

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 19th June 2023**

10 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	<p>Present: Cllrs: Yvonne Murray (Chair), Sarah Allen, Aga Cahn, Jennifer Crockford, Neil Davies, Christopher Hobbs, Simon Jocelyn, David Legge, Geoff Moore, Sarah Smith, Edd Stonham (Vice Chair), Joe Uttridge, Louise Wilbraham</p> <p>Clerk(s): Chelsea O'Brien; Theresa King</p> <p>Members of Public (s): 8 including Steve Carrington (co-opted during the meeting)</p> <p>Dist Cllr(s): Hansraj (in part) and Cahn</p> <p>Cty Cllr: Ros Hathorn (in part)</p>	
23/021	<p>TO CO-OPT TO COUNCIL</p> <p>1 vacancy on Council created from the resignation of Andrew Butcher. Mr Carrington, Histon resident, presented to Council his reasons for wanting be a Councillor including:</p> <ul style="list-style-type: none"> - Aspirations to improve facilities for young people - Revitalise village play areas - Support the Recreation Ground development noting his association to Histon Hornets - Understands the needs of all sports clubs - HGV driver, knowledge of roads <p>Proposed Cllr Hobbs, seconded Cllr Wilbraham, all in favour to co-opt Steve Carrington to Council. Cllr Carrington signed his declaration and was handed a Register of Interest form to complete within 21 days</p>	SC/Clerk
23/022	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies: Cllrs Joseph Adam (work), Walter Davey (personal), James Leonard (personal), Tom McKeown (personal), Denis Payne (personal), Dist Cllr Heylings</p>	
23/023	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>None declared</p> <p>With agreement of the Committee, Chair suspended Standing Orders and brought forward items 031.5 followed by item 029.5</p>	
23/024	<p>DATE(s) OF NEXT COMMITTEE MEETINGS</p> <p>Upcoming dates shared on events page of www.hisimp-pc.gov.uk detailed under agenda item 23/029 and calendar invites emailed to all</p>	
23/025	<p>PUBLIC PARTICIPATION</p> <p>No items raised</p>	
23/026	<p><u>TO APPROVE minutes of the meeting held 15th May 2023</u></p> <p>026.1 Majority in favour Chair to sign as a true and accurate record of the meeting, approved</p> <p><u>TO NOTE Annual Parish Meeting Minutes for Histon and Impington 9th May 2023 attached</u></p> <p>026.2 Minutes provided to all and noted</p>	
23/027	<p><u>MATTERS ARISING</u></p> <p>027.1 Action list provided to all (Appendix 1) and accepted. No additional discussion</p>	

