b>  <b>Council's and/or staff subscriptions to other bodies</b>  <b>Council's complaints procedure</b></p>	

	<p><b>Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation</b>  <b>Council's policy for dealing with the press/media</b>  <b>Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence</b></p> <p>Papers provided to all for review and recommendation. Chair went through each item but vote was taken collectively at the end of the item. Clerk confirmed any reference to gender within any Council documentation and policies will be removed.</p> <p>Cllr Payne requested that the Standing Order 5e '<i>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</i>' is amended to clarify that a Chair can only stand for 4 years regardless of elections and proposed the words in any one period is removed. All in favour and <b>approved</b>.</p> <p><b>Representation on or work with external bodies:</b>  <b>Histon &amp; Impington Town Charity:</b> Max Parish, Cllr Denis Payne, Cllr Geoff Moore  <b>IVC Liaison:</b> Cllr Edd Stonham  <b>HI Hub:</b> Cllr Tom McKeown  <b>Community Land Trust:</b> Cllr Moore, Cllr Cahn  <b>Youth Liaison:</b> Cllr Wilbraham  <b>Age UK:</b> Cllr Payne, Cllr Murray  <b>Histon &amp; Impington Green Spaces Observer:</b> Cllr Smith</p> <p>Cllr Payne requested the Clerk seeks valuation of War Memorial and costs to reinstate as he felt insurance provision was low in value.</p> <p>Cllr Davies requests that a working group reporting to Full Council is formed with regards to the Press and Media and development of Parish Council relationship with HI Hub. Item to be added to June agenda.</p> <p>Proposed Cllr Stonham, seconded Cllr Leonard, all in favour and <b>approved</b>.</p>	<p>Clerk</p> <p>Next agenda</p>
<p>23/014</p> <p>014.1</p>	<p><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</b></p> <p>Annual Calendar provided to all. Cllr Payne noted no Employment and Transformation meetings scheduled. Clerk confirmed they are as and when required, but that if the Committee wished to have structured meetings that they should include meeting frequency within the review of Terms of Reference. Proposed Cllr Hobbs, seconded Cllr McKeown all in favour and <b>approved</b>.</p>	
<p>23/015</p> <p>015.1</p> <p>015.2</p>	<p><b>TO RECEIVE REPORTS</b></p> <p><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 provided to all and accepted. Copies are available from the Office and final version will be uploaded to <a href="http://www.hisimp-pc.gov.uk">www.hisimp-pc.gov.uk</a></p> <p><b>Annual and/or monthly reports from County and District Councillors.</b> Annual and Monthly County Councillor report provided to all and accepted. No questions raised. Cty Cllr Hathorn did thank Cllr Payne for his dedication to the Parish Council and his leadership skills. County Council viewed Histon and Impington as a "switched on" Council, Cty Cllr Hathorn wished that to continue.</p> <p><b>Monthly District Report</b> provided to all and accepted. Dist Cllr Hansraj reported that a large increase in anti-social behaviour has been reported in Orchard Park and it is believed that youth from Histon and Impington may be involved. Dist Cllr Hansraj offered to be liaison between the Councils and agreed to work with the Security Improvements working group. She also reported, although a low uptake in Orchard Park, over 3000 people did use the</p>	

	warm hubs initiative.	
015.3	<b>Clerk's Report</b> provided to all and accepted. Clerk noted Council has booked two stalls for the Feast Market on the 2 <sup>nd</sup> July 2023. Clerk to email Councillors for content ideas and to formulate timetable for the event.	Clerk
23/016 016.1	<b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT</b> <b>To note</b> payment of accounts under delegated approval, noted	
016.2	<b>To approve</b> payment of outstanding accounts due and retrospective payments for April. Proposed Cllr Payne seconded Cllr Stonham, all in favour and <b>approved</b> .	
016.3	<b>To report</b> on amounts paid in and other correspondence, noted.	
016.4	<b>To note</b> completion of Risk Assessment Review April 2023, completed by Clerk and RFO, noted.	
016.5	<b>To approve</b> continuation of Direct debits for 2023-24. Report provided to all within agenda pack, proposed Cllr Payne seconded Cllr Stonham all in favour and <b>approved</b> .	
23/017	<b>RECENT CORRESPONDENCE</b>	
017.1	None received	
23/018	<b>OTHER MATTERS</b>	
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. Proposed Cllr Stonham, seconded Cllr Legge, all in favour and <b>approved</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> Clerk outlined recent support received from Ashtons and the value this could have to both the staff and the Council as an employer. Proposed Cllr Stonham, seconded Cllr Davies, all in favour and <b>approved</b> .	
018.3	<b>Recreation Ground Security: Request from Wellbeing, Recreation and Leisure Committee for Council to consider funding up to 10 hours per week for security provision at the Recreation Ground site:</b> noting the recent spike in anti-social behaviour and the impact this is having on staff, clubs and users of the Recreation Ground. Proposed Cllr Davies, seconded Cllr Wilbraham. All in favour and <b>approved</b> to delegate spend of up to £2,000 to RFO and Clerk to engage company and make suitable arrangements for 10 week trial.	Clerk/ RFO
23/019	<b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b>  Chair, Cllr Murray working with the Clerk to draft website article, Cllr Legge recommends highlighting that Cllr Murray is Histon & Impington Parish Council's first female Chair.  <b>Next Agenda:</b> To accept Annual Governance and Accountability Return; Internal Audit Report Annual Parish Meeting minutes Press and Media Working Party Membership	
23/020	<b>Next Full Council: Histon &amp; Impington Parish Council</b>  Monday 19 <sup>th</sup> June 2023	
	<b>Meeting closed: 8:43pm</b>	

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