<p>23/028</p> <p>028.1</p> <p>028.2</p> <p>028.3</p>	<p><u>REPORTS TO NOTE</u></p> <p><u>County Council</u> written monthly reports February copied to all and accepted (Appendix 2) covering: Greater Cambridge Partnership Making Connections, Pot Holes/Station Road, County Council's Cultivate Fund, Community Safety Partnership, Orchard Park School, North Cambridge Academy and Darwin Green, Electric Buses. Additional discussion on: Cty Cllr Hathorn verbally updated on graffiti on Station Road and dialogue with the Parish Office to ensure any offensive graffiti is removed swiftly. Plastic speed bumps on Station Road to replace existing being discussed at Council level, Cllr Stonham queried the environmental impact.</p> <p><u>District Councillor Report</u> written monthly report March copied to all and accepted (Appendix 3) covering: Community Group funding, Zero Carbon Community Grant Scheme, Right to Buy, Anti-Social Behaviour, East West Rail, Assisted Bin Collection, CCTV in Taxis, Fence on Hereward Close/Water Lane. Additional discussion on: Collaboration with Orchard Park and the Community Safety Team, meeting to be arranged for all parties to work on solution. All new licensed Taxis will require CCTV and a panic button for driver and passenger from April 2024 on a rolling programme. Hereward Close/Water Lane fence repairs have now been completed by the management company of the houses, further repairs to fence adjacent Homefield Park required. Dist Cllr Cahn progressing.</p> <p><u>Clerk's Report</u> written report provided to all and accepted (Appendix 4). Clerk outlined decision within the report as follows: To agree to purchase item/gift up to £200 for the newly opened Early Years Centre Forest School. Proposed Cllr Crockford, seconded Cllr Davies all in favour and agreed Parish Council to purchase gift. Clerk to contact Head of EYC to make arrangements.</p> <p><u>Chairman's Report</u> written report provided to all and accepted (Appendix 5). No additional items raised</p>	<p>Dist Cllr Cahn</p> <p>Clerk</p>
<p>23/029</p> <p>029.1</p> <p>029.2</p> <p>029.3</p> <p>029.4</p> <p>029.5</p>	<p><u>To Accept Committee Reports</u></p> <p><u>Employment and Transformation</u> draft minutes 22nd May 2023 provided to all and accepted. Next meeting due 10th July, changed to an informal meeting on Zoom to discuss Committee remit and Terms of Reference</p> <p><u>Finance, Governance & Legal</u> draft minutes 22nd May 2023 provided to all and accepted. Next meeting due 26th June</p> <p><u>Land, Assets and Infrastructure</u> draft minutes 22nd May provided to all and accepted. Draft minutes 13th June to follow at next meeting. Next meeting due 12th September 2023</p> <p><u>Nature & Biodiversity</u> draft minutes 22nd May 2023 provided to all and accepted. Next meeting due 24th July 2023</p> <p>Motion with supporting paper provided to all (Appendix 6): The council recalls that in 2019 it declared a Climate Emergency and reaffirms its commitment to the swift and significant action needed to achieve net zero. It therefore agrees:</p> <p>Proposed Cllr Smith: To finalise by end October 2023 a climate action plan, including new targets for achievement of net zero and a means of assessing progress towards its targets. To assist this, it agrees that:</p> <ul style="list-style-type: none"> • Each Parish Council committee will identify how it can and should contribute to a net zero policy and identify actions it will own for inclusion in the climate action plan. • The Nature and Biodiversity Committee will draw actions together in an overall plan, establish means of monitoring progress and lead engagement with the community on climate change. • It will strongly encourage parish councillors that have not done so, especially chairs of committees, to attend carbon literacy training. • That the Nature & Biodiversity Committee will work with the Finance, Governance and Legal committee to review how impacts (positive and negative) on climate change and 	

	<p>biodiversity can be more effectively assessed in council decision making, including the project development and sign off process and bring a proposal back to Full Council as soon as possible.</p> <ul style="list-style-type: none"> • The Parish Council will seek to increase engagement with and (where appropriate) support for other local organisations engaged in or coordinating climate change action. It will engage with the community on climate change and nature, including schools and youth groups. • That a standing item be placed on the Full Council agenda to review progress against the above items. <p>Standing Orders suspended to allow member of Eco Fest Committee to address Council. Jennifer Ramos spoke in favour of the proposed motion, detailing:</p> <ul style="list-style-type: none"> - Thank you to the Parish Council for supporting the recent Eco Fest, well attended with 200 people visiting - Aspirations work with the Parish Council on initiatives - Climate Action Plan is a fantastic way to follow up action at the Eco Fest - Best practice is to have a plan to reach net Zero, examples available at other Parish Councils - Should be mainstreamed across all Council business - Expressed support for the motion and urged the Council to consider supporting <p>Resident present queried the cost to the community to implement the action plan and projects within the plan. Cllr Smith replied noting, no cost to the Community to produce a plan which is the item on the agenda for decision. To complete a plan will simply be time for those willing to help.</p> <p>Standing Orders re-instated. Members queried:</p> <ul style="list-style-type: none"> - Baseline for monitoring - Item should be quarterly on the agenda <p>Proposed Cllr Smith, seconded Cllr Uttridge, majority in favour, motion agreed. 2 members of the public left the meeting.</p> <p>029.6 <u>To agree to funding up to £7,500 to fund a Tree Officer</u> consultancy contract on a one-year trial basis. Paper provided to all detailing proposal (Appendix 7). Cllr Smith outlined Parish Council benefits and requirements from the role including, quick action following tree surveys, review of trees following storm damage, input on bio-diversity aspects, support to staff on resident queries. Discussion on formula to work out funding discussed; Cllr Smith worked with RFO to produce paper following research into average rate of a Biodiversity Officer. Professional indemnity to be included within requirements. Proposed Cllr Smith, seconded Cllr Stonham, majority in favour, 1 against, funding agreed</p> <p>029.7 <u>Planning Committee</u> draft minutes 16th May and 6th June 2023 provided to all and accepted. Next meeting due 27th June 2023</p> <p>029.8 <u>Wellbeing, Recreation & Leisure</u> draft minutes 22nd May and 5th June 2023 provided to all and accepted. Next meeting due 4th September 2023</p> <p>029.9 <u>Motion with supporting paper provided to all (Appendix 8) Commissioning of Mechanical & Electrical Engineering (M&E) Consultant to look at energy generation and energy efficiency opportunities at the Parish Office and Recreation Ground</u></p> <ul style="list-style-type: none"> • HIPC undertakes a quote gathering exercise for an M&E Consultant to look at sustainable energy generation and energy efficiency opportunities at the parish office and recreation ground. • Council to approve spend up to £6k delegated to Cllrs McKeown, Smith working with Clerk and or RFO to proceed with best value quote • Findings/report to be reviewed and recommendations shared with the Recreation Development Group <p>Members noted the 2019 report on the Community Room and recommendations from the report, some of which Council have now completed. Members expressed support and the need to gather information to assist with planning projects and development of the site and Parish Council assets. Proposed Cllr Stonham, seconded Cllr Smith all in favour and agreed</p>	
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029.10	<p>Motion with supporting paper provided to all (Appendix 9) Recreation Development Group request Council to consider:</p> <p>Proposed Cllr Davies:</p> <ul style="list-style-type: none"> • Histon & Impington Parish Council agree to the appointment of Wilby & Burnett to develop a masterplan at a cost of £6720 excluding VAT. Masterplan to then be reviewed and approved by Recreation Development Group and its Stakeholders with a recommendation to Council prior to submission for pre planning application. • Additional specialist professional advice may be required from other providers as the project develops, an initial overall budget of £10,000 is requested for this work and that the Recreation Development Group is authorised to commission this work when needed. • Masterplan to include recommendations from any energy efficiency review undertaken by Histon & Impington Parish Council <p>Cllr Davies outlined a Masterplan is a key document to guide the Council to future growth and development potential. The paper outlines the recommendations of the Recreation Development Group.</p> <p>Cllr Crockford queried the budget required for other specialist advice, Cllr Davies confirmed this will be for drainage, transport, services reviews etc to ensure a complete Masterplan.</p> <p>Proposed Cllr Davies, seconded Cllr Hobbs all in favour and agreed</p> <p>4 members of public left the meeting.</p>	
23/030	<p>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 10)</p> <p>030.1 To note payment of accounts under delegated approval, noted</p> <p>030.2 To approve payment of outstanding accounts. Proposed Cllr Hobbs, seconded Cllr Stonham all in favour</p> <p>030.3 To report on amounts paid in, noted</p> <p>030.4 To resolve to approve the Annual Governance Statement by resolution. Proposed Cllr Stonham, seconded Cllr Davies, to approve Annual Governance Statement. Cllr Carrington abstained</p> <p>030.5 To consider the Accounting Statement Accounting Statement noted, Cllr Carrington abstained</p> <p>030.6 To resolve to approve the Accounting Statement, to be signed by the Chair of the meeting Proposed Cllr Stonham, seconded Cllr Crockford, Accounting Statement approved, Cllr Carrington abstained</p>	
23/031	<p><u>Other Matters</u></p> <p>031.1 <u>Histon & Impington Flower Festival</u> to approve spend up to £50 for Parish Council display, all in favour and agreed</p> <p>031.2 <u>Review of Half Yearly Donations and Grants:</u> Application provided to all from Histon Library for £250 for library resources to help fund the Summer Reading Challenge. Proposed Cllr Hobbs, seconded Cllr Moore, all in favour and approved, Cllr Davies abstained.</p> <p>031.3 <u>Communications Working Group</u> to confirm membership and working group remit. Agreed to form Task & Finish group with a membership of: Cllrs Moore, Murray, Payne, McKeown, Allen. Noted Cllr McKeown working with Office Team on first draft of Community Engagement Policy. Members noted the need for minutes for a meeting to be published prior to community or press engagement.</p> <p>031.4 <u>To Agree to form an Editorial Team</u> for review and submission to HI Lights Magazine. Remit of group to be finalised following approval of contract with HI Hub. All in favour and agreed membership of all Committee Chairs and Office Team. Councillors agreed that as Planning Committee does not currently have a Chair, Cllr Crockford would take on this role for the committee. HI Lights Magazine timetable and submission requirements to be circulated to members</p>	<p>Clerk</p> <p>GM/DWP /TMK/SA /Office</p> <p>Comm Chairs/ Office</p>

031.5	<p>Histon & Impington Town Charity error noted at AGM, Council to confirm continuation of Brian Ing and Marian Cleaver as nominated representatives and Cllr Moore as Observer role. Standing Orders suspended to allow Max Parish to speak to item. Mr Parish advised Council of the need to ensure the Parish Council does have some form of oversight noting the two nominated representatives are not serving Parish Councillors. Standing Orders reinstated. Proposed Cllr Stonham, seconded Cllr Davies all in favour to agree Mr Ing and Mrs Cleaver as nominated representatives for the term of Council 2022 – 2026 and Cllr Moore as an annual observer role.</p>	GM
031.6	<p>Hub Contract HI Lights Magazine to review and approve draft 12-month purchase contract for pages in HI Lights Magazine to the sum of £3690 and start up grant to sum of £6453.50 Noting draft, copy provided to Councillors only. Draft contract reviewed by Cllrs Moore, Stonham, Murray, Davies working with the Clerk. Cllr Davies strongly urged Council to consider the need for Parish Council material to be posted in December (currently excluded from the contract) to include well wishes to the community as previously done in the Hisimp News. Councillors apologised for the oversight of not realising the contract was for three editions and an additional cost would be required for material in the December edition. Following debate, motion was taken to vote: Proposed Cllr Carrington, seconded Cllr Hobbs, 5 in favour, 7 abstentions, 1 against. Contract approved, to be signed by the Clerk Amended motion proposed by Cllr Hobbs: Proposed to amend contract to include a 1-page entry in the December edition within the agreed contract at no additional cost. Proposed Cllr Hobbs seconded Cllr Davies, all in favour, 1 abstention noted. Clerk to sign contract <i>Post meeting note, noting the recommendation of the Clerk at the time was the motion was not carried, an amended motion was taken to vote. Following advice, members were advised on email on Tuesday 20th June, the original motion was in fact carried and passed as those abstaining counted towards the quorum.</i></p>	Clerk
031.7	<p>To Approve spend from S106 funds for improvements to the Community Room to include:</p> <ul style="list-style-type: none"> • Up to £2000 on thermal fire-retardant blinds delegated to RFO and Clerk • Up to £9500 for air conditioning in the community room and heating/cooling in the Parish Office subject to energy efficiency advice (see agenda item 030.9). Delegated to Clerk and RFO to proceed with best value option working with Cllrs McKeown and Smith to ensure Parish Council climate emergency aspirations are met <p>Councillors expressed the need for professional advice from the contractors to ensure installation of air conditioning/heating is more efficient than existing methods. Proposed Cllr Wilbraham, seconded Cllr Hobbs all in favour and agreed</p>	Clerk/ RFO Clerk/ RFO/ TMK/SS
031.8	<p>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. All in favour and agreed, 2 members of public left the meeting</p>	
031.9	<p>Clerk updated all on staffing levels and challenges. Holiday cover for Ground staff in place. Item for Employment and Transformation Committee to review staff levels and requirements</p>	
031.10	<p>To Review and Approve Draft Lease for Land at School Hill - for designated decking/seating area at School Hill for Stir including delegation to Chair, Vice Chair and Clerk to progress with signing of lease subject to no further changes from either party. <i>Draft lease provided to Councillors only due to confidential views and recommendations from Parish Council solicitor within documentation.</i> Amendment to motion proposed by Cllr Murray to read: To Review and Approve Draft Lease for Land at School Hill for designated decking/seating area at School Hill for Stir including delegation to Chair, Cllr Wilbraham, Clerk and RFO to progress with signing of lease Proposed Cllr Hobbs, seconded Cllr Stonham majority in favour and approved. 1 vote against noted</p>	YM/LW/ Clerk/ RFO
031.11	<p>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 all in favour and agreed</p>	

23/032	HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA <u>No item agreed</u>	
23/033	Next Full Council: Histon & Impington Parish Council Monday 17 th July 2023	
	Meeting closed: 9.32pm 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: Climate Emergency Appendix 7: Tree Officer Appendix 8: M&E Consultant Appendix 9: Report from Rec Development Group Appendix 10: Finance Report including AGAR	

